

# 2021 ANNUAL ACTION PLAN

**CITY OF HOUSTON**

SYLVESTER TURNER, MAYOR

**HOUSING AND COMMUNITY DEVELOPMENT  
DEPARTMENT**

KEITH W. BYNAM, DIRECTOR

July 1, 2021-June 30, 2022



# 2021 ANNUAL ACTION PLAN

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**SYLVESTER TURNER, MAYOR**

**HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT**

**TOM MCCASLAND, DIRECTOR**

**ORIGINALLY SUBMITTED MAY 2021**

**AMENDMENT #1, JULY 2022**

**THIS DOCUMENT IS SUBJECT TO CHANGE PENDING HUD APPROVAL.**



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# Executive Summary

## ES-05 Executive Summary – 24 CRF 91.200(C), 91.220(B)

### 1. Introduction

**Overview.** The 2021 Annual Action Plan (Plan) is the second plan of the 2020-2024 Consolidated Plan (Con Plan). The City of Houston's (City) Housing and Community Department (HCDD) submits the Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD), which serves as the application to received formula funding from HUD. This federal funding includes the Community Development Block Grant (CDBG), the HOME Investment Partnerships Grant (HOME), the Housing Opportunities for Persons with AIDS Grant (HOPWA), and Emergency Solutions Grants (ESG) that will be used to fund program to benefit income-eligible residents during City's Fiscal Year (FY) 2022/HCDD's Program Year (PY) 2021 (July 1, 2021 – June 30, 2022). In the Annual Action Plan, HCDD provides a concise summary of specific actions that will take place during the program year to address the priority needs and goals identified in the Consolidated Plan.

According to HUD, the primary objectives of the entitlement funds are to increase the availability/accessibility, affordability, and sustainability of decent housing, suitable living environments, and economic opportunity for low- and moderate-income Houstonians. As in the past several approved Con Plans, the 2020-2024 Con Plan funding priorities are divided into four categories designed to benefit low- and moderate-income Houstonians

- Affordable housing
- Supportive services
- Public improvements and infrastructure
- Economic development

The objectives of the 2020-2024 Con Plan are to

- Improve housing opportunities by creating and preserving decent, safe affordable rental and homeowner housing
- Expand sustainable homeownership opportunities for low- and moderate-income families
- Meet the needs of persons with HIV/AIDS and their families through the provision of housing, health, and support services
- Reduce homelessness by assisting individuals and families to stabilize in permanent housing after experiencing a housing crisis or homelessness by providing appropriate housing and supportive service solutions
- Enhance quality of life for residents by ensuring access to appropriate services
- Strengthen neighborhoods by investing in infrastructure, enforcement of safety codes, and public facilities that maximize impact by providing access to services
- Create and maintain healthy and safe environments and homes by removing health and safety hazards from homes
- Enhance the City's economic stability and prosperity by increasing opportunities for job readiness and investing in economic growth to increase the number of jobs or goods and services available
- Promote and ensure fair access to housing for all residents

Priorities and objectives from the 2020-2024 Con Plan align directly with HCDD's vision to create a city where everyone has a safe home they can afford in a community where they can thrive.

For each year of the Con Plan, the City is required to prepare an Annual Action Plan to inform residents and HUD of the City's intended actions during that particular year. At the end of each program year, the City must prepare a Consolidated Annual Performance and Evaluation Report (CAPER) to provide

information to HUD and residents about that year's accomplishments towards achieving the goals and objectives identified for that year.

## 2. Summarize the objectives and outcomes identified in the Plan

**Annual Objectives.** The Plan identifies programs and activities that will be used to meet HCDD's goals. As required by HUD, each activity is linked to one of three federal program objectives: 1) decent housing, 2) suitable living environment, or 3) economic development. Each objective is matched with one of three outcomes: 1) availability/accessibility, 2) affordability, or 3) sustainability. The annual activities that will enable HCDD to achieve these objectives and outcomes in PY 2021 are listed below.

### Decent Housing

Facilitate making decent housing more available, accessible, affordable, and sustainable for low- and moderate-income residents through

- Acquisition, rehabilitation, and new construction of multifamily properties
- Downpayment and closing cost assistance to increase low- and moderate-income persons' access to homeownership
- Single family home repair and development to preserve existing and expand new housing stock
- Lead-based paint testing and abatement activities
- Services to HIV/AIDS populations
- Homelessness prevention and rapid re-housing
- Rental assistance

### Suitable Living Environment

Make suitable living environments more available, accessible, affordable, and sustainable for low- and moderate-income residents through

- Building/rehabilitating neighborhood facilities
- Code enforcement
- Juvenile, youth, and childcare programs
- Supportive and transitional housing
- Support services for populations with special needs (e.g. elderly, persons with disabilities)
- Services for the homeless
- Health care education and services

### Economic Development/Opportunities

Increase access to economic opportunity for low- and moderate-income communities through

- Expansion of business products based on community need
- Business development services
- Job training and employment services for low- and moderate-income persons

## 3. Evaluation of past performance

**Past Performance.** During the last consolidated planning period, HCDD achieved many of the goals set for the period of July 1, 2015 to June 30, 2020. The following will review the goals and outcomes of the past five-year period through the close of the fifth year ending June 30, 2020.



**Table 1 – 2015-2019 Consolidated Plan Goals and Accomplishments**

Goal	Category	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete
Preserve and Expand Supply of Affordable Housing	Affordable Housing	Rental Units Constructed	Household Housing Unit	404	417	103.22%
		Rental Units Rehabilitated	Household Housing Unit	390	567	145.38%
		Homeowner Housing Rehabilitated	Household Housing Unit	250	112	44.80%
		Homeowner Housing Added	Household Housing Unit	10	0	0.00%
		Other (Lead-Based Paint)	Other	488	290	59.43%
Expand Homeownership Opportunities	Affordable Housing	Direct Financial Assistance to Homebuyers	Households Assisted	500	230	24.80%
Provide Assistance to Persons Affected by HIV/AIDS	Affordable Housing (Non-Homeless Special Needs)	Tenant-Based Rental Assistance / Rapid Re-housing	Households Assisted	2,325	1,973	84.86%
		HIV/AIDS Housing Operations	Household Housing Unit	1,500	1,386	92.40%
		Other (Supportive Services)	Other	9,150	18,620	203.50%
Reduce Homelessness	Homeless	Tenant-Based Rental Assistance / Rapid Re-housing	Households Assisted	350	1,921	440.00%
		Homelessness Prevention	Persons Assisted	950	4,290	451.58%
		Public Service Activities Other Than Low/Moderate Income Housing Benefit	Persons Assisted	115,500	169,686	141.91%
Enhance Quality of Life through the Provision of Public Services	Non-Housing Community Development	Public Service Activities Other Than Low/Moderate Income Housing Benefit	Persons Assisted	103,000	113,868	110.55%
Revitalize Communities	Non-Housing Community Development	Public Facility or Infrastructure Activities	Other	30	35	116.67%
		Housing Code Enforcement / Foreclosed Property Care	Household Housing Unit	161,250	184,123	114.18%
Foster Community Economic Development	Non-Housing Community Development	Jobs Created / Retained	Jobs	50	107	214.00%
		Businesses Assisted	Businesses Assisted	3	0	0.00%
Promote Fair Housing	Non-Housing Community Development	Other	Other	500,000	4,544,141	908.83%

NOTE: Accomplishments as in 2019 CAPER





## 4. Summary of Citizen Participation Process and consultation process

In the development of the 2021 Annual Action Plan, the Housing and Community Development Department (HCDD) planned an extensive citizen participation and stakeholder consultation process.

HCDD worked with a number of City departments, the Houston Housing Authority, non-profit organizations, and other stakeholders to ensure that the planning process was both comprehensive and inclusive. HCDD solicited information from other City departments, the private sector, non-profits, neighborhood-based organizations, and residents regarding existing conditions and strategies for addressing current needs.

HCDD recognizes that Houston residents are the center of, and partners in, the development and execution of these Plans. Opportunities for resident input were provided throughout the planning process through

- Publications and Postings
- Public Hearings/Open Houses
- Online Forums
- Housing Advocates Collective Meeting

## 5. Summary of public comments

HCDD has a variety of ways that staff members engage with the community members, organizations, and advocates regarding housing and community development activities, including accepting community feedback for the Annual Action Plan. For the 2021 Annual Action Plan, HCDD held two virtual public hearings in the fall of 2020 and two virtual public hearings in the spring of 2021. In the spring of 2021 there was a 30-day public comment period for the Draft 2021 Annual Action Plan.

A summary of resident comments from the Fall and Spring Public Hearings, along with a summary of HCDD's responses, is in *Appendix 5* of this document titled *Public Hearing Summaries*. Several commenters made comments at the public hearings and spoke about concerns regarding the increase of supportive services and economic opportunities within their communities, reducing affordability periods for program participants to help build generational wealth, outcome metrics used for code enforcement, building better communication networks with residents, and providing assistance to preserve the historical Freedman's Town. HCDD did not receive any written comments during the 30-day comment period about the Draft 2021 Annual Action Plan, as stated in *Appendix 7: Written Comments*.

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

HCDD considered all comments and views and did not send any responses specifically rejecting comments received.

## 7. Summary

During the next year, HCDD will build upon past experience, monitor community needs, and improve on new strategies striving to meet the goals set in this Plan. HCDD will continue to focus on using data-driven approaches and utilize various resident and stakeholder participation techniques to validate the needs and priorities set in the Consolidated Plan. Over the past year, many Houstonians were impacted by the COVID-19 pandemic, and HCDD created new programs and enhanced others to assist residents and neighborhoods. During the 2021 Program Year, HCDD will continue to support Houstonians that were impacted by the pandemic. HCDD continues to make great strides in addressing the community's needs and the Consolidated Plan priorities through community involvement, evaluating past performance, and responding to past experience with improved efficiency.



## PR-05 Lead & Responsible Agencies – 92.200(B)

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

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

**Table 2 – Responsible Agencies**

Agency Role	Name	Department/Agency
LEAD AGENCY	HOUSTON	HCDD

### Narrative

The City of Houston Housing and Community Development Department (HCDD) serves as the lead agency responsible for administering the programs covered by this 2021 Annual Action Plan, which include

- Community Development Block Grant (CDBG)
- HOME Investment Partnerships Program (HOME)
- Housing Opportunities for Persons with AIDS (HOPWA)
- Emergency Solutions Grants Program (ESG)

### Consolidated Plan Public Contact Information

For comments regarding the 2021 Annual Action Plan, please contact the City of Houston Housing and Community Development Department (HCDD) at (832) 394-5209 or submit your comments to

Kris Robinson  
 Planning and Grants Management Division  
 City of Houston, Housing and Community Development Department  
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## AP-10 Consultation – 91.100,91.200(B), 91.215(L)

### 1. Introduction

The City of Houston (City) recognizes that partnerships with public and private entities are vital to the provision of effective assistance to the Houston community. Each strategy prioritized by the City is only accomplished through effective collaborations with community partners. These partners provide the expertise needed to ensure quality service provision, housing development, and neighborhood revitalization efforts.

In preparation for the 2021 Annual Action Plan, HCDD performed outreach to both residents and other stakeholders. These stakeholders included people who work with low- and moderate-income persons, persons with special needs, persons of protected classes, and those who live in low- and moderate-income areas.

Coordination and consultation with public and private agencies is important to the City when developing the Annual Action Plan. HCDD will continue to work with a number of City departments, the Houston Housing Authority, major non-profit organizations, and other stakeholders, to ensure that the planning process is both comprehensive and inclusive. HCDD obtains information from stakeholders and residents regarding existing conditions and strategies for addressing current needs.

HCDD strives to coordinate with private industry, businesses, developers, and social service agencies for public services and economic development programs. For instance, in PY 2021, HCDD will continue to work with the Houston Business Development, Inc. (HBDI), the Houston Redevelopment Authority (HRA), and Community Development Financial Institutions (CDFIs) to enhance businesses that create or retain jobs and expand services offered in low- and moderate-income areas.

In PY 2021, HCDD plans to sustain this meaningful input in order to strengthen programming during the consolidated planning process. HCDD will

- Continue to reach out to and consult with organizations listed in the table titled “Agencies, groups, organizations who participated” in this section of the Plan
- Seek new opportunities for collaboration and consultation to find innovative approaches to addressing pressing community issues and fair housing impediments, including COVID-19 impacts
- Participate in the process and advance community strategies to end chronic homelessness in Houston
- Host Housing Advocates Collective meetings open to any nonprofit working in housing or disaster recovery to increase collaboration between the public and nonprofit sectors
- Host Lunch & Learns about HCDD programs and activities that benefit Houston residents where residents and stakeholders can learn more information, ask questions, and provide feedback about these initiatives.
- Host weekly Office Hours to assist residents with questions, updates, and complaints

### 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 City of Houston strives to partner with public and private agencies to ensure funding priorities are in line with current community development goals. HCDD is involved in many community collaborations with an aim to enhance coordination between housing and service providers in order to better serve the community.

HCDD continues to lead a community-wide effort to create deeply subsidized affordable housing units that are linked to mainstream and social supports, including primary and behavioral health care and housing in partnership with the City’s Health Department, Harris County Community Services Department, Houston



Housing Authority, Harris County Housing Authority, Houston Housing Finance Corporation, and the Coalition for the Homeless of Houston/Harris County.

HCDD will continue to seek out opportunities to strategize with a variety of groups to address short-term and long-term community needs. In addition, HCDD staff will meet with community groups and agencies throughout the year to solicit input regarding HCDD programs and to plan future activities.

In addition, HCDD will continue stakeholder engagements such as those listed in the following table “Agencies, groups, organizations who participated.” HCDD will also host public and private housing providers with private and government service agencies at periodic meetings.

### Describe the 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.

HCDD continues to work closely with the Continuum of Care (CoC) and the CoC Lead Agency, The Coalition for the Homeless of Houston/Harris County (Coalition). HCDD holds a voting seat on the CoC Steering Committee. The CoC has completed a new strategic plan in 2021, which outlined new goals such as strengthening crisis response addressing racial equity, but the plan also retains the CoC’s historical focus to end chronic and veteran homelessness, including family and youth homelessness. To achieve this goal, HCDD has been actively receiving HUD technical assistance through the OneCPD Initiative. HCDD and the Special Assistant and Deputy Special Assistant to the Mayor for Homeless Initiatives, two full-time dedicated staff positions charged with developing strategies in coordination with local partners to end chronic homelessness in Houston, have taken a lead role in the regional planning efforts.

HCDD and the Mayor’s Office continue to lead the collaborative effort to develop permanent supportive housing for the chronically homeless, continuing to provide supportive services and using the coordinated access system to systematically identify and prioritize the most vulnerable chronically homeless persons for placement into permanent supportive housing. By standardizing assessment processes, the City of Houston can work quicker and more efficiently to end homelessness by appropriately addressing the needs of person who is in need of assistance.

In addition to addressing chronic homelessness, HCDD has actively participated in planning efforts to standardize and target homelessness prevention and rapid re-housing services. This has included updating program standards and common system outcomes, in partnership with Harris and Fort Bend Counties, the City of Pasadena, as well as the Texas Department of Housing and Community Affairs.

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

The five local jurisdictions that comprise the CoC, including the City of Houston, Harris County, Montgomery County, Fort Bend County, City of Pasadena, and the Coalition for the Homeless of Houston/Harris County (Coalition) continue to meet regarding implementation of ESG changes associated with the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. These meetings are referred to as the ESG Funders Workgroup, a group within the CoC structure which ensures that all members of the CoC are targeting funding toward continuum-wide goals. This group assists in updating and maintaining standards for both the provision of assistance and performance. These continuum-wide performance measures are used to evaluate performance and determine resource allocations based on data from HMIS. Agencies receiving funding from HCDD must receive verification of participation in this system as a threshold requirement for funding. In the CAPER, HCDD will evaluate and include information from HMIS about the outcome of projects and activities assisted with ESG funds.

The strategy developed in the Houston area for ESG homelessness prevention funds prioritizes people who are at-risk of homelessness and who have experienced homelessness in the past. The CoC has





developed a prioritization tool for homelessness prevention subrecipients of ESG funds. Families and persons in domestic violence situations are prioritized as those most at-risk of becoming homeless and in need of homelessness prevention assistance to achieve housing stability. The City of Houston, Harris County, Fort Bend County, and the Coalition for the Homeless of Houston/Harris County, coordinated ESG homelessness prevention and rapid re-housing strategies through the CoC.

ESG activity priorities will continue to be homeless prevention and rapid re-housing. Rapid re-housing activities will target those that: are first time homeless, have few recent episodes of homelessness, are part of a family that is homeless, and are fleeing/attempting to flee domestic violence.

HCDD plans to continue funding the Coalition in support of the operation and administration of HMIS. In addition, HCDD works with the Coalition and the CoC to ensure that policies and procedures are aligned with HUD requirements. As HCDD continues to develop its strategy for addressing funding priorities under the HEARTH Act, all work has been and continues to be done in coordination with the Coalition for the Homeless, the CoC - including its committees and workgroups, and other adjacent jurisdictions. Partners are actively working to align and braid resources across the jurisdictions in support of a single, standardized rapid re-housing and prevention model, with the ultimate goal of leveraging substantial private investment in the coming years to substantially increase the number of homeless families to be served.

## 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 3 – Agencies, groups, organizations who participated**

Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the agency/group/organization consulted? What are the anticipated outcomes of the consultation or areas for improved coordination?
Avenue CDC	Housing	Housing Strategy Community Development Strategy Anti-Poverty Strategy	HCDD consulted with Avenue CDC on addressing community and housing needs for LMI families through various types of community developments.
City of Houston – Houston Health Department	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-Victims of Domestic Violence Services-homeless Services-Health Other government – Local	Lead-based Paint Strategy Non-Homeless Special Needs Community Development Strategy	HHD provides HCDD with lead-based paint program information and data for use in development of the Plan, as needed.





Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the agency/group/organization consulted? What are the anticipated outcomes of the consultation or areas for improved coordination?
City of Houston – Mayor’s Office of Complete Communities	Other government – Local	Housing Strategy Community Development Strategy	HCDD consulted the Mayor’s Office of Complete Communities to determine community needs and potential neighborhood improvements.
City of Houston – Mayor’s Office of Homeless Initiatives	Other government – Local	Homelessness Strategy	HCDD consulted with the Mayor’s Office of Homeless Initiatives to determine priorities for addressing needs of persons experiencing homelessness.
City of Houston - Houston Public Libraries	Other government – Local	Community Development Strategy	HCDD consulted with HPL to determine funding needs for providing technological and education opportunities to LMI areas. HCDD plans to continue partnering with HPL to improve neighborhoods through public services.
City of Houston – Parks and Recreation Department	Services-Children Services-Education Other government – Local	Anti-poverty Strategy	HCDD consulted with HPARD to determine the demand for youth programs. HCDD plans to continue partnering with HPARD to serve youth.  HCDD also consults with HPARD to determine the funding needs for the renovation or creation of neighborhood parks.
City of Houston – Planning and Development Department	Other government – Local	Housing Strategy Community Development Strategy	HCDD consulted with PDD to determine what public facilities or neighborhood improvement projects may be considered a priority project. HCDD will continue to work with PDD to help determine priority projects.



Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the agency/group/organization consulted? What are the anticipated outcomes of the consultation or areas for improved coordination?
Coalition for the Homeless of Houston/Harris County	Services-homeless Regional organization Planning organization	Homelessness Strategy Homelessness Needs – Chronically homeless Homelessness Needs – Families with children Homelessness Needs – Veterans Homelessness Needs – Unaccompanied youth	Coalition staff was consulted regarding the Homeless sections of the Plan. The Coalition manages the HMIS system in which HCDD subrecipients report accomplishments for ESG and HOPWA activities. Data from HMIS is used to evaluate program performance.
Housing Advocates Collecting	Housing Planning Organization	Housing Strategy Community Development Strategy Anti-Poverty Strategy	HCDD staff meets with a group of community advocates to discuss community concerns regarding housing and community development.
Houston Area HIV Services Ryan White Planning Council	Services-Persons with HIV/AIDS	Non-Homeless Special Needs HOPWA Strategy	HCDD staff meets periodically with the Ryan White Planning Council to share research and strategize ways to improve the quality of life for those affected by HIV/AIDS. HCDD staff serves on the Council and also serves as a co-chair of the Priorities and Allocations Committee. This information is utilized when determining needs of and services for the HIV/AIDS community.
Houston Community Land Trust	Other	Housing Strategy Services - Housing	HCDD consulted the CLT about developing and selling affordable homes and creating different pathways to homeownership. HCDD will continue to partner with the CLT to provide homeownership opportunities.





Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the agency/group/organization consulted? What are the anticipated outcomes of the consultation or areas for improved coordination?
Houston Habitat for Humanity	Housing	Housing Strategy	HCDD consulted with Habitat for Humanity to develop a strategy to assist CHDOs with staffing capacity and maintaining affordability while constructing new homes.
Houston Housing Authority (HHA)	PHA	Public Housing Needs Homeless Strategy	HCDD consulted with HHA staff regarding the Public Housing sections of the Plan.  HHA serves on the CoC. HCDD and HHA will continue to meet regularly to discuss current projects and plan for potential future projects and initiatives to address homeless needs.
Houston Housing Collaborative	Housing Planning organization	Housing Strategy Community Development Strategy Anti-Poverty Strategy	HCDD consulted with the Houston Housing Collaborative to identify needs and to understand what affordability strategies may be helpful for multifamily and single family construction and rehabilitation.
Houston Housing Finance Corporation (HHFC)	Housing	Housing Strategy	HCDD regularly consults with HHFC on ways to efficiently deploy resources in the community. HHFC assists in implementing new multifamily development by providing bridge loans during the HCDD document preparation process. HHFC will continue to work with HCDD on new initiatives supporting economic development, including activities that address areas without full service grocery stores, also known as food deserts.





Agency/Group/ Organization	Agency/Group/ Organization Type	What section of the Plan was addressed by Consultation?	How was the agency/group/organization consulted? What are the anticipated outcomes of the consultation or areas for improved coordination?
Houston Land Bank	Other	Housing Strategy	HCDD consulted the HLB about affordable land acquisition as a component of the Single Family Home Development program. HCDD will continue to partner with HLB to obtain affordable land options.
TDHCA	Other government – Local	Housing Strategy Community Development Strategy Anti-Poverty Strategy	HCDD consulted with TDHCA about its allocation process for Tax Credits on new multifamily developments. HCDD plans to continue to consult with TDHCA to improve its process, as needed.
Way Home Funders	Regional organization Other: Partnership with Public/Private Organizations	Homelessness Strategy	To address homeless needs identified in the Consolidated Plan, HCDD has consulted with Funders Together, a public/private funding group that has participated in homeless planning efforts and has agreed to strategically invest resources to leverage public investment and help meet the CoC's goals.

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

HCDD contacted many organizations through various outreach techniques including meetings and e-mails to solicit input and participation in the planning process. HCDD believes that all critical agency types were consulted during the participation and consultation process and has not intentionally failed to consult with any particular agency.

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

**Table 4 – Other local / regional / federal planning efforts**

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 of Houston / Harris County	The CoC's priorities and its Strategic Plan to End Homelessness directly correspond to HCDD's Strategic Plan goals related to homeless populations.





Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care's Priorities and Program Standards	Coalition for the Homeless of Houston / Harris County	The CoC's priorities and standards directly overlap with HCDD's Strategic Plan and are used by the City of Houston when developing standards for its ESG funding.
Livable Centers	Houston-Galveston Area Council	The Livable Centers Plans have been conducted in various areas of the City of Houston. Some areas overlap with HCDD's Areas for Community Reinvestment. The objectives of these Plans, including improving quality of life, overlap with HCDD's Strategic Plan's public facilities strategy.
Annual Plan	Houston Housing Authority	HHA's PHA plan provides details about agency operations and programs, including participants for the upcoming year. Both HHA and HCDD aim to help very low-income households secure housing.
Harris County Consolidated Plan	Harris County	HCDD's Consolidated Plan has many of the same goals as Harris County's Consolidated Plan including addressing homelessness and improving the quality of life of underserved and low- and moderate-income communities.
City of Houston's Capital Improvement Plan (CIP)	City of Houston Finance Department	Both the CIP and the Consolidated Plan address infrastructure needs in Houston.
2020 Analysis of Impediments to Fair Housing Choice (AI)	City of Houston Housing and Community Development Department	Both plans use housing and demographic data, as well as resident and stakeholder outreach, to determine city housing needs and barriers. The overall goal for the AI is to eliminate housing discrimination, and HCDD works hard to align all of its Con Plan goals with the AI.
Complete Communities	City of Houston Planning and Development Department	The City of Houston's Planning Department is working with ten neighborhoods that have been historically under-resourced to accomplish goals and priority projects and implement strategies that are transferable to other communities across the entire city. Providing access to quality services and amenities to improve underserved neighborhoods are goals that are part of both Complete Communities and the Consolidated Plan.
Local Housing Needs Assessment	City of Houston Housing and Community Development Department	The Local Housing Needs Assessment identified the full impact of Hurricane Harvey and what unmet needs were not addressed, as well as the gap in funding to restore Houston.
Resilient Houston	City of Houston Mayor's Office of Resilience	Resilient Houston is a framework for collective action and links existing efforts with new ones that will work collectively to protect Houston against future disaster from hurricanes and flooding to extreme heat waves and chronic stresses such as aging infrastructure, poor air quality, and climate change.
Climate Action Plan	City of Houston Office of Sustainability	The Climate Action Plan provides evidenced-based measures to reduce greenhouse gas emissions and preventative measures to address the negative outcomes of climate change. The plan will demonstrate how the City will adapt and improve its resilience to climate hazards that impact the city today as well as risks that may increase in the coming years.

## Narrative

HCDD consulted with the Texas Housing Group to gather and provide more strategic input in the upcoming years.

HCDD continues to work closely with other governments in the metropolitan area, the state, and the federal government to receive feedback for and implement the Consolidated Plan. HCDD works closely with HHA and Harris County to align funding objectives, especially objectives addressing homelessness. In addition, HCDD continues to participate in numerous conferences with the Texas Department of Housing and





Community Affairs (TDHCA) to align HCDD's objectives of ending chronic homelessness through developing permanent supportive housing with those of TDHCA. HCDD also continues to work closely with HUD officials at the local office. With the COVID-19 pandemic, HCDD has increased its efforts in partnering with local non-profits and government agencies to prevent the spread and ameliorate the impacts of the coronavirus.





## AP-12 Participation – 91.105, 91.200(C)

### Summary of citizen participation process/Efforts made to broaden citizen participation

HCDD recognizes that Houston residents are the center of, and partners in, the development and execution of the 2021 Annual Action Plan. The Citizen Participation Plan (CPP) establishes a means by which residents, public agencies, and other interested parties can actively participate in the development of consolidated planning documents, including the Annual Action Plan.

Using the CPP as a guide, HCDD seeks community involvement and provides residents with opportunities to become involved in the development of the Annual Action Plan. As input and comments are received, appropriate HCDD staff reviews and uses this information to ascertain the community needs and inform allocation priorities and programming goals. Opportunities for public input are provided during the entire planning process, from the development of the Annual Action Plan to the review of the draft document, through

- Publications and postings
- Public hearings
- Online Forums
- Housing Advocates Collective Meeting

HCDD publicizes all phases of the Plan's development to gather public comment. Promotional material for the fall open houses, such as public notices, were published in Spanish to broaden the knowledge about the planning process available to various groups including persons with limited English proficiency. Flyers and posters for the meeting were also available in other languages upon request. To develop the 2021 Annual Action Plan, HCDD conducted two open house and public hearings to gather input in drafting the plan and two open house and public hearings to solicit comments about the draft Plan. A full summary of the comments received during the public hearings can be viewed in *Appendix 5: Public Hearing Summaries*, along with a summary of HCDD's responses. Additionally, no written comments were received, as stated in *Appendix 7: Written Comments*.

In addition to the public hearings and other forums, HCDD staff has instituted several avenues where questions and feedback on programs and activities is not only welcomed, but also encouraged. For over a year, HCDD staff has hosted the Housing Advocates Collective meetings. These open meetings are held for community stakeholders to learn about HCDD's initiatives, to get updates on programs, and to give input on how to improve services and processes for residents. HCDD staff also holds monthly Lunch and Learns where HCDD staff provides information about HCDD initiatives to residents and stakeholders. To further efforts in citizen the HCDD staff also hosts weekly Virtual Community Office Hours where residents can connect with program representatives one-on-one to ask questions, give status updates for program applicants or participants, and express concerns.

**Efforts to Broaden Citizen Participation.** HCDD implemented a broad outreach campaign to promote public participation in the development of the 2021 Annual Action Plan. There was concerted effort to reach out to diverse populations including outreach to minorities, non-English speaking persons, persons with disabilities, and special needs populations. With the COVID-19 pandemic, community outreach efforts were limited to predominately virtual communication. The following is a summary of these efforts.

- The open house and public hearings were held virtually on several platforms like Adobe Connect, Microsoft Teams, HTV broadcast, HCDD's Facebook Live, and HTV's Facebook live to reach broader audience.
- Flyers for the open house and public hearings and the draft Plan were posted on local news station community calendars and HCDD's Facebook, Twitter, and Instagram pages.
- Advertised meetings with a summary of the draft plan in community newspapers, including *La Voz de Houston* and also in *The Houston Chronicle*, a newspaper of general circulation.



- Provided a Spanish interpreter for Spanish speakers with limited English proficiency and provided real-time captioning or American Sign Language Interpreters for persons who are deaf or have a hearing loss during the open house and public hearings.



## Citizen Participation Outreach

**Table 5 – Citizen Participation Outreach**

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Newspaper Ad	Minorities	HCDD published a public notice in the <i>Houston Chronicle</i> on September 8, 2020 announcing the draft 2019 CAPER was available for public comment from September 8, 2020 to September 23, 2020.	No public comments were received.	N/A	<a href="http://www.houstontx.gov/housing/public_legal_notices.html">http://www.houstontx.gov/housing/public_legal_notices.html</a>
	Non-English Speaking – Specify other language: Spanish	HCDD also published this public notice in <i>La Voz de Houston</i> (in Spanish) on September 8, 2020. Public Notices were also published in the <i>Korean Business Journal</i> on September 8, 2020 and the <i>Viet Moi News</i> on September 8, 2020.			
	Non-targeted/broad community				
Internet Outreach	Non-targeted/broad community	On November 3, 2020, information about the fall public hearings was presented on local news stations' community calendars.	No public comments were received.	N/A	N/A
Newspaper Ad	Minorities	A notice of the fall open house and public hearings was published in the <i>Houston Chronicle</i> on November 4, 2020. Advertisements also appeared in Spanish in <i>La Voz de Houston</i> on November 8, 2020.	No public comments were received.	N/A	<a href="http://www.houstontx.gov/housing/public_legal_notices.html">http://www.houstontx.gov/housing/public_legal_notices.html</a>
	Non-English Speaking – Specify other language: Spanish				
	Non-targeted/broad community				



Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Internet Outreach	Non-targeted/broad community	On November 5, 8, 9, 12, 13, and 19, 2020, a Constant Contacts email announcing the fall public hearings was also sent to emails that are part of City of Houston's HCDD database which includes residents and community organizations.	No public comments were received.	N/A	<a href="http://www.houstontx.gov/housing">http://www.houstontx.gov/housing</a>
Internet Outreach	Non-targeted/broad community	On November 10, 12, 16, 18, and 19, 2020, information about the fall public hearings was presented on the HCDD Instagram page	No public comments were received.	N/A	N/A
Internet Outreach	Non-targeted/broad community	A CitizensNet Email was sent on November 13, 2020 to promote the fall public hearings to over 27,000 residents.	No public comments were received.	No public comments were received.	<a href="http://www.houstontx.gov/citizensnet/index.html">http://www.houstontx.gov/citizensnet/index.html</a>
Public Hearing	Non-targeted/broad community	HCDD accepted public comments at two fall open house and public hearings for the 2021 Annual Action Plan. These public hearings were held virtually on November 18, 2020 and November 19, 2020 through Adobe Connect. There were approximately 44 people that attended the public hearings through Adobe Connect. Attendees indicated their priorities for housing and community development programs through a group exercise. They developed a mock budget that was translated into a bar graph which gave a visual representation of priorities. After the breakout activity, each HCDD group facilitator gave a report on the groups program and funding priorities.	2 speakers commented at the fall open house and public hearings.  Commenters spoke about concerns regarding the increase of supportive services and economic opportunities within their communities, as well as reducing the affordability periods for program participants to help build generational wealth.  Please see Appendix 5 for Summary of Comments.	All comments were considered. HCDD did not specifically reject any comments received.	<a href="https://houstontx.gov/housing/public-hearing/">https://houstontx.gov/housing/public-hearing/</a>
HCDD Housing Advocates Meeting	Non-targeted/broad community	On January 21, 2021, HCDD held a Housing Advocates Collective Meeting to get input on the development of the Annual Action Plan.	No public comments were received.	N/A	N/A
Newspaper Ad	Minorities	A notice of the spring public hearings was published in the <i>Houston Chronicle</i> on March 8, 2021. Advertisements for the public hearing also appeared in Spanish in <i>La Voz de Houston</i> on March 14, 2021.	N/A	N/A	<a href="http://www.houstontx.gov/housing/public_legal_notices.html">http://www.houstontx.gov/housing/public_legal_notices.html</a>





Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Internet Outreach	Non-targeted/broad community	On March 8, 2021, HCDD sent public hearing information to its Constant Contact database that includes over 2,500 emails for residents, community stakeholders, and City Council Members.	N/A	N/A	N/A
Internet Outreach	Non-targeted/broad community	Information about the spring public hearings was on the HCDD website, Facebook page, Twitter page, and NextDoor, as well as on local news stations' community calendars.	N/A	N/A	<a href="http://www.houstontx.gov/housing">http://www.houstontx.gov/housing</a>
Newspaper Ad	Minorities	A notice of the spring public hearings and draft 2021 Annual Action Plan was published in the <i>Houston Chronicle</i> on March 17, 2021. Advertisements for the public hearing and draft comment period also appeared in the following newspapers: <i>the African American News</i> on March 21 <sup>st</sup> ; the <i>Korean Business Journal</i> on March 22 <sup>nd</sup> ; the <i>Viet Nam Moi</i> on March 24 <sup>th</sup> ; in Spanish in <i>La Voz de Houston</i> on March 28, 2021. The public comment period extended from March 17, 2021 to April 16, 2021.	N/A	N/A	<a href="http://www.houstontx.gov/housing/public_legal_notices.html">http://www.houstontx.gov/housing/public_legal_notices.html</a>
HCDD Housing Advocates Meeting	Non-targeted/broad community	On March 18, 2021, HCDD held a Housing Advocates Collective Meeting and staff asked for input on the development of the Annual Action Plan and promoted the spring public hearings.	N/A	N/A	N/A





Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Hearing	Non-targeted/broad community	HCDD held two spring public hearings to gather input for the 2021 Annual Action Plan. The hearings were held virtually on March 23 and March 25, 2021 through Microsoft Teams and was also available through HTV's and HCDD's Facebook pages. The hearings presented the draft 2021 Annual Action Plan and budgets. Public comments were received during the hearings. A similar presentation was also given at the City Council Housing and Community Affairs Committee on March 23, 2021, and the meeting was open to the public for comment.	3 comments were received.  Commenters spoke about concerns regarding the outcome metrics used for code enforcement, building better communication networks with residents, and providing assistance to preserve the historical Freedman's Town.  Please see Appendix 5 for Summary of Comments.	All comment were accepted.	<a href="https://houstontx.gov/housing/public-hearing/">https://houstontx.gov/housing/public-hearing/</a>
Newspaper Ad	Minorities	A notice of the Amended 2021 Annual Action which includes the increased award amount was published in the <i>Houston Chronicle</i> on June 11, 2021 and was published in Spanish in <i>La Voz</i> on June 20, 2021.	No comments were received, as stated in Appendix 7.	N/A	<a href="http://www.houstontx.gov/housing/public_legal_notices.html">http://www.houstontx.gov/housing/public_legal_notices.html</a>





# Expected Resources

## AP-15 Expected Resources

The City of Houston uses multiple resources to carry out activities that benefit low- and moderate-income residents. The City of Houston receives entitlement funding of CDBG, HOME, HOPWA, and ESG. HCDD administers the entitlement funding on behalf of the City of Houston. In addition to entitlement grant funds, HCDD receives state and local funding to address community needs as illustrated in the Expected Resources – Priority Table. Many City departments also receive funding that addresses needs listed in the Consolidated Plan, and HCDD works with these departments to leverage entitlement grant funds when possible.

**Table 6 – Anticipated Resources**

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public – federal	Acquisition Administration and Planning Economic Development Housing Public Improvements Public Services	25,028,984	157,395	0	25,186,479	73,500,000	CDBG funds finance housing, public facilities and improvements, public services, and economic development assistance activities. CDBG funds are combined with many public and private funds to create a greater impact in neighborhoods. When notices of funding availability are conducted, proposals that use CDBG funding to leverage other funding are preferred. CDBG funded activities conducted by other City departments use CDBG funding as match for other public funding or combine CDBG funds with federal, local, or private funding to implement programming.
HOME	public – federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	10,306,178	126,543	0	10,432,721	18,000,000	HOME promotes public/private partnerships as a vehicle for expanding the stock of affordable housing. HOME funds are leveraged with private and public funding sources to support homebuyer and multifamily rental development activities. HCDD's CHDO assistance are leveraged with the homebuyer's private mortgage and equity. The Multifamily Housing Program's activities are funded through a request for proposal process in which greater preference is given to proposals that have other sources of equity and financing.



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOPWA	public – federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	10,884,807	0	0	10,884,807	27,000,000	Organizations applying for HOPWA funding are selected through a competitive request for proposal process, and sources of leverage include public funding, such as Ryan White or Shelter Plus Care, and private funding, such as in-kind resources, foundations, and resident rent payments.
ESG	public – federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	2,105,548	0	0	2,105,548	6,000,000	Organizations applying for ESG funding must provide a 1 to 1 match for the ESG funds they receive and are selected through a competitive request for proposal process.
CDBG-DR Hurricane Ike Round 2 (CDBG-DR2)	public – state	Homeowner rehab Multifamily rental rehab Multifamily rental new construction	0	0	10,000,000	10,000,000	0	CDBG-DR2 will be used to fund development of affordable single family and multifamily rental and repair single family homes to address homes damaged by Hurricane Ike.
CDBG-DR for the 2015 Flood Events (CDBGDR15)	public – federal	Homeowner rehab Housing Public Improvements Admin and Planning	0	0	59,827,873	59,827,873	0	CDBG-DR15 will be used to fund home repair, housing buyout, and infrastructure improvement to address damage from the 2015 flood events and to improve flooding resiliency in the future.
Homeless Housing Services Program (HHSP)	public – state	Financial Assistance Rapid re-housing (rental assistance) Rental Assistance Services	1,000,000	0	0	1,000,000	1,000,000	Organizations applying for HHSP funding are selected through a competitive request for proposal process. Funds are used for local homeless initiatives.
TIRZ Affordable Housing Set-Aside	public – local	Housing	18,000,000	0	0	18,000,000	40,000,000	TIRZ Affordable Housing Set-Aside funds are local funds and are often leveraged with federal funding to create a greater impact for low- and moderate-income persons and communities. Housing developments are selected through a competitive request for proposal process.
CDBG-DR for the 2016 Flood Events (CDBGDR16)	public – state	Homeowner rehab Housing Public Improvements Admin and Planning	0	0	1,949,208	1,949,208	0	CDBG-DR16 will be used to address damage from the 2016 flood events and to improve flooding resiliency in the future through a buyout program.





Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG-DR for the 2017 Flood Events (CDBGDR17)	public – state	Homeowner rehab Homebuyer assistance Multifamily rental new construction Multifamily rental rehab New construction for ownership Housing Acquisition Administration and Planning Economic Development Public Services	0	0	946,754,468	946,754,468	0	CDBG-DR17 will be used to address impact to housing from Hurricane Harvey through recovery programs such as Homeowner Assistance, Single Family Development, Multifamily Rental, Small Rental, Homebuyer Assistance, Buyout, Public Services, and Economic Revitalization.
CDBG-Mitigation (CDBG-MIT)	public – federal/state	Infrastructure Improvement	0	0	61,884,000	61,884,000	0	CDBG-MIT funds will be used to address increased needs for drainage to decrease impacts of future flooding.
CDBG-CV	public – federal	Administration and Planning Housing Public Services	0	0	35,797,818	35,797,818	0	CDBG-CV funds will be used to prevent and reduce impacts of COVID-19 through rental assistance and supportive services.
HOPWA-CV	public – federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities STRMU Supportive services TBRA	0	0	1,501,211	1,501,211	0	HOPWA-CV funds will be used to prevent and reduce impacts of COVID-19 through rental assistance, homeless prevention, and shelters.
ESG-CV	public – federal	Street Outreach Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	0	0	28,902,420	28,902,420	0	ESG-CV funds will be used to prevent and reduce impacts of COVID-19 through homeless prevention and shelters.
TERAP	public – state	Rental Assistance	0	0	5,868,597.28	5,868,597.28	0	The Texas Emergency Rental Assistance Program, using CDBG-CV funds, will provide rental assistance to families that have been economically impacted by COVID-19.
Emergency Rental Assistance Program	public – federal	Rental Assistance	0	0	55,474,337.90	55,474,337.90	0	U.S. Treasury funds will be used to provide rental assistance to families that have been economically impacted by COVID-19.
TIRZ Bond	public – local	New Construction Homebuyer Assistance	0	0	100,000,000	100,000,000	0	TIRZ bond funds are local funds that will be used to create a greater impact for low- and moderate-income persons and communities.





Program	Source of Funds	Uses of Funds	Expected Amount Available Year 2				Expected Amount Available Remainder of Con Plan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME-ARP	public – federal	Conversion and rehab for transitional housing Public Services Rental Assistance Services Planning and Administration	37,352,805	0	0	37,352,805	0	HOME-ARP funds will be used to help families and individuals who are homeless or at risk of homelessness and reduce housing instability through several eligible activities.



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

HCDD will use a combination of public and private funding to carry out affordable housing activities during the period covered by this Plan. Through the Multifamily Housing Program, for-profit and non-profit developers partner with HCDD to build or rehabilitate affordable housing. Developers must use HCDD funding to fill financing gaps. Other development funding must be obtained through additional private and public sources, which may include the following

- Local Tax Incentives and Funding
  - Tax Abatement Ordinance
  - Tax Increment Reinvestment Zones (TIRZ) and TIRZ Affordable Housing Set-Aside
  - Homeless and Housing Bonds
- Federal and State Tax Incentives
- State Funded Bond Programs
- Private Sources

HCDD has been awarded several special grants and will be expending these funds during the next program year to address housing needs in the community, which include CDBG- DR2, CDBG-DR15, CDBG-DR16, CDBG-DR17, CDBG-MIT, CDBG-CV, HOPWA-CV, Emergency Rental Assistance Program, TERAP, and Homeless Housing Services Program (HHSP). HCDD will continue to research additional funding sources to promote and fund community development activities.

Non-housing community development activities also leverage HCDD federal funds to execute the activities identified in the Plan. Public service agencies utilizing CDBG, HOPWA, and ESG funds must provide some level of match. Other City departments funded with entitlement grants leverage these dollars with other resources. For example, HHD leverages CDBG funding with other federal grants for lead-based paint testing and remediation activities.

**HOME Matching Funds.** The City, as a fiscally distressed participating jurisdiction in the HOME Program, must match 12.5 cents for each dollar of HOME funds spent on affordable housing. The match must come from state or local, non-federal sources, and constitutes a permanent contribution to the HOME Program. Since July 2005, the City requires multifamily applicants to help generate this match. Rules regarding what can be counted as a match under the HOME Program are very specific; therefore, HCDD strictly adheres to and maintains compliance with 24 CFR 92.

The HOME match obligation may be met with any of the following sources

- Cash or cash equivalents from a non-federal source
- Value of waived taxes, fees, or charges associated with HOME projects
- Value of donated land or real property
- Cost of infrastructure improvements associated with HOME projects
- Value of donated materials, equipment, labor, and professional services

The match requirement for the City has been met with cash contributions from its Homeless and Housing Bond Fund and Tax Increment Reinvestment Zone (TIRZ) Affordable Housing Set-Aside funds, private donations from endowments and non-cash contributions including donated or reduced cost land. As reported in the 2019 CAPER, the excess HOME match carried over to the next federal fiscal year was \$31,919,139.86. Information regarding the match will be updated in the 2020 CAPER, which will be submitted to HUD in September 2021.

**ESG Match.** The ESG matching requirement is a one to one match and will be satisfied with CDBG funding from HCDD and both “in-kind” and private funding from subrecipients.



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

Currently, there are no parcels of City owned land or property that will be used to address the needs identified in this plan. The Houston Land Bank (HLB) is a 13-member board appointed by the Mayor, City Council, Harris County, and the Houston Independent School District. HLB performs acquisition, assemblage, management, marketing, and disposition of properties that have been acquired by taxing authorities through foreclosure of delinquent ad valorem taxes. HCDD will partner with HLB to carry out affordable home development, which is a need identified in the Consolidated Plan. HCDD continues to explore ways to partner with other organizations to identify property for affordable home development.

### Discussion

While HCDD is responsible for the provision of services to low- and moderate-income Houstonians using the entitlement funds and one-time grants, HCDD cannot achieve these goals alone. There are many other organizations that carry out the strategies listed in this Plan using other federal, local, and private funding sources. For instance, other City of Houston Departments provide services to low- and moderate-income residents by utilizing funding from various sources. While some projects or actions may include primarily public funds, public funds alone would also be insufficient to achieve the goals of this Plan and private funds from individuals, non-profit organizations, and private organizations are needed. HCDD continues to work with other City Departments, local non-profit agencies, and various funding providers to develop coordinated strategies leveraging funding to assist low- and moderate-income persons and households.



## AP-20 Annual Goals and Objectives

**Table 7 – Goals Summary**

Goal Name	Years	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
Preserve and expand the supply of affordable housing	2020-2024	Affordable Housing	Citywide	Assistance for homeowners Assistance for renters Assistance for homebuyers	CDBG: \$5,642,444 HOME: \$6,889,449	<b>Homeowner units rehabilitated:</b> 32 Household Housing Unit <b>Rental units constructed:</b> 62 Household Housing Unit <b>Homeowner units constructed:</b> 10 Household Housing Unit
Expand homeownership opportunities	2020-2024	Affordable Housing	Citywide	Assistance for homebuyers	CDBG: \$900,000	<b>Direct Financial Assistance to Homebuyers:</b> 25 Household Assisted
Provide assistance to persons affected by HIV/AIDS	2020-2024	Affordable Housing	Citywide	Assistance for renters Public service needs	HOPWA: \$10,884,897	<b>TBRA / Rapid Re-Housing:</b> 475 Households <b>HIV/AIDS Housing Operations:</b> 300 Households <b>Other:</b> 2,600– Households -Supportive services / Housing information and referral/Homeless Prevention
Reduce homelessness	2020-2024	Affordable Housing Non-Housing Community Development	Citywide	Assistance for renters Homeless Needs	ESG: \$2,105,548 CDBG: \$1,000,000 HOME: \$2,500,000	<b>TBRA / Rapid Re-Housing:</b> 285 Households Assisted <b>Homelessness Prevention:</b> 75 Persons Assisted <b>Public service activities other than Low/Moderate Income Housing Benefit:</b> 8,389 Persons Assisted
Enhance quality of life through the provision of public services	2020-2024	Non-Housing Community Development	Citywide	Public service needs	CDBG \$3,662,801	<b>Public service activities other than Low/Moderate Income Housing Benefit:</b> 14,282Persons Assisted
Revitalize communities	2020-2024	Non-Housing Community Development	Areas for Community Reinvestment	Improvement of neighborhood facilities Neighborhood needs	CDBG: \$5,642,442	<b>Public facility or infrastructure Improvements:</b> 1 Infrastructures/Facilities Improved
Promote Health and Safety	2020-2024	Non-Housing Community Development	Citywide	Public service needs Health and safety	CDBG: \$3,140,463	<b>Housing Code Enforcement/Foreclosed Property Care:</b> 32,000 <b>Lead-Based Pain Removal:</b> 50 Units Abated/Remediated
Foster community economic development	2020-2024	Non-Housing Community Development	Community Revitalization Areas	Economic development needs	CDBG: \$100,000	<b>Business assisted:</b> 1 <b>Jobs created/retained:</b> 175
Promote fair housing	2020-2024	Non-Housing Community Development	Citywide	Fair housing needs	CDBG: \$150,000	<b>Other:</b> 50,000 Persons Reached with Fair Housing Information





## Goal Descriptions

	Goal Name	Goal Description
1	Preserve and expand the supply of affordable housing	The City will provide funding for several Programs that will include single family home repair and development activities, lead-based paint reduction activities, and new construction and rehabilitation of rental units. These activities will help to preserve and expand the supply of affordable housing in Houston.
2	Expand homeownership opportunities	The City will fund direct assistance for homebuyers to increase housing options for low- and moderate-income families.
3	Provide assistance to persons affected by HIV/AIDS	The City will provide funding for housing and services supporting persons who are affected by HIV/AIDS. This goal will also support the goal of reducing homelessness.
4	Reduce homelessness	The City will fund activities that will provide homeless prevention and rapid re-housing activities. It will also provide funding for various public service activities to support those in or at risk of becoming homeless.
5	Enhance quality of life	The City of Houston will provide funding for various public service activities that will expand or make these services more accessible to low and moderate-income or special needs persons.
6	Revitalize communities	The City will support activities that will enhance and preserve neighborhoods. Activities include code enforcement and public facility improvements.
7	Promote health and safety	The City will support activities related to promoting health and safety by removing environmental and health hazards. Activities include code enforcement activities, the removal of lead-based paints. This goal will support the City's efforts to revitalize communities.
8	Foster community economic development	The City will fund activities related to employment training, job creation, and business growth to help increase family's incomes and provide goods in services in low- and moderate-income areas.
9	Promote fair housing	The City will fund activities related to the promotion of fair housing through education, outreach, research, and other methods. Although CDBG administration funding will be used to carry out this goal, this goal will not correspond with a project in IDIS.

## Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

During PY 2021, the City of Houston expects to provide affordable housing as defined by HOME 91.215(b) in the following way

- The Multifamily Housing Program will construct housing predominately for households with an income under 80% AMI. Most households served by the Multifamily Housing Program are likely to be below 60% AMI to comply with tax credit rules and preferences.
- The CHDO set-aside single family home development program will provide homeownership opportunities to families earning less than 80% AMI.

*More information about types of affordable housing that will be available in the next year is provided in section AP-55 Affordable Housing.*



# Projects

## AP-35 Projects – 91.220(D)

### Introduction

Projects have been selected for inclusion in this Plan based on 2020-2024 Consolidated Plan priorities and public input. Projects align directly with HCDD’s primary initiatives: Eliminate Chronic Homelessness, Revitalize Communities, Foster Community Economic Development and Enhance the Quality of Life. During PY 2021, HCDD will engage in community development activities through increasing the availability and quality of affordable housing, the delivery of public services, investment in neighborhood facilities, and economic development opportunities.

A complete listing of projects and activities to be funded in PY 2021 can also be found in the Appendix of this document. Request for proposals will be conducted before and during the program year to choose locations and subrecipients for some projects.

**Table 8 – Project Information**

#	Project Name
1	Neighborhood Facilities and Improvements
2	Public Services
3	Home Repair
4	Homebuyer Assistance
5	HHD High Impact Lead-Based Paint Program Grant
6	Code Enforcement
7	Economic Development
8	CDBG Administration
9	Multifamily Housing Program
10	Single Family Home Development
11	HOME TBRA
12	HOME Administration
13	ESG
14	2021-2024 CityofHouston TXH21F003 (CoH)
15	2021-2024 Sponsor Agencies TBD TXH21F003 (SpAgTBD)
16	HARP Supportive Services
17	HARP Non-Congregate Shelters
18	HARP Tenant Based Rental Assistance (TBRA)
19	HARP Administration and Planning
20	2021-2024 Association for the Advancement of Mexican-Americans TXH21F003 (AAMA)
21	2021-2024 Houston Area Community Services TXH21F003 (HACS)
22	2021-2024 Goodwill Industries of Houston TXH21F003 (Goodwill)
23	2021-2024 Coalition for the Homeless of Houston/ Harris County TXH21F003 (Coalition)
24	2021-2024 SEARCH Homeless Services TXH21F003 (SEARCH)
25	2021-2024 Houston HELP, Inc. TXH21F003 (HELP)
26	2021-2024 Houston SRO Housing Corp. TXH21F003 (HouSRO)
27	2021-2024 Access Care of Coastal Texas, Inc. TXH21F003 (ACCT)





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

HCDD has made allocations for PY 2021 based upon the priorities set forth in the 2020-2024 Consolidated Plan, citizen and community input, qualified responses to Request for Proposals and Notice of Funding Availability (NOFA), an analysis of prior years' budget and expenditures, and City Council direction. Additional factors that contributed to targeting funds to specific activities are

- The stated needs, analysis, and objectives in the 2020-2024 Consolidated Plan
- Priorities stated in each program's solicitation and award guidelines
- Compliance with HUD entitlement grants' (CDBG, HOME, HOPWA, and ESG) rules and regulations
- Cohesion with disaster recovery and COVID funds so that community needs are met efficiently

HCDD will continue to partner with the CoC and other organizations in the Houston area. Reducing homelessness is a priority for HCDD. It is expected in the next year that in the public services NOFA and the multifamily NOFA that one of the priorities that will be given to projects will include serving the homeless population, especially in a way that promotes permanent supportive housing.

HCDD strives to serve those most in need of assistance. The three main obstacles to meeting the needs of the underserved in Houston are the lack of resources, the lack of service or housing availability, and the lack of knowledge about programs. HCDD will work to leverage its resources with other agencies, assist families to grow their income and build assets, create and make available housing and service opportunities, and advertise available services in the community. More information about future actions to assist the underserved are included in the AP-85 Other Actions section of this Plan.

## AP-38 Project Summary

### Project Summary Information

**Table 9 – Project Summary**

#	Project Name	Target Area	Goals Supported	Needs Addressed	Funding
1	Neighborhood Facilities and Improvements	Citywide	Revitalize communities	Improvement of neighborhood facilities	CDBG: \$5,642,442
2	Public Services	Citywide	Reduce homelessness Enhance quality of life	Public service needs	CDBG: \$3,723,755
3	Home Repair	Citywide	Preserve and expand the supply of affordable housing	Assistance for homeowners	CDBG: \$5,642,444
4	Homebuyer Assistance	Citywide	Preserve and expand the supply of affordable housing	Assistance for homeowners	CDBG: \$900,000
5	HHD High Impact Lead-Based Paint Program Grant	Citywide	Preserve and expand the supply of affordable housing Promote Health and Safety	Assistance for renters Assistance for homeowners Public service needs Health and safety Neighborhood Needs	CDBG: \$75,000
6	Code Enforcement	Areas for Community Reinvestment	Revitalize communities Promote Health and Safety	Neighborhood needs Revitalize communities Promote health and safety	CDBG: \$3,065,463
7	Economic Development	Citywide	Foster community economic development	Economic development needs	CDBG: \$100,000
8	CDBG Administration	Citywide	Preserve and expand the supply of affordable housing Expand homeownership opportunities Enhance quality of life Revitalize communities Foster community economic development	Assistance for homeowners Homeless needs Public service needs Improvement of neighborhood facilities Neighborhood needs Economic development needs	CDBG: \$5,037,275
9	Multifamily Housing Program	Citywide	Preserve and expand the supply of affordable housing	Assistance for renters	HOME \$5,143,523
10	Single Family Home Development	Citywide	Preserve and expand the supply of affordable housing	Assistance for homeowners	HOME: \$1,745,926
11	HOME TBRA	Citywide	Preserve and expand the supply of affordable housing	Assistance for renters	CDBG: \$500,000 HOME:2,500,000
12	HOME Administration	Citywide	Preserve and expand the supply of affordable housing Expand homeownership opportunities	Assistance for renters Assistance for homebuyers	HOME \$1,043,272
13	ESG	Citywide	Reduce Homelessness	Homeless needs	ESG: \$2,105,548 CDBG: \$500,000
14	2021-2024 CityofHouston TXH21F003 (CoH)	Citywide	Provide assistance to persons affected by HIV/AIDS	Assistance for renters Assistance for homeowners Public service needs	HOPWA: \$326,544
15	2021-2024 Sponsor Agencies TBD TXH21F003 (SpAgTBD)	Citywide	Provide assistance to persons affected by HIV/AIDS	Assistance for renters Assistance for homeowners Public service needs	HOPWA: \$7,464,328.47
16	HARP Supportive Services	Citywide	Reduce Homelessness Enhance quality of life	Public service needs	HOME-ARP: \$ 6,699,885

**Table 9 – Project Summary**

17	HARP Non-Congregate Shelters	Citywide	Reduce Homelessness Preserve and expand the supply of affordable housing	Homeless needs Public service needs	HOME-ARP: \$ 22,550,000
18	HARP Tenant Based Rental Assistance (TBRA)	Citywide	Reduce Homelessness Enhance quality of life	Assistance for renters Homeless needs Public service needs	HOME-ARP: \$ 2,500,000
19	HARP Administration and Planning	Citywide	Reduce Homelessness Enhance quality of life	Assistance for renters Homeless needs Public service needs	HOME-ARP: \$ 5,602,920
20	2021-2024 Association for the Advancement of Mexican-Americans TXH21F003 (AAMA)	Citywide	Reduce Homelessness Enhance quality of life	Assistance for renters Homeless needs Public service needs	HOPWA: \$ 90,677.40
21	2021-2024 Houston Area Community Services TXH21F003 (HACS)	Citywide	Reduce Homelessness Enhance quality of life	Assistance for renters Homeless needs Public service needs	HOPWA: \$ 2,348,957.19
22	2021-2024 Goodwill Industries of Houston TXH20F003 (Goodwill)	Citywide	Provide assistance to persons affected by HIV/AIDS	Assistance for renters Assistance for homeowners Public service needs	HOPWA: \$175,000.00
23	2021-2024 Coalition for the Homeless of Houston/ Harris County TXH21F003 (Coalition)	Citywide	Provide assistance to persons affected by HIV/AIDS	Assistance for renters Assistance for homeowners Public service needs	HOPWA: \$22,959,.44
24	2021-2024 SEARCH Homeless Services TXH21F003 (SEARCH)	Citywide	Provide assistance to persons affected by HIV/AIDS	Assistance for renters Assistance for homeowners Public service needs	HOPWA: \$47,579.00
25	2021-2024 Houston HELP, Inc. TXH21F003 (HELP)	Citywide	Provide assistance to persons affected by HIV/AIDS	Assistance for renters Assistance for homeowners Public service needs	HOPWA: \$126,818
26	2021-2024 Houston SRO Housing Corp. TXH21F003 (HouSRO)	Citywide	Provide assistance to persons affected by HIV/AIDS	Assistance for renters Assistance for homeowners Public service needs	HOPWA: \$36,937
27	2021-2024 Access Care of Coastal Texas, Inc. TXH21F003 (ACCT)	Citywide	Provide assistance to persons affected by HIV/AIDS	Assistance for renters Assistance for homeowners Public service needs	HOPWA: \$245,006.51



## Project Information

<b>Project Title</b>	<b>Neighborhood Facilities and Improvements</b>
<b>Project ID</b>	1
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Revitalize Communities
<b>Priority Need(s) Addressed</b>	Improvement of neighborhood facilities
<b>Description</b>	<p>This project includes rehabilitation and construction of neighborhood facilities, parks, and other improvements to facilities and infrastructure in low- and moderate-income areas or facilities serving populations primarily consisting of low- and moderate-income individuals or populations with special needs. Facilities may be publicly or privately owned and may include parks, medical facilities, and community centers.</p> <p>PY 2021 CDBG funds for neighborhood facilities will be awarded to City departments or nonprofit or for-profit organizations and are usually selected through a NOFA or application process prior or during the program year. The locations of activities will be determined after subrecipients are selected and prioritized. This funding includes activity delivery expenses. The total funding amount includes projected CDBG program income in the amount of \$99,521 to be expended on Neighborhood Facilities and Improvements. Proposed accomplishments for PY 2021 include the completion of 1 public facilities. The target date for expending these funds is June 30, 2023.</p>
<b>Target Date</b>	6/30/2023
<b>Expected Resources</b>	CDBG: \$5,642,442
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities are intended to serve thousands of people primarily living in low- and moderate-income areas or people with disabilities or other special needs.
<b>Location Description</b>	Various locations
<b>Planned Activities</b>	Eligible activities include rehabilitation and construction of various public facilities, including infrastructure.
<b>Goal Outcome Indicator</b>	1 Public facility or infrastructure activities other than low/moderate-income housing benefit



<b>Project Title</b>	<b>Public Services</b>
<b>Project ID</b>	2
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Enhance quality of life Reduce Homelessness
<b>Priority Need(s) Addressed</b>	Public service needs
<b>Expected Resources</b>	CDBG: \$3,723,755
<b>Description</b>	A NOFA will be issued in spring/summer 2021 for public service projects, and private non-profit agencies will be selected soon thereafter. Projects from other City Departments will also be selected by the around the beginning of the Program Year. The locations of activities will be determined after subrecipients are selected. These public services will likely fund homeless services, job training, and other public services activities. These activities will primarily serve extremely low- and low-income families. Projected CDBG program income in the amount of \$26,395 is estimated to be used for public service activities. The target date for expending these funds is June 30, 2023.
<b>Target Date</b>	6/30/2023
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities will serve approximately 17,671 families that are extremely low-income, low-income, and moderate-income.
<b>Location Description</b>	The locations of activities will be determined after subrecipients are selected.
<b>Planned Activities</b>	Eligible activities will be a variety of public service activities which may include employment training, services, elderly services, health services, and homeless services.
<b>Goal Outcome Indicator</b>	14,282 Persons assisted through public service activities other than low/moderate-income housing benefit to enhance quality of life through the provision of public services. 3,389 Persons assisted through public service activities other than low/moderate-income housing benefit to reduce homelessness.





<b>Project Title</b>	<b>Home Repair</b>
<b>Project ID</b>	3
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Assistance for homeowners
<b>Annual Goals Supported</b>	Preserve and expand the supply of affordable housing
<b>Funding</b>	CDBG: \$ 5,642,444
<b>Description</b>	This project will support repair services for single family homes owned by low- and moderate-income persons and includes activity delivery costs.  The proposed target date for completing this activity will be June 30, 2023.
<b>Target Date</b>	6/30/2023
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	Activities are proposed to benefit approximately 32 low- and moderate-income households, many of which will be in the lower income categories or include household members who have a disability or are under 18 years of age.
<b>Location Description</b>	Location of assistance will be determined through an application process.
<b>Planned Activities</b>	Planned activities may include providing home repair, activity delivery, and addressing lead-based paint hazards.
<b>Goal Outcome Indicator</b>	32 Homeowner Housing Units Rehabilitated





<b>Project Title</b>	<b>Homebuyer Assistance</b>
<b>Project ID</b>	4
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Assistance for homebuyers
<b>Annual Goals Supported</b>	Expand homeownership opportunities
<b>Funding</b>	CDBG: \$900,000
<b>Description</b>	HCDD improves the affordability of homeownership for low- and moderate-income residents by providing deferred, forgivable loans in the form of downpayment, closing cost, principle buy down, and other assistance. The expected activities include activity delivery. The proposed target date for completing this activity will be June 30, 2022.
<b>Target Date</b>	6/30/2022
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	Activities are proposed to benefit 25 of low- and moderate-income households.
<b>Location Description</b>	Location of assistance will be determined through an application process.
<b>Planned Activities</b>	Planned activities include providing homebuyer assistance, closing costs, principle buy down, and other similar direct financial assistance.
<b>Goal Outcome Indicator</b>	25 Households Assisted: Direct Financial Assistance to Homebuyers





<b>Project Title</b>	<b>HHD High Impact Lead-Based Paint Program Grant</b>
<b>Project ID</b>	5
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Public service needs Health and safety Neighborhood Needs
<b>Annual Goals Supported</b>	Promote health and safety
<b>Expected Resources</b>	CDBG: \$75,000
<b>Description</b>	This project funds and supports the Houston Health Department Bureau of Community and Children’s Environmental Health lead hazard activities. HCDD provides matching funds for the Lead-Based Paint Reduction grant to support the HHD’s lead hazard activities. Activities include lead inspections and risk assessments and funds will also be used for activity delivery. Remediation for single family housing units will be located in targeted areas within city limits of Houston. During PY 2021, it is estimated that 50 homes occupied by low- and moderate-income families will receive lead hazard reduction/remediation. The target date for completing this activity is June 30, 2023.
<b>Target Date</b>	06/30/2023
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	Activities will assist 50 low- and moderate-income families.
<b>Location Description</b>	Locations will be determined during the program year.
<b>Planned Activities</b>	Eligible activities include lead-based paint/lead hazards testing/abatement.
<b>Goal Outcome Indicator</b>	50 Other – Housing units received reduction/remediation





<b>Project Title</b>	<b>Code Enforcement</b>
<b>Project ID</b>	6
<b>Target Areas</b>	Areas for Community Reinvestment
<b>Priority Need(s) Addressed</b>	Neighborhood needs Health and Safety Needs
<b>Annual Goals Supported</b>	Revitalize Communities Promote Health and Safety
<b>Expected Resources</b>	CDBG: \$3,065,463
<b>Description</b>	<p>This project funds code enforcement activity including site visits conducted by the Department of Neighborhoods increasing the safety and security of low- and moderate-income neighborhoods. Using CDBG funding, code enforcement staff will evaluate and assess properties that may have violated the City’s building codes and pose a threat to the health and safety of low- and moderate-income neighborhoods. During PY 2021, it is estimated City staff will perform 32,000 site visits in Community Reinvestment Areas. The target date for completing this activity is June 30, 2022.</p> <p>This project also funds title searches associated with the Department of Neighborhoods code enforcement activities to increase the safety and security of low- and moderate-income neighborhoods. This funding amount includes activity delivery expenses. The target date for completing this activity is June 30, 2022.</p>
<b>Target Date</b>	6/30/2022
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	This activity will benefit tens of thousands of families living in low- and moderate-income areas.
<b>Location Description</b>	Location of these activities will mainly be in Areas for Community Reinvestment.
<b>Planned Activities</b>	These code enforcement activities include inspection of multiple types of property including housing units.
<b>Goal Outcome Indicator</b>	32,000 Housing code enforcement/Foreclosed property care





<b>Project Title</b>	<b>Economic Development</b>
<b>Project ID</b>	7
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Economic development needs
<b>Annual Goals Supported</b>	Foster community economic development
<b>Expected Resources</b>	CDBG: \$100,000
<b>Description</b>	This project funds economic development activities that may include loans to businesses and job creation. Funding includes activity delivery expenses for economic development activities funded in prior years and from other funding sources such as Section 108 or EDI. Proposed accomplishment for PY 2021 will include the creation or retention of 175 jobs. The target date for expending these funds is by June 30, 2022.
<b>Target Date</b>	6/30/2022
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	Activities are proposed to create or retain 175 jobs during PY 2021.
<b>Location Description</b>	Subrecipients will be selected during the program year to carry out activities which will determine the location
<b>Planned Activities</b>	Funding will support project delivery of previously funded economic development activities including loans to businesses in support of job creation or retention or in support expanding services to low- and moderate-income persons or neighborhoods.
<b>Goal Outcome Indicator</b>	1 business assisted 175 jobs created or retained





<b>Project Title</b>	<b>CDBG Administration</b>
<b>Project ID</b>	8
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Assistance for homebuyers Homeless needs Public service needs Improvement of neighborhood facilities Addressing neighborhood needs Economic development needs Fair housing needs
<b>Annual Goals Supported</b>	Preserve and expand the supply of affordable housing Expand homeownership opportunities Reduce homelessness Enhance quality of life through the provision of public services Revitalize communities Promote health and safety Foster community economic development Promote fair housing
<b>Expected Resources</b>	CDBG: \$5,037,275
<b>Description</b>	This project will fund HCDD’s legal oversight, planning, compliance, and financial activities, which ensure proper use of CDBG funds. This includes funding for: the Coalition for the Homeless of Houston/Harris County to assist in planning the Point-In-Time Count and may include other activities, fair housing activities and staff costs, transfer to the City of Houston’s Finance Department, transfer to the City of Houston’s Legal Department and general planning activities and oversight of projects and organizations funded by CDBG. \$31,479 in CDBG program income is estimated to be used for planning and administration activities. This is an administration activity and will be located at 2100 Travis Street, 9 <sup>th</sup> Floor, Houston, TX 77002. The target date for completing this activity is June 30, 2022.
<b>Target Date</b>	6/30/2022
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	This is an administrative activity.
<b>Location Description</b>	This administrative activity mainly will take place at 2100 Travis Street, 9 <sup>th</sup> Floor, Houston, TX 77002.
<b>Planned Activities</b>	This Project funds planning, administration, and oversight activities associated with and in support of the CDBG Program.
<b>Goal Outcome Indicator</b>	N/A





<b>Project Title</b>	<b>Multifamily Housing Program</b>
<b>Project ID</b>	9
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Assistance for renters
<b>Annual Goals Supported</b>	Preserve and expand the supply of affordable housing
<b>Expected Resources</b>	HOME: \$5,143,523
<b>Description</b>	<p>HCDD's Multifamily Housing Program will expand access to and improve the quality of multifamily rental housing for low- and moderate-income residents through multifamily housing acquisition/rehabilitation and new construction projects. Relocation assistance to households will also be provided as required. It is estimated that 62 newly constructed affordable, City restricted rental homes will be completed during PY 2021.</p> <p>HCDD issued a NOFA in 2019 that prioritizes projects located close to high-frequency transit stops, well-rated schools, neighborhood amenities, such as a grocery store, pharmacy or library, and employment opportunities and other locational factors.</p> <p>Projected HOME program income in the amount of \$113,889 is estimated to be used for the Multifamily Housing Program. The estimated completion date for expending these funds is 2025.</p>
<b>Target Date</b>	12/31/2025
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities will serve hundreds of low- and moderate-income families. Activities will also serve special needs populations including homeless individuals and families, elderly, and persons with disabilities.
<b>Location Description</b>	The outcome of the NOFA will determine the locations of projects.
<b>Planned Activities</b>	Planned activities for the Multifamily Housing Program include acquisition/ rehabilitation, new construction, and relocation in support of creating and preserving affordable rental housing units.
<b>Goal Outcome Indicator</b>	62 Rental units constructed





<b>Project Title</b>	<b>Single Family Home Development</b>
<b>Project ID</b>	10
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Assistance for homeowners
<b>Annual Goals Supported</b>	Preserve and expand the supply of affordable housing
<b>Expected Resources</b>	HOME: \$1,745,926
<b>Description</b>	This project will support the development of new single family home construction through HOME CHDO set-aside funds. It will support Community Housing Development Organizations (CHDOs) to develop affordable homes to be occupied by low- and moderate-income persons. The expected activities include activity delivery. The proposed target date for completing this activity will be June 30, 2023.
<b>Target Date</b>	6/30/2023
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	Activities are proposed to benefit 10 low- and moderate-income households.
<b>Location Description</b>	Location of assistance will be determined by funded organization through a solicitation process.
<b>Planned Activities</b>	Planned activities may include providing rental assistance to low-income families.
<b>Goal Outcome Indicator</b>	10 Household Housing Units Added for Homeowner Housing





<b>Project Title</b>	<b>HOME TBRA</b>
<b>Project ID</b>	11
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Assistance for renters
<b>Annual Goals Supported</b>	Preserve and expand the supply of affordable housing
<b>Expected Resources</b>	HOME: \$2,500,000; CDBG: 500,000
<b>Description</b>	This project will support tenant based rental assistance through the Houston Housing Authority or another agency. This funding includes activity delivery costs. The proposed target date for completing this activity will be June 30, 2024.
<b>Target Date</b>	6/30/2024
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	Activities are proposed to benefit 200 low-income households.
<b>Location Description</b>	Location of assistance will be determined by the subrecipient.
<b>Planned Activities</b>	Planned activities may include providing rental assistance and other support to very low-income households.
<b>Goal Outcome Indicator</b>	200 Tenant-based rental assistance/Rapid re-housing





<b>Project Title</b>	<b>HOME Program Administration</b>
<b>Project ID</b>	12
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Assistance for homebuyers
<b>Annual Goals Supported</b>	Preserve and expand the supply of affordable housing Expand homeownership opportunities
<b>Expected Resources</b>	HOME: \$1,043,272
<b>Description</b>	Planning and administration activities associated with and in support of the HOME Investment Partnerships Program. The allocation for planning and administration activities will be used to ensure compliance with HOME Program requirements. Projected HOME program income in the amount of \$12,654 is estimated to be used for planning and administration activities. This is an administration activity and will be located at 2100 Travis Street, 9 <sup>th</sup> Floor, Houston, TX 77002. The proposed target date for completing this activity will be June 30, 2022.
<b>Target Date</b>	6/30/2022
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	This project funds planning and administration activities associated with and in support of the HOME Investment Partnerships Program.
<b>Location Description</b>	This planning and administrative activity mainly will take place at 2100 Travis Street, 9 <sup>th</sup> Floor, Houston, TX 77002.
<b>Planned Activities</b>	This project funds planning, administration, and oversight activities associated with and in support of the CDBG Program.
<b>Goal Outcome Indicator</b>	N/A





<b>Project Title</b>	<b>ESG</b>
<b>Project ID</b>	13
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Homeless needs
<b>Annual Goals Supported</b>	Reduce Homelessness
<b>Expected Resources</b>	ESG: \$2,105,548 CDBG: \$500,000
	Emergency Solutions Grant (ESG) funds support nonprofit organizations that help homeless persons and persons at risk of becoming homeless by providing emergency shelter, housing relocation, and stabilization services.
	HCDD will allocate \$84,222 for HMIS, \$757,997 for Emergency Shelter, \$536,915 for Homeless Prevention, \$568,498 for Rapid Re-Housing to support and stabilize homeless persons or those at risk of becoming homeless, and \$157,916 for Administration. In addition, \$500,000 in CDBG matching funds will support ESG subrecipients' activities. HCDD will select subrecipients through an RFP process by fall of 2021. Selected subrecipients will be located throughout Houston area. The estimated number of primarily extremely low-income persons to be served through these activities is approximately 6,760.
<b>Description</b>	<p>Funds will be used to support the Homeless Management Information System (HMIS). The Coalition of the Homeless of Houston/Harris County (Coalition) administers the HMIS in the Houston region. This funding will support organizations using the HMIS to increase efficiency and effectiveness of serving homeless individuals. The estimated number of individuals' records maintained via HMIS during PY 2021 is 4,000. HMIS and the agencies utilizing the database serve a majority of individuals that are extremely low-income. HMIS is administered at the Coalition for the Homeless Houston/Harris County located at 2000 Crawford Street, Ste. 700 Houston, TX 77002.</p> <p>Funds will also be used to support HCDD staff responsible for oversight of nonprofit subrecipients providing ESG funded services. This is an administration activity and will be located at 2100 Travis Street, 9<sup>th</sup> Floor, Houston, TX 77002. The target date for completing these activities is June 30, 2023.</p>
<b>Target Date</b>	6/30/2023
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	Activities will assist thousands of extremely low-income persons and families.
<b>Location Description</b>	HCDD will select subrecipients through an RFP process by fall of 2021. Selected subrecipients will be located throughout Houston.
<b>Planned Activities</b>	The eligible activities include Emergency Shelter, Homeless Prevention, Rapid Re-Housing, HMIS, and administration in the ESG Program.
<b>Goal Outcome Indicator</b>	85 Tenant-based rental assistance/Rapid re-housing 75 Homelessness prevention 1,000 Homeless person overnight shelter 4,000 Other – HMIS records maintained 1,600 Other – Persons assisted with ESG match





<b>Project Title</b>	<b>2021-2024 CityofHouston TXH21F003 (CoH)</b>
<b>Project ID</b>	14
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Public service needs
<b>Annual Goals Supported</b>	Provide assistance to persons affected by HIV/AIDS
<b>Expected Resources</b>	HOPWA: \$326,544
<b>Description</b>	Grantee administration is funding for HCDD administration and oversight of the HOPWA project sponsors. This is an administration activity and will be located at 2100 Travis Street, 9 <sup>th</sup> Floor, Houston, TX 77002. The target date for completing these activities is June 30, 2024.
<b>Target Date</b>	6/30/2024
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	The eligible activity is administration in the HOPWA Program.
<b>Location Description</b>	Funding will support activities located in the Houston Eligible Metropolitan Statistical Area (EMSA).
<b>Planned Activities</b>	The eligible activity is administration for the HOPWA Program.
<b>Goal Outcome Indicator</b>	N/A





<b>Project Title</b>	<b>2021-2024 Sponsor Agencies TBD TXH21F003 (SpAgTBD)</b>
<b>Project ID</b>	15
<b>Target Areas</b>	Citywide
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Public service needs
<b>Annual Goals Supported</b>	Provide assistance to persons affected by HIV/AIDS
<b>Expected Resources</b>	HOPWA: \$7,464,328.47  Funding for organizations and City departments that administer programs and projects that prevent homelessness and increase access to decent, affordable housing to those affected by HIV/AIDS.  HCDD will allocate \$2,351,795 for operating costs, \$2,268,670 for supportive services, \$2,535,172 for project or tenant based rental assistance, \$2,535,172 for short term rent, mortgage and utility subsidies, \$105,518 for resource identification and/or technical assistance, and \$761,936 for sponsor administration.
<b>Description</b>	HCDD will issue an RFP at the end of PY 2020 or beginning of PY 2021 to contract with several nonprofit agencies to administer services for up to two years. These activities are expected to serve 4,175 persons who have or are affected by HIV/AIDS. Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA). The target date for completing these activities is June 30, 2024.  As contracts are funded, IDIS projects will be created to replace this project and its funding.
<b>Target Date</b>	6/30/2024
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities will serve at least 4,175 persons who are affected by a disability, HIV/AIDS.
<b>Location Description</b>	Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA).
<b>Planned Activities</b>	Planned activities include operating costs, supportive services, project or tenant based rental assistance, short-term rent, mortgage and utility assistance, and sponsor administration.
<b>Goal Outcome Indicator</b>	475 Households-Tenant-based rental assistance/Rapid re-housing 300 Households - HIV/AIDS housing operations 2,600 Other – Households – STRMU/Supportive services / Housing information and referral/Homeless prevention





<b>Project Title</b>	<b>HARP Supportive Services</b>
<b>Project ID</b>	16
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Reduce Homelessness Enhance quality of life
<b>Priority Need(s) Addressed</b>	Public service needs
<b>Description</b>	Private non-profit agencies will be selected to provide supportive services. These services will likely fund homeless services, job training, case management, healthcare, legal services, and other supportive services to support families or individuals who are experiencing or at-risk of homelessness.  The target date for expending these funds is September 30, 2030.
<b>Target Date</b>	9/30/2030
<b>Expected Resources</b>	HOME-ARP: \$6,699,885
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities are intended to serve support 510 families or individuals who are experiencing or at-risk of homelessness.
<b>Location Description</b>	Various locations
<b>Planned Activities</b>	Eligible activities supportive services to families or individuals who are experiencing or at-risk of homelessness or other HOME-ARP qualified populations.
<b>Goal Outcome Indicator</b>	510 Other – Households – Supportive Services





<b>Project Title</b>	<b>HARP Non-Congregate Shelters</b>
<b>Project ID</b>	17
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Reduce Homelessness Preserve and expand the supply of affordable housing
<b>Priority Need(s) Addressed</b>	Homeless needs Public service needs
<b>Description</b>	This project includes acquisition, rehabilitation, and/or construction of non-congregate shelters to provide temporary supportive housing to families or individuals who are experiencing homelessness. The locations of activities will be determined after subrecipients are selected and prioritized. This funding includes activity delivery expenses.  The target date for expending these funds is September 30, 2030.
<b>Target Date</b>	9/30/2030
<b>Expected Resources</b>	HOME-ARP: \$22,500,000
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities are intended to serve support families or individuals who are experiencing homelessness or other HOME-ARP qualified populations.
<b>Location Description</b>	Various locations
<b>Planned Activities</b>	Eligible activities include the acquisition, rehabilitation, and construction of various non-congregate shelters.
<b>Goal Outcome Indicator</b>	510 Rehabilitate or develop non-congregate shelter units





<b>Project Title</b>	<b>HARP Tenant-Based Rental Assistance (TBRA)</b>
<b>Project ID</b>	18
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Reduce Homelessness Enhance quality of life
<b>Priority Need(s) Addressed</b>	Assistance for renters Homeless needs Public service needs
<b>Description</b>	This project will support tenant based rental assistance through selected local non-profits or public agencies that support families or individuals who are at-risk of homelessness. This funding includes activity delivery costs. The proposed target date for completing this activity will be September 30, 2030.
<b>Target Date</b>	9/30/2030
<b>Expected Resources</b>	HOME-ARP: \$2,500,000
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities are intended to serve support families or individuals who are at-risk of homelessness or other HOME-ARP qualified populations.
<b>Location Description</b>	Various locations
<b>Planned Activities</b>	Planned activities may include providing rental assistance and other support to very low-income households.
<b>Goal Outcome Indicator</b>	160 Tenant-based rental assistance





<b>Project Title</b>	<b>HARP Administration and Planning</b>
<b>Project ID</b>	19
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Reduce Homelessness Enhance quality of life
<b>Priority Need(s) Addressed</b>	Assistance for renters Homeless needs Public service needs
<b>Description</b>	Planning and administration activities associated with and in support of the HOME Investment Partnerships Program-American Rescue Plan. The allocation for planning and administration activities will be used to ensure compliance with HOME-ARP Program requirements. This is an administration activity and will be located at 2100 Travis Street, 9 <sup>th</sup> Floor, Houston, TX 77002. The proposed target date for completing this activity will be September 30, 2030.
<b>Target Date</b>	9/30/2030
<b>Expected Resources</b>	HOME-ARP: \$ 5,602,920
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	This project funds planning and administration activities associated with and in support of the HOME Investment Partnerships Program-American Rescue Plan.
<b>Location Description</b>	Various locations
<b>Planned Activities</b>	This project funds planning, administration, and oversight activities associated with HOME-ARP eligible activities.
<b>Goal Outcome Indicator</b>	N/A





<b>Project Title</b>	<b>2021-2024 Association for the Advancement of Mexican-Americans TXH21F003 (AAMA)</b>
<b>Project ID</b>	20
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Provide assistance to persons affected by HIV/AIDS
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Public service needs
<b>Description</b>	<p>HCDD will allocate funding for supportive services and sponsor administration. The total contract amount is \$666,435.90, and includes funds from PY 2018, 2019, and 2020.</p> <p>These activities are expected to serve 85 households who have or are affected by HIV/AIDS. Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA). The target date for completing these activities is June 30, 2024.</p>
<b>Target Date</b>	6/30/2024
<b>Expected Resources</b>	HOPWA: \$ 90,677.40
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities will serve at least 85 households who are affected by a disability, HIV/AIDS.
<b>Location Description</b>	Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA).
<b>Planned Activities</b>	Planned activities include operating costs, supportive services, resource identification and sponsor administration.
<b>Goal Outcome Indicator</b>	85 Other – Supportive Services





<b>Project Title</b>	<b>2021-2024 Houston Area Community Services TXH21F003 (HACS)</b>
<b>Project ID</b>	21
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Provide assistance to persons affected by HIV/AIDS
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Public service needs
<b>Description</b>	<p>TBRA, STRMU, and PHPS will be provided to 383 low-income person with HIV/AIDS and their families. The respite care facility will provide housing to homeless individuals with HIV/AIDS and acute medical conditions. The contract extension amount is \$3,045,740.19 over a one-year period, which includes funding from other years (PY 2019, PY 2020, and PY 2021).</p> <p>Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA). The target date for completing these activities is June 30, 2024.</p> <p>Contract #4600015173</p>
<b>Target Date</b>	9/30/2030
<b>Expected Resources</b>	HOPWA: \$ 2,348,957.19
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities will serve at least 383 households who are affected by a disability, HIV/AIDS.
<b>Location Description</b>	Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA).
<b>Planned Activities</b>	Planned activities include operating costs, supportive services, resource identification and sponsor administration.
<b>Goal Outcome Indicator</b>	383 Other – Supportive Services 32 Oher – PHP 249 – Tenant Based Rental Assistance





<b>Project Title</b>	<b>2021-2024 Goodwill Industries of Houston TXH21F003 (Goodwill)</b>
<b>Project ID</b>	22
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Provide assistance to persons affected by HIV/AIDS
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Public service needs
<b>Description</b>	<p>Goodwill Industries of Houston will provide supportive services to low-income persons with HIV/AIDS and their families, including employment and training services. The program will place low-income, HIV positive persons and their families into permanent employment, and helps them retain such employment as an important milestone on the road to self-sufficiency.</p> <p>Beginning in PY 2018, these activities are expected to serve 250 households who have or are affected by HIV/AIDS. Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA). The target date for completing these activities is June 30, 2024.</p> <p><b>Contract #:</b> 4600015482</p>
<b>Target Date</b>	6/30/2024
<b>Expected Resources</b>	HOPWA: \$175,000
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities will serve at least 250 households who are affected by a disability, HIV/AIDS.
<b>Location Description</b>	Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA).
<b>Planned Activities</b>	Planned activities include operating costs, supportive services, resource identification and sponsor administration.
<b>Goal Outcome Indicator</b>	250 Other – Supportive Services





<b>Project Title</b>	<b>2021-2024 2021-2024 Coalition for the Homeless of Houston/Harris County TXH21F003 (Coalition)</b>
<b>Project ID</b>	23
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Provide assistance to persons affected by HIV/AIDS
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Public service needs
<b>Description</b>	<p>The Coalition for the Homeless Houston-Harris County will provide housing assistance through resource identification to establish, coordinate, and develop housing resources for low-income persons with HIV/AIDS and their families. The Coalition will also provide support to organizations using the HMIS to increase the efficiency and effectiveness of the organizations serving homeless individuals.</p> <p>Beginning in PY 2018, these activities are expected to serve 1,625 households who have or are affected by HIV/AIDS. Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA). The target date for completing these activities is June 30, 2024.</p> <p>The total contract amount for this project is \$262,661.85 which includes funding from PY 2017, PY 2018, PY 2019, PY 2020, and PY 2021.</p> <p>Contract# 4600015481</p>
<b>Target Date</b>	6/30/2024
<b>Expected Resources</b>	HOPWA: \$22,959.44
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities will serve at least 1,625 households who are affected by a disability, HIV/AIDS.
<b>Location Description</b>	Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA).
<b>Planned Activities</b>	Planned activities include resource identification.
<b>Goal Outcome Indicator</b>	1,625 Other – Resource Identification





<b>Project Title</b>	<b>2021-2024 SEARCH Homeless Services TXH21F003 (SEARCH)</b>
<b>Project ID</b>	24
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Provide assistance to persons affected by HIV/AIDS
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Public service needs
<b>Description</b>	<p>HCDD will allocate funding for supportive services and sponsor administration. The contract amount is \$503,316 and includes funds from PY 2017, PY 2018, PY 2020, and PY 2021.</p> <p>During PY 2021, these activities are expected to serve households who have or are affected by HIV/AIDS. Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA). The target date for completing these activities is June 30, 2024.</p>
	Contract #: 4600015174
<b>Target Date</b>	6/30/2024
<b>Expected Resources</b>	HOPWA: \$47,579
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities will serve at least 10 households who are affected by a disability, HIV/AIDS.
<b>Location Description</b>	Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA).
<b>Planned Activities</b>	Planned activities include supportive services.
<b>Goal Outcome Indicator</b>	10 Other – Supportive Services





<b>Project Title</b>	<b>2021-2024 Houston HELP, Inc. TXH21F003 (HELP)</b>
<b>Project ID</b>	25
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Provide assistance to persons affected by HIV/AIDS
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Public service needs
<b>Description</b>	<p>Houston Help, Inc. will provide facility-based housing assistance and supportive services to low-income persons (women and children) with HIV/AIDS and their families.</p> <p>During 2021, these activities are expected to serve 50 households who have or are affected by HIV/AIDS. Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA). The target date for completing these activities is June 30, 2023. The contract amount is \$1,519,752 and includes funds from PY 2017, PY 2018, PY 2019, PY 2020, and PY 2021</p> <p>Contract# 4600015310</p>
<b>Target Date</b>	6/30/2024
<b>Expected Resources</b>	HOPWA: \$126,818
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities will serve at least 50 households who are affected by a disability, HIV/AIDS.
<b>Location Description</b>	Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA).
<b>Planned Activities</b>	Planned activities include permanent housing placement and operating costs.
<b>Goal Outcome Indicator</b>	50 Other – Permanent Housing Placement (PHP)





<b>Project Title</b>	<b>2021-2024 Houston SRO Housing Corp. TXH21F003 (HouSRO)</b>
<b>Project ID</b>	26
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Provide assistance to persons affected by HIV/AIDS
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Public service needs
<b>Description</b>	<p>Houston SRO will provide facility-based housing assistance and supportive services to low-income individuals with HIV/AIDS. The total contract amount for this project is up to \$954,979.14 and includes funding from prior years (PY 2017, PY 2018, PY 2019, PY 2020, and PY 2021).</p> <p>These activities are expected to serve households who have or are affected by HIV/AIDS. Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA). The target date for completing these activities is June 30, 2023.</p> <p>Contract #: 4600015168</p>
<b>Target Date</b>	6/30/2024
<b>Expected Resources</b>	HOPWA: \$36,937
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities will serve at least 35 households who are affected by a disability, HIV/AIDS.
<b>Location Description</b>	Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA).
<b>Planned Activities</b>	Planned activities include permanent housing placement and operating costs.
<b>Goal Outcome Indicator</b>	35 Other – Supportive Services





<b>Project Title</b>	<b>2021-2024 Access Care of Coastal Texas, Inc. TXH21F003 (ACCT)</b>
<b>Project ID</b>	27
<b>Target Areas</b>	Citywide
<b>Annual Goals Supported</b>	Provide assistance to persons affected by HIV/AIDS
<b>Priority Need(s) Addressed</b>	Assistance for renters Assistance for homeowners Public service needs
<b>Description</b>	<p>Access Care of Coastal Texas, Inc. provides individuals and family members with supportive services such as nutritional services, permanent housing placement services and case management, and rental assistance such as short-term payments of mortgage, rent and utility bills and long-term rental assistance in Brazoria and Galveston County. These activities are expected to serve at least 124 unduplicated individuals or households beginning in PY 2018.</p> <p>The total contract amount for this project is \$2,117,460.00 over a three-year period which includes funding from PY 2018, PY 2019, PY 2020, and PY 2021.</p> <p>Contract# 4600015462</p>
<b>Target Date</b>	6/30/2024
<b>Expected Resources</b>	HOPWA: \$245,006.51
<b>Estimate the number and types of families that will benefit from the proposed activities</b>	These activities will serve at least 124 households who are affected by a disability, HIV/AIDS.
<b>Location Description</b>	Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA).
<b>Planned Activities</b>	Planned activities include supportive services, tenant based rental assistance, short-term rent, mortgage and utility assistance, permanent housing placement, and sponsor administration.
<b>Goal Outcome Indicator</b>	124 Other – Supportive Services 24 Other – Permanent Housing Placement (PHP) 50 Other – Tenant-Based Rental Assistance (TBRA) 50 Other – Short-term Rent, Mortgage, and Utilities Assistance (STRMU)





## 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

Maps in the Appendix illustrate the known locations of proposed federally funded projects and activities for PY 2021 relative to designated low- and moderate-income areas. Locations of the remaining PY 2021 projects and activities will be determined in detail after solicitation processes are completed and all subrecipients are identified.

Each year, HCDD staff analyzed indicators to create the Areas for Community Reinvestment to provide data-driven recommendations for projects and activities that will foster investment in select geographic areas (Super Neighborhoods) that demonstrate the most need. Six demographic and income characteristics of Houston’s eighty-eight Super Neighborhoods were considered in the analysis while developing the Areas for Community Reinvestment

- Low- and Moderate-Income (LMI) Population
- The Houston Land Bank Owned Lots
- Commercial Investment (HCDD Funded) Multifamily and Public Facilities
- Concentration of Multifamily Housing Stock (2018 ACS – 5-year estimates)
- Designated Demolition Sites
- City of Houston Capital Improvement Plan (CIP Projects)

**Table 10 – Geographic Distribution**

Target Area
Areas for Community Reinvestment
Acres Home
Alief-Westwood
Fort Bend Houston
Gulfton
Kashmere Gardens
Magnolia Park-Manchester
Near Northside
Second Ward
Sunnyside
Third Ward

In 2017, Mayor Sylvester Turner announced an initiative called Complete Communities. This City initiative was set to improve neighborhoods by working closely with residents to select and implement various strategies. The ten selected neighborhoods are historically under-resourced, have some level of community capacity, and have diverse populations and development patterns that will result in a variety of interventions that could scale up to become citywide.

The ten Complete Communities are a group of neighborhoods that represent a diversity of conditions and challenges. HCDD will prioritize public facility and multifamily housing in Complete Communities through the RFP/NOFA/application process.

### Rationale for the priorities for allocating investments geographically

The goal of the target areas is to take the limited funding HCDD receives and leverage it with private investment within these areas. Establishing specific areas allows HCDD to analyze indicators that best help to provide data-driven recommendations for projects and activities that will foster investment in selected geographic areas that demonstrate need and opportunity.

The intent is to ultimately arrest decline and bring about positive outcomes in historically underserved communities as well as to boost the enhancement of areas of opportunity while maintaining housing





affordability. These target areas may be applied to activities funded by HOME, CDBG, and the Section 108 Loan Guarantee Program. When reviewing projects for funding, HCDD staff may give special consideration to projects that fall within the boundaries of the Areas for Community Reinvestment or Complete Communities or leverage additional funding, such as State Housing Tax Credits. Funding for code enforcement activities will be geographically targeted to only Areas for Community Reinvestment. Other entitlement funds, mostly related to economic development, public facility improvements, and some housing activities will be prioritized in the target areas because these are neighborhoods that are most in need of public facility and economic development improvements, but some projects may also be funded in other areas of the City because of the great need in neighborhoods throughout the City.

## Discussion

The Planning and Development Department and the Mayor's Office for Complete Communities have performed and continue extensive outreach in each of the Complete Communities to civic leaders and residents, which includes small group meetings and local events as well as large public meetings. In consultation with the public, the city staff developed neighborhood-specific actions plans for each of the ten neighborhoods. Projects in these action plans will be implemented with the help of various partners and funding sources.



# Affordable Housing

## AP-55 Affordable Housing - 91.220(G)

### Introduction

HCDD employs a variety of approaches to maintaining, creating, and improving the quality of affordable housing in Houston. In PY 2021, HCDD will administer the following programs to preserve and increase access to affordable housing

- Multifamily Housing Program – new construction and rehabilitation
- Single Family Programs – development, repair, and homebuyer assistance
- CHDO – supporting community organizations to develop affordable housing
- HOPWA – TBRA and STRMU Assistance
- ESG – housing relocation and rapid re-housing

Estimated annual goals for affordable housing and descriptions of activities for each program are included in the following tables.

Homeless	300
Non-Homeless	129
Special-Needs	1,275
Total	1,704

Rental Assistance	1,575
The Production of New Units	72
Rehab of Existing Units	32
Acquisition of Existing Units	25
Total	1,704

### Discussion

Affordable homes continue to be among HCDD’s highest priorities. HCDD continues to build capacity and increase efficiency to best serve residents through the CDBG funded Home Repair Program and the Homebuyer Assistance Program. The Home Repair Program continues to streamline processes by updating its standard operating procedures (SOPs), and it will expand the pool of home repair contractors in order to increase market competition and improve housing affordability.

Using HOME funds, HCDD will work with CHDOs to develop new affordable single family homes under the Single Family Development Program. This program will implement a new NOFA that is designed to develop new affordable homes, increase the types of affordable homes available for purchase, leverage resources in conjunction with other funding sources, and establish new partnerships with outside groups and organizations. HCDD also intends to continue focusing on multifamily housing resources to provide housing for LMI families and permanent supportive housing for the homeless, specifically to address chronic and veteran homelessness.

Hurricane Harvey and other recent flood events have greatly increased the need for affordable homes in Houston. In the past few years, CDBG-DR funding for Hurricane Ike and Hurricane Harvey and the 2015





and 2016 flood events has significantly increased the resources available to assist low- and moderate-income families in the City of Houston. HCDD continues to build capacity, remain flexible, and increase efficiency to best serve residents. To address a variety of home rehabilitation needs in PY 2021, HCDD will continue to use Tax Increment Reinvestment Zone (TIRZ) Affordable Housing Set-Aside, CDBG-DR-15 and CDBG-DR17 funding for single family home rehabilitation activities. In PY 2021, HCDD will utilize CDBG, TIRZ, and CDBG-DR17 funds for homebuyer assistance activities. HCDD will utilize all funding sources and continue to expand and build capacity within other organizations to expand the supply of affordable homes.

In 2020, HCDD received CDBG-CV, ESG-CV, and HOPWA-CV funding to prevent, prepare for, and reduce the impacts of the coronavirus. With this funding, HCDD will continue to fund activities such as providing rental assistance, preventing homelessness, rendering public services and maintaining facilities that provide shelter. In early 2021, HCDD received U.S. Treasury funds and additional CDBG-CV funding to assist families that have been economically impacted by COVID-19 through rental assistance programs. In PY 2021, HCDD will continue to provide these programs to help stabilize adversely impacted families.





## AP-60 Public Housing - 91.200(H)

### Introduction

The Houston Housing Authority (HHA) provides affordable homes and services to more than 58,000 low-income Houstonians including over 18,000 families housed through our Housing Choice Voucher Programs Department. HHA and its affiliates own and operate 26 housing communities with more than 5,700 units for families, elderly, persons with disabilities, and other residents. HHA also administers one of the nation's largest Veterans Affairs Supportive Housing (VASH) programs, exclusively serving homeless veterans. Our mission is to improve lives by providing quality, affordable options and promoting education and economic self-sufficiency.

From 2015 to 2020, HHA increased the number of affordable housing units in the City of Houston to 3,105, through development and acquisition of 1,961 affordable units.

The following highlights HHA's program accomplishments in calendar year 2020.

#### *Increased Housing Portfolio*

- In partnership with others and third-party deals, 1,645 units added through acquisition in 2020 and 1,113 units currently under construction.
  - All of the acquisitions are 51% affordable and three of the five developments are 51% affordable and two are 100% affordable.
- HHA began working on acquiring six new Project-Based Voucher (PBV) properties pending, which will add 276 affordable housing units.

#### *Housed More Families*

- HHA Special Programs began issuing the record breaking 272 Mainstream vouchers awarded in November 2019. In 2020 HCVP was awarded an additional 112 Mainstream Vouchers under the CARES Act and awarded another 100 Mainstream Vouchers under the COVID-19 Response Act. In 2020, HHA awarded an additional 276 Project Based Vouchers (PBV).

#### *Increased Resident Self-Sufficiency*

- HHA enrolled 257 individuals in the Section 3 Program and connected them to various employment, job training and contracting opportunities.
- HHA completed Jobs Plus to engage 557 public housing residents at Cuney Homes in workforce development opportunities, with 312 residents increasing their earned income and receiving discounted rent totaling \$1,260,825.
  - HHA has applied for renewal grants for Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator and Jobs Plus grants.
- FSS (Family Self-Sufficiency) Program was awarded the Capitol One Grant of \$5,000 to increase opportunities via FSS.

#### *Housing the Homeless, including Homeless Veterans*

- In addition to our on-going efforts, HHA entered into an \$11 million contract with the HCDD to provide approximately one (1) year of rental assistance and security deposits to more than 1,000 households who are currently homeless, as a result of COVID-19 stay at home orders in accordance with local jurisdictional guidance.

HHA began construction work on HHA's first 9% tax credit deal at Telephone Road Elderly Apartments (Project Based Section 8). The first phase (83 rental homes) of reconstruction is scheduled to finish in the summer of 2021. HHA also successfully convert 140 rental homes of Public Housing (Victory Place and HRI) to the Rental Assistance Demonstration (RAD) program.



HHA secured \$450,000 competitive planning grant under HUD Choice Neighborhoods program to develop a Transformation Plan for Cuney Homes and the Third Ward neighborhood. HHA, the City of Houston, and HUD plan will work together to create a transformation plan. The planning phase will last two years.

Finally, HHA has been selected as an eligible entity to participate in the Moving To Work (MTW) Cohort 2 Reform. The MTW plan was submitted to HUD in January 2021. HHA may pursue other MTW cohorts as well.

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

Years of federal disinvestment in the Public Housing Capital Fund Program (CFP), coupled with damage caused by Hurricane Harvey, have created a significant backlog of capital needs across the HHA portfolio. A report completed in 2019 revealed that the total cost of repairs to the public housing portfolio at that time was approximately \$47 million or \$21,564 per unit. The total cost of repairs to the mixed-finance developments was approximately \$20 million or \$16,355 per unit. Across the HHA portfolio, there is a total of \$67 million in capital needs over 20 years or \$17,706 per unit. Based upon the capital funds allocated to HHA over the last ten years, averaging \$5.6 million per year, it would take at least 12 years to address the anticipated capital needs of the public housing and mixed-finance portfolio.

While HHA expended \$1.58 million in 2020 to address the most severe capital needs, without additional funding, HHA will remain significantly short of the support required to adequately address the portfolio's documented capital needs. Additionally, as the need to rehabilitate existing housing stock grows, so too does the need for affordable housing, with over 63,000 people currently on HHA's waiting list for a public housing unit. The outbreak of COVID-19 significantly impacted HHA's capital repairs.

In 2019, HHA initiated the process of converting all Public Housing properties to Rental Assistance Demonstration (RAD) to answer and meet deferred capital needs. In 2020, HHA successfully converted two Public Housing developments, Victory Place and Historic Rental Initiative (HRI) to a single RAD development called Victory-HRI.

RAD is a voluntary program of the U.S. Department of Housing and Urban Development (HUD) that seeks to preserve public housing by providing Public Housing Agencies with various opportunities, including access to more stable funding. RAD allows a public housing authority (PHA) to convert from receiving funding under HUD's Public Housing program — Operating and Capital Funds — to HUD's Project-Based Section 8 platform. Under RAD, HUD is encouraging PHAs to rehabilitate and preserve their aging public housing developments using a variety of public and private affordable housing resources, including but not limited to: Federal Low-Income Housing Tax Credits (LIHTCs); tax-exempt bonds; and public housing Capital and Operating Funds.

In summary, RAD will provide new financing tools and regulatory relief, allowing HHA to address its projected \$67 million backlog in capital repairs across its public housing and mixed-finance portfolio, a more stable (and growing) funding stream, significant tenant protections, and new mobility options for public housing residents. The total estimated financing gap for all of the proposed RAD transactions is \$18.65 million, addressing the conversion and renovation of 1,692 public housing units. This equates to about \$11,000 per unit, which is significantly lower than the \$47 million backlog.

Fortunately, the coming years may present HHA and the City of Houston with an opportunity to substantially address both the public housing capital needs backlog and the City's unmet demand for affordable housing. HHA and HCDD significant awards of CDBG-DR17 funds. The goal is to leverage these dollars to allow HHA to address the capital needs at several hurricane-damaged public sites while adding new affordable housing. HHA also obligated over \$19 million in FEMA reimbursements and requested an additional \$30 million that should be awarded in the near future.





HHA will pursue transfer of assistance under RAD at the current existing properties:

- Allen Parkway Village (APV) and Historic Oaks of Allen Parkway Village (HOAPV)— 4% Tax Credit, Rehab project scheduled to commence in 2021.
- Portfolio-wide RAD conversion to planned in the next 5 years.

HHA will also pursue a number of new mixed finance development activities using CDBG Disaster Recovery, FEMA funds, and Capital Funds including acquisition of sites for new housing development and rebuilding at:

- 2100 Memorial (Demolition and rebuild)— HHA plans on beginning demolition soon.
- Forest Green (FEMA/rebuild)— the 428 Funds for Forest Green were approved in early 2021. HHA will be moving to the next step of designing a new project.
- Sites at the intersection of Crosstimbers and N. Main, and replacement units on Lyons Avenue (Kelly II) are in planning stages for development with some Public Housing units. HHA may consider options for redeveloping Irvinton Village.

HHA was awarded a Choice Neighborhoods Planning grant for the Cuney Home and plans to apply for 2021 Choice Neighborhood Grant for Kelly Village or other eligible properties.

Finally, HHA will replace all of the public housing units from Clayton Homes (total) and Kelly Village (partial) lost due to the I-45 highway expansion led by Texas Department of Transportation (TxDOT). Within 7 years, HHA will develop and/or acquire significantly more than the required 296 new units, ensuring more than a one-for-one replacement of all units lost. HHA will follow the appropriate procedures to attach PBV assistance to the newly developed units to ensure long-term operational viability.

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

**Resident Involvement.** HHA employs various strategies to promote public housing resident involvement in HHA's policy development and strategic decision-making processes. HHA encourages residents to become involved through participation in Resident Councils. Staff from HHA's Client Services Department provide technical assistance to Resident Council members and help to ensure that third party oversight is in place for the annual election of officers. Each Resident Council meets on a regular basis to address general and property-specific issues, though these activities have been disrupted by the pandemic.

Resident Council officers meet as a group with HHA staff once to twice a year. These meetings provide an opportunity for resident leaders to hear updates on major issues taking place at HHA and within the affordable housing industry nationally. Time is allotted for resident leaders to raise issues or ask questions, which often become the basis for further dialogue. Discussions typically cover issues related to resident participation in governance, safety and security, community service requirements, summer programs, development plans, and job readiness. Also, residents and Resident Council officers actively participate in the PHA planning process to annually review and revise management process. During the last year, these meetings have occurred via Zoom.

**Participation in Homeownership.** HHA staff work to promote the Family Self-Sufficiency (FSS) Program to public housing and voucher participants. The FSS Program allows participants to establish an interest-bearing escrow account during the five-year program which includes job training, employment counseling, case management services, household skill training, and homeownership counseling. Upon fulfillment of the program, families receive the funds in the escrow account, which may be used to purchase housing through the HCV Homeownership Program. In 2020, 15 Family Self-Sufficiency (FSS) participants graduated with an escrow amount over \$132,000. Seven became homeowners, and three received a college degree.

The HCV Homeownership Program is a federally funded program that allows families with a HCV to use the voucher as part of their monthly mortgage payment to purchase a home rather than rent. The HCV Homeownership Program is for first time homebuyers, a person who does not own a home, or has not





owned a home during the past three years. The HCV Homeownership Program added 7 new families in 2020. The program is growing each year and has applications in the pipeline. HHA is working diligently with each of the applicants to meet the qualifications for the Homeownership Program and help them make a smooth transition from the rental to homeownership. HHA's goal is to grow this program and help participants succeed and become self-sufficient. HHA is currently serving 97 families as of December 2020 in the HCV Homeownership Program and would like to see that grow by at least 30 families by 2024.

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

HHA does not have a troubled designation; therefore, it is not necessary for HCDD to provide financial or other assistance to HHA to remove such a designation during the next year.

### Discussion

The year 2020 was challenging for HHA and its residents due to the worldwide COVID-19 pandemic. Starting in March 2020, HHA began adopting various measures to promote social distancing at headquarters as well as HHA developments. HHA also imposed various measures to contractors and visitors to HHA developments as well. In response to COVID-19, HHA received \$2.2 million in COVID Cares Funds which is being used for a variety of pandemic-related reasons, including site-based safety efforts for families served and initiatives that support HHA's efforts to be better prepared for and respond effectively to disasters.

According to a Census Bureau survey estimate, an estimated 15.1 million adults living in rental housing — 1 in 5 adult renters — are not yet caught up on rent, according to data collected January 6–18, 2021. Simultaneously, renters of color were more likely to report that their household was not caught up on rent: 36 percent of Black renters, 29 percent of Latino renters, and 16 percent of Asian renters said they were not caught up on rent, compared to 12 percent of white renters. Research also showed that adults in households with children were more likely to report difficulty paying for usual expenses: 43 percent, compared to 30 percent for households without children. This means that our work is more important now than ever.

For 2021, HHA is committed to working with residents throughout Houston to provide safe, decent, and high-quality affordable housing options, and work with various stakeholders and partners to promote self-sufficiency and economic betterment for HHA program participants.

Starting in 2020 and remaining in place in 2021, HHA implemented a policy in its Voucher and Public Housing programs to enable residents to increase their savings and investments in their families. In between regular annual reexaminations or until their next certification period (e.g., annual recertification, transfer of unit/move to another unit, port-out, etc.) households are not required to report and document their income increase, except for instances involving households' reporting zero income and/or seasonal/sporadic income (described further below). Accordingly, HHA will not conduct an Interim Redetermination and will not calculate household increased income until the effective date of their next certification period (e.g., annual recertification, transfer of unit/move to another unit, port-out, etc.).

During 2020, HHA implemented new policy changes to improve the lives of both public and housing choice voucher (HCV) residents in response to COVID. Those include but are not limited to

1. Delayed Annual Reexaminations and Income Verifications
2. Language regarding virtual hearings was added
3. New and revised repayment agreements with residents for those who have challenges paying rent due to COVID
4. Waiver on various Voucher and Public Housing program regulations that help residents maintain affordable housing and social distancing throughout COVID

For HHA's FY2021 Administrative Plan and Admission and Continued Occupancy Policy (ACOP), some key provisions were added and revised. HHA is responsible for adopting a payment standard schedule that





establishes voucher payment standard amounts for each Fair Market Rent (FMR) area in HHA's jurisdiction. For 2021, HHA is working with a third-party vendor to review and submit a rental housing market analysis to appeal HUD's proposed FMRs for the Houston-Woodlands-Sugar Land, TX area.

In 2020, HHA staff set payment standards to 131% of the FMR's, followed by 111%, 102% and 93%. More than half of the eligible full coverage zip codes are in the 102% or 93% payment standard. This higher payment standard amount has and will continue to create a greater incentive to move to higher opportunity areas. At this time, these payment standard percentages remain in place for 2021.

Finally, HHA worked collaboratively with the City of Houston to develop and adopt an Analysis of Impediments (AI) to Fair Housing (or Assessment of Fair Housing—AFH), identifying barriers under the control of HHA and those outside the control of HHA. In 2020, HHA provided an annual update and data to HCDD. HHA performed various site assessment on all potential developments, which looks at census tract level data to ensure Fair Housing. HHA also has worked diligently to provide translated letters to residents/tenants regarding its program operations and their rights and responsibilities during COVID-19 in Spanish, Vietnamese, and Chinese. HHA published CDC COVID-19 information on its website in English, Spanish, Vietnamese, and Chinese. In 2020, no revision was needed in HHA's Language Assistance Plan.



## AP-65 Homeless and Other Special Needs Activities - 91.200(I)

### Introduction

The City of Houston works closely with the Coalition for the Homeless of Houston/Harris County (Coalition) and with other members of the Houston/Harris County Continuum of Care (CoC), known as The Way Home, to align priorities and funding to address the needs of residents experiencing or at risk of homelessness. The HCDD Director serves on the CoC Steering Committee in an ex officio position to provide governance and oversight to CoC policies and procedures.

Completed in early 2021, *The Way Home's Community Plan to End Homelessness* is the CoC's strategic plan to prevent and end homelessness in the Houston area, which outlines the goals and strategies for the next five years.

#### The Community Plan includes the following new goals

- Address Racial Equity and Social Justice - Address historical inequities and build opportunities for justice among system partners and participants.
- Expand Affordable Housing - Connect people to permanent housing with appropriate services to help them maintain housing.
- Prevent Homelessness - Focus on preventing people from entering homelessness because of discharges from healthcare, child welfare, or criminal justice systems.
- Strengthen Crisis Response - Identify and engage people experiencing homelessness and connect them to low-barrier crisis housing while developing long-term housing strategies.
- Refine Engagement Strategies for People Living Unsheltered - Balance the need to maintain community access to and use of public spaces while recognizing that there is a critical gap in crisis housing that leaves insufficient alternative appropriate avenues for shelter.
- Build Strong Cross-System Partnerships - Strengthen connections with system partners necessary to accelerate housing placements and improve their sustainability.

The Community Plan also continues to build on the work of previous plans, with the following goals

#### Retain Historical Focus by

- Ending chronic homelessness
- Maintaining and ending Veteran homelessness
- Achieving effective end to family and youth homelessness

The Way Home Continuum of Care's (CoC) most recent Community Plan to End Homelessness details activities and goals for the coming years. The goals for the next year focus on ending chronic homelessness by continuing to utilize and expand Permanent Supportive Housing (PSH) programs. Additional activities include managing and expanding Rapid Re-housing (RRH) for singles and families, reviewing RRH outcomes, reviewing system-wide performance expectations, and developing a system-wide response to unsheltered homelessness and addressing racial equity and social justice. Major activities are outlined below.

#### Continued oversight and creation of 590 units of Permanent Housing, including 2130 additional units of affordable housing, and other targeted affordable housing development linked to system-wide homeless prevention and diversion activities

- Host a pipeline workgroup comprised of major funders to coordinate funding and guide new development and turnover of existing PSH units
- Prioritize public and private capital, operating, and service resources to support PSH development and targeted affordable housing development, including SRO or pay by day facilities and inclusion of restricted 30% AMI units in mainstream affordable housing development

- Increase capital investments for targeted affordable housing development in support of diversion and prevention activities, particularly for non-chronically homeless single individuals

**Continued implementation of the integrated care service delivery model for PSH units in the pipeline**

- Nurture new partnerships between the Local Mental Health Authority, Federally Qualified Health Centers, Mental Healthcare Providers, Managed Care Organizations, and Homeless Service Providers
- Leverage federal resources into the pilot project with State Medicaid and Managed Care Organizations to fund supportive housing services and advocate for Texas State Legislative changes to the Medicaid system to better support people experiencing homelessness.
- Connect integrated care teams to new and existing PSH units as they become operational and financially support this expansion with City of Houston entitlement investment.

**Implement a single coordinated intake, assessment, triage, and central referral system for all homeless housing interventions**

- Manage the Coordinated Access system including income triage, assessment, and referral.
- Make Coordinated Access available via a call center across the CoC.
- Connect the Coordinated Access system diversion and homeless prevention programs.

**Expand Rapid Re-housing (RRH)**

- Continue to leverage COVID-19 Communitywide Housing Program (CCHP) resources that combine federal, state, local resources, and philanthropic resources to create a single standardized RRH model across the CoC and ensure maintenance and scaling
- Continue to prioritize resources for RRH and linked diversion activities to build a safety net system for homeless and at-risk families

**Expand and Refine the Income Now Initiative**

- Nurture and manage relationships with Houston-Galveston Area Council and Workforce Solutions to ensure seamless and quality income services for people experiencing homelessness
- Monitor data and performance for workforce outcomes
- Increase the number of employment services providers that participate in Income Now
- Increase SOAR system capacity to handle 350 referrals annually by adding 3-5 additional system dedicated disability workers
- Invest CCHP resources to expand income supports for people housed in RRH and Diversion.

**Implement performance expectations for the entire CoC**

- Apply performance standards to all programs operating in the CoC and use performance to determine future funding awards and possible reallocation or repurposing of existing resources in support of the CoC strategic plan

**Address Racial Equity and Social Justice**

- Analyze the system data. Examine selected homeless response system policies, procedures, and related data to identify areas to improve equitable access and use of homelessness assistance and to serve as a template for further community-wide conversations.
- Plan. Create a plan to move forward on racial equity work. The plan must include system and programmatic actions that can be monitored and adjusted to improve and sustain equity. This plan should be informed by a racial equity audit of The Way Home CoC’s member organizations



and their current state of diversity. It should also include common values and goals collectively decided upon and shared by all of The Way Home's member organizations.

- Include People with Lived Experience in a meaningful way. Ensure that people with lived experience are included at all levels of system planning conversations and have active and supported participation in positions of leadership

#### **Refine Engagement Strategies for People Living Unsheltered**

- Continue to partner with the Harris Center to operate the Respite, Rehab, and Reentry facility (also called 6160) and connect people experiencing homelessness to the appropriate housing intervention through Coordinated Access.
- Construct and make operational, a COVID-19 Non-Congregate Housing Navigation Center to serve as a housing focused tool for a coordinated encampment strategy. The Navigation will allow the homeless response system to help us to address the unsheltered population that is resistant to stay in emergency or crisis shelter but is willing to accept housing.

#### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including (narrative for the following 1-4): Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

HCDD will continue to support organizations that assess the needs of the homeless to create a more robust social service system to address unmet needs. HCDD provides ESG, ESG-CV, CDBG, CDBG-CV, and HOME TBRA funding to social service organizations Public Housing Authorities to assess the needs of homeless persons and will continue to support organizations to create a more robust social service system to address unmet needs for persons experiencing homelessness.

The Coalition for the Homeless ("Coalition") collaborates with service agencies and with others in the public sector and in philanthropy to analyze existing system needs to identify and address funding gaps. The Homeless Point-In-Time (PIT) Count and the Community Needs Assessment, organized by the Coalition, annually assesses the Coalition's characteristics of the homeless population in and around Houston. This is important data used by the CFTH and its stakeholders to track the changing needs of the homeless. In PY 2021, HCDD will continue to financially support the Coalition's preparation for the 2022 PIT Count. Additionally, the CoC Steering Committee has two positions held by people with lived experience to obtain input from current and formerly homeless individuals and families.

In 2014, the CoC implemented a coordinated assessment system ensuring standardized assessment for any homeless individual at a variety of access points. This system functions to triage, assess, match and refer homeless individuals to the most appropriate permanent housing option across the continuum. This is now the primary referral method for most homeless beds and functions as the sole referral source for PSH. This system expanded in 2016 and is optimizing access for both sheltered and unsheltered homeless individuals seeking support across the City. Outreach workers are trained as assessors and navigators ensuring unsheltered homeless individuals' full access to all housing opportunities and services.

The coordinated assessment system now has the capability to refer all populations to rapid re-housing services and to our new intervention called Diversion. Diversion is an intervention designed to immediately address the needs of someone who has just lost their housing and become homeless. Diversion is a client-driven approach; its goal is to help the person or household find safe alternative housing immediately, rather than entering shelter or experiencing unsheltered homelessness. It is intended to ensure that the homelessness experience is as brief as possible, to prevent unsheltered homelessness, and to avert stays in shelter.

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

HCDD continues to fund social service agencies providing emergency shelter for homeless individuals and families. Services will include case management, direct rent and/or utility assistance, and operations costs associated with overnight shelter. HCDD's ESG funding will address emergency shelter needs as discussed



later in the section. As part of the planning process for community-wide coordination of ESG implementation and the restructuring of the CoC funding process, the CoC is collaborating with local ESG recipients to right-size the system of emergency shelter, transitional housing, and rapid re-housing ultimately shifting resources toward permanent housing options. This coupled with enhanced diversion and prevention resources will dramatically reduce demand for emergency shelter and ultimately allow the system to reach equilibrium and end homelessness.

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

HCDD is working towards the homelessness goal by providing supportive housing units, and HCDD's Multifamily Housing program continues to encourage the creation of Permanent Supportive Housing with a renewed goal of creating additional PSH units.

HCDD is also committed to blending federal, state, and local resources in partnership with Harris County and the CoC to fund rapid re-housing for individuals and families, families with children, veterans, and unaccompanied youth. Rapid re-housing assists households to rapidly return to permanent housing by offering short-term case management and financial assistance. This intervention has proven to be more than 85% effective in returning families to housing stabilization. A system mapping exercise performed under HUD technical assistance revealed that approximately 30% of Houston's homeless population will require rapid re-housing to stabilize.

The coordinated assessment system, described previously in this section, will act as the process for identifying people who are homeless and most in need of PSH or rapid re-housing, which include people who are chronically homeless, individuals and families, families with children, veterans, persons fleeing domestic violence, and unaccompanied youth.

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

HCDD will fund several agencies that deliver homelessness prevention and diversion assistance from various federal and state grants, providing

- Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices or are experiencing a hardship that may lead to homelessness
- Security deposits and first month's rent to permit homeless families to move into their own apartment
- Light case management services geared towards problem solving and rapid resolution for people receiving diversion services
- Mortgage payments
- Rapid resolution case management and/or mediation services

Preventing homelessness is a priority for the City and its partner, the Coalition. To prevent people from falling into homelessness, public systems for justice, anti-poverty, prevention, health (including behavioral





health), child welfare and affordable housing must use data to identify how people are falling into homelessness and target prevention strategies and policies to address these areas. The CFTH assists Houston’s homeless service providers, many of whom are CDBG and/or ESG subrecipients, to help individuals and families implement strategies that keep them stabilized and resolve their financial issues before being identified as “homeless.”

As part of the planning process for community-wide coordination of ESG and CoC funding process implementation, the CFTH is collaborating with local ESG recipients. The Way Home CoC will continue to analyze mainstream system data to understand involvement of people experiencing homeless in public systems before they fell into homelessness. Then, the CoC can use that information to help those systems understand how they are contributing to homelessness and to advocate that they better plan for and engage people who are likely to fall into homelessness upon leaving.

The CoC plans to develop a homelessness prevention eligibility standard to target those most at-risk of becoming literally homeless. This includes provide specialized outreach and engagement services targeted to highest-risk populations and geographies to ensure people and communities at highest risk for homelessness are engaged with housing supports before experiencing literal homelessness. Target populations should include people who previously exited the homelessness system with housing supports and are at risk of returning to homelessness.

This standard will be developed using HUD’s ESG eligibility criteria and local data regarding characteristics common among people who are literally homeless. Depending on the level of need of potential clients, the agency initially conducting intake will either admit the person to their program or will conduct a warm hand-off to another homelessness prevention provider in the system that is skilled in meeting the person’s needs for housing. A warm hand-off is an approach in which a staff member of the initial intake agency provides a face-to-face introduction of a homeless person to another provider to which the person is being referred.

The CoC continues to execute memorandum of understandings (MOUs) with mainstream and other homeless service providers on the behalf of the homelessness prevention system in order to help clients link to mainstream and homeless supportive services outside the ESG programs. The purpose of developing MOUs is to help clients easily access mainstream services that might have a cumbersome application process or lengthy waitlist. Mainstream services will include those listed in 24 CFR 576.400 (c), as well as those in the SOAR program, and locally-funded programs to assist with increasing income and improving health.

The CFTH, along with local public funding jurisdictions and publicly funded institutions and systems of care that discharge people into homelessness, will create or modify discharge plans to prevent discharging into homelessness by

- Engage in discharge planning with mainstream system providers such as behavioral health, physical health, criminal justice, juvenile justice, and child welfare. Work with mainstream partners to identify appropriate housing opportunities for discharged people so that crisis housing and shelter are not used as a temporary housing placement strategy.
- Identifying local discharge plans or practices that are leading to homelessness
- Engaging each system and discussing data and alternatives
- Utilizing data to inform broader strategic planning processes

The CoC has several discharge policies to coordinate community-wide assistance to address youths aging out of foster care, persons exiting health care and mental health institutions, and persons discharged from correctional institutions. With the introduction of the coordinated placement system, these institutions are being invited to coordinate discharge planning activities to prevent homelessness. Protocols have been developed to connect with Harris County Jail and several emergency rooms and hospitals across the jurisdiction.





## Discussion

HCDD has established a contractual relationship with the Coalition for the Homeless of Houston/Harris County (Coalition) to manage efforts related to addressing chronic and family homelessness. The City continues to support the Coalition's efforts by providing HCDD staff assistance and CDBG, ESG, HHSP, and Homeless and Housing Bond funding for

- Implementing and operating the Homeless Management Information System (HMIS)
- Developing and implementing a Strategic Plan to End Chronic Homelessness
- Planning and prevention
- Homeless Count and Survey
- TX-700 Continuum of Care (CoC) Collaborative Grant Application for Cities of Houston, Conroe, and Pasadena, and Harris, Montgomery and Fort Bend Counties
- Performance measurement of CoC funded programs and projects
- Managing Coordinated Access for the CoC system
- CoC Steering Committee and workgroups

The Coalition continues to administer HMIS for contributing homeless organizations within CoC. Since its initial implementation in 2004, HMIS has grown to become the major repository of homeless assistance and homelessness prevention data in the community. An increasing number of federal and local funders now require HMIS participation, and its data is regularly used for various reports and analyses.

At the end of 2020, there were over 250 programs and 840 individual users actively participating in the HMIS. The database consisted of about 300,000 unique client records. Most clients served before 2010 were literally homeless individuals, but a growing segment now represents at-risk clients assisted by homelessness prevention programs, including those funded by VA SSVF, ESG, HOPWA, and local food banks. Of the approx. 46,000 clients enrolled in any HMIS programs during 2020, there were 24,154 literally or formerly homeless individuals – a decrease of about 6,000 from 2019 that was largely caused by the operational changes due to COVID-19 pandemic

The Coordinated Access system continues to be a key component of the HMIS. All HUD-funded Permanent Supportive Housing and Rapid Re-Housing projects are required to accept new clients through Coordinated Access referrals. Between the Coordinated Access system's launch in early 2014 and the end of 2020, about 23,300 clients were assessed for housing, of which 4,961 were placed in PSH and 6,471 persons were placed in rapid re-housing. In October 2020, the City of Houston, Harris County, and the Coalition for the Homeless have started a joint, \$65-million plan to house 5,000 people experiencing homelessness over the next two years to limit the spread of COVID-19. The Community-wide COVID-19 Housing Program (CCHP) will permanently house people who are currently experiencing literal homelessness (e.g., living in shelters, encampments or on the streets) as well as those who may fall into homelessness as a result of the economic effects of the coronavirus.

HMIS software ClientTrack is provided by Eccovia Solutions, a privately held company. The Coalition's HMIS support team includes six staff members. As part of their daily activities, the support team continues to implement several proactive data quality measures and it monitors the HMIS to ensure completeness, accuracy, and standardized the data collection processes. Support specialists work with the CoC agencies by offering ongoing training and technical assistance, both individually and in groups. Site visits to partners are conducted on an annual basis to confirm bed inventory for the homeless count as well as to provide data quality scoring for the NOFA application. The team also issues monthly newsletters and hosts quarterly HMIS forums with the provider community, to discuss recent activities, ongoing data quality issues, and future developments.



## AP-70 HOPWA Goals

One-year goals for the number of households to be provided housing through the use of HOPWA	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	800
Tenant-based rental assistance	475
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	245
Units provided in transitional and short-term housing facilities developed, leased, or operated with HOPWA funds	55
<b>Total</b>	<b>1,575</b>



## AP-75 Barriers to Affordable Housing - 91.220(J)

### Introduction

Nearly all of the following barriers, as discussed in the 2020-2024 Consolidated Plan, present the most integral challenges to the production and preservation of affordable housing. However, COVID-19 impacts over the past year have presented additional barriers to affordable housing, and these challenges are also cataloged below.

#### **Current market conditions**

Houston is experiencing a long-term trend of population growth, creating a rise in demand for housing; however, its real estate market has remained relatively consistent over the past few years, so the amount of affordable housing stock has not increased with the same intensity. Many older units with affordable rents are being torn down in favor of redevelopment of higher-end housing, especially luxury rentals in high demand areas of the city.

Additionally, economic growth contributes to the increase in the land values, which impacts the cost of housing prices and housing affordability. Median home values and the cost of new construction and remodeling have also perpetually increased since 2015. As the market continues to expand, affordable land and existing housing units become scarcer, and new affordable housing becomes more costly to develop.

On the other hand, other circumstances like natural disasters can bring new challenges to housing affordability. With significant and repetitive flooding occurring since 2015, Houston's housing stock has dwindled because some homes were deemed uninhabitable. This lessens the supply of marketable housing units, which subsequently augments the already increased demand for housing due to population growth. This dynamic shifts the market, amplifying the market barrier to affordable housing.

Since the beginning of the COVID-19 pandemic in 2020, the U.S. economy entered into a recession due to company shutdowns and reduced staff capacity. Because of this recession, the cost of construction has increased due to the lack of record-high prices of lumber. The increased price for lumber is caused by: (1) the reduced-supply precipitated by COVID-19 related shutdowns and (2) by the increased demand for building materials. The increased prices for other building materials have also impacted the cost of building with ultimate affects the affordability of new home developments and home repairs.

#### **Insufficient availability of current financial resources to address affordable housing needs**

There is a lack of available, accessible, and quality affordable housing in Houston. Residents and stakeholders agreed that the deficiency of affordable home options precluded people from obtaining housing and was the greatest barrier to finding and maintaining housing and was the greatest barrier to fair housing choice in Houston.

A number of Houston's households are low- and moderate-income and cost-burdened, which means that their ability to effectively address their housing needs may be severely impeded by financial resources. With the appreciation of housing prices, the gap between the availability of financial resources and median home prices has widened. For homes that were experiencing housing problems and repetitive flooding in the last five years, financial resources addressing housing concerns may be an even bigger challenge.

Because of government mandates for reduced-company operations intended to prevent the spread of COVID-19, many companies shut down or reduced staffing capacity, leaving many Houstonians without adequate income to pay for housing costs. While HCDD received federal funding to provide rental assistance to families adversely impacted by COVID-19, the need for rental assistance in Houston far outweighs the amount of funding received.

While HCDD works to leverage its resources, current funding sources do not accommodate all of the housing affordability needs of Houston residents. Without seeking innovative ways of satisfying unmet needs through additional streams of funding, affordable housing programs like Home Repair Program or the Multifamily Housing Program would be more fiscally strained, imposing additional challenges in providing the same output-level of assistance. It is estimated that federal funding will likely stay relatively





constant or decrease as it did during the last five years, which may limit future development without other sources of funding.

### **Deterioration of housing stock**

Houston's housing stock is aging so rehabilitating the older stock becomes more crucial to maintaining safety and affordability. The cost of repairing or rehabilitating existing stock can be financially cumbersome. Properties built before 1978 may have deferred maintenance issues or environmental hazards such as lead-based paint. Even as homes are improved, home values also increase, and subsequently, tax obligations increase. These tax obligations are in conjunction with to the regular cost of the home and the cost of the improvements.

Repetitive flooding has also played its role in the deterioration of Houston's housing stock. Homes previously vulnerable due to housing problems may experience exacerbated health and safety issues caused by natural disasters. Overall, rehabilitating or remediating older housing stock may be prohibitively expensive for homeowners or owners of rental properties, especially when coupled with a recent flooding events.

### **Regulation**

Municipal, State and Federal regulations may, in some instances, increase the cost of or the time to develop affordable housing. For instance, although some of HUD's regulations relating to noise, environmental, or site and neighborhood standards are needed to protect future affordable housing residents and existing neighborhoods, these are additional requirements that affordable housing developers must comply with that developers in the private market do not. Some could view these additional regulations as reasons why developing affordable housing has barriers.

Conversely, the lack of regulations limits the ways in which the City could require decent, safe, affordable housing. One example of how the lack of regulation may affect quality affordable housing is through community residences, which is housing serving persons with disabilities. Other states have laws regulating community residences. Because Texas does not, cities, including Houston, have enacted regulations to enforce standards of group homes, which are privately run semi-assisted housing for persons with disabilities and the elderly. This has put burden of enforcement of these units and the livelihood its residents onto cities.

Another example of the lack of regulation is Houston having no regulatory development tools to require a percentage of affordable units in new developments in designated neighborhoods. Instead of zoning, Houston's greatest tool to promote affordable housing is through the use of incentives. Even more, the lack of industrial and commercial zones may disrupt residential areas and present environmental hazards to nearby residents. Living near industrial areas can increase health hazards for residents, making living in these areas more costly.

### **Lack of communication between government and residents**

As communication outlets and culture constantly evolve, effective communication remains a challenge for residents and government entities. Community engagement revealed that one of the most noteworthy barriers is communication about current City programs, community resources, laws, rights, and educational/engagement opportunities. Developing long-lasting partnerships and opening more avenues of communication between residents, community leaders, and the City will also help to address other barriers.





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

The proposed actions to address barriers in PY 2021 are described in more detail below, and other actions to overcome impediments to fair housing are located in the Appendix and titled *Affirmatively Furthering Fair Housing*.

*Address housing market conditions that inhibit low- and moderate-income persons from obtaining decent housing*

- Increase affordable housing supply by funding rehabilitation and new construction of affordable rental housing
- Lower the cost for low- and moderate-income families to achieve homeownership by assisting with down-payment and closing cost assistance
- Continue home repair activities to lower the cost of home maintenance and improve housing stock
- Work with lending institutions to provide services for underserved populations
- Invest in alternative forms of homeownership, such as the Houston Community Land Trust
- Develop additional revenue streams of funding for affordable housing
- Utilize land in the Houston Land Bank to create new affordable homes
- Enhance HCDD's procedures to leverage resources and increase the production of new homes or rehabilitation of existing homes
- Diversify communities with mixed-use and mixed-income buildings to improve quality of life for residents and businesses
- Develop and maintain partnerships with Pre-Approved Grant Relationship Sponsorship organizations like the Houston Redevelopment Authority to provide funding for Single Family Home Development projects.

*Invest in building code enforcement and lead hazard remediation to abate deterioration of housing stock*

- Provide lead hazard testing and/or remediation for households participating in the Home Repair Program
- Reduce lead-based paint hazards in low- and moderate-income housing units by partnering with HHD and providing matching funding for federal grants
- Engage in code enforcement activities carried out by the City's Department of Neighborhoods to address single family and multifamily property owners' code violations
- Improve partnerships and agreements with other City Departments to reinforce a collaborative and concerted effort to reduce health and safety hazards
- Improve housing stock for low- and moderate-income homeowners through the Home Repair Program
- Improve hazard assessment processes for monitoring the abatement of lead-based paint

*Strengthen inter/intragovernmental relationships to resolve regulatory issues*

- Inform and communicate with TDHCA requests for updates to the QAP
- Coordinate with local HUD officials and request waivers to certain HUD standards, as needed
- Continually improve HCDD's monitoring and compliance function to detect and address inconsistencies or conflicts among federal, state, and local grant and regulatory requirements
- Continue to provide technical assistance to nonprofit and for profit affordable housing developers and public service agencies regarding new or changing requirements
- Continue to refer fair housing complaints to substantially equivalent agencies and the regional HUD office which are equipped and trained to manage such complaints effectively and efficiently
- Improve partnerships with other City Departments and elected officials to identify policies or processes augmenting the barriers to affordable housing
- Enhance communication with other City Departments and elected officials to make a collaborative effort in creating strategies that will eliminate barriers

*Use education to encourage policy decisions and public support that positively impact affordable housing*

- Educate city officials and staff about fair housing issues to improve understanding of and the impact of municipal laws and regulations on affordable housing through presentations and meetings organized by HCDD staff
- Prepare information and materials about impediments impacting affordable housing for use in presentations and meetings organized by or with HCDD staff for stakeholders and community groups
- Engage fair housing and affordable housing advocates to elevate affordable housing issues in the public
- Ensure that first-time homebuyers are educated about financial management and the responsibilities of homeowners

## Discussion

HCDD will continue to pursue innovative partnerships, identify additional funding sources, and engage in comprehensive planning efforts with regional entities to reduce and remove barriers to affordable housing and fair housing. In preparation of this Plan, HCDD undertook an extensive resident participation effort, and HCDD will continue to use partnerships to reach out to Houstonians.

HCDD will continue to pursue other funding to benefit residents, like the Wells Fargo Priority Market and the Complete Communities Improvement Fund. Also, HCDD will continue to foster collaboration with financial institutions and housing and service providers to enhance existing strategies and implement new strategies to address affordable housing barriers.

The City of Houston is committed to improving communities by continuously performing research and analysis, collecting resident input, and exploring best practices to inform programs and activities and to remove barriers to affordable housing. The City continues to work with community partners to find affordable in order to provide and maintain affordable homes, while working to eliminate barriers that limit the creation or viability of affordable housing, even as the COVID-19 pandemic and its impact persists.





## AP-85 Other Actions

### Introduction

The following describes the planned actions or strategies that the City of Houston will pursue in the next year to

- Address underserved needs
- Foster and maintain affordable housing
- Evaluate and reduce lead-based paint hazards
- Reduce the number of poverty-level families
- Develop institutional structure
- Enhance coordination

### Actions planned to address obstacles to meeting underserved needs

The underserved are defined as LMI households that have a member that is elderly, is a child, has a disability, or has a quality of life-limiting medical condition. The underserved also include individuals experiencing homelessness or are victims of domestic violence. Characteristics of the underserved population may include fixed incomes, unemployment or underemployment, living in aging housing stock, language barriers, and physical limitations to access services.

In PY 2021, HCDD will strive to overcome the obstacles of the underserved by

#### *Leveraging its resources*

- HCDD will continue to implement programs through special grants and to support funding applications for various non-profit agencies. HCDD will continue partnering with housing and service organizations to create permanent supportive housing units for the homeless.
- HCDD staff will continue to research, apply for, and manage competitive and non-competitive grant opportunities to fund and enhance community development activities in Houston.
- HCDD will research ways in which funded activities can be paired with other funding sources or programs to lower costs for residents or make services more available.
- The request for proposals for public services, public facilities, and multifamily development may prioritize projects that leverage other funding sources with entitlement funds.
- HCDD will continue to seek partnerships with entities in the private sector, such as banks, realtors, builders, and non-profits to fund trainings and utilize volunteered resources.
- HCDD will leverage its entitlement and disaster recover funds to fund Homebuyer Assistance Program activities.

#### *Assisting households increase their income and assets*

- HCDD will continue to fund public services including job training and other assistance programs, like childcare, to help individuals secure a job to increase their family income.
- HCDD's Compliance Division facilitates training and monitors routinely for contractual compliance to ensure that contractors are adhering to Section 3 guidelines to provide job training and employment and contract opportunities to low-income residents. This Division will also enforce the Davis Bacon Act to ensure contractors and sub-contractors pay the prevailing wage rates to employees.
- The Homebuyer Assistance Program provides financial assistance to income eligible households that otherwise could not afford to sustain a home purchase due to limited savings.
- HCDD will continue to look for new ways to create job opportunities for low- and moderate-income persons through existing funding resources, like Section 108 and EDI funds.
- HCDD will continue to support subrecipients involved in local initiatives helping families build wealth, such the United Way's THRIVE.

### *Making housing and services available for the underserved*

- HCDD will prioritize housing and services to those in most need including populations with special needs. Rapid re-housing activities using ESG funds will target homeless individuals and those who are victims of domestic violence.
- HCDD will continue to address the rental housing needs of the underserved by giving preference to developments for underserved populations in the selection process. Housing developments assisted with entitlement funds will continue to comply with Section 504 requirements to make housing available for persons with disabilities.

### *Advertising available services to the underserved*

- HCDD will continue to develop translated materials to reach non-English speaking residents regarding available programming and general entitlement grant information.
- HCDD will explore different methods of outreach to enhance communication with residents who have a disability.
- HCDD will strive to hold public hearings in low-income neighborhoods and conduct meetings with agencies that serve special needs populations; however, HCDD will continue to hold virtual events and meetings during the COVID-19 pandemic and as health officials indicate.

## Actions planned to foster and maintain affordable housing

As of March 2021, HCDD's multifamily compliance portfolio includes 14,179 housing units in over 88 developments, and as a result of federal and local funding sources, 6,872 of these units are City of Houston income-restricted. Effective relationships with developers of affordable housing, potential buyers of at-risk housing, advocacy groups, lenders, community groups, and other stakeholders help to ensure that the number of restricted units is maintained. The City will continue to lead an effort to develop permanent supportive housing to help end chronic, veterans, family, and youth homelessness in Houston. By providing analysis of homeless needs, coordinating with other agencies, and funding this effort, the City will continue to encourage affordable housing development with supportive services. The City will continue to collaborate and partner with public and private housing developers, builders, and finance agencies to foster decent, safe, and affordable housing.

HCDD will also create new affordable housing opportunities in Houston. HCDD will continue to solicit and finance new affordable home developments that maximize the use of available funds through leveraging, to not only create new affordable rental homes, but also to ensure the preservation of existing rental homes. Leveraging HCDD's funds is an integral component of the Multifamily Development Program, which generally provides up to 30% of gap funding for a multifamily project and requires developers to provide the remaining funds, and in PY 2021, two Multifamily projects – Green Oaks Apartments and Light Rail Lofts – will be completed. The City will have 33 income-restricted units through the development of Green Oaks Apartments, and 29 income-restricted rental units with Light Rail Lofts.

In PY 2021, HCDD staff will continue to reach out to developers who are nearing the end of the affordability period on their income-restricted units to offer various possibilities to increase or renew the properties' affordability period. HCDD will also preserve and expand the supply of affordable single family housing in PY 2021 through the rehabilitation of 32 single family homes and the construction of 10 new single family homes. Home repair staff has focused on increasing capacity by hiring intake counselors, streamlining the application process, and releasing a new request for proposal. The Single Family Home Development program has provided technical assistance to CHDO developers and will continue to help these developer build capacity. This will increase the number CHDO developments and help more residents maintain the long-term affordability. The Single Family Home Development Program has also incorporated ECHO units in their guidelines to allow families to have an additional dwelling that will house an elderly family member or a person with disabilities. This option will help to maintain affordable homes for populations with special needs.

Hurricane Harvey has negatively impacted the supply of affordable housing in Houston and has created an urgent need for new homeowner housing development and rehabilitation of existing homes damaged by the recent flood events. In PY 2021, HCDD plans to continue to increase efficiencies in the Harvey Single-

Family Program and use local, federal and disaster recovery funds to develop and rehabilitate affordable homes.

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

In PY 2021, HCDD will expend CDBG funds for lead-based paint related programs through the High-Impact Neighborhood Lead-Based Paint Hazard Reduction Program managed by the Houston Health Department (HHD) and through home repair activities. A description of the activities follows.

**High-Impact Lead-Based Paint Hazard Reduction Program.** HCDD and HHD's Bureau of Community and Children's Environmental Health (BCCEH) work closely together to reduce lead hazards. Since 1996, HHD has received federal funding from the U.S. Department of Housing and Urban Development (HUD) to reduce lead-based paint hazards and establish Healthy Homes principles in low- and moderate-income housing units within the City of Houston. Previously, BCCEH's lead program was the Lead-Based Paint Hazard Control Program (LBPHC) funded by the Lead Hazard Reduction Demonstration (LHRD) Grant; however, its new lead program will be funding by federal grants, including the Lead-Based Paint Hazard Reduction (LHR) Grant.

Beginning in 2020, HHD will use HCDD's funding as match dollars in support of the LHR grant, targeting the removal of lead-based paint in 4 contiguous census tracts near in the Near Northside and Fifth Ward Super Neighborhoods. With the help of CDBG funds as match, BCCEH performs lead hazard reduction and remediation on approximately 50 homes annually. HCDD will continue to provide match funding to HHD lead-based paint initiative under this program in PY 2021.

**Home Repair Program Lead Activities.** For home repair activities, HCDD staff no longer presumes that all homes built before 1978 have lead hazards. HCDD hires certified third-party contractors that will identify lead-based paint hazards in conjunction with a Hazard Assessment, monitor the remediation, and provide a clearance letter as a testament of the lead abatement. This ensures the delivery of repair services are provided in a timely and the most efficient and healthful way possible. Staff ensures that contractors are certified for lead hazard abatement and address lead hazard according to regulations and requirements.

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

HCDD provides many services intended to help reduce the number of persons in poverty. HCDD will carry the following strategies and actions over the next year to help families achieve financial stability.

#### *Increasing income*

- Fund job training, childcare, and educational programs to increase a person's potential income.
- Work with businesses to increase the number of jobs available, especially higher waged jobs, for low- and moderate-income persons.

#### *Building Savings*

- Work with other City entities, such as the Controller's Office initiative BankOn Houston, to increase financial awareness, homebuyer counseling, and general financial literacy concerns.
- Provide home repair assistance to households that do not currently have enough in savings to make necessarily repairs.
- Create affordable multifamily units through new construction and rehabilitation which reduce the housing cost for LMI households and assist families in building savings.

#### *Acquiring Assets*

- Create opportunities for LMI households to become homeowners by assisting CHDOs in single family home development through technical assistance, trainings, and workshops.
- Foster single family home development and ownership through the Houston Community Land Trust (HCLT). HCDD has partnered with HCLT for new single family home development where



homebuyers below 80% AMI will be able to purchase homes at affordable prices. These homes will have long-term affordability and protect residents from being displaced through gentrification.

## Actions planned to develop institutional structure

Internally, HCDD is comprised of five major functions: Program Areas (Multifamily and Public Facilities; Single Family Housing; Economic Development; Disaster Recovery and Public Services), Financial Services and Administration, Planning and Grants Management, Compliance and Operations, and Policy and Communication Divisions. The current structure highlights HCDD's commitment to ensuring that all functions perform in a concerted manner to guarantee an efficient use of public and private resources with maximum output in the form of accomplishments. Underlying this effort is the recognized need to maintain a high level of coordination on projects involving other City departments and/or outside agencies.

HCDD will address gaps and improve institutional structure using the following strategies

- Reduce and/or alleviate any gaps in services and expedite the delivery of housing and community development improvements (primarily affordable housing) to eligible residents.
  - The Special Assistant to the Mayor for Homeless Initiatives will continue to lead planning efforts related to ending homelessness and homeless housing initiatives.
  - The Multifamily/Commercial program area is also increasing efficiency by creating an improved underwriting template to review transactions, streamlining the procurement process, and revising policy and procedure documents. It is also increasing capacity by hiring more staff.
  - The Homebuyer Assistance Program expects to continue coordinating with HCDD's Harvey Homebuyer Assistance Program and to market the program in the community.
  - The Economic Development Program has hired a new manager who will direct efforts in promoting small business development, management, and marketing.
- Use a high level of communication and project coordination among City departments and support the City's efforts to revitalize and/or stabilize low- and moderate-income neighborhoods.
  - HCDD is currently in partnership with the Health, Library, Parks and Recreation, and Houston Public Works departments, as well as the Mayor's Office on a variety of community improvement projects in low- and moderate-income neighborhoods. HCDD will further refine ways to communicate regulations to other City departments which may include additional meetings and desk reviews.
  - HCDD will work to communicate reimbursement process for other City Departments with LOAs. Staff at HCDD will focus on relationship management and improved communication with City departments. Staff will also provide technical assistance to City departments.
  - HCDD will streamline LOA procedures by automating the LOA process through standardizing document formats and signature fields, electronic submissions of reports and payments, and making processes paperless.
  - HCDD will work with Houston Public Works to create and maintain plan analyst jobs specifically tasked with permitting projects from the Single Family Home Repair and Single Family Home Development programs.
  - HCDD's Home Repair Program will also streamline its internal process by improving its application process and assessing its production workflow
- Work with and financially support various community housing development organizations (CHDOs) operating in low- and moderate-income neighborhoods to build affordable housing for the elderly, veterans, and other special needs populations.
  - HCDD will continue to provide technical assistance to local housing development organizations and walk organizations through the application process to become CHDO certified.
  - HCDD will fund CHDO certified organizations to develop affordable single family homes.
- Use established partnerships to identify opportunities for joint ventures with agencies that have sources of funding to construct or operate affordable housing.



- HCDD and HHA will continue to plan rehabilitation of housing units supported by HHA.
- HCDD will build capacity with the Houston Land Bank and Houston Community Land Trust to provide for future options for affordable home development and preservation.
- Continue to cultivate strong working relationships with local financial institutions to ensure the availability of private funding for housing and other projects and low- and moderate- income homebuyers.
  - HCDD will continue to work with the Houston Housing Finance Corporation to develop future housing financing opportunities.
  - HCDD will work with finance agencies to further economic development initiatives.
  - The Multifamily Division will continue to build relationships with financial institutions and lenders, such as the National Equity Fund and Amegy Bank, to be better informed on pricing and communicate about upcoming projects.
  - HCDD will continue to partner with realtors and banks, including those working with minorities and in low-income areas of the City, to advertise and to help residents take advantage of the HCDD's Homebuyer Assistance.

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

As the lead agency in the Annual Action Plan (Plan) development process, HCDD continues to share a common vision with its partners in the public and private housing and social service sectors. That vision promotes community development and the leveraging of resources to maximize program outcomes.

HCDD will continue to enhance coordination efforts between housing and social service agencies. Some of these efforts are described in the following section

- *Coalition for the Homeless Houston/Harris County.* HCDD funds HMIS, the primary data system maintained by the Coalition used to track information related to the region's homeless population. Such data informs efforts to address the needs of the chronically homeless in the region in cooperation with agencies across several counties. HCDD will support the Coalition's efforts to analyze HMIS data to enhance coordination between service providers and homeless housing providers, through the continued development of a coordinated access system. Recently added to the HMIS system is the HOPWA Program, which has helped to coordinate housing and services between homeless and HOPWA providers. In addition, HCDD financially supports the Coalition's administrative efforts including the coordination of the Point-In-Time Count each year, which serves as a basis for federal homeless funding allocations for the CoC.
- *Continuum of Care (CoC).* The CoC brings together local units of government, housing providers, and service providers to strategize and plan for future activities to address homelessness in the Houston area. As a member of the CoC Steering Committee, and various CoC workgroups, HCDD will continue the implementation of the integrated care service delivery model for permanent supportive housing units, by partnering with federally qualified health centers, mental healthcare providers, and homeless service providers.
- *Addressing Homelessness.* HCDD will work to enhance coordination between housing and service providers while leading the effort to implement strategies to end chronic and other forms of homelessness.
- *Economic Development.* HCDD will explore new partnerships with agencies, like Ascend Houston, the Houston Redevelopment Authority and Houston Business Development Inc. (HBDI), to create new opportunities for businesses to provide services in low-income neighborhoods. HCDD will continue to look for economic development opportunities that will best utilize Section 108 funding to create jobs and enhance businesses.
- *City Departments.* HCDD will continue to work with other Departments to implement actions that will affirmatively further fair housing.
- *Addressing COVID-19.* HCDD will use federal and state funding to prevent, prepare for, and reduce the impacts of COVID-19. With a direct allocation of funding from HUD, HCDD will continue to fund activities for rental assistance, maintenance of shelter, and homelessness prevention. HCDD will also continue to leverage its U.S. Treasury funding with Harris County





under a joint program to provide rental assistance to families who were economically impacted by COVID-19.

The activities and partnerships with some of the aforementioned organizations span multiple counties (Harris, Fort Bend, Montgomery) and cities (Missouri City and the City of Pasadena). More details about the organizations consulted throughout the planning process are included in the Consultation section of this Plan.

## Discussion

The City of Houston is continuously refining its strategies to foster affordable housing, reduce lead-based paint hazards, reduce the number of families in poverty, develop institutional structure, and enhance coordination. By enhancing coordination and developing greater collaboration, the City will work to create an environment in which affordable housing, including permanent supportive housing, is sustained and encouraged. HCDD staff will continue to streamline its processes and coordinate with various agencies throughout PY 2021 in support of its entitlement and disaster recovery programs. HCDD will also continue address the impacts of COVID-19 and to leverage its resources to help families recover from the economic downturn caused by the pandemic. Cultivating and strengthening relationships with agencies, advocates and community partners will also improve the delivery of activities funded through entitlement grants.



# Program Specific Requirements

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

### Introduction

The following addresses the program specific requirements for the Annual Action Plan. It includes required information for CDBG, HOME, HOPWA, and ESG.

### 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.

**Table 13 – CDBG Program Income**

<b>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</b>	<b>\$157,395</b>
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	\$0
3. The amount of surplus funds from urban renewal settlements	\$0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	\$0
5. The amount of income from float-funded activities	\$0
<b>Total Program Income:</b>	<b>\$157,395</b>

### Other CDBG Requirements

**Table 14 – CDBG Requirements**

1. The amount of urgent need activities	<b>0</b>
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.	90.0%



## 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 City of Houston does not use 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 2021, HCDD will utilize a recapture requirement for homeownership activities for HOME assisted units constructed as a part of the CHDO Single Family Home Development Program. HCDD adheres to the minimum recapture provisions established in §92.254(a)(5)(ii) when providing assistance for the development of new homes by CHDOs.

The following bullets outline the required minimum affordability period for homebuyers receiving a direct HOME subsidy through HCDD program

Direct HOME Subsidy	Minimum Period of Affordability
Under \$ 15,000	5 years
\$ 15,000 - \$ 25,999	10 years
\$ 26,000 - \$ 39,999	15 years
\$ 40,000 or above	20 years

The direct HOME subsidy is the amount of HOME assistance that enabled the homebuyer to buy the unit and may include downpayment, closing cost, interest subsidies, settlement charges, or other direct subsidy that reduced the purchase price from fair market value to an affordable price.

According to the recapture requirements of the CHDO Single Family Home Development Program, assistance, which is a direct HOME subsidy, is provided as direct buyer purchase assistance facilitated as a 2<sup>nd</sup> mortgage financing. The assisted homebuyer must occupy the property as his/her principal residence through the affordability period. Once the affordability period ends, no recapture restrictions will apply. If the property is sold, is no longer the owner's principal residence, or is otherwise non-compliant with the recapture requirements during the affordability period, HCDD will recapture a portion of the direct HOME subsidy provided to the homebuyer before the homebuyer receives a return on the sale. The recapture amount will be reduced, on a pro rata basis, by the amount of direct HOME subsidy due at sale. The homebuyer may sell to any homebuyer. HCDD's recapture amount is limited to the net proceeds available from the sale. Net proceeds are defined as the sales price minus superior loan repayment (other than HOME funds) and any closing costs.

In the case of default during the affordability period, the City may pursue all remedies available to the City under the homebuyer written agreement, mortgage and lien documents, deed restrictions, or any covenants running with the land. In the development of home purchase agreements, HCDD will utilize the recapture provision, as discussed above: recapture of a portion of the direct HOME subsidy (see HOME Program regulations at 24 CFR 92.254(a)(5)(ii)).

#### 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

As mentioned in the previous section, the period of affordability is stated in a written agreement between the homebuyer and HCDD through loan and program documents, which could include, but are not limited to, the Loan Note, the Lien, the Statement of Terms and Conditions, and Land Use Restriction.

Recapture is triggered when a homebuyer becomes non-compliant or a default occurs. Each of the following constitutes a default as defined by the loan documents

- Homeowner fails to owner-occupy the property as their principle residence.
- Homeowner transfers any interest in the property through a voluntary or involuntary sale.
- Homeowner fails to follow terms of loan agreements.

Annually, HCDD confirms homeowner compliance by requiring each homeowner to confirm their primary occupancy of the home purchased with federal funds that are still within the affordability period. The default and recapture process is initiated when residency cannot be established.

#### 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

In accordance with 24 CFR 92.206(b) and 24 CFR 91.220(c), HCDD may permit refinancing of existing HOME financed projects under specific conditions and circumstances.

Applicants must demonstrate that

- Rehabilitation is the primary eligible activity
  - A rehab in which HOME funds are used to reduce any dollars in the capital structure, is considered rehabilitation and refinancing
  - Applicants can demonstrate compliance by reporting a minimum of \$5,000 of rehabilitation per unit
- Property will meet the extended 15-year affordability period
- The project, based on the included feasibility analysis, can reasonably service the targeted population over the affordability period
- The rehabilitated property will have at least 5 percent of its units designated as disability accessible and 2 percent designated, as appropriate, for use by the visually and hearing impaired
- The new investment being made
  - Maintains current affordable units; creates additional affordable units, or both
  - Funds a project which lies within the limits of the City of Houston
  - Is on a site and within a neighborhood suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, Executive Order 11063, and implementing HUD regulations

A rehabilitation project in which all HOME funds are used for construction costs is not considered a refinancing. HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.



## Housing Opportunities for Persons with HIV/AIDS (HOPWA)

### Goals

HCDD solicits proposals for HOPWA sponsors through an RFP process that usually occurs every two years. Selected sponsors are contracted for a one-year period and may include a one-year extension if all contract requirements are met. The most recent RFP occurred in fall of 2018 where several agencies were selected as project sponsors for PY 2018 and 2019 allocations. Due to the focus on COVID-19 projects, the RFP anticipated for PY 2020 will now be conducted during the program year 2021.

In PY 2021, HCDD will allocate

- \$2,351,795 for operating costs to provide 300 individuals with permanent and transitional facility-based housing
- \$2,374,188 for supportive services serving 1,800 individuals
- \$2,535,172 for project or tenant-based rental assistance for 475 individuals
- \$2,535,172 for short-term rent, mortgage and utility subsidies for 800 individuals

### Discussion

HOPWA activities in PY 2021 are expected to serve 3,375 persons who have or are affected by HIV/AIDS. Services will be located in the Houston Eligible Metropolitan Statistical Area (EMSA). HCDD continues to serve as a member of the Ryan White Planning Council (Ryan White), and an HCDD staff member also serves as co-chair of the Priorities and Allocation Committee under the Council. In addition to receiving critical community health needs information from Ryan White, HCDD staff also meet with HOPWA providers at least twice a year to receive information about the implementation and needs of the current providers. When HCDD receives information from stakeholders like Ryan White and from HOPWA providers, HCDD can adjust future funding decisions. For instance, with information from HOPWA providers, HCDD will target funding more to tenant-based rental assistance and less on short-term rent, mortgage and utility assistance.

The Office of Management and Budget (OMB) issued revisions to metropolitan statistical areas (Bulletin 13-01) which reconfigured many of the HOPWA Eligible Metropolitan Statistical Areas (EMSAs). As a result of these revisions San Jacinto County was removed from the City of Houston HOPWA formula jurisdiction for PY 2014. San Jacinto County will now be under the State of Texas HOPWA grant.

Effective July 1, 2014, HCDD's HOPWA program migrated from Powersource to using HUD's Homeless Management Information System (HMIS) the client database for HOPWA programming in the region. This will allow HOPWA programming to be part of the coordinated access system.

With this initiation of using HMIS, HCDD is changing the way the weeks for STRMU assistance are counted from four weeks for a client (regardless of the amount of rent received, i.e. full month or half a month) to fractions based on whether a client received rent for a full month, half month, or a quarter of a month. HCDD defines a year based on a particular participants' year (one year from the day the participant begins receiving assistance).

In addition, the HOPWA Program recently changed its rent standard. The HOPWA Program moved from using Fair Market Rent as the rent standard to adopting the public housing authority's rent standard.

## Emergency Solutions Grant (ESG)

### Reference 91.220(l)(4)

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

Written standards for providing ESG assistance are included in the Appendix and were updated in PY 2020.

#### 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 (CoC) in the Houston area has established a centralized and coordinated assessment system that meets HUD requirements and is in the process of fully implementing the system. In 2014, the Coordinated Access system became fully operational across of the CoC's service areas. The CoC continues to implement Coordinated Access system and the utilization of Rapid Re-Housing. The system immediately connects residents to diversion and homeless prevention programs. These programs are designed to help persons who have recently become homeless or are at risk of losing their homes. The system also identifies populations who have a greater need for diversion services.

The ESG homelessness prevention and rapid re-housing programs use common assessments and eligibility criteria, and clients may access homelessness prevention or rapid re-housing services at any point in the system. In order to target the system's limited homelessness prevention resources to those most at-risk of homelessness, in addition to HUD's eligibility criteria, local risk factors for homelessness were used to develop a common assessment. In order to monitor the tool's effectiveness, the CoC tracks clients who are deemed ineligible for homelessness prevention services to see if they access shelter or homeless services. Rapid re-housing programs target four high need population groups that would benefit from the model.

#### 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).

HCDD selects projects for funding based on the greatest community need, as well as the effectiveness of the organizations assisting the community. In the summer of 2021, the City of Houston will issue an (request for proposal) RFP to award funding through a competitive process. The subrecipient will, then, award funding on a 12-month basis with a renewal option to subcontractors from non-profit organizations. Allocations for the renewals were determined based on productivity of the program, utilization rate, and need for service.

Approximately 15% of ESG resources may go to organizations located outside of the City limits of Houston. Funds will be used for activities that benefit residents of the City of Houston and may include emergency shelter, homeless prevention, and rapid re-housing.

HMIS services continue to be funded out of the ESG program, and the Coalition continues to receive funding for the local HMIS.

#### 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 City of Houston meets the homeless participation requirement. The CoC consults with the four ESG jurisdictions bi-monthly. As a part of the planning role of the group, funding recommendations are taken from providers in the CoC's Homelessness Prevention and Rapid Re-Housing Planning and Service Coordination workgroup, Consumer Advisory Council, CoC's Action Plan, and data analysis from HMIS.





With this information, ESG jurisdictions, including HCDD, form strategies for funding program types and certain priorities. The Coalition for the Homeless' Consumer Advisory Council is comprised of people who are currently or formerly homeless. In addition, two places on the CoC Steering Committee, which consists of 19 members, are designated for consumer representatives, individuals who have experienced homelessness. Also, the Coalition's Board of Directors, which the City of Houston is a part of, is required to have a representative from the Homeless Services Coordinating Council.

## 5. Describe performance standards for evaluating ESG.

In consultation with the Coalition and other Emergency Solutions Grants grantees within the CoC, HCDD has developed program standards for Emergency Shelters, Homelessness Prevention, Rapid Re-Housing, and HMIS activities. HCDD is not including performance standards for Street Outreach at this time because members of the CoC are not currently, and will not for PY 2021, fund activities related to Street Outreach. As with the other standards, grantee members of the CoC will refine the performance standards to include those for Street Outreach, if necessary, in the proceeding program years.

For these standards, the initial data collection will be used to create baseline data. Grantees within the CoC have been working to establish community wide standards so that the community as a whole will have common goals. The CoC will measure progress toward those goals on a community level, as well as individual grantee level. HCDD will use the data collected on these outcomes over the following program years to analyze effective programs and establish more measurable standards. The progress toward outcomes will later be used to establish the community standard for achieving those outcomes. The City continues to operate under the ESG Written Standards that were updated in PY 2019. The City anticipates more conversation and a thorough examination of performance and outcomes.

ESG standards for performance continue to be based on the outcomes below.

### *Number and percentage of people exiting to a known place*

This outcome will be measured by evaluating HMIS data for client exit. The measure will help improve data quality and provide better information on client outcomes for shelter programs. The goal of this standard is to help the CoC measure and reduce the time people spend homeless by providing a big picture of which program models are successful in reducing and eliminating returns to homelessness for clients. The data will also help the community to better target resources to clients who are returning to homelessness and have the highest needs.

### *Number and percentage of people assisted in overcoming a specific barrier to obtaining housing*

This outcome will be measured by detailing the types of barriers addressed and the steps to decreasing barriers so that clients using emergency shelter have more opportunities to access permanent and transitional housing and rapid re-housing services. HCDD endeavors to reduce the number of people living both on the street and in emergency shelters by reducing barriers. In addition, reducing the barriers will increase the likelihood of positive housing outcomes for clients that are accessing emergency shelter.

### *Number and percent of people who increase income from entry to exit in emergency housing programs*

This outcome will help the community measure the reduction in barriers to housing for clients in emergency shelter. For Homelessness Prevention and Rapid Re-housing, the CoC will to use the same performance standards to help measure the success of these interventions for the community. HCDD recognizes that clients who receive Rapid Re-Housing assistance will have a separate set of needs and likely higher barriers to maintaining permanent housing, so the outcome goals will be different, even though the measures for both programs are the same.

## Discussion:

The City of Houston continues to work together with the CoC and other ESG grantees to review and revise standards of performance and service delivery as needed.



# Appendices

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## Appendix 1: Affirmatively Further Fair Housing

Fair housing and equal opportunity are fundamental principles to creating and sustaining communities in Houston. One way that the City demonstrates its commitment to these principles is by completing an Analysis of Impediments to Fair Housing Choice (AI). The AI is a document containing a review of obstacles that can impede fair housing choice and a list of actions to remove or decrease these identified barriers. The development of the City's 2020 AI coincided with the 2020-2024 Consolidated Plan.

The 2020 AI listed 12 impediments to fair housing choice in Houston. Although not exhaustive, this list is an attempt to outline impediments that were found during the development of the 2020 AI, using various data sources and extensive community input. At the suggestion of several community groups, impediments have been categorized under four fair housing and neighborhood rights that incorporate affirmatively furthering fair housing principles.

**The right to choose:** All Houstonians have a right to live in a decent home in a neighborhood of their choice, free from discrimination.

1. Discrimination in Housing
2. Lack of Knowledge about Fair Housing
3. Lack of Housing Affordability and Options
4. Lack of Accessible Housing for Persons with Disabilities
5. Lack of Income/Lack of Funding
6. Segregated Housing Patterns Based on Race, Ethnicity, and Economic Status

**The right to stay:** Transitioning neighborhoods in Houston should be revitalized for the benefit also of existing residents without replacement.

7. Lack of Access to Financial Education / Discriminatory Banking Practices

**The right to equal treatment:** Houston will work to end discrimination and disinvestment in low-income, minority concentrated neighborhoods and ensure that infrastructure, public services and facilities, and other public resources are provided equitable to all neighborhoods.

8. Imbalanced distribution of Amenities, Services, and Infrastructure Between Neighborhoods
9. NIMBY Resistance
10. Lack of Transportation Options
11. Increased Health Hazard Exposure in Certain Neighborhoods

**The right to have a say:** All residents have a right to be informed about, and have an input in, decision that affect their communities.

12. Lack of Communication Between Government and Residents

HCDD created the "Summary of Recommended Actions and Fair Housing Implementation Plan" in the 2020 AI as a five year plan to address the identified impediments. The thirty identified fair housing actions are closely aligned to the strategies in the 2020-2024 Consolidated Plan and to proposed projects and activities in each subsequent Annual Action Plan.





## Lack of Affordable Housing

One of the impediments identified in the 2015 AI indicated that there is a lack of affordable housing. The strategies and actions taken to address this impediment described in the 2021 Annual Action Plan are consistent with the 2020- 2024 Consolidated Plan goals

- Goal 1: Preserve and expand the supply of affordable housing
- Goal 2: Expand homeownership

## Addressing Goals and Priority Needs

The projects and activities proposed in the 2021 Annual Action Plan address the goals and priority needs listed in the 2020-2024 Consolidated Plan's Strategic Plan. The goals and priority needs listed in the Strategic Plan do not necessarily correlate to only one protected class, but instead address the needs of multiple or all protected classes. However, by regulation, HOPWA activities will only serve persons with HIV/AIDS--considered to be persons with a disability--or their families.

## Measuring Progress

The 2021 Annual Action Plan lists proposed quantifiable goals that will be used to measure progress of the activities at the end of the program year. Information regarding various protected class traits is aggregated and recorded in IDIS or HMIS and will assist in determining how the proposed activities helped address the needs of the relevant protected classes. The data collected varies depending on the project, activity, and funding source. There is also information that should be collected that is not reported in IDIS, such as number of applicants. Quantifiable goals and other measures are included in the CAPER.

For instance, depending on the national objective and the beneficiary of the activity (persons, households, or presumed benefit), CDBG public service activities, and some public facility activities, collect information about a beneficiary's race, Hispanic origin (which can serve as a proxy for color and national origin), and status as a female headed household (which can serve as a proxy for familial status). This information is reflected in IDIS. Economic development activities, which are also dependent on the nature of the CDBG activity, may collect information about the race and Hispanic origin of persons receiving assistance. In addition, information about residents within the assisted area, including race, ethnicity, sex, familial status, and disability, may be collected for certain public facilities, economic development, and code enforcement activities that benefit an area; although, this information is not required in IDIS.

HCDD's Homebuyer Assistance Program and Home Repair Program applications collect information about an applicant's race, Hispanic origin, sex, familial status, and household disability status. The Multifamily Housing Program collects information about initial tenants of rehabbed and newly constructed units, including race and Hispanic origin. Compliance includes verifying the number of Section 504 units in multifamily properties. In addition, as part of the annual compliance review of multifamily units in HCDD's portfolio, information about race, Hispanic origin, and female headed households is collected for tenants residing in the City of Houston's income-restricted units.

For activities funded with ESG, information about beneficiaries' race, Hispanic origin, gender identity, and special needs (including disability) is collected in HMIS. HOPWA activities, now also reporting in HMIS, collect information on race, ethnicity, gender, familial status, and disability.

Although projects and activities carried out in the next year will address needs of various protected classes and low-income residents in Houston, entitlement funding at current levels will not meet the needs of all Houstonians, including those of selected protected classes.

## Addressing Impediments

Listed in the "Summary of Recommended Actions and Fair Housing Implementation Plan" are the actions HCDD plans to carry out during PY 2021 to address the identified impediments from the 2020 AI. Each





action has one or more corresponding impediments it is intended to address. Many of these fair housing actions are directly related to the projects in the 2021 Annual Action Plan. Other fair housing actions listed are not related to individual projects but instead, are general fair housing education and research activities.

### **Fair Housing Funds**

HCDD set aside \$150,000 of administrative funding in the PY 2021 CDBG budget to assist in funding the salary of employees and expenses related to carrying out some of the fair housing activities below.

There are three full-time employees in HCDD's Planning and Grants Management Division who focus on educating the public about matters involving landlord and tenant relations, fair housing issues, and answering their questions via the Landlord/Tenant and Fair Housing Hotline. Other administrative funds will also be used to fund these and other HCDD employees who assist with a variety of activities supporting fair housing, which include, but are not limited to: updating and creating fair housing materials, analyzing data, monitoring for Section 3 and Labor Standards requirements, and distributing information about the benefits of and the available opportunities for affordable housing in Houston and its neighborhoods.



**Summary of Recommended Actions and Fair Housing Implementation Plan**

Recommended Actions	Related Impediments	Possible Funding Source	Timeline (Based on Program Years)	Responsible Entity (RE) and Possible Partners	Measure for Success/Milestone for PY 2021
<p><b>1. Provide counseling through the City’s Fair Housing Hotline</b>                      The City's Fair Housing Hotline provides a year-round, free resource to residents who may have been discriminated against or have questions or concerns about various tenant and landlord issues. This action will continue to provide a resource to anyone living in, owning housing, or planning to move to the Houston area that may have a question or concern about their rights. The Fair Housing Hotline is one way to address several impediments by empowering residents about their rights, giving residents various ways to remedy possible discriminatory actions, and preventing future discrimination from occurring.</p> <p align="right"><b>Priority: High</b></p>	<p>1. Discrimination in Housing</p> <p>2. Lack of Knowledge about Fair Housing</p> <p>12. Lack of Communication Between Government and Residents</p>	<ul style="list-style-type: none"> <li>• CDBG-Staff Time</li> <li>• CDBG-Outreach Materials</li> </ul>	<p><b>Start:</b> 2020  <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• City departments</li> <li>• Multifamily properties</li> <li>• GHFHC</li> <li>• HUD-FHEO</li> <li>• TWC</li> <li>• Non-profit housing and service providers</li> </ul>	<ul style="list-style-type: none"> <li>• Assist 1,500 callers with resources regarding housing issues</li> <li>• Monitor call data to review trends and community needs to inform outreach strategies</li> </ul>
<p><b>2. Provide fair housing and HCDD housing program information to government staff and housing stakeholders.</b>                      HCDD will provide education and outreach through trainings, presentations, informational brochures, and other methods to government staff and housing stakeholders, including subrecipients, contractors, developers, and nonprofit and for-profit partners. This action will address the impediment of lack of knowledge by providing fair housing training to inform staff and housing stakeholders about regulations and compliance under fair housing laws to prevent discrimination.</p> <p align="right"><b>Priority: High</b></p>	<p>1. Discrimination in Housing</p> <p>2. Lack of Knowledge about Fair Housing</p>	<ul style="list-style-type: none"> <li>• CDBG-Staff Time</li> <li>• CDBG-Outreach Materials</li> </ul>	<p><b>Start:</b> 2020  <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• HUD FHEO</li> <li>• HCDD subrecipients</li> <li>• Developers</li> <li>• HCDD contractors</li> <li>• Nonprofit and for-profit partners</li> <li>• HHA</li> </ul>	<ul style="list-style-type: none"> <li>• Reach 200 HCDD stakeholders with information about fair housing</li> </ul>



Summary of Recommended Actions and Fair Housing Implementation Plan

Recommended Actions	Related Impediments	Possible Funding Source	Timeline (Based on Program Years)	Responsible Entity (RE) and Possible Partners	Measure for Success/Milestone for PY 2021
<p><b>3. Provide fair housing and HCDD housing program information to residents</b>                      a) HCDD will create a fair housing outreach plan to inform 500,000 residents, of their fair housing rights, the fair housing complaint process, tenant and landlord relations, housing issues and issues surrounding housing opportunity, and HCDD’s general programs. The outreach will likely consist of direct mailings, social media, print advertisements, informational brochures, and presentations. This action will address the lack of knowledge of existing fair housing and housing resources by creating an array of targeted marketing for groups that have little or no knowledge of fair housing rights, fair housing laws, or HCDD housing programs. This may include translating informational materials into other languages and providing information in new ways that is easy to understand at a variety of education levels</p> <p style="text-align: right;"><b>Priority: High</b></p>	<p>2. Lack of Knowledge about Fair Housing</p> <p>6. Segregated Housing Patterns Based on Race, Ethnicity, and Economic Status</p> <p>7. Lack of Access to Financial Education / Discriminatory Banking Practices</p> <p>12. Lack of Communication between government and residents</p>	<ul style="list-style-type: none"> <li>• CDBG- Staff Time</li> <li>• CDBG- Outreach Materials</li> </ul>	<p><b>Start:</b> 2020  <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• City departments</li> <li>• Civic Associations/ Clubs</li> <li>• Super Neighborhoods</li> <li>• Non-profit housing and services providers</li> <li>• Affordable housing providers</li> <li>• Housing authorities</li> </ul>	<ul style="list-style-type: none"> <li>• Reach 100,000 people with information about fair housing</li> <li>• Create new materials and accessible materials, including in other languages</li> </ul>
<p><b>4. Preserve affordable rental homes</b>                      HCDD will fund the preservation of at least 30 affordable rental homes through the rehabilitation of multifamily properties in the Multifamily Housing Development Program. This action will preserve the supply of existing affordable housing for low- and moderate-income households in areas that may be at risk of gentrifying, addressing the lack of quality affordable housing options for members of protected classes.</p> <p style="text-align: right;"><b>Priority: High</b></p>	<p>3. Lack of Housing Affordability and Options</p>	<ul style="list-style-type: none"> <li>• CDBG</li> <li>• HOME</li> <li>• TIRZ</li> <li>• BOND</li> <li>• CDBG-DR</li> </ul>	<p><b>Start:</b> 2020  <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• Housing developers/owners</li> <li>• Lending institutions</li> </ul>	<ul style="list-style-type: none"> <li>• No rehabs of multifamily rental homes are expected to complete during PY 2021</li> <li>• Extend affordability for 20 expiring affordable homes</li> </ul>



**Summary of Recommended Actions and Fair Housing Implementation Plan**

<b>Recommended Actions</b>	<b>Related Impediments</b>	<b>Possible Funding Source</b>	<b>Timeline (Based on Program Years)</b>	<b>Responsible Entity (RE) and Possible Partners</b>	<b>Measure for Success/Milestone for PY 2021</b>
<p><b>5. Create affordable rental homes</b>                      HCDD will fund the creation of 1,500 new affordable housing rental units in neighborhoods throughout the city using entitlement and DR funding through the Multifamily Housing Development Program and Small Rental Development Program. This action will expand the supply of affordable housing for low- and moderate-income families in areas at risk of gentrifying and in high opportunity areas, addressing the lack of affordable housing options for members of protected classes.</p> <p align="right"><b>Priority: High</b></p>	3. Lack of Housing Affordability and Options	<ul style="list-style-type: none"> <li>• CDBG</li> <li>• HOME</li> <li>• TIRZ</li> <li>• BOND</li> <li>• CDBG-DR</li> </ul>	<p><b>Start:</b> 2020  <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• Housing developers/owners</li> <li>• Nonprofit organizations</li> <li>• Lending institutions</li> </ul>	<ul style="list-style-type: none"> <li>• 62 new affordable rental homes completed with entitlement funds and hundreds of homes are under construction</li> </ul>
<p><b>6. Fund the creation or preservation of accessible rental homes</b>                      Through HCDD's Multifamily Housing Development Program, rental developments must produce a minimum number of Section 504 accessible rental units. HCDD's Home Repair Programs will prioritize persons with disabilities, seniors, and families with children. This action will increase the availability of quality accessible units for 50 low- and moderate-income households directly addressing the lack of accessible housing.</p> <p align="right"><b>Priority: High</b></p>	4. Lack of Accessible Housing for Persons with Disabilities	<ul style="list-style-type: none"> <li>• CDBG</li> <li>• HOME</li> </ul>	<p><b>Start:</b> 2020  <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> </ul>	<ul style="list-style-type: none"> <li>• Fund creation or preservation of 4 Section 504 accessible rental homes</li> </ul>
<p><b>7. Expand homeownership opportunities by building new single family homes available for low- and moderate-income households</b></p> <p>HCDD will build new homes through the CHDO Program and the New Home Development Program in areas that are high opportunity or having active reinvestment, such as in Complete Communities. This action will provide new opportunities not currently available for low- and moderate-income households searching for homeownership.</p> <p align="right"><b>Priority: High</b></p>	<p>3. Lack of Housing Affordability and Options</p> <p>5. Lack of Income/Funding</p>	<ul style="list-style-type: none"> <li>• HOME</li> <li>• CDBG-DR</li> <li>• TIRZ Bonds</li> </ul>	<p><b>Start:</b> 2020  <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> </ul>	<ul style="list-style-type: none"> <li>• Issue at least one NOFA funding developers to build affordable single family homes throughout the city</li> </ul>
<p><b>8. Revise Chapter 42 Subdivision, Developments, and Platting</b>                      The Planning and Development Department will work to revise Chapter 42 Subdivisions, Developments, and Platting in the City's Code of Ordinances. This process will include ways to promote or remove barriers to develop additional homes that have a range of affordability in Houston. This action could encourage the development of affordable homes, thereby increasing the supply available.</p>	3. Lack of Housing Affordability and Options	<ul style="list-style-type: none"> <li>• General Fund</li> </ul>	<p><b>Start:</b> 2020  <b>Complete:</b> 2021</p>	<ul style="list-style-type: none"> <li>• Planning Department</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to partner with the Planning Department as they gather input to update</li> </ul>



Summary of Recommended Actions and Fair Housing Implementation Plan

Recommended Actions	Related Impediments	Possible Funding Source	Timeline (Based on Program Years)	Responsible Entity (RE) and Possible Partners	Measure for Success/Milestone for PY 2021
<p><b>9. Fund homebuyer assistance loans</b></p> <p>HCDD provides homebuyer assistance, through downpayment and other financial assistance, to income-eligible low-, moderate-, and middle-income households for home purchases. Interested homebuyers will attend an 8-hour homebuyer education course provided by a City partner. This action will expand housing choice for low-, moderate- and middle-income households by allowing these households to seek housing in neighborhoods that may have more opportunity.</p> <p style="text-align: right;"><b>Priority: High</b></p>	<p>3. Lack of Housing Affordability and Options</p>	<ul style="list-style-type: none"> <li>• CDBG-DR</li> <li>• CDBG</li> <li>• TIRZ</li> <li>• TIRZ Bonds</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• Nonprofit housing and service providers</li> </ul>	<ul style="list-style-type: none"> <li>• Fund 160 loans</li> </ul>
<p><b>10. Provide home repair assistance for low- and moderate-income households</b></p> <p>HCDD’s home repair programs will assist qualified low- and moderate-income homeowners with needed home repairs or reconstruction to create a safe living environment. This action will address the lack of income of low- and moderate-income homeowners by assisting with home repair activities. In addition, it helps to improve the homes in mostly low-income, minority areas, as well as for protected classes including persons with disabilities and families with children, which are prioritized in the programs.</p> <p style="text-align: right;"><b>Priority: High</b></p>	<p>3. Lack of Housing Affordability and Options</p> <p>5. Lack of Income/Funding</p>	<ul style="list-style-type: none"> <li>• CDBG</li> <li>• TIRZ</li> <li>• CDBG-DR</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• Civic association/clubs</li> </ul>	<ul style="list-style-type: none"> <li>• Provide housing repair assistance to 100 households</li> <li>• Prioritize families, households with a person with a disability, and seniors</li> </ul>



**Summary of Recommended Actions and Fair Housing Implementation Plan**

Recommended Actions	Related Impediments	Possible Funding Source	Timeline (Based on Program Years)	Responsible Entity (RE) and Possible Partners	Measure for Success/Milestone for PY 2021
<p><b>11. Carry out economic development activities to create or retain jobs</b></p> <p>HCDD will continue to fund economic development activities such as businesses lending to create or retain jobs and funding to support employment training. This action will address residents' lack of income by promoting ways for low- and moderate-income individuals of protected classes to become employed or retain employment.</p> <p align="right"><b>Priority: High</b></p>	<p>5. Lack of Income/Funding</p>	<ul style="list-style-type: none"> <li>• CDBG</li> <li>• Section 108</li> <li>• CDBG-DR</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> </ul>	<ul style="list-style-type: none"> <li>• The Harvey Economic Development Program will continue accepting and funding applications</li> </ul>
<p><b>12. Prioritize affordable home development near transit options and in high opportunity areas</b></p> <p>HCDD will prioritize housing proposals near transportation options and high opportunity areas by giving priority to proposals through the RFP process. HCDD will also review the selection process of City support for housing tax credit proposals to ensure some affordable homes are developed in high opportunity areas. This action will address the lack of transportation options by creating greater access to transit opportunities by locating affordable housing near transit and will address patterns of segregation by locating affordable housing in areas with more opportunity.</p> <p align="right"><b>Priority: High</b></p>	<p>10. Lack of transportation options</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• Housing developers/owners</li> </ul>	<ul style="list-style-type: none"> <li>• 100% of RFPs will have priority for proximity to transit and areas of opportunity</li> <li>• HCDD staff will review process of selecting tax credit proposals for City support</li> </ul>
<p><b>13. Monitor fair housing data</b></p> <p>HCDD will collect and analyze various data sets including from the Fair Housing Hotline, HMDA, and fair housing complaints. This analysis may be shared with the community to promote understanding of fair housing needs in the city. This action will result in updated analysis that will be utilized to better allocate future resources to address and decrease private lending discrimination and educate the public about fair housing discrimination.</p> <p align="right"><b>Priority: Medium</b></p>	<p>1. Discrimination in Housing</p> <p>2. Lack of Knowledge about Fair Housing</p>	<ul style="list-style-type: none"> <li>• CDBG-Staff Time</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Annually</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• FFIEC</li> <li>• HUD</li> <li>• Texas Workforce Commission</li> </ul>	<ul style="list-style-type: none"> <li>• Update and maintain database of longitudinal fair housing data</li> </ul>
		<ul style="list-style-type: none"> <li>•</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



**Summary of Recommended Actions and Fair Housing Implementation Plan**

<b>Recommended Actions</b>	<b>Related Impediments</b>	<b>Possible Funding Source</b>	<b>Timeline (Based on Program Years)</b>	<b>Responsible Entity (RE) and Possible Partners</b>	<b>Measure for Success/Milestone for PY 2021</b>
<p><b>14. Complete a regional housing study</b></p> <p>HCDD will work with Harris County and a contractor to complete a study of housing in the City of Houston and Harris County. This will assist the City and County to work toward common objectives and align resources to address regional housing issues.</p> <p><b>Priority: High</b></p>	<p>3. Lack of Housing Affordability and Options</p> <p>6. Segregated Housing Patterns Based on Race, Ethnicity, and Economic Status</p>	<ul style="list-style-type: none"> <li>• CDBG</li> <li>• CDBG-DR</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> 2021</p>	<ul style="list-style-type: none"> <li>• Harris County (RE)</li> <li>• HCDD</li> <li>• City departments</li> <li>• Community stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Complete a regional housing study</li> </ul>
<p><b>15. Identify areas where the cost of land is increasing and areas outside minority areas that would support affordable housing</b></p> <p>HCDD will gather research to perform its third Market Value Analysis. Performing a third analysis will help to identify areas that have had market value increases so that funding can be best utilized by maintaining affordability in areas with growing opportunity and increased market development.</p> <p><b>Priority: Medium</b></p>	<p>3. Lack of Housing Affordability and Options</p> <p>6. Segregated Housing Patterns Based on Race, Ethnicity, and Economic Status</p>	<ul style="list-style-type: none"> <li>• CDBG</li> <li>• CDBG-DR</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> 2021</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• The Reinvestment Fund</li> <li>• City departments</li> </ul>	<ul style="list-style-type: none"> <li>• Perform market value analytics</li> <li>• Produce the third Market Value Analysis for Houston</li> </ul>
<p><b>17. Provide outreach about the MWSBE and Section 3 Programs</b></p> <p>HCDD will promote available job opportunities to low-income and minority persons through the MWSBE / Section 3 Program while conducting 50 outreach activities reaching 10,000 individuals. This action will address residents' lack of income by promoting ways for low- and moderate-income individuals of protected classes to become employed.</p> <p><b>Priority: Medium</b></p>	<p>5. Lack of Income/Funding</p>	<ul style="list-style-type: none"> <li>• CDBG-Staff Time</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct 10 outreach activities</li> <li>• Reach 2,000 individuals</li> </ul>



**Summary of Recommended Actions and Fair Housing Implementation Plan**

<b>Recommended Actions</b>	<b>Related Impediments</b>	<b>Possible Funding Source</b>	<b>Timeline (Based on Program Years)</b>	<b>Responsible Entity (RE) and Possible Partners</b>	<b>Measure for Success/Milestone for PY 2021</b>
<p><b>18. Host and attend events to provide information about HCDD and housing programs</b></p> <p>HCDD staff will attend city and non-city events to spread the word about the number of people HCDD assists and how HCDD and other affordable housing programs work.</p> <p align="right"><b>Priority: Medium</b></p>	<p>9. NIMBY Resistance</p> <p>12. Lack of Communication Between Government and Residents</p>	<ul style="list-style-type: none"> <li>• CDBG-Staff Time</li> <li>• CDBG-Outreach materials</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• City departments</li> <li>• Non-profit housing and service providers</li> </ul>	<ul style="list-style-type: none"> <li>• Attend 50 events</li> </ul>
<p><b>19. Work to dispel misconceptions about assisted housing</b></p> <p>HCDD and HHA will work to dispel the perception that assisted housing is only for minorities by conducting comprehensive outreach to inform the public on assisted housing opportunities. HCDD will expand upon the SAY YES! Campaign. This action will target non-minority households to reduce NIMBY sentiment and misconceptions about assisted housing.</p> <p align="right"><b>Priority: Medium</b></p>	<p>10. NIMBY Resistance</p>	<ul style="list-style-type: none"> <li>• CDBG-Staff Time</li> <li>• CDBG-Outreach materials</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• HHA</li> </ul>	<ul style="list-style-type: none"> <li>• Continue to be involved in national education campaign</li> <li>• Host presentations for community members</li> </ul>
<p><b>20. Fund youth enrichment and afterschool programs to children in low- and moderate-income areas</b></p> <p>HCDD will continue to fund youth enrichment and afterschool programs through its public services program for 28,075 children in low- and moderate-income areas of the city over the next five years. This action increases the number of activities available for youth in the city.</p> <p align="right"><b>Priority: Medium</b></p>	<p>8. Imbalanced Distribution of Amenities, Services, and Infrastructure Between Neighborhoods</p>	<ul style="list-style-type: none"> <li>• CDBG</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• City departments</li> <li>• Non-profit social service provider</li> </ul>	<ul style="list-style-type: none"> <li>• Fund youth enrichment and education programs for 5,450 youth</li> </ul>



**Summary of Recommended Actions and Fair Housing Implementation Plan**

Recommended Actions	Related Impediments	Possible Funding Source	Timeline (Based on Program Years)	Responsible Entity (RE) and Possible Partners	Measure for Success/Milestone for PY 2021
<p><b>21. Fund programs that provide job training to low- and moderate-income individuals and individuals from protected classes</b></p> <p>HCDD will continue to fund job training for 1,585 persons through its public services program for low- and moderate-income individuals and persons from protected classes. This action will help to improve the skills of residents enhancing their previous education while preparing them for the workforce.</p> <p align="right"><b>Priority: Medium</b></p>	<p>5. Lack of Income/Funding</p> <p>8. Imbalanced Distribution of Amenities, Services, and Infrastructure Between Neighborhoods</p>	<ul style="list-style-type: none"> <li>• CDBG</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• Non-profit social service provider</li> </ul>	<ul style="list-style-type: none"> <li>• Support job training for 317 persons</li> </ul>
<p><b>22. Remove lead-based paint hazards from homes</b></p> <p>HHD will remove lead-based paint hazards from homes to protect families at risk. This action will help protect families in low- and moderate-income areas, including those of certain protected classes, from health hazards in their community.</p> <p align="right"><b>Priority: Medium</b></p>	<p>8. Imbalanced Distribution of Amenities, Services, and Infrastructure Between Neighborhoods</p>	<ul style="list-style-type: none"> <li>• CDBG</li> <li>• HHD</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HHD (RE)</li> <li>• HCDD</li> </ul>	<ul style="list-style-type: none"> <li>• Remove lead hazards from 50 housing units</li> </ul>
<p><b>23. Partner with local organizations and contractors to expand fair housing activities in Houston</b></p> <p>HCDD will contract with one or more organizations to carry out fair housing activities or to build capacity to carry out future activities. These may include conducting fair housing testing or studies. This action will help to promote fair housing awareness and reveal actual discriminatory practices taking place in the community so that future resources can be better allocated to address discrimination.</p> <p align="right"><b>Priority: High</b></p>	<p>1. Discrimination in Housing</p>	<ul style="list-style-type: none"> <li>• CDBG</li> <li>• CDBG-Staff Time</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• Fair housing organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Fund organizations to carry out fair housing activities or studies</li> </ul>



**Summary of Recommended Actions and Fair Housing Implementation Plan**

Recommended Actions	Related Impediments	Possible Funding Source	Timeline (Based on Program Years)	Responsible Entity (RE) and Possible Partners	Measure for Success/Milestone for PY 2021
<p><b>24. Work with partners to expand funding for fair housing activities</b></p> <p>HCDD will pursue additional resources by applying for grants and growing relationships with banks to support its continued fair housing efforts. In addition, funding capacity will be leveraged. This action is intended to lead to an increase in fair housing funding which will help to implement these actions while the city continues to receive dwindling entitlement funding.</p> <p align="right"><b>Priority: Medium</b></p>	<p>5. Lack of Income/Funding</p>	<ul style="list-style-type: none"> <li>• CDBG</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> </ul>	<ul style="list-style-type: none"> <li>• Increase in funding available</li> </ul>
<p><b>25. Partner with 25 other organizations to promote asset building programs and financial literacy programs</b></p> <p>HCDD will partner with other agencies such as the United Way, City departments, local government counterparts, and housing counseling agencies by providing fair housing resources and information about asset building programs. HHA will expand resources available at the HHA Opportunity Center, which provides mobility counseling for its voucher program participants promoting opportunities for housing in areas outside of their neighborhood, promoting desegregation and the deconcentration of poverty. In addition, this action will address the lack of income and the lack of financial literacy of residents by working with partners to direct families that are interested asset building programs but aren't yet ready for homeownership to the resources available to improve their financial standing.</p> <p align="right"><b>Priority: Low</b></p>	<p>5. Lack of Income/Funding</p> <p>6. Segregated Housing Patterns Based on Race, Ethnicity, and Economic Status</p> <p>7. Lack of Access to Financial Education / Discriminatory Banking Practices</p>	<ul style="list-style-type: none"> <li>• CDBG</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• HHA</li> <li>• United Way</li> <li>• City departments</li> <li>• Local government counterparts</li> <li>• Housing counseling agencies</li> <li>• BankOn Houston</li> </ul>	<ul style="list-style-type: none"> <li>• Partner with 25 organizations</li> </ul>



**Summary of Recommended Actions and Fair Housing Implementation Plan**

<b>Recommended Actions</b>	<b>Related Impediments</b>	<b>Possible Funding Source</b>	<b>Timeline (Based on Program Years)</b>	<b>Responsible Entity (RE) and Possible Partners</b>	<b>Measure for Success/Milestone for PY 2021</b>
<p><b>26. Protect households from impacts of future flood events</b></p> <p>HCDD will purchase homes or properties in areas that consistently have flooded through the Housing Buyout Program and the Multifamily Buyout Programs. This action will protect Houstonians by removing homes from areas that are most likely to flood.</p> <p align="right"><b>Priority: High</b></p>	<p>8. Imbalanced Distribution of Amenities, Services, and Infrastructure Between Neighborhoods</p> <p>11. Increased Health Hazard Exposure in Certain Neighborhoods</p>	<ul style="list-style-type: none"> <li>• CDBG-DR</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> <li>• HPW (RE)</li> </ul>	<ul style="list-style-type: none"> <li>• Buyout 2 multifamily properties and demolish homes</li> <li>• Buyout 5 single family homes</li> </ul>
<p><b>27. Create a Stormwater Master Plan</b></p> <p>HPW will develop a Stormwater Master Plan based on modeling of rainfall impacts on city watersheds to identify neighborhoods at risk of flooding due to infrastructure inadequacies, overland sheet flow and/or out of banks inundation. Model outputs will be reviewed in the context of other data sources (311 service requests, FEMA claims) to direct further analyses and project development.</p> <p align="right"><b>Priority: High</b></p>	<p>8. Imbalanced Distribution of Amenities, Services, and Infrastructure Between Neighborhoods</p> <p>11. Increased Health Hazard Exposure in Certain Neighborhoods</p>	<ul style="list-style-type: none"> <li>• CDBG-DR</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HPW (RE)</li> </ul>	<ul style="list-style-type: none"> <li>• Begin work with a contractor for the modeling</li> </ul>
<p><b>28. Review and enhance infrastructure data</b></p> <p>The City will review and seek out additional datasets for analysis of infrastructure inadequacies and imbalances and use tools to help inform strategies, such as the Housing +Transportation Decision-maker Scorecard created by LINK Houston. This research action will help in the allocation of future infrastructure resources in minority neighborhoods.</p> <p align="right"><b>Priority: High</b></p>	<p>8. Imbalanced Distribution of Amenities, Services, and Infrastructure Between Neighborhoods</p>	<ul style="list-style-type: none"> <li>• CDBG</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HPW (RE)</li> </ul>	<ul style="list-style-type: none"> <li>• Review and enhance data annually</li> </ul>



**Summary of Recommended Actions and Fair Housing Implementation Plan**

<b>Recommended Actions</b>	<b>Related Impediments</b>	<b>Possible Funding Source</b>	<b>Timeline (Based on Program Years)</b>	<b>Responsible Entity (RE) and Possible Partners</b>	<b>Measure for Success/Milestone for PY 2021</b>
<p><b>29. Interdepartmental resilience coordination</b></p> <p>HCDD, Mayor’s Office, Office of Emergency Management, and Houston Public Works will meet to discuss and align planning and implementation initiatives. These meetings will also include discussions regarding proposed Complete Communities improvements and other City initiatives.</p> <p align="right"><b>Priority: High</b></p>	<p>8. Imbalanced Distribution of Amenities, Services, and Infrastructure Between Neighborhoods</p>	<ul style="list-style-type: none"> <li>• CDBG-DR</li> <li>• CDBG-MIT</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HPW</li> <li>• HCDD</li> <li>• Mayor’s Office</li> <li>• OEM</li> </ul>	<ul style="list-style-type: none"> <li>• Meet regularly to coordinate activities between Departments</li> </ul>
<p><b>30. Support and build capacity of Houston Land Bank and Houston Community Land Trust</b></p> <p>HCDD will support the Houston Land Bank and Houston Community Land Bank through staff and financial support. This will assist the City to expand its efforts to create affordable homes available in perpetuity in Houston and provide additional housing choice for low- and moderate-income residents.</p> <p align="right"><b>Priority: High</b></p>	<p>3. Lack of Housing Affordability and Options</p> <p>5. Lack of Income/Funding</p>	<ul style="list-style-type: none"> <li>• TIRZ</li> <li>• CDBG-DR</li> </ul>	<p><b>Start:</b> 2020 <b>Complete:</b> Ongoing</p>	<ul style="list-style-type: none"> <li>• HCDD (RE)</li> </ul>	<ul style="list-style-type: none"> <li>• Support HLB and HCLT</li> </ul>

Acronyms – AFFH: Affirmatively Furthering Fair Housing, CRA: HCDD’s Community Reinvestment Area, DON: Department of Neighborhoods, GHFHC: Greater Houston Fair Housing Center, HCDD: Housing and Community Development Department, HCIL: Houston Center for Independent Living, HCV: Housing Choice Voucher, HHA: Houston Housing Authority, HHD: Houston Health Department, HUD: U.S. Department of Housing and Urban Development, HUD-FHEO: HUD’s Office of Fair Housing and Equal Opportunity. MOPD: Mayor’s Office Persons with Disabilities, Planning: Planning and Development Services Department, PRD: Parks and Recreation Department, HPW: Houston Public Works Department, SWMD: Solid Waste Management Department





## Appendix 2: Maps

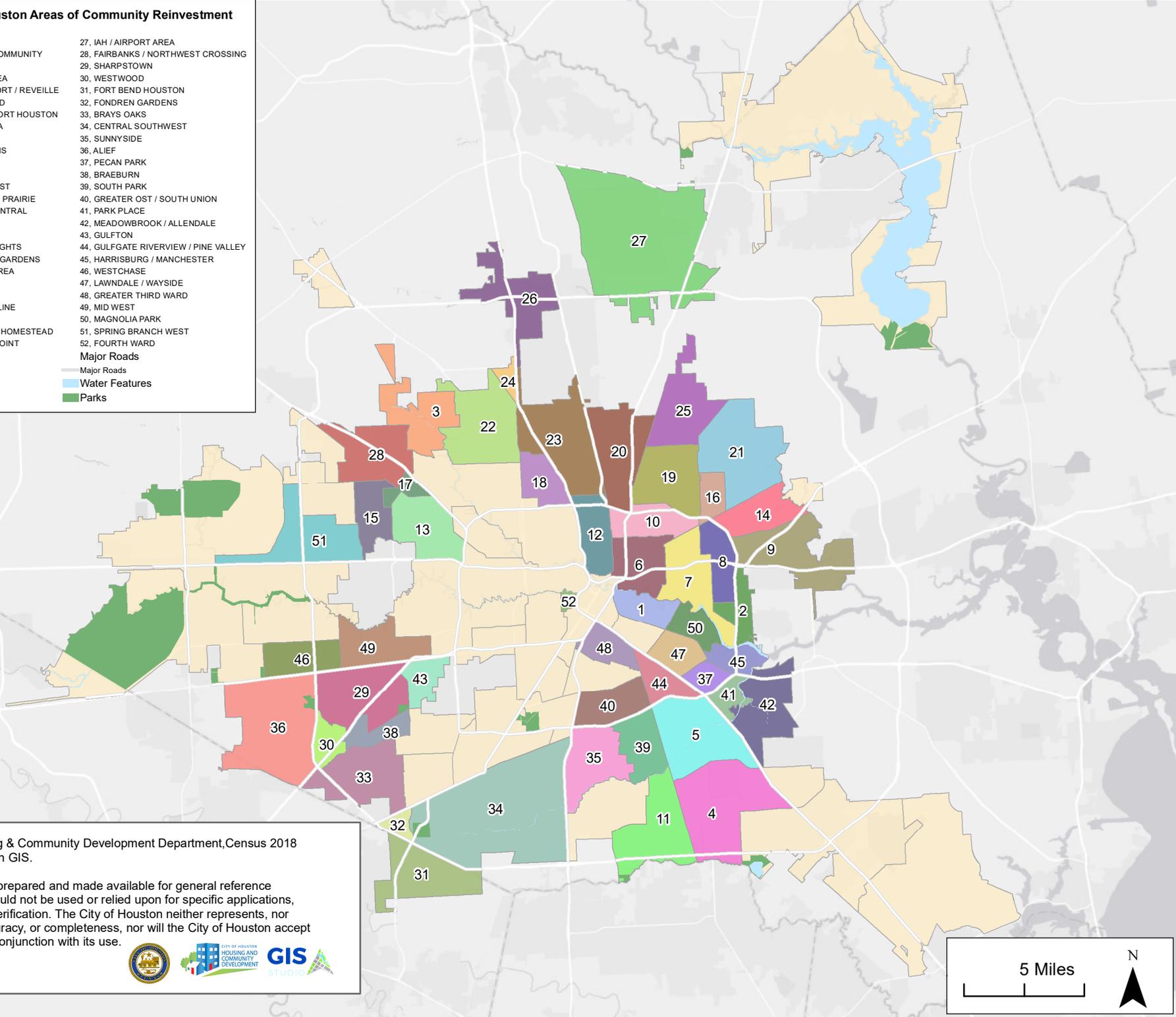
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**PY 2021 City of Houston Areas of Community Reinvestment (ACR)**

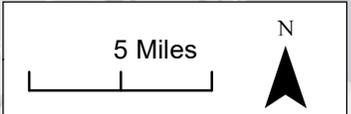
- |                                   |                                      |
|-----------------------------------|--------------------------------------|
| 1. SECOND WARD                    | 27. IAH / AIRPORT AREA               |
| 2. CLINTON PARK TRI-COMMUNITY     | 28. FAIRBANKS / NORTHWEST CROSSING   |
| 3. GREATER INWOOD                 | 29. SHARPSTOWN                       |
| 4. GREATER HOBBY AREA             | 30. WESTWOOD                         |
| 5. GOLFCREST / BELLFORT / REVELLE | 31. FORT BEND HOUSTON                |
| 6. GREATER FIFTH WARD             | 32. FONDREN GARDENS                  |
| 7. DENVER HARBOR / PORT HOUSTON   | 33. BRAYS OAKS                       |
| 8. PLEASANTVILLE AREA             | 34. CENTRAL SOUTHWEST                |
| 9. NORTHSHORE                     | 35. SUNNYSIDE                        |
| 10. KASHMERE GARDENS              | 36. ALIEF                            |
| 11. MINNETEX                      | 37. PECAN PARK                       |
| 12. NEAR NORTHSIDE                | 38. BRAEBURN                         |
| 13. SPRING BRANCH EAST            | 39. SOUTH PARK                       |
| 14. EL DORADO / OATES PRAIRIE     | 40. GREATER OST / SOUTH UNION        |
| 15. SPRING BRANCH CENTRAL         | 41. PARK PLACE                       |
| 16. SETTEGAST                     | 42. MEADOWBROOK / ALLENDALE          |
| 17. LANGWOOD                      | 43. GULFTON                          |
| 18. INDEPENDENCE HEIGHTS          | 44. GULFGATE RIVERVIEW / PINE VALLEY |
| 19. TRINITY / HOUSTON GARDENS     | 45. HARRISBURG / MANCHESTER          |
| 20. EASTEX - JENSEN AREA          | 46. WESTCHASE                        |
| 21. EAST HOUSTON                  | 47. LAWNDALE / WAYSIDE               |
| 22. ACRES HOME                    | 48. GREATER THIRD WARD               |
| 23. NORTHSIDE/NORTHLINE           | 49. MID WEST                         |
| 24. HIDDEN VALLEY                 | 50. MAGNOLIA PARK                    |
| 25. EAST LITTLE YORK / HOMESTEAD  | 51. SPRING BRANCH WEST               |
| 26. GREATER GREENSPPOINT          | 52. FOURTH WARD                      |

- Major Roads  
 Water Features  
 Parks



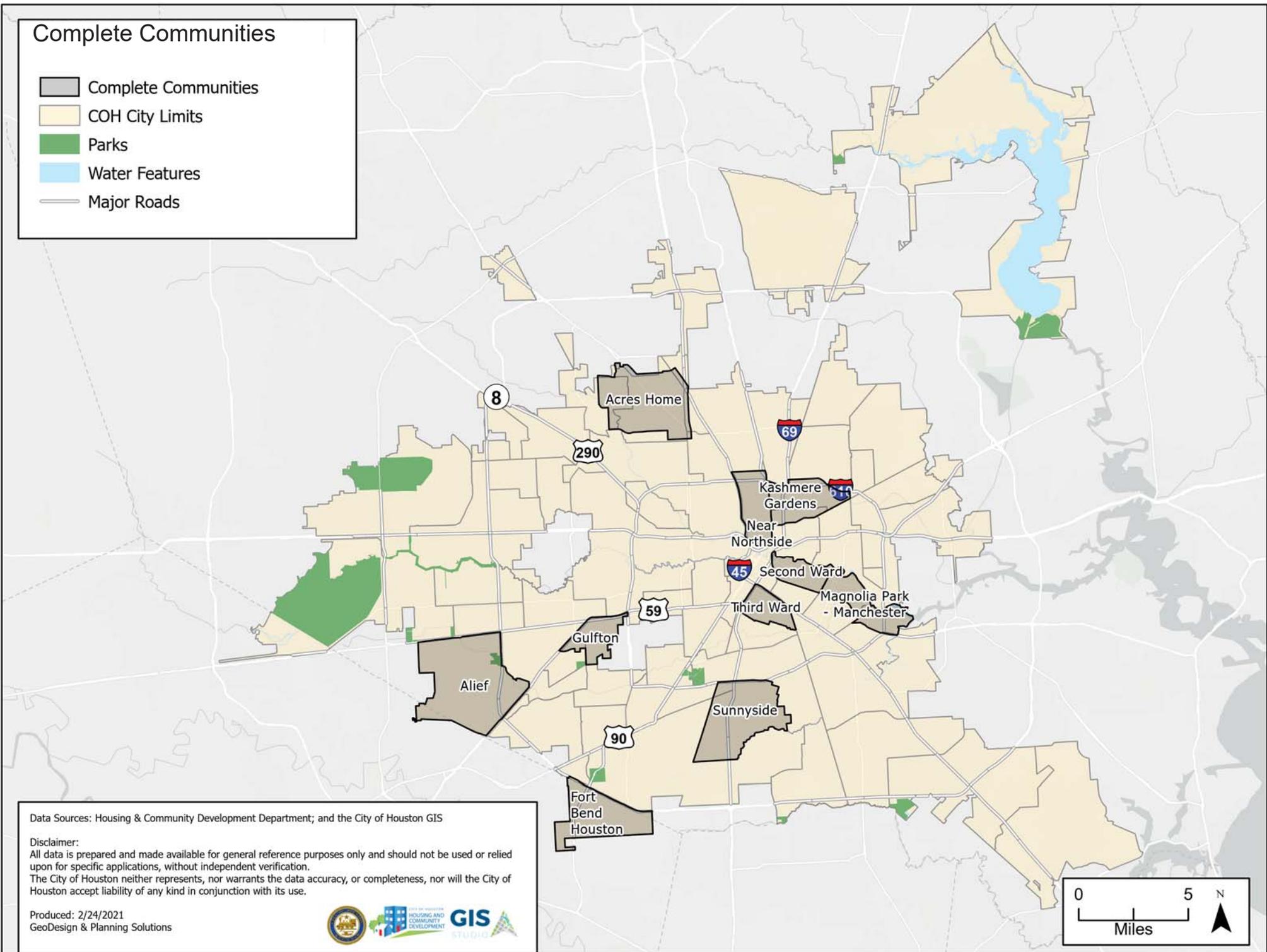
Data Sources: Housing & Community Development Department, Census 2018 and the City of Houston GIS.

Disclaimer: All data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification. The City of Houston neither represents, nor warrants the data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.



# Complete Communities

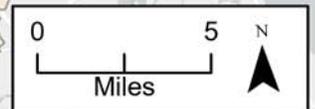
-  Complete Communities
-  COH City Limits
-  Parks
-  Water Features
-  Major Roads



Data Sources: Housing & Community Development Department; and the City of Houston GIS

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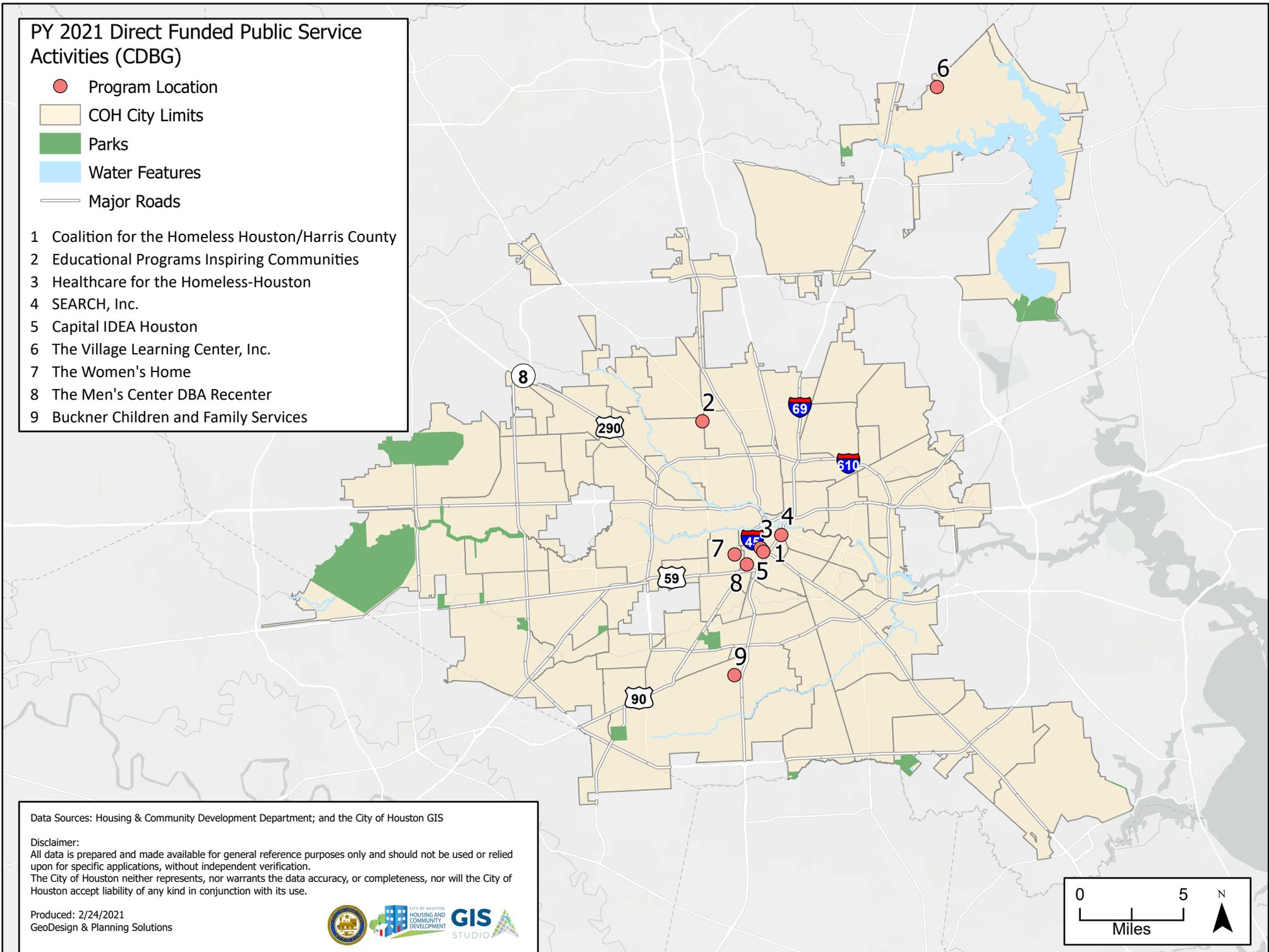




## PY 2021 Direct Funded Public Service Activities (CDBG)

- Program Location
- COH City Limits
- Parks
- Water Features
- Major Roads

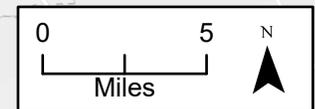
- 1 Coalition for the Homeless Houston/Harris County
- 2 Educational Programs Inspiring Communities
- 3 Healthcare for the Homeless-Houston
- 4 SEARCH, Inc.
- 5 Capital IDEA Houston
- 6 The Village Learning Center, Inc.
- 7 The Women's Home
- 8 The Men's Center DBA Recenter
- 9 Buckner Children and Family Services



Data Sources: Housing & Community Development Department; and the City of Houston GIS

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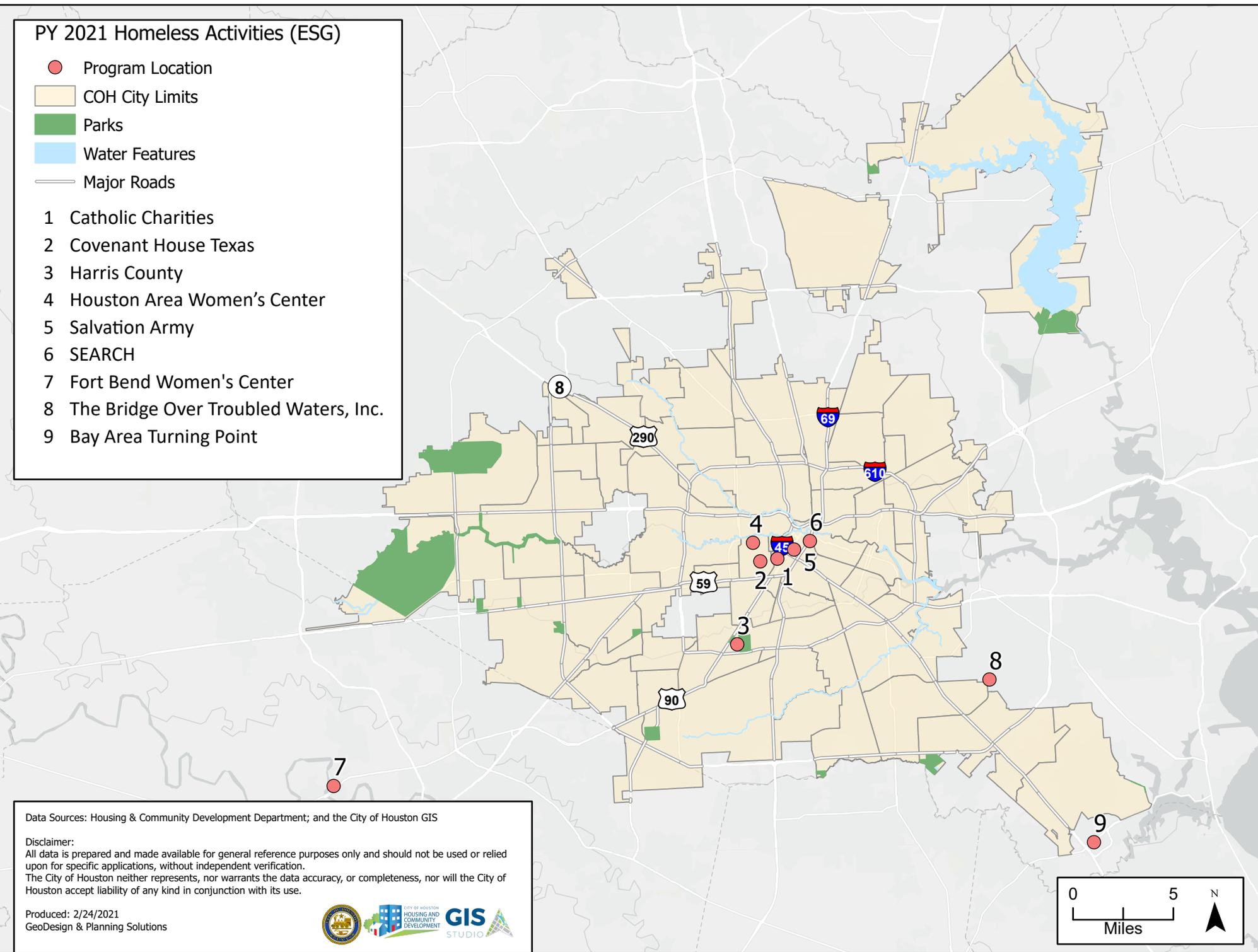
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## PY 2021 Homeless Activities (ESG)

- Program Location
- COH City Limits
- Parks
- Water Features
- Major Roads

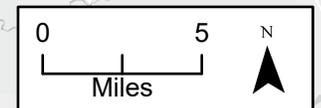
- 1 Catholic Charities
- 2 Covenant House Texas
- 3 Harris County
- 4 Houston Area Women's Center
- 5 Salvation Army
- 6 SEARCH
- 7 Fort Bend Women's Center
- 8 The Bridge Over Troubled Waters, Inc.
- 9 Bay Area Turning Point



Data Sources: Housing & Community Development Department; and the City of Houston GIS

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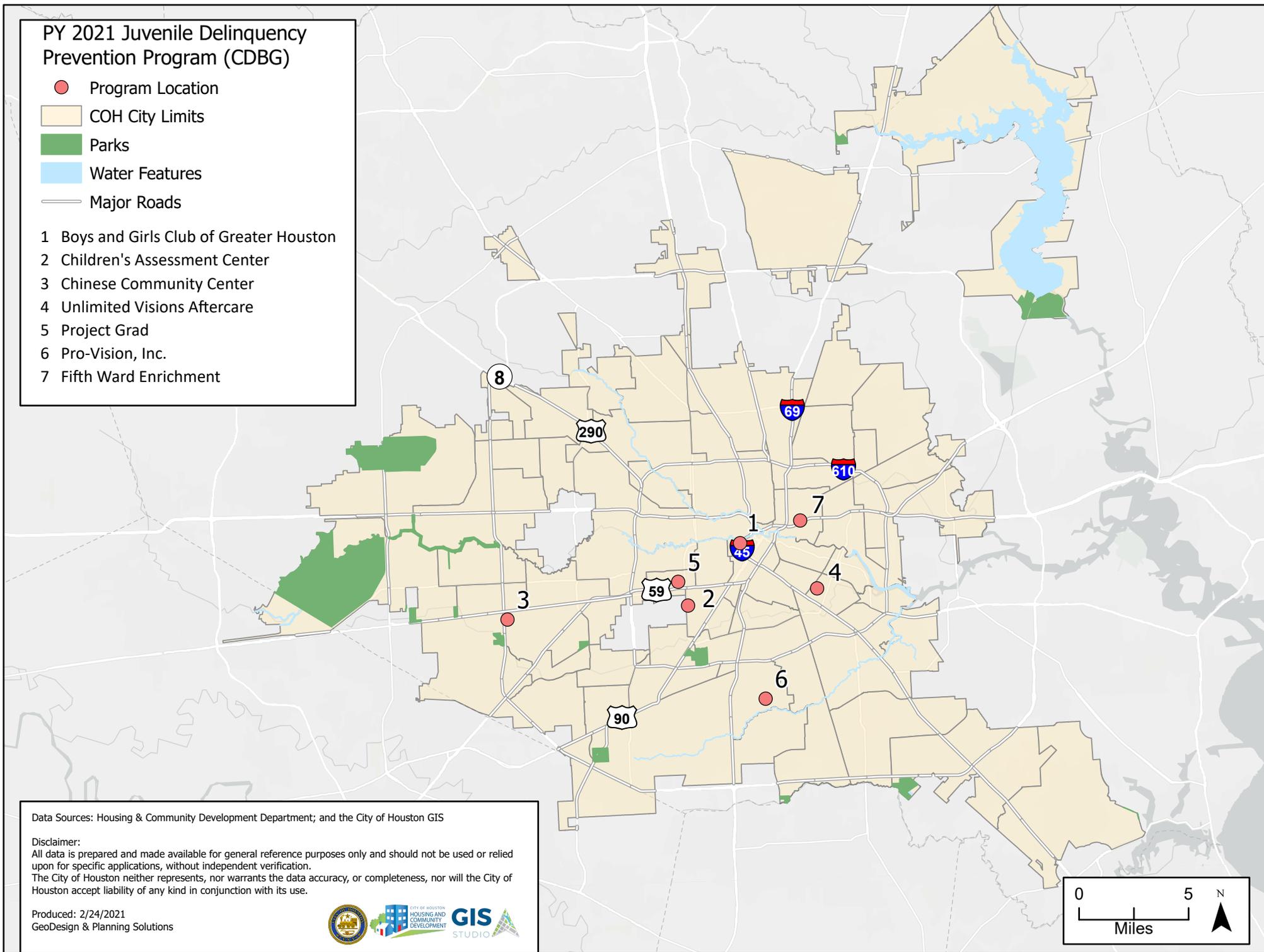
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# PY 2021 Juvenile Delinquency Prevention Program (CDBG)

- Program Location
- COH City Limits
- Parks
- Water Features
- Major Roads

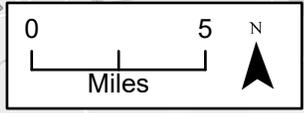
- 1 Boys and Girls Club of Greater Houston
- 2 Children's Assessment Center
- 3 Chinese Community Center
- 4 Unlimited Visions Aftercare
- 5 Project Grad
- 6 Pro-Vision, Inc.
- 7 Fifth Ward Enrichment



Data Sources: Housing & Community Development Department; and the City of Houston GIS

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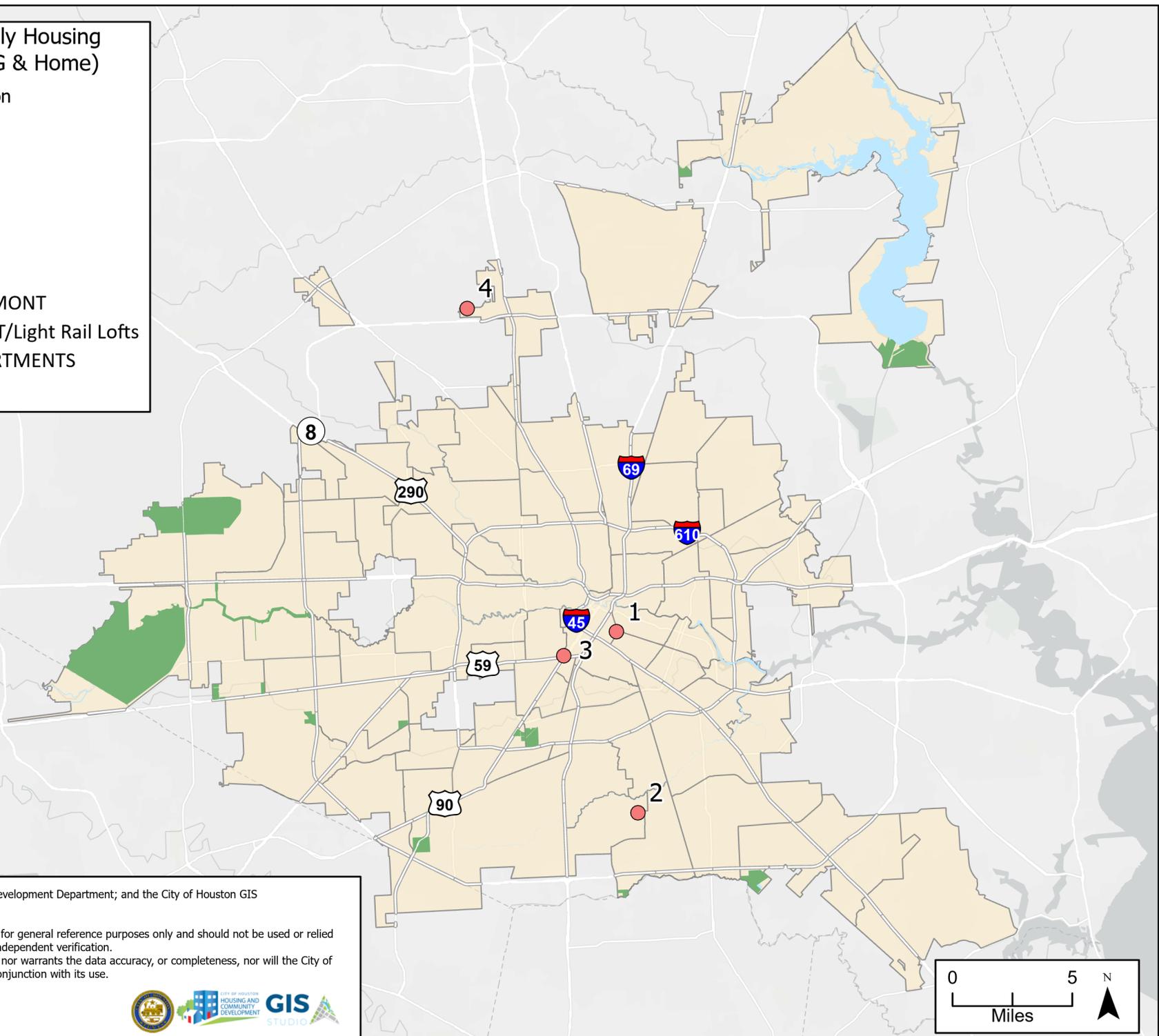
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## PY 2021 Multifamily Housing Investment (CDBG & Home)

- Program Location
- COH City Limits
- Parks
- Water Features
- Major Roads

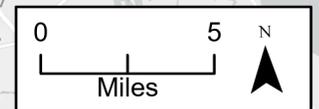
- 1 Sunrise Lofts
- 2 POINTE AT CRESTMONT
- 3 4600 MAIN STREET/Light Rail Lofts
- 4 GREEN OAKS APARTMENTS



Data Sources: Housing & Community Development Department; and the City of Houston GIS

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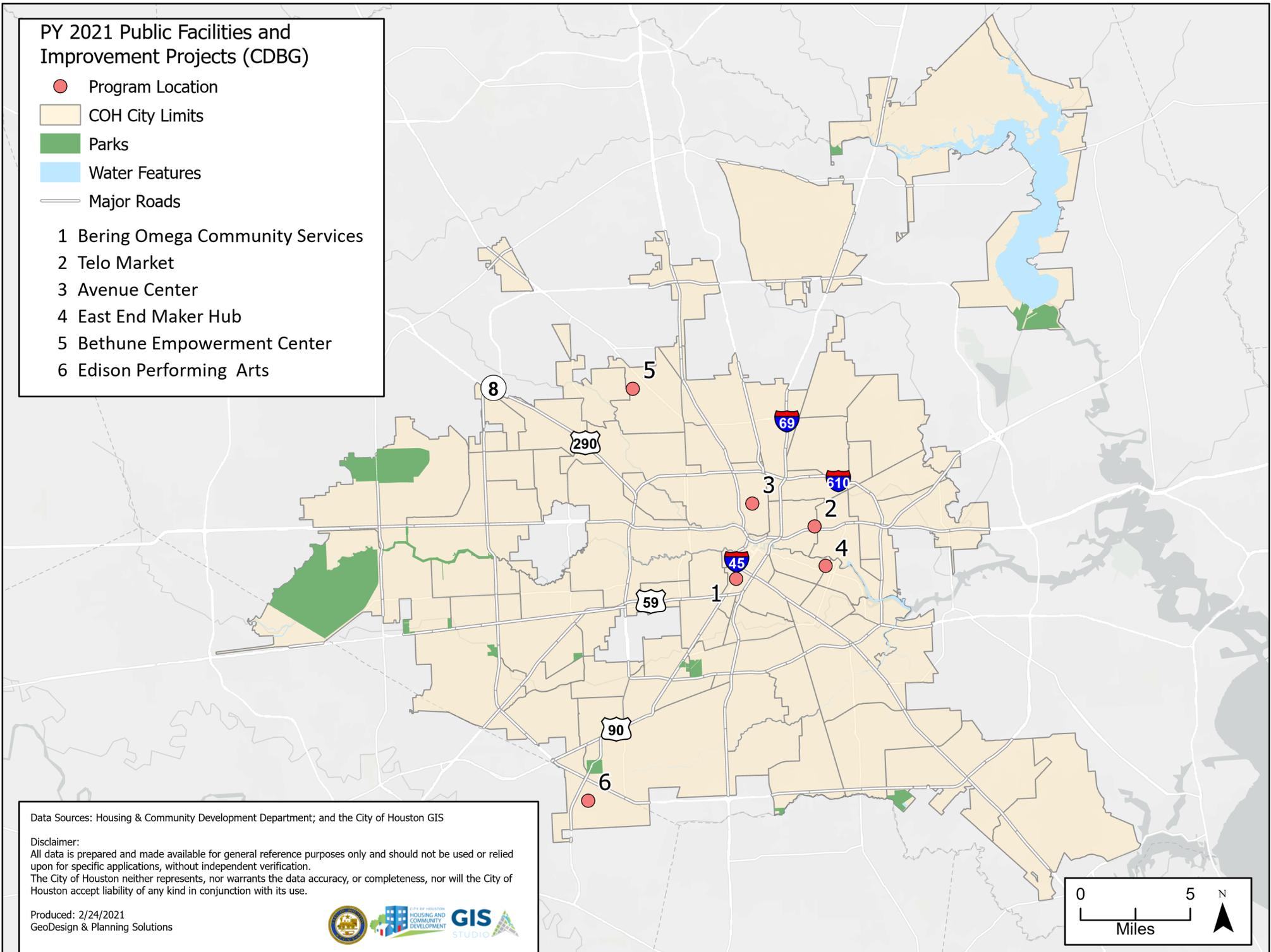
Produced: 2/24/2021  
 GeoDesign & Planning Solutions



## PY 2021 Public Facilities and Improvement Projects (CDBG)

- Program Location
- COH City Limits
- Parks
- Water Features
- Major Roads

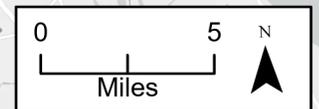
- 1 Bering Omega Community Services
- 2 Telo Market
- 3 Avenue Center
- 4 East End Maker Hub
- 5 Bethune Empowerment Center
- 6 Edison Performing Arts



Data Sources: Housing & Community Development Department; and the City of Houston GIS

**Disclaimer:**  
 All data is prepared and made available for general reference purposes only and should not be used or relied upon for specific applications, without independent verification.  
 The City of Houston neither represents, nor warrants the data accuracy, or completeness, nor will the City of Houston accept liability of any kind in conjunction with its use.

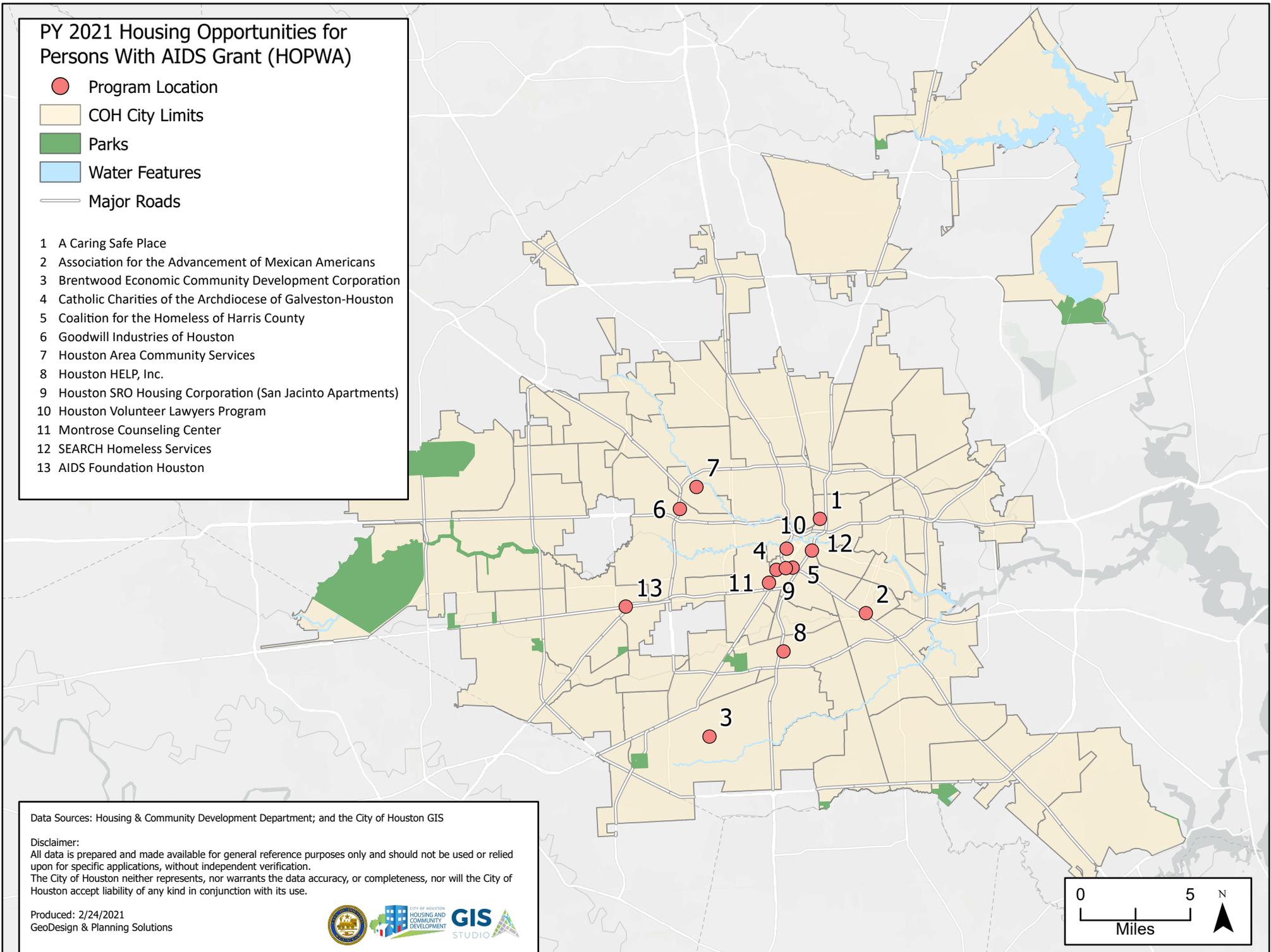
Produced: 2/24/2021  
 GeoDesign & Planning Solutions



# PY 2021 Housing Opportunities for Persons With AIDS Grant (HOPWA)

-  Program Location
-  COH City Limits
-  Parks
-  Water Features
-  Major Roads

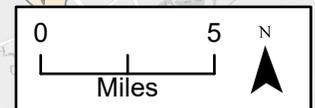
- 1 A Caring Safe Place
- 2 Association for the Advancement of Mexican Americans
- 3 Brentwood Economic Community Development Corporation
- 4 Catholic Charities of the Archdiocese of Galveston-Houston
- 5 Coalition for the Homeless of Harris County
- 6 Goodwill Industries of Houston
- 7 Houston Area Community Services
- 8 Houston HELP, Inc.
- 9 Houston SRO Housing Corporation (San Jacinto Apartments)
- 10 Houston Volunteer Lawyers Program
- 11 Montrose Counseling Center
- 12 SEARCH Homeless Services
- 13 AIDS Foundation Houston



Data Sources: Housing & Community Development Department; and the City of Houston GIS

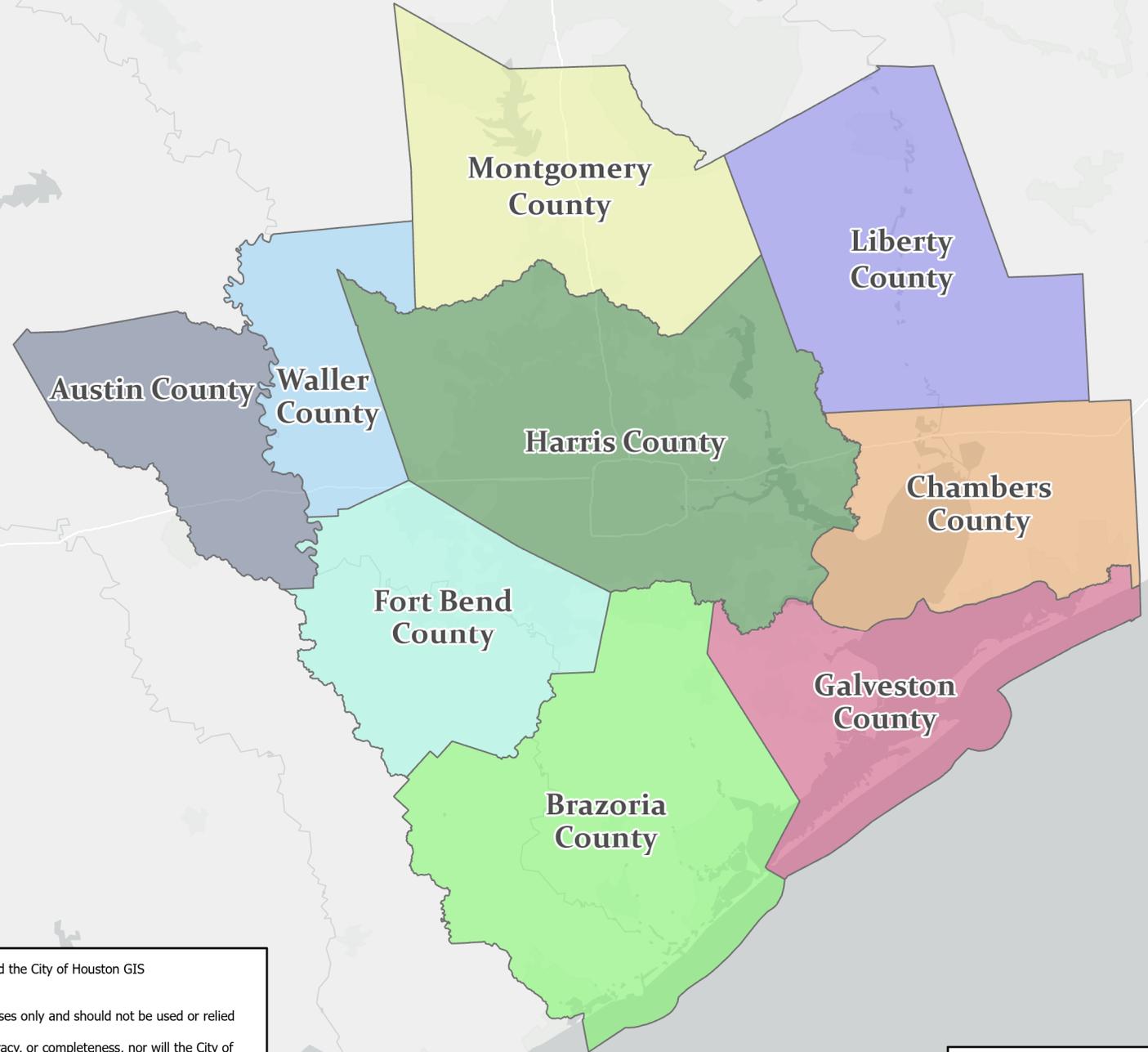
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Produced: 2/24/2021  
 GeoDesign & Planning Solutions



**PY 2021 Housing Opportunity  
for People with AIDS (HOPWA)  
Eligible Metropolitan Statistical  
Areas**

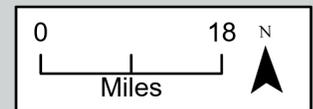
-  Austin County
-  Brazoria County
-  Chambers County
-  Colorado County
-  Fort Bend County
-  Galveston County
-  Harris County
-  Liberty County
-  Matagorda County
-  Montgomery County
-  Walker County
-  Waller County
-  Wharton County



Data Sources: Housing & Community Development Department; and the City of Houston GIS

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Produced: 2/24/2021  
GeoDesign & Planning Solutions





## Appendix 3: Applications and Certifications



<b>Application for Federal Assistance SF-424</b>		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: B21-MC48-0018	
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
<b>State Use Only:</b>		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: City of Houston		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 746001164	* c. Organizational DUNS: 8324319850000	
<b>d. Address:</b>		
* Street1: 2100 Travis Street, 9th Floor	<input type="text"/>	
Street2: <input type="text"/>	<input type="text"/>	
* City: Houston	<input type="text"/>	
County/Parish: <input type="text"/>	<input type="text"/>	
* State: TX: Texas	<input type="text"/>	
Province: <input type="text"/>	<input type="text"/>	
* Country: USA: UNITED STATES	<input type="text"/>	
* Zip / Postal Code: 77002	<input type="text"/>	
<b>e. Organizational Unit:</b>		
Department Name: Housing and Community Dev Dept	Division Name: <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
Prefix: <input type="text"/>	* First Name: Tom	
Middle Name: <input type="text"/>	<input type="text"/>	
* Last Name: McCasland	<input type="text"/>	
Suffix: <input type="text"/>	<input type="text"/>	
Title: Director		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 832-394-6282	Fax Number: <input type="text"/>	
* Email: Tom.McCasland@houstontx.gov		

**Application for Federal Assistance SF-424**

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

C: City or Township 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

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

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

City of Houston

Add Attachment

Delete Attachment

View Attachment

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

CDBG - FY 2021

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

Application for Federal Assistance SF-424

16. Congressional Districts Of:

\* a. Applicant

\* b. Program/Project

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

17. Proposed Project:

\* a. Start Date:

\* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="24,665,507.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="157,395.00"/>
* g. TOTAL	<input type="text" value="24,822,902.00"/>

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

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

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

- Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

Authorized Representative:

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

*Arrenda Washington*  
5-4-2021

## 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  Almonda Washington 5-4-2024	TITLE Mayor
APPLICANT NAME City of Houston	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

Attest/Seal: Pat J. Harris  
City Secretary

Countersigned: Sherron Keller  
City Controller

DATE OF COUNTERSIGNATURE: May 7, 2021

**APPROVED:**

DocuSigned by:  
Tom McLeland  
Director  
Housing and Community Development Department

**APPROVED AS TO FORM:**

DocuSigned by:  
Kate Unsworth  
Senior Assistant City Attorney

## CDBG Budget Page

CDBG Funds	Allocation (FY 2021 / FY 2022)	Percentage
<b>Sources</b>		
Projected CDBG Grant Award	\$ 24,665,507	
Projected Program Income	\$ 157,395	
<b>Projected CDBG Funding</b>	<b>\$ 24,822,902</b>	
<b>Uses</b>		
Program Administration*	\$ 4,964,580	20.0%
Public Services**	\$ 3,662,800	14.7%
ESG Match (1:1 - Includes In-Kind)**	\$ 500,000	2.0%
Public Facilities and Improvements (Public/Private)	\$ 5,527,529	22.3%
Home Repair	\$ 5,527,530	22.3%
Homebuyer Assistance	\$ 900,000	3.6%
Lead-Based Paint	\$ 75,000	0.3%
Housing Services	\$ 500,000	0.4%
Code Enforcement	\$ 3,065,463	12.4%
Economic Development	\$ 100,000	2.0%
<b>Total</b>	<b>\$ 24,822,902</b>	<b>100.0%</b>

\*Program Administration up to 20% of Grant Amount + Projected Program Income

\*\*The City has been grandfathered with a rate of 16.77% instead of 15%

### CDBG Estimated Program Income

CDBG Estimated Program Income	Estimated Program Income (FY 2021 / FY 2022)
<b>Sources</b>	
Multifamily Housing Loan Repayments/Fees	\$ 157,395
Projected CDBG Funding	\$ 157,395
<b>Uses</b>	
Program Administration	\$ 31,479
Public Services	\$ 26,395
Public Facilities and Improvements (Public/Private)	\$ 99,521

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____
<b>* 3. Date Received:</b> _____	<b>4. Applicant Identifier:</b> M21-MC48-0206	
<b>5a. Federal Entity Identifier:</b> _____	<b>5b. Federal Award Identifier:</b> _____	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b> _____	<b>7. State Application Identifier:</b> _____	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> City of Houston		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 746001164	<b>* c. Organizational DUNS:</b> 8324319850000	
<b>d. Address:</b>		
<b>* Street1:</b> 2100 Travis Street, 9th Floor	_____	
<b>Street2:</b>	_____	
<b>* City:</b> Houston	_____	
<b>County/Parish:</b>	_____	
<b>* State:</b> TX: Texas	_____	
<b>Province:</b>	_____	
<b>* Country:</b> USA: UNITED STATES	_____	
<b>* Zip / Postal Code:</b> 77002	_____	
<b>e. Organizational Unit:</b>		
<b>Department Name:</b> Housing and Community Dev Dept	<b>Division Name:</b> _____	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b> _____	<b>* First Name:</b> Tom	_____
<b>Middle Name:</b> _____	_____	
<b>* Last Name:</b> McCasland	_____	
<b>Suffix:</b> _____	_____	
<b>Title:</b> Director		
<b>Organizational Affiliation:</b> _____		
<b>* Telephone Number:</b> 832-394-6282	<b>Fax Number:</b> _____	
<b>* Email:</b> Tom.McCasland@houstontx.gov		

**Application for Federal Assistance SF-424**

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

C: City or Township 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 Partnership Grant

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

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

City of Houston

Add Attachment

Delete Attachment

View Attachment

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

HOME Grant - PY 2021

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="10,306,178.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="126,543.00"/>
* g. TOTAL	<input type="text" value="10,432,721.00"/>

**\* 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.
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- Yes  No

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

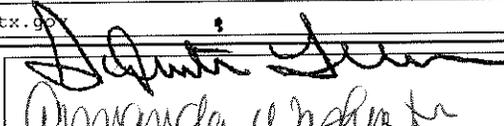
\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

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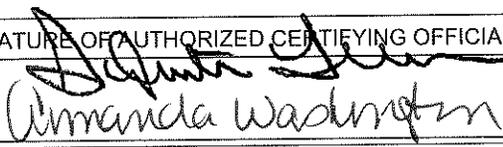
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

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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).
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  Amanda Washington	TITLE Mayor
APPLICANT NAME City of Houston	DATE SUBMITTED 5-4-2024

Standard Form 424B (Rev. 7-97) Back

Attest/Seal:

*R. J. Kasriel*

City Secretary

Countersigned:

*C. B. Brown*

City Controller

*Hannah Kubica*

DATE OF COUNTERSIGNATURE: May 7, 2021

**APPROVED:**

DocuSigned by:

*Don McIsland*

Director

Housing and Community Development Department

**APPROVED AS TO FORM:**

DocuSigned by:

*Kene Chinwe*

Senior Assistant City Attorney

## HOME Budget Page

HOME Funds	Allocation (FY 2021 / FY 2022)	Percentage
<b>Sources</b>		
Projected HOME Grant Award	\$ 10,306,178	
Projected Program Income	\$ 126,543	
Projected HOME Funding	\$ 10,432,721	
<b>Uses</b>		
Planning and Administration*	\$ 1,043,272	10.0%
Multifamily Development	\$ 5,143,523	49.3%
Single Family Development**	\$ 1,745,926	16.7%
Tenant Based Rental Assistance	\$ 2,500,000	24.0%
<b>Total</b>	<b>\$ 10,432,721</b>	<b>100.0%</b>

\*Planning and Administration up to 10% of Grant Amount + Projected Program Income

\*\*15% CHDO set aside included

## HOME Estimated Program Income

HOME Estimated Program Income	Estimated Program Income (PY 2021 / FY 2022)
<b>Sources</b>	
Multifamily Housing Loan Repayments/Fees	\$ 126,543
Projected HOME Funding	\$ 126,846
<b>Uses</b>	
Program Administration	\$ 12,654
Multifamily Development	\$ 113,889

Application for Federal Assistance SF-424											
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision			<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____					
<b>* 3. Date Received:</b> _____			<b>4. Applicant Identifier:</b> TXH21-F003								
<b>5a. Federal Entity Identifier:</b> _____			<b>5b. Federal Award Identifier:</b> _____								
<b>State Use Only:</b>											
<b>6. Date Received by State:</b> _____			<b>7. State Application Identifier:</b> _____								
<b>8. APPLICANT INFORMATION:</b>											
<b>* a. Legal Name:</b> City of Houston											
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 746001164			<b>* c. Organizational DUNS:</b> 8324319850000								
<b>d. Address:</b>											
<b>* Street1:</b>		2100 Travis Street, 9th Floor									
<b>Street2:</b>		_____									
<b>* City:</b>		Houston									
<b>County/Parish:</b>		_____									
<b>* State:</b>		TX: Texas									
<b>Province:</b>		_____									
<b>* Country:</b>		USA: UNITED STATES									
<b>* Zip / Postal Code:</b>		77002									
<b>e. Organizational Unit:</b>											
<b>Department Name:</b> Housing and Community Dev Dept			<b>Division Name:</b> _____								
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>											
<b>Prefix:</b>		_____		<b>* First Name:</b>		Tom					
<b>Middle Name:</b>		_____									
<b>* Last Name:</b>		McCasland									
<b>Suffix:</b>		_____									
<b>Title:</b>		Director									
<b>Organizational Affiliation:</b> _____											
<b>* Telephone Number:</b> 832-394-6282			<b>Fax Number:</b> _____								
<b>* Email:</b> Tom.McCasland@houstontx.gov											

**Application for Federal Assistance SF-424**

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

C: City or Township 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:**

14.241

CFDA Title:

Housing Opportunities for Persons with AIDS

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

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

City of Houston

Add Attachment

Delete Attachment

View Attachment

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

HOPWA Grant - PY 2021

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  ,22,29,36

\* b. Program/Project  ,22,29,36

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="10,884,807.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="10,884,807.00"/>

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

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

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

- Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

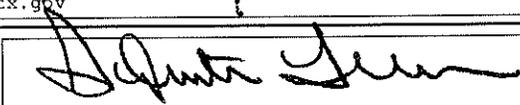
\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

*Annemarie Washington*

### 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.

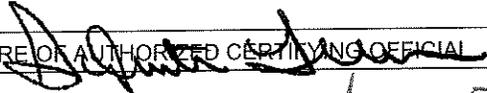
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**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  Armonda Washington 5-4-2021	TITLE Mayor
APPLICANT NAME City of Houston	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

Attest/Seal:

*Est. J. Harris*

City Secretary

Countersigned:

*C. B. Brown*

City Controller

*Aracelis Kelly*

DATE OF COUNTERSIGNATURE: May 7, 2021

**APPROVED:**

Designated by: Tom McIsland  
Director  
Housing and Community Development Department

**APPROVED AS TO FORM:**

Designated by: Kene Chinwe  
Senior Assistant City Attorney

## HOPWA Budget Page

HOPWA Funds	Allocation (PY 2021 / FY 2022)	Percentage
<b>Sources</b>		
Projected HOPWA Grant Award	\$ 10,884,807	
<b>Uses</b>		
Operating Costs	\$ 2,351,795	21.6%
Supportive Services	\$ 2,268,670	20.8%
Project or Tenant Based Rental Assistance	\$ 2,535,172	23.3%
Short-term Rent, Mortgage, & Utility Subsidies	\$ 2,535,172	23.3%
Resource Identification/Technical Assistance/Housing Information	\$ 105,518	1.0%
Grantee Administration -- HCDD	\$ 326,544	3.0%
Sponsor Administration	\$ 761,936	7.0%
<b>Total</b>	<b>\$ 10,884,807</b>	<b>100.0%</b>

Application for Federal Assistance SF-424								
<b>* 1. Type of Submission:</b> <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application			<b>* 2. Type of Application:</b> <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision			<b>* If Revision, select appropriate letter(s):</b> _____ <b>* Other (Specify):</b> _____		
<b>* 3. Date Received:</b> _____			<b>4. Applicant Identifier:</b> E21-MC-48-0018					
<b>5a. Federal Entity Identifier:</b> _____			<b>5b. Federal Award Identifier:</b> _____					
<b>State Use Only:</b>								
<b>6. Date Received by State:</b> _____			<b>7. State Application Identifier:</b> _____					
<b>8. APPLICANT INFORMATION:</b>								
<b>* a. Legal Name:</b> City of Houston								
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 746001164				<b>* c. Organizational DUNS:</b> 8324319850000				
<b>d. Address:</b>								
<b>* Street1:</b>		2100 Travis Street, 9th Floor						
<b>Street2:</b>		_____						
<b>* City:</b>		Houston						
<b>County/Parish:</b>		_____						
<b>* State:</b>		TX: Texas						
<b>Province:</b>		_____						
<b>* Country:</b>		USA: UNITED STATES						
<b>* Zip / Postal Code:</b>		77002						
<b>e. Organizational Unit:</b>								
<b>Department Name:</b> Housing and Community Dev Dept				<b>Division Name:</b> _____				
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>								
<b>Prefix:</b>		_____		<b>* First Name:</b>		Tom		
<b>Middle Name:</b>		_____						
<b>* Last Name:</b>		McCasland						
<b>Suffix:</b>		_____						
<b>Title:</b>		Director						
<b>Organizational Affiliation:</b> _____								
<b>* Telephone Number:</b> 832-394-6282			<b>Fax Number:</b> _____					
<b>* Email:</b>		Tom.McCasland@houstontx.gov						

**Application for Federal Assistance SF-424**

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

C: City or Township 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:

Emergency Solutions Grant

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

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

City of Houston

Add Attachment

Delete Attachment

View Attachment

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

ESG - PY 2021

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  22,29,36

\* b. Program/Project  22,29,36

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

Add Attachment

Delete Attachment

View Attachment

17. Proposed Project:

\* a. Start Date:

\* b. End Date:

18. Estimated Funding (\$):

* a. Federal	<input type="text" value="2,105,548.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="2,105,548.00"/>

\* 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 218, Section 1001)

\*\* I AGREE

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

Authorized Representative:

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

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

*Ammanda Washington*

### 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.

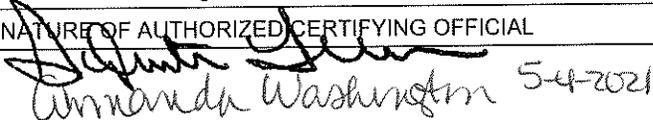
**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

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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.
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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  Annemaria Washington 5-4-2021	TITLE Mayor
APPLICANT NAME City of Houston	DATE SUBMITTED

Standard Form 424B (Rev. 7-97) Back

Attest/Seal:

*Art J. Haniel*

City Secretary

Countersigned:

*Ch. B. Brown*

City Controller

*Shannon Keller*

DATE OF COUNTERSIGNATURE: May 7, 2021

**APPROVED:**

DocuSigned by:  
*Tom McLeland*  
Director  
Housing and Community Development Department

**APPROVED AS TO FORM:**

DocuSigned by:  
*Gene Chinnery*  
Senior Assistant City Attorney

## ESG Budget Page

ESG Funds	Allocation (PY 2021 / FY 2022)	Percentage
<b>Sources</b>		
Projected ESG Grant Award	\$ 2,105,548	
<b>Uses</b>		
Homeless Management Information System (HMIS)	\$ 84,222	4.0%
Emergency Shelter	\$ 757,997	36.0%
Homeless Prevention	\$ 536,915	25.5%
Rapid Rehousing	\$ 568,498	27.0%
Administration	\$ 157,916	7.5%
<b>Total</b>	<b>\$ 2,105,548</b>	<b>100.0%</b>

\* Street Outreach and Emergency Shelter cannot exceed the greater of: 1) 60% of the grant or 2) 2010 grant funds committed to homeless assistance activities.

**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;

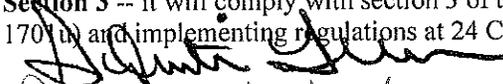
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this 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. 1701(u)) and implementing regulations at 24 CFR Part 135.

  
Amanda Washington

5-4-2021

Signature of Authorized Official

Date

\_\_\_\_\_  
Mayor  
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) 2019, 2020, 2021 [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.

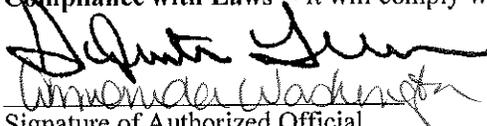
**Excessive Force** -- It has adopted and is enforcing:

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

5-11-2021  
Date

Mayor  
Title

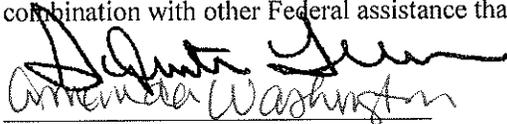
## Specific HOME Certifications

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;

  
Amanda Washington

Signature of Authorized Official

5-4-2021  
Date

\_\_\_\_\_  
Mayor  
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.

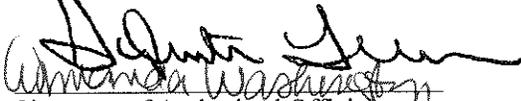
**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**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

5-4-2021  
Date

\_\_\_\_\_  
Mayor  
Title

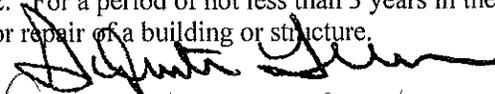
## Housing Opportunities for Persons With AIDS Certifications

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.

  
Ammonda Washington  
Signature of Authorized Official

5-4-2021  
Date

Mayor  
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.

FC78826  
2021-1084

OMB Number: 4040-0004  
Expiration Date: 12/31/2022

**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 type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	* If Revision, select appropriate letter(s): A: Increase Award * Other (Specify):
--	--	---

* 3. Date Received:	4. Applicant Identifier: M21-MP48-0206
---------------------	---

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
--------------------------------	-------------------------------

**State Use Only:**

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

**8. APPLICANT INFORMATION:**

* a. Legal Name: City of Houston	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 746001164	* c. UEI: J4MAQ69KQKF5

**d. Address:**

* Street1: 2100 Travis Street, 9th Floor
Street2:
* City: Houston
County/Parish:
* State: TX: Texas
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 77002

**e. Organizational Unit:**

Department Name:	Division Name:
------------------	----------------

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

Prefix:	* First Name: Keith
Middle Name: W.	
* Last Name: Bynam	
Suffix:	
Title: Director	
Organizational Affiliation:	
* Telephone Number: 832-394-6134	Fax Number:
* Email: Keith.Bynam@houstontx.gov	

**Application for Federal Assistance SF-424**

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

C: City or Township 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 Partnership Grant-American Rescue Plan (HOME-ARP)

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

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

City of Houston

Add Attachment

Delete Attachment

View Attachment

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

HOME-ARP 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  18, 22, 29, 36

\* b. Program/Project  18, 22, 29, 36

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="37,352,805.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="37,352,805.00"/>

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

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

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

Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
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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."
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
	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Houston	7/7/20

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## 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:

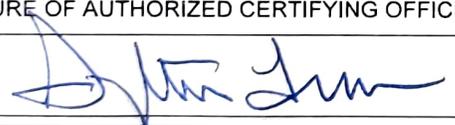
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give 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.

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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
	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Houston	7/7/22

SF-424D (Rev. 7-97) Back

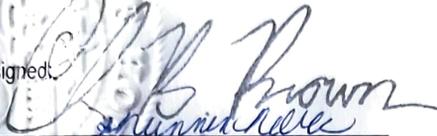
Attest/Seal:



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City Secretary

Countersigned:

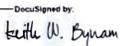


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City Controller

DATE OF COUNTERSIGNATURE: July 14, 2022

**APPROVED:**

DocuSigned by:  


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Director  
Housing and Community Development Department

**APPROVED AS TO FORM:**

DocuSigned by:  


---

Senior Assistant City Attorney

## HOME-ARP Budget Page

HOME-ARP Funds	Allocation	Percentage
<b>Sources</b>		
Projected HOME Grant Award	\$ 37,352,805	
<b>Projected HOME-ARP Funding</b>	<b>\$ 37,352,805</b>	
<b>Uses</b>		
Planning and Administration*	\$ 5,602,920	15.0%
Acquisition and Development of Non-Congregate Shelters	\$ 22,550,000	60.4%
Tenant Based Rental Assistance	\$ 2,500,000	6.7%
Supportive Services	\$ 6,699,885	17.9%
<b>Total</b>	<b>\$ 37,352,805</b>	<b>100.0%</b>

*\*Planning and Administration up to 15% of Grant Amount.*

## HOME-ARP CERTIFICATIONS

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

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing pursuant to 24 CFR 5.151 and 5.152.

**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 will comply with the acquisition and relocation requirements contained in the HOME-ARP Notice, including the revised one-for-one replacement requirements. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42, which incorporates the requirements of the HOME-ARP Notice. It will follow its residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the HOME-ARP program.

**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 and program requirements.

**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.

**HOME-ARP Certification** --It will use HOME-ARP funds consistent with Section 3205 of the American Rescue Plan Act of 2021 (P.L. 117-2) and the CPD Notice: *Requirements for the Use of Funds in the HOME-American Rescue Plan Program*, as may be amended by HUD, for eligible activities and costs, including the HOME-ARP Notice requirements that activities are consistent with its accepted HOME-ARP allocation plan and that HOME-ARP funds will not be used for prohibited activities or costs, as described in the HOME-ARP Notice.

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

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Title



## Appendix 4: HOME-ARP Allocation Plan



# HOME-ARP Allocation Plan

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CITY OF HOUSTON

SYLVESTER TURNER, MAYOR

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT

KEITH W. BYNAM, DIRECTOR

JULY 2022



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# Introduction

In September 2021, the U.S. Department of Housing and Urban Development (HUD) announced the allocation to the City of Houston (City) of over \$37 million in a new grant called the Home Investment Partnerships Grant American Rescue Plan (HOME-ARP). The purpose of the HOME-ARP funds is to provide homelessness assistance and supportive services through several eligible activities. Eligible activities include acquisition and development of non-congregate shelter, tenant based rental assistance, supportive services, HOME-ARP rental housing, administration and planning, and nonprofit operating and capacity building assistance. A certain portion of HOME-ARP funds must assist people in HOME-ARP "qualifying populations", which include

- Sheltered and unsheltered homeless populations
- Those currently housed populations at risk of homelessness
- Those fleeing or attempting to flee domestic violence or human trafficking
- Other families requiring services or housing assistance or to prevent homelessness
- Those at greatest risk of housing instability or in unstable housing situations

To receive funding, the City must develop and submit to HUD a HOME-ARP Allocation Plan, which describes the distribution of HOME-ARP funds and identifies any preferences for eligible activities. The development of the HOME-ARP Allocation Plan must also be informed through stakeholder consultation and community engagement. The following is the City of Houston's HOME-ARP Allocation Plan.

# Consultation

## *Summarize the consultation process.*

The City partners with public and private entities, and these stakeholders were consulted during the development of the HOME-ARP Allocation Plan. These consultants have relevant knowledge that can speak to the needs, gaps in services, and potential activities that would best benefit qualified populations. Stakeholders consulted included those who work with families or individuals experiencing or at-risk of homelessness, fleeing domestic violence, and other vulnerable qualifying populations.

In the development of the allocation plan, HCDD consulted with stakeholders and asked for their input concerning the HOME-ARP grant, eligible activities, and the proposed budget. Consultants articulated their gap in services and/housing needs by providing written and verbal input. HCDD synthesized the consultants' feedback, and the following table and narrative summarizes the feedback received. HCDD also deployed a HOME-ARP Consultation Survey for community partners to give their input on how to utilize HOME-ARP funds and on the needs and challenges that arise when working to address homelessness and housing instability. HCDD will continue to meet with stakeholders throughout the implementation of the HOME-ARP activities to assess the ongoing needs of stakeholders' clients. HCDD will also strive to collaborate with stakeholders to develop and effectuate strategies that will help end chronic homelessness.



List the organizations consulted, and summarize the feedback received from these entities.

Table 1 Agencies/Organizations Consulted

Agency/Organizations Consulted	Type of Agency/Organizations	Method of Consultation	Feedback
Coalition for the Homeless of Houston/Harris County	CoC serving the Houston area  Public agency that addresses the needs of qualifying populations	Virtual Meeting Consultation Survey	<p>HCDD consulted regarding the “Needs Assessment and Gap Analysis” section of this Plan.</p> <p>The Coalition also manages the HMIS system subrecipients report accomplishments related to homelessness. Data from HMIS is used to evaluate program performance.</p> <p>The Coalition is the lead agency to the Way Home Continuum of Care (CoC), and the CoC was consulted about potential HOME-ARP activities, fund distribution, and collaborations. The Coalition supported need for the funds to address public services and permanent supportive housing.</p> <p>The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.</p>
City of Houston – Mayor’s Office of Homeless Initiatives	Public agency that addresses the needs of qualifying populations	Virtual Meeting	<p>HCDD consulted with the Mayor’s Office of Homeless Initiatives to determine priorities for addressing needs of persons experiencing homelessness. The feedback received supported funds to be used for non-congregate shelter and supportive services.</p>
Covenant House	Homeless service provider	Homeless Strategy Report  Virtual Meeting	<p>Covenant House provides housing and supportive services to HOME-ARP qualifying populations, including homeless, trafficked, and at-risk youth. Needs described included non-congregate shelter.</p>



Agency/Organizations Consulted	Type of Agency/Organizations	Method of Consultation	Feedback
Houston Housing Authority (HHA)	Public housing agency Homeless service provider Organization that addresses civil rights and fair housing	Virtual Meeting	HHA serves on the CoC Board of Directors. HCDD and HHA will continue to meet regularly to discuss current projects and plan for potential future projects and initiatives to address homeless needs. Tenant based rental assistance continues to be a need for HHA applicants.
Way Home Funders	Public agency that addresses the needs of qualifying population	Email and Annual Report	To address homeless needs identified in the HOME-ARP Allocation Plan, HCDD has consulted with Funders Together, a public/private funding group that has participated in homeless planning efforts and has agreed to strategically invest resources to leverage public investment and help meet the CoC's goals.
Houston Area Women's Center	Domestic violence service provider Homeless service provider	Email and Annual Report Virtual Meeting	HAWC serves HOME-ARP qualifying populations including women, children, and families escaping domestic violence, sexual assault, or human trafficking. Needs include non-congregate shelter to help stabilize families.
Various Housing Advocates	Regional organization	Virtual HCDD Housing Advocates Collective Meetings	Housing Advocates stated more assistance should be given to veterans experiencing homelessness, and more partnerships should be established to provide program information to community and grassroots organizations.
Community Organizations	Services-homeless Regional organization Planning organization	Consultation Survey	Summary is included in the Consultation Survey section below.
A Caring Safe Place, Inc.	Homeless service provider Organization that addresses the needs of persons with disabilities Public organization that addresses the needs of qualifying populations	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.



Agency/Organizations Consulted	Type of Agency/Organizations	Method of Consultation	Feedback
Access Care of Coastal Texas	Homeless service provider Organization that addresses the needs of persons with disabilities	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.
AIDS Foundation Houston	Homeless service provider Organization that addresses the needs of persons with disabilities	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.
Alliance for Multicultural Community Services	Organization that addresses the needs of qualifying populations Private organization that addresses Civil rights and Fair housing	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.
Child Care Council of Greater Houston	Private organizations that provides services LMI households	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.
Buckner Children and Family Services	Homeless service provider	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.
Fort Bend Women's Center	Homeless service provider Domestic violence service provider	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.
The Housing Corporation	Homeless service provider Organization that addresses the needs of persons with disabilities	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.
Harris County Domestic Violence Coordinating Council	Domestic violence service provider Public service agency that addresses the needs of qualifying populations	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.



Agency/Organizations Consulted	Type of Agency/Organizations	Method of Consultation	Feedback
Harris County Community Services Department	Public agency that addresses the needs of qualifying populations Organization that addresses civil rights and fair housing	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.
The Montrose Center	Homeless service provider Domestic violence service provider Organization that addresses the needs of persons with disabilities	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.
Northwest Assistance Ministries	Homeless service provider Domestic violence service provider	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.
SER Jobs for Progress of the Texas Gulf Coast, Inc.	Service provider to veterans	Consultation Survey	The majority of survey respondents thought that rental assistance was the highest priority for HOME-ARP funds. A summary of the Consultation Survey is included in the section below.

See the Appendix for more organizations and agencies that were consulted during the HOME-ARP planning process but did not provide feedback.

### Consultation Survey

During the consultation process, HCDD sent a HOME-ARP Consultation Survey to 45 agencies and community partners, including organizations that serve qualifying populations like those that address homelessness, domestic violence, veterans’ issues, fair housing and civil rights, and the needs of persons with disabilities. Those that responded to the survey serve more than 28,000 individuals and over 12,000 families who fall within the HOME-ARP qualified populations, including sheltered individuals and families or individuals fleeing family or sexual violence. Respondents included staff from the following organizations:

- A Caring Safe Place, Inc.
- Access Care of Coastal Texas
- AIDS Foundation Houston
- The Alliance
- Child Care Council of Greater Houston
- City of Houston
- Coalition for the Homeless
- Buckner Children and Family Services
- Fort Bend Women’s Center

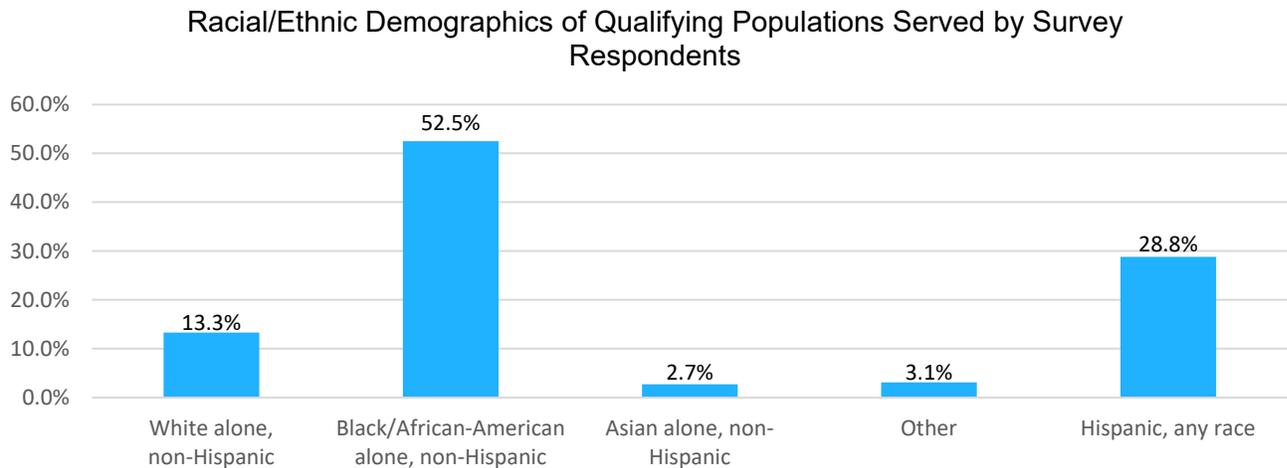


- The Housing Corporation
- Harris County Domestic Violence Coordinating Council
- Harris County Community Services Department
- The Montrose Center
- Northwest Assistance Ministries
- SER Jobs for Progress of the Texas Gulf Coast, Inc.

Almost 80% of the households served by the survey respondents are households seeking asylum from domestic/dating violence or sexual assault. About 61% of the population that respondents served were sheltered households experiencing homelessness and/or families at risk of homelessness.

The survey asked respondents to report the level of service provided to varying racial/ethnic groups. Survey responses showed that on average African Americans (52.5%) accounted for the largest racial/ethnic category of HOME-ARP qualifying populations receiving assistance provided by survey respondents. The next largest racial/ethnic category served by survey respondents was Hispanic residents, which encompassed about 28.8% of the qualified populations served by survey respondents.

Figure 1 Consultation Survey: Racial/Ethnic Demographics of Qualified Populations Served by Survey Respondents



Survey respondents expressed the need for supportive services for qualifying populations like case management, job placement, legal assistance, parenting classes, transportation, childcare substance abuse services, and mental health, amongst many other services. Daily essentials like food and clothing are also among the priority needs for their served populations. Service providers also specified housing-related priority needs like permanent supportive housing, housing placement, appropriate housing units based on family size, rental assistance, and other housing subsidies. Some respondents expressed the need for more funding to cover operating costs to manage housing programs more effectively.

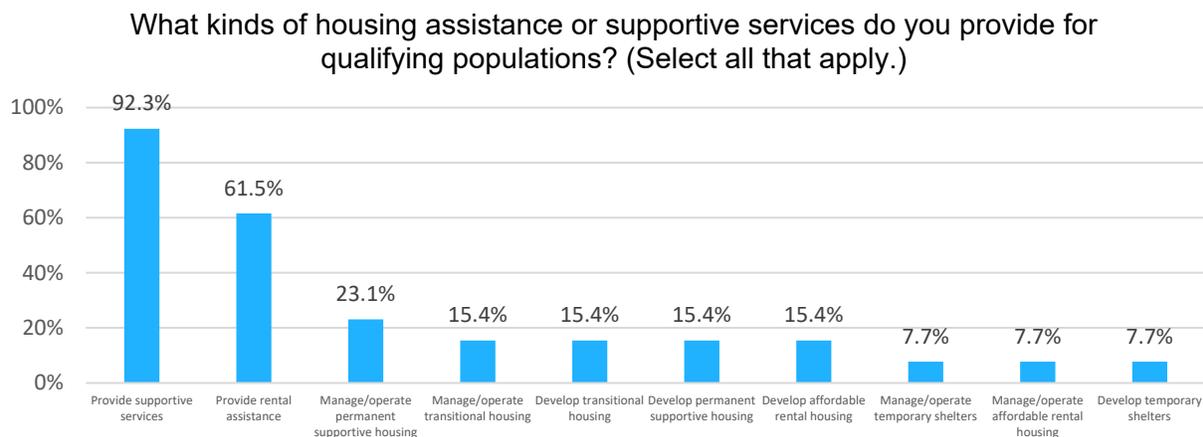
Some survey respondents also reported that there are varying needs amongst racial ethnic groups. For example, employment and healthcare resources for immigrants, irrespective of documentation, are severely limited. Needs may also vary between documented and undocumented individuals; however, language assistance is a critical need, especially because of Houston’s proximity to the Texas/Mexico border and because Houston is an international hub,



where a significant number of Hispanics and other immigrants need services and materials provided in languages other than English.

Many of survey respondents meet these needs of Houstonians by providing supportive services and rental assistance. Almost all provide supportive services, and over half, 61.5% said that they provide rental assistance. Only 23% of the respondents said that they manage or operate permanent supportive housing, while between 7-15% of respondents provide other services or housing assistance related temporary supportive housing or affordable rental housing. The demand for these services shows that there is a great need in Houston.

Figure 2 Consultation Survey: Kinds of Housing Assistance or Supportive Services



Despite the number of households served, respondents indicated there are gaps in services and assistance. Some respondents reported that households may have trouble being placed in housing because there is an “overwhelming shortage of housing units and a lack of short-term emergency housing, especially for persons with a criminal history.” Not only is there a lack of affordable housing and rental assistance, but it is also difficult for seniors to find homes because of the cost, available stock, and assistance.

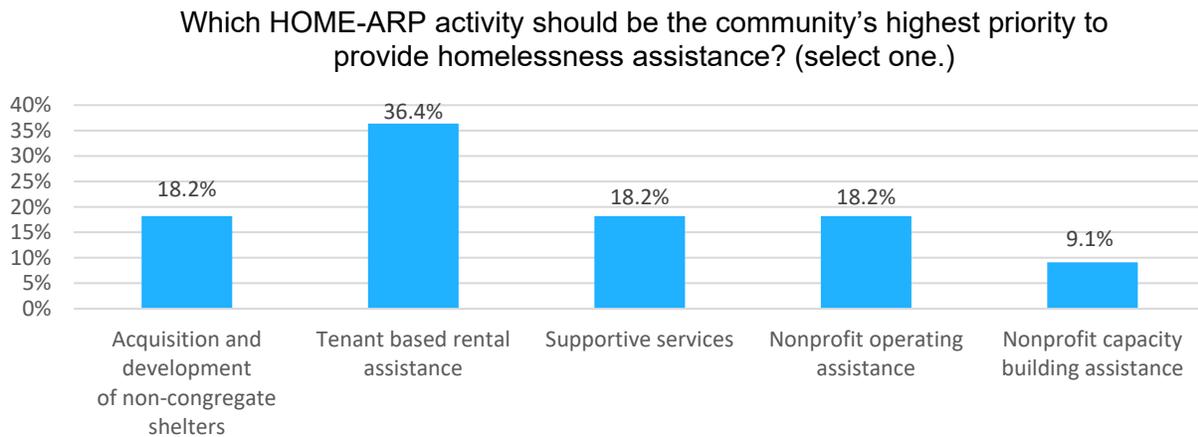
Fair housing barriers may also contribute to gaps in services. The majority of survey respondents, 61.5%, reported that there are fair housing barriers that qualifying populations experience. Such barriers include accessible housing for individuals with multiple disabilities and cognitive disabilities, and many households, irrespective of disabilities, need help navigating complex systems and filling out paperwork. Some households also experience housing discrimination because of their sexual orientation or racial/ethnic group. Those who are don’t speak English or have limited English proficiency also encounter difficulties because of their need for language assistance. Other respondents also expressed concerns regarding the difficulties that individuals face when fleeing domestic violence like demonstrating income or rental denials. These barriers related to fair housing are likely to be associated with gaps in services.

Survey respondents agreed that the highest priority for HOME-ARP funding should be tenant-based rental assistance, as represented in Figure 3. The second highest priority was tied with acquiring and developing of non-congregate shelters, providing supportive services, and providing assistance to non-profit operating costs. Although the proposed HOME-ARP funding does not meet the need in Houston, survey respondents generally agreed that funding the



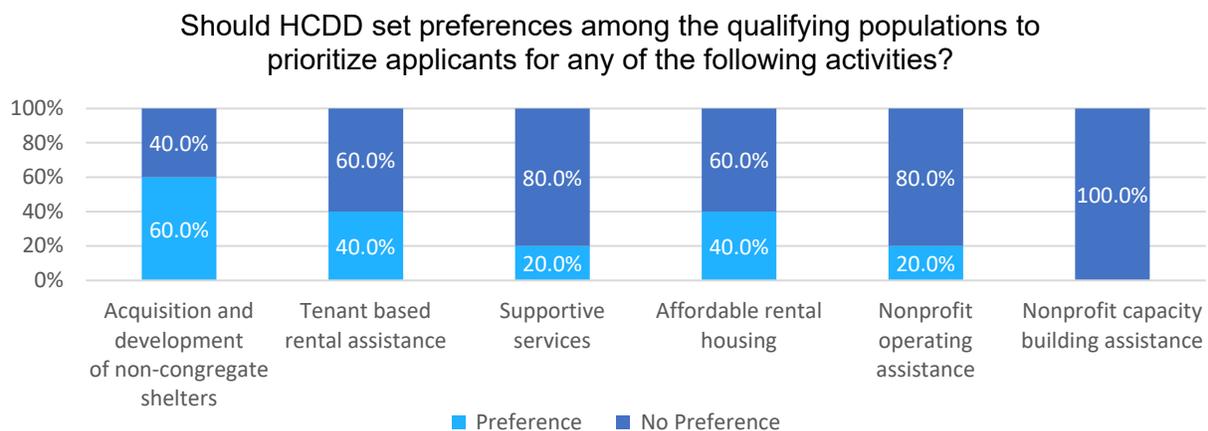
acquisition or development of non-congregate shelters should be a high priority. Not only are more non-congregate shelters needed in Houston, but other cities in the region would also benefit from this kind of housing. Generally, respondents agreed with the proposed activities and distribution of HOME-ARP funds, although a few respondents indicated more funding should be allocated for rental assistance.

Figure 3 Consultation Survey: HOME-ARP Activity Priorities



When asked if HCDD should set preferences among the qualifying populations to prioritize applicants for any of the following activities, the majority of respondents did not indicate preferences for activities (see Figure 4). For those that did indicate preferences, only acquisition and development of non-congregate shelters had the majority of survey responses indicate that it should include preferences, and the preferences for qualified populations should be given to households fleeing domestic/dating violence or sexual assault. Conversely, all respondents (100%) seemed to agree that HCDD should not give preferences when funding assistance for nonprofit capacity building, and most survey respondents reported that no preference should be given to specific qualified populations for other activities like TBRA, supportive services, affordable rental housing and nonprofit operating assistance. However, one respondent noted that high priority should be given to domestic violence agencies providing housing services when providing non-profits with assistance for operating costs.

Figure 4 Consultation Survey: HOME-ARP Activity Preferences



# Public Participation

## Describe the public participation process, including information about and the dates of the public comment period and public hearing(s) held during the development of the plan:

Public participation is a vital element in assessing the needs of and a gathering input from Houstonians. HCDD seeks to exceed the statutory requirements of holding one public hearing by hosting two public hearings in preparation for the HOME-ARP Allocation plan.

HCDD held two public hearings that discussed the development of the HOME-ARP Allocation Plan, which incorporated information and discussion of community needs and eligible activities related to HOME-ARP, along with the chance to provide public comment on the proposed budget and activities. These hearings were held on November 4 and 10, 2021.

During the public hearings, HCDD presented eligible HOME-ARP activities and the City's proposed HOME-ARP budget. At the meetings, HCDD also had breakout groups in which each attendee had the opportunity to discuss the HOME-ARP budget and activities with HCDD staff and give their input on how HCDD should plan activities using to HOME-ARP funding.

The public notice describing the budget and activities and how to review the HOME-ARP Allocation Plan was published in the *Houston Chronicle* on November 4, 2021 in English and in the *La Voz* on November 10, 2021 in Spanish. The public comment period on the Draft HOME-ARP Allocation Plan coincided with the public hearings and began November 4, 2021 and ended on November 19, 2021.

## Describe any efforts to broaden public participation:

HCDD has employed a comprehensive strategy to broaden public participation in the development of the HOME-ARP Allocation Plan. HCDD aspires to reach many residents and stakeholders from varying backgrounds, including persons of color, limited English and non-English speakers, persons with disabilities, and special needs populations. To increase public participation, HCDD created several methods for residents to participate in development of the HOME-ARP Allocation Plan. HCDD's efforts are summarized below.

- HCDD conducted two virtual public hearings to gather residents' input from all areas of the city. The hearings were held on Microsoft Teams and broadcasted on HTV, HTV Facebook Live, and HCDD's Facebook Live.
- The two public hearings were held at staggered times (afternoon and evening) to broaden resident reach.
- HCDD provided a Spanish interpreter for Spanish speakers with limited English proficiency and provided real-time captioning for persons who are deaf or have a hearing loss during the public hearings.
- Flyers for the public hearings were posted at community centers and on local news station community calendars.
- HCDD's Electronic Newsletters with information about the public hearings were sent to over 27,000 city residents and stakeholders on October 20 and November 1, 2021.
- The hearings and the Draft Allocation Plan comment period were advertised in the *Houston Chronicle*, *La Voz* in Spanish (Spanish newspaper), and *Viet Moi* in Vietnamese (Vietnamese newspaper).



- Residents were also able to download the draft. Residents could comment through email, voicemail, and postal mail or simply complete an online comment form.
- HCDD staff attended stakeholder and community meetings to inform residents of the HOME-ARP grant and public hearings, which included several Super Neighborhood meetings and Super Neighborhood committee meetings, HCDD's Housing Advocates Collective Meeting, and Coffee and Conversations with the Department of Neighborhoods.

### **Summarize the comments and recommendations received through the public participation process:**

A full summary of comments and recommendations received during the public comment period and the public hearings are in the Appendix of the 2021 Annual Action Plan. The main topics of comments received during the public hearings encouraged program transparency, encouraged funding for economic development in certain areas to increase access to amenities and create jobs with good pay, and highlighted community needs, including providing health and social service information in languages other than English and Spanish, providing additional health and mental health services, providing social services in areas outside of central Houston, and addressing safety and gentrification concerns in certain neighborhoods.

### **Summarize any comments or recommendations not accepted and state the reasons why:**

All comments were accepted.



# Needs Assessment and Gaps Analysis

To assess the unmet needs of HOME-ARP qualifying populations, HCDD evaluated the size and demographic composition of those populations. HCDD has also identified gaps within its current shelter and housing inventory, as well as the service delivery system. In the needs assessment and gaps analysis, HCDD used current data, including Comprehensive Housing Affordability Data (CHAS), 2021 Point in Time Count (PIT Count), 2020 CoC Housing Inventory Count (HIC), or other data available data sources.

While the amount of people estimated to be experiencing homelessness may be underrepresented due to COVID-19, the following information includes the basis for the needs assessment and gap analysis for HOME-ARP qualified populations based on the latest available data.

Table 2 Homeless Needs Inventory and Gap Analysis Table

Homeless													
	Current Inventory					Homeless Population				Gap Analysis			
	Family		Adults Only		Vets	Family	Adult	Vets	Victims of DV	Family		Adults Only	
	# of Beds	# of Units	# of Beds	# of Units	# of Beds					# of Beds	# of Units	# of Beds	# of Units
Emergency Shelter	924	253	1,014	1,014	30								
Transitional Housing	176	54	617	617	63								
Permanent Supportive Housing	2,223	703	3,834	3,834	1,357								
Other Permanent Housing	1,077	350	704	704	206								
Sheltered Homeless						604	928	101	301				
Unsheltered Homeless						0	1,510	73	36				
Current Gap										992	315	2,750	2,750

**Data Sources:** 2021 Point in Time Count (PIT); 2020 Continuum of Care Housing Inventory Count (HIC); Consultation  
 Note: A "Family" household is a household with at least 1 child, and an "Adult" household includes a household without children. The average household size is 3.15.



Table 3 Non-Homeless Needs Inventory and Gap Analysis Table

Non-Homeless			
	Current Inventory	Level of Need	Gap Analysis
	# of Units	# of Households	# of Households
Total Rental Units	531,110		
Rental Units Affordable to HH at 30% AMI (At-Risk of Homelessness)	106,535		
Rental Units Affordable to HH at 50% AMI (Other Populations)	84,500		
0%-30% AMI Renter HH w/ 1 or more severe housing problems (At-Risk of Homelessness)		80,050	
30%-50% AMI Renter HH w/ 1 or more severe housing problems (Other Populations)		39,160	
Current Gaps			121,780

**Data Sources:** 2014-2018 Comprehensive Housing Affordability Strategy (CHAS)

Table 4 Current Gaps for Single Adults & Youth

Program Component	Current System for Individuals (Units)	Estimated Optimal System for Individuals (Units)	Estimated Current Gap
Emergency Shelter	1,050	1,570	520
Diversion/Prevention	0	875	875
Transitional Housing	658	625	-
Rapid Rehousing	650	1,500	850
Bridge to Permanent Supportive Housing	25	750	725
Permanent Supportive Housing	3,125	5,025	1,900

**Data Sources:** 2020 The Way Home Community Plan; 2021 Point in Time Count (PIT); 2020 Continuum of Care Housing Inventory Count

Table 5 Current Gaps for Families

Program Component	Current System for Individuals (Units)	Estimated Optimal System for Individuals (Units)	Estimated Current Gap
Prevention	0	50	50
Emergency Shelter	400	160	-
Diversion/Prevention	0	80	80
Transitional Housing	120	100	-
Rapid Rehousing	170	485	315
Bridge to Permanent Supportive Housing	0	50	50
Permanent Supportive Housing	415	290	-

**Data Sources:** 2020 The Way Home Community Plan; 2021 Point in Time Count (PIT); 2020 Continuum of Care Housing Inventory Count

## Describe the size and demographic composition of qualifying populations within the PJ's boundaries:

HUD requires HOME-ARP funds be used to primarily benefit individuals and families in specified HOME-ARP "qualifying populations." Qualifying populations include, but are not limited to, the following



- Sheltered and unsheltered homeless populations
- Those currently housed populations at risk of homelessness
- Those fleeing or attempting to flee domestic violence or human trafficking
- Other families requiring services or housing assistance or to prevent homelessness
- Those at greatest risk of housing instability or in unstable housing situations

### *Homeless Populations*

In accordance with HUD’s definition of homeless for the HOME-ARP grant under 24 CFR § 91.5, HCDD will consider a homeless family or individual to include:

- An individual or family who lacks a fixed, regular, and nighttime residence as defined in 24 CFR § 91.5
- A person or family who will imminently lose their primary residence within 14 days from the date of application for assistance with no subsequent residence identified and lacks resources or support networks
- 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 qualify under 24 CFR § 91.5
- Any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, has no other residence, and lacks the resources and family networks

The Way Home Continuum of Care (CoC) is a collaborative effort to prevent and end homelessness in the Houston region (3,711 sq. miles), including in Houston, Pasadena, Conroe, Harris County, Fort Bend County, and Montgomery County. The Coalition for the Homeless Houston/Harris County (Coalition) serves as the lead agency and HMIS lead agency to The Way Home. The Coalition’s 2021 Point-in-Time Homeless Count & Survey (PIT Count) found a total of 3,055 individuals experiencing homelessness on the night of January 19, 2021, 1,532 people staying in shelter (51%) and 1,510 people living unsheltered (49%) in Harris, Fort Bend and Montgomery counties, Texas.

In the homeless population, over four out of five persons experiencing homelessness were over the age of 24. Approximately one out of eight were under the age of 18, and all of those under age 18 were residing in sheltered situations. The population living unsheltered was older with forty-nine out of fifty (97%) 25 years of age or older. The sheltered population experiencing homelessness was younger, due to the inclusion of children in that population. Overall, three out of five persons, in the population experiencing homeless were male, and men made up an even higher percentage of the unsheltered population (81%).

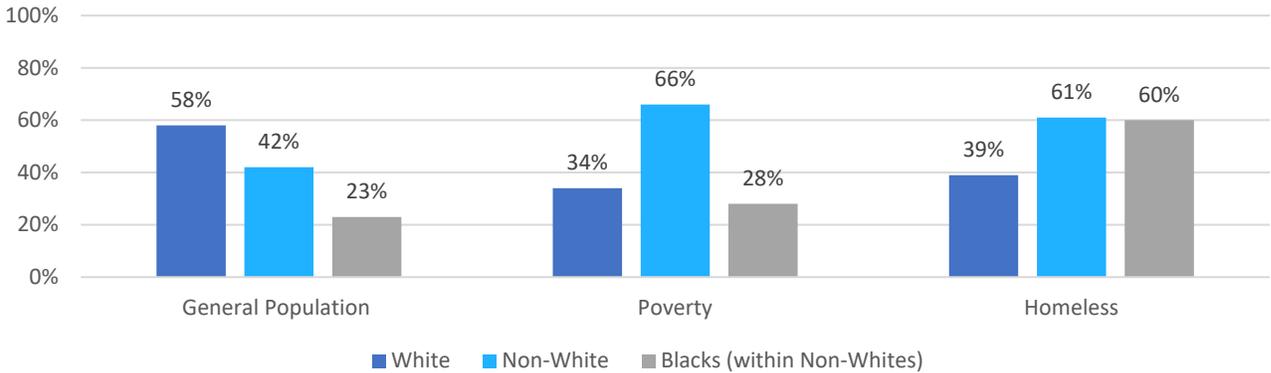
The analysis of subpopulation showed that nearly one out of five people met the HUD definition of chronic homelessness. One out of eleven people self-identified as a veteran, and high rates of serious mental illness (two out of five) and substance use disorder (three out of five) were also reported. A total of 187 young adults (18-24) were among those experiencing homelessness, with 9% reported as chronically homeless. Thirty children were found in parenting youth households, and all of them were in emergency shelter or transitional housing.

The vast majority of those experiencing homelessness were either Black/African American (56%) or White (40%). One in seven individuals experiencing homelessness who were interviewed



considered themselves Hispanic. The findings show a higher percentage of white homeless people were found in the unsheltered population than in the sheltered population.

Figure 5 Racial Equity Analysis in 2020



Data Source: HMIS; U.S. Census Bureau 2019 American Housing Survey; Wellfareinfo.org

People of color are disproportionately overrepresented in the homeless system. The homeless response system and governmental funders play a role in these disturbing levels of inequity, and they have an important role to play in addressing them and must ensure that the homeless response system does not perpetuate injustice. Houston, while working to end homelessness for everyone, must ensure system policies, programmatic practices, and unconscious bias are not preventing or delaying people of color from accessing services, or directing them to services not of their choosing. As the homeless response system transforms, all people, especially people of color, must have equitable access and opportunity.

Figure 6 Homeless Population by Race

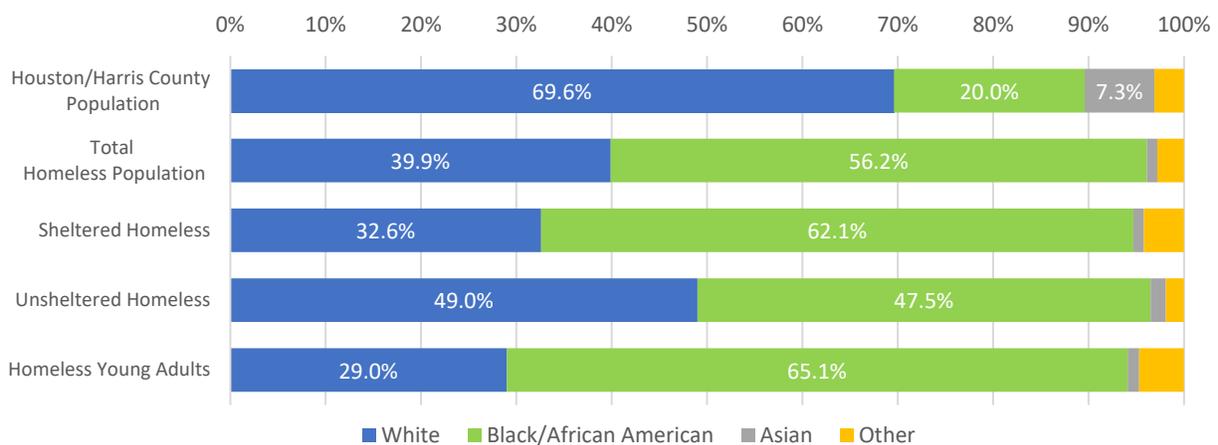
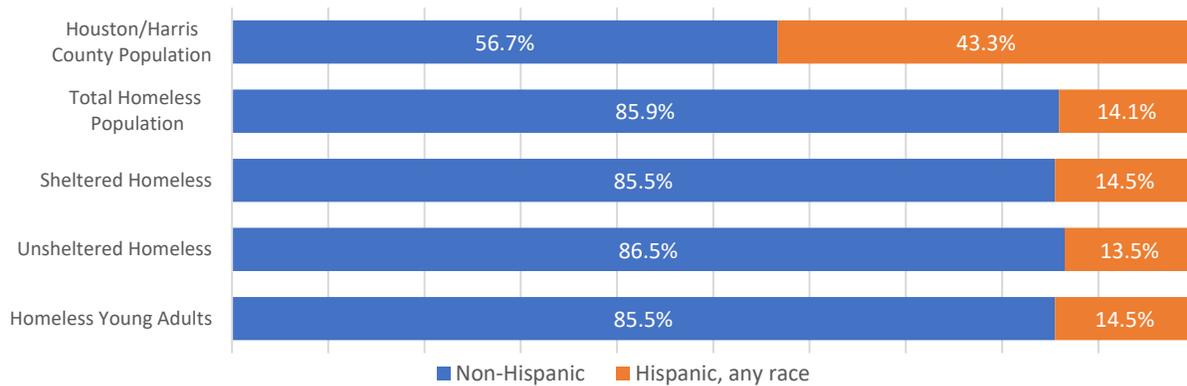


Figure 6 shows that African Americans experience a severely disproportionately higher rate of homelessness compared to other races and ethnicities. The percentage of African Americans that experience homelessness (56.2%) is more than twice that of the area’s population (20%). Other races and ethnicities have lower percentages of homeless population compared to

percentages of the total population. For example, white residents make up about 69.6% of total residents living in the Houston/Harris County area; yet they are only 39.6% of the homeless population.

Not only do African Americans have the greatest homeless proportion, but it likewise has the greatest proportion of homeless youths. Of the total amount of homeless youths, African American youths make up about 65.1% of this population. This is more than three times greater than the total population. As shown in both figures 6 and 7, no other racial/ethnic group experiences such disproportionate disparities in homelessness.

Figure 7 Homeless Population by Ethnicity



### Individuals and Families at Risk of Homelessness

HUD defines those at risk of homelessness as individuals and families who have an income below 30% of the area median income (AMI) and do not have sufficient resources or support networks immediately available to prevent them from moving to into an emergency shelter or another place of homelessness. They must also meet one of the following conditions, as per 24 CFR § 91.5:

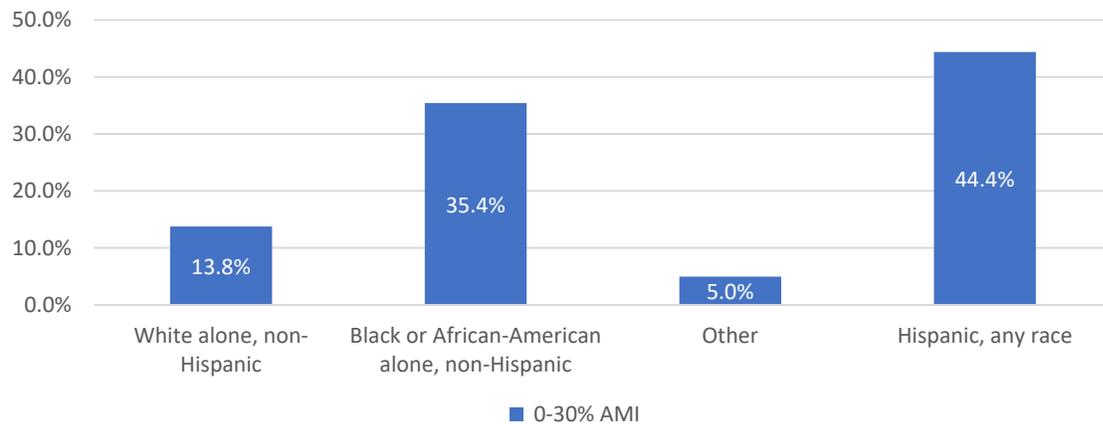
- Has moved 2 or more times in the 60 days immediately preceding the application for homeless prevention assistance because of economic hardships
- Is living in the home of another because of economic hardship
- Has been notified in writing that their housing or living situation will be terminated within 21 days after the date of application for assistance
- Lives in a hotel or motel without receiving assistance through a program for low-income individuals
- Lives in a single-room occupancy (SRO) or efficiency with in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 people per room
- Leaving a publicly funded institution or system of care
- Lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan

Using HUD's 2014-2018 CHAS data, Houston has 136,630 households with incomes at or below 30% AMI, which is 16.1% of all Houston's households. Almost all households, 80.0%, with incomes at or below 30% AMI are renter households. As shown in Table 3 above, there are approximately 80,050 renter households that earn 30% AMI or under and have one or more



severe housing problems, which could include housing cost burden, overcrowding, lack of kitchen facilities, or lack of plumbing facilities. These housing problems can lead to housing instability, especially for low-income households earning below 30% of AMI; therefore, these households are considered to be at risk of becoming homeless.

Figure 8 Renter Households Earning Below 30% AMI with Housing Problems by Race and Ethnicity



Non-Hispanic African Americans account for 35.4% of households earning below 30% AMI, which is the largest racial/ethnic group of households that are at-risk of homelessness. Since this racial group only accounts for 20% of the total Houston/Harris County population (see figure 8), African Americans households at 30% AMI or below are disproportionately at-risk of homelessness. While the disparity is not as significant as African Americans, the proportion of Hispanic households at-risk of homelessness (44.4%) is larger compared to the percentage of Hispanics in the total Houston/Harris County population (43.3%).

### *Fleeing or attempting to flee domestic violence or human trafficking*

For HOME-ARP, this population includes any individual or family who is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. It includes cases where an individual or family reasonably believes that there is a threat of imminent harm from further violence due to dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return or remain within the same dwelling unit.

Since 2017, Houston has experienced an alarming rise in domestic violence reports. According to the Texas Council on Family Violence Annual Honor Victims report, the Houston-Harris County area has seen a 45% increase in reported domestic violence cases. Of the domestic violence cases in Texas during 2019, about 21% of those incidents occurred in the Houston/Harris County Area, but since COVID-19 in 2020, the number of domestic violence cases increased by 8.2%.<sup>1</sup>

According to the Texas Council on Family Violence (TCFV), the conditions of the coronavirus

<sup>1</sup> 2020 Crime in Texas Report (2020) Texas Department of Public Safety) [https://www.dps.texas.gov/sites/default/files/documents/crimereports/20/2020cit.pdf&sa=U&ved=2ahUKEwjW9pSZ1PfzAhX7k2oFHTwgBS84HhAWegQIBhAB&usq=AOvVaw3Vqli1\\_v5AP84irIPHBua7](https://www.dps.texas.gov/sites/default/files/documents/crimereports/20/2020cit.pdf&sa=U&ved=2ahUKEwjW9pSZ1PfzAhX7k2oFHTwgBS84HhAWegQIBhAB&usq=AOvVaw3Vqli1_v5AP84irIPHBua7).



pandemic in 2020 increased isolation and economic stressors that compounded the impact of fair housing barrier abuse, including frequency and severity of violence. They documented the highest number of intimate partner homicides in the last decade and a 23% increase in homicides between 2019 and 2020. This increase is also shown through the crisis response hotline calls from the Houston Area Women’s Center which received a marked increase in calls in 2020 at 45,904 calls, compared to 2019 at 39,615 calls and 2018 at 36,471 calls.

The majority of family violence fatalities are women. In 2020, TCFV found that 183 women were killed by male partners, 40 men were killed by female partners, and 5 men and women were killed by a same sex partner. The victims ranged in age from 14 to 90 years old. In addition, according to the Domestic Violence Defense using data from the Texas Department of Public Safety, Harris County had more family violence incidents, at 41,300, than any other county in Texas in 2018. The next highest number of incidents occurred in Dallas County with 22,136 incidents and Bexar County with 15,242 incidents.

In the Houston Area Women’s Center (HAWC) 2020 Annual Report, HAWC reported that the organization housed or assisted 4,178 families or individuals fleeing domestic or dating violence, sexual assault, or sex trafficking. Of those families or individuals assisted 4,000 received supportive services such as counseling, court and/or legal services, and case management. HAWC also assisted families and their households which included accompanying 399 survivors to the hospitals, housing 632 survivors, placing 557 survivors in safe harbor hotels, and providing \$1.6 million in direct assistance, yet HAWC was only able to support 30% of families or individuals in need of their services.<sup>2</sup>

### *Residents living in housing instability or in unstable housing situations*

HOME-ARP qualifying populations also include other populations who have previously qualified as homeless, are currently housed with temporary or emergency assistance, and who need additional housing assistance or supportive services to avoid a return to homelessness. In addition, HUD defines those at greatest risk of housing instability as households that have an annual income less than 30% AMI and are experiencing severe cost burden or have an income less than 50% AMI and meet a certain condition, like living in someone else’s home or living in a hotel due to an economic hardship.

Many renters in Houston experience varied housing challenges. Over half (59.6%) of all Houston renters have housing problems or severe housing problems. In CHAS data, HUD defines housing problems as a household that has one or more of the following: lacking a kitchen or plumbing, having more than one person per room, or being housing cost burdened at 30% or more. Of these problems, housing costs negatively impact most renters whose household income is at or below 50% AMI. About three in four (70.1%) renters earning at or below 50% AMI are either cost burdened or severely cost burdened.

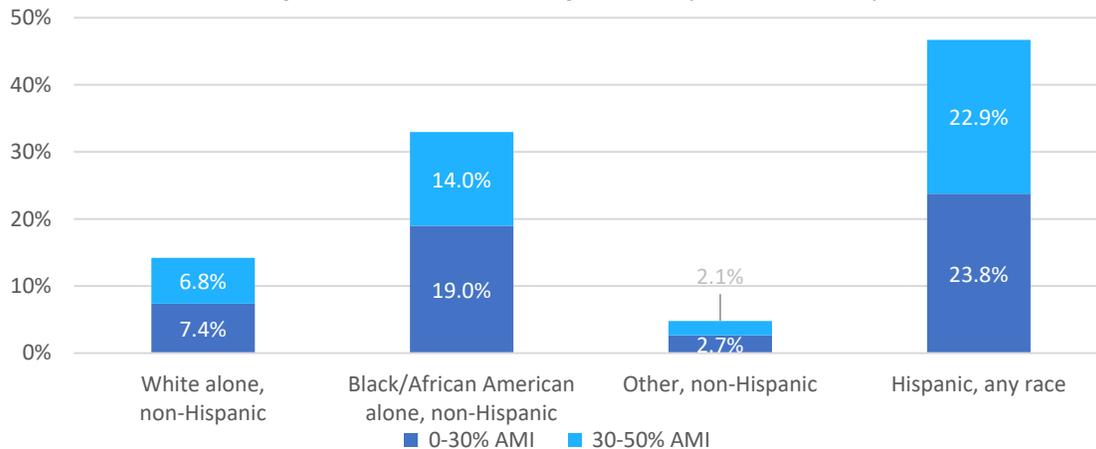
The Houston-Harris County Emergency Rental Assistance Program launched in March 2021. As of October 28, 2021, 131,843 applications for assistance had been submitted to receive rent assistance because they were financial impacted by the COVID-19 pandemic, experienced housing instability, and whose household income was at or below 80% AMI. In addition, the

<sup>2</sup> HAWC 2020 Annual Report (2020) Houston Area Women’s Center.  
[https://hawcdv.org/sdm\\_downloads/hawcs-fiscal-year-2020-annual-report/](https://hawcdv.org/sdm_downloads/hawcs-fiscal-year-2020-annual-report/). #



Coalition, through the Community COVID Housing Program (CCHP), has housed 873 people experiencing chronic homelessness in permanent supportive housing, provided short term rapid re-housing for 2,674 people who have fallen into homelessness due to COVID-19, and provided diversion services to assist 2,224 people maintain or regain housing over the past year, from October 1, 2020 to October 20, 2021.

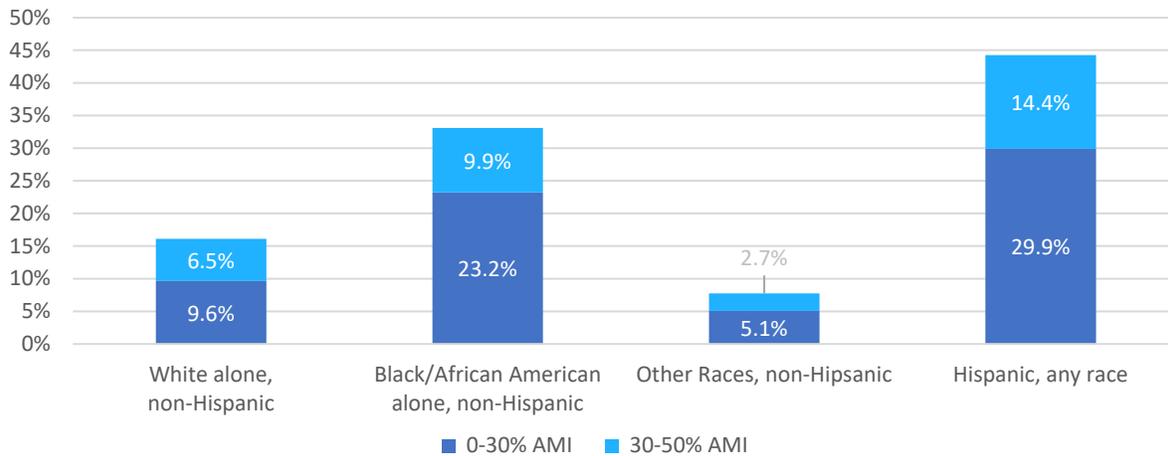
Figure 9 Renter Households Earning Below 50% AMI with Housing Problems by Race and Ethnicity



Housing instability is greater for populations of color, especially for Hispanics, irrespective of race, and non-Hispanic African Americans. When comparing the proportion of residents in the two lowest income categories by race/ethnicity, Hispanics (49.7%) and African Americans (33.0%) have the highest proportion of residents with housing problems, as shown in Figure 9, demonstrating that these two racial/ethnic groups have the greatest propensity to experience housing instability. Both groups also experience housing instability at a disproportionately higher rate than other racial/ethnic groups.

This is the same for one of the severe housing problems, severe cost burden. Figure 10 also shows that Hispanic and African American households make up the greatest proportion of renter households earning below 50% AMI with severe housing cost burden. Of all the Houston renters earning below 50% AMI that are severely cost burdened, Hispanics are 44.3% of that population and African Americans make up 33.1%; together these groups equate to 77.4% of all severely cost burdened renters earning below 50% AMI. This shows that more resources are needed in communities of color to assist with lessening housing cost burdens.

Figure 10 Renter Households Earning Below 50% AMI with Severe Cost Burden by Race and Ethnicity



Many families may need more critical resources to help them achieve and maintain long-term housing stability, especially those who are Hispanic or African American. Rental assistance and wrap around or supportive services are indispensable services that can assist households who are living in housing instability or that have recently received housing assistance due to COVID-19 impacts.

**Describe the unmet housing and service needs of qualifying populations, including but not limited to:**

- Sheltered and unsheltered homeless populations;
- Those currently housed populations at risk of homelessness;
- Other families requiring services or housing assistance or to prevent homelessness; and,
- Those at greatest risk of housing instability or in unstable housing situations:

Many of the needs of the qualifying populations are similar and include the need for a flexible response system, available housing that is affordable, wrap around services, and supportive services or assistance that could prevent homelessness or greater housing instability. The following reviews the needs of each qualifying population.

*Homeless Populations*

People experiencing unsheltered homelessness are at great risk of continued harm due to higher rates of morbidity and mortality resulting from pre-existing health conditions, exposure to the elements, lack of access to healthcare, and elevated rates of hospitalizations with longer, more complex hospital stays. Long periods of living without shelter also put individuals at a greater risk of social isolation and the chance of victimization. The process of resolving unsheltered homelessness is much more complicated and takes longer compared to that for people receiving crisis shelter.

A subpopulation of the homeless qualified population is those who are chronically homeless. These are usually individuals who lack a fixed, regular, and adequate nighttime residence for extended periods of time. Chronically homeless individuals live in a place not meant for human habitation or living at an emergency shelter over a year, or on at least 4 separate occasions of homelessness in the last 3 years. These individuals typically need affordable housing assistance with long-term support services that are designed to build independent living and tenancy skills



and connect people with community-based health care, treatment, and employment services.

Another homeless subpopulation is the literally homeless who are individuals or families that lack a fixed, regular, and adequate nighttime residence for shorter time periods. This includes those that live in places not meant for human habitation, those living in supervised facilities, or those who both lived in an institution for 90 days and lived in an emergency shelter or place not meant for human habitation. To best assist literally homeless populations, service providers must provide housing without preconditions (such as employment, income, absence of criminal record, or sobriety) with resources and services tailored to the needs of the person.##

Houston has seen success in reducing the number of people experiencing chronic and literal homelessness by prioritizing the most vulnerable households first. This means that the CoC makes every effort to pair the Houston area's limited resources to those who are most vulnerable. Affordable housing paired with supportive services is the solution to homelessness, and the City continues to work to expand access to permanent supportive housing and rapid rehousing to serve these populations.

Those who are at imminent risk of homelessness are also a subpopulation of the homeless qualified population. Individuals and families will fall within this population if they will imminently lose their primary nighttime residence within 14 days of applying for homeless assistance, cannot find a home, and lack resources or a support network. Those who are at imminent risk of homelessness usually need housing mediation and limited financial assistance. With the creation of the Community COVID-19 Housing Program (CCHP), the City of Houston, Harris County, and the Coalition have tailored a coordinated effort to divert these families and individuals away from homelessness by quickly identifying and accessing safe housing alternatives to emergency shelter.

It is important to connect the most vulnerable populations to permanent and adequate housing with the right level of services to ensure their success. Housing options must be flexible, client-centered, easily accessible and paired with support services necessary to help clients remain in housing for the long-term. Returning to homelessness after a housing placement is re-traumatizing for the families and an inefficient use of assistance resources. The CoC's most recent 5-year plan outlines the strategies to address immediate unmet needs:

- Expand the supply of permanent supportive housing (PSH) to meet the current total system gap of 1,900 units for single adults and youth; this includes a place to live that is affordable paired with supportive services.
- Expand the annual supply of rapid re-housing to meet the current system gap of 1,165 annual slots for single adults, families, and youth; this includes a place to live that is affordable paired with supportive services.
- Secure resources to provide rehousing navigation support by recruiting and retaining a reliable supply of landlords and rental units.
- Implement a "moving on" strategy, targeting up to 20% of current PSH residents for transition to general population affordable housing, thus freeing up PSH for new tenants, which often requires access to affordable and/or subsidized units.
- Establish, support, and use all available homeless preferences for affordable housing resources and assets available through public housing authority (PHA) properties, multi-family developments, and Low-Income Housing Tax Credit developments.



In addition to the strategies to meet immediate needs listed above, both the housing response system and crisis response system must also be strengthened. To address these needs, the CoC has also identified the following ways to refine engagement strategies for people living unsheltered:

- Expand the number of outreach teams and staff to ensure appropriate coverage to all geographies throughout the CoC. Coordinate outreach teams to ensure standardization of outreach practices, schedules, and engagement strategies across all outreach efforts.
- Undertake proactive, non-punitive responses to outreach, which are critical when there are high numbers of people who are unsheltered to reduce significant dangers found at encampments.
- Expand crisis housing response to include a navigation/ engagement center for the most vulnerable unsheltered people who require specialized services to address comorbidities of mental illness, substance use disorders, chronic health conditions and prolonged social dislocation.
- Reduce barriers to existing crisis services by easing sobriety requirements and by easing restrictions that inhibit access for people with untreated behavioral health issues, couples, people with support animals, people of non-binary gender identity, and people needing extra space for storage of their belongings.
- Ensure expanded crisis housing capacity is accessible and targeted to special populations for whom there are not enough beds in current shelters. Target groups, including single people experiencing mental illness, developmental disabilities, and chronic health conditions. Crisis housing should be low barrier, enabling immediate access without preconditions such as requiring engagement in treatment, employment, or services.
- Leverage person-centered, housing-focused case management with enhanced training in evidence-based best practices (e.g., trauma-informed care, critical time intervention, motivational interviewing, and housing first strategies) for service delivery.

### *Individuals and Families at Risk of Homelessness*

Individuals and families at risk of homelessness may need housing assistance that could vary from eviction assistance, diversion assistance, or rent and utility assistance in addition to other types of supportive services. Households who need assistance with maintaining or regaining housing to prevent homelessness will benefit from targeted services, like diversion services. However, diversion services, for instance require specialized outreach and engagement services targeted to high-risk populations and geographies to ensure people and communities at highest risk for homelessness are engaged with housing supports before experiencing literal homelessness. Services that may be needed to assist individual and families at risk of homelessness include

- Short-term subsidies to defray rent and utility arrearages for families that have received eviction or utility termination notices or are experiencing a hardship that may lead to homelessness
- Security deposits and first month's rent to permit homeless families to move into their own apartment
- Light case management services geared towards problem solving and rapid resolution for people receiving diversion services
- Mortgage payments
- Rapid resolution case management and/or mediation services



### *Fleeing or attempting to flee domestic violence or human trafficking*

The City of Houston Mayor's Office of Human Trafficking and Domestic Violence recently formulated a comprehensive municipal response to human trafficking through engaging a 6-month analysis and stakeholder engagement period. The analysis found that survivors lacked easy access to short-term shelter and quick access to medical and psychological services. In addition, there were only informal networks to connect survivors to job opportunities. Without economic independence, many survivors are caught in abusive relationships and the gains they make with traditional social services are not fully realized. Creating better access to short-term shelter and housing as well as increasing the supportive services available could help stabilize this qualifying population.

### *Residents living in housing instability or in unstable housing situations*

Residents who have been previously homeless or are currently using some type of rental assistance may need the assistance to continue for a short or long period of time. Funding existing services and housing assistance programs is important to the housing stability of these individuals and families. In addition, the City of Houston and surrounding region has a lack of quality affordable housing available for residents in need causing cost burdens leading to housing instability. There is also a need to assist residents living in unstable housing situations increase their income, build savings, and acquire assets through additional supportive services in the community. The HOME-ARP Consultation Survey found that fair housing barriers, barriers for persons with disabilities, and language barriers often impact the housing options available to these qualifying populations.

### **Identify and consider the current resources available to assist qualifying populations, including congregate and non-congregate shelter units, supportive services, TBRA, and affordable and permanent supportive rental housing:**

The City of Houston receives an annual allocation of almost \$45 million in federal formula grant funding, including the Community Development Block Grant (CDBG), the HOME Investment Partnerships (HOME) Grant, the Emergency Solutions Grant (ESG), and the Housing Opportunities for Persons Living with HIV/AIDS (HOPWA). HCDD utilizes this grant funding to assist families with obtaining affordable homes, supportive services, rental assistance, emergency shelter and other services. These services can and often benefit qualifying populations. For instance, although the City uses CDBG to fund public services to the greatest extent possible, which can help stabilize individuals and families by providing services like healthcare, childcare, job training, and homeless services, there is a cap of 16.77% of the total grant amount of CDBG that can be used for public services. The City works with community partners to leverage resources and build up systems to serve Houstonians.

Since March of 2021, HCDD has partnered with Harris County to serve the community with the Houston-Harris County Emergency Rental Assistance Program. This program provides comprehensive rental and utilities assistance to households who are at risk of losing their homes due to COVID-19. As of October 2021, the program was funded with over \$283 million. Although the current funds are expected to be exhausted by the end of 2021, there may be additional funding available over the next year to continue this program.

The Houston region also receives approximately \$42 million in Continuum of Care (CoC) funding annually. This funding helps to keep approximately 5,000 formerly homeless people housed. The CoC Program is designed to:

- Promote communitywide commitment to the goal of ending homelessness
- Provide funding for efforts by nonprofit providers, and State and local governments to quickly rehouse homeless individuals and families while minimizing the trauma and dislocation caused to homeless individuals, families, and communities by homelessness
- Promote access to and effect utilization of mainstream programs by homeless individuals and families
- Optimize self- sufficiency among individuals and families experiencing homelessness

In addition to the annual CoC funding, the City provides additional resources to assist Houstonians that are part of the qualifying populations. The City is partnering with Harris County and the Coalition for the Homeless to effectively utilize CARES Act relief funding through the Community COVID Housing Program (CCHP). The CCHP announced a joint, \$65 million plan to serve 5,000 people experiencing homelessness by October 2022 to limit the spread of COVID-19 by permanently housing people who are currently experiencing literal homelessness (e.g., living in shelters, encampments or on the streets), as well as those who may fall into homelessness as a result of the economic effects of the coronavirus.

The CCHP began on October 1, 2020, and as of October 20, 2021, approximately 3,553 people had been housed through the CCHP. The CCHP focuses on using three primary interventions: (1) "Bridge" to PSH for those experiencing chronic homelessness, (2) Rapid re-housing for those who may fall into homelessness as a result of COVID, and (3) Homelessness diversion to help people immediately maintain or regain housing, so that they do not have to experience the trauma literal homelessness may cause.

The community is working towards solving homelessness with the current resources through the CCHP. The CCHP is expected to make a deep, and hopefully lasting, impact on homelessness in the CoC, and it is likely that there are fewer unsheltered persons counted in the 2021 PIT Count because of this program.

In addition to CCHP, The Way Home CoC was recently awarded \$10 million to end youth homelessness - the fourth-highest award in the nation. The Youth Homelessness Demonstration Program (YHDP) will provide our community with the funding, technical assistance, and flexibility to develop and implement a coordinated community approach to youth homelessness that matches the needs, assets, constraints, and preferences of our community stakeholders. Over the next several months, the CoC will work to form a YHDP workgroup in partnership with child welfare agencies, other community partners and most importantly, youth, to create a comprehensive community plan to address and end youth homelessness in our community. This work will help address one of the implement goals in the Coalition's Community Plan to build an equitable homeless response system that can effectively end youth homelessness.

**Identify any gaps within the current shelter and housing inventory as well as the service delivery system:**

The Coalition, with the help of a consultant, identified permanent supportive housing and rapid rehousing as ways to address the gaps in the current shelter and housing inventory to best assist people experiencing homelessness. The following details immediate gaps in the homeless system:

- There is a current total system gap of 1,900 units for single adults and youth, which



includes a place to live that is affordable paired with supportive services.

- There is a current system gap of 1,165 annual housing or shelter units for single adults, families, and youth, which includes a place to live that is affordable paired with supportive services.
- To allow for social distancing during COVID, the system's homeless response estimates a gap of 520 emergency shelter beds for youth and single adults, as well as a need for Diversion services to reduce inflow into homelessness.
- The increased service-levels and access to Diversion services are crucial to targeting and preventing households from experiencing or returning to homeless.

The Houston housing inventory has a severe gap in the number of affordable homes available compared to those that are needed. The *2021 State of Housing in Harris County and Houston* finds that the affordability gap for renters is growing. Income continues to grow at a slower pace than housing process leading to Houston and Harris County's renter's being more cost burdened than renters in Dallas, Chicago and Atlanta. In 2019 the eviction filing rate was 8.8%, and the eviction rate was 4.5%, which is higher than many similar metro areas. The supply of affordable homes is not keeping up with demand, and higher land and construction costs may lead to an additional gap in the affordable homes that are needed.

The estimated gap of affordable rental homes that are needed in Houston, as shown in Table 3, is approximately 119,735 rental homes. Housing affordability in Houston and the surrounding region impacts the HOME-ARP qualifying populations, but also other low- and moderate-income households and other vulnerable populations, such as persons with disabilities and persons fleeing domestic violence, sexual assault, and sex trafficking. Through the stakeholder engagement during the development of the HOME-ARP Allocation Plan, stakeholders indicated the need for more available affordable housing, supportive housing, rental assistance, and the need for additional social services.

### **Identify the characteristics of housing associated with instability and an increased risk of homelessness if the PJ will include such conditions in its definition of "other populations" as established in the HOME-ARP Notice:**

The number one indicator of households falling into homelessness from a place of housing instability is a previous history of homelessness. Homeless assistance is generally the last resort for households in extreme poverty with few resources of their own and limited connections to others who could offer temporary, emergency support. Additionally, when other systems of care, like hospitals, behavioral health settings, child welfare, and criminal justice systems, are unable to address the reasons why people cannot stay housed, people have no alternative than turning to the homeless response system.

To prevent people from falling into homelessness, public systems for justice, anti-poverty, prevention, health (including behavioral health), child welfare and affordable housing must use data to identify how people are falling into homelessness and target prevention strategies and policies to address these areas.

Additionally, families with children, or unaccompanied youth who are unstably housed and likely to continue in that state, including those people who are doubled up in other people's homes because they lack a home of their own, are not considered to be experiencing homelessness by the U.S. Department of Housing and Urban Development (HUD) and are not eligible for its



homeless assistance. These same families are, however, considered to be experiencing homelessness by the U.S. Department of Education and are eligible for additional educational services and supports. People are considered to be “at risk of homelessness” if they are losing their primary nighttime residence, which may include a motel or hotel or a doubled-up situation, within the next 21 days and lack resources or support networks to remain in housing.

### Identify priority needs for qualifying populations

HOME-ARP qualifying populations often have many competing needs. In the HOME-ARP Consultation Survey, stakeholders indicated a variety of needs for qualifying populations, including 1) housing, such as shelter, short-term housing, permanent supportive housing, and rental and utility assistance, and 2) supportive services, such as medical care, counseling, substance abuse service, case management, child care, transportation, legal services, and job training. The needs overlap but also vary amongst these populations, and the following information covers the priority needs for each of the qualified populations.

#### *Homeless or At-Risk of Homelessness Populations*

HCDD has partnered with the CoC to identify and prioritize the needs of the homeless population in Houston. The CoC’s Community Plan outlines goals that address the needs of homeless veterans, people experiencing chronic or near chronic homelessness, homeless families and youth. As identified in the Community Plan, families and individuals struggling with homelessness need an improved crisis response system.

Although the needs of each group generally overlap, each of these subpopulations may have greater needs than others. Those who are experiencing or are at-risk of homelessness need more affordable housing and shelter options that provide short-term, mid-term, and long-term interventions. Those who are at-risk of homelessness have a strong need for homelessness prevention and stabilizing services, while those who are currently homeless or experiencing chronic homelessness need more street outreach and case management services.

#### *Domestic Violence Populations*

Families or individuals fleeing domestic or dating violence need increased safety measures to minimize risk of returning to unsafe residential environments. This qualified population has a critical need for temporary shelter for safe harboring and supportive services to help them transition into permanent supportive housing. Even while these families or individuals are need services to assist them with the legal advocacy, childcare, employment services, and case management.

#### *Residents living in housing instability or in unstable housing situations*

Many residents who are living in unaffordable and/or unsafe homes have many needs and compounding challenges. These households need support with staying housed. While many families may gain stability through rental assistance, other families need more housing options that are safe and affordable. However, most of these households will also need a livable wage and supportive services to create long-term self-sufficiency.



**Explain how the level of need and gaps in its shelter and housing inventory and service delivery systems based on the data presented in the plan were determined**

The gaps in services and programs need to provide shelter, housing, and services were determined using data from multiple sources, including stakeholder and public engagement. The level of need for unsheltered and shelter households experiencing homelessness was determined by evaluating the number of unsheltered households and the level of resources available to adequately house the families or individuals with permanent supportive housing and critical long-term supportive services to achieve housing stability.

For households that are currently housed but have challenges maintaining their home, the level of need was measured by the amount of inventory that had affordable, safe, and adequate living conditions and the number of renter households that are experiencing severe housing cost burdens. These households need housing outcomes that help them stay housed without incumbering them with the cost of their home



# HOME-ARP Activities

**Describe the method for soliciting applications for funding and/or selecting developers, service providers, subrecipients and/or contractors and whether the PJ will administer eligible activities directly:**

As with HOME funds, HCDD will use HOME-ARP funds to promote public/private partnerships as a vehicle for preserving and expanding the stock of affordable homes. HOME-ARP funds may be leveraged with private and public funding sources to support activities for supportive services, tenant-based rental assistance, and the development of non-congregate shelters. HCDD will continue to support eligible activities through partners, like the Houston Housing Authority and/or other agencies, to assist very low-income households.

HOME-ARP funds will be awarded to City departments or nonprofit or for-profit organizations, based on the merit of proposals received prior to or during the grant implementation period. For development activities and supportive services, greater preference is given to proposals that have other sources of equity and financing and are in line with HCDD’s priorities. The locations of activities will be determined after subrecipients are selected.

**If any portion of the PJ’s HOME-ARP administrative funds were provided to a subrecipient or contractor prior to HUD’s acceptance of the HOME-ARP allocation plan because the subrecipient or contractor is responsible for the administration of the PJ’s entire HOME-ARP grant, identify the subrecipient or contractor and describe its role and responsibilities in administering all of the PJ’s HOME-ARP program:**

HCDD will not allocate any funds to a subrecipient or contractor to administer the entire HOME-ARP program prior to HUD’s acceptance of the HOME-ARP allocation plan.

## Use of HOME-ARP Funding

Table 6 HOME-ARP Budget

	Funding Amount	Percent of the Grant	Statutory Limit
Supportive Services	\$ 6,699,885.00		
Acquisition and Development of Non-Congregate Shelters	\$ 22,550,000.00		
Tenant Based Rental Assistance (TBRA)	\$ 2,500,000.00		
Development of Affordable Rental Housing	\$ 0.00		
Nonprofit Operating	\$ 0.00	0%	5%
Nonprofit Capacity Building	\$ 0.00	0%	5%
Administration and Planning	\$ 5,602,920.00	15%	15%
Total HOME ARP Allocation	\$ 37,352,805.00		

### Additional narrative, if applicable:

Table 6 shows the proposed HOME-ARP budget, which indicates the amount of HOME-ARP funding that is planned for each eligible HOME-ARP activity type including administrative costs within HOME-ARP statutory limits.



**Describe how the characteristics of the shelter and housing inventory, service delivery system, and the needs identified in the gap analysis provided a rationale for the plan to fund eligible activities:**

HCDD has identified activities that will assist families and individuals of the most vulnerable qualified populations.

The gap analysis of rental units shows that there is a great need for affordable rental units because many households have housing problems, which includes affordability. Almost 30% of all renters in Houston cannot afford their home because they are either cost burdened or severely cost burdened. Cost burdened households spend between 30% and 50% of their income on housing cost while severely cost burdened households spend over 50% of their income on housing costs. Almost all (84.6%) renters who are at or below the 50% Area Media Income (AMI) are cost burdened or severely cost burdened.

Among the most vulnerable qualified populations in jeopardy of housing instability are families and individuals who have challenges with housing affordability. To help keep families housed, HCDD will fund activities that provide rental assistance to low- and moderate-income families. Tenant-based rental assistance will be administered by local non-profits or public agencies that support families or individual who are at-risk of homelessness.

Following the housing instability that was exacerbated by COVID-19, there is also critical need for permanent and temporary supportive housing. Unlike CDBG and HOME grants that do not provide an avenue for acquiring, developing, or rehabilitating non-congregate shelters, which leaves insufficient alternatives for temporary shelter, the HOME-ARP grant provides an opportunity to assist households with temporary supportive housing through the development of non-congregate shelters. These shelters will not only help those experiencing homelessness, but they will also assist families or individuals who are fleeing, or attempting to flee, domestic violence and sexual assault.

Many of the families or individuals who receive assistance to mitigate homelessness or flee violent circumstances require wrap-around services because of the compounding challenges they face. HCDD will support organizations that provide supportive services to help program participants achieve self-sufficiency.

# HOME-ARP Production Housing Goals

**Estimate the number of affordable rental housing units for qualifying populations that the PJ will produce or support with its HOME-ARP allocation:**

Although HCDD will not fund or produce any affordable rental housing units for qualifying populations using HOME-ARP funding, HCDD will fund rental assistance, acquisition and development of non-congregate shelters, and supportive services. HCDD expects to assist 160 households with tenant based rental assistance (TBRA). HCDD also anticipates developing or rehabilitating 510 non-congregate shelter units and providing 510 households with supportive services.

Table 7 HOME-ARP Goals

Eligible HOME-ARP Activity	Anticipated Goal
Supportive Services	510 households
Acquisition and Development of Non-Congregate Shelters	510 units
Tenant Based Rental Assistance (TBRA)	160 households

**Describe the specific affordable rental housing production goal that the PJ hopes to achieve and describe how it will address the PJ’s priority needs:**

HCDD identified several priority needs for qualified populations to help build long-term self-sufficiency, stability, and improve their quality of life. Qualified populations need shelter, short-term housing, permanent supportive housing, rental and utility assistance, and supportive services. Many families and individuals need a variation of housing assistance with some level of supportive services to achieve the ultimate outcome of long-term stability.

Although HCDD will not produce any affordable rental housing, HCDD will use HOME-ARP to address priority needs through the following activities.

*Rental Assistance*

Rental assistance through permanent supportive housing (PSH), Rapid Rehousing (RRH), Navigation, or Diversion is estimated to help 160 renter households that need assistance with transitioning to and maintaining long-term housing stability. The estimated number of households assisted is based on the average cost per unit for a 12-month period of assistance for each household.

To assist qualified populations that have high barriers obtaining and maintaining their homes, especially those who are chronically homeless, PSH will provide housing assistance interlaced with supportive services and case management that help improve independent living and tenancy skills. This type of intervention is designed to serve the most vulnerable qualified populations.

RRH will assist those who are experiencing literal homelessness attain housing or help maintain housing for those who are housing instable while pairing them with resources and services provided that are tailored to the needs of the household. RRH will assist qualifying populations with obtaining housing quickly, increasing self-sufficiency, and staying housed without intensive



support and without consideration of preconditions like employment, income, absence of criminal record, sobriety, etc. This temporary intervention is designed so that tenants do not pay more than they can afford for rent, and when coupled with supportive services, it will help tenants increase their income and achieve self-sufficiency.

Qualified populations that are at imminent risk of homelessness or literally homeless may also receive assistance through diversion services where they will be diverted from emergency shelter to housing that provides safer alternatives. Intervention through diversion will quickly identify housing alternatives and support qualified populations with financial assistance, conflict resolution and/or family mediation and other familial supports. Diversion will help circumvent the number of those who enter homelessness while simultaneously reducing the demand for shelter beds.

### *Non-Congregate Shelters*

The development and rehabilitation of almost 510 non-congregate shelter (NCS) units will provide private temporary supportive housing to families and individuals. The estimated number of units is based on similar past projects and current projections of development costs. NCSs do not require occupants to sign a lease or occupancy agreement and will provide a safe harbor for families who need to be temporarily housed due to volatile or instable circumstances, like those are fleeing domestic violence or youth who are experiencing homelessness. Temporary housing and shelters, especially for certain populations, were identified as a gap in the needs assessment.

### *Supportive Services*

HCDD will also support agencies that provide a range of supportive services to serve about 510 households with HOME-ARP funds. These services will meet basic human needs by improving access to health services, housing counseling, workforce development, social, educational, and other supportive services. Supportive services will typically be paired with a variation of housing assistance like permanent supportive housing, rapid rehousing, diversion, or non-congregate shelter.

Since the average cost of service delivery is about \$500 per month, HCDD expects to serve 510 households with supportive services over a period of two years. These supportive services may be paired with those who receive assistance through HOME-ARP funded non-congregate shelters; however, these supportive services may also be accessed by residents who are a part of other services.



# Preferences

## Identify whether the PJ intends to give preference to one or more qualifying populations or a subpopulation within one or more qualifying populations for any eligible activity or project

After the housing crisis following COVID-19, the most vulnerable qualifying populations in Houston need support to improve their resiliency. These most vulnerable families and individuals experience compounded obstacles. Because of this along with information received during the consultation for the HOME-ARP Allocation Plan, HCDD will give preference to these populations to help house or keep these families or individuals housed through eligible activities. Based on the need and gap analysis, HCDD will continue to partner with The Way Home's coordinated entry process (CE), known as the Coordinated Access System, to ensure that all people experiencing a housing crisis are assessed, and assistance is prioritized for those with the greatest need.

HOME-ARP funded rental assistance, supportive service, and non-congregate shelters activities will utilize referrals through Coordinated Access and give preference in the following ways.

**Permanent Supportive Housing:** Preferences for this activity will be three subpopulations under the homeless qualifying population. The first preference is chronically homeless individuals and families with a disability with the longest history of homelessness and the most severe service needs; the second preference is literally homeless individuals and families with a disability and the most severe service needs; the third preference is literally homeless individuals and families with the most severe service needs. The goal is to assist populations who have the most vulnerability and severe needs.

**Rapid Re-Housing:** The preference is the subpopulation of literally homeless under the homeless qualifying population, which will help to quickly rehouse eligible applicants.

**Diversion:** Those at imminent risk of homelessness or literally homeless, subpopulations under the homeless qualifying population, will be the preferences because these subpopulations can be diverted from emergency shelters by finding safe housing alternatives.

**Navigation:** The preference is individuals and households experiencing literal homelessness or chronic homelessness, which are subpopulations under the homeless qualifying population.

**Supportive Services:** Some supportive services, including but not limited to case management, employment support, mental health support, and SSI/SSDI Outreach Access and Recovery (SOAR), may be offered without preferences that target specific qualified populations. However, some supportive services may give preference, as listed below.

*Outreach support services* targets individuals experiencing unsheltered homelessness, a subpopulation under the homeless qualifying population.

*Mental health support* targets individuals seeking housing or have been placed in housing or at risk of becoming homeless again due to underlying behavioral health issues.

*Domestic violence mobile advocacy* targets individuals and families experiencing domestic violence, sexual assault, dating violence stalking, and human trafficking.

*Other supportive services like case management, employment support, and SSI/SSDI Outreach Access and Recovery (SOAR)* may be offered but will not have preferences that target specific qualified populations.

**Non-Congregate Shelter:** HCDD may assist multiple developments providing non-congregate shelter units, and these developments will receive referrals through the Coordinated Access and Domestic Violence Coordinated Access systems. It is anticipated that at least one development will target the qualifying population that includes individuals or families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking. It is anticipated at least one development will target assistance for homeless youth.

Anyone is eligible to seek assistance through Coordinated Access, including all qualifying populations irrespective of preferences. No qualified populations will be excluded from applying and receiving assistance through HOME-ARP. Coordinated Access directs applicants to the interventions and services that are most aligned to their needs. Prioritization will occur after coordinated intake and will align with the preferences stated above. Therefore, all HOME-ARP qualified populations, despite preferences, are eligible to be served with HOME-ARP funds through Coordinated Entry System for rental assistance, non-congregate shelter, or supportive services.

If HOME-ARP is used for victim services, providers may use, but are not required to use, the Coordinated Access system; however, those who require victim services but do not use the Coordinated Access system may also receive assistance with HOME-ARP funds through the Domestic Violence Access System. HCDD will coordinate with the CoC to ensure that these preferences and the Coordinated Access system will comply with all applicable nondiscrimination and equal opportunity laws as required by HOME-ARP.

**If a preference was identified, explain how the use of a preference or method of prioritization will address the unmet need or gap in benefits and services received by individuals and families in the qualifying population or category of qualifying population, consistent with the PJ's needs assessment and gap analysis:**

The use of the preferences above will ensure that those in most need of services will be targeted for assistance. HCDD will support families and individuals who are the most vulnerable within the qualified populations. These populations are likely to have great compounded challenges that require more intensive supportive services to achieve and maintain housing stability. These mid-term to long-term services require assistance transitioning to housing and providing permanent supportive housing, along with case management, healthcare, legal services, and other supportive services. With better housing options and wrap-around services, these families will have a higher likelihood of becoming self-sustaining over time.

As discussed in the needs assessment and gap analysis, those who are experiencing or are at-risk of homelessness need more affordable housing and shelter options that provide short-term, mid-term, and long-term interventions. This includes vulnerable populations like victims of domestic violence and homeless youth. Those who are at-risk of homelessness have a strong need for homelessness prevention and stabilizing services, while those who are currently



homeless or experiencing chronic homelessness need more street outreach and case management services.

Houston has seen success in reducing the number of people experiencing homelessness by prioritizing the most vulnerable households first, including people experiencing chronic and literal homelessness. Chronically homeless and literally homeless individuals typically need affordable housing assistance with long-term support services that are designed to build independent living and tenancy skills and to connect people with community-based health care, treatment, and employment services. This directly corresponds to the preferences stated above where preference for permanent supportive housing and navigation services are given to chronically and literally homeless individuals.

Also, the homeless subpopulations of literal homeless and those at imminent risk of homelessness will be preferred applicants for diversion and rapid re-housing services because these interventions will help keep these populations housed and out of shelters. For supportive services, these preferences will help ensure that households are matched to certain services that will best assist their needs.

The Harris, Montgomery, and Fort Bend County Continuum of Care and The Way Home, with input from area homeless providers, have established guidelines that outline the Coordinated Access System and the Domestic Violence Coordinated Access System. Anyone is eligible to seek assistance through the Coordinated Access System, including all qualifying populations. No qualified populations will be excluded from applying and receiving assistance through HOME-ARP. Both Coordinated Access systems direct applicants to the intervention and services that are most aligned with their needs. Prioritization will occur after coordinated intake and will align with the preferences stated above, and each eligible applicant will be placed on a first come, first served waiting list for programs that align with their needs.

To meet the needs of all qualifying populations, HCDD has coordinated with the local CoC to expand the Coordinated Access System to ensure that it is consistent with HOME-ARP requirements. The CoC will work to update the guidelines and procedures in the Coordinated Access System Operations Manual to include all HOME-ARP qualifying populations and referral methods, and all subrecipients will use the Coordinated Access System for referrals to HOME-ARP activities to ensure that all qualifying populations are included. Revisions to the Operations Manual were proposed during the June CoC Steering Committee Meeting and are expected to be completed by July 2022. The Domestic Violence Coordinated Access System Operations Manual currently includes the definition of the qualifying population of individuals fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking.

As described in the needs assessment and gap analysis, it is important to match people in need with assistance that will be most beneficial, which includes the various subpopulations of homeless qualifying populations. To connect people with the appropriate housing intervention, HCDD's HOME-ARP subrecipients will utilize the Coordinated Access System.

- **Sheltered and Unsheltered Homeless Populations:** Those who are experiencing homelessness, whether sheltered or unsheltered, can access the Coordinated Access System through multiple access points, including the Coordinated Access System



Hotline Line at 832-531-6041, the Coordinated Access System assistance email ([ca@homelesshouston.org](mailto:ca@homelesshouston.org)), and in-person Assessment Hubs. The Coordinated Access System will assess eligible applicants according to their level of vulnerability in order to identify appropriate services and resources.

- **Populations Fleeing or Attempting to Flee Domestic Violence, Dating Violence, Sexual Assault, Stalking, or Human Trafficking:** For safety and privacy reasons, there is a separate but equal Coordinated Access System process for domestic violence providers – Domestic Violence Coordinated Access system (DV CAS) – that uses de-identified data to maintain client confidentiality. The Coordinated Access system may refer domestic violence victims to the DV CAS, which will also connect eligible applicants with HOME-ARP services. The DV CAS evaluates need through a danger and vulnerability assessment to refer applicants to services and is placed on a first come, first serve waiting list that is appropriate for each client’s housing and support need. Clients can call the Domestic Violence Hotline at calling 1-800-885-4673.
- **At-Risk Populations:** Households at-risk of homelessness can also access the CAS system through multiple access points, including can access the CAS system through multiple access points which includes the Coordinated Access System Hotline Line, the Coordinated Access System assistance email, and in-person Assessment Hubs.
- **Other Populations Needing Prevention Assistance or With Greatest Risk of Housing Instability:** Populations that need prevention assistance or have a great risk of housing instability can likewise access the Coordinated Access System through multiple access points, including can access the CAS system through multiple access points which includes the Coordinated Access System Hotline Line, the CAS assistance email, and in-person Assessment Hubs.

Current information about referral procedures can be found in *Appendix 4: The Way Home’s Coordinated Access System Operations Manual* and in *Appendix 5: The Domestic Violence Coordinated Access Operations Manual*. The Way Home’s Coordinated Access System Operation’s Manual is expected to be updated by the summer of 2022, and more information about the Operations Manual and other documents can be found on the Way Home’s website at <https://www.homelesshouston.org/thewayhome>.

**If a preference was identified, describe how the PJ will use HOME-ARP funds to address the unmet needs or gaps in benefits and services of the other qualifying populations that are not included in the preference:**

Other qualified populations like veteran households or households who are at or below 50% AMI and experiencing housing problems will be eligible to receive rental assistance or supportive services. As stated in prior sections, these families and individuals have difficulty affording a rental home and have a great risk of having housing instability, and these challenges may be exacerbated by the COVID-19 Pandemic. HCDD will fund eligible activities that also support the stabilization of these households, which will alleviate affordability challenges, overcrowding, and unsafe living conditions.

# Appendices

## Appendix 1: Additional Consultation Organizations

Below is a list of additional organizations and agencies that were consulted during the HOME-ARP planning process but did not provide feedback.

Agency/Organizations Consulted	Type of Agency/ Organizations	Method of Consultation
Access Care of Coastal Texas	Agency that addresses the needs of the qualifying populations	HOME-ARP Consultation Survey
Agape Home CDC (South Union Area)	Organization that provides services to low- and moderate-income households	Housing Advocates Collective Meeting
Alliance Community Assistance Ministries	Agency that addresses the needs of the qualifying populations	Housing Advocates Collective Meeting
	Organization that addresses civil rights and fair housing Homeless service provider	
BakerRipley	Agency that address the needs of the qualifying populations	HOME-ARP Consultation Survey
Bayview Apartment Homes	Organization that provides services to low- and moderate-income households	Housing Advocates Collective Meeting
Brentwood Community Foundation	Agency that addresses the needs of the qualifying populations	HOME-ARP Consultation Survey
Capital IDEA	Agency that addresses the needs of the qualifying populations	HOME-ARP Consultation Survey
Career and Recovery Resources, Inc.	Agency that addresses the needs of the qualifying populations	HOME-ARP Consultation Survey
	Organization that addresses the needs of persons with disabilities Organization that addresses veteran services	
Change Happens, CDC	Agency that addresses the needs of the qualifying populations	Housing Advocates Collective Meeting
	Organization that addresses civil rights and fair housing	
Encourage to Continue	Agency that addresses the needs of the qualifying populations	Fall Community Meeting
Endeavors	Agency that addresses the needs of the qualifying populations	HOME-ARP Consultation Survey
	Organization that addresses veteran services	
Fair Housing Neighborhood Rights	Organization that provides services to low- and moderate-income households	Housing Advocates Collective Meeting
	Organization that addresses civil rights and fair housing	Fall Community Meeting
GMC Consultants, LLC	Organization that provides services to low- and moderate-income households	Housing Advocates Collective Meeting
Greater Houston Fair Housing Center	Organization that addresses civil rights and fair housing	HOME-ARP Consultation Survey
Houston Area Urban League (HAUL)	Organization that provides services to low- and moderate-income households	Housing Advocates Collective Meeting
	Organization that addresses civil rights and fair housing	
Houston Builder's Institute (HBI)	Agency that addresses the needs of the qualifying populations	HOME-ARP Consultation Survey



Agency/Organizations Consulted	Type of Agency/ Organizations	Method of Consultation
Healthcare for the Homeless	Agency that addresses the needs of the qualifying populations Homeless service provider	HOME-ARP Consultation Survey
H.E.A.R.T.	Agency that addresses the needs of the qualifying populations Organization that addresses the needs of persons with disabilities	HOME-ARP Consultation Survey
Houston H.E.L.P./Corder Place	Agency that addresses the needs of the qualifying populations Organization that addresses the needs of persons with disabilities	HOME-ARP Consultation Survey
Houston SRO Housing Corporation	Agency that addresses the needs of the qualifying populations	HOME-ARP Consultation Survey
Memorial Assistance Ministries (MAM)	Agency that addresses the needs of the qualifying populations Homeless service provider	HOME-ARP Consultation Survey
NestQuest	Agency that addresses the needs of the qualifying populations	HOME-ARP Consultation Survey
Salvation Army	Agency that addresses the needs of the qualifying populations Homeless service provider	HOME-ARP Consultation Survey
SEARCH Homeless Services	Agency that addresses the needs of the qualifying populations Homeless service provider	HOME-ARP Consultation Survey
SEARCH House of Tiny Treasures	Agency that addresses the needs of the qualifying populations Organization that addresses the needs of persons with disabilities Homeless service provider	HOME-ARP Consultation Survey
Spring Branch Community Health Center	Agency that addresses the needs of the qualifying populations Organization that addresses the needs of persons with disabilities	HOME-ARP Consultation Survey
Super Neighborhood #45	Community organization	Fall Community Meeting
Super Neighborhood #88	Community organization	Fall Community Meeting
Texas Housers	Organization that addresses civil rights and fair housing	Housing Advocates Collective Meeting
The Men's Center (recenter)	Agency that addresses the needs of the qualifying populations Homeless service provider	HOME-ARP Consultation Survey
The Women's Home	Agency that addresses the needs of the qualifying populations Homeless service provider	HOME-ARP Consultation Survey
TXRX	Organization that provides services to low- and moderate-income households	HOME-ARP Consultation Survey
Village Learning	Agency that addresses the needs of the qualifying populations Organization that addresses the needs of persons with disabilities	HOME-ARP Consultation Survey



## Appendix 2: Public Notices

### 2021 Fall Public Hearings

Houston Chronicle

La Voz de Houston

**Public Notice**

The City of Houston Housing and Community Development Department (HCDD) anticipates an allocation of \$37,352,805.00 in Home Investment Partnerships Grant – American Relief Plan (HOME-ARP) to help create affordable housing and provide services for people who are homeless, people at risk of becoming homeless, and other vulnerable populations. The City will request this funding from the U.S. Department of Housing and Urban Development (HUD) through a Substantial Amendment to the 2021 Annual Action Plan. The Amendment will include additional information regarding community needs and the proposed HOME-ARP activities in a HUD prescribed format called the HOME-ARP Allocation Plan. The following table shows the proposed budgeted activities for HOME-ARP.

HOME Investment Partnerships Grant – American Rescue Plan		
Acquisition and Development of Non-Congregate Shelters/ Activity Delivery	\$22,550,000	60.4%
Tenant-Based Rental Assistance	\$2,500,000	6.7%
Supportive Services	\$6,699,885	17.9%
Planning and Administration	\$5,602,920	15.0%
<b>Total</b>	<b>\$37,352,805</b>	<b>100.0%</b>

The public may comment on the Amendment, including the HOME-ARP Allocation Plan and proposed budget, during the 15-day comment period extending from Thursday, November 4, 2021 to Friday, November 19, 2021. Public comments may be submitted by email to [HCDDPlanning@houstontx.gov](mailto:HCDDPlanning@houstontx.gov), by mail: HCDD, ATTN: Planning 2100 Travis Street, 9<sup>th</sup> Floor, Houston TX, 77002, or by voicemail at 831-394-5400. Summaries of public comments and responses will be available in the amended 2021 Annual Action Plan. Please join us for the Virtual Fall Community Meeting and Public Hearing where we will discuss the HOME-ARP allocation and the development of the 2022 Annual Action Plan. The schedule is as follows:

Ways to Participate Live	Dates
Online at <a href="http://bit.ly/2021EPH">bit.ly/2021EPH</a> Call US (Toll): 1-936-755-1521 English ID: 235 663 157# Spanish ID: 630 833 061# <b>Facebook Live</b> @HoustonHCDD	Thursday, November 4, 2021 at 3:00 pm Wednesday, November 10, 2021 at 6:00 pm

Closed Captioning will be provided. For additional information or to request special arrangements at the live virtual meetings (interpreter or other), contact Ashley Lawson at (832) 394-5438 or [Ashley.Lawson@houstontx.gov](mailto:Ashley.Lawson@houstontx.gov).

Can't make live virtual meetings? You can view materials and get involved at our website: [www.houstontx.gov/housing](http://www.houstontx.gov/housing). For specific questions or concerns about fair housing or landlord/tenant relations, please contact Yolanda Guess-Jeffries at (832) 394-6200 ext. 5.

**Aviso Público**

El Departamento de Vivienda y Desarrollo Comunitario de la Ciudad de Houston (HCDD, por sus siglas en inglés) anticipa una asignación de \$37,352,805.00 en Home Investment Partnerships Grant – American Relief Plan (HOME-ARP) para ayudar a crear viviendas asequibles y proporcionar servicios para personas sin hogar, personas en riesgo de quedarse sin hogar y otras poblaciones vulnerables. La Ciudad solicitará este financiamiento al Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD, por sus siglas en inglés) a través de una Enmienda Sustancial al Plan de Acción Anual 2021. La Enmienda incluirá información adicional sobre las necesidades de la comunidad y las actividades propuestas de HOME-ARP en un formato prescrito por HUD llamado Plan de Asignación HOME-ARP. En el cuadro siguiente se muestran las actividades presupuestadas propuestas para HOME-ARP.

HOME Investment Partnerships Grant – American Rescue Plan		
Adquisición y desarrollo de refugios no congregados / entrega de actividades	\$22,550,000	60.4%
Asistencia de alquiler basada en el inquilino	\$2,500,000	6.7%
Servicios de Apoyo	\$6,699,885	17.9%
Administración y Planificación	\$5,602,920	15.0%
<b>Total</b>	<b>\$37,352,805</b>	<b>100.0%</b>

El público puede comentar sobre la Enmienda, incluido el Plan de Asignación HOME-ARP y el presupuesto propuesto, durante el periodo de comentarios de 15 días que se extiende desde el jueves 4 de noviembre de 2021 hasta el viernes 19 de noviembre de 2021. Los comentarios públicos pueden enviarse por correo electrónico a [HCDDPlanning@houstontx.gov](mailto:HCDDPlanning@houstontx.gov), por correo: HCDD, ATTN: Planning 2100 Travis Street, 9<sup>th</sup> Floor, Houston TX, 77002, o por correo de voz al 831-394-5400. Los resúmenes de los comentarios y respuestas del público estarán disponibles en el Plan de Acción Anual 2021 modificado. Únase a nosotros para la Reunión Virtual de la Comunidad de Otoño y la Audiencia Pública donde discutiremos la asignación home-ARP y el desarrollo del Plan de Acción Anual 2022. El calendario es el siguiente:

Formas de Participar en Vivo	Fechas
En línea a través de <a href="http://bit.ly/2021FPH">bit.ly/2021FPH</a> Llame US (Gratis): 1-936-755-1521 English ID: 235 663 157# Español ID: 630 833 061# <b>Facebook Live</b> @HoustonHCDD	Jueves 4 de noviembre de 2021 a las 3:00 pm Miércoles 10 de noviembre de 2021 a las 6:00 pm

Se proporcionarán subtítulos. Para obtener información adicional o para solicitar arreglos especiales en las reuniones virtuales en vivo (interprete u otro), comuníquese con Ashley Lawson al (832) 394-5438 o [Ashley.Lawson@houstontx.gov](mailto:Ashley.Lawson@houstontx.gov).

¿No puede hacer reuniones virtuales en vivo? Puede ver los materiales e involucrarse en nuestro sitio web: [www.houstontx.gov/housing](http://www.houstontx.gov/housing). Para preguntas o inquietudes específicas sobre vivienda justa o relaciones entre propietarios e inquilinos, comuníquese con Yolanda Guess-Jeffries al (832) 394-6200 ext. 5.



## 2021 Fall Public Hearings

### Viet Moi

#### Public Notice

The City of Houston Housing and Community Development Department (HCDD) anticipates an allocation of \$37,352,805.00 in Home Investment Partnerships Grant – American Relief Plan (HOME-ARP) to help create affordable housing and provide services for people who are homeless, people at risk of becoming homeless, and other vulnerable populations. The City will request this funding from the U.S. Department of Housing and Urban Development (HUD) through a Substantial Amendment to the 2021 Annual Action Plan. The Amendment will include additional information regarding community needs and the proposed HOME-ARP activities in a HUD prescribed format called the HOME-ARP Allocation Plan. The following table shows the proposed budgeted activities for HOME-ARP.

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Call US (Toll): 1-936-755-1521 English ID: 235 663 157# Spanish ID: 630 833 061#	Thursday, November 4, 2021 at 3:00 pm
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Can't make live virtual meetings? You can view materials and get involved at our website: [www.houston.tx.gov/housing](http://www.houston.tx.gov/housing). For specific questions or concerns about fair housing or landlord/tenant relations, please contact Yolanda Guess-Jeffries at (832) 394-6200 ext. 5.



## Appendix 3: SF-424, SF-424B, SF-424D, and HOME-ARP Certifications



FC78826  
2021-1084

OMB Number: 4040-0004  
Expiration Date: 12/31/2022

**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 type="checkbox"/> New <input type="checkbox"/> Continuation <input checked="" type="checkbox"/> Revision	* If Revision, select appropriate letter(s): A: Increase Award * Other (Specify):
--	--	---

* 3. Date Received:	4. Applicant Identifier: M21-MP48-0206
---------------------	---

5a. Federal Entity Identifier:	5b. Federal Award Identifier:
--------------------------------	-------------------------------

**State Use Only:**

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

**8. APPLICANT INFORMATION:**

* a. Legal Name: City of Houston	
* b. Employer/Taxpayer Identification Number (EIN/TIN): 746001164	* c. UEI: J4MAQ69KQKF5

**d. Address:**

* Street1: 2100 Travis Street, 9th Floor
Street2:
* City: Houston
County/Parish:
* State: TX: Texas
Province:
* Country: USA: UNITED STATES
* Zip / Postal Code: 77002

**e. Organizational Unit:**

Department Name:	Division Name:
------------------	----------------

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

Prefix:	* First Name: Keith
Middle Name: W.	
* Last Name: Bynam	
Suffix:	
Title: Director	
Organizational Affiliation:	
* Telephone Number: 832-394-6134	Fax Number:
* Email: Keith.Bynam@houstontx.gov	

**Application for Federal Assistance SF-424**

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

C: City or Township 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 Partnership Grant-American Rescue Plan (HOME-ARP)

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

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

City of Houston

Add Attachment

Delete Attachment

View Attachment

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

HOME-ARP 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  18, 22, 29, 36

\* b. Program/Project  18, 22, 29, 36

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

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

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

* a. Federal	<input type="text" value="37,352,805.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="37,352,805.00"/>

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

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

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

- Yes  No

If "Yes", provide explanation and attach

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

\*\* I AGREE

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

**Authorized Representative:**

Prefix:  \* First Name:

Middle Name:

\* Last Name:

Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

### ASSURANCES - NON-CONSTRUCTION PROGRAMS

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

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

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

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

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

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

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL <div style="border: 1px solid black; height: 40px; display: flex; align-items: center; justify-content: center;">  </div>	TITLE <div style="border: 1px solid black; padding: 2px;">Mayor</div>
APPLICANT ORGANIZATION <div style="border: 1px solid black; padding: 2px;">City of Houston</div>	DATE SUBMITTED <div style="border: 1px solid black; padding: 2px;">7/7/20</div>

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## 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:

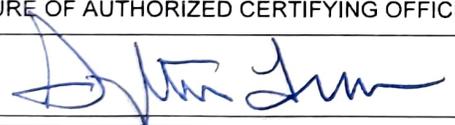
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give 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.

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Prescribed by OMB Circular A-102

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).
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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
	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Houston	7/7/22

SF-424D (Rev. 7-97) Back

Attest/Seal:



City Secretary

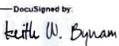
Countersigned:



City Controller

DATE OF COUNTERSIGNATURE: July 14, 2022

**APPROVED:**

DocuSigned by:  


Director  
Housing and Community Development Department

**APPROVED AS TO FORM:**

DocuSigned by:  


Senior Assistant City Attorney

## HOME-ARP Budget Page

HOME-ARP Funds	Allocation	Percentage
<b>Sources</b>		
Projected HOME Grant Award	\$ 37,352,805	
<b>Projected HOME-ARP Funding</b>	<b>\$ 37,352,805</b>	
<b>Uses</b>		
Planning and Administration*	\$ 5,602,920	15.0%
Acquisition and Development of Non-Congregate Shelters	\$ 22,550,000	60.4%
Tenant Based Rental Assistance	\$ 2,500,000	6.7%
Supportive Services	\$ 6,699,885	17.9%
<b>Total</b>	<b>\$ 37,352,805</b>	<b>100.0%</b>

*\*Planning and Administration up to 15% of Grant Amount.*

## HOME-ARP CERTIFICATIONS

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

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing pursuant to 24 CFR 5.151 and 5.152.

**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 will comply with the acquisition and relocation requirements contained in the HOME-ARP Notice, including the revised one-for-one replacement requirements. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42, which incorporates the requirements of the HOME-ARP Notice. It will follow its residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the HOME-ARP program.

**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 and program requirements.

**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.

**HOME-ARP Certification** --It will use HOME-ARP funds consistent with Section 3205 of the American Rescue Plan Act of 2021 (P.L. 117-2) and the CPD Notice: *Requirements for the Use of Funds in the HOME-American Rescue Plan Program*, as may be amended by HUD, for eligible activities and costs, including the HOME-ARP Notice requirements that activities are consistent with its accepted HOME-ARP allocation plan and that HOME-ARP funds will not be used for prohibited activities or costs, as described in the HOME-ARP Notice.

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

  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor  
\_\_\_\_\_  
Title

## Appendix 4: The Way Home's Coordinated Access System Operations Manual





**System Operations Manual**  
**TX – 700 Continuum of Care**

# TX – 700 Continuum of Care

## Coordinated Access System

### Operations Manual

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## Purpose and Background

Under the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program (HEARTH Act), the TX-700 Continuum of Care has implemented a coordinated assessment system. Coordinated assessment is a powerful tool designed to ensure that homeless persons and persons at risk of homelessness are matched, as quickly as possible, with the intervention that will most efficiently and effectively end their homelessness. The *Coordinated Access System* described in this manual is designed to meet the requirements of the HEARTH Act, under which, at a minimum, Continuums of Care must adopt written standards that include:

- (i) Policies and procedures for providing an initial housing assessment to determine the best housing and services intervention for individuals and families;
- (ii) A specific policy to guide the operation of the centralized or coordinated assessment system on how its system will address the needs of individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking, but who are seeking shelter or services from non-victim service providers;
- (iii) Policies and procedures for evaluating individuals' and families' eligibility for assistance;
- (iv) Policies and procedures for determining and prioritizing which eligible individuals and families will receive transitional housing assistance;
- (v) Policies and procedures for determining and prioritizing which eligible individuals and families will receive rapid rehousing assistance;
- (vi) Policies and procedures for determining and prioritizing which eligible individuals and families will receive permanent supportive housing assistance;

The TX-700 Continuum of Care has designed the *Coordinated Access System* described in this manual to coordinate and strengthen access to housing for families and individuals who are homeless or at risk of homelessness throughout the city of Houston and Harris County. The *Coordinated Access System* institutes 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.

The *Coordinated Access System* is designed to:

- ❖ Allow anyone who needs assistance to know where to go to get that assistance, to be assessed in a standard and consistent way, and to connect with the housing/services that best meet their needs;
- ❖ Ensure clarity, transparency, consistency and accountability for homeless clients, referral sources and homeless service providers throughout the assessment and referral process;

- ❖ Facilitate exits from homelessness to stable housing in the most rapid manner possible given available resources;
- ❖ Ensure that clients gain access as efficiently and effectively as possible to the type of intervention most appropriate to their immediate and long-term housing needs;
- ❖ Ensure that people who have been homeless the longest and/or are the most vulnerable have priority access to scarce permanent supportive housing resources.

To achieve these objectives the *Coordinated Access System* includes:

- ❖ A **uniform and standard assessment process** to be used for all those seeking assistance and procedures for determining the appropriate next level of assistance to resolve the homelessness of those living in shelters, on the streets, or places not meant for human habitation;
- ❖ Establishment of **uniform guidelines** among components of homeless assistance (rapid rehousing and permanent supportive housing) regarding: eligibility for services, priority populations, expected outcomes, and targets for length of stay;
- ❖ Agreed upon **prioritization for accessing homeless assistance**;
- ❖ **Referral policies and procedures** from the system of coordinated access to homeless services providers to facilitate access to services;
- ❖ The **policies and procedure manual** contained herein and detailing the operations of the *Coordinated Access System*.

The implementation of the *Coordinated Access System* necessitates significant, community-wide change. To help ensure that the system will be effective and manageable for homeless persons and persons at-risk of homelessness and for the housing and service providers tasked with meeting their needs, a comprehensive group of stakeholders was involved in its design. In addition, particularly during the early stages of implementation, the TX-700 Continuum of Care anticipates adjustments to the processes described in this manual. A periodic evaluation of the *Coordinated Access System* will provide ongoing opportunities for stakeholder feedback. The *Coordinating Entity* will be responsible for monitoring the *Coordinated Access System*.

## History

*The Coordinated Access System is designed to assess eligibility for housing programs targeted to homeless persons. It is not a guarantee that the individual will meet the final eligibility requirements for - or receive a referral to - a particular housing option.*

## Definitions

Terms used throughout this manual are defined below:

### **Chronically Homeless (HUD Definition):**

*(1) An individual who:*

*(i) Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter;*

*(ii) Has been homeless and living in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year; OR*

*(iii) Has had at least four (4) separate occasions of the above homelessness in the past three (3) years where the combined length of the occasions is twelve (12) months; AND*

*(iv) Can be diagnosed with a disability such as a substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;*

*(2) An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or*

*(3) A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.*

### **Disability (HUD Definition):**

*A Physical, Mental or Emotional Impairment, including impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that is expected to be long-continuing or of indefinite duration, substantially impedes the individual's ability to live independently, and could be improved by the provision of more suitable housing conditions; includes:*

**Developmental Disability** *Defined in §102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 USC 15002). Means a severe, chronic disability that is attributable to a mental or physical impairment or combination AND is manifested before age 22 AND is likely to continue indefinitely AND reflects need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated. An individual may be considered to have a developmental disability without meeting three or more of the criteria listed previously, if Individual is 9 years old or younger AND has a substantial developmental delay or specific congenital or acquired condition AND without services and supports, has a high probability of meeting those criteria later in life.*

**HIV/AIDS Criteria** Includes the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

**Literally Homeless (HUD Homeless Definition Category 1):**

*(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) 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 (iii) 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*

**At imminent risk of homelessness (HUD Homeless Definition Category 2)**

*Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing*

**Homeless under other Federal statutes (HUD Homeless Definition Category 3)**

*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: (i) Are defined as homeless under the other listed federal statutes; (ii) have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and (iv) can be expected to continue in such status for an extended period of time due to special needs or barriers*

**Fleeing domestic abuse or violence (HUD Homeless Definition Category 4)**

*Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing*

**2019 Area Median Income Limits (Houston, Baytown, Sugarland, Metro Area)**

<b>Household Size</b>	<b>30% Area Median Income (HUD Extremely Low Income Limit)</b>	<b>50% Area Median Income (HUD Very Low Income Limit)</b>	<b>80% Area Median Income (HUD Low Income Limit)</b>
<b>1 person</b>	16,050	26,750	42,750
<b>2 persons</b>	18,350	30,550	48,850
<b>3 persons</b>	21,330	34,350	54,950
<b>4 persons</b>	25,750	38,150	61,050
<b>5 persons</b>	30,170	41,250	65,950
<b>6 persons</b>	34,590	44,300	70,850
<b>7 persons</b>	39,010	47,350	75,750
<b>8 persons</b>	43,430	50,400	80,600

## **Housing Prioritization Tool**

A single assessment tool will be used to prioritize homeless households for entry into permanent supportive housing or rapid rehousing program. The assessment tool is used to target youth, families, and single individuals. The housing prioritization tool focuses on the length of literal homelessness, physical & mental disabilities, frequency of service usage, & lack of adequate mental or health care. Additionally, families with minor children presenting for assessment are asked to provide information regarding what school district the child(ren) attend. Referrals for this population will be sent with this data point so that children do not have to change schools. The assessment asks questions tailored to each population & include the following:

1. Homeless history
2. History of involvement with hospitals or jails
3. Criminal background history
4. Mental health history and lack of care
5. Physical health history and lack of care

## **Homeless Management Information System**

A Homeless Management Information System (HMIS) is a database used to record and track client-level information on the characteristics and service needs of homeless persons. HMIS ties together homeless service providers within a community to help create a more coordinated and effective housing and service delivery system.

The U. S. Department of Housing and Urban Development (HUD) and other planners and policymakers at the federal, state, and local levels use aggregate HMIS data to obtain better information about the extent and nature of homelessness over time. Specifically, HMIS can be used to produce an unduplicated count of homeless persons, understand patterns of service use, and measure the effectiveness of homeless programs.

Houston/Harris County's HMIS is staffed at the Coalition for the Homeless of Houston/Harris County. The software provider is Client Track. The HMIS staff is responsible for the administration of the HMIS software and providing technical assistance to participating agencies and end-users. Agencies that participate in Houston/Harris County's HMIS are referred to as "participating agencies." Each participating agency needs to follow certain guidelines to help maintain data privacy and accuracy.

## **Staffing Roles and Expectations**

Continuum of Care – Recognizing the need to stimulate community-wide planning and coordination of programs for individuals and families who are homeless, the U.S. Department of Housing and Urban Development (HUD) in 1994 instituted a requirement for communities to come together to submit a single, comprehensive application for HUD funds for housing and support services for people who have experienced homelessness. The organizational concept to embody this effort is the Continuum of Care (CoC), which is governed by a Steering Committee

composed of representatives from across the community. As a result of its strong leadership, access to resources and high visibility in the community, the Coalition for the Homeless of Houston/Harris County serves as this region's lead agency for the CoC. The Houston CoC encompasses Houston counties including Harris, Montgomery, and Fort Bend, and its purpose is to:

- Help create integrated, community-wide strategies and plans to prevent and end homelessness;
- Provide coordination among the numerous regional organizations and initiatives that serve the homeless population, and
- Create the region's single, comprehensive grant application to HUD for McKinney-Vento funding.

Coordinating Entity - The Coalition for the Homeless is the designated *Coordinating Entity*. The *Coordinating Entity* is responsible for the day-to-day administration of the *Coordinated Access System*, including but not limited to the following:

- Creating and widely disseminating materials regarding services available through the *Coordinated Access System* and how to access those services;
- Designing and delivering training at least annually to all key stakeholder organizations, including but not limited to the required training for *CA Staff*;
- Ensuring that pertinent information is entered into HMIS for monitoring and tracking the process of referrals including vacancy reporting and completion of assessments;
- Managing case conferences to review and resolve rejection decisions by receiving programs and refusals by clients to engage in a housing plan in compliance with receiving program guidelines;
- Managing an eligibility determination appeals process in compliance with the protocols described in this manual;
- Managing manual processes as necessary to enable participation in the *Coordinated Access System* by providers not participating in HMIS;
- Designing and executing ongoing quality control activities to ensure clarity, transparency, and consistency in order to remain accountable to clients, referral sources, and homeless service providers throughout the coordinated access process;
- Periodically evaluating efforts to ensure that the *Coordinated Access System* is functioning as intended;

- Making periodic adjustments to the *Coordinated Access System* as determined necessary;
- Ensuring that evaluation and adjustment processes are informed by a broad and representative group of stakeholders;
- Updating policies and procedures.
- Managing all PR requests related to Coordinated Access

Project Manager – The *Coordinating Entity* staffs a *Project Manager* position. The project manager role includes management of the Coordinated Access System, including but not limited to the following:

- Serving as point person and lead to all workgroups and transition teams
- Providing Coordinated Access training to participating agencies
- Database administering
- Report generating
- Communicating to user agencies and outreach coordinators
- Deactivating/reactivating client records
- Responding to requests for client deletion
- Responding to email generated questions
- Monitoring system performance (CA Staff, Database, Providers, etc.)

Assessment Hubs - Agencies selected to serve as the *Assessment Hub* sites are responsible for ensuring that all households experiencing homelessness and at-risk of homelessness have prompt access to *Intake* and *Assessments* and that *Assessments* are administered in a safe, welcoming environment.

Housing Assessors – see Policies & Procedures

Housing Navigators – see Policies & Procedures

Receiving Program - All Rapid Re-housing (RRH) and Permanent Supportive Housing (PSH) programs are *Receiving Programs* and are responsible for reporting vacancies to the *Coordinating Entity* in compliance with the protocols described in this manual. All programs that receive a referral from the *Coordinated Access System* are responsible for responding to that referral and participating in case conferences, in compliance with the protocols described in this manual.

Authorized User Agencies - Housing providers who wish to or are required to participate in the *Coordinated Access System*. Authorized User Agencies sign a Memorandum of Understanding to have access to the database to interview and enroll households for vacancies/anticipated vacancies or during lease up of new PSH programs.

## Target Population

The *Coordinated Access System* is open to all households who meet the HUD definition of homeless, as outlined in the new HEARTH Act regulations, and have incomes below 50% of the Area Median Income. The system uses a locally developed prioritization tool (described in Definitions & located in the Appendix of this manual) to rank Applicants in order of vulnerability, with the most vulnerable households ranked at the top.

## System Overview and Workflow

To illustrate how the *Coordinated Access System* functions, the following overview provides a brief description of the path a household would follow from an initial request for housing through permanent housing placement. The overview also describes roles and expectations of the partner organizations that play a critical role in the system. Additional details can be found in the subsequent sections of this manual and the Coordinated Access workflow.

### From Initial Request for Services to Permanent Housing Placement – Pathway through the Coordinated Access System

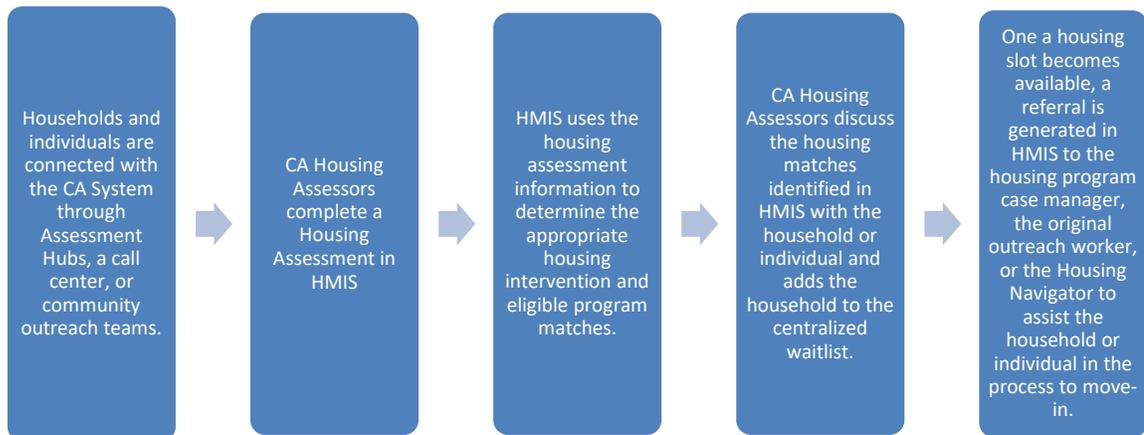
- Step 1: Connecting to the Coordinated Access System/Initial Request for Services - To ensure accessibility to households in need, the *Coordinated Access System* provides access to services from multiple, convenient physical locations. Households in need may initiate a request for services in person through any of the designated *Assessment Hubs*, through the call center, and/or through community outreach teams.

Detailed information regarding Hub locations and hours of operation are posted on the Coalition for the Homeless Houston's website [www.homelesshouston.org](http://www.homelesshouston.org) as well as on the community's website [www.thewayhomehouston.org](http://www.thewayhomehouston.org).

- Step 2: Housing Assessment - *Housing Assessors* are available at Assessment Hubs, the call center, and through community outreach staff to conduct the *Coordinated Access Housing Assessment* with households in need. The assessment is completed using HMIS. An additional *Housing Prioritization Tool* is generated in HMIS for all households identified as a match for Permanent Supportive Housing or Rapid Re-housing and to prioritize referrals. Individuals and families must be re-assessed if more than 90 days have passed since the previous assessment and there have been no services in HMIS during that time.

- **Step 3: Housing Match** - Information gathered from the assessment is used to determine which housing intervention is best suited to end the household's homelessness (Permanent Supportive Housing or Rapid Re-housing). HMIS automatically matches households to a particular housing intervention and then a specific housing program based on program eligibility.
- **Step 4: Housing Referral** - Once the recommended intervention and eligible programs have been identified in HMIS, the *Housing Assessor* will add the household member(s) to the *Centralized Waitlist*. Currently there are not enough housing slots available to send referrals in real time.
- **Step 5: Housing Navigation** - After being referred to a housing provider, households will be connected with a *Housing Navigator*. This connection can be made by pulling from the *Coordinated Access Centralized Waitlist*. The *Housing Navigator* can be one of the following: the housing program Case Manager, the original Coordinated Access referring Outreach Worker, or a designated *Coordinated Access Housing Navigator*. The *Housing Navigator* begins the process of securing the identified unit. This process may include, but is not limited to the following activities: Obtaining ID, obtaining social security cards, obtaining homeless verification documents, obtaining a security deposit, obtaining application fees, providing transportation to tour available units, etc. **The process from referral to move in should be completed within 30 days.** Below is an illustration of the CA Workflow:

### Coordinated Access Workflow



# Coordinated Access Policies and Procedures

## 1. Connecting to the Coordinated Access System

- 1.1. Locations & Hours – Assessments are conducted at designated *Assessment Hubs*. A future call center will also be established at one of the *Assessment HUBs*. Current Assessment Hub locations and assessment hours can be found on the Coalition for the Homeless Houston’s website [www.homelesshouston.org](http://www.homelesshouston.org) as well as on the community’s website [www.thewayhomehouston.org](http://www.thewayhomehouston.org).
- 1.2. Eligibility – Coordinated Access is intended to facilitate access to the most appropriate housing intervention for each household’s immediate and long-term housing needs and ensure that scarce permanent housing resources are targeted to those who are most vulnerable and/or have been homeless the longest. The *Coordinated Access System* uses the following criteria to accurately match needs to resources:

## Permanent Supportive Housing

Permanent housing that is coupled with supportive services that are appropriate to the needs and preferences of residents.

Individuals have leases, must abide by rights and responsibilities, and may remain with no program imposed time limits.

Housing may include various combinations of subsidy resources and services. Supportive housing in Houston is Housing First, and follows a harm reduction philosophy.

Program Description	Essential Program Elements	Time Frame	Population	Desired /Expected Outcomes
<p>Rental assistance with supportive services for persons who are coming from the street or shelter/interim housing. Majority of programs serve households with a disabled head-of-household, but disability requirement will be based on subsidy source requirements.</p> <p>Programs can operate on a project-based or scattered-site model.</p>	<p><b>Case Management</b></p> <ul style="list-style-type: none"> <li>Assistance with lease process</li> <li>Provision of or linkage to: Assessment, Intervention, link to mainstream resources, community building, peer to peer and all other services that assist a person in remaining stably housed</li> <li>Services are voluntary to the clients and are not a condition of the lease</li> </ul> <p><b>Rental Subsidy</b></p> <ul style="list-style-type: none"> <li>Provides a rental subsidy to make the unit affordable</li> <li>Provides assistance in accessing housing relocation resources/supports (security deposits, utilities, furnishings, etc.)</li> <li>Ensure coordination between property manager or landlord</li> </ul> <p><b>Health Care Access</b></p> <ul style="list-style-type: none"> <li>Wellness services</li> <li>Physical and mental health services</li> </ul> <p><b>Harm Reduction and Housing First</b></p> <ul style="list-style-type: none"> <li>All supportive housing embraces and practices Harm Reduction and Housing First</li> <li>Incorporate proven best practices and evidence-based practices</li> <li>Programs do not require sobriety or medication/treatment compliance as a condition of housing attainment or retention</li> </ul>	<p>No time limits</p>	<ul style="list-style-type: none"> <li>Any high needs individual with multiple barriers to housing that is literally homeless (lease-based program)</li> <li>Specialized eligibility requirements for subsidies including veterans, disabled, long term homeless, or domestic violence</li> </ul> <p><b>Prioritizing:</b> Disabling condition and long-term, multiple episodes of homelessness (Housing Prioritization scores of 28 or higher) and veterans</p>	<p><b>Outcome: Clients will remain in permanent housing.</b></p> <p><b>Indicators:</b>            Threshold: 80% clients will remain permanently housed for 6 months.            Threshold (increasing): 20% of all participants have employment income.             Threshold (increasing): 56% of all participants have non-employment income.             Threshold (increasing): 56% of participants obtain mainstream benefits.</p>

## Rapid Re-Housing

Program of stabilization and assessment, focusing on re-housing all persons, regardless of disability or background, as quickly as possible in appropriate permanent housing.

Program Description	Essential Program Elements	Time Frame	Population	Desired /Expected Outcomes
<p>Short-term rental assistance and supportive services program that rapidly re-houses and stabilizes persons who are homeless into appropriate permanent housing.</p>	<p><b>Case Management</b></p> <ul style="list-style-type: none"> <li>● Housing location</li> <li>● Housing stabilization planning using common tools</li> <li>● Employment assistance</li> <li>● Linkage to mainstream resources</li> <li>● Linkage to mental health services as appropriate</li> <li>● Linkage to medical services as needed</li> <li>● Linkage to substance use treatment services as appropriate</li> <li>● Transportation assistance</li> <li>● Financial management</li> </ul> <p>Domestic Violence Specific Considerations:</p> <ul style="list-style-type: none"> <li>● Access to crisis intervention services</li> <li>● Safety planning</li> <li>● Legal advocacy</li> </ul> <p><b>Temporary Financial Assistance</b></p> <ul style="list-style-type: none"> <li>● Rental assistance based on lease and housing stabilization plan                             <ul style="list-style-type: none"> <li>○ Need based rental assistance</li> </ul> </li> <li>● Utility assistance</li> <li>● Childcare</li> <li>● Job Training</li> </ul> <p><b>Housing Relocation</b></p> <ul style="list-style-type: none"> <li>● Provision of or formalized partnership to housing referrals and placement services</li> <li>● Linkage to community supports and/or wraparound system of services in relation to housing placement</li> <li>● Temporary financial assistance (security deposits, utility deposits, furniture, household supplies)</li> </ul> <p><b>Harm Reduction and Housing First</b></p> <ul style="list-style-type: none"> <li>● All supportive housing embraces and practices Harm Reduction and Housing First</li> <li>● Incorporate proven best practices and evidence-based practices</li> <li>● Programs do not require sobriety or medication/treatment compliance as a condition of housing attainment or retention</li> </ul>	<p>Up to 24 months of rent subsidy and supportive services, during which households are stabilized</p>	<p>Literally homeless households or those residing in shelters. Households that show the ability to become self-sufficient in a short period of time as evidenced by: having income potential, and do not need intense services to remain housed; recently became homeless; no serious known disabilities</p> <p>May be used as a bridge to PSH</p> <p>Priority populations: Veteran households with children residing on streets or in emergency shelters who are not eligible for VA-funded RRH.</p>	<p><b>Outcome: Households will secure and maintain appropriate, affordable permanent housing.</b></p> <p><b>Indicators:</b></p> <p>The Way Home CoC Threshold: 80% of households will exit to permanent housing.</p> <p>The Way Home CoC Threshold: 70% of households remain housed 3 months after exit.</p> <p>The Way Home CoC Threshold: 70% of households increase income during program enrollment.</p> <p>The Way Home CoC Threshold: 70% of participants obtain mainstream benefits.</p>

## Rapid Re-Housing for Young Adults (ages 18-24 years old)

Program of stabilization and assessment, focusing on re-housing all persons, regardless of disability or background, as quickly as possible in appropriate permanent housing.

Program Description	Essential Program Elements	Time Frame	Population	Desired /Expected Outcomes
<p>Supportive services program that rapidly re-houses and stabilizes young adults (ages 18-24 years old) who are homeless into appropriate permanent housing with up to 24 months of rental assistance.</p>	<p><b>Case Management</b></p> <ul style="list-style-type: none"> <li>● Housing navigation</li> <li>● Housing stabilization planning using common tools</li> <li>● Linkage to mainstream resources</li> <li>● Linkage to mental health, medical, and substance use treatment services as appropriate</li> <li>● Transportation assistance</li> <li>● Financial, lease, household management</li> <li>● Negotiating housemate agreements</li> </ul> <p><b>Peer Specialist</b></p> <ul style="list-style-type: none"> <li>●</li> </ul> <p><b>Employment Assistance</b></p> <ul style="list-style-type: none"> <li>● Rapid Employment Model</li> <li>● Job coaching</li> <li>● Emphasis on retention methods</li> </ul> <p><b>Temporary Financial Assistance</b></p> <ul style="list-style-type: none"> <li>● Rental assistance based on lease and housing stabilization plan</li> <li>● Utility assistance</li> <li>● Childcare</li> </ul> <p><b>Best Practices/Evidence-Based Practices</b></p> <ul style="list-style-type: none"> <li>● Developmentally appropriate program models are employed</li> <li>● Trauma-informed programming and housing</li> <li>● Self-Sufficiency focused case planning</li> <li>● Job coaching, rapid employment and job retention practices are incorporated into program</li> <li>● Housing embraces and practices Harm Reduction and Housing First</li> <li>● Incorporate proven best practices and evidence-based practices</li> <li>● Programs do not require sobriety or medication/treatment compliance as a condition of housing attainment or retention</li> </ul>	<p>Up to 24 months of rent subsidy and supportive services, during which households are stabilized</p>	<p>Literally homeless 18-24 year old households or those residing in shelters. LGBTQ young adults, pregnant and parenting young adults, young adults with extensive involvement in juvenile justice system and/or child welfare system.</p> <p>May be used as a bridge to PSH</p> <p>Priority populations: Households who are transgender, pregnant and parenting, or lesbian, gay or bisexual.</p>	<p><b>Outcome: Young adult households will secure and maintain employment and permanent housing.</b></p> <p><b>Indicators:</b></p> <p>The Way Home CoC Threshold: 80% of households will exit to permanent housing.</p> <p>The Way Home CoC Threshold: 70% of households remain housed 3 months after exit.</p> <p>The Way Home CoC Threshold: 70% of households increase income during program enrollment.</p> <p>The Way Home CoC Threshold: 70% of participants obtain mainstream benefits.</p>

1.3 Marketing/Advertising – As needed, the *Coordinating Entity* will send information & updates regarding the *Coordinated Access System* via email to stakeholders, the 211 hotline, and the general public. The *Coordinating Entity* also distributes flyers and brochures and maintains information available on its website.

## 2. The Housing Assessment Process

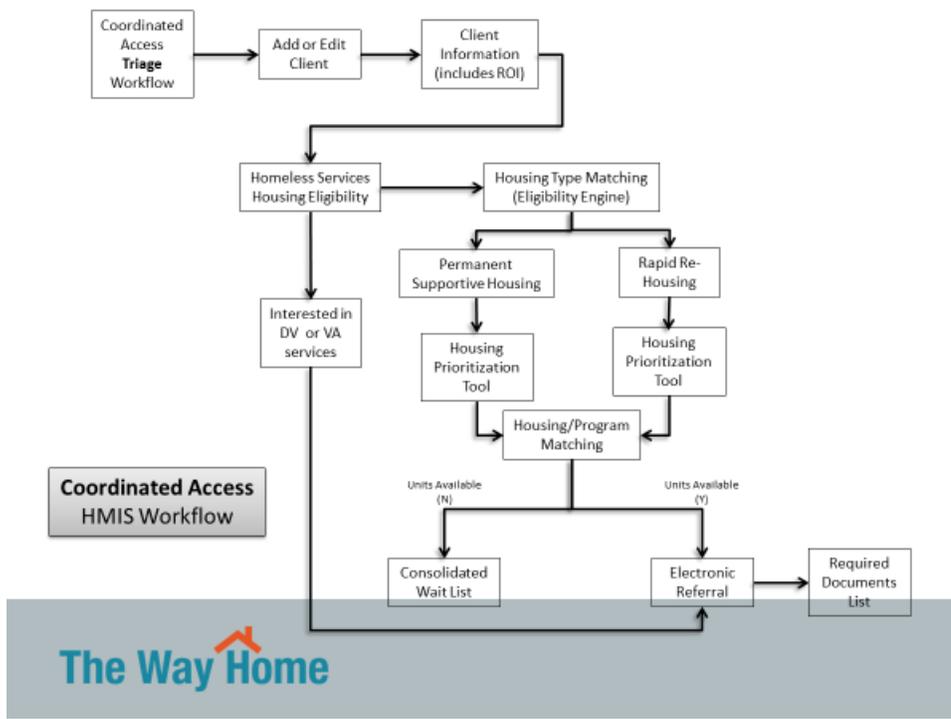
### 2.1. Housing Assessors

2.1.1. Roles and Responsibilities - *Housing Assessors* are staff from designated community agencies. *Housing Assessors* may office out of Assessment Hubs, be designated as the Assessor for his/her agency, or may be part of a mobile outreach team. All *Housing Assessors* are required to complete a HMIS intake and housing assessment with individuals in need of housing and pull, from HMIS, “housing matches” available to each individual. The *Housing Assessor* will then pass the referrals to the individual’s Case Manager or a *Housing Navigator*. *Housing Assessors’* responsibilities include, but are not limited to the following:

- Operating as the initial contact for the *Coordinated Access System*
- Conducting *Housing Assessments* (removed VI & next step)
- Client notification of *Eligibility and Referral Decisions*
- Submission of referrals to the *Receiving Program* through HMIS as directed
- Collecting & uploading all documents available at assessment
- Participation in case conferences
- Responding to requests by the *Coordinating Entity*

2.1.2. Training Requirements – *Housing Assessors* are trained by the *Coordinating Entity*. The training consists of the 6 hours “Housing Assessor Orientation” in addition to HMIS training on the *Coordinated Access* workflow.

2.2. HMIS Workflow – The workflow below outlines the CA steps in HMIS:



2.3. Release of Information – All clients must sign a release of information prior to the assessment process.

2.4. Client Photos – Photos can be taken at the time of assessment but are not required. If a photo is taken and uploaded into HMIS, a photo release must be signed by the client prior to the photo being taken.

2.5. Timeline - The *Housing Assessor* notifies the client of his/her eligibility and referral decision immediately. Once a referral is made, the *Receiving Program* has 24 business hours to acknowledge the receipt of the referral. The *Receiving Program* must then enroll or deny the referral within 7 days. The *Receiving Program* can reject or deny the referral if the assigned case manager has been unable to contact the household after 7 days. If a household shows up at the *Receiving Program* after the 7 days have expired, the case manager will assist the household in reentering the system through the CAS. All of this information is tracked in HMIS.

### 3. Housing Matching

3.1. CFTH HMIS Responsibilities – HMIS Staff at the Coalition for the Homeless is responsible for the daily administration of the HMIS software and providing technical assistance and user training to participating agencies and end-users.

## 3.2. Housing Navigators

3.2.1. Roles and Responsibilities - *Housing Navigators* are staff from designated community agencies. *Housing Navigators* office out of *Assessment Hubs*, their home agencies, or in the field. All *Housing Navigators* work with individuals that do not have an existing case manager and would like assistance in navigating the process of securing housing from housing referral to “lease up”. The *Housing Navigator* provides the client with a welcome letter explaining both the client and staff’s role in the program. Both the client and staff sign the letter and it is maintained in the client’s chart. All *Housing Navigators*, *Outreach Workers*, and *Case Managers* operating as *Housing Navigators* carry the following responsibilities:

- Assisting client in obtaining necessary documentation required for housing
- Collecting & uploading necessary documentation, securing additional financial assistance if needed, providing transportation, accompaniment to potential housing options, etc.
- Assisting clients in navigating any challenges related to the housing process (application and/or inspection process, landlord negotiation, etc.)
- Participation in case conferences
- Responding to requests by the *Coordinating Entity*, as appropriate.

3.2.2. Training Requirements – *Housing Navigators* are trained by the *Coordinating Entity*. The training consists of the 6 hours “*Housing Navigator Orientation*” in addition to training HMIS training on the Coordinated Access workflow in HMIS.

3.3. Timeline - Once the *Housing Assessor* has made contact with the client’s *Case Manager* or *Housing Navigator*, that worker contacts the client within 24 hours and begins the process of scheduling intake appointments. This information is tracked in HMIS.

3.4. Unit Availability/Vacancy Posting – All Rapid Re-housing and Permanent Supportive Housing Programs are required to post vacancies in HMIS within 24 business hours of unit/bed availability. If providers know of an impending vacancy, they are able to post the anticipated availability date up to 14 days before unit vacancy. Programs must update vacancy information in HMIS within 24 business hours of a unit/bed being filled. This information is crucial in determining what resources are available and where to send a client needing housing.

## 4. Housing Referral

- 4.1. Waitlist – There is one *Centralized Waitlist* for both permanent supportive housing and rapid re-housing:
- 4.1.1. Permanent supportive housing is dedicated to households and individuals that are chronically homeless followed by a prioritization score of 28 or higher.
  - 4.1.2. Rapid re-housing plus is dedicated to households and individuals with high vulnerability scores but are not chronically homeless, followed by a prioritization score between 18-27. This housing intervention is extremely scarce, so long waits are to be expected.
  - 4.1.3. Rapid re-housing is dedicated to households and individuals that are not chronically homeless, followed by a prioritization score between 10-17.
  - 4.1.4. If the waitlist indicates an opening for either PSH or RRH, a referral to that opening will be generated in HMIS by an Assessor.
  - 4.1.5. If the program to which the referral was made is one that requires a Navigator, then the Assessor will also generate a referral to the appropriate Navigator.
  - 4.1.6. Navigators or Case Managers attempt to make contact with the client for seven (7) business days.
  - 4.1.7. If the client cannot be contacted within that timeframe, then staff move on to the next client on the list.
  - 4.1.8. Once staff makes contact with the client, the client must decide immediately whether to accept or decline the unit.
  - 4.1.9. If the client accepts the unit, he/she moves forward in the next steps towards move-in.
  - 4.1.10. If the client declines the unit, then the next client on the waitlist is contacted and the client that refused is moved down to the bottom of the appropriate waitlist based on their housing prioritization score.
- 4.2. Receiving Program Responsibilities – Once a referral is made, the *Receiving Program* has 24 business hours to acknowledge the receipt of the referral. The *Receiving Program* must then enroll or deny the referral within 7 days. The *Receiving Program* can reject or deny the referral if the assigned case manager has been unable to contact the household after seven (7) days. If a household shows up at the *Receiving Program* after the seven (7) days have expired, the case manager will assist the household in reentering the system through the *CAS*. All of this information is tracked in HMIS.

4.2.1. Document Requirement Updates - *Receiving Programs* make eligibility determination decisions within one business day of the intake interview (or when all required application materials are complete). The *Receiving Program* orally reviews the intake decision notification with the client to ensure that the client understands the decision, and applicable next steps, including the client's right to appeal the decision. An intake decision notification includes at a minimum:

- first available move-in date, if applicable; and
- reason the client cannot enter the program, including reason for rejection by client or program (which includes redirection to the *Housing Navigator*), if applicable.
- instructions for appealing the decision.

4.2.2. Reasons for denial – *Receiving Programs* may only decline individuals and families found eligible for and referred by the *Housing Assessor* under limited circumstances including:

- there is no actual vacancy available;
- the individual or family missed two intake appointments;
- the *Receiving Program* has been unable to make contact with the individual or family for seven (7) consecutive business days;
- the household presents with more people than referred by the *Housing Assessor* and the *Receiving Program* cannot accommodate the increase;
- the individual or family was denied by independent property owner/landlord due to certain criminal behaviors; or
- based on their individual program policies and procedures the *Receiving Program* has determined that the individual or family cannot be safely accommodated or cannot meet tenancy obligations with the supports provided by the program.

Programs may not decline persons with psychiatric disabilities for refusal to participate in mental health services. The *Receiving Program* must update the referral outcome in HMIS for any decisions to accept or reject a client. If the ineligible client has not otherwise been accommodated for the night, e.g. via an intervention by emergency services, the *Receiving Program* must notify the *Housing Navigator*, refer the client back, and document that outcome in HMIS. Reason for denial forms must be submitted to the client the same day the decision was made if possible.

- 4.2.3. Client Choice – Clients may decline a referral because of program requirements that are inconsistent with their needs or preferences. For example, clients may decline participation in programs requiring sobriety. The client may decline a referral up to three times, after the third denial the client will be reassessed and placed on the bottom of the waitlist.
- 4.3. Move-In – If the homeless individual or family is accepted, the *Receiving Program* must update the referral outcome in HMIS and arrange for move-in within 30 days. If the client does not move-in as scheduled or within three (3) business days of the original move-in date, the *Receiving Program* must notify and refer the client back to the *Housing Navigator* so that the outcome is documented in HMIS. To the extent feasible given available funding and as necessary, the *Receiving Program* will provide the individual or family with move-in assistance including transportation of household members and personal belongings.
- 4.4. PSH to PSH – under the CoC Program, permanent supportive housing projects may serve individuals and families from other permanent supportive housing projects who originally met the eligibility requirements for permanent supportive housing so long as the program participants were eligible for the original permanent supportive housing (Section 423(f) of the McKinney-Vento Act, as amended by the HEARTH Act). This means that an individual or family may transfer from one permanent supportive housing program to another under the CoC Program. This could occur under the following circumstances:
- If there were another permanent supportive housing program that better met the service needs of the program participant;
  - The program participant is evicted by the landlord or housing program and the participant is still eligible for case management services; or
  - The current permanent supportive housing program in which the individual or family is enrolled in has lost their funding.
- 4.4.1. PSH to PSH Referral – If any of the above scenarios apply, a staff member from the current PSH must notify the *Coordinated Access Project Manager* in writing via email to initiate the process of transferring the client. The *Coordinated Access Project Manager* will verify that the request falls within the guidelines for the transfer as outlined in this manual. The *Coordinated Access Project Manager* will determine if a PSH unit is available, create the referral in HMIS, and notify the current PSH. The current PSH will then be responsible for assisting the program participant in completing the documentation necessary for the new PSH. Transfer requests outside of the ones outlined in this manual will not be approved. If no

PSH unit is available, then the current PSH will have to continue to work with the program participant in securing alternate housing options.

- 4.5. Referrals to and from other systems not using HMIS – The *Coordinated Access System* appropriately addresses the needs of Veterans and individuals and families who are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, or stalking.
- 4.5.1. Domestic Violence (DV) – When a homeless or at-risk individual/household is identified by the *Coordinated Access System* to be in need of domestic violence services, that individual/household is referred to the domestic violence hotline immediately. If the individual/household does not wish to seek DV specific services, the individual/household will have full access to the *Coordinated Access System*, in accordance with all protocols described in this manual. If the DV helpline determines that the individual/household seeking DV specific services is either not eligible for or cannot be accommodated by the DV specific system, the helpline will refer the client to an *Assessment Hub* for assessment and referral in accordance with all protocols described in this manual.
- 4.5.1.1. Emergency Transfer Plan – An individual or household who is a victim of domestic violence, dating violence, sexual assault, stalking, and/or human trafficking and is currently residing in a non-DV housing program may request a transfer if: the individual reasonably believes that there is a threat of imminent harm from further violence if the individual remains within the same unit. If the individual is a victim of sexual assault, the he/she may also be eligible to transfer if the sexual assault occurred on the premises.

A client/tenant requesting an emergency transfer must expressly request the transfer by notifying their Case Manager. Case Manager and Client will troubleshoot any other possible options to resolve the solution in a safe way. Case Manager and Client will discuss how much of the situation the Client wants to reveal to the Landlord to possibly resolve the situation. If the situation cannot be resolved and moving the Client is the only option, the Case Manager will contact Coordinated Access and request a transfer.

Coordinated Access will discuss options with the Client and determine if the Client is eligible for a program that has an available space. The Client will be offered the option to go through the DV Coordinated Access process and receive services from a DV provider. In this situation

the DV Coordinated Access system will take over and the Client's record in HMIS will be closed upon transfer. If client declines DV services/programs, Coordinated Access will the next possible transfer and informs the Client of the program/location. At that point the Client can accept or deny the referral. If the Client approves of the transfer, the Case Manger will complete a warm hand off to the next program, assist with the transfer, and facilitate a mutual rescission with the Landlord. If the Client wants to deny the transfer, they will stay at the top of the list and wait for the next vacancy in a program they are eligible for. If the Client is in a Scattered Site program with a voucher or rental assistance through Rapid Re-Housing, the Case Manager can assist the Client with a unit transfer to a safer location.

- 4.5.2. Veterans – When a homeless or at-risk individual is identified by the *Coordinated Access System* to be a Veteran, additional questions concerning service era, length of service, and discharge status will be asked. If eligible for VA services, the Veteran will be given the option of being referred to the VA Drop-In Center. If the Veteran chooses that option, then that individual is referred to the VA Drop-In Center immediately. If the VA Drop-In Center determines that the individual seeking veteran specific services is not eligible for VA services, the *Housing Assessor* at the VA Drop-In Center will complete the CA Assessment in HMIS and will either a) refer the household to an available unit or b) add the household to the appropriate waitlist in accordance with the processes outlined in this manual.

## 5. Case Conferences

- 5.1. The *Coordinating Entity* will require a case conference to review and resolve rejection decisions by *Receiving Programs*. The purpose of the case conference will be to resolve barriers to the client receiving the indicated level of service. Such a case conference will be held in all instances in which an individual or family is declined by a *Receiving Program*. Case conferences will be held in all instances in which an individual or family has declined more than two placements.

Providers may also request a case conference, at their discretion, in other circumstances in which a client household is insufficiently engaged in actions necessary to secure a permanent placement.

In cases in which a homeless individual or family is facing program termination, the Provider will notify the *Coordinating Entity*. The *Coordinating Entity* may then require a case conference to review and determine next steps. The purpose of the case conference will be to discuss interventions used to date and resolve barriers to securing

permanent housing including plans to have the individual or family re-assessed for a more suitable housing program.

The *Coordinating Entity* will determine which parties will attend a case conference, including but not limited to the *Housing Assessor*, the *Housing Navigator*, the *Receiving Program*, the client, and other contacts as determined necessary. The *Coordinating Entity* will make all logistical arrangements for the case conference, including but not limited to notifying all parties.

## **Fair Housing, Tenant Selection Plan, and Other Statutory and Regulatory Requirements**

The *Coordinating Entity* takes all necessary steps to ensure that the *Coordinated Access System* is administered in accordance with the Fair Housing Act by promoting housing that is accessible to and usable by persons with disabilities. The *Coordinated Access System* complies with the non-discrimination requirements of the Fair Housing Act, which prohibits discrimination in all housing transactions on the basis of race, national origin, sex, color, religion, disability status and familial status. This also includes protection from housing discrimination based on source of income. Additional protected classes under state law include sexual orientation (including gender identity), marital status, military discharge status, age (40+). Agencies cannot preference any protected class unless allowed by statute/regulation, or written waiver from their funding or regulatory body (i.e. U.S. Department of Housing and Urban Development).

All Authorized User Agencies who enter into an MOU for the *Coordinated Access System* agree to take full accountability for complying with Fair Housing and all other funding and program requirements. The MOU requires User Agencies to use the *Coordinated Access System* in a consistent manner with the statutes and regulations that govern their housing programs.

The *Coordinating Entity* will request from each Authorized User Agency their tenant selection plan and any funding contract that requires or allows a specific subpopulation of persons to be served. For instance, Housing Opportunities for Persons with AIDS (HOPWA) programs will show funding contract, a single-gender program must produce its HUD waiver. It is further recognized that the Fair Housing Act recognizes that a housing provider may seek to fulfill its “business necessity” by narrowing focus on a subpopulation within the homeless population. The *Coordinated Access System* may allow filtered searches for subpopulations while preventing discrimination *against* protected classes.

## **Evaluating and Updating Coordinated Access System Policies and Procedures**

The implementation of the *Coordinated Access System* necessitates significant, community-wide change. To help ensure that the system will be effective and manageable for homeless and at-risk households and for the housing and service providers tasked with meeting their

needs, particularly during the early stages of implementation, THE TX-700 Continuum of Care anticipates adjustments to the processes described in this manual. To inform those adjustments, the *Coordinated Access System* will be periodically evaluated, and there will be ongoing opportunities for stakeholder feedback, including but not limited to Referral and Receiving Program work groups convened and managed by the *Coordinating Entity*. Specifically, the *Coordinating Entity* is responsible for:

- Leading periodic evaluation efforts to ensure that the *Coordinated Access System* is functioning as intended; such evaluation efforts shall happen at least annually.
- Leading efforts to make periodic adjustments to the *Coordinated Access System* as determined necessary; such adjustments shall be made at least annually based on findings from evaluation efforts.
- Ensuring that evaluation and adjustment processes are informed by a broad and representative group of stakeholders
- Ensuring that the *Coordinated Access System* is updated as necessary to maintain compliance with all state and federal statutory and regulatory requirements

Evaluation efforts shall be informed by metrics established annually by the *Coordinating Entity*, in conjunction with the *CoC Steering Committee* and *Coordinated Access Transition Team*. These metrics will be displayed on dashboards located on the *Coordinating Entity's* & community's websites and shall include indicators of the effectiveness of the functioning of the *Coordinated Access System* itself, such as:

- Wait times for initial contact
- Extent to which expected timelines described in this manual are met
- Number/Percentage of referrals that are accepted by receiving programs
- Rate of missed appointments for scheduled assessments
- Number/Percentage of persons declined by more than one (1) provider
- Number/Percentages of *Eligibility and Referral Decision* appeals
- # of program intakes not conducted through *Coordinated Access System*
- Completeness of data on assessment and intake forms

These metrics shall also include indicators of the impact of the *Coordinated Access System* on system-wide Continuum of Care outcomes, such as:

- Persons referred have length of stays consistent with system guidelines
- Waiting lists are reduced for all services; eliminated for shelter
- Program components meet outcome targets
- Reductions in long term chronic homeless
- Reduction in family homelessness
- Reductions in returns to homelessness

- Reduced rate of people becoming homeless for first time

## **Termination**

Any Authorized User Agency may terminate their participation in the *Coordinated Access System* by giving written notice. Housing programs that are required to participate due to HUD guidelines will need HUD approval to terminate participation.

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Are you homeless because someone is hurting you?  Yes  No

Are you interested in accessing DV services?  Yes  No

Would you like a referral to access DV services?  Yes  No

**If yes, refer directly to a domestic violence service agency for appropriate housing.**

### B. Health History

Have you been diagnosed with any of the following?

*Check all that apply.*

- Serious mental illness
- Developmental disability
- Chronic physical illness or disability that limits your ability to work or perform daily activities
- HIV/AIDS

- Substance Use Disorder  
How frequently do you use?  Daily  Weekly  
 Monthly  No longer using
- Have you ever been involuntarily hospitalized for a mental health condition?  Yes  No
- How many times have you been to the ER in the past 2 years? \_\_\_\_\_

Do you have health insurance?  Yes  No

If yes: What type of insurance do you have?

- VA  Medicaid  Medicare  Gold Card
- Private  Other

If Medicare or Medicaid: Who is your insurance company?

- United Healthcare  Molina
- Amerigroup/Anthem

### C. Criminal History

1. How many times have you been incarcerated/in jail in the past 2 years?

2. Do you have a past felony conviction(s)?  Yes  No

3. Have you or anyone who will live with you been convicted of a sexual offense?  Yes  No

### C. Employment & Income

Please describe your current employment situation or income received

1. Do you currently have income?  Yes  No  
If yes, how much? \_\_\_\_\_

2. Where does your income come from?  
 Employment  SSI/SSDI  VA  Retirement

3. When was the last time you worked?  
 Currently employed  30 days  31-90 days  
 3-6 months  6-12 months  1 yr or more

4. How often do you go to Workforce Solutions?  
 Every Day (Where? \_\_\_\_\_)  
 Once per week  Once a month  
 Twice a year  Never

5. Do you need to secure disability income?  
 Yes  No  
If yes:  Are you currently applying?  
 Were you in Special Ed classes?  
 Have you seen a doctor in the past 6 months?  
 Have you ever been involuntarily hospitalized for a mental health condition?  
 Have you been diagnosed with any life threatening conditions? (\_\_\_\_\_)

Client Name \_\_\_\_\_

	<b>Coalition for the Homeless of Houston/Harris County</b> <b>Subject: Service Delivery</b>  <i>Applies to: The Way Home</i>	<b>Housing Prioritization</b>  <i>Effective: 11/18/2018</i>
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**PURPOSE:**

To ensure that homeless individuals and families assessed through Coordinated Access receive services in the most expedient way possible and that access to homeless assistance prioritizes those with the greatest needs who are least likely to end their homelessness in the absence of CoC support.

**POLICY:**

It is the policy of The Way Home that individuals and families with the most severe service needs and the longest lengths of time homeless are prioritized for housing.

**PROCEDURE:**

The Harris, Montgomery, and Fort Bend County Continuum of Care and The Way Home, with the input from area homeless providers, have established guidelines that outline the order of priority for housing homeless individuals and families. All current and newly developed Permanent Supportive Housing beds have been dedicated to individuals and families that are chronically homeless. All Permanent Supportive Housing turn-over beds have been prioritized for individuals and families that are chronically homeless. All Rapid Rehousing beds have been dedicated to literally homeless individuals and families. The goal of this policy is to ensure that those individuals and families who have spent the longest times in places not meant for human habitation or in emergency shelters, and who have the most severe service needs are prioritized for housing. Severity of service needs refers to individuals or families who have a history of high utilization of crisis services such as emergency rooms, jails, and psychiatric facilities and significant health or behavioral challenges such as substance use disorders or functional impairments.

**ORDER OF PRIORITY IN CoC PROGRAM FUNDED PERMANENT SUPPORTIVE HOUSING**

1. **First Priority – Chronically homeless individuals and families with a disability with the longest history of homelessness and the most severe service needs.**
  - a. The chronically homeless individual, head of household of a family, or youth, when assessed through Coordinated Access, will be assigned a vulnerability score between 28-51, with 51 being the most severe service needs.
2. **Second Priority – Literally homeless individuals and families with a disability and the most severe service needs.**
  - a. The literally homeless individual, head of household of a family, or youth, when assessed through Coordinated Access, will be assigned a vulnerability score between 18-27, with 27 being the most severe service needs; and
    - i. the CoC has not identified any chronically homeless individuals, families, or youth who meets all of the criteria for housing under the first priority.
3. **Third Priority – Literally homeless individuals and families with the most severe service needs.**
  - a. The literally homeless individual, head of household of a family, or youth, when assessed through Coordinated Access, will be assigned a vulnerability score between 18-27, with 27 being the most severe service needs; and
    - i. the CoC has not identified any chronically homeless individuals, families, or youth who meets all of the criteria for housing under the first priority.

**ORDER OF PRIORITY IN CoC AND ESG PROGRAM FUNDED RAPID REHOUSING**

1. **Priority – Literally homeless individuals and families**
  - a. The literally homeless individual, head of household of a family, or youth, when assessed through Coordinated Access, will be assigned a vulnerability score between 10-17, with 17 being the most vulnerable.

## Housing Prioritization Tool

		Answer	Score
1a	Chronic?	Yes/No/Logic	25
1b	Where did you sleep last night? (only show if chronic = no)	Streets/Logic	4
1c		Shelter/Logic	2
1d	Have you been homeless before? (only show if chronic = no)	Yes	2
1e	How many times have you been homeless in the past 3 years? (only show if chronic = no)	>4	2
2	Frequent yes/no from dashboard (don't ask)	Yes	2
3	Do you or anyone in your household have a disabling condition? (only show if chronic = no)	Yes/Logic	4
4	How many times in the past 6 months have you accessed medical services in the ER?	1/Logic	1
		2	2
		3	3
		4	4
		5+	5
5a	Do you have a serious physical health condition that requires frequent medical care? (Examples: symptomatic AIDS, cancer, tracheotomy, colostomy, open wounds with instructions to keep clean, end-stage renal disease, end-stage liver disease, amyotrophic lateral sclerosis (ALS or Lou Gherig's disease) terminal illness, or in hospice)	Yes/No/Logic	3
5b	Observation: Assessor, do you observe signs or symptoms of a serious physical health condition?	Yes	5
6a	Has a doctor or professional ever recommended mental health services?	Yes/No/Logic	2
6b	Observation: Assessor, do you observe signs or symptoms of a mental health condition?	Yes	2
7a	In the past year, have your drugs or alcohol usage had a negative impact on your life?	Yes/No/Logic	2
7b	Observation: Assessor, do you observe signs or symptoms of drugs or alcohol use?	Yes	2
8	How many times in the past year have you been arrested or been in jail/prison/juvenile detention?	1/Logic	1
		2	2
		3	3
		4	4
		5+	5
9	Have you experienced domestic violence in the past 60 days?	Yes	2
10a	Has someone asked (or forced) you to have sex or sell anything in exchange for something?	Yes	1
10b	Is someone threatening to harm you or your family if you don't do what they ask?	Yes	1
11	Do you have income?	No/Logic	1

**PSH: 28+**  
**Non C: 27-18**  
**RRH: 17-10**  
**Income: 9 & below**

<b>Chronic Max:</b>	<b>51</b>
<b>Non-chronic Max:</b>	<b>38</b>

# Coordinated Access The Way Home Houston

## VERIFICATION OF DISABILITY FOR SUPPORTIVE HOUSING

Applicant's Name: \_\_\_\_\_ DOB: \_\_\_\_\_

This form verifies that the applicant named above has a disability necessary for determining eligibility for a HUD CoC Permanent Supportive Housing Program. A person shall be considered to have a disability if he or she has one or more of the following and that the disability is expected to be long-continuing or of indefinite duration and substantially impedes the applicant's ability to live independently:

1. Serious mental illness;
2. A developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 U.S.C. 15002);
3. Substance use disorder;
4. Post-traumatic stress disorder;
5. Cognitive impairments resulting from brain injury; **OR**
6. Chronic physical illness or disability.

Diagnosis: \_\_\_\_\_

Printed Name of Physician or Licensed Professional: \_\_\_\_\_

License Number: \_\_\_\_\_

Agency or Clinic Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

*By signing below, you are verifying that this applicant has the condition as stated above & that you are qualified to make that diagnosis.*

Signature/Credentials: \_\_\_\_\_ Date: \_\_\_\_\_

In addition to MD's, the following is a list of acceptable qualified professionals determined by HUD to diagnose a disability:

LCSW (Licensed Clinical Social Worker)	LPHP (Licensed Practitioner Health Professional)	LNP (Licensed Nurse Practitioner)
LNP (Licensed Family Nurse Practitioner)	LCDC (Licensed Chemical Dependency Counselor)	LPC (Licensed Professional Counselor)
LMFT (Licensed Marriage Family Therapy)	PhD (Licensed Psychologist)	

*If not able to sign, please explain:* \_\_\_\_\_

Signature/Credentials: \_\_\_\_\_ Date: \_\_\_\_\_

### APPLICANT'S AUTHORIZATION TO RELEASE INFORMATION

I, \_\_\_\_\_, hereby authorize the release of the requested information pertaining to my disability to the Agency named above.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date



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Houston, Texas 77002  
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Fax 713-739-8038  
[www.homelesshouston.org](http://www.homelesshouston.org)

## Coordinated Access System

### Memorandum of Understanding (MOU) between the **Coalition for the Homeless Houston/Harris County (CFTH)**, and \_\_\_\_\_

---

#### **PURPOSE**

The Department of Housing and Urban Development (HUD)'s new regulations requires that all Continuums of Care (CoCs) develop and implement a coordinated access and assessment system for all CoC funded programs. A Coordinated Access System (CAS) is a *centralized or coordinated process designed to coordinate program participant intake, coordinate assessments, and coordinate the provision of referrals to housing*. The CAS will enable clients to move quickly through the system and be matched to the best intervention strategy that will permanently and effectively end their homelessness. The CAS will also reduce duplication of efforts, reduce returns to homelessness, and assist with ending homelessness.

In order to accomplish effective coordination with mainstream and homeless services, formal agreements dictating client eligibility, intake, service provision expectations, and staffing are being developed with mainstream and homeless service providers on behalf of the system of homeless providers. The agreements will also ensure that all providers are using the system in an open, transparent, and consistent way.

#### **GENERAL PROVISIONS**

##### **(CFTH) will:**

- 1) Serve as the Lead Agency in the Continuum of Care (COC);
- 2) Maintain the Homeless Management Information System (HMIS), including the CAS Workflow;
- 3) Coordinate the system of homeless and homelessness prevention services in the Harris, Fort Bend, and Montgomery County continuum area;
- 4) Provide lead staff to guide the CAS Workgroup and any relevant subgroups;
- 5) Coordinate, integrate, and leverage resources to maximize impact of services for individuals who are experiencing homelessness;
- 6) Develop and implement policies and procedures on how the CAS will be operated;
- 7) Provide training to all staff dedicated to the CAS including Housing Assessors and Navigators;
- 8) Provide guidance and supervision to CAS staff as it relates specifically to the CAS;
- 9) Evaluate performance and progress of the CAS and make adjustments as necessary.
- 10) Oversee the Case Conferences and Appeals process as necessary.
- 11) Provide branding materials (shirts, business cards, etc.) for the use of CAS staff upon start-up only; and
- 12) Approve any press releases and communication with the media in regards to CAS.



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**will:**

- 1) Serve as a member of the CAS Workgroup for the purpose of engaging in a joint venture to develop and implement an array of integrated services designed to stabilize housing for people who are literally homeless or imminently at-risk of homelessness;
- 2) Provide XX primary staff who, as members of the \_\_\_\_\_ Team and supervised by a \_\_\_\_\_ manager, will serve as CA Housing Assessors;
- 3) Agree to assess and refer clients for services through the CAS only;
- 4) Enter and maintain timely client data in HMIS;
- 5) Name a designated staff contact for the CAS.
- 6) Provide all necessary supplies and technology equipment at Assessment Hub location;
- 7) Ensure all CAS staff wear and use materials related to CAS (shirts, business cards, etc.); and
- 8) Coordinate and receive approval for and press releases and communication with the media in regards to the CAS.

**CONFIDENTIALITY**

All parties agree that they shall be bound by and shall abide by all applicable Federal or State statutes or regulations pertaining to the confidentiality of client records or information, including volunteers. The parties shall not use or disclose any information about a recipient of the services provided under this agreement for any purpose connected with the parties' contract responsibilities, except with the written consent of such recipient, recipient's attorney, or recipient's parent or guardian.

**EQUAL OPPORTUNITY**

CFTH, and \_\_\_\_\_ mutually agree to be bound by and abide by all applicable anti-discrimination statutes, regulations, policies, and procedures as may be applicable under any Federal or State contracts, statutes, or regulations, or otherwise as presently or hereinafter adopted by the agency.

**TERMS OF AGREEMENT**

This MOU shall be effective upon adoption by each signatory agency and entity.

This MOU shall be reviewed and revised as needed to further implementation of strategic and long-term goals of the project.



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This MOU can be expanded, modified, or amended, as needed, at any time by the consent of all agencies.

This MOU shall be in effect until the end of this project unless terminated by mutual agreement in writing prior to the project end date.

---

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**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**COALITION FOR THE HOMELESS OF  
HOUSTON/HARRIS COUNTY**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Appendix 5: The Domestic Violence Coordinated Access Operations Manual



# The Safe Way Home

Changing the Path for Houston's Homeless

## Domestic Violence Coordinated Access System Operations Manual

(2<sup>nd</sup> Printed Edition, May 2021)

TX – 700 Continuum of Care  
Harris, Ft. Bend, and Montgomery Counties



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## Acknowledgments

This Operations Manual is the result of countless hours of spirited meetings, discussions, and consultations, both local and national. Thank you to everyone who contributed in ways big and small. A special thank you to our colleagues at the Coalition for the Homeless whose work *A Way Home* was an important model for our work: Eva Thibaudeau, James Gonzalez, Ana Rausch, Concetta Scerbo and Yvette Fuentes. Our Steering Committee and Housing Liaison team met regularly throughout the process with real dedication and passion. The Housing Liaison team made recommendations for the Steering Committee's consideration. Thank you to both of these vital groups, without whom this work could not have been accomplished. Their dedication to this process as well as their clients, domestic violence survivors, is admirable.

As we write and print the second edition of this Operations Manual, we are almost two years into our coordinated access work and have successfully housed over 100 families. DV Coordinated Access has also added three new DV service providers to our collaboration: Daya, Northwest Assistance Ministries, and Montgomery County Women's Center. Our process has been one of continuous improvement as our group constantly works to make the process more equitable and efficient for survivors, who deserve our very best efforts. Our metaphor for this work is that we are building the plane as we are flying it, which can make for a turbulent ride! In the course of two years we have had members come and go, and we value everyone's contributions. Our Steering Committee grew to incorporate area foundation members and their support and guidance was invaluable. A special thanks to our Excel Queen, Yolanda Meza of FBWC, who updated our EPPA numerous times by writing formulas and re-formatting. A special thanks to Executive Director, Barbie Brashear and Deputy Director, Amy Smith as well as the Houston Endowment for their leadership and vision that allowed this work to begin.

## Steering Committee Members

Emilee Whitehurst - Houston Area Women's Center  
Sonia Corrales – Houston Area Women's Center  
Vita Goodell – Fort Bend Women's Center  
Debbie Moseley- The Bridge Over Troubled Water  
Brenda Sykes – Bay Area Turning Point  
Rachna Khare - Daya  
Katherine Von Haefen – UnitedWay  
Sarah Raleigh – Montgomery County Women's Center  
James Gonzalez – Coalition for the Homeless  
Sheryl Johnson – Northwest Assistance Ministries  
Meghna Goswami – The Houston Endowment  
Kelli King-Jackson – The Simmons Foundation  
Barbie Brashear - Harris County Domestic Violence Coordinating  
Council Amy Smith – Harris County Domestic Violence Coordinating  
Council Aber Monem - Harris County Domestic Violence Coordinating  
Council

## Housing Liaison Team Members

Barbie Brashear – Harris County Domestic Violence Coordinating Council

Abeer Monem - Harris County Domestic Violence Coordinating Council

Treniece Harris - Harris County Domestic Violence Coordinating Council

Wykesha Dixon- Bay Area Turning Point Inc.

Bridgette Hughes - Bay Area Turning Point Inc.

James Gonzales – Coalition for the Homeless

Mary Flowers – Fort Bend Women’s Center

Haniya Harhara– Daya

Marien Martinez – Houston Area Women’s Center

Hanna Theiss – Northwest Assistance Ministries

Melanie Jackman – Montgomery County Women’s Center

Maria Perez – The Bridge over Troubled Water

Valeria Moreno – Ft. Bend Women’s Center

Melissa Miller– Northwest Assistance Ministries

Cynthia Hernandez - TheBridgeOver TroubledWaters

Heather King - The Bridge Over Troubled Waters

## Guiding Principles and Values for Domestic Violence Coordinated Access

- Safety for survivors accessing services
- Autonomy, self-determination, and client choice
- Equitable access
- Health, safety, and well-being of families
- Low-barrier, survivor-centered, and trauma-informed
- Coordinated assessment staff will be trained on the confidentiality and privacy rights of all individuals in order to not disclose personally identifying information while adhering to Health Insurance Portability and Accountability Act (HIPAA), Violence Against Women Act (VAWA), and other federal and state laws and policies in place to protect survivors
- Referrals for survivors are made based on knowledge of the programs and program types that are most appropriate and helpful when serving households fleeing domestic violence
- Assessment and case management staff will be adequately trained on the unique needs of survivors accessing housing services
- Domestic violence providers will work collaboratively with the mainstream Houston homeless service providers to ensure survivors can connect to the broadest range of housing options
- A 2014 Special Report by the U.S. Department of Justice Bureau of Justice Statistics (Truman & Morgan, 2012) found that in the ten years between 2003-2012, domestic violence accounted for 21% of all violent victimizations with the majority of domestic violence committed against females (76%) compared to males (24%). However, domestic service providers acknowledge that women can be abusers as well as victims and that violence also occurs within the LGBTQ community. In order to be inclusive and affirming of all, gender neutral terms will be used wherever possible when working with survivors, such as using the term, “your abuser” rather than assuming the abuser is male or that the couple is opposite sex in order to avoid a heterosexist response.

## Purpose and Background

Under the requirements of the Homeless Emergency Assistance and Rapid Transition to Housing: Continuum of Care Program (HEARTH Act), The Houston/Harris County Continuum of Care has implemented a coordinated assessment system. Coordinated assessment is a powerful tool designed to ensure that homeless persons and persons at risk of homelessness are matched, as quickly as possible, with the intervention that will most efficiently and effectively end their homelessness.

Each year in Harris County there are over 35,000 calls to law enforcement concerning domestic violence, over 80,000 calls to local domestic violence hotlines, and more than 5,000 adults and children are provided with emergency shelter. The sheer number of clients seeking services propelled local DV providers to consider how coordinated access might improve the systemic response for survivors seeking safe housing options while also documenting the dire need for additional low-income housing. While HUD or the local CoC did not require coordinated access for survivors of domestic violence, domestic violence service providers within the Greater Houston, Harris County, and Ft. Bend area met and collectively decided that it was in the best interest of survivors to create a parallel system to the mainstream homeless coordinated access system. Therefore, the *Domestic Violence Coordinated Access System* focuses on the unique needs of domestic violence survivors and was developed to help survivors access safe housing options.

The *Domestic Violence Coordinated Access System* institutes 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.

The *Domestic Violence Coordinated Access System* is designed to:

- ❖ Provide a coordinated system of response to housing needs with the survivor's safety and self-determination being the highest values while using a trauma-informed approach to services;
- ❖ Allow anyone who needs assistance to know where to go to get that assistance, to be assessed in a standard and consistent way, and to connect with the housing/services that best meet their needs;
- ❖ Ensure clarity, transparency, consistency and accountability for survivors, referral sources and advocacy agencies throughout the assessment and referral process;
- ❖ Facilitate exits from homelessness to stable housing in the most rapid manner possible given available resources;

- ❖ Ensure that survivors gain access as efficiently and effectively as possible to the type of intervention most appropriate to their immediate and long-term housing needs;
- ❖ Ensure that people who have been homeless the longest and/or are the most vulnerable have priority access to scarce permanent supportive housing resources.

To achieve these objectives, the *Domestic Violence Coordinated Access System* includes:

- ❖ A **uniform and standard assessment process** to be used for all those seeking assistance and procedures for determining the appropriate next level of assistance to resolve the homelessness;
- ❖ Establishment of **uniform guidelines** among all the domestic violence service providers for rapid rehousing (RRH) and permanent supportive housing (PSH) regarding: eligibility for services, priority populations, expected outcomes, and targets for length of stay;
- ❖ Agreed upon **prioritization for accessing homeless assistance**;
- ❖ **Referral policies and procedures** from the system of coordinated access to domestic violence agencies;
- ❖ The **policies and procedure operations manual** contained herein and detailing the operations of the *Domestic Violence Coordinated Access System*.

The implementation of the *Domestic Violence Coordinated Access System* necessitates significant, community-wide change. To help ensure that the system will be effective and manageable for persons at-risk of homelessness due to fleeing domestic violence and for the housing and service providers tasked with meeting their needs, a comprehensive group of stakeholders was involved in its design. In addition, particularly during the early stages of implementation, adjustments to the processes described in this manual were both anticipated and accomplished. A periodic evaluation of the *Domestic Violence Coordinated Access System* will provide ongoing opportunities for stakeholder feedback. In fact, survivor focus groups were convened at four different DV service provider locations to elicit feedback about what created their homeless crisis, what helped them solve their homeless crisis, and what service providers could do better. The *Domestic Violence Coordinating Entity* will be responsible for monitoring the *Domestic Violence Coordinated Access System*.

### **History of DV Coordinated Access in Greater Houston, Harris County, Ft. Bend**

Pursuant to the interim Continuum of Care regulations under the new HEARTH Act passed in 2012, communities were required to establish a centralized or coordinated assessment system that conducts assessments of homeless families and matches them based on specific needs. During this time, HUD identified individuals and families impacted by domestic violence, sexual assault, and stalking as a population that should access services through a coordinated system. While HUD has not decided if victim service providers should be exempt from participating in a process, providers in the Houston area decided to proactively address the issue. In June of 2014

Houston/Harris/Ft. Bend domestic violence service providers, recipients of HUD funding, formed a committee to begin discussing coordinated access for survivors of domestic violence in our service area. The group agrees with HUD in the importance of addressing the needs of domestic violence, sexual assault, human trafficking, and stalking with a coordinated approach to housing. This group set three overarching goals:

- Integration of the DV System that facilitates access to housing for people fleeing domestic violence, sexual assault, stalking and human trafficking and experiencing or at risk of homelessness, which bests meets their needs.
- Creation of a system to triage survivors to the best and safest options.
- Creation of one access point for housing options for those fleeing domestic violence

The group proposed to achieve these goals through the development of a system map that would inform how survivors flow to both domestic violence service providers and homeless service providers, if appropriate and with the consent of the survivor, as well as the development of a phased implementation for a DV comparable Coordinated Access System.

In the third largest metropolitan area in the United States, there are over ten domestic violence service providers, some full-service shelter providers and others nonresidential stand alones. Domestic Violence service providers in the region have a long history of collaboration as area program directors have met monthly for many years. These relationships offered a good starting place for the challenging, but necessary work of creating a collaborative system. The group was joined by the Coalition for the Homeless Houston to assist with the systems work by using the example of the creation of a coordinated entry system on the homeless side, as well as securing funding to hire a project director to assist with the development of a system on the domestic violence side.

Although the development of a coordinated access system is largely in response to HUD directives, local providers also recognized the need for some new processes as shelters are typically at capacity and coordinated access will provide the best and safest option for survivors. By coordinating services and a more formal plan for making referrals while also developing an assessment list, domestic violence providers will be better able to advocate for much needed additional housing options by demonstrating and documenting need. Although the Danger Assessment has been used by many of the domestic violence service providers to assess danger and plan for safety, for the first time the use of the instrument will be used across agencies to prioritize the most vulnerable survivors, which becomes necessary in an environment of great demand and limited resources.

In July 2016, the local domestic violence Stand Alone programs that offer non-residential services to survivors began meeting after funding became available to provide Rapid Rehousing as a housing first/shelter diversion program for families fleeing domestic violence. This group, with the help of the Domestic Violence Coordinated Access Program Manager, HCDVCC, and

the Coalition for the Homeless, started the process of working together to utilize a coordinated entry process. In summer 2018, they were folded into the larger DV CA system.

## Disclaimer

The *Domestic Violence Coordinated Access System* is designed to assess eligibility for housing programs targeted to those fleeing domestic violence. It is not a guarantee that the individual will meet the final eligibility requirements for - or receive a referral to - a particular housing option.

## Definitions

Terms used throughout this manual are defined below:

### Chronically Homeless (HUD Definition):

(1) *An individual who:*

(i) *Is homeless and lives in a place not meant for human habitation, a safe haven, or in an emergency shelter; and*

(ii) *Has been homeless and living or residing in a place not meant for human habitation, a safe haven, or in an emergency shelter continuously for at least one year or on at least four separate occasions in the last 3 years; and*

(iii) *Can be diagnosed with one or more of the following conditions: substance use disorder, serious mental illness, developmental disability (as defined in section 102 of the Developmental Disabilities Assistance Bill of Rights Act of 2000 (42 U.S.C. 15002)), post-traumatic stress disorder, cognitive impairments resulting from brain injury, or chronic physical illness or disability;*

(2) *An individual who has been residing in an institutional care facility, including a jail, substance abuse or mental health treatment facility, hospital, or other similar facility, for fewer than 90 days and met all of the criteria in paragraph (1) of this definition, before entering that facility; or*

(3) *A family with an adult head of household (or if there is no adult in the family, a minor head of household) who meets all of the criteria in paragraph (1) of this definition, including a family whose composition has fluctuated while the head of household has been homeless.*

### Disability (HUD Definition):

*A Physical, Mental or Emotional Impairment, including impairment caused by alcohol or drug abuse, post-traumatic stress disorder, or brain injury that is expected to be long-continuing or of indefinite duration, substantially impedes the individual's ability to live independently, and could be improved by the provision of more suitable housing conditions; includes:*

**Developmental Disability** *Defined in §102 of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (42 USC 15002). Means a severe, chronic disability that is attributable to a mental or physical impairment or combination AND is manifested before age 22 AND is likely to continue indefinitely AND reflects need for a combination and sequence of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated. An individual may be considered to have a developmental disability without meeting three or more of the criteria listed previously, if Individual is 9 years old or younger AND has a substantial developmental delay or specific congenital or acquired condition AND without services and supports, has a high probability of meeting those criteria later in life.*

**HIV/AIDS Criteria** Includes the disease of acquired immunodeficiency syndrome (AIDS) or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome, including infection with the human immunodeficiency virus (HIV).

**Literally Homeless (HUD Homeless Definition Category 1):**

(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) 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 (iii) 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

**At imminent risk of homelessness (HUD Homeless Definition Category 2)**

Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing

**Homeless under other Federal statutes (HUD Homeless Definition Category 3)**

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: (i) Are defined as homeless under the other listed federal statutes; (ii) have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance; (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; and (iv) can be expected to continue in such status for an extended period of time due to special needs or barriers

**Fleeing domestic abuse or violence (HUD Homeless Definition Category 4)**

(1) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence\*; and (2) Has no other residence; and (3) Lacks the resources or support networks to obtain other permanent housing. \* This includes survivors of human trafficking.

## 1. Rapid Re-Housing (RR)

Program of stabilization and assessment, focusing on re-housing all persons, regardless of disability or background, as quickly as possible into safe housing

Program Description	Essential Program Elements and Core Services	Time Frame	Eligibility	Desired/Expected Outcomes
<p>Short to medium-term rental assistance and supportive services program that rapidly re-houses and stabilizes persons who are Category (4) DV/SV fleeing into safe, permanent housing.</p> <p>Program operates on a scattered-site model.</p>	<ul style="list-style-type: none"> <li>• Case management</li> <li>• Housing location</li>   <li>• Employment assistance</li> <li>• Housing stabilization planning using common tools</li>   <li>• Linkage to mainstream resources</li> <li>• Linkage to mental health services as appropriate</li> <li>• Linkage to medical services as needed</li> <li>• Linkage to substance use treatment services as appropriate</li> <li>• Transportation assistance</li> <li>• Financial management</li> <li>• Job training</li> <li>• Access to crisis intervention services</li> <li>• Safety planning</li> <li>• Legal advocacy</li> </ul>	<p>Up to 24 months of rent subsidy and supportive services, during which households are stabilized with annual reassessments.</p>	<p>This means any individual or family who: (1) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence*; and (2) Has no other residence; and (3) Lacks the resources or support networks to obtain other permanent housing. * This includes victims of human trafficking.</p> <p>Households that show the ability to become self-sufficient in a short to medium period of time as evidenced by:</p> <ul style="list-style-type: none"> <li>• No to low income, but with income potential and</li> <li>• Recently homeless</li> </ul>	<p><b>Outcome:</b> Households will secure and maintain appropriate, affordable permanent housing.</p> <p><b>Indicators:</b></p> <p>The Way Home CoC Threshold:</p> <p>100% Occupancy/Average Daily Unit Utilization</p> <p>60% of households increase income during program enrollment.</p> <p>60% of households gained or increased income from entry to exit</p> <p>70% of households gained or increased (non-employment) income from entry to exit</p> <p>60% of households gained or increased earned income from entry to latest status</p>

	<ul style="list-style-type: none"> <li>• Counseling Groups/Individual</li> <li>• Life Skills</li> <li>• Educational Assistance</li> <li>• DV/SV educational programming</li> <li>• Children’s Services</li> <li>• Children’s Advocacy</li> <li>• Temporary financial assistance (security deposits, utility deposit waivers, furniture, household supplies)</li> <li>• Utility assistance</li> <li>• Rental assistance</li> <li>• Housing Relocation</li>   <li>• Housing referrals/placement services</li> <li>• Linkage to community supports and/or wraparound system of services in relation to housing placement (agency staff or community provider)</li> </ul>		<p><u>Priority populations:</u></p> <p>Singles or families</p>	<p>70% of all participants with cash income other than employment from entry to latest status</p> <p>80% of participants exited to permanent housing</p>
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## 2. DV Permanent Supportive Housing (PSH)

Permanent housing that is coupled with supportive services that are customized to the needs and preferences of residents. Individuals have leases, must abide by rights and responsibilities, and may remain with no program-imposed time limits. Housing may include various combinations of subsidy resources and services. Supportive housing in Houston is Housing First and follows a harm reduction philosophy. Services are voluntary to the clients and are not a condition of the lease. Does not require sobriety or medication/treatment compliance as a condition of housing attainment or retention

Program Description	Essential Program Elements	Time Frame	Eligibility	Desired /Expected Outcomes
<p>Long term rental assistance with supportive services for persons who are coming from the street or shelter/interim housing/Category 4 DV/SV fleeing. Program serves household with a disabled head of household, but disability requirement will be based on behavioral health or healthcare provider.</p> <p>Programs may operate on a scattered-site model but are also geo-restricted.</p>	<ul style="list-style-type: none"> <li>● Housing stabilization planning using common tools</li> <li>● Case Management</li> <li>● Housing location</li>   <li>● Assistance with lease process</li> <li>● Employment assistance</li> <li>● Linkage to mainstream resources</li> <li>● Provides rental subsidy</li> <li>● Liaison between property manager and client</li> <li>● Linkage to mental health services as appropriate with focus on trauma-informed care</li> <li>● Linkage to medical services as needed</li> <li>● Linkage to substance use treatment services as appropriate</li> <li>● Transportation assistance</li> <li>● Financial management</li> <li>● Access to crisis intervention services</li> <li>● Safety plan updates as needed</li> <li>● Legal advocacy</li> </ul>	<p>No time limits.</p>	<p>This means any individual or family who: (1) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence*; and (2) Has no other residence; and (3) Lacks the resources or support networks to obtain other permanent housing. * This includes victims of human trafficking.</p> <p>Any high needs individual with multiple barriers to housing that is literally homeless and/or Category 4 DV/SV fleeing. Specialized eligibility requirements for subsidies include:</p> <ul style="list-style-type: none"> <li>● disabled,</li> <li>● domestic violence fleeing</li> </ul>	<p><b>Outcome: Clients will remain in permanent housing.</b></p> <p><b>Indicators:</b></p> <p>85% Occupancy/Average Daily Unit Utilization</p> <p>15% of participants gained or increased earned income from entry to exit</p> <p>20% of participants gained or increased earned income from entry to latest status</p> <p>30% of participants gained or increased other (non-employment) income from entry to exit</p> <p>56% of participants gained cash income other than employment from entry to latest status</p>

	<ul style="list-style-type: none"> <li>• Counseling Groups/Individual</li> <li>• Child Services</li> <li>• Child Advocacy</li> <li>• DV/SV educational programming</li> <li>• Life Skills</li> <li>• Utility assistance</li> <li>• Employment and Education services</li> </ul>			<p>90% of persons participating more than 90 days had a Positive Exit</p> <p>&lt;40% of persons participating less than 90 days had a Positive Exit</p> <p>80% of persons participating less than 90 days had a Positive Exit</p>
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## Eligibility, Placement, and Prioritization Assessment and Danger Assessment

The DV CA Work Group developed the Eligibility, Placement, and Prioritization Assessment (EPPA) as a three-step assessment tool. First, the tool determines *eligibility* for DV-specific housing by determining if the person meets the HUD Homeless Definition Category 4, fleeing domestic violence. Second, the assessment determines appropriate housing *placement*, that is, either Permanent Supportive Housing (PSH) or Rapid Rehousing (RRH). The determination is based on whether the person has a documented disability. If a person has a documented disability they are eligible for PSH; without a documented disability, they are eligible for RRH. If there is *not* a documented disability, but the person scores positively on a screening for Post-traumatic Stress Disorder (PTSD), Traumatic Brain Injury (TBI), major depression or another disabling mental condition, they can be referred to appropriate mental health professional for evaluation and then can subsequently be re-assessed for appropriate housing placement. If a client does not have a documented disability, they will be placed on the RRH assessment list. If they are working on securing documentation, they can also be placed on the PSH list. If they rise to the top of the list and their documentation is still not secured, the next person on the list will be assisted, but they will retain their position on the list. Disabled survivors can use RRH as a bridge to PSH housing when no PSH housing is available. The person will be referred to the RRH list and a notation made in the Notes section that they are waiting for PSH housing. To determine who goes into PSH first, the month of assessment will be considered first and then the EPPA score.

Due to limited PSH availability and high demand, clients may use RRH as a bridge to PSH. Client will not be able to terminate their lease to enter into PSH unless client is willing to pay re-letting fee according to the lease agreement at their own expense. A person who is eligible for PSH but moves into RRH could also be offered a referral to the HMIS waiting list for PSH using a de-identifier so that their inclusion on the list does not compromise their safety. Clients should be told the risks and opportunities of being in the HMIS system for PSH and RRH housing and the option to use a de-identifier, but the final choice rests with the client. If clients would like to be assessed for those housing lists, the housing liaison or caseworker will call into the Homeless Coordinated Access Phone line to arrange a time for the client to be assessed.

PSH programs often have additional requirements that must be met, such as geographic restrictions that may require relocation, to be discussed with eligible participants and the receiving agency. Housing case workers should inform the client that their *eligibility* for PSH does not guarantee them a spot, and in fact, it could take years for a PSH unit to become available. Due to some funding source requirements, residing in a shelter might be a necessary precursor to be eligible for PSH

The third and final step is *prioritization*, that is, in accordance with HUD requirements, DV CA assists the most vulnerable among those we serve. The work group determined that the most vulnerable can be determined using two measures 1. Their score on the Campbell Danger Assessment (DA) and 2. Assessing certain barriers that make housing difficult for DV survivors such as young or older age and recent birth. After a year of operations, additions were made to the EPPA to better reflect the immigrant experience and therefore increase the cultural sensitivity of our assessment. These additional factors are represented in the current

EPPA and the DA score is added into the EPPA for a total score of client prioritization (See Appendix for copies of the DA and EPPA). Additionally, the agencies are identified by numbers to increase client confidentiality.

1: B ATP      2: T BOTW      3: F BWC      4: H AWC      5: D aya      6: N AM      7: M CWC  
8: M ontrose      9: H CDVCC

The Danger Assessment is an instrument that helps to determine the level of danger an abused woman has of being killed by her intimate partner. The tool was developed by nursing researcher Jacquelyn Campbell (1986) with consultation and content validity support from battered women, shelter workers, law enforcement officials, and other clinical experts on battering. There are two parts to the tool: a calendar and a 20-item scoring instrument.

The calendar helps to assess severity and frequency of battering during the past year. The woman is asked to mark the approximate days when physically abusive incidents occurred, and to rank the severity of the incident on a 1 to 5 (1=slap, pushing, no injuries and/or lasting pain through 5=use of weapon, wounds from weapon) scale. The calendar portion was conceptualized as a way to raise the consciousness of the woman and reduce the denial and minimization of the abuse, especially since using a calendar increases accurate recall in other situations.

The 20-item instrument uses a weighted system to score yes/no responses to risk factors associated with intimate partner homicide. Some of the risk factors include past death threats, partner’s employment status, and partner’s access to a gun. The Campbell Danger Assessment is normed for heterosexual female survivors and a separate inventory has been developed for immigrant women and women in same-sex relationships. (See Appendix for instruments). (During the first year of operation the Housing Liaison team considered developing additional instruments for sexual assault survivors, human trafficking survivors, family violence survivors, and same-sex male survivors, but the numbers were so low that it was not practical at this time). See Section 2.1.3 for instructions on assessing sexual assault survivors.

The EPPA also details secondary prioritization in the case of tie scores when clients are selected, including veteran status, prioritization score, length of homelessness, and date of assessment.

However, it is important to note that the objective prioritization scores will be considered in tandem with the more subjective determinants of survivor safety and choice.

The EPPA and the DA are also located in the appendices of the operations manual.

### **Navigating the SharePoint Site**

Due to issues of confidentiality, privacy, and safety, the DV CA service providers do not enter clients’ personal information into our online database hosted on a SharePoint site. SharePoint is a browser-based collaborative and document management platform created by Microsoft. Users must be invited to the site to be able to log on and the site is password protected. The SharePoint site contains a combined PSH and RRH assessment list, ranked by EPPA prioritization scores, with the highest score receiving the highest priority on the waiting list. In accordance with the Violence Against Women Act (VAWA) and Family Violence Prevention and Services Act

(FVPSA), no personally identifying information will be entered into the database. The only information entered will be the client de-identified identifier, name of referring agency, date of assessment, number of people in the household, the client prioritization score, and dates of assessment, enrollment, referral, agency receiving and resolution. Clients have the option of enlisting into the HMIS system themselves by calling a special housing assessor with their DV case manager by their side. Clients may, therefore, be on waiting lists in both the HMIS and DV-Specific housing systems. (See the Coordinated Access System Operations Manual for more information on the HMIS System). If the client is ineligible for the DV CA system or they wish to also avail themselves of the mainstream homeless services through the HMIS system, the Housing Assessors can refer them to ***The Way Home***, the mainstream homeless coordinated access system.

#### **Notes:**

1. Some of this information is also online on the site under the heading at the top of the page entitled: “Intake Processing Form Help.”
2. The last two pages of this document contains screenshots of the SharePoint site that points out features discussed in this instruction document.

#### Signing in to the SharePoint Site

The SharePoint site is by invitation-only to preserve the confidentiality of our clients and our process. Contact the Project Manager to request an invitation. People are invited with different levels of privileges: 1) administrative, 2) read only and 3) edit. Housing case managers need to view the site only and will be assigned a “read only” status. Housing Liaisons will be the only ones who can edit the site, that is, refer clients, receive clients, and resolve clients.

#### Accessing the Assessment List

The Assessment List is hosted on the HCDVCC site (<https://hcdvcc5.sharepoint.com>) and can be accessed in one of several ways. Once you have the site open you can:

- Click on **Intake Processing** in the navigation bar to the left.
- Click on the **View Full Assessment List** button on the home page.
- Click on the title text **Assessment List** above the top ranked EPPA score entries on the home page.
- Go directly to the list at <https://hcdvcc5.sharepoint.com/Lists/IntakeProcessing/Waitlist.aspx>. You can bookmark this web page in your web browser.

#### Finding Other Views/Lists of Clients

The SharePoint site has multiple views/lists of clients. The first three views are listed at the top of the page, and the alternative views can be located by clicking on the three ellipsis “...” to the right of the lists. Here are

a few of the views that are available, and you can also customize views by following the instructions further down in this document.

*Assessment List* – This is the list of clients who have been assessed and referred for housing arranged in order of highest to lowest EPPA scores. When you are “receiving” a client, you take the first person on this list and start trying to contact them. (This is the list that was formerly called “the wait list,” but we did not want clients to passively wait, so the name was changed to indicate they should still be actively looking for other housing alternatives).

*Received List* - This list shows which clients have been “received” or selected by an agency from the Assessment list. Once an agency fills in the “received date” and the name of the agency that that is receiving the client, the client will be automatically moved from the Assessment List to the Received List.

*City ESG List* – This is a list of clients on the Assessment List by zip codes so that agencies with zip code restrictions for clients can more easily look at both EPPA scores and zip codes before selecting clients.

*Grouped by Agency* - This is a list of clients that shows which clients were referred and received by which agencies.

*Recycled List* - When a client does not want to accept a housing option because they would have to change schools for their kids or move out too far, they are recycled and when that box is checked, they go on the recycled list. If they are recycled three times, the Housing Liaison group will staff the case and see if they should be removed from the list or kept on it.

*Resolved List* - The Resolve List is a list of clients whose housing crisis has been resolved by either 1) being housed by an agency, 2) self-resolved, or 3) the agencies were unable to contact after three attempts in at least three days. When an agency fills in the “resolved” date **and** the reason found in the drop-down menu, the client will automatically be moved from the Received to Resolved List.

*South Asian with Special Cultural Needs* – The question of whether the client is South Asian with culturally specific needs is asked on the EPPA and entered on the client intake form. This list allows Daya to see which clients have requested culturally relevant services in order for them to select the person with the highest EPPA score on this list.

*Timed Out Assessments* - After a client has been on the Assessment List for 6 months or 180 days, they are automatically moved from the Assessment List to the Time-Out Assessment List. The client can be re-assessed, and a re-assessment date entered that will allow the client to return to the Assessment List.

*All Items* – This list shows all entered clients regardless of which individual list they might be on at the time, that is, either Assessment, Received, or Resolved.

*Recently Added* – This view places the clients in order of the most recently added or edited clients.

*Monthly Stats* (Referred, Received, Resolved) – These data show the monthly movement for Referred, Received, and Resolved clients and from which agencies they were received. The numbers are primarily for the use of the database administrator who will report them at our Housing Liaison meetings, but as we are transparent as possible, anyone may view these numbers.

*Data Sheets* – These data sheets are connected to the database to allow the compilation of yearly statistics. They are mostly for the use of the database administrator, but as we are transparent as possible, anyone may view these numbers.

### Unit Availability

The Unit Availability table is on the top right-hand side of the SharePoint site home page. Each agency is responsible for keeping these numbers current, so the real-time unit availability is available. Since “units” are really money available and those numbers differ depending on the size of the family and numbers of bedrooms needed, these numbers are the *best estimates* of the Housing Liaisons.

### Finding a Client by Identifier Number

To the right of the list of the different client views, there is a box that says “find an item.” You can put a client identifier number in this box and find which list the client is currently on.

### Viewing a Client Record

To view all of the details in a client record, from the home page or any list view, click on the **Client ID**.

### Adding a New Client/Referral

You can add a new client from the home page or from any of the list views. You can’t add a new client when you are looking at the details of a single client record.

1. From the home page or list view select the **Add New Client** button.
2. Complete the necessary fields.
3. Select **Save** in the top toolbar (also known as the ribbon).

Adding a new client is also known as “referring a client” and is done by the referral agency who has completed the EPPA assessment.

### Editing a Client Record

You can edit a client record in one of two ways:

- Select the **Client ID** from any list view. Then select **Edit Item** in the top toolbar (ribbon).
- Locate the ellipses (...) to the right of the client ID. Click on the ellipses (...) and select **Edit Item**.
- Be sure to **save** your changes

## Receiving Clients

When your agency has available funds/units, you will go to the **Assessment List** and take the first client on the list with the highest EPPA score. You will use the above steps to **edit** the client information by putting a receiving date and the receiving agency in the proper boxes. The **receiving agency** is the agency that is pulling them from the list and attempting to housing them. Once you put in the **receiving date**, the client will automatically be moved from the **Assessment List** to the **Received List**.

Contacting Clients – The Operations Manual requires that case managers attempt to contact a client within 5 business days of receiving them, that is, after moving them from the Assessment List to the Received list. Case managers will make three attempts over three different days to contact the client. Each time a contact is attempted, a box will be checked for the first, second and third attempt and each respective date. Case managers can also use the Notes sections to more fully describe the call attempts as needed.

Recycling Clients – According to the Operations Manual due to client choice, the client who is selected from the list may refuse to work with a certain agency due to geography or other reasons. The receiving agency then checks the appropriately numbered “recycled” box and the client goes back on the assessment list. When a client is “recycled,” the information filled in by the first agency (contacts, notes, etc.) is automatically erased so the next agency that selects them will start with a blank slate. If a client declines 3 units, the client must locate a unit that will meet program guidelines within the remaining 30 day time frame. If unsuccessful, the case must be staffed with the housing supervisor at the receiving agency. After exhausting all options the client can be added back to the assessment list as a recycle. Also, according to the Operations Manual, after a client is recycled three times, the agency that recycled them for the third time will bring the client’s case to the Housing Liaison meeting for staffing to see if they will be placed back on the Assessment List or moved to the Resolved List.

Resolving Clients -When a client is housed, self-resolved, or unable to be contacted, you will need to officially **resolve** them in the SharePoint database.

1. Check one of the drop-down options from Resolved list (housed, unable to contact, self-resolved)
2. Fill in date of resolution
3. Click “saved”
4. As a courtesy, notify referring agency of client resolution

As soon as **both** resolved reason is checked and the resolved date is entered, the client will automatically be removed from the **received** list to the **resolved** list.

Notes – At the bottom of each client’s individual page is a box for Notes. Use the note section as you wish with an eye for including information that will be helpful for case managers and the other agencies. Please do not include client identifying information.

## Changing the Assessment Date on the Timed-Out List

Find the record in the **(8) Timed Out Assessments** view, **edit** the record, and **add a reassessment date**. From that point forward the record will appear on the **(1) Assessments List** view once the changes are saved.

For any records with an existing reassessment date, those records now appear under the **(1) Assessments List** view, as long as that reassessment date was within the last 180 days.

After the edit is complete the case manager will need to switch to the **(1) Assessments List** view to find the record again. *Be sure to double-check* that the client now appears on the **Assessment List**.

## Documents

On the right side of the screen under the heading “Documents,” is the folder “Coordinated Access Documents and Forms.” If you click on the folder, all the forms and documents related to this project are available for viewing, printing, or downloading. For example, the latest EPPA is there, the latest Operations Manual, Housing Liaison Contact List, etc.

## Using Version History to View Detailed Client Progress

There is a lot of progression information stored with each client record. If you need to see more detailed data including when changes were made and by whom, you can view the version history for the data entry. Past versions can also be restored if needed.

There are two ways you can access the version history of a data entry.

### Access Version History from List

1. Locate the ellipses (...) to the right of the client ID. Click on the ellipses (...) and select **Version History**.
2. Identify the version you want to view in more detail. You can view the version in one of two ways:
  - Full screen
  - Within the same pop-up window you are currently in.

### Full screen access

1. Click the date and time stamp of the version you want to view.
2. The detailed version history will open in a new browser tab.
3. When you're done, close the browser tab.

### Pop-up window access

1. In the Version History pop-up box, hover your mouse over the date and time stamp link for the earlier version you want to view and click the down arrow to show the menu.
2. From the menu, select **View**.
3. The detailed version history will open in the same pop-up window.

4. When you're done, click the **X** in the upper right corner.

#### Access Version History from Detailed Data Entry Page

1. Click the client ID of the data entry you want to view in detail, if you have not done so already.
2. From the **View** tab in the ribbon, click **Version History**.
3. Click the date and time stamp of the version you want to view.
4. When you're done, click the browser back button once to return to Version History or twice to return to the data entry.

#### Restore a Version from the Version History

If you ever want to restore a previous version of a data entry, you can follow the access steps above to reach the date and time stamp link for the version history. At that point do the following:

1. Hover your mouse over the date and time stamp link for the earlier version you want to restore and click the down arrow to show the menu.
2. From the menu, select **Restore**.
3. You will be prompted to approve making that version the currently approved version. It will add it as a new version to the version history.

#### What are Views in the Client List?

The data in the client list can be viewed in numerous ways. For example, five people are given the same set of dishes to take home. If you later visit each person and ask to see the dishes you would find them in different locations and configurations. Each person will organize the dishes based on their personal needs and use. The data in the client list works the same way. You can create and save a view of the data based on your needs. Your view will be stored with the list and always accessible.

Views can be used to:

- Show/hide columns
- Sort by one or two different columns
- Filter data based on column fields
- Group data by one or two different columns
- Generate totals for select columns

For example, you can have a view that filters out any clients who do not have a resolution and who have been sexually abused, group them by fleeing zip and then by referral date, and also show a total of how many clients meet these parameters.

#### Use Sorting to Modify the Client List View

Sorting helps you organize your data into a specific order based on column data. There are two ways to sort your client list view, a quick sort from the view itself which is temporary, or by creating a view where your

changes are permanently saved and available in the future (until you choose to delete the view). For the latter see **Create a view** below.

When you sort, you are only rearranging how the data is displayed, not adding or removing content that is displayed in the view.

### Sort Data from within a View

- In any view, you can click the header of a column of the client list and select ascending or descending sort.
- You can choose any column to sort, but only one column at a time. When you close the list or library, the column will return to its default view order.

### Create a View

You can create a view that is seen by everyone or a view that is private to you.

To create a view:

1. From the home page, click on the **Intake Processing** title text for the list. This will open up the list in a new page that shows more data.
2. Click the **List** tab in the ribbon, and then click **Create View**. *NOTE: If Create View is disabled, you don't have the permissions to create a view. Please contact the list administrator.*
3. On the **Settings** page, choose a view type. For most purposes you will want to select **Standard View**.
4. In the **View Name** box, type the name for your view.
5. In the **Audience** section, under **View Audience**, select **Create a Personal view** or **Create a Public view**. Create a personal view when you want a view just for yourself. Create a public view when you want everyone who uses the list to see it. *NOTE: If Create a Public View is disabled, you don't have the permissions to create a public view for this list or library. Please contact the list administrator.*
6. In the **Columns** section, select the columns that you want in the view and clear the columns that you don't want to appear. Next to the column numbers, select the order that you want to columns to appear in the view.
7. Configure the other settings for your view, such as **Sort**, **Filter**, **Group By** and **Totals**. When finished, click **OK** at the bottom of the page.

### Change a View

Use the following steps to change a view, such as making it the default view, adding or removing columns, and changing the sort order of items in the view.

1. From the home page, click on the **Intake Processing** title text for the list. This will open up the list in a new page that shows more data.
2. Click the **List** tab in the ribbon, and then click **Modify View**. *NOTE: If Modify View is disabled, you don't have the permissions to modify the current view. Please contact the list administrator.*
3. Select the view you want to change from the **Current View** drop-down list.
4. Make your changes, and then click **OK** at the bottom of the page.

## Delete a View

Use the following steps to delete a view.

1. From the home page, click on the **Intake Processing** title text for the list. This will open up the list in a new page that shows more data.
2. Click the **List** tab in the ribbon.
3. Select the view you want to delete from **Current View** drop-down list.
4. Click **Modify View**. *NOTE: If Modify View is disabled, you don't have the permissions to modify the current view. Please contact the list administrator.*
5. Scroll down the settings page to the **Views** section and click the view you want to delete.
6. In the top area of the view, click **Delete**. *NOTE: If Delete is not an option, this may be the default view for a list or library, and you cannot delete a default view. You must first modify another view and make it the default.*
7. When prompted, click **OK**.

## Detailed Information for View Types and Settings for Views

For more information on the types of views you can choose (Standard, Datasheet, Gantt, etc.) please refer to the [information hosted online](#).

For more information on the different settings you can specify (default view, columns, Gantt, sort, filter, group by, etc.) please refer to the [information hosted online](#).

## Exporting Data to Excel

At any time, you can export all or a portion of the list data to Excel. Once exported, there will only be a one-way connection between the list data here in the HCDVCC site and the exported copy in Excel. Any changes you make to the data in Excel will also need to be completed in the HCDVCC site. Any changes made to the data in the HCDVCC site will appear in Excel when you trigger a data refresh (see below).

1. Open **Internet Explorer** on your computer. For this task you must use the Internet Explorer web browser.
2. Open the Intake Processing list and navigate to the view you want to export to Excel.
3. Click on the **List** tab in the ribbon.
4. In the group **Connect and Export**, select **Export to Excel**. Excel will open up and connect to your data. You may have to click **Enable** on a warning dialog when you do this.

## Working with the Data in Excel

You can save this Excel file, and it will remain connected to the HCDVCC site.

1. In Excel, click the **Data** tab.
2. Select **Refresh All** and Excel will update with new data from the HCDVCC site. This can be useful if you create pivot tables or charts from the linked data.

A few things to keep in mind:

1. Grouped columns in a particular view won't export to Excel, but the rest of the columns will.
2. This is one-way data connection: Data comes from the HCDVCC site and flows to Excel, not the other way around.

### Using Formulas in Your List

You can use formulas and functions in SharePoint lists or libraries to calculate data in a variety of ways. By adding a calculated column to a list or library, you can create a formula that includes data from other columns and performs functions to calculate dates and times, to perform mathematical equations, or to manipulate text. For example, on a tasks list, you can use a column to calculate the number of days it takes to complete each task, based on the Start Date and Date Completed columns.

Here are some resources to get you started with SharePoint list formulas:

- [Calculate data in lists or libraries](#)
- [Examples of common formulas in SharePoint Lists](#)



# Intake Processing

Home

Documents

Recent

Add New Client or edit this list

(1) Assessment List (2) Received (3) City ESG Find an item

Projects	Client Identifier	Edit	Fleeing Zip	EPPA Score	Referring Agency	Assessment Date	Reassessment Date	Living Situation	Number in Household	On PSH List	Recycled History
Unit Availability	1 3104557		77471	34	FBWC	10/11/2017	4/25/2018	Staying with family (abuser knows location)	1	Yes	
<b>Intake Processing</b>	2 3100275		77469	31	FBWC	6/30/2017	4/23/2018	Staying with family (abuser knows location)	4	No	First recycle
Contacts	3 142148		77530	31	HAWC	2/2/2018		Emergency shelter	2	No	
Calendar	4 3105250		77083	31	FBWC	3/12/2018		Home with abuser	3	No	
Site Contents	5 3104768		79549	30	FBWC	11/13/2017		Staying with friend (abuser knows location)	1	No	
Pages	6 2369		77546	30	TBOTW	11/21/2017		Emergency shelter	4	Yes	First recycle
Subsites	7 4142367		77449	30	HAWC	1/18/2018		Emergency shelter	5	No	
Training Exercises	8 4141716		77433	30	HAWC	11/30/2017		Emergency shelter	1	Yes	
Recycle Bin	9 4142375		77471	30	HAWC	1/24/2018		Emergency shelter	4	No	
EDIT LINKS	10 3105120		77407	30	FBWC	4/25/2018		Home with abuser	4	No	
	11 4141205			29	HAWC	11/16/2017		Staying with friend (abuser knows location)	1	Yes	
	12 3104923		77488	29	FBWC	12/12/2017		Staying with family (abuser knows location)	3	No	
	13 4142310		77049	29	HAWC	1/11/2018		Emergency shelter	4	No	

EPPAs are ranked highest to lowest

First 3 views/lists

Click on 3 ellipses to access

Agency-generated, de-identified client number

Numbers that are slow to load, but where you can see where on the list your client is and the total number of clients on the list

Reassessment date for those who timed-out at 6 months, but were re-assessed and put back on the list in EPPA order

Home Page of Site

Click here for helpful notes on how to use the site



Home

Welcome to the Greater Houston Domestic Violence Coordinated Access Website

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- Projects
- Unit Availability
- Intake Processing
- Contacts
- Calendar
- Site Contents
- Pages
- Subsites
- Training Exercises
- Recycle Bin
- EDIT LINKS

Add New Client

View Full Assessment List

### Referral and Assessment List

✓ ID	Client Identifier	EPPA Score	Living Situation	Referring Agency
1793	4140801	...	52 Emergency shelter	HAWC
2080	2388	...	52 Emergency shelter	TBOTW
1504	3104042	...	51 Emergency shelter	FBWC
1852	3104614	...	51 Emergency shelter	FBWC
1794	474	...	50 Staying with family (abuser knows location)	HAWC
1943	2370	...	50 Emergency shelter	TBOTW
2088	4126431	...	50 Staying with friend (abuser knows location)	HAWC
2100	487	...	50 Staying with friend (abuser knows location)	HAWC
2101	4142215	...	50 Other (specify in notes)	HAWC
✓ 2165	4111429	...	50 Emergency shelter	HAWC

1 - 10

### Unit Availability

+ new item or edit this list

✓ Agency	CoC RRH	CoC PSH	ESG Houston	ESG Pasadena	Modified
BATP	0	0	0	0	January 29
Daya	1	0	0	0	January 24
FBWC	0	3	0	0	March 6
HAWC	10	0	3	0	January 11
TBOTW	5	0	0	0	January 22

Unit availability chart, an estimate of available money/units, to be updated by each HL meeting

Click here to add new client

EPPAs are ranked here from highest to lowest scores

Click on Assessment List for full Assessment List and access to additional lists

Folder for all DV CA forms and documents

### Documents

New Upload Sync Share More

Find a file

- ✓ Name
- Unit Vacancies
- Pilot A Full Service Shelter Providers

Drag files here to upload

## Staffing Roles and Expectations

**Continuum of Care** – Recognizing the need to stimulate community-wide planning and coordination of programs for individuals and families who are homeless, the U.S. Department of Housing and Urban Development (HUD) in 1994 instituted a requirement for communities to come together to submit a single, comprehensive application for HUD funds for housing and support services for people who have experienced homelessness. The organizational concept to embody this effort is the Continuum of Care (CoC), which is governed by a Steering Committee composed of representatives from across the community. The Houston CoC encompasses Houston and Harris and Fort Bend counties, and its purpose is to:

- Help create integrated, community-wide strategies and plans to prevent and end homelessness;
- Provide coordination among the numerous regional organizations and initiatives that serve the homeless population, and
- Create the region’s single, comprehensive grant application to HUD for McKinney-Vento funding.

**Coordinating Entity** – The Steering Committee for *The Way Home* of the Coalition for the Homeless Houston (CFTH) recognized the need for a project management entity on the domestic violence side. In 2/11/16 the Steering Committee recommended and approved the Harris County Domestic Violence Coordinating Council (HCDVCC) be appointed and recognized by The Way Home CoC to fulfill these duties and ensure that progress is maintained.

The Harris County Domestic Violence Coordinating Council (HCDVCC) is the designated *Coordinating Entity* for the *Domestic Violence Coordinated Access System*. The *Coordinating Entity* is responsible for the day-to-day administration of the *Domestic Violence Coordinated Access System*, including but not limited to the following:

- Creating and widely disseminating materials regarding services available through the DV *Coordinated Access System* and how to access those services;
- Designing and delivering training at least annually to all key stakeholder organizations, including but not limited to the required training for DV CA staff;
- Ensuring that pertinent information is entered into SharePoint for monitoring and tracking the process of referrals including unit availability reporting and completion of assessments;
- Managing Housing Liaison Group meetings to review and resolve issues that arise;

- Managing an eligibility determination appeals process in compliance with the protocols described in this manual;
- Designing and executing ongoing quality control activities to ensure clarity, transparency, and consistency in order to remain accountable to clients, referral sources, and homeless service providers throughout the coordinated access process;
- Periodically evaluating efforts to ensure that the *Domestic Violence Coordinated Access System* is functioning as intended;
- Making periodic adjustments to the *Domestic Violence Coordinated Access System* as determined to be necessary;
- Ensuring that evaluation and adjustment processes are informed by a broad and representative group of stakeholders;
- Updating policies and procedures;
- Managing all PR requests related to *Domestic Violence Coordinated Access System*; and
- Assessing and making recommendations for funding and staffing positions to support the work of a coordinated system
- Keeping the Steering Committee informed
- Working with the Steering Committee and the Coalition for the Homeless to increase housing inventory.

**Project Manager** – The *HCDVCC* staffs the *Domestic Violence Coordinated Access System* Project Manager position. The project manager role involves management of the DV Coordinated Access System, including but not limited to the following:

- Serving as point person and lead to the work group;
- Reporting to the Steering Committee;
- Providing Coordinated Access training to participating agencies;
- Creating and administering the SharePoint;
- Generating any necessary reports;
- Communicating to user agencies and outreach coordinators;
- Coordinating the development of assessment tools and business rules in the Operations Manual; and

- Monitoring system performance (DV CA Staff, SharePoint, Providers, etc.)

**Housing Assessors** – Agency staff members who visit with clients and assess them for eligibility and prioritization for the assessment list.

**Housing Liaisons** – The point person for each agency that attends the first and third Thursday of the month multi-agency meetings to solve problems and keep informed

**Housing Navigators** – In the second year of operations a housing assessor was hired to develop friendly work relationships with landlords and assist in increasing housing options.

**Receiving Program** - All Rapid Re-housing and Permanent Supportive Housing programs are *Receiving Programs* and are responsible for reporting unit availability to the *Coordinating Entity* in compliance with the protocols described in this manual and also for taking the highest prioritized client off the assessment list when funds/units become available.

**Authorized User Agencies** - Housing providers who wish to or are required to participate in the *DV Coordinated Access System*. Authorized User Agencies sign a Memorandum of Understanding (MOU) to have access to SharePoint, to maintain a list of available housing, make referrals, and place clients on the appropriate assessment list.

## Target Population

The *DV Coordinated Access System* is open to all households who meet the HUD definition of Category 4 homeless, *(1) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence\**; and *(2) Has no other residence; and (3) Lacks the resources or support networks to obtain other permanent housing.* \* This includes survivors of human trafficking.

The system uses locally developed prioritization tools (described in Definitions & located in the Appendix of this manual) to rank Applicants in order of vulnerability, with the most vulnerable households ranked at the top. On the domestic violence side, the primary indication of vulnerability is a lethality assessment based on the Danger Assessment score.

## System Overview and Workflow

To illustrate how the *Domestic Violence Coordinated Access System* functions, the following overview provides a brief description of the path a household would follow from an initial request for housing through housing placement. The overview also describes roles and expectations of the partner organizations that play a critical function in the system. Additional details can be found in the subsequent sections of this manual and the Domestic Violence Coordinated Access workflow diagram.

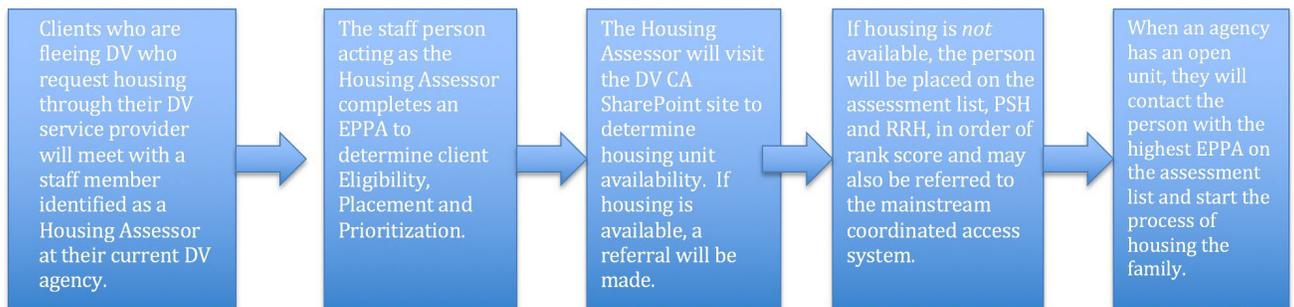
**From Initial Request for Services to Permanent Housing Placement – Pathway through the Coordinated Access System**

- Step 1: Connecting to the Domestic Violence Coordinated Access System/Initial Request for Services - To ensure accessibility to households in need, the *DV Coordinated Access System* provides access to services from multiple, convenient physical locations at each member agency. These are the domestic violence designated Assessment Hubs. Households in need may contact the agency for services in person or by phone through any of the designated *Assessment Hubs*. Each agency will follow its own intake process, with an abbreviated process acceptable when client safety is in jeopardy.  
  
Step 2: Housing Assessment – Each agency will designate at least one staff member to act as a Housing Assessor who will be available to conduct the *DV Coordinated Access Housing Assessment, EPPA*, with households in need. If a previous Danger Assessment has been conducted by prior staff, that score will be entered into the EPPA. Staff administering the DA will be certified in using the instrument and/or supervised by a certified staff member. If a previous DA score is unavailable, the Housing Assessor will administer the DA and enter the score into the EPPA. Individuals and families must be re-assessed if more than 180 days have passed since the previous assessment. Once completed, the client will be assigned a de-identified number and the EPPA score entered into the client intake form in SharePoint. If a client has been on the assessment list for more than six months (180 days) they will automatically be moved to the timed-out list. Clients may be re-assessed and placed back on the Assessment list as needed from both the time-out and resolved (unable to contact) lists.
- Step 3: Housing Match - Information gathered from the EPPA assessment is used to determine which housing intervention is best suited to end the household’s homelessness, PSH or RRH. The former requires a documented disability. If the person has a documented disability they will be referred to PSH. If they do *not* have a documented disability, they will be referred to RRH. If they do not have a documented disability but claim a disability and/or score positively on screens for TBI, PTSD, or depression, they may be referred for a mental health evaluation and then be re-assessed for housing at a later date.
- Step 4: Housing Referral - Once the recommended intervention and eligible programs have been identified and the household member(s) have decided which programs they are interested in; the following options are available to the *Housing Assessor*:

- a. The household can be added to the appropriate Assessment List if no open units are available
  - b. If a DV program can document chronic homelessness (three or more shelter stays in a year), the person may be eligible for PSH on the mainstream homeless side and should be referred.
- **Step 5: Housing Navigation** – Our new housing navigator develops working relationships with landlords in order to increase housing options for our clients while also working with housing case managers to find safe housing for DV families.

Below is an illustration of the CA Workflow:

**Greater Houston’s Domestic Violence Coordinated Access Workflow**



## DV Coordinated Access Policies and Procedures

### 1. Connecting to the Domestic Violence Coordinated Access System

- 1.1. **Locations & Hours** – Assessments are conducted by designated assessors at each participating domestic and sexual violence organization, that is, each of the domestic service provider agencies that is a part of the CoC. Their locations are listed in the appendix and hours vary, with most open at least from 9am to 5:30pm, while some also have evening hours. Walk-ins are welcome, but appointments preferred. The Steering Committee selected this de-centralized, rather than centralized, system.
- 1.2. **Eligibility** – DV Coordinated Access is intended to facilitate access to the most appropriate housing intervention for each household’s immediate and long-term housing needs and ensure that scarce permanent housing resources are targeted to

those who are most vulnerable and/or have been homeless the longest. The DV *Coordinated Access System* uses the criteria outlined in the Program Models to accurately match needs to resources.

- 1.3. Marketing/Advertising – As needed, the *DV Coordinating Entity* will send information and updates regarding the *DV Coordinated Access System* via email to stakeholders and the general public. The *Coordinating Entity* also distributes any necessary flyers or brochures.

## 2. Housing Assessment Process

### 2.1. Housing Assessors

- 2.1.1. Roles and Responsibilities - *Housing Assessors* are designated staff from participating domestic and sexual violence service providers. *Housing Assessors* will be designated as the Assessor for their agency. For some agencies an assessor might also be an intake worker, for some a case manager, and for others a housing case manager.
- 2.1.2. All *Housing Assessors* are required to complete the EPPA with individuals in need of housing. If a Danger Assessment (DA) score is not readily available from the case file, the Danger Assessment will be re-administered and computed in the EPPA. The Danger Assessment may be given as a paper and pencil test or a certified DA assessor can use the DA online calculator. A higher score on the assessment demonstrates higher prioritization due to increased vulnerability. The Housing Assessor will provide the EPPA information (prioritization score, date of assessment, referral agency, and size of household) to the Housing Liaison to enter into the client intake form on the SharePoint site, which places them on the assessment list. The Housing Assessor may also refer the client to the mainstream Homeless Coordinated Access System. Each agency will establish their de-identified numbering system beginning with their agency number (1-7) and continuing with a system of numbers. Each agency is responsible for maintaining the confidential and secure file that connects the de-identifier with the client's identifying information.
- 2.1.3. Assessing Sexual Assault Survivors – Since the Danger Assessment is not an appropriate instrument for sexual assault survivors, they will be awarded an automatic 30 points rather than using the DA. To be eligible for housing, the assault must have occurred outside of an intimate partner relationship, perpetrated by a stranger or acquaintance, and happened in the victim's home or near vicinity.

2.1.4. *Housing Assessors'* responsibilities include, but are not limited to the following:

- Operating as the initial contact for the *DV Coordinated Access System*
- Conducting EPPAs and DAs
- Submission of referrals to the *Housing Liaison*
- Explain wait times to clients and encourage them to explore alternative housing options
- If possible, beginning to gather necessary documentation such as a self-certification of income, verification of disability, and documentation of homelessness to advance the process while the client is waiting for housing.

2.1.5. Training Requirements – *Housing Assessors* will be trained by the *Coordinating Entity* at regularly scheduled yearly trainings to assure consistent use of assessments across the system. The training consists of the “Housing Assessor Orientation” in addition to training on the DV Coordinated Access workflow and EPPA Assessment. Assessors will also be certified in using the DA or supervised by a certified staff person.

#### Release of Information –

2.3 A release of information (ROI) is *not* necessary in order to place the client’s EPPA score on the SharePoint site since no identifying information is being collected. A ROI will be necessary at the point of referral when the referring agency transfers the client’s identifying information to the receiving agency. Upon referral and after a client signs the ROI, the client’s EPPS and intake information will be faxed or handed to the receiving agency.

2.4 Timeline - The *Receiving Program* will mark the case as resolved, unable to contact, if the assigned case manager has been unable to contact the household after five business days. If a household contacts the *Receiving Program* after the five days have expired, the *Housing Liaison and/or Housing case managers* will staff the case on a case by-case basis.

### **3. Housing Liaisons**

3.1.1. Roles and Responsibilities *Housing Liaisons* are designated staff from participating domestic and sexual violence service providers. *Housing Liaisons* will be designated as the Liaison for their agency.

3.1.2. *Housing Liaisons* will attend the first and third Thursdays of the month *Housing Liaison Group* meetings.

3.1.3. Each *Housing Liaison* will update the *Housing Availability* for their agency weekly. *Housing Liaisons* will upload the specified and limited client de-identified data into the *Assessment list* at their convenience.

3.1.4. *Housing Liaisons* will take the calls, emails, or verbal referrals from the *Referring Agency* and assign to the *Receiving Agency* case manager.

- 3.1.5. Housing Liaisons will enter client de-identified data into the SharePoint site.
- 3.1.6. Housing Liaisons will problem solve during first and third Thursdays of the month Housing Liaison Group meetings any issues that arise.
- 3.1.7. Housing Liaisons will evaluate the DV CA work processes by identifying patterns of prioritization or refusals and suggest changes as necessary.
- 3.1.8. The Housing Liaisons will modify procedures as needed to make the system work more efficiently and then make recommendations to the Steering Committee for consideration and approval.

#### 4. Housing Matching

- 4.1.1. HCDVCC Responsibilities – HCDVCC Staff is responsible for the daily administration of the SharePoint software and providing technical assistance and user training to participating agencies and end-users.
- 4.1.2. Housing Case Managers/Housing Assistance of the Receiving Agency – Roles and Responsibilities - *Housing Case Managers* are staff from designated domestic and sexual violence service providers and office out at their home agencies.
  - Collecting & uploading necessary documentation, securing additional financial assistance if needed, providing transportation, accompaniment to potential housing options, assisting client with application packet, etc.
  - Assisting client in obtaining necessary documentation required for housing
  - Assisting clients in navigating any challenges related to the housing process (application and/or inspection process, landlord negotiation, etc.)
  - Assisting clients in finding units and inspecting units
- 4.1.3. Training Requirements – *Housing Case Managers* are trained by their individual agencies as well as a training by the *Coordinating Entity*. The training consists of a “Housing Case Manager Orientation.”
- 4.1.4. Timeline – When a receiving agency has the funds/units to house a family, they enter the SharePoint site and take the person with the highest EPPA score off the list top of the list, moving them from the “referred” to the “received” list. The agency receiving them writes in their agency name and the date the person was received. Three attempts over the course of five business days will be made to

contact the client before moving on to the next client and each attempt at contact will be documented in the SharePoint site. If a client declines three consecutive housing opportunities their case will be staffed at the next housing liaison meeting to determine whether they should be removed from the list or given another opportunity. Each time they decline a housing opportunity, the “recycle” box will be checked.

4.1.5. Unit Availability/Vacancy Posting – All Rapid Re-housing and Permanent Supportive Housing Programs are required to post availabilities on the SharePoint site within 24 business hours of unit/bed availability. If providers know of an impending vacancy, they are able to post the anticipated availability date up to 14 days before unit vacancy. Programs must update vacancy information on the SharePoint site within 24 business hours of a unit/bed being filled and/or bring that information to the bimonthly *Housing Liaison Group Meeting*. This information is crucial in determining what resources are available. The housing availability table is on the homepage of the SharePoint site.

5. Although the domestic violence agencies are committed to the coordinated access program we have developed, there may be rare occasions when it is necessary to step outside our planned process in order to address larger issues such as funding deadlines or family emergencies. In rare occasions agencies can adopt an **End-of-Grant Exception Status** where instead of taking the first person off the Assessment List with the highest score, they can take their agency clients instead in the interest of housing people in the *timeliest* way possible. Since this action could represent a slippery slope, the housing liaison group will carefully monitor all **End-of-Grant Exception Status** actions. The proposed alternative action *must be brought* to the housing liaison group for discussion, preferably before the action is taken, but also after the action is taken as soon as possible. This action may be taken **only within four months** of a grant’s end or deadline when funds must be spent. The alternative action may mean taking the agency’s own clients to house rather than taking them off the priority list due to sensitive time and funding considerations.

6. All proposed changes to operations that require addition to the Operations Manual, suggested by the Housing Liaison working group, will be shared **within a week of their proposal** to the steering committee for their review and vote and will include a rationale or additional context to demonstrate why they are being suggested.

## 7. Housing Referral

7.1. Assessment list – There is one combined assessment list for permanent supportive housing (PSH) and rapid rehousing (RRH).

7.1.1. Both PSH and RRH clients are prioritized based on their EPPA scores.

7.1.2. Housing Liaisons will review monthly statistics from the Assessment and associated lists at the *Housing Liaison Group* meetings.

- 7.1.3. If a Receiving agency has an opening for a family for either PSH or RRH housing, the *Housing Liaison or Assessors* will select the client with the highest EPPA score and then call or email the contact at the *Referring Agency*. When multiple agencies have housing availability, the grant end date will be used to choose the order of agencies taking referrals. That is, the agency with the closer grant end date will take clients first before the agency with the later grant date. Case Managers at the *Receiving Agency* will attempt to make contact with the client for five (5) business days with at least three attempts over at least three days that are documented in the SharePoint site. Instead of taking the first client off the list, agencies may filter the list based on specific requirement such as requesting culturally-specific services or needing to select a client in a certain zip code. When those lists are filtered, the client with the highest EPPA score on the filtered list will be chosen.
- 7.1.4. If the client cannot be contacted within that timeframe, then staff moves on to the next client on the list. The reason moving on to the next person (self-resolved or unable to contact) will be detailed in the client intake form and the date provided.
- 7.1.5. Once staff makes contact with the client, the client must decide immediately whether to accept or decline the program.
- 7.1.6. If the client accepts the unit, he/she moves forward in the next steps towards move-in.
- 7.1.7. If the client declines services from the provider, then the next client on the waitlist is contacted and the client that declined remains in the top position on the list in order to work with their preferred provider or obtain their desired geographic location. The reason for their decline is documented on the intake form and they are designated as “recycled.” If a client declines three housing opportunities their case will be staffed at the next housing liaison meeting to determine whether they should be removed from the list or given another opportunity.
- 7.1.8. The DV coordinated access program is dedicated to Housing First principles and helping DV survivors with numerous housing barriers find housing. However, sometimes due to landlord restrictions the client is unable to secure housing. If after 30 days from Client Contact Date the receiving agency is unable to secure housing, they may move onto the next person on the list. Such cases will be discussed at the Housing Liaison Group meetings. A referral to PSH and other community resources are recommended.
- 7.1.9. In order to move the referral along in a timely manner, the referral program will gather the following documents and have them ready to fax to the receiving agency when the

referral is made as indicated on the SharePoint site. The receiving agency will also email the referring agency to let them know when a client has been received from the top of the Assessment List: 1) registration for services, 2) victimization information, 3) offender information form, 4) child information/intake form, 5) documentation of homelessness, and 6) proof of residency. The referral agency must have a release of information (ROI) on file in order to fax these documents to the receiving agency.

7.2. Receiving Program Responsibilities – Once a client is selected from the Assessment List, the Receiving Program must contact the client within five business days. The Receiving Program can “resolve” (unable to contact) the referral if the assigned case manager has been unable to contact the household after business five days. If unable to contact, the Housing Liaison will mark them as “unable to contact” in the “resolved” drop down menu, the date of resolution, click “save,” and as a courtesy, notify the referring agency of the action. The client will then exist on the “resolved” list. If a household contacts the Receiving Agency after the five days have passed, the case manager will *make a decision on a case-by-case basis on how to handle the family, that is, to keep them on the resolved list or move them back to the received list and try to house them.*

7.2.1. Reasons for denial – Receiving Programs may only decline individuals and families found eligible for and referred by the Housing Assessor under limited circumstances including:

- there is no actual vacancy available;
- the individual or family missed two intake appointments;
- the Receiving Program has been unable to make contact with the individual or family for five business days;
- the household presents with more people than referred by the Housing Assessor and the Receiving Program cannot accommodate the increase;
- the individual or family was denied by independent property owner/landlord due to certain criminal behaviors; or
- other exceptions to be agreed upon or determined by a majority of the Housing Liaisons at the first and third Thursdays of the month Housing Liaison Group meeting.

Programs may not decline persons with psychiatric disabilities for refusal to participate in mental health services. The Receiving Program must update the referral outcome in SharePoint for any decisions to accept or reject a client. If the ineligible client has not otherwise been accommodated for the night, e.g. via an intervention by emergency services, the Receiving Program must notify the Referring Agency, refer the client back, and document that outcome in SharePoint. Reason for denial must be communicated to the client as soon as possible.

- 1.1.1. Client Choice – Clients may decline a referral because of program requirements that are inconsistent with their needs or preferences. For instance, clients, perhaps on the advice of their case manager, may decline to move into RRH even when they are at the top of the list if their safety is in question and if the security of the emergency shelter may be a better and safer option for them. They will not be penalized for making safety their first priority as it is the first priority of the entire system. The client can be “recycled” or kept on the Assessment list two times. However, if a client declines three housing opportunities, their case will be staffed at the next housing liaison meeting to determine whether they should be removed from the list or given another opportunity.
    - 1.1.2. Client Appeal – All clients have the right to appeal eligibility determinations issued by any *Receiving Program*. *Housing Assessors* are responsible for assisting clients in filing eligibility determination appeals, including but not limited to drafting a written appeal on behalf of the client. All appeals of decisions by *Receiving Programs* should be made in writing and submitted to the first and third Thursdays of the month *Housing Liaison Group* meeting.
  - 1.2. Move-In – If the homeless individual or family is accepted, the *Receiving Program* must arrange for safe housing for the incoming client. If the client does not move-in as scheduled or within three (3) business days of the original move-in date, the *Receiving Program* must notify and refer the client back to the *Housing Case Manager*. To the extent feasible given available funding and as necessary, the *Receiving Program* will provide the individual or family with move-in assistance including transportation of household members and personal belongings. When the client moves into their home, the housing liaison will indicate the move in-date and check “housed” as the option under “resolution” in the client intake form on the SharePoint site.
  - 1.3. PSH to PSH – under the CoC Program, permanent supportive housing projects may serve individuals and families from other permanent supportive housing projects who originally met the eligibility requirements for permanent supportive housing so long as the program participants were eligible for the original permanent supportive housing (Section 423(f) of the McKinney-Vento Act, as amended by the HEARTH Act). This means that an individual or family may transfer from one permanent supportive housing program to another under the CoC Program. This could occur under the following circumstances:

- If there were another permanent supportive housing program that better met the service needs of the program participant;
- The program participant is evicted by the landlord or housing program and the participant is still eligible for case management services; or
- The current permanent supportive housing program in which the individual or family is enrolled in has lost their funding.

1.3.1. PSH to PSH Referral – If any of the above scenarios apply, a staff member from the current PSH must notify the *DV Coordinated Access Liaison Group* in writing via email to initiate the process of transferring the client. The *DV Coordinated Access Liaison Group* will verify that the request falls within the guidelines for the transfer as outlined in this manual. The *DV Coordinated Access Liaison Group* will determine if a PSH unit is available, create the referral in SharePoint, and notify the current PSH. The current PSH will then be responsible for assisting the program participant in completing the documentation necessary for the new PSH. Transfer requests outside of the ones outlined in this manual will not be approved. If no PSH unit is available, then the current PSH will have to continue to work with the program participant in securing alternate safe housing options including emergency shelter.

1.4. Referrals to and from other systems not using SharePoint – The *DV Coordinated Access System* appropriately addresses the needs of Veterans.

1.4.1. Veterans – When a homeless or at-risk individual is identified by the *DV Coordinated Access System* to be a Veteran, additional questions concerning service era, length of service, and discharge status will be asked. If eligible for VA services, the Veteran will be given the option of being referred to the VA Drop-In Center. If the Veteran chooses that option, then that individual is referred to the VA Drop-In Center immediately. If the VA Drop-In Center determines that the individual seeking veteran specific services is not eligible for VA services, the *Housing Assessor* at the VA Drop-In Center will complete the CA Assessment in HMIS and will either a) refer the household to an available unit or b) add the household to the appropriate waitlist in accordance with the processes outlined in this manual.

1.4.2. Clients will also be asked on the EPPA assessment if they desire South Asian or LGBTQ culturally appropriate services and the proper box on the client intake form will be checked and the referral made.

## 2. Housing Liaison Group

2.1. The *Housing Liaison Group* will meet once every two months on the first Thursday to review and resolve issues. Case briefings will be held in all instances in which an individual or family has declined more than two placements. Providers may also request a meeting, at their discretion, in other circumstances in which a client household is insufficiently engaged in actions necessary to secure a permanent placement.

In cases in which a homeless individual or family is facing program termination, the Provider will notify the *Housing Liaison Group*. The *Housing Liaison Group* may then require a meeting to review and determine next steps. The purpose of the meeting will be to discuss interventions used to date and resolve barriers to securing permanent housing including plans to have the individual or family re-assessed for a more suitable housing program.

The *Housing Liaison Group* will determine which parties will attend the meeting, including but not limited to the *Housing Assessor*, the *Housing Case Manager*, the *Receiving Program*, the client, and other contacts as determined necessary. The *Coordinating Entity* will make all logistical arrangements for the meeting, including, but not limited to, notifying all parties.

The Housing Liaison Group will also be responsible for reviewing monthly statistics and looking for patterns in the data, for example, which clients are moving to the top of the list and which are not, with an eye for evaluation to ensure that the EPPA instrument is working satisfactorily. If the EPPA is failing in some way to prioritize vulnerable clients, changes can be made.

## Fair Housing, FVPSA, VAWA, and Other Statutory and Regulatory Requirements

### Fair Housing Act

The CALG takes all necessary steps to ensure that the *DV Coordinated Access System* is administered in accordance with the Fair Housing Act by promoting housing that is accessible to and usable by persons with disabilities. The *DV Coordinated Access System* complies with the non-discrimination requirements of the Fair Housing Act, which prohibits discrimination in all housing transactions on the basis of race, national origin, sex, color, religion, disability status and familial status. This also includes protection from housing discrimination based on source of income. Additional protected classes under state law include sexual orientation (including gender identity), marital status, military discharge status, age (40+). Agencies cannot preference any protected class unless allowed by statute/regulation, or written waiver from their funding or regulatory body (i.e. U.S. Department of Housing and Urban Development).

All Authorized User Agencies who enter into an MOU for the *DV Coordinated Access System* agree to take full accountability for complying with Fair Housing and all other funding and program requirements. The MOU requires User Agencies to use the *DV Coordinated Access System* in a consistent manner with the statutes and regulations that govern their housing programs.

The *CALG* will request from each Authorized User Agency their tenant selection plan and any funding contract that requires or allows a specific subpopulation of persons to be served. For instance, Housing Opportunities for Persons with AIDS (HOPWA) programs will show funding contract, a single-gender program must produce its HUD waiver. It is further recognized that the Fair Housing Act recognizes that a housing provider may seek to fulfill its “business necessity” by narrowing focus on a subpopulation within the homeless population. The *DV Coordinated Access System* may allow filtered searches for subpopulations while preventing discrimination *against* protected classes.

### **FVPSA**

First authorized in 1984, the Family Violence Prevention and Services Act (FVPSA) is the only U.S. federal funding source dedicated directly to domestic violence shelters and services. Administered by the U.S. Department of Health and Human Services, FVPSA was reauthorized as part of the U.S. Child Abuse Prevention and Treatment Act (CAPTA) through fiscal year 2015 and was signed into law on December 20, 2010. With the 2010 amendment, the U.S. federal FVPSA confidentiality obligations (42 USC §10402) specifically parallel those of VAWA 2005. FVPSA prohibits their grantees from disclosing, revealing or releasing any victim’s confidential or private information without the victim’s informed, written and reasonably time-limited consent. All disclosures are prohibited unless compelled by statutory or court mandate. If disclosure of victim information is forced, adequate safety protections must be offered. Like VAWA, they include steps such as such as limiting release only to entities with a specific need to know, only providing the minimum amount of information necessary, taking steps to protect the privacy and safety of those impacted by the disclosure, and, making reasonable attempts to notify the victim of the disclosure.

### **VAWA**

Initially passed in 1994, the Violence Against Women Act (VAWA) was the first U.S. federal legislation to acknowledge domestic violence and sexual assault as crimes. It provides federal resources to enhance investigation, prosecution, and community-coordinated responses. Reauthorized in 2000 and 2005, VAWA is administered by the U.S. Department of Justice’s Office on Violence Against Women. VAWA 2005 reauthorized existing programs to combat domestic violence, sexual assault, dating violence and stalking, and created new programs and provisions to address the emerging needs of survivors and communities. The U.S. federal Violence Against Women Act (VAWA) VAWA 2005 Section 3, 42 USC §13925(b)(2)(2008)<sup>1</sup> became effective in 2006, and provides for a universal grant condition that requires VAWA

grantees and subgrantees to maintain the confidentiality of personally identifying victim information. Failure to follow those universal grant conditions regarding victim privacy could result in a loss of funding. It prohibits disclosure of personally identifying information or individual information collected in connection with services requested, utilized, or denied through grantees' and subgrantees' programs without the informed, written, reasonably time-limited consent of the person (The FVPSA and VAWA confidentiality analyses are from statements issued by the National Network to End Domestic Violence (NNEDV) and can be accessed at their website at [www.nnedv.org](http://www.nnedv.org))

## **Evaluating and Updating Coordinated Access System Policies and Procedures**

The implementation of the *DV Coordinated Access System* necessitates significant, community-wide change. To help ensure that the system will be effective and manageable for survivors and for the housing and service providers tasked with meeting their needs, particularly during the early stages of implementation, HCDVCC anticipates adjustments to the processes described in this manual. To inform those adjustments, the *DV Coordinated Access System* will be periodically evaluated, and there will be ongoing opportunities for stakeholder feedback, including but not limited to Referral and Receiving Program work groups convened and survivor focus groups arranged by the *Coordinating Entity*. Specifically, HCDVCC is responsible for:

- Leading periodic evaluation efforts to ensure that the *DV Coordinated Access System* is functioning as intended; such evaluation efforts shall happen at least annually and be presented in a report to the Steering Committee.
- Leading efforts to make periodic adjustments to the *DV Coordinated Access System* as determined necessary; such adjustments shall be made at least annually based on findings from evaluation efforts.
- Ensuring that evaluation and adjustment processes are informed by a broad and representative group of stakeholders
- Ensuring that the *DV Coordinated Access System* is updated as necessary to maintain compliance with all state and federal statutory and regulatory requirements

Evaluation efforts shall be informed by metrics established annually and published in an annual report by the HCDVCC, in conjunction with the *CoC Steering Committee* and the *Housing Liaison team*. These metrics will be displayed on the SharePoint Site and shall include indicators of the effectiveness of the functioning of the *DV Coordinated Access System* itself, such as:

- Wait times for initial contact
- Extent to which expected timelines described in this manual are met

- Number/Percentage of referrals that are accepted by receiving program
- Number/Percentages of *Eligibility and Referral Decision* appeals
- Number of program intakes not conducted through *DV Coordinated Access System*
- Completeness of data on assessment and intake forms

These metrics shall also include indicators of the impact of the *DV Coordinated Access System* on system-wide Continuum of Care outcomes, such as:

- Persons referred have length of stays consistent with system guidelines
- Waiting lists are reduced for all services; eliminated for shelter
- Program components meet outcome targets
- Reductions in long term chronic homeless
- Reduction in family homelessness
- Reductions in returns to homelessness
- Reduced rate of people becoming homeless for first time

## **Termination**

Any Authorized User Agency may terminate their participation in the *DV Coordinated Access System* by giving written notice. Housing programs that are required to participate due to HUD guidelines will need HUD approval to terminate participation.

## Appendices

### Appendix 1: Proposed Community-Wide Prioritization Standards for DV CA

Housing Intervention	Prioritization	Subpopulation	Secondary Prioritization
<b>PSH</b>	<b>1</b>	Chronic Youth	1. Veteran
			2. Prioritization Score
			3. Length of Homelessness
			4. Date of Assessment
	<b>2</b>	Chronic Families	1. Veteran
			2. Prioritization Score
			3. Length of Homelessness
			4. Date of Assessment
	<b>3</b>	Chronic Singles	1. Veteran
			2. Prioritization Score
			3. Length of Homelessness
			4. Date of Assessment
<b>4</b>	Non-Chronic 19 - 26 Score Youth	1. Veteran	
		2. Prioritization Score	
		3. Length of Homelessness	
		4. Date of Assessment	
<b>5</b>	Non-Chronic 11 - 21 Score Families	1. Veteran	
		2. Prioritization Score	
		3. Length of Homelessness	
		4. Date of Assessment	
<b>6</b>	Non-Chronic High Scoring Singles	1. Veteran	
		2. Prioritization Score	
		3. Length of Homelessness	
		4. Date of Assessment	
<b>RRH</b>	<b>1</b>	Non-Chronic and 0-18 Score Youth	1. Veteran
			2. Prioritization Score
			3. Length of Homelessness
			4. Date of Assessment
	<b>2</b>	Non-Chronic and 0-10 Score Families	1. Veteran
			2. Prioritization Score
			3. Length of Homelessness
			4. Date of Assessment
	<b>3</b>	Non-Chronic Singles	1. Veteran
2. Prioritization Score			
3. Length of Homelessness			
4. Date of Assessment			

Federal Prioritizations:

- 1.) Veterans
- 2.) Chronics
- 3.) Families/ Youth
- 4.) Singles

PSH is for:

- 1.) Chronics
- 2.) Youth (Chronic or 19–26 Score)
- 3.) Families (Chronic of 11–21 Score)

RRH is for:

- 1.) Youth (Non-Chronic and 0–18)
- 2.) Families (Non-Chronic and 0–10 Score)
- 3.) Singles (Non-Chronic)

DV Prioritization:

- 1.) Danger Assessment (DA) Score
- 2.) Veterans
- 3.) Chronics
- 4.) Families/ Youth
- 5.) Singles

DV Specific PSH and RRH is for:

- Youth
- Families
- Singles

With a DA Score of 10 or higher

\*Danger Assessment Score trumps every Subpopulation or Third Division on the list\*

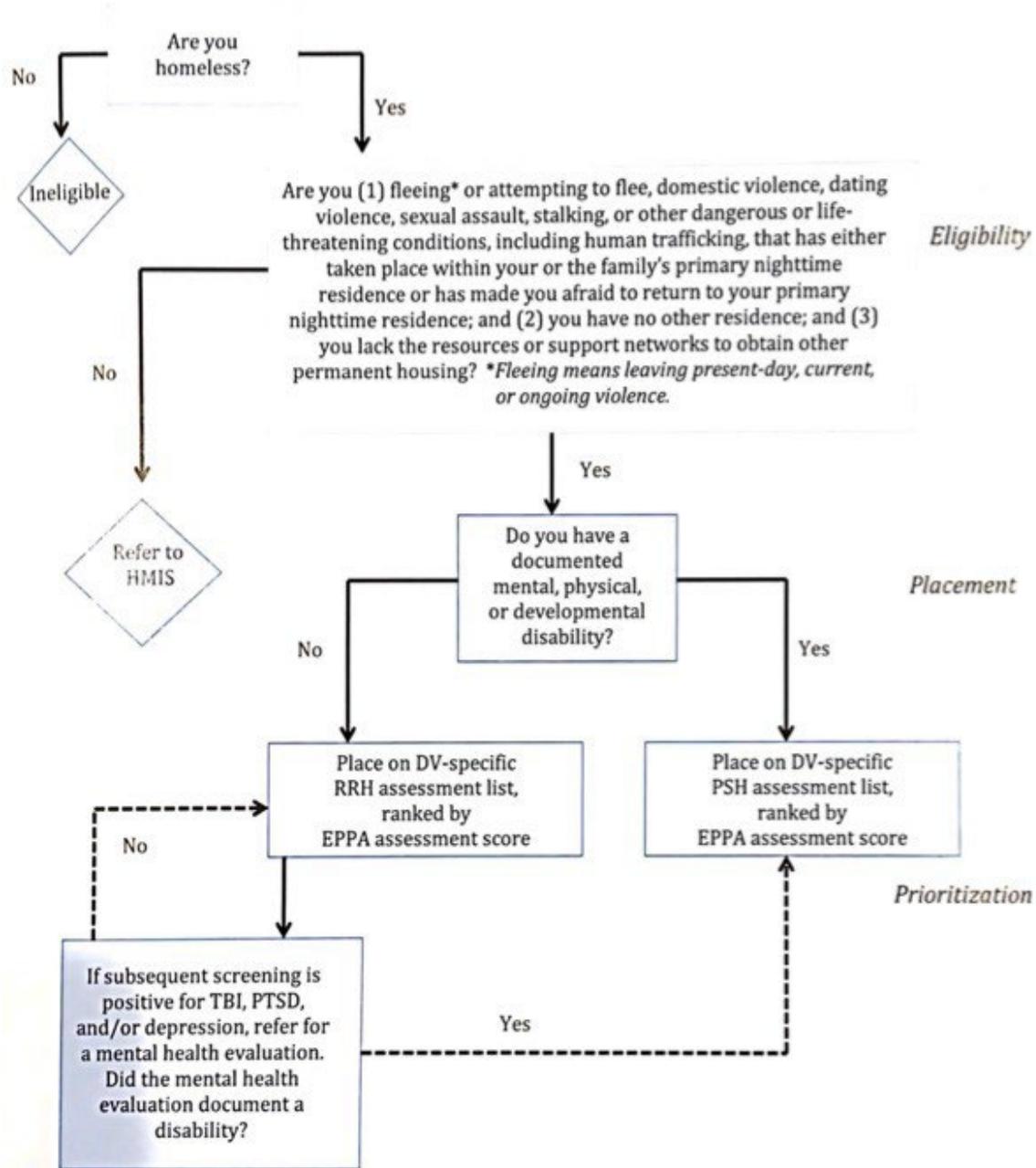
## Appendix 2: Eligibility, Placement, and Prioritization Assessment (EPPA)

Domestic Violence Coordinated Access for Rapid Rehousing (RRH) and Permanent Supportive Housing (PSH) A 3-Step Assessment Tool	
Assessment Date: _____	Shelter entry date: _____
Assessor Initials: _____	Client ID #: _____
Interview Location: <input type="checkbox"/> 01 <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06 <input type="checkbox"/> 07	Client Name: _____
Phone: _____	
Step 1: Eligibility	
1 Are you fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking or any other dangerous or life-threatening conditions that relate to violence against the individual or family member, including a child? (Category 4 definition of homelessness)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2 Was the client a victim of stranger or acquaintance sexual assault <b>OUTSIDE of an intimate partner relationship AND the sexual assault occurred in your home or in the immediate vicinity?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3 a. Did the violence take place in your primary nighttime residence?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Is it safe for you to go back to your primary nighttime residence?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
c. Do you lack the resources or support networks to obtain other permanent housing?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4 a. Was the violence committed by an intimate partner (IPV)? <input type="checkbox"/> Spouse <input type="checkbox"/> Ex-Spouse <input type="checkbox"/> Partner <input type="checkbox"/> Ex-Partner	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
b. Was the violence committed by a family member (FV)? <input type="checkbox"/> Parent/Step-Parent <input type="checkbox"/> Sibling <input type="checkbox"/> Child <input type="checkbox"/> Grand-Parent <input type="checkbox"/> Niece/Nephew <input type="checkbox"/> In-laws <input type="checkbox"/> Other Relative-same household <input type="checkbox"/> Other Relative-different household	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5 Where are you currently staying? <input type="checkbox"/> Home with abuser <input type="checkbox"/> Living with family abuser knows location <input type="checkbox"/> Living with friends abuser knows location	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6 Are you literally homeless? <input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Place not meant for human habitation <input type="checkbox"/> Hotel/motel paid by nonprofit/govt	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
ELIGIBLE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
If ineligible for Domestic Violence Coordinated Access, refer to other homeless services.	
Step 2: Placement (PSH or RRH)	
1 Has a doctor, teacher, or mental health professional told you that you have a disability? Some possible disabilities include: substance use, such as drug addiction or alcoholism; major mental illness, such as serious depression, anxiety, PTSD, thoughts of suicide, hallucinations; developmental disability, such as Down Syndrome, autism, or an intellectual disability or any other similar disability; or a chronic physical illness such as diabetes or HIV/AIDS or a disability that limits your ability to work or perform daily activities. If yes, may be a candidate for PSH.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
2 Do you have documentation of the disability?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
HOUSING PLACEMENT: <input type="checkbox"/> PSH <input type="checkbox"/> RRH	
Step 3: Prioritization (Safety and Vulnerability)	
1 What is your most recent score on the Campbell Danger Assessment?	0
2 Age: Are you 25 years or younger or 55 years and older?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
3 Are you currently pregnant or have you given birth within the past year?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4 Are you currently living with your abuser?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5 Was the date of the last abusive incident within the last 6 months?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
6 Has your abuser told you that if you call law enforcement you will be deported or your children will be taken away?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
7 Does your abuser intentionally withhold your immigration documents, fail to file your immigration documents, or threaten to withdraw the petition for your lawful immigration status?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
8 If you are an immigrant, does the abuser prevent you from going to school, learning to drive, getting job training, or learning English?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

9	Do your in-laws influence the abuser to escalate the physical and/or sexual violence?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Total Prioritization Score: 0</b>			
<b>Sub prioritization (only to be used as prioritization tie-breaker)</b>			
1	Chronic: How long have you been homeless?	N/A days	
2	How long have you been in emergency shelter?		
3	Are you a veteran? (If yes, also refer to population-specific resources)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Agency Information</b>			
1	Would you like to be referred to an agency that specializes in LGBTQ services?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
2	Do you need culturally specific resources related to the South Asian community?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3	Fleeing Zip Code: _____ Future Zip Code: _____		
4	Number of people in intended household including yourself?	<input type="text"/>	
5	Was the client referred to homeless services?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
6	Is the client already on the homeless services waiting list?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Client Name: 0 _____		Client ID #: 0 _____	
updated 6/21/2018			

### Appendix 3: Path Model for DV CA

#### Path to a Safe Home: Eligibility, Placement, and Prioritization Assessment (EPPA)



**Appendix 4: Danger Assessment for Women in Heterosexual Relationships with Weights**

**DANGER ASSESSMENT**

Jacquelyn C. Campbell, PhD, RN Copyright © 1985, 1988, 2001

Several risk factors have been associated with homicides (murders) of both batterers and battered women in research conducted after the murders have taken place. We cannot predict what will happen in your case, but we would like you to be aware of the danger of homicide in situations of severe battering and for you to see how many of the risk factors apply to your situation.

Using the calendar, please mark the approximate dates during the past year when you were beaten by your husband or partner. Write on that date how bad the incident was according to the following scale:

- (i) Slapping, pushing; no injuries and/or lasting pain
- (ii) Punching, kicking; bruises, cuts, and/or lasting pain
- (iii) “Beating up”; severe contusions, burns, broken bones
- (iv) Threat to use weapon; head injury, internal injury, permanent injury
- (v) Use of weapon; wounds from weapon (If **any** of the descriptions for the higher number apply, use the higher number.)

Mark **Yes** or **No** for each of the following. (“He” refers to your husband, partner, ex-husband, ex-husband, or whoever is current physically hurting you.)

- 
- \_\_\_ 1. Has the physical violence increased in severity or frequency over the past year?
  - \_\_\_ 2. Has he ever used a weapon against you or threatened you with a weapon?
  - \_\_\_ 3. Does he ever try to choke you?
  - \_\_\_ 4. Does he own a gun?
  - \_\_\_ 5. Has he ever forced you to have sex when you did not wish to do so?
  - \_\_\_ 6. Does he use drugs? By drugs, I mean “uppers,” amphetamines, speed, angel dust, cocaine, “crack”, street drugs or mixtures.

- \_\_\_7. Does he threaten to kill you and/or do you believe he is capable of killing you?
- \_\_\_8. Is he drunk every day or almost every day? (In terms of quantity of alcohol.)
- \_\_\_9. Does he control most or all of your daily activities? For instance: does he tell you who you can be friends with, when you can see your family, how much money you can use, or when you can take the car? (If he tries, but you do not let him, check here:\_\_\_)
- \_\_\_10. Have you ever been beaten by him while you were pregnant? (If you have never been pregnant by him, check here:\_\_\_)
- \_\_\_11. Is he violently and constantly jealous of you? (For instance, does he say, “If I can’t have you, no one can.”)
- \_\_\_12. Have you ever threatened or tried to commit suicide?
- \_\_\_13. Has he ever threatened or tried to commit suicide?
- \_\_\_14. Does he threaten to harm your children?
- \_\_\_15. Do you have a child that is not his?
- \_\_\_16. Is he unemployed?
- \_\_\_17. Have you left him during the past year? (If you *never* lived with him, check here:\_\_\_)
- \_\_\_18. Do you currently have another (different) intimate partner?
- \_\_\_19. Does he follow or spy on you, leave threatening notes, destroy your property, or call you when you don’t want him to?

Total “Yes” Answers

**Thank you. Please talk to your nurse, advocate or counselor about what the Danger Assessment means in terms of your situation.**

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# Danger Assessment Certification

\_\_\_\_\_ has completed the  
**Danger Assessment Training Program**  
 and is **certified** to use the  
**Danger Assessment and Levels of Danger Scoring System**  
 to evaluate the level of danger in domestic violence cases.

Jacquelyn C Campbell, PhD, RN, FAAN Anna D Wolf Chair Associate Dean for Faculty Affairs The Johns Hopkins University School of Nursing	Date
NAME OF VICTIM:	
<b>Danger Assessment Scoring</b>	
Add total number of "Yes" responses, 1 through 19. Add 4 points for a "Yes" to question 2 Add 3 points for each "Yes" to questions 3 and 4. Add 2 points for each "Yes" to questions 5, 6 and 7. Add 1 point for each "Yes" to questions 8 & 9 Subtract 3 points if 3a is checked	
Levels of Danger Less than 8	Variable Danger
8 – 13 14 -17 18 or more	Increased Danger Severe Danger Extreme Danger
<b>TOTAL</b>	
Use of this Danger Assessment Scoring system is restricted to _____ Danger Assessment Certified xx/xx/ 2005	

## Appendix 5: Danger Assessment-Revised

### for Use in Abusive Female Same-Sex Relationship

Nancy Glass, PhD, MPH, RN & Jacquelyn C. Campbell, Ph.D., R.N., FAAN

Copyright 2007 John Hopkins University, School of Nursing

Several risk factors have been associated with increased risk re-assault of women in abusive same-sex relationships. We cannot predict what will happen in your case, but we would like you to be aware of the danger of repeat abuse and for you to see how many of the risk factors apply to your situation.

Using the calendar, please mark the approximate dates during the past year when you were abused by your partner or ex partner. Write on that date how bad the incident was according to the following scale:

1. Slapping, pushing; no injuries and/or lasting pain
2. Punching, kicking; bruises, cuts, and/or continuing pain
3. "Beating up"; severe contusions, burns, broken bones
4. Threat to use weapon; head injury, internal injury, permanent injury
5. Use of weapon; wounds from weapon

(If **any** of the descriptions for the higher number apply, use the higher number.)

---

Mark **Yes** or **No** for each of the following. ("She" refers to your female partner or ex- partner)

#### Yes

- \_\_\_\_\_ 1. Is she constantly jealous and/or possessive of you?
- \_\_\_\_\_ 2. Does she try to isolate you socially?
- \_\_\_\_\_ 3. Has the physical violence increased in severity or frequency over the past year?
- \_\_\_\_\_ 4. Has she threatened you with a gun over the past year?
- \_\_\_\_\_ 5. Have you lived with her in the past year?
- \_\_\_\_\_ 6. Has she ever abused you or threatened to abuse a previous intimate partner, or their family, members or friends?
- \_\_\_\_\_ 7. Does she use illegal drugs (by illegal I mean "Uppers" or amphetamines, meth, speed, angel dust, cocaine, crack, street drugs, or mixtures) or abuse prescription medication?
- \_\_\_\_\_ 8. Is she an alcoholic or problem drinker?
- \_\_\_\_\_ 9. Does she try to control or limit your spirituality?
- \_\_\_\_\_ 10. Does she constantly blame you and/or put you down?
- \_\_\_\_\_ 11. Has she destroyed or threatened to destroy things that belong to you?
- \_\_\_\_\_ 12. Has she threatened to harm a pet, an elderly family member, or a person you care for with a disability?
- \_\_\_\_\_ 13. Has she ever violated a restraining order?
- \_\_\_\_\_ 14. Does she stalk you, for example, follow or spy on you, leave threatening notes or messages on your phone, call you when you do not want her to?
- \_\_\_\_\_ 15. IF you were being abused by her and tried to get help, do you think people would **not** take you seriously?

\_\_\_\_\_16. If you were being abused by her, would fear of reinforcing negative stereotypes about female same-sex relationships and/or being discriminated against prevent you from seeking help, for example, help from friends, domestic violence advocates, or health care providers?

\_\_\_\_\_17. If you were having serious difficulties with her, would you keep it a secret out of fear or shame?

\_\_\_\_\_18. Have **you** threatened for tried to kill yourself?

\_\_\_\_\_ Total "Yes" Answers

**Thank you. Please talk to your nurse, advocate or counselor about what the Danger Assessment means in terms of your situation.**

Weighted for DA-R

Yes to item 1 = 4 points

Yes to item 2 = 3 points

Yes to item 3 = 2 points

Yes to item 4= 2 points

Yes to item 5= 2 points

Yes to item 6 = 2 points

Yes to items 7-17 = 1 point each

Item 18 is not scored, assessing her suicide risk, refer as needed

## **Appendix 6: Participating Domestic and Sexual Violence Agencies**

### **Bay Area Turning Point (BATP)**

**Address:** 210 S Walnut St, Webster, TX 77598

**Phone:** (281) 286-2525

**Fax Number:** 281-557-0290

### **The Bridge Over Troubled Water (TBOTW)**

**Address:** 3811 Allen-Genoa Rd, Pasadena, TX 77504

**Phone:** (713) 472-0753

**Fax Number:** 713-472-8759

### **Daya, Inc.**

**Address:** P.O. Box 571774

Houston, TX 77257

**Phone:** (713) 981-7645

### **Ft. Bend Women's Center (FBWC)**

**Address:** 501 E. Highway 90A, Richmond, TX 77406

**Phone:**(281) 344-5750

**Fax Number:** 713-472-8759

### **Houston Area Women's Center (HAWC)**

**Address:** 1010 Waugh Dr., Houston, TX 77019

**Phone:** (713) 528-2121

**Fax Number:** 713-528-6363

### **Montgomery County Women's Center (MCWC)**

**Address:** 1401 Airport Road, Conroe, TX 77301

**Phone:** (936) 441-4044

### **Northwest Assistance Ministries**

**Address:** 15555 Kuykendahl Rd, Houston, TX 77090

**Phone:** (281) 885-4555

Revised 7/15/2018



## Appendix 5: ESG Written Standards





## ESG WRITTEN STANDARDS

### INTRODUCTION

City of Houston has developed the following standards for providing assistance with Emergency Solutions Grants (ESG) funds as required by 24 CFR 576.400 (e). These standards were created in coordination with the representatives of The Way Home Continuum of Care including: Harris, Fort Bend, and Montgomery County and the cities of Houston, Pasadena, and Conroe. 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.

City of Houston 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 four (4) ESG Program Components:

1. Rapid Rehousing,
2. Emergency Shelter,
3. Homelessness Prevention and
4. Street Outreach.

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

### ESG SERVICE

**Coordinated Access:** The City of Houston expects that all providers participate in the coordinated assessment system or an 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 coordinate assessment, agencies can 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.

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



**Participate in any standardized training as designated by ESG funders and offered through CoC.** The CoC will provide a vetted and standardize 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 a 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, continued and necessary support for households to gain and maintain stable housing.

## COORDINATING WITH MAINSTREAM AND TARGETED HOMELESS PROVIDERS

City of Houston expects that every agency that is funded through ESG will coordinate with and access mainstream and other targeted homeless resources. City of Houston will evaluate performance of each provider based on the outcomes achieved toward housing models adopted through the CoC Steering committee. These outcome measures will be used to evaluate program success annually. City of Houston will use this and other performance metrics to guide funding decisions for ESG funded programs. Required outcomes for each intervention around accessing mainstream resources will match the outcomes approved by the CoC Steering Committee annually.

## FAIR HOUSING ACT COMPLIANCE

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

[https://www.hud.gov/program\\_offices/fair\\_housing\\_equal\\_opp/fair\\_housing\\_act\\_overview](https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_overview).

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



## EQUAL ACCESS TO HOUSING FINAL RULES

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

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

## WAIVERS

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

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



## **FMR Waiver for Hurricane Harvey-impacted Households Registered with FEMA:**

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

## **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; and
- Are literally homeless; and
- Can be safely accommodated in the shelter; and
- Not in need of emergency medical or psychiatric services or danger to self or others.

Also note the following:

- Emergency Shelters cannot discriminate per HUD regulations
- There are no requirements related to ID, income or employment

- Transgender placement based on gender self-identification

## 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 rehousing instead. See below.)

Additional eligibility requirements related to Homelessness Prevention include:

- **Proof of residence** within the City of Houston service area. A map for reference is included on page 21.
- **Total household income below 30 percent of Area Medium 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.

#### 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 housing triage tool in HMIS. Housing triage will identify, based on the standard assessment, individuals 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 Homeless Prevention.

City of Houston 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 points to receive assistance. See Appendix D for a copy of the assessment form.

Additionally, City of Houston prioritizes clients 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



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## DURATION AND AMOUNT OF ASSISTANCE

City of Houston, as part of the Way Home CoC, 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 determine 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 financial assistance request.
- City of Houston 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 the processes that require supervisory approval.

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## PARTICIPANT SHARE

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

## HOUSING STABILIZATION AND RELOCATION RELATED ASSISTANCE AND SERVICES



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## REQUIRED SERVICES: CASE MANAGEMENT & CASE LOADS

The Continuum of Care requires that all clients are referred to a case manager through the coordinated assessment system. Coordinated assessment will triage homeless clients to rapid rehousing that are in need of short to medium term assistance based on individual experience and vulnerability. Coordinated Access Assessors will then directly refer to a rapid rehousing case manager based on client preference and program availability and vacancy. Case managers will perform an individual assessment to 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 should 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 visits
- Office visits determined by client need and Other supportive services required by the housing plan.

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

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.

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## 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 case standard 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.

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## 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. The process for scheduling 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. A copy of the rental assistance template is included in the rapid rehousing business rules and outlines the requirements for rental payment as well as any notice to vacate or eviction by the owner.

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## INELIGIBLE SERVICES: CREDIT REPAIR AND LEGAL SERVICES

While regulations do allow these services, City of Houston will not allow ESG funds to be used for credit repair and legal services as eligible activities, but may be used as match for ESG programs. These services are deemed ineligible activities locally. City of Houston 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.

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## 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.

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## OPTIONAL SERVICES: RENTAL APPLICATION FEES



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

## ELIGIBILITY: PERIODIC RE-CERTIFICATION

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

Program Component	Schedule	Re-certification Criteria
Homelessness Prevention	Every 3 months	For both HP and RRH, to continue to receive assistance, clients must <ul style="list-style-type: none"> <li>• be at or below 30% AMI AND</li> <li>• lack sufficient resources and support networks necessary to retain housing without ESG assistance.</li> </ul> Families are required to provide information on income, assets greater than \$5,000, deductions, and family composition during the annual recertification process.
Rapid Rehousing	Annually	

## STANDARDS SPECIFIC TO STREET OUTREACH

### ELIGIBILITY: 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 City of Houston 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 City of Houston 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 City of Houston 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**

<b>HUD CRITERIA FOR DEFINING HOMELESS</b>	<b>Category 1</b>	Literally Homeless	<p>Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</p> <ul style="list-style-type: none"> <li>• Has a primary nighttime residence that is a public or private place not meant for human habitation;</li> <li>• 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></li> <li>• 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</li> </ul>
	<b>Category 2</b>	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"> <li>• Residence will be lost within 14 days of the date of application for homeless assistance;</li> <li>• No subsequent residence has been identified; <u>and</u></li> <li>• The individual or family lacks the resources or support networks needed to obtain other permanent housing</li> </ul>
	<b>Category 3</b>	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"> <li>• Are defined as homeless under the other listed federal statutes;</li> <li>• Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;</li> <li>• Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; <u>and</u></li> <li>• Can be expected to continue in such status for an extended period of time due to special needs or barriers</li> </ul>
	<b>Category 4</b>	Fleeing/ Attempting to Flee DV	<p>Any individual or family who:</p> <ul style="list-style-type: none"> <li>• Is fleeing, or is attempting to flee, domestic violence;</li> <li>• Has no other residence; <u>and</u></li> <li>• Lacks the resources or support networks to obtain other permanent housing</li> </ul>





**APPENDIX B: HUD DEFINITION FOR AT RISK OF HOMELESSNESS**

<b>HUD CRITERIA FOR DEFINING AT RISK OF HOMELESSNESS</b>	<b>Category 1</b>	Individuals and Families	<p style="text-align: center;">An individual or family who:</p> <ul style="list-style-type: none"> <li>(i) Has an annual income below <u>30%</u> of median family income for the area; <u>AND</u></li> <li>(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></li> <li>(iii) Meets one of the following conditions: <ul style="list-style-type: none"> <li>A. Has moved because of economic reasons 2 or more times during the 60 days immediately preceding the application for assistance; <u>OR</u></li> <li>B. Is living in the home of another because of economic hardship; <u>OR</u></li> <li>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></li> <li>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></li> <li>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></li> <li>F. Is exiting a publicly funded institution or system of care; <u>OR</u></li> <li>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</li> </ul> </li> </ul>
	<b>Category 2</b>	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
	<b>Category 3</b>	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**

<b>Eligibility by Component</b>	<b>Emergency Shelter</b>	<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"> <li>• Category 1: Literally Homeless</li> <li>• Category 2: Imminent Risk of Homeless</li> <li>• Category 3: Homeless Under Other Federal Statutes</li> <li>• Category 4: Fleeing/Attempting to Flee DV</li> </ul>
	<b>Rapid Rehousing</b>	<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"> <li>• Category 1: Literally Homeless</li> <li>• Category 4: Fleeing/Attempting to Flee DV (if the individual or family is also literally homeless)</li> </ul>
	<b>Homelessness Prevention</b>	<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"> <li>• Category 2: Imminent Risk of Homeless</li> <li>• Category 3: Homeless Under Other Federal Statutes</li> <li>• Category 4: Fleeing/Attempting to Flee DV (if the individual or family is NOT also literally homeless)</li> </ul> <p>Individuals and families who are defined as At Risk of Homelessness</p> <p>Additionally, HP projects must only serve individuals and families that have an annual income BELOW 30% AMI</p>



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

### Eligibility Requirements

All potential clients will be screened for the following:

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

PLUS

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

PLUS

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

OR

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

OR

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

PLUS

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



## Attachment A

### 30% Area Median Income

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

### Trigger Crisis

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

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



## Attachment C

### Other Definitions of Homelessness

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## Attachment D

### Homeless Prevention Prioritization Scoring

#### Income Scoring:

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

#### 15% Area Median Income (2019)

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

#### Tenant Barriers/Risk Factors

##### Tenant Screening Barriers

**1 point per barrier**

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

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

**TOTAL**





## **Override**

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



## Appendix 6: Public Hearing Summaries

### Overview

In addition to the multiple, ongoing avenues for residents to provide input on program initiatives, HCDD hosts two hearings both during the fall and spring. Public notices for both the fall and spring were published in the *Houston Chronicle* and *La Voz de Houston*, and the spring hearings were also published in the African American News, the Viet Moi, and the Korean Business Journal. The public hearings were also announced on HCDD's social media and its website at [www.houstontx.gov/housing](http://www.houstontx.gov/housing). Flyers publicizing the public hearings were sent electronically to over 2,500 email addresses of stakeholders and interested residents, as well as to city council members' offices.

The fall hearings were held on Wednesday, November 18, 2020 and on Thursday, November 19, 2020 through Adobe Connect. Both virtual meetings were accessible for persons with disabilities. CART (Communication access real-time translation) services for the hearing impaired as well as a Spanish interpreter were made available.

HCDD (HCDD) held two public hearings in the fall of 2020 in support of the development 2021 Annual Action Plan. The public hearings were held virtually to prevent the spread of COVID-19. HCDD staff presented information. The attendees also participated in roundtable discussions where they responded to open-ended questions about housing and other priority needs in their neighborhood and Houston, as a whole. HCDD staff facilitated the discussion and documented attendees' responses. The virtual public hearings were available on several visual and audio platforms. Both events were broadcasted live on HoustonTV (HTV), HCDD's Facebook Live, and HTV's Facebook Live from HCDD's Office while executing CART services remotely and having a language interpreter available. Each hearing was also audibly available in English and Spanish through a listen-live number.

The spring hearings were held on Tuesday, March 23, 2021 and on Thursday, March 25, 2021 through Microsoft Teams. Both virtual meetings are accessible for persons with disabilities. American Sign Language interpreters CART (Communication access real-time translation) services were provided for those who are hearing impaired. The hearings were also translated live in Spanish through a dial-in number.

In all advertising materials for the public hearings, HCDD publicized that accommodations (i.e. interpreter, sign language, or other accommodations) were available with upon request. Also, the advertising materials listed HCDD's Fair Housing Hotline as a resource for landlord/tenant or fair housing questions.

In the fall of 2021, HCDD held two virtual public hearings to discuss three topics (1) review of program performance, (2) the development of the 2022 Annual Action Plan and (3) the amendment of the 2021 Annual Action Plan to include the Draft HOME-ARP Allocation Plan. These public hearings were held on Thursday, November 4 and Wednesday, November 10, 2021. HCDD staff presented information with interactive polls, and the attendees participated in breakout groups where they answered open-ended questions about community needs and preferences as each group collectively worked towards "Building a Budget".

These hearings were held virtually on Microsoft Teams to continue to prevent the spread of COVID-19. Attendees were also able to call-in and participate audibly in both English and Spanish, and CART Services were also provided for those who are hearing impaired. HCDD also broadcasted the hearings live on HTV and HTV's and HCDD's Facebook Live, and following the events, the recordings of each public hearing were made available to the public to review on HCDD's website.





### Summary of Public Comments (Wednesday, November 18, 2020)

**Commenter:** Commenter stated that she grew up in Settegast, Kashmere Gardens, and Fifth Ward, areas delapidated housing and few economic opportunities. Commenter suggested that HCDD should post City jobs on community bulletins to present these paid opportunities in communities that HCDD serves and communities with disparate impact, which would improve the economic conditions of these and benefit the programs that HCDD provides. Commenter also suggested that each HCDD program participant needs case-by-case assistance. Commenter also stated that her recommendations regarding job opportunities and case management will provide true self-sufficiency, sustainability, and community buy-in due to true community engagement.

**Response:** HCDD's Section 3 Program helps low- and very-low-income residents and local businesses by fostering local economic development and individual self-sufficiency. HCDD also host Annual Career Fairs to help businesses and residents make connections helps open employment, training, and contract opportunities. HCDD appreciates the comment.

### Summary of Public Comments (Thursday, November 19, 2020)

**Commenter:** Commenter recommended that the City should build affordable homes with garages and houses with enough space. The City should also change its affordability period to 3 years for homeowners because 20 years is too long; this will help low- and moderate-income homeowners to build wealth.

**Response:** While HCDD's Home Repair Program and Harvey Homeowner Assistance Program currently have 20-year affordability/compliance periods for assistance provided to homeowners over \$80,000, a portion of the loan is forgiven each year the homeowner lives in the home and fulfills the agreement of the loan terms. In both programs, repair assistance up to \$20,000 has no affordability/compliance period. As future changes for the Home Repair Program are made, your comment will be considered.

### Summary of Public Comments (Tuesday, March 23, 2021)

**Commenter:** Commenter suggested that HCDD should consider using code enforcement improvements as a better metric for code enforcement activities.

**Response:** Metrics for the Annual Action Plan are guided by the U.S. Department of Housing and Urban Development's eCon Planning Suite Desk Guide, which dictates the City must report the number of homes visited. Since the actual code enforcement improvements would only capture part of the visits performed under the code enforcement program and because code enforcement improvements actually measure improvements made by individuals or entities—rather than HCDD, the number of code enforcement visits are a fuller measure directly corresponding to the work performed using CDBG funding. However, HCDD will explore new key performance indicators to measure code enforcement outcomes.

### Summary of Public Comments (Thursday, March 25, 2021)

**Commenter 1:** Commenter 1, a resident of Freedmen's Town, posed several concerns and questions. First, the Commenter asked if HCDD's Director had the final approval for projects exceeding \$1,000,000 or if certain projects were subject to Mayoral approval. Second, the Commenter asked how HCDD was working to keep property taxes low for



homeowners and reduce poverty. The Commenter stated that Freedmen’s Town has not received any funding from HCDD, even after submitting economic and social development proposals annually before the Mayor and City Council, and the commenter is concerned that only legal action will get the City to assist Freedman’s Town.

**Response:** HCDD’s projects or programs over \$50,000 must be approved by the City of Houston’s City Council.

The City of Houston is only one of several local taxing units that receive property taxes from property owners in Houston; other taxing units include the county, the school district, and special districts or taxing authorities, like the Port of Houston Authority and Houston Community College. The Harris County Appraisal District, not the City, sets the value of taxable property and collects property taxes each year. Changing the taxing structure would require changes to State policies.

HCDD provides several programs that help maintain the long-term housing affordability for Houston’s renters and homeowners. For example, HCDD partners with the Houston Community Land Bank to provide homeownership at affordable prices and lower the property tax amount due each year. HCDD also provides programs that help low- and moderated income, including some designed to alleviate poverty, including rental assistance, job training, youth enrichment, public/community facility development or improvements, homeownership assistance, and home repair.

Periodically HCDD issues Requests for Proposals or Notice of Funding Availability for housing, public facilities, or public services activities. To learn more about current funding opportunities, please visit: <https://houstontx.gov/housing/funding.html#nofa>. To learn more about the activities that are funded by HCDD, please visit: <https://houstontx.gov/housing/nonprofit.html>.

**Commenter 2:** A commenter from Acres Homes helps to build a better communication network between the City and community residents and asked for HCDD’s stakeholder contact for Acres Homes. The Commenter also wanted information about how residents can become advocates. The Commenter stated that although HCDD has created assistance programs, there is still much work to be done to alleviate homelessness and assist those who are at-risk of becoming homeless.

**Response:** There are many ways to get information about the HCDD’s programs and activities, including a monthly newsletter and other updates by email to all residents and stakeholders who sign-up (<https://houstontx.gov/housing/get-involved.html#contactUs>). HCDD also sends information through CitizensNet, which is the City’s electronic communication system and can also be accessed online (<https://www.houstontx.gov/citizensnet/>). Community advocates and stakeholders may also join the Housing Advocates Collective, which is a monthly meeting hosted by HCDD to open two-way communication with Houston’s community advocates (<https://houstontx.gov/housing/nonprofit.html>). Also, HCDD works closely with the Complete Communities staff and often asks for information to be distributed to residents within the Complete Communities, which includes Acres Homes. HCDD will continue to enhance its communication to residents and community stakeholders.

### Summary of Public Comments (Thursday, November 4, 2021)

**Commenter 1:** Commenter thanked City of Houston staff members who have provided equitable opportunities and forums to listen to community advocates’ concerns. The





commenter requested data regarding the Homebuyer Assistance Program by zip code to see if certain areas were disparately impacted and about the number of City employees who have benefited from the homebuyer's program. The commenter mentioned that this transparency is important for residents and stakeholders to see.

**Response:** Thank you for the acknowledgement of the City staff members who work diligently to provide open forums for residents and stakeholders to provide input on City programs and activities.

Every year, HCDD publishes the Consolidated Annual Performance and Evaluation Report (CAPER), which provides geodata regarding direct financial assistance that HCDD has provided to homebuyers. The Map of Direct Assistance to Homebuyers, as included in the [2020 CAPER](#), demonstrates the location of homebuyers assisted through HCDD programs and the type of funding that was used to assist homebuyers. Additional information about the location of Hurricane Harvey assistance can be found: <https://recovery.houstontx.gov/transparency/>. To view homebuyer assistance provided in prior years, you can view other CAPERs provided on the "Plans and Reports to HUD" page of the HCDD website: <https://houstontx.gov/housing/hud-reports.html>.

However, if you would like more in-depth information that is not available on the HCDD website, please submit a Texas Public Information Act (TPIA) request for records, using the online portal <https://www.houstontx.gov/pia.html#hcd> or by emailing [hcdd.openrecords@houstontx.gov](mailto:hcdd.openrecords@houstontx.gov).

**Commenter 2:** The commenter inquired about who monitors the compliance of HCDD programs and how to meet with HCDD staff to discuss funding opportunities and deadlines for nonprofits that construct youth centers and/or provide social services. The commenter also expressed concerns about previously submitted questions in writing and not receiving replies from HCDD leadership.

**Response:** HCDD monitors compliance internally and has three compliance teams which include Real Estate Compliance, Contract Monitoring, and Contract Compliance. To view our Compliance and Operations leadership team, please visit the Housing Website at <https://houstontx.gov/housing/leadership.html>, and for additional information about our Compliance Monitoring, please review section CR-40 of the [2020 CAPER](#).

Information about current and past funding opportunities for public services and public facility developments through HCDD are made available online on the HCDD website at <https://houstontx.gov/housing/funding.html>. You can also talk to program area specialists during HCDD's Virtual Community Office Hours every Wednesday from 1 pm to 4 pm by calling 832-394-6912. HCDD also hosts the monthly Housing Advocates Collective meeting for community partners and stakeholders who work to improve housing and community development in Houston.

To receive similar information for future events and funding opportunities, HCDD encourages residents, community partners, and stakeholders to [sign up for HCDD's monthly newsletter](#).

**Commenter 3:** Commenter 3 expressed concerns about public areas and bus stops that do not have enough lighting, especially under the Highway 59 underpasses in West Houston. The commenter said that HCDD should be mindful of these issues with nearby developments and in other areas like West Houston.



**Response:** Although HCDD is not responsible for lighting within the city or for lighting on private home developments, HCDD has funded street light installations to improve communities and also seeks to support developments that improve mobility and safety in the areas that it serves. HCDD will continue to support such developments to enhance the quality of Houston communities.

However, the Houston Public Works (HPW) Department's Traffic Operations team approves street light installation in the right-of-way (ROW) like those near bus stops and underpasses, and it is responsible for paying for the operation and maintenance of these street lights. For more information about HPW's Street Light program, please review the [Guidelines for Street Lighting Installation and Relocations](#), and you may also review HPW's [Street Light Request Application](#) process.

**Commenter 4:** The commenter stated that there are numerous social service organizations and nonprofit organizations that provide aid to low-income households, homeless persons, and residents that are at risk of homelessness and/or food insecure throughout Houston. However, the commenter noted that many of these resources, like job training programs, substance abuse programs, mental health programs, senior services program, are lacking in areas outside the city limits and are not available to the low-income residents residing in these areas.

The commenter stated that there are families in urban areas outside of the inner city who experience poverty and that these areas should be addressed.

**Response:** HCDD works diligently to provide many programs and services to residents throughout the city, which can be viewed through HCDD's interactive [Supportive Services Map](#) and maps in the [2020 CAPER](#). Many of the grant funding sources limit HCDD to provide assistance to families within the city limits, but many of the services are provided to income-eligible families regardless of where they live. In addition, HCDD extends its programs and services to areas that beyond Houston, where federal regulations permit.

For example, HCDD provides services to families and individuals who are living with HIV/AIDS within the Housing Opportunities for Persons With AIDS (HOPWA) Eligible Metropolitan Statistical Area (MSA), and the HOPWA MSA includes Harris County and 8 surrounding counties in the region. HCDD also coordinates with Harris County and the Coalition for the Homeless to provide programs and services to families and individuals who experience or are at-risk of homelessness. HCDD also coordinates activities for those experiencing or are at-risk of homelessness with the Way Home, which is a collaborative effort between in Houston, Pasadena, Conroe, Harris County, Fort Bend County, and Montgomery County to prevent and end homelessness. HCDD will continue these regional efforts and expand partnerships.

### Summary of Public Comments (Wednesday, November 10, 2021)

**Commenter 1:** Commenter 1, from the Near Northside neighborhood, stated that more transparency in the process is a goal. The commenter also discussed the new homes to be built in the neighborhood at Hardy Yards but raised concern about the process and the status of the development.

**Response:** The Hardy Yards Workforce Homeownership Development Program continues to make progress. The City acquired 10.697 acres of land at 800 Burnett Street to create affordable homeownership opportunities for Houstonians—making possible the development of quality, affordable homes in thriving communities. HCDD hosted several community meetings in-person and virtually during this



summer of 2021 for neighborhood residents to solicit feedback on the development. On December 9, 2021, HCDD staff hosted a NOFA Pre-Proposal Conference to cover project location, program requirements, and other program information. HCDD has requested proposals from developers, which are due by February 21, 2022. The selected Developer will build, market, and sell homes pursuant to certain terms and conditions and will be eligible for funding to assist with land, infrastructure, or home construction costs. All developments under the Hardy Yards Workforce Homeownership Development Program are expected to close by June 2024.

**Commenter 2:** Commenter 2 expressed that there is a lack of major grocery stores in the South Park neighborhood and inquired as to why his neighborhood does not have major grocers.

**Response:** HCDD acknowledges the lack of access to full-service grocery stores in many neighborhoods across Houston and will continue to work with community partners and developers to increase neighborhood amenities like grocery stores, parks/recreation facilities, and infrastructure. These initiatives will not only help address food deserts, but they will also promote economic development by increasing job creation and commerce in neighborhoods like South Park. HCDD will continue to work towards improving the quality of life for residents by developing or improving existing community facilities like grocery stores.

**Commenter 3:** Commenter 3, a representative of the International Management District, said there is a great need to provide healthcare and social services in languages other than English and Spanish. The commenter said there are over 80 registered languages just in that area of the city; yet, there is only one healthcare clinic that provides assistance in 35 languages.

The commenter also said that many individuals have autism or other Intellectual and Developmental Disabilities (IDD), and there is also a great need for more social services for individuals with IDD. The commenter also stated that there are break downs in the mental health system, and access to mental health services is limited for those who cannot afford it.

**Response:** HCDD has developed fair housing trainings for housing providers, other service providers, and other City Departments, which include training topics like assisting LEP residents, HUD compliance, and accessibility, amongst other fair housing topics. HCDD will continue to advocate for the use of multi-lingual materials and service providers to eliminate housing discrimination and improve access to services for those with no or limited English proficiency (LEP). The Mayor's Office of New Americans and Immigrant Communities also promotes assistance for LEP residents. Also, HCDD is committed to assisting people with disabilities and continues to provide funding for public services including mental health services and services that assist individuals with IDD gain employment.

**Commenter 4:** Commenter 4, a representative of the Urban Partnerships Community Development Corporation (UP CDC) and resident of the Greater Third Ward, called for a focus on economic development. The commenter said there should be more attention to job creation with good pay for people in neighborhoods like South Park and Third Ward to improve their quality of life. Initiatives that can match civic and public initiatives with funding source requirements would create quality jobs. The commenter added that it is pivotal and foundational for residents to be able to work and play in their communities. The East End Maker Hub has been really special, and duplicating that model in other neighborhoods would be paramount in developing economic efforts and would be a great use of funds.



**Response:** HCDD funded the development of the East End Maker Hub to drive economic development in the East End community. HCDD will continue to support the development or improvement of community amenities, like the East End Maker Hub and HEB at MacGregor, that not only revitalize communities but also create jobs and businesses.

**Commenter 5:** Commenter 5, a representative of the Zelma Street Mission within the Northline Neighborhood, reiterated sentiments about providing in services in other languages and increasing mental health services. The commenter added that the Northline neighborhood needs a SNAP match program. The commenter also stated that Super Neighborhood #45 has not been active for 20 years, and it is severely disadvantaged because voices from this community of color have not been heard. Although Northline is surrounded by other neighborhoods that are thriving, the residents are looking for more equitable resources so that vulnerable families can prevent gentrification. While the commenter attends Super Neighborhood Alliance meetings that discuss many issues, the commenter called for HCDD to work more with the Northline neighborhood and small faith-based organizations.

**Response:** HCDD appreciates the comment and will continue to improve its partnerships with community stakeholders and residents. Please stay connected to HCDD and receive information about our events and programs by joining HCDD's mailing list at <https://houstontx.gov/housing/get-involved.html#contactUs>, and join HCDD's monthly Housing Advocates Collective Meetings.

**Commenter 6:** As a resident of the South Park neighborhood, the commenter expressed concerns about South Park's deterioration and gentrification. There is a lack of neighborhood amenities like grocery stores, restaurants, and other businesses. Although the commenter acknowledged that the City has been working to provide other amenities like walkable trails, she also stated that these beautiful trails are not safe to walk. The commenter inquired about the City's plans to revitalize the area and options for improvement for the area residents.

**Response:** HCDD appreciates the comment. In an effort to protect life, health, and safety, HCDD has worked with homeowners in the South Park area to repair or rebuild their homes. HCDD seeks to revitalize areas and prioritize families that have been historically underserved. For example, HCDD recently completed the HEB in Third Ward and the TeloMarket in Fifth Ward. These kinds of developments bring economic development and create jobs for neighborhood residents, and HCDD will continue to explore ways to revitalize communities across the City and improve the quality of life for Houston residents.

## Appendix 7: Public Hearing Notices

### 2020 Fall Public Hearings

Houston Chronicle

**Public Notice**

Please join the City of Houston's Housing and Community Development Department (HCDD) for its **Virtual Fall Community Meeting and Public Hearings**. Approximately \$45 million in federal entitlement grants will be available to improve Houston's neighborhoods and the quality of life for low- and moderate-income families over the next year. Tell us about your community needs and priorities to inform the preparation of Houston's 2021 Annual Action Plan.

The Virtual Fall Community Meeting and Public Hearing schedule is as follows:

WAYS TO PARTICIPATE LIVE	Date
<b>Facebook Live</b> @HoustonHCDD <b>Adobe Connect</b> Link: <a href="http://www.bit.ly/2020FPH">www.bit.ly/2020FPH</a>	Wednesday, November 18, 2020 at 3:00 p.m.
<b>Call In</b> US (Toll): 1-646-307-1479 Participant Code: 7427250641	Thursday, November 19, 2020 at 6:00 p.m.

Closed Captioning will be provided. For additional information or to request special arrangements at the live virtual meetings (interpreter or other), contact Ashley Lawson at (832) 394-5438 or [Ashley.Lawson@houstontx.gov](mailto:Ashley.Lawson@houstontx.gov).

Can't make live virtual meetings? You can view materials and get involved at our website: [www.houstontx.gov/housing](http://www.houstontx.gov/housing).

For specific questions or concerns about fair housing or landlord/tenant relations, please contact Yolanda Guess-Jeffries at (832) 394-6308.

La Voz de Houston

**Aviso Publico**

Por favor, unase al Departamento de Vivienda y Desarrollo Comunitario (HCDD, por sus siglas en ingles) de la Ciudad de Houston para su **Reunion Virtual de la Comunidad de Otoño y Audiencias Publicas**. Estaran disponibles aproximadamente \$45 millones en subvenciones federales para mejorar los vecindarios de Houston y la calidad de vida de las familias de bajos y moderados ingresos durante el proximo año. Cuéntanos sobre las necesidades y prioridades de tu comunidad para informar la preparacion del Plan de Accion Anual 2021 de Houston.

La Reunion Virtual de la Comunidad de Otoño y el programa de audiencia publica sera como sigue:

MANERAS DE PARTICIPAR EN VIVO	Fechas
<b>Facebook Live</b> @HoustonHCDD <b>Adobe Connect</b> Link: <a href="http://www.bit.ly/2020FPH">www.bit.ly/2020FPH</a>	Miercoles, 18 de noviembre de 2020 a las 3:00 p.m.
<b>Llame al:</b> US (Toll): 1-646-307-1479 Código de Participación: 7427250641	Jueves, 19 de noviembre de 2020 a las 6:00 p.m.

Se proporcionaran subtítulos. Para obtener informacion adicional o para solicitar arreglos especiales en las reuniones virtuales en vivo (interprete u otro), comuniquese con Ashley Lawson al (832) 394-5438 o [Ashley.Lawson@houstontx.gov](mailto:Ashley.Lawson@houstontx.gov).

¿No puedes hacer reuniones virtuales en vivo? Puede ver los materiales y participar en nuestro sitio web: [www.houstontx.gov/housing](http://www.houstontx.gov/housing).

Para preguntas o inquietudes especificas sobre la vivienda justa o las relaciones entre arrendadores e inquilinos, comuniquese con Yolanda Guess-Jeffries al (832) 394-6308.



## 2021 Spring Public Hearings

Houston Chronicle

La Voz de Houston

**Virtual Spring Community Meeting**

Please join us for one of our virtual Spring Community Meetings and Public Hearing to give input on the Draft 2021 Annual Action Plan. Approximately \$48 million in federal entitlement grants will be available to improve Houston's neighborhoods and the quality of life for low- and moderate-income families over the next year. These federal grants include the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Housing Opportunities for Persons with HIV/AIDS (HOPWA), and Emergency Solutions Grant (ESG). Staff will discuss the budget and goals included the 2021 Annual Action, and staff will also discuss and accept feedback about efforts to help Houstonians impacted by the coronavirus.

WAYS TO PARTICIPATE LIVE	Join us on
<b>HTV</b> <b>Facebook Live</b> @HoustonHCDD  Microsoft Teams Link: <a href="https://bit.ly/2021SPH">https://bit.ly/2021SPH</a>  Call In US (Toll): 1-936-755-1521  English Participant Code: 388 122 65#  Spanish Participant Code 493 972 509#	Tuesday, March 23, 2021 at 3:00 p.m.
	Thursday, March 25, 2021 at 6:00 p.m.

For additional information or to request special arrangements for the live virtual meetings (interpreter or other), contact Ashley Lawson at (832) 394-5438 or [Ashley.Lawson@houstontx.gov](mailto:Ashley.Lawson@houstontx.gov). For specific questions or concerns about fair housing or landlord/tenant relations, please contact Yolanda Jefferies at (832) 394-6308.

**Reunion Virtual de la Comunidad de Primavera**

Por favor, unase a nosotros para una de nuestras reuniones virtuales de la comunidad de primavera y audiencia publica para dar a conocer el Borrador del Plan de Accion Anual de 2021. Aproximadamente \$48 millones en subvenciones federales estaran disponibles para mejorar los vecindarios de Houston y la calidad de vida de las familias de ingresos bajos y moderados durante el proximo ano. Estas subvenciones federales incluyen la Subvencion para Bloques de Desarrollo Comunitario (CDBG, por sus siglas en ingles), el Programa de Asociaciones de Inversion HOME (HOME), oportunidades de vivienda para personas con VIH/SIDA (HOPWA, por sus siglas en ingles) y la Subvencion para Soluciones de Emergencia (ESG, por sus sus siglas en ingles). El personal discutira el presupuesto y las metas incluyeron la Accion Anual de 2021, y el personal tambien discutira y aceptara comentarios sobre los esfuerzos para ayudar a los houstonianos afectados por el coronavirus.

FORMAS DE PARTICIPAR EN VIVO	UNASE
<b>HTV</b> <b>Facebook Live</b> @HoustonHCDD  Microsoft Teams Enlace: <a href="https://bit.ly/2021SPH">https://bit.ly/2021SPH</a>  Call In US (Toll): 1-936-755-1521 English Participant Code: 388 122 65# Codigo de Participantes en Espanol: 493 972 509#	Martes, 23 de marzo de 2021 a las 3:00 p.m.
	Jueves, 25 de marzo de 2021 a las 6:00 p.m.

Para obtener informacion adicional o para solicitar arreglos especiales para las reuniones virtuales en vivo (interprete u otros), comuniquese con Ashley Lawson al (832) 394-5438 o [Ashley.Lawson@houstontx.gov](mailto:Ashley.Lawson@houstontx.gov). Para preguntas o inquietudes especificas sobre vivienda justa o relaciones entre arrendadores e inquilinos, comuniquese con Yolanda Jefferies al (832) 394-6308.



# 2021 Spring Public Hearings

## Houston Chronicle

**Virtual Spring Community Meeting**

Please join us for one of our virtual Spring Community Meetings and Public Hearings to give input on the Draft 2021 Annual Action Plan. Approximately \$48 million in Federal Entitlement Grants will be available to improve Houston's neighborhoods and the quality of life for low- and moderate-income families over the next year. These federal grants include the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Housing Opportunities for Persons with HIV/AIDS (HOPWA), and Emergency Solutions Grant (ESG). Staff will discuss the budget and goals included in the 2021 Annual Action Plan, and staff will also discuss and accept feedback about efforts to help Houstonians impacted by the coronavirus.

WAYS TO PARTICIPATE LIVE	Join us on
<b>HTV</b> <b>Facebook Live</b> @HoustonHCDD  <b>Microsoft Teams</b> Link: <a href="https://bit.ly/2021SPH">https://bit.ly/2021SPH</a>  <b>Call In</b> US (Toll): 1-936-755-1521 English Participant Code: 388 122 65# Spanish Participant Code: 493 972 509#	Tuesday, March 23, 2021 at 3:00 p.m.           Thursday, March 25, 2021 at 6:00 p.m.

The City of Houston (City) anticipates an allocation of \$47,962,040 in federal grants and \$283,938 in program income, totaling \$48,245,978 for the 2021 Program Year (July 1, 2021 - June 30, 2022). The following tables show the proposed budgeted activities.

**Program Year 2021 Proposed Budgets for Federal Funds**

Community Development Block Grant		
Public Services	\$3,662,800	14.7%
ESG Match	\$500,000	2.0%
Public Facilities and Improvements	\$5,527,529	22.3%
Single-Family Home Repair	\$5,527,530	22.3%
Homebuyer Assistance	\$900,000	3.6%
Lead-Based Paint	\$75,000	0.3%
Economic Development	\$100,000	0.4%
Code Enforcement	\$3,065,463	12.4%
Housing Services	\$500,000	2.0%
Program Administration	\$4,964,580	20.0%
<b>Total</b>	<b>\$24,882,902</b>	<b>100.0%</b>

HOME Investment Partnerships Grant		
Multifamily Acquisition/Rehabilitation/New Construction/Relocation/Program Delivery	\$5,143,523	49.3%
Single-Family Acquisition/Rehabilitation/New Construction/Relocation/Program Delivery	\$1,745,926	16.7%
Tenant Based Rental Assistance	\$2,500,000	24.0%
Program Administration	\$1,043,272	10.0%
<b>Total</b>	<b>\$10,432,721</b>	<b>100.0%</b>

## La Voz de Houston

**Reunión Virtual de la Comunidad de Primavera**

Por favor, unese a nosotros para una de nuestras reuniones virtuales de la comunidad de primavera y asistencia pública para dar a conocer el Borrador del Plan de Acción Anual de 2021. Aproximadamente \$48 millones en subvenciones federales están disponibles para mejorar los vecindarios de Houston y la calidad de vida de las familias de ingresos bajos y moderados durante el próximo año. Estas subvenciones federales incluyen la Subvención para Bloques de Desarrollo Comunitario (COBG, por sus siglas en inglés), el Programa de Asociaciones de Inversión HOME (HOME), oportunidades de vivienda para personas con VIH/SIDA (HOPWA, por sus siglas en inglés) y la Subvención para Soluciones de Emergencia (ESG, por sus siglas en inglés). El personal discutirá el presupuesto y las metas del programa de Acción Anual de 2021, y el personal también discutirá y aceptará comentarios sobre los esfuerzos para ayudar a los houstonianos afectados por el coronavirus.

FORMAS DE PARTICIPAR EN VIVO	UNASE
<b>HTV</b> <b>Facebook Live</b> @HoustonHCDD  <b>Microsoft Teams</b> Enlace: <a href="https://bit.ly/2021SPH">https://bit.ly/2021SPH</a>  <b>Call In</b> US (Toll): 1-936-755-1521 English Participant Code: 388 122 65# Código de Participantes en Español: 493 972 509#	Martes, 23 de marzo de 2021 a las 3:00 p.m.           Jueves, 25 de marzo de 2021 a las 6:00 p.m.

La Ciudad de Houston (Ciudad) prevé una asignación de \$47,962,040 en subvenciones federales y \$283,938 de ingresos del programa, un total de \$48,245,978 para el Programa Anual 2021 (1 de julio de 2021 - 30 de junio de 2022). En las tablas siguientes se muestran las actividades presupuestadas propuestas.

**Programa Anual 2021 Presupuestas Propuestas para Fondos Federales**

Subvención en Bloques Desarrollo Comunitario		
Servicios Públicos	\$3,662,800	14.7%
ESG Match	\$500,000	2.0%
Instalaciones y Mejoras Públicas	\$5,527,529	22.3%
Reparación de Viviendas Unifamiliares	\$5,527,530	22.3%
Asistencia a Compradores de Vivienda	\$900,000	3.6%
Pintura a base de plomo	\$75,000	0.3%
Desarrollo Económico	\$100,000	0.4%
Aplicación del Código	\$3,065,463	12.4%
Servicios de Ayuda a Viviendas	\$500,000	2.0%
Administración del Programa	\$4,964,580	20.0%
<b>Total</b>	<b>\$24,882,902</b>	<b>100.0%</b>

Subsidio de HOME Investment Partnerships		
Adquisición multifamiliar / Rehabilitación/ Nueva Construcción/ Relocación/ Ejecución del Programa	\$5,143,523	49.3%
Adquisición unifamiliar / Rehabilitación/ Nueva Construcción/ Relocación/ Ejecución del Programa	\$1,745,926	16.7%
Asistencia de alquiler basada en inquilinos	\$2,500,000	24.0%
Administración del Programa	\$1,043,272	10.0%
<b>Total</b>	<b>\$10,432,721</b>	<b>100.0%</b>

Subsidio de Oportunidades de Vivienda para Personas con SIDA		
Costos Operacionales	\$2,351,795	21.6%
Servicios de Apoyo	\$2,268,670	20.8%
Asistencia de alquiler basada en inquilinos o proyecto	\$2,535,172	23.3%
Asistencia de servicios públicos a corto plazo, alquiler e hipoteca	\$2,535,172	23.3%
Identificación de Recursos	\$105,518	1.0%
Administración de Concesionarios	\$206,544	3.0%
Administración de Patrocinadores	\$761,936	7.0%
<b>Total</b>	<b>\$10,884,807</b>	<b>100.0%</b>

Subsidio de Soluciones de Emergencia (ESG)		
Sistema de Atención de Información para Personas Sin Hogar (HMIS, por sus siglas en inglés)	\$84,222	4.0%
Refugio de Emergencia	\$757,997	36.0%
Prevención de Personas Sin Hogar	\$536,915	25.5%
Re- Vivienda Rápida	\$568,498	27.0%
Administración	\$157,916	7.5%
<b>Total</b>	<b>\$2,105,548</b>	<b>100.0%</b>

**Período de Revisión y Comentarios Públicos**

Consulte el Borrador del Plan de Acción Anual 2021 en los siguientes lugares:

- En línea en: <https://www.houstontx.gov/housingpublic-hearing/>
- HCDD - 2100 Travis Street, 9th Floor, Houston, TX 77002
- (También se pueden obtener copias en el lugar)

El público en general puede comentar el Borrador del Plan de Acción Anual de 2021 durante el período de comentarios de 30 días que se extiende desde el 17 de marzo de 2020 al 16 de abril de 2020. Los comentarios públicos pueden enviarse por correo electrónico a: [2020actionplan@houstontx.gov](mailto:2020actionplan@houstontx.gov) o por correo: HCDD, AT THE Identification, 2100 Travis Street, 9th Floor, Houston, TX 77002 o dejar un correo de voz al 832-394-3400. Los resúmenes de comentarios y respuestas públicas están disponibles en las versiones finales del Plan de Acción Anual de 2021.

Para obtener información adicional o para solicitar arreglos especiales para las reuniones virtuales en vivo (intérprete u otras), comuníquese con Ashley Lawson al (832) 394-5438 o [Ashley.Lawson@houstontx.gov](mailto:Ashley.Lawson@houstontx.gov). Para preguntas o inquietudes específicas sobre vivienda justa o relaciones entre arrendatarios e inquilinos, comuníquese con Yolanda Jeter al (832) 394-6308.



# 2021 Spring Public Hearings

## African American News

**Virtual Spring Community Meeting**

Please join us for one of our virtual Spring Community Meetings and Public Hearings to give input on the Draft 2021 Annual Action Plan. Approximately \$48 million in Federal Entitlement Grants will be available to improve Houston's neighborhoods and the quality of life for low- and moderate-income families over the next year. These federal grants include the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Housing Opportunities for Persons with HIV/AIDS (HOPWA), and Emergency Solutions Grant (ESG). Staff will discuss the budget and goals included in the 2021 Annual Action Plan, and staff will also discuss and accept feedback about efforts to help Houstonians impacted by the coronavirus.

Ways to Participate Live	Join us on
<b>HTV</b> <b>Facebook Live</b> @HoustonHCDD <b>Microsoft Teams</b> Link: <a href="https://bit.ly/2021SPH">https://bit.ly/2021SPH</a> <b>Call In</b> US (Toll): 1-936-755-1521 English Participant Code: 388 122 65# Spanish Participant Code: 493 972 509#	Tuesday, March 23, 2021 at 3:00 p.m.   Thursday, March 25, 2021 at 6:00 p.m.

The City of Houston (City) anticipates an allocation of \$47,962,040 in federal grants and \$283,938 in program income, totaling \$48,245,978 for the 2021 Program Year (July 1, 2021 - June 30, 2022). The following tables show the proposed budgeted activities.

**Program Year 2021 Proposed Budgets for Federal Funds**

Community Development Block Grant	
Public Services	\$3,662,800 14.7%
ESG Match	\$500,000 2.0%
Public Facilities and Improvements	\$5,527,529 22.3%
Single-Family Home Repair	\$5,527,529 22.3%
Homebuyer Assistance	\$950,000 3.6%
Lead-Based Paint	\$75,000 0.3%
Economic Development	\$100,000 0.4%
Code Enforcement	\$1,065,463 12.4%
Housing Services	\$450,000 2.0%
Program Administration	\$4,964,560 20.0%
<b>Total</b>	<b>\$24,882,902 100.0%</b>

HOME Investment Partnerships Grant	
Multifamily Acquisition/Rehabilitation/New Construction/Relocation/Program Delivery	\$5,143,523 49.3%
Single-Family Acquisition/Rehabilitation/New Construction/Relocation/Program Delivery	\$1,745,926 16.7%
Tenant Based Rental Assistance	\$2,300,000 24.0%
Program Administration	\$1,040,272 10.0%
<b>Total</b>	<b>\$10,430,721 100.0%</b>

Housing Opportunities for Persons with AIDS Grant	
Operating Costs	\$2,351,795 21.6%
Supportive Services	\$2,388,670 20.8%
Project or Tenant based Rental Assistance	\$2,535,172 23.3%
Short-Term, Rent, Mortgage & Utility Assistance	\$2,535,172 23.3%
Resource Identification	\$105,518 1.0%
Grantee Administration	\$326,544 3.0%
Sponsor Administration	\$761,936 7.0%
<b>Total</b>	<b>\$10,884,807 100.0%</b>

Emergency Solutions Grant	
Homeless Management Information System (HMIS)	\$84,222 4.0%
Emergency Shelter	\$757,997 36.0%
Homeless Prevention	\$536,915 25.5%
Rapid Re-Housing	\$568,498 27.0%
Administration	\$167,916 7.9%
<b>Total</b>	<b>\$2,105,548 100.0%</b>

HOME Investment Partnerships Grant	
Multifamily Acquisition/Rehabilitation/New Construction/Relocation/Program Delivery	\$5,143,523 49.3%
Single Family Acquisition/Rehabilitation/New Construction/Relocation/Program Delivery	\$1,745,926 16.7%
Tenant Based Rental Assistance	\$2,300,000 24.0%
Program Administration	\$1,040,272 10.0%
<b>Total</b>	<b>\$10,432,721 100.0%</b>

**Public Review and Comment Period**

View the Draft 2021 Annual Action Plan at the following locations:

- Online at <https://houston.gov/housing/public-hearing/>
- HCDD - 2100 Travis Street, 9<sup>th</sup> Floor, Houston, TX 77002

The general public may comment on the Draft 2021 Annual Action Plan during the 30-day comment period extending from March 17, 2020 to April 16, 2020. Public comments may be submitted by email to [HCDDPlanning@houston.gov](mailto:HCDDPlanning@houston.gov) or by mail: HCDD, ATTN: Planning, 2100 Travis Street, 9<sup>th</sup> Floor, Houston, TX 77002 or leave a voicemail at (832) 394-5400. Summaries of public comments and responses will be available in the final versions of the 2021 Annual Action Plan.

For additional information or to request special arrangements for the live virtual meetings (interpreter or other), contact Ashley Lawson at (832) 394-5438 or [Ashley.Lawson@houston.gov](mailto:Ashley.Lawson@houston.gov). For specific questions or concerns about fair housing or landlord/tenant relations, please contact Yolanda Jefferies at (832) 394-6308.

## Korean Business Journal

**Virtual Spring Community Meeting**

Please join us for one of our virtual Spring Community Meetings and Public Hearings to give input on the Draft 2021 Annual Action Plan. Approximately \$48 million in Federal Entitlement Grants will be available to improve Houston's neighborhoods and the quality of life for low- and moderate-income families over the next year. These federal grants include the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Housing Opportunities for Persons with HIV/AIDS (HOPWA), and Emergency Solutions Grant (ESG). Staff will discuss the budget and goals included in the 2021 Annual Action Plan, and staff will also discuss and accept feedback about efforts to help Houstonians impacted by the coronavirus.

WAYS TO PARTICIPATE LIVE	Join us on
<b>HTV</b> <b>Facebook Live</b> @HoustonHCDD <b>Microsoft Teams</b> Link: <a href="https://bit.ly/2021SPH">https://bit.ly/2021SPH</a> <b>Call In</b> US (Toll): 1-936-755-1521 English Participant Code: 388 122 65# Spanish Participant Code: 493 972 509#	Tuesday, March 23, 2021 at 3:00 p.m.   Thursday, March 25, 2021 at 6:00 p.m.

The City of Houston (City) anticipates an allocation of \$47,962,040 in federal grants and \$283,938 in program income, totaling \$48,245,978 for the 2021 Program Year (July 1, 2021 - June 30, 2022). The following tables show the proposed budgeted activities.

**Program Year 2021 Proposed Budgets for Federal Funds**

Community Development Block Grant	
Public Services	\$3,662,800 14.7%
ESG Match	\$500,000 2.0%
Public Facilities and Improvements	\$5,527,529 22.3%
Single-Family Home Repair	\$5,527,529 22.3%
Homebuyer Assistance	\$950,000 3.6%
Lead-Based Paint	\$75,000 0.3%
Economic Development	\$100,000 0.4%
Code Enforcement	\$1,065,463 12.4%
Housing Services	\$450,000 2.0%
Program Administration	\$4,964,560 20.0%
<b>Total</b>	<b>\$24,882,902 100.0%</b>

Housing Opportunities for Persons with AIDS Grant	
Operating Costs	\$2,351,795 21.6%
Supportive Services	\$2,388,670 20.8%
Project or Tenant based Rental Assistance	\$2,535,172 23.3%
Short-Term, Rent, Mortgage & Utility Assistance	\$2,535,172 23.3%
Resource Identification	\$105,518 1.0%
Grantee Administration	\$326,544 3.0%
Sponsor Administration	\$761,936 7.0%
<b>Total</b>	<b>\$10,884,807 100.0%</b>

Emergency Solutions Grant	
Homeless Management Information System (HMIS)	\$84,222 4.0%
Emergency Shelter	\$757,997 36.0%
Homeless Prevention	\$536,915 25.5%
Rapid Re-Housing	\$568,498 27.0%
Administration	\$167,916 7.9%
<b>Total</b>	<b>\$2,105,548 100.0%</b>

HOME Investment Partnerships Grant	
Multifamily Acquisition/Rehabilitation/New Construction/Relocation/Program Delivery	\$5,143,523 49.3%
Single Family Acquisition/Rehabilitation/New Construction/Relocation/Program Delivery	\$1,745,926 16.7%
Tenant Based Rental Assistance	\$2,300,000 24.0%
Program Administration	\$1,040,272 10.0%
<b>Total</b>	<b>\$10,432,721 100.0%</b>

**Public Review and Comment Period**

View the Draft 2021 Annual Action Plan at the following locations:

- Online at <https://houston.gov/housing/public-hearing/>
- HCDD - 2100 Travis Street, Houston, TX 77002 (Copies may also be obtained at this location)

The general public may comment on the Draft 2021 Annual Action Plan during the 30-day comment period extending from March 17, 2020 to April 16, 2020. Public comments may be submitted by email to [HCDDPlanning@houston.gov](mailto:HCDDPlanning@houston.gov) or by mail: HCDD, ATTN: Planning, 2100 Travis Street, 9<sup>th</sup> Floor, Houston, TX 77002 or leave a voicemail at (832) 394-5400. Summaries of public comments and responses will be available in the final versions of the 2021 Annual Action Plan.

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# 2021 Spring Public Hearings

Viet Name Moi News

Viet Nam Moi AB

### Virtual Spring Community Meeting

Please join us for one of our virtual Spring Community Meetings and Public Hearings to give input on the Draft 2021 Annual Action Plan. Approximately \$48 million in Federal Entitlement Grants will be available to improve Houston's neighborhoods and the quality of life for low and moderate-income families over the next year. These federal grants include the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Solutions Grant (ESG).

Staff will discuss the budget and goals included in the 2021 Annual Action Plan, and staff will also discuss and accept feedback about efforts to help Houstonians impacted by the coronavirus.

WAYS TO PARTICIPATE LIVE	Join us on
<b>RTV</b> Facebook Live @HoustonCDD Microsoft Teams Link: <a href="https://teams.microsoft.com/join/9123456789">https://teams.microsoft.com/join/9123456789</a> Call In US (Toll) 1-888-715-1521 English Participant Code: 368 122 636 Spanish Participant Code: 410 357 308	Tuesday, March 23, 2021 at 3:00 p.m.  Thursday, March 25, 2021 at 6:00 p.m.

The City of Houston (City) anticipates an allocation of \$47,902,040 in federal grants and \$20,138 in program income, totaling \$48,040,178 for the 2021 Program Year (July 1, 2021 - June 30, 2022). The following tables show the proposed budgeted activities.

**Program Year 2021 Proposed Budgets for Federal Funds**

Community Development Block Grant	
Public Services	\$1,892,800 14.7%
ESG Match	\$300,000 2.0%
Public Facilities and Improvements	\$3,527,536 22.3%
Single-Family Home Repair	\$6,527,530 22.3%
Homebuyer Assistance	\$300,000 3.6%
Lead-Based Paint	\$75,000 0.3%
Economic Development	\$300,000 0.4%
Code Enforcement	\$1,045,443 12.4%
Housing Services	\$500,000 2.0%
Program Administration	\$4,984,436 30.0%
<b>Total</b>	<b>\$24,882,182 100.0%</b>

HOME Investment Partnerships Grant	
Multifamily Acquisition/Rehabilitation/Program Delivery	\$5,143,520 49.3%
Single-Family Acquisition/Rehabilitation/Program Delivery	\$17,455,536 16.7%
Tenant-Based Rental Assistance	\$1,305,000 34.0%
Program Administration	\$1,043,224 10.0%
<b>Total</b>	<b>\$16,432,720 100.0%</b>

Housing Opportunities for Persons with AIDS Grant	
Operating Costs	\$2,331,795 21.6%
Supportive Services	\$2,368,670 20.8%
Project or Tenant-based Rental Assistance	\$2,516,172 22.2%
Short-Term, Rent, Mortgage & Utility Assistance	\$1,536,172 22.2%
Resource Referral Case	\$105,311 1.0%
Respite Administration	\$28,344 2.0%
Respite Administration	\$781,385 7.0%
<b>Total</b>	<b>\$10,844,807 100.0%</b>

Emergency Solutions Grant	
Homeless Management Information System (HMIS)	\$84,222 4.0%
Emergency Shelter	\$757,967 36.0%
Homeless Prevention	\$336,913 23.5%
Rapid Re-Housing	\$654,498 27.0%
Administration	\$127,510 2.5%
<b>Total</b>	<b>\$2,105,548 100.0%</b>

**Public Review and Comment Period**

View the Draft 2021 Annual Action Plan at the following locations:

- Online at [http://www.houstontx.gov/housing/public\\_hearing](http://www.houstontx.gov/housing/public_hearing)
- HCDD - 2100 Travis Street, 9th Floor, Houston, TX 77002 (Copies may also be obtained at this location)

The general public may comment on the Draft 2021 Annual Action Plan during the 30-day comment period extending from March 17, 2020 to April 16, 2020. Public comments may be submitted by email to [HCDDPlanning@houstontx.gov](mailto:HCDDPlanning@houstontx.gov) or by mail: HCDD, ATTN: Planning, 2100 Travis Street, 9th Floor, Houston, TX 77002 or leave a voicemail at 832-394-5400. Summaries of public comments and responses will be available in the final versions of the 2021 Annual Action Plan.

For additional information or to request special arrangements for the live virtual meetings (interpreter or other), contact Ashley Lawson at (832) 394-5438 or [Ashley.Lawson@houstontx.gov](mailto:Ashley.Lawson@houstontx.gov). For specific questions or concerns about fair housing or landlord/tenant relations, please contact Yolanda Jeffries at (832) 394-6240.

# 2021 May Update

Houston Chronicle

### Public Notice

The U.S. Department of Housing and Urban Development (HUD) has allocated an additional \$363,477 in Community Development Block Grant (CDBG) funding to the City of Houston's Housing and Community Development Department (HCDD) for the 2021 Program Year.

The following budget shows the increases to the Community Development Block Grant budget for the 2021 Program Year.

Community Development Block Grant Program Year 2021	
Activity	Increase
Public Services	\$ 60,955
Public Facilities and Improvements	\$ 114,913
Single-Family Home Repair	\$ 114,914
Program Administration	\$ 72,695
<b>Total</b>	<b>\$ 363,477</b>

**Public Review and Comment Period**

The 3-day comment period on the proposed budget increases will be Wednesday, June 9, 2021 through Friday, June 12, 2021. Public comments may be submitted by:

**Email:** [HCDDPlanning@houstontx.gov](mailto:HCDDPlanning@houstontx.gov)  
**Mail:** HCDD, ATTN: Planning, 2100 Travis Street, 9th Floor, Houston, TX 77002

Summaries of public comments and responses will be available in the final version of the 2021 Annual Action Plan.

For specific questions or concerns about fair housing or landlord/tenant relations, please contact Yolanda Guess-Jeffries at (832) 394-6240.

La Voz de Houston

### Aviso Público

El Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD, por sus siglas en inglés) ha asignado \$363,477 adicionales en fondos de subvención en bloque para el desarrollo comunitario (CDBG, por sus siglas en inglés) adicionales para el Departamento de Vivienda y Desarrollo Comunitario (HCDD, por sus siglas en inglés), para el Programa Anual de 2021.

El siguiente presupuesto muestra los aumentos al presupuesto de la Subvención en Bloque de Desarrollo Comunitario para el Programa Anual de 2021.

Subvención en Bloque para Desarrollo Comunitario Programa Anual 2021	
Actividad	Aumento
Servicios Públicos	\$60,955
Mejoras e Instalaciones Públicas	\$114,913
Reparación de Vivienda Unifamiliar	\$114,914
Administración de Programa	\$72,695
<b>Total</b>	<b>\$363,477</b>

**Revisión Pública y Periodo de Comentarios**

El periodo de comentarios de 3 días sobre los aumentos presupuestarios propuestos será desde el miércoles 9 de junio de 2021 al viernes 12 de junio de 2021. Los comentarios del público pueden ser enviados por:

- Correo electrónico:** [HCDDPlanning@houstontx.gov](mailto:HCDDPlanning@houstontx.gov)
- Correo Postal:** HCDD, ATTN: Planning, 2100 Travis Street, 9th Floor, Houston, TX 77002

Los resúmenes de los comentarios y respuestas del público estarán disponibles en la versión final del Plan de Acción Anual 2021.

Para preguntas o inquietudes específicas sobre la vivienda justa o las relaciones entre propietarios e inquilinos, comuníquese con Yolanda Guess-Jeffries al (832) 394-6240.



**Public Notice**

The City of Houston Housing and Community Development Department (HCDD) anticipates an allocation of \$37,352,805.00 in Home Investment Partnerships Grant – American Relief Plan (HOME-ARP) to help create affordable housing and provide services for people who are homeless, people at risk of becoming homeless, and other vulnerable populations. The City will request this funding from the U.S. Department of Housing and Urban Development (HUD) through a Substantial Amendment to the 2021 Annual Action Plan. The Amendment will include additional information regarding community needs and the proposed HOME-ARP activities in a HUD prescribed format called the HOME-ARP Allocation Plan. The following table shows the proposed budgeted activities for HOME-ARP.

HOME Investment Partnerships Grant – American Rescue Plan		
Acquisition and Development of Non-Congregate Shelters/ Activity Delivery	\$22,550,000	60.4%
Tenant-Based Rental Assistance	\$2,500,000	6.7%
Supportive Services	\$6,699,885	17.9%
Planning and Administration	\$5,602,920	15.0%
<b>Total</b>	<b>\$37,352,805</b>	<b>100.0%</b>

The public may comment on the Amendment, including the HOME-ARP Allocation Plan and proposed budget, during the 15-day comment period extending from Thursday, November 4, 2021 to Friday, November 19, 2021. Public comments may be submitted by email to [HCDDPlanning@houston.tx.gov](mailto:HCDDPlanning@houston.tx.gov), by mail: HCDD, ATTN: Planning 2100 Travis Street, 9<sup>th</sup> Floor, Houston TX, 77002, or by voicemail at 831-394-5400. Summaries of public comments and responses will be available in the amended 2021 Annual Action Plan. Please join us for the Virtual Fall Community Meeting and Public Hearing where we will discuss the HOME-ARP allocation and the development of the 2022 Annual Action Plan. The schedule is as follows:

Ways to Participate Live	Dates
Online at <a href="http://bit.ly/2021FPH">bit.ly/2021FPH</a> Call US (Toll): 1-936-755-1521 English ID: 235 663 157# Spanish ID: 630 833 061# <b>Facebook Live</b> @HoustonHCDD	Thursday, November 4, 2021 at 3:00 pm Wednesday, November 10, 2021 at 6:00 pm

Closed Captioning will be provided. For additional information or to request special arrangements at the live virtual meetings (interpreter or other), contact Ashley Lawson at (832) 394-5438 or [Ashley.Lawson@houston.tx.gov](mailto:Ashley.Lawson@houston.tx.gov).

Can't make live virtual meetings? You can view materials and get involved at our website: [www.houston.tx.gov/housing](http://www.houston.tx.gov/housing). For specific questions or concerns about fair housing or landlord/tenant relations, please contact Yolanda Guess-Jeffries at (832) 394-6200 ext. 5.

**Aviso Público**

El Departamento de Vivienda y Desarrollo Comunitario de la Ciudad de Houston (HCDD, por sus siglas en inglés) anticipa una asignación de \$37,352,805.00 en Home Investment Partnerships Grant – American Relief Plan (HOME-ARP) para ayudar a crear viviendas asequibles y proporcionar servicios para personas sin hogar, personas en riesgo de quedarse sin hogar y otras poblaciones vulnerables. La Ciudad solicitará este financiamiento al Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD, por sus siglas en inglés) a través de una Enmienda Sustancial al Plan de Acción Anual 2021. La Enmienda incluirá información adicional sobre las necesidades de la comunidad y las actividades propuestas de HOME-ARP en un formato prescrito por HUD llamado Plan de Asignación HOME-ARP. En el cuadro siguiente se muestran las actividades presupuestadas propuestas para HOME-ARP.

HOME Investment Partnerships Grant – American Rescue Plan		
Adquisición y desarrollo de refugios no congregados / entrega de actividades	\$22,550,000	60.4%
Asistencia de alquiler basada en el inquilino	\$2,500,000	6.7%
Servicios de Apoyo	\$6,699,885	17.9%
Administración y Planificación	\$5,602,920	15.0%
<b>Total</b>	<b>\$37,352,805</b>	<b>100.0%</b>

El público puede comentar sobre la Enmienda, incluido el Plan de Asignación HOME-ARP y el presupuesto propuesto, durante el período de comentarios de 15 días que se extiende desde el jueves 4 de noviembre de 2021 hasta el viernes 19 de noviembre de 2021. Los comentarios públicos pueden enviarse por correo electrónico a [HCDDPlanning@houston.tx.gov](mailto:HCDDPlanning@houston.tx.gov), por correo: HCDD, ATTN: Planning 2100 Travis Street, 9<sup>th</sup> Floor, Houston TX, 77002, o por correo de voz al 831-394-5400. Los resúmenes de los comentarios y respuestas del público estarán disponibles en el Plan de Acción Anual 2021 modificado. Únase a nosotros para la Reunión Virtual de la Comunidad de Otoño y la Audiencia Pública donde discutiremos la asignación home-ARP y el desarrollo del Plan de Acción Anual 2022. El calendario es el siguiente:

Formas de Participar en Vivo	Fechas
En línea a través de <a href="http://bit.ly/2021FPH">bit.ly/2021FPH</a> Llame US (Gratis): 1-936-755-1521 English ID: 235 663 157# Español ID: 630 833 061# <b>Facebook Live</b> @HoustonHCDD	Jueves 4 de noviembre de 2021 a las 3:00 pm Miércoles 10 de noviembre de 2021 a las 6:00 pm

Se proporcionarán subtítulos. Para obtener información adicional o para solicitar arreglos especiales en las reuniones virtuales en vivo (intérprete u otro), comuníquese con Ashley Lawson al (832) 394-5438 o [Ashley.Lawson@houston.tx.gov](mailto:Ashley.Lawson@houston.tx.gov).

¿No puede hacer reuniones virtuales en vivo? Puede ver los materiales e involucrarse en nuestro sitio web: [www.houston.tx.gov/housing](http://www.houston.tx.gov/housing). Para preguntas o inquietudes específicas sobre vivienda justa o relaciones entre propietarios e inquilinos, comuníquese con Yolanda Guess-Jeffries al (832) 394-6200 ext. 5.



## 2021 Fall Public Hearings

Viet Moi

### Public Notice

The City of Houston Housing and Community Development Department (HCDD) anticipates an allocation of \$37,352,805.00 in Home Investment Partnerships Grant – American Relief Plan (HOME-ARP) to help create affordable housing and provide services for people who are homeless, people at risk of becoming homeless, and other vulnerable populations. The City will request this funding from the U.S. Department of Housing and Urban Development (HUD) through a Substantial Amendment to the 2021 Annual Action Plan. The Amendment will include additional information regarding community needs and the proposed HOME-ARP activities in a HUD prescribed format called the HOME-ARP Allocation Plan. The following table shows the proposed budgeted activities for HOME-ARP.

HOME Investment Partnerships Grant – American Rescue Plan		
Acquisition and Development of Non-Congregate Shelters/Activity Delivery	\$ 22,550,000	60.4%
Tenant-Based Rental Assistance	\$ 2,500,000	6.7%
Supportive Services	\$ 6,699,885	17.9%
Planning and Administration	\$ 5,602,920	15.0%
<b>Total</b>	<b>\$ 37,352,805</b>	<b>100.0%</b>

The public may comment on the Amendment, including the HOME-ARP Allocation Plan and proposed budget, during the 15-day comment period extending from Thursday, November 4, 2021 to Friday, November 19, 2021. Public comments may be submitted by email to [HCDDPlanning@houstontx.gov](mailto:HCDDPlanning@houstontx.gov), by mail: HCDD, ATTN: Planning 2100 Travis Street, 9<sup>th</sup> Floor, Houston TX, 77002, or by voicemail at 831-394-5400. Summaries of public comments and responses will be available in the amended 2021 Annual Action Plan. Please join us for the Virtual Fall Community Meeting and Public Hearing where we will discuss the HOME-ARP allocation and the development of the 2022 Annual Action Plan. The schedule is as follows:

Ways to Participate Live	Dates
Online at <a href="https://bit.ly/2021FPH">bit.ly/2021FPH</a>	Thursday, November 4, 2021 at 3:00 pm
Call US (Toll): 1-936-755-1521 English ID: 235 663 157# Spanish ID: 630 833 061#	Wednesday, November 10, 2021 at 6:00 pm
Facebook Live @HoustonHCDD	

Closed Captioning will be provided. For additional information or to request special arrangements at the live virtual meetings (interpreter or other), contact Ashley Lawson at (832) 394-5438 or [Ashley.Lawson@houstontx.gov](mailto:Ashley.Lawson@houstontx.gov).

Can't make live virtual meetings? You can view materials and get involved at our website: [www.houstontx.gov/housing](http://www.houstontx.gov/housing). For specific questions or concerns about fair housing or landlord/tenant relations, please contact Yolanda Guess-Jeffries at (832) 394-6200 ext. 5.





## Appendix 8: Written Comments and Responses





20 November 2021

Housing and Community Development  
Attn: Planning and Grants Management  
2100 Travis St. 9<sup>th</sup> Floor  
Houston, TX 77002

RE: Comments on City of Houston HOME-ARP Allocation Plan  
Via email to [HCDDPlanning@houstontx.gov](mailto:HCDDPlanning@houstontx.gov)

Fair Housing Neighborhood Right (FHNR) Organization appreciates the opportunity to provide comments on the City of Houston HOME-ARP Allocation Plan. FHNR is a community group comprised of community members in low-income communities of color committed to ensuring our communities are included in decision-making processes that impact our communities. We understand some of the incoming ARP funds will be used to address homelessness in Houston, and we are taking this opportunity to underscore some of our concerns regarding the future allocation.

### **Community Members In Need**

Though the tables in the ARP Plan reflect the number of people and households to be served, we are concerned that this does not accurately account for the individuals and families within the City that are currently experiencing homelessness - especially given the ongoing fallout from COVID-19. Understanding these community members are in dire situations, there is great concern about learning about potential opportunities to be safely housed.

### **Procurement**

We encourage the City of Houston to lead a procurement process that is transparent, equitable, and inclusive. Community-based groups led by people of color and have established trust with very low-income community members should have viable opportunities to be funded and provide services to these communities. Often these groups are sought out for free counsel, while larger corporate and large nonprofit organizations reap the financial benefit. If they are genuinely committed to equity, The City must provide the same opportunities to community groups who have been doing the work for free for decades.

### **Facility Sitings**

FHNR is concerned about the siting of homelessness facilities identified in the ARA plan. Typically these facilities tend to be located in areas with high concentration of poverty, providing little to no social services or general support. These facilities should be equitably distributed in communities and not solely be concentrated in under-resourced and overburdened communities of color. To ensure equitable and transparent siting practices, the City should create and share a current map



of all homeless facilities and services within the City of Houston and identify what districts they are located in.

### **Program Success Metrics**

Clear metrics should be established to measure these developments' success and provide transparency in the funding, development, management, and operating processes. Current application processes are inconsistent and unnecessarily duplicative. Case management has been problematic in past programs, and many persons experiencing homelessness get lost during the process.

Additionally, significant steps should be taken to reduce barriers to access resources. Many community members lack updated identification, telephones, and phone access.

### **Regional Coordination**

Harris County is also taking steps to address homelessness. The City should take steps to coordinate with Harris County to establish wraparound and social service hubs in various communities throughout Houston and Harris County to deconcentrate homelessness and provide support to homeless individuals.

We hope that as the City is designing programs to address homelessness, our comments will be considered. Though we take strides to work alongside the City to bring issues to your attention, we also live within many of these communities directly impacted by homelessness. We want to ensure we collectively serve these populations with fair practices, actual access, and human dignity so that we all can have true opportunities to thrive.

Sincerely,

Fair Housing Neighborhood Rights Organization

Cecelia Fontenot, President

December 28, 2021

Cecelia Fontenot, President  
Fair Housing Neighborhood Rights Organization  
[REDACTED]

Subject: Draft HOME-ARP Allocation Plan for the City of Houston

Dear Ms. Fontenot:

Thank you for comments regarding the City of Houston's Draft HOME-ARP Allocation Plan. We appreciate the expressed concerns regarding community needs, procurement standards, performance metrics, and regional coordination with respect to homelessness.

### **Community Members in Need**

HCDD strives to use the most current available data in its strategic plans, and the Draft HOME-ARP Allocation Plan ("Draft Plan"), in accordance with this standard, included the most current data that was available when the development of the Draft Plan began. For instance, the latest Point-in-Time (PIT) count was conducted in January 2021 during the COVID-19 Pandemic, and the 2021 PIT data was reported in Table 2 of the Draft Plan. However, Table 3 reported the latest 2013-2017 CHAS data that was available during the development of the Draft Plan. Unfortunately, data from 2020 and 2021 is not available; nevertheless, HUD recently released the 2014-2018 CHAS data, and HCDD staff has updated the Draft HOME-ARP Allocation Plan accordingly. Due to your comment, we will note in the plan that community advocates think amount of people estimated to be experiencing homelessness is undercounted.

### **Procurement**

The City of Houston's policies and procedures are available to the public and can be viewed at [www.houstontx.gov/policies/](http://www.houstontx.gov/policies/), including administrative policies like [Procurement Standards AP No. 5-7](#) and [Requests for Qualifications/Request for Proposals AP No. 5-10](#). These processes are structured to ensure that all City procurements are conducted in a fair, open, and transparent manner and to include suppliers and contractors that include minority, women, and small business enterprises (MWSBE). Opportunities to partner with the City are generally open to organizations irrespective of size or organization-type. HCDD will continue to use these standards as it supports community-based organizations, small contractors, and microenterprises through programs like the Fair Housing Ambassadors Program and the Harvey Economic Development Program.

### **Facilities for Homeless Services**

HCDD uses several formula grants, including the Community Development Block Grant (CDBG), the HOME Investment Partnerships Program (HOME), the Emergency Solutions Grant (ESG), and Housing

Opportunities for Persons with AIDS (HOPWA), to fund programs and activities that assist families who are experiencing homelessness or housing instability. Each year, the City includes maps showing the locations of its formula grant funded activities in the Annual Action Plan and Consolidated Annual Performance and Evaluation Report (CAPER). The [2021 Annual Action Plan](#) (“Action Plan”) includes maps that show locations of housing and supportive services funded in 2021 and illustrate program locations where families and individuals can seek homelessness or other services

- PY 2021 Direct Funded Public Service Activities (CDBG)
- PY 2021 Homeless Activities (ESG)
- PY 2021 Housing Opportunities for Persons With AIDS Grant (HOPWA)

The Way Home Continuum of Care, through the Coalition of the Homeless of Houston/Harris County (Coalition), is the largest funder of homelessness services in the Houston area and tracks the area’s homeless housing and services.

### **Program Success Metrics**

Every year, HUD requires the City of Houston to evaluate its formula funded programs using specific metrics, which can be found in the both the Annual Action Plan and CAPER. The CAPER reports the amount of funding utilized for each program during the respective program year and how many households or persons were assisted, as well as program process improvements that are anticipated for the upcoming year. Depending on the activity, HUD requires specific information for individuals or families assisted, which may include income and demographic information. To view the latest CAPER, please visit [www.houstontx.gov/housing/](http://www.houstontx.gov/housing/).

Additionally, HCDD has worked with agencies that administer programs to improve the application and reporting process and will continue to improve processes and procedures.

### **Regional Coordination**

The City of Houston and Harris County, along with 8 other regional counties, coordinate regional homeless activities through the Coalition of the Homeless of Houston/Harris County (Coalition). HCDD has recently partnered with Harris County and the Coalition by leveraging \$65 million to provide housing and supportive services to families experiencing homeless during the pandemic. Through this joint venture, navigation centers were also established throughout the City to help connect families and individuals to these services. HCDD also consulted with the Coalition to assess the regional needs and gaps in housing and services levels during the development of the Draft HOME-ARP Allocation Plan, and HCDD will continue to coordinate with its regional partners like the Coalition and Harris County to reduce homelessness.

### **Conclusion**

Your comments are greatly appreciated and will be included in our final HOME-ARP Allocation Plan to be submitted to the HUD. Please check the Housing and Community Development Department’s website for additional information on strategic planning documents at <https://houstontx.gov/housing/>.

Sincerely,



Derek Sellers  
Deputy Director

CC: Debra Walker  
Chrishelle Palay  
James Caldwell  
Lady Taylor  
Jojo Stevenson



## Appendix 9: Ordinance



City of Houston, Texas, Ordinance No. 2021- 273

**AN ORDINANCE APPROVING AND AUTHORIZING THE CITY OF HOUSTON TO SUBMIT THE 2021 ANNUAL ACTION PLAN TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, INCLUDING THE FOLLOWING 2021 GRANT APPLICATIONS AND BUDGETS: 1) 47TH PROGRAM YEAR COMMUNITY DEVELOPMENT BLOCK GRANT IN THE AMOUNT OF \$24,822,902.00 (WHICH AMOUNT INCLUDES \$157,395.00 IN PROGRAM INCOME); 2) HOME INVESTMENT PARTNERSHIPS GRANT IN THE AMOUNT OF \$10,432,721.00 (WHICH AMOUNT INCLUDES \$126,543.00 IN PROGRAM INCOME); 3) HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS GRANT IN THE AMOUNT OF \$10,884,807.00; AND 4) EMERGENCY SOLUTIONS GRANT IN THE AMOUNT OF \$2,105,548.00; AND TO ACCEPT FUNDS FROM THE AFOREMENTIONED GRANTS, IF AWARDED; CONTAINING VARIOUS FINDINGS AND PROVISIONS RELATING TO THE FOREGOING SUBJECT; AND DECLARING AN EMERGENCY.**

**WHEREAS**, the City of Houston’s Housing and Community Development Department (“HCDD”) requests approval and authorization from the City Council of the City of Houston (“City Council”) to submit the 2021 Annual Action Plan (“Plan”) to the United States Department of Housing and Urban Development (“HUD”), which includes proposed applications and budgets for the following entitlement grants to be awarded by HUD: Community Development Block Grant, the HOME Investment Partnerships Grant, the Housing Opportunities for Persons with AIDS Grant, and the Emergency Solutions Grant; and

**WHEREAS**, HCDD also requests City Council approval to accept the aforementioned federal grants, if awarded; and

**WHEREAS**, funding priorities under the Plan will include affordable home development, supportive services, infrastructure/neighborhood facilities, and economic development; and

**WHEREAS**, the goal of the Plan is to promote strategies that will: 1) preserve and expand the supply of affordable housing, 2) expand homeownership opportunities, 3) provide assistance to persons affected by HIV/AIDS, 4) reduce homelessness, 5) improve quality of life, 6) revitalize communities, 7) promote health and safety, 8) foster community economic development, and 9) promote fair housing; and

**WHEREAS**, the format and information presented in the 2021 Plan are based on federal guidance and requirements; **NOW THEREFORE**,

\* \* \* \*

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOUSTON,  
TEXAS:**

**Section 1.** That the City Council hereby approves and authorizes the City of Houston ("City") to submit the Plan to the HUD, including the following 2021 grant applications and budgets (collectively, the "Applications"): 1) 47th Program Year Community Development Block Grant in the amount of \$24,822,902.00 (which amount includes \$157,395.00 in Program Income); 2) Home Investment Partnerships Grant in the amount of \$10,432,721.00 (which amount includes \$126,543.00 in Program Income); 3) Housing Opportunities for Persons with AIDS Grant in the amount of \$10,884,807.00; and 4) Emergency Solutions Grant in the amount of \$2,105,548.00; all in substantially the form attached hereto under **Exhibit "A"** and incorporated herein by this reference.

**Section 2.** That the Mayor is hereby designated as the official to accept the funds requested in the Applications, or a different amount awarded by HUD, for the purposes of the subject grant assistance programs, and the City Council hereby authorizes acceptance of such funds, if awarded.

**Section 3.** That the Mayor (or in the absence of the Mayor, the Mayor Pro-Tem) is hereby authorized to execute the Plan and Applications and all related documents on behalf of the City and to take all actions necessary to effectuate the City's intent and objectives in approving such Plan, Applications and related documents, or other undertakings in the event of changed circumstances. The City Secretary (or in the absence of the City Secretary, any Assistant City Secretary) is hereby authorized to attest to all such signatures and to affix the seal of the City to all such instruments. The City Attorney is hereby authorized to take all action necessary to enforce legal obligations under said contracts, agreements or other undertakings, without further authorization from City Council.

**Section 4.** That HCDD has considered comments and views of citizens received in writing, or orally at the public hearings, in response to the Plan and will make appropriate changes to the Plan prior to submission of same to HUD, as necessary. Public notice of the proposed Plan was given by publication in the Houston Chronicle on March 17, 2021; the applicable public comment period expired on April 16, 2021.

**Section 5.** That the City Council takes cognizance of the fact that in order to facilitate operations of the various City housing and community development programs, projects and activities, and to make adjustments occasioned by events transpiring during the year, some transfers will be necessary to and from some of the accounts contained within each of the grant application's budget as originally adopted. Accordingly, if the Mayor, through the Director of HCDD, designee, or successor, from time to time shall upon the review of each grant separately and individually determine:

- (1) that there are unexpended funds in a grant budget for one or more housing and community development programs, projects or activities, which could be transferred to another program year budget without creating deficits in the requirements for any housing and community development program, project or activity;
- (2) that all proposed transfers comply in all respects with all applicable federal laws and regulations;
- (3) that when a formal amendment is required this document and its attachment will serve as a transmittal to HUD in compliance with 24 C.F.R. §91.505(c), when applicable;
- (4) that a formal amendment may not be required by the United States Department of Housing and Urban Development nor the City Council of the City for such administrative and other minor changes to the budget; and

then, for all such administrative and other minor transfers, the Director of HCDD, his/her designee, or successor, may issue a request for the proposed transfer to the Director of the Finance Department. Upon receipt of such request, the Director of the Finance Department is hereby authorized to make transfers to and from said budget account or accounts in accordance with the request and to certify to the City Controller the amounts transferred and the accounts affected. Upon receipt of such certification, the City Controller shall treat such funds as if they had been so budgeted in the first instance.

**Section 6.** That the City Council authorizes the Director of HCDD or his or her designee or successor to make final adjustments to the Plan prior to its full execution, as may be required by HUD, without the necessity of returning to City Council for final approval.

**Section 7.** That there exists a public emergency requiring that this Ordinance be passed finally on the date of its introduction as requested in writing by the Mayor; therefore, this Ordinance shall be passed finally on such date and shall take effect immediately upon its passage and approval by the Mayor; however, in the event that the Mayor fails to sign this Ordinance within five days after its passage and adoption, it shall take effect in accordance with Article VI, Section 6, Houston City Charter.

PASSED AND ADOPTED this 21st day of April, 2021.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor of the City of Houston

Pursuant to Article VI, Section 6, Houston City Charter, the effective date of the foregoing Ordinance is APR 27 2021.

  
\_\_\_\_\_  
City Secretary

DocuSigned by:   
  
2D45E4E132574E1...  
Prepared by Legal Dept. \_\_\_\_\_  
(KC/ea/04/09/21) Senior Assistant City Attorney  
Requested by Tom McCasland, Director, Housing and Community Development  
L.D. File No. 0292100132001  
Amount of Funding: \$47,962,040.00 (including \$283,938.00 in Program Income) to be received  
Community Development Block Grant – \$24,822,902.00  
HOME Investment Partnerships Grant – \$10,432,721.00  
Housing Opportunities for Persons with AIDS Grant – \$10,884,807.00  
Emergency Solutions Grant – \$2,105,548.00

z:\dac\ord\ordannualactionplan\_cdbghomehopwaesg2021

CAPTION PUBLISHED IN DAILY COURT  
REVIEW  
DATE: APR 27 2021

AYE	NO	
✓		<b>MAYOR TURNER</b>
....	....	<b>COUNCIL MEMBERS</b>
✓		PECK
✓		JACKSON
✓		KAMIN
✓		EVANS-SHABAZZ
✓		MARTIN
✓		THOMAS
✓		TRAVIS
		<del>ABSENT-OUT OF CITY</del> CITY BUSINESS CISNEROS
✓		GALLEGOS
✓		POLLARD
✓		MARTHA CASTEX-TATUM
✓		KNOX
✓		ROBINSON
✓		KUBOSH
✓		PLUMMER
✓		ALCORN
CAPTION	ADOPTED	

Rev. 12/16

City of Houston, Texas, Ordinance No. 2021 - 1084

**AN ORDINANCE APPROVING AND AUTHORIZING THE SUBMISSION OF AN AMENDED 2021 ANNUAL ACTION PLAN TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, INCLUDING A HOME INVESTMENT PARTNERSHIPS GRANT-AMERICAN RESCUE PLAN (“HOME-ARP”) ALLOCATION PLAN AND AN APPLICATION AND BUDGET FOR THE HOME-ARP GRANT IN THE AMOUNT OF \$37,352,805.00; TO ACCEPT FUNDS FROM THE AFOREMENTIONED GRANT, IF AWARDED; CONTAINING OTHER FINDINGS AND PROVISIONS RELATING TO THE FOREGOING SUBJECT; AND DECLARING AN EMERGENCY.**

\* \* \* \*

**WHEREAS**, on March 11, 2021, the President signed into federal law the American Rescue Plan Act of 2021 (“ARP”), which provides over \$1.9 trillion in relief to address the continued impact of the COVID-19 pandemic on the economy, public health, State and local governments, individuals, and businesses; and

**WHEREAS**, to address the need for homelessness assistance and supportive services, Congress appropriated \$5 billion in ARP funds to be administered through the HOME Investments Partnerships Program (“HOME”) to perform four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations (“HOME-ARP”); and

**WHEREAS**, the activities to be performed under HOME-ARP include (1) development and support of affordable housing, (2) tenant-based rental assistance, (3) provision of supportive services, and (4) acquisition and development of non-congregate shelter units; and

**WHEREAS**, on April 21, 2021, pursuant to Ordinance No. 2021-273, the City Council of the City of Houston (“City Council”) approved and authorized the submission of the 2021 Annual Action Plan (“2021 Plan”), including an application and budget for the HOME Investment Partnerships Grant (“HOME”), among others, to the United States Department of Housing and Urban Development (“HUD”), and the acceptance of the funds, if awarded; and

**WHEREAS**, the City of Houston’s Housing and Community Development Department (“HCDD”) now desires to (1) submit an Amended 2021 Annual Action Plan (“Amended 2021 Plan”) to HUD, which includes a HOME-ARP Allocation Plan and an application (“Application”) and budget for HOME-ARP funds in the amount of \$37,352,805.00, and (2) accept funds from the aforementioned grant, if awarded; and

**WHEREAS**, the City’s Application estimates a total of \$37,352,805.00 in HOME-ARP funding to be received during the HUD Program Year 2021 (July 1, 2021 – June 30, 2022) and expended on the following activities:

<b>HOME Investment Partnerships Program – American Rescue Plan</b>		
<b>Activity</b>	<b>Grant Amount</b>	<b>Percent</b>
Acquisition and/or Development of Non-Congregate Shelters/Program Delivery	\$22,550,000.00	60.4%
Tenant-Based Rental Assistance	\$2,500,000.00	6.7%
Supportive Services	\$6,699,885.00	17.9%
Planning and Administration	\$5,602,920.00	15.0%
<b>Total</b>	<b>\$37,352,805.00</b>	<b>100.0%</b>

**WHEREAS**, the format and information set forth in the City’s Amended 2021 Plan to be submitted to HUD are based on federal guidance and requirements; and

**WHEREAS**, these changes to the 2021 Plan, including the Application and budget for the HOME-ARP Allocation Plan, are necessary to assist individuals or households who are homeless or at risk of homelessness, and other vulnerable populations; and

**WHEREAS**, in accordance with HUD’s Citizen Participation Plan regulations, the City is required to amend components of a Consolidated Plan/Annual Action Plan for a variety of reasons, including when a reallocation of funds increases or decreases the budget of an activity by more than twenty-five (25%) of the original budget, or when an activity is added to or deleted from the Plan; and

**WHEREAS**, HCDD has publicized in the Houston Chronicle its intent to amend the 2021 Plan and submit an Amended 2021 Plan, including a HOME-ARP Allocation Plan and the Application and budget for the HOME-ARP funds; and

**WHEREAS**, the final public notice period for the Amended 2021 Plan expired on November 19, 2021, at this time, comments from several citizens have been received, and any updates to HUD will follow, as necessary; and

**WHEREAS**, as stipulated by federal regulations, residents have 15 days to comment on the Amended 2021 Plan before it is approved by City Council, which 15-day review and comment period extended from November 4, 2021 through November 19, 2021; **NOW THEREFORE**,

\* \* \* \*

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOUSTON, TEXAS:**

**Section 1.** That the City Council hereby approves and authorizes the City to submit the Amended 2021 Plan to HUD, including the HOME-ARP Allocation Plan, the Application and budget (as attached under **Exhibit “A”**) for HOME-ARP funds in the amount of \$37,352,805.00; and to accept funds from the aforementioned grant, if awarded.

**Section 2.** That the Mayor is hereby designated as the official to accept the funds requested in the Application, or a different amount awarded by HUD, pursuant to the Amended 2021 Plan.

**Section 3.** That the Mayor, or the Mayor’s designee, is hereby authorized to execute the Amended 2021 Plan, the Application and all related documents on behalf of the City and to take all actions necessary to effectuate the City’s intent and objectives in approving such Amended 2021 Plan, the Application and related documents, or other undertakings in the event of changed circumstances. The City Secretary (or in the absence of the City Secretary, any Assistant City Secretary) is hereby authorized to attest to all such signatures and to affix the seal of the City to all such instruments. The City Attorney is hereby authorized to take all action necessary to enforce legal obligations under said related contracts, agreements or other undertakings, without further authorization from City Council.

**Section 4.** That public notice of the Amended 2021 Plan was published in the Houston Chronicle from November 4, 2021 through November 19, 2021. HCDD has considered comments and views of citizens received in writing, or orally at the public hearings, in response to the Amended 2021 Plan and will make appropriate changes to the Amended 2021 Plan prior to submission of same to HUD, as necessary.

**Section 5.** That the City Council takes cognizance of the fact that in order to facilitate operations of the various City housing and community development programs, projects and activities, and to make adjustments occasioned by events transpiring during the year, some transfers may be necessary to and from some of the accounts contained within the Application as originally adopted. Accordingly, if the Mayor, through the Interim Director of HCDD, its designee, or successor, from time to time shall upon the review of each grant separately and individually determine, consistent with the mandates of ARP:

- (1) that there are unexpended funds in a grant budget for one or more of the programs, projects or activities, which could be transferred to another program year budget without creating deficits in the requirements for any housing and community development program, project or activity;
- (2) that all proposed transfers comply in all respects with all applicable federal laws and regulations;
- (3) that when a formal amendment is required, this document and its attachment will serve as a transmittal to HUD in compliance with 24 CFR § 91.505(c), when applicable;
- (4) that a formal amendment may not be required by HUD nor the City Council of the City for such administrative and other minor changes to the budget; and

then, for all such administrative transfers, the Interim Director of the Department of HCDD, his/her designee, or successor, may issue a request for the proposed transfer to the Director of the Finance Department. Upon receipt of such request, the Director of the Finance Department is hereby authorized to make transfers to and from said budget account or accounts in accordance with the

request and to certify to the City Controller the amount transferred and the accounts affected. Upon receipt of such certification, the City Controller shall treat such funds as if they had been so budgeted in the first instance.

**Section 6.** That the City Council authorizes the Interim Director of HCDD or his or her designee or successor to make final adjustments to the Amended 2021 Plan prior to its full execution, as may be required by HUD, without the necessity of returning to City Council for final approval.

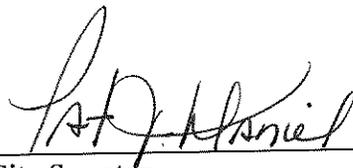
**Section 7.** That there exists a public emergency requiring that this Ordinance be passed finally on the date of its introduction as requested in writing by the Mayor; therefore, this Ordinance shall be passed finally on such date and shall take effect immediately upon its passage and approval by the Mayor; however, in the event that the Mayor fails to sign this Ordinance within five days after its passage and adoption, it shall take effect in accordance with Article VI, Section 6, Houston City Charter.

PASSED AND ADOPTED this 8<sup>th</sup> day of December, 2021.

APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Mayor of the City of Houston

Pursuant to Article VI, Section 6, Houston City Charter, the effective date of the foregoing Ordinance is \_\_\_\_\_.

  
\_\_\_\_\_  
City Secretary

DocuSigned by:  
  
2D15F4E132574F1...

Prepared by Legal Dept. (KC/ea/11/17/21) Senior Assistant City Attorney  
Requested by Keith W. Bynam, Interim Director, Housing and Community Development Department  
L.D. File No. 0292100590001  
FUND REF: \$37,352,805.00 (to be received)  
HOME Investment Partnerships Grant-American Rescue Plan  
Federal Government – Grant Funded (5000)  
z:\DAC\ORD\ordamendedannualactionplan\_HOME-ARP2021

Meeting

Aye	No	
✓		<b>Mayor Turner</b>
....	....	<b>Council Members</b>
✓		Peck
✓		Jackson
✓		Kamin
✓		Evans-Shabazz
✓		Martin
✓		Thomas
✓		Travis
✓		Cisneros
✓		Gallegos
✓		Pollard
Absent		Castex-Tatum
✓		Knox
✓		Robinson
✓		Kubosh
✓		Plummer
✓		Alcorn
Caption	Adopted	

Captions Published in DAILY COURT REVIEW

Date: 12/14/2021

**EXHIBIT “A”**

**Application for Federal Assistance SF-424**

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

<b>* 3. Date Received:</b> 	<b>4. Applicant Identifier:</b> M21-MP48-0206
--------------------------------	--

<b>5a. Federal Entity Identifier:</b> 	<b>5b. Federal Award Identifier:</b> 
---	--

**State Use Only:**

<b>6. Date Received by State:</b> 	<b>7. State Application Identifier:</b> 
---------------------------------------	---

**8. APPLICANT INFORMATION:**

<b>* a. Legal Name:</b> City of Houston	
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b> 746001164	<b>* c. Organizational DUNS:</b> 8324319850000

**d. Address:**

<b>* Street1:</b> 2100 Travis Street, 9th Floor
<b>Street2:</b> 
<b>* City:</b> Houston
<b>County/Parish:</b> 
<b>* State:</b> TX: Texas
<b>Province:</b> 
<b>* Country:</b> USA: UNITED STATES
<b>* Zip / Postal Code:</b> 77002

**e. Organizational Unit:**

<b>Department Name:</b> Housing and Community Dev Dept	<b>Division Name:</b> 
---	---------------------------

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

<b>Prefix:</b> 	<b>* First Name:</b> Keith
<b>Middle Name:</b> 	
<b>* Last Name:</b> Bynam	
<b>Suffix:</b> 	
<b>Title:</b> Interim Director	
<b>Organizational Affiliation:</b> 	
<b>* Telephone Number:</b> 832-394-6134	<b>Fax Number:</b> 
<b>* Email:</b> Keith.Bynam@houstontx.gov	

**Application for Federal Assistance SF-424**

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

C: City or Township 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 Partnership Grant-American Rescue Plan (HOME-ARP)

**\* 12. Funding Opportunity Number:**

\* Title:

**13. Competition Identification Number:**

Title:

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

City of Houston

Add Attachment

Delete Attachment

View Attachment

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

HOME-ARP Grant

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

<b>Application for Federal Assistance SF-424</b>	
<b>16. Congressional Districts Of:</b>	
* a. Applicant <input type="text" value="2, 7, 8, 9,10,18,22,29,36"/>	* b. Program/Project <input type="text" value="2, 7, 8, 9,10,18,22,29,36"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="09/20/2021"/>	* b. End Date: <input type="text" value="09/30/2030"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text" value="37,352,805.00"/>
* b. Applicant	<input type="text" value="0.00"/>
* c. State	<input type="text" value="0.00"/>
* d. Local	<input type="text" value="0.00"/>
* e. Other	<input type="text" value="0.00"/>
* f. Program Income	<input type="text" value="0.00"/>
* g. TOTAL	<input type="text" value="37,352,805.00"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b>	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/>	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b>	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
<p>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)</p> <input checked="" type="checkbox"/> ** I AGREE	
<p>** 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.</p>	
<b>Authorized Representative:</b>	
Prefix: <input type="text"/>	* First Name: <input type="text" value="Sylvester"/>
Middle Name: <input type="text"/>	
* Last Name: <input type="text" value="Turner"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Mayor"/>	
* Telephone Number: <input type="text" value="832-393-1011"/>	Fax Number: <input type="text"/>
* Email: <input type="text" value="Sylvester.Turner@houstontx.gov"/>	
* Signature of Authorized Representative: <input type="text"/>	* Date Signed: <input type="text"/>

**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 Mayor
APPLICANT NAME City of Houston	DATE SUBMITTED  

Standard Form 424B (Rev. 7-97) Back

## ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009  
Expiration Date: 02/28/2022

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**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.

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Prescribed by OMB Circular A-102

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 Mayor
APPLICANT ORGANIZATION City of Houston	DATE SUBMITTED

SF-424D (Rev. 7-97) Back

Attest/Seal:

\_\_\_\_\_  
City Secretary

Countersigned:

\_\_\_\_\_  
City Controller

DATE OF COUNTERSIGNATURE: \_\_\_\_\_, 2021

**APPROVED:**

\_\_\_\_\_  
Director  
Housing and Community Development Department

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Senior Assistant City Attorney

### HOME-ARP Budget Page

HOME-ARP Funds	Allocation	Percentage
<b>Sources</b>		
Projected HOME Grant Award	\$ 37,352,805	
Projected HOME-ARP Funding	\$ 37,352,805	
<b>Uses</b>		
Planning and Administration*	\$ 5,602,920	15.0%
Acquisition and Development of Non-Congregate Shelters	\$ 22,550,000	60.4%
Tenant Based Rental Assistance	\$ 2,500,000	6.7%
Supportive Services	\$ 6,699,885	17.9%
<b>Total</b>	<b>\$ 37,352,805</b>	<b>100.0%</b>

*\*Planning and Administration up to 15% of Grant Amount.*

## HOME-ARP CERTIFICATIONS

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

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing pursuant to 24 CFR 5.151 and 5.152.

**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 will comply with the acquisition and relocation requirements contained in the HOME-ARP Notice, including the revised one-for-one replacement requirements. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42, which incorporates the requirements of the HOME-ARP Notice. It will follow its residential anti-displacement and relocation assistance plan in connection with any activity assisted with funding under the HOME-ARP program.

**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 and program requirements.

**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.

**HOME-ARP Certification** --It will use HOME-ARP funds consistent with Section 3205 of the American Rescue Plan Act of 2021 (P.L. 117-2) and the CPD Notice: *Requirements for the Use of Funds in the HOME-American Rescue Plan Program*, as may be amended by HUD, for eligible activities and costs, including the HOME-ARP Notice requirements that activities are consistent with its accepted HOME-ARP allocation plan and that HOME-ARP funds will not be used for prohibited activities or costs, as described in the HOME-ARP Notice.

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

\_\_\_\_\_  
Date

Mayor  
\_\_\_\_\_  
Title



CITY OF HOUSTON  
HOUSING AND  
COMMUNITY  
DEVELOPMENT

**CITY OF HOUSTON**  
**HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT**

2100 Travis Street | 9th Floor Houston TX 77002 | 832.394.6200  
[houstontx.gov/housing](http://houstontx.gov/housing)