



ESG SUBSTANTIAL AMENDMENT



CITY OF HOUSTON
ANNISE D. PARKER, MAYOR

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT
NEAL RACKLEFF, INTERIM DIRECTOR
MAY 2012

THIS DOCUMENT IS SUBJECT TO CHANGE PENDING HUD APPROVAL

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**FY 2011 Emergency Solutions Grant Program
Annual Action Plan Substantial Amendment**

INTRODUCTION

The City of Houston has prepared this Substantial Amendment to amend its PY 2011 Annual Action Plan and describe its plans for the use of the second allocation of FY 2011 Emergency Solutions Grant (ESG) Program funding from the U.S. Department of Housing and Urban Development (HUD). The Substantial Amendment is prepared and submitted in accordance with the City’s Citizen Participation Plan and the requirements of 24 CFR part 91, as amended by the Interim Rule. This Interim Rule, published in the Federal Register on December 5, 2011, revises the regulations for the Emergency Solutions Grant Program, which replaces the Emergency Shelter Grant Program. The ESG Program changes are a result of the Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009.

New regulations require recipient jurisdictions to substantially amend their previously submitted Annual Action Plan for the ESG Program to receive the second allocation of funding for the revised program as the eligible activities are different than the previous allocations of ESG funds. The City of Houston’s second allocation of ESG funding in the amount of \$746,791 will be used for homeless prevention assistance, rapid re-housing assistance, Homeless Management Information System (HMIS), and administration.

**Table 1: Suggested Format for Declaration
of FY 2010 Grant Fund Commitments**

Activity Type	Obligated Amount
Homeless Assistance	\$863,916
Homelessness Prevention	\$398,729
Administrative Activities	\$66,454
Total FY 2010 Award	\$1,329,099

STANDARD FORM 424 (SF-424) – SEE ATTACHEMENT 1

CONSULTATION – 24 CFR 91.100(d)

SUMMARY OF CONSULTATION PROCESS

In April 2011, during the first HEARTH Clinic, members of the Houston/Harris County Continuum of Care (Continuum) working in Harris and Fort Bend Counties developed community-wide priorities and goals in order to prepare for implementation of the Homeless

Emergency Assistance and Rapid Transition to Housing (HEARTH) Act. This meeting resulted in setting two priorities related to developing plans to better target the prevention of homelessness and expand rapid re-housing capacity.

During the summer of 2011, a variety of workgroups comprised of members of the Continuum and staffed by the Coalition for the Homeless of Houston/Harris County (Coalition) developed recommendations for 1) types of clients that should be targeted for services and 2) program standards that should be required of all providers. Extensive research was conducted to develop these recommendations which consisted of holding focus groups for providers and clients as well as analyzing data analyst identify gaps and barriers in the homeless population.

Focus groups of Homelessness Prevention and Rapid Re-Housing Program (HPRP) and Housing Opportunities for Persons with AIDS (HOPWA) providers identified successful practices and recommendations to improve program performance. Another focus group was held with members of the Coalition for the Homeless' Consumer Advisory Council, which is comprised of people who are currently or formerly homeless, to hear from their experience what services would be most helpful in either preventing experiences of homelessness or assisting people who are literally homeless through rapid re-housing. In addition, the Coalition for the Homeless' Systems Project Manager visited Salt Lake City to learn about the restructuring of their rapid re-housing system and coordinated grant process of the state, city, and county.

As part of the Coalition for the Homeless' Capacity and Gaps in the Homeless Residential and Service System, Harris and Fort Bend Counties 2011, research and data analysis identified areas where people lived prior to becoming homeless and gaps and barriers in the service delivery system. A comparative analysis of the characteristics of literally homeless people and those served in year two of the HPRP homelessness prevention programs was conducted to identify common risk-factors among people who become homeless in order to better target homelessness prevention services.

In May 2012, a second HEARTH Clinic was held targeted to the local jurisdictions that administer HUD funds related to homelessness. At that meeting, a public funding governance structure, a committee that works together to develop and implement a funding and policy strategy for preventing and ending homelessness, was agreed upon as a means to coordinate homelessness prevention and stabilization efforts between the various public entities, with Coalition staff assisting. Since HUD's ESG regulations were released in December 2011, the four local jurisdictions and the Coalition, as the Lead Agency of the Continuum, have been meeting to strategize about populations to target, developing a common assessment tool, developing common program standards, and setting common outcomes to measure cross the community.

CITIZEN PARTICIPATION -- 24 CFR 91.105(c), (k), (i)

SUMMARY OF CITIZEN PARTICIPATION

Amendments to the Consolidated Plan

The Citizen Participation Plan has been prepared and implemented pursuant to federal regulations (U. S. Department of Housing and Urban Development (HUD) Regulations 24 CFR Part 91.105) and the City of Houston's desire to encourage and support public participation in the development of the Consolidated Plan (and subsequent annual updates to the Consolidated Plan).

From time-to-time, it may be necessary for the City to process a "Substantial Amendment" to the Five Year Consolidated Plan or the One Year Action Plans to allow for new CDBG, ESG, HOPWA or HOME funded activities; modification of existing activities; or other CPD program administrative actions. As identified in the City's Citizen Participation Plan, one of the criteria to determine if a proposed action will be considered a Substantial Amendment is to change an activity or project total dollar amount allocated or budgeted by more than 25 percent. HUD has recently allocated additional ESG funding in the amount of \$746,791 to the City increasing the PY 2011 ESG award from \$1,327,628 to \$2,074,419. This additional allocation is considered a Substantial Amendment.

A Substantial Amendment is subject to the Citizen Participation process requiring formal action by the City Council, and approval by HUD. A thirty (30) day public notice was published on the Housing and Community Development Department (HCDD)'s website on April 10, 2012 and in the *Houston Chronicle* on April 13, 2012 to provide the opportunity for the public to review and comment on the proposed Substantial Amendment. The comment period lasted from April 10, 2012 to May 9, 2012. No public comments were received during the comment period.

MATCH

As a result of federal mandate, all jurisdictions are required to match 100% of the project through public or private sources. HCDD passes the dollar-for-dollar match requirements on to its subrecipients. As an example, one subrecipient, the Coalition for the Homeless Houston, will leverage \$100,000 for HMIS Support Staff salaries from the U.S. Department of Housing and Urban Development Continuum of Care funding.

PROPOSED ACTIVITIES AND OVERALL BUDGET

PROPOSED ACTIVITIES AND DETAILED BUDGET – SEE ATTACHMENT 2

DISCUSSION OF FUNDING PRIORITIES

During the last two years as part of providing Homelessness Prevention and Rapid Re-Housing Program (HPRP), HCDD has worked closely with local homeless service providers as well as the Coalition. As a result, HCDD has gained a greater understanding of community needs and has been able to refine program goals and objectives.

A main funding priority established by the Continuum is the Homeless Information Management System (HMIS) which serves homeless agencies and their clients. The Coalition serves as lead agency and local administrator for HMIS. In addition to the need for added technical assistance and HMIS training for subrecipients, increased reporting requirements and need for data analysis, including demographic data, has placed an added burden on the Coalition. As such, HCDD is allocating 5% of the second round of funding towards HMIS administration.

Other priorities established by the Continuum are rapid re-housing and homeless prevention. In following with priorities established by the Continuum, HCDD plans to allocate \$403,167, on rapid re-housing activities and \$217,090, on homelessness prevention activities through the second allocation.

As recommended by the Coalition, Houston, Harris County and Fort Bend, Rapid Re-housing activities will prioritize persons with one or more of the following characteristics:

- A. People who are in need of SSI/SSDI benefits in order to be able to pay for long-term housing
- B. People who are victims of domestic violence
- C. People who have recently been incarcerated

HCDD estimates to serve a minimum of 30 persons.

When it comes to Homeless Prevention, persons receiving HPRP in the supported family category comprised 86% of all persons served with HPRP funds. Therefore families have been identified as a priority under the Homeless Prevention category. HCDD estimate to serve a minimum of 20 persons.

HCDD has successfully provided homelessness prevention assistance under HPRP funding, serving nearly 5,075 persons with \$11,119,644 to date. Additionally, of the 5,075 persons assisted with HCDD's HPRP, only 606 persons were assisted with Rapid Re-Housing assistance furthering the proof that homelessness prevention activities are needed within the community. These efforts will continue to focus on priority populations as established by the Continuum.

As with the established priorities delineated under the "Opening Doors: Federal Strategic Plan to Prevent and End Homelessness", HCDD will be coordinating with homeless service providers as well as other providers of homeless prevention and rapid re-housing. A common assessment tool

will be utilized by all agencies coordinating services to prioritize people most at-risk of homelessness. Additionally, collaborative efforts will be formalized through the use of Memorandums of Understanding (MOU).

WRITTEN STANDARDS FOR PROVISION OF ESG ASSISTANCE (24 CFR 91.220(l)(4)(i), 576.400(e)(1), (e)(2), AND (e)(3)) -- SEE ATTACHMENT 3

MAKING SUB-AWARDS

HCDD selects projects for funding based on the greatest community need as well as the effectiveness of the organizations assisting the community. HCDD plans to award funding through a competitive request for proposal process (RFP). This RFP will run for a minimum of 30-days. The applicants awarded through this RFP process will also be approved by City Council. Awards will result in a 12-month contract, with a renewal option for an additional 12-months.

Due to the changes to the ESG Program, which now permits the funding of HMIS service, HCDD has opted to set aside 5%, which is \$37,334 of the available funds for this component. As the lead agency and sole provider of HMIS services, the Coalition was selected to receive funding for the local HMIS.

HOMELESS PARTICIPATION REQUIREMENT

HCDD ensures homeless participation through the use of the Coalition for the Homeless' Consumer Advisory Council. A focus group was held with members of the Coalition for the Homeless' Consumer Advisory Council, which is comprised of people who are currently or formerly homeless, to hear from their experience what services would be most helpful in either preventing experiences of homelessness or assisting people who are literally homeless through rapid re-housing. The Coalition's Board of Directors is required to have a representative from the Homeless Services Coordinating Council. The Coalition's Board of Directors is involved in policies and decisions regarding facilities, services, and other assistance that receives funding under ESG.

PERFORMANCE STANDARDS

In consultation with the Coalition and other Emergency Solutions Grant grantees within the Continuum, HCDD has helped in the development of community-wide performance 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 Continuum are not currently and will not fund activities related to Street Outreach in PY 2011 and PY 2012. As with the other standards, grantee members of the Continuum will refine the performance standards to include those for Street Outreach in the proceeding program years, if needed.

For the performance standards, the initial data collection from the second year of HPRP, October 1, 2010 through September 30, 2011, will be used to create baseline data. Grantees within the Continuum of Care have been working to establish community-wide performance standards so that the community as a whole will have common goals and HCDD, along with the rest of the Continuum 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, related to the goals, over the following program years to analyze effective programs and establish more measurable performance standards. The progress towards meeting the common goals will later be used to establish the community standard for achieving the outcomes related to the goals.

Emergency Shelters activities' performance will be measured using the following indicators:

Number and percentage of people exiting to a known place

Evaluating HMIS client exit data will provide better information on client outcomes for shelter programs. This standard will help the Continuum 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 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 hopes 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 indicator will help the community measure the reduction in barriers to housing for clients in emergency shelter.

For Homelessness Prevention and Rapid Re-housing, the Continuum has decided to use the same performance standards to help measure the success of these interventions for the community. The City 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.

Number and percent of people who exit services to permanent supportive housing, transitional housing, or unknown.

This indicator will allow HCDD to track and measure which interventions were the most successful in providing a path to permanent housing. This will also further develop the community's efforts to target those who need assistance most. Further, the community

will closely track those individuals who exited to permanent housing and reappear in shelter or a homeless services program.

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

This indicator will track income at entry and exit. The Program Standards that HCDD created intend to increase income and create more stable housing outcomes for clients receiving homelessness prevention and rapid re-housing assistance.

Number and percent of people who are still housed 30-days after exiting prevention program

HCDD will use this indicator to understand how well programs are reducing housing stability risks and reducing the number of people living on the streets or in shelters. Gathering this information will also create a standard for providing housing stability case management so that all case managers are following up with clients upon program exit, but also to gather better data for which types of housing clients identify at exit.

Monitoring: The primary purpose of HCDD's monitoring program is to ensure that subrecipients of entitlement funds carry out their activities in accordance with the respective regulations and individual applications for funding and all relevant agreements, while also ensuring that funded projects and programs continue to follow the direction of the Consolidated Plan and any other relevant comprehensive plans developed by HCDD.

Specific areas of subrecipient operations that will be reviewed by HCDD staff include financial performance, project timeliness, record-keeping procedures and compliance with federal regulations and applicable program guidelines. Staff members will continually assess subrecipient activity to determine organizational ability to carry out approved projects. Where potential problem areas are found, HCDD staff will assist subrecipients by providing technical assistance and training.

Performance Measurement and written standards:

HCDD currently utilizes HUD's performance measurement system and is working to incorporate new language into agreements to reflect guidelines from the attached written standards. Accomplishments will be measured through HMIS reporting.

Program Objectives:

HCDD has established performance measures and strategically conducts monitoring reviews of programs to ensure that they are carried out in a timely manner and in accordance with HCDD's five-year strategy. A statement of work will be developed for each activity funded under the Annual Action Plan. This statement of work will be incorporated into a written agreement between HCDD on behalf of the City and the subrecipient. At minimum, the statement of work will provide: a description of the work to be accomplished; a schedule for completion of the work; and a line-item or unit cost budget for the proposed activity. The statement of work will be written in sufficient detail to allow HCDD to monitor performance. HCDD currently monitors subrecipient progress on a scheduled basis.

Reporting and Tracking Systems:

All ESG-funded subrecipients must maintain and/or submit the following written reports and forms, as deemed necessary to HCDD:

Individual Eligibility Form: Submitted with monthly reports for new participants, provides certification by participant of income, household size and service area. This form certifies the participant's eligibility prior to delivery of service. For persons younger than 18 years of age, parent or legal guardian must sign the form.

Monthly Report: This report tracks the number of units delivered per month and cumulatively. When not on target with the contract goal or amount of award expended for the percent of contract time elapsed in the program year, subrecipients must provide an explanation for the shortfall and provide a plan of action to get on target.

Client Data Report: Submitted monthly, this report lists all new and duplicate clients served during the reporting month, as well as the number of units of service per client and other requested demographic information.

Annual Performance Report: Subrecipients submit a narrative summary of the project's activities, goals and evaluation of the effectiveness of the program for the entire program year.

Monthly reports are to be submitted in accordance to their subrecipient agreements. The annual performance report is due within one month after the end of the contract period. Staff perform desk reviews of the information submitted on a monthly basis and notify the agency of any discrepancies. Staff also conducts annual monitoring visits to ensure that the agency has implemented the program and administered the funding according to all applicable Federal requirements.

On-Site Monitoring: Scheduled site visits are conducted by HCDD staff to monitor program progress. The purpose of HCDD's on-site monitoring program is to determine if a subrecipient is carrying out its program activities as described in the application for assistance and the written agreement. On-site monitoring is also used to ensure that required records are maintained to demonstrate subrecipient compliance with applicable regulations. The frequency of on-site monitoring is determined as a result of risk analysis conducted. Through risk analysis, priorities are established and resources allocated. Subrecipients that represent the greatest vulnerability to fraud, waste and mismanagement are monitored within the resources available. Risk factors evaluated include:

- Subrecipient experience with federal grants;
- Subrecipient staffing, to include turnover and key staff experience;
- Previous compliance or performance problems;
- Nature of activity; and
- Scope of program.

Agencies are notified in writing of any findings and given a date by which all findings are to be addressed, as well as corrective actions that must be taken to address the findings. The

monitoring letter also addresses concerns and makes recommendations for improvement. HCDD staff conduct a financial monitoring review of all subrecipients. Agencies are required to certify that funds are being used in accordance with their contract with the City of Houston.

HCDD will continue to use these established procedures and will change, eliminate, and/or incorporate any additional requirements on an as-needed basis.

Timeliness Monitoring: In order to monitor the timely expenditure of funding, HCDD tracks the expenditures of subrecipients on a regular basis. Projects funded with ESG dollars are reviewed monthly to track what is expended against the amount of services provided and have monthly service and expenditure benchmarks noted in their contracts.

CERTIFICATIONS

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

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

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

Annise D. Parlean
Signature/Authorized Official *Annise D. Parlean*

5-14-12
Date

MAYOR
Title

ATTACHMENT 1 – STANDARD FORM 424 (SF-424)

Application for Federal Assistance

FC 74197
2012-0433

		2. Date Submitted	Applicant Identifier ESG - S11-MC48-0003	
1. Type of Submission: Application: Non-Construction Pre application:		3. Date Received by State	State Application Identifier TX-W-20100430-0003-50	
		4. Date Received by Federal Agency	Federal Identifier	
5. Applicant Information				
Legal Name City of Houston DUNS #832431985			Organizational Unit Housing and Community Development Department	
Address 601 Sawyer P. O. Box 1562 Houston, TX 77251			Contact Neal Rackleff, Interim Director 713-868-8305	
6. Employer Identification Number (EIN): 746001164			7. Type of Applicant: Municipal	
8. Type of Application: Type: Revision - Increased Award			9. Name of Federal Agency: U.S. Department of Housing and Urban Development	
10. Catalog of Federal Domestic Assistance Number: Catalog Number: 14.231 Assistance Title: Emergency Solutions Grant			11. Descriptive Title of Applicant's Project:	
12. Areas Affected by Project: City of Houston and Harris County				
13. Proposed Project:			14. Congressional Districts of:	
Start Date 07/01/11	End Date 06/30/12	a. Applicant		b. Project
15. Estimated Funding:			16. Is Application Subject to Review by State Executive Order 12372 Process? Review Status: Program not covered	
a. Federal		\$ 746,791		
b. Applicant		\$0		
c. State		\$0		
d. Local		\$0		
e. Other	Prior Years Funding	\$0	17. Is the Applicant Delinquent of Any Federal Debt? No	
f. Program Income		\$0		
g. Total		\$746,791		
18. To the best of my knowledge and belief, all data in this application/pre application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is awarded.				
a. Typed Name of Authorized Representative Annise D. Parker		b. Title Mayor		c. Telephone Number (832) 393-1011
d. Signature of Authorized Representative <i>Annise D. Parker</i>			e. Date Signed 5/14/2012	

Attest/Seal:

Attest/Seal:

City Secretary

Countersigned:

City Controller

DATE OF COUNTERSIGNATURE: 5-15, 2012

APPROVED:

Interim Director
Housing and Community Development Department

APPROVED AS TO FORM:

Assistant City Attorney

ATTACHMENT 2 -- PROPOSED ACTIVITIES AND DETAILED BUDGET

FY 2011 Detailed Budget Table					
First Allocation	\$1,327,628.00	FY 2011 Emergency Shelter Grants/Emergency Solutions Grants Program Allocations			
Second Allocation	\$746,791.00				
Grant Amount	\$2,074,419.00				
Total Administration	\$155,581.43				
		First Allocation		Second Allocation	Total Fiscal Year 2011
	Eligible Activities	Activity Amount	Reprogrammed Amount	Activity Amount	Activity Amount
Emergency Shelter Grants Program	Homeless Assistance	\$862,959.00	\$0.00		\$862,959.00
	<i>Rehab/Conversion</i>	\$0.00	\$0.00		\$0.00
	<i>Operations</i>	\$464,671.00	\$0.00		\$464,671.00
	<i>Essential Services</i>	\$398,288.00	\$0.00		\$398,288.00
	Homelessness Prevention	\$398,288.00	\$0.00		\$398,288.00
	Administration	\$66,381.00	\$0.00		\$66,381.00
	Emergency Shelter Grants Subtotal	\$1,327,628.00	\$0.00		\$1,327,628.00
Emergency Solutions Grants Program	Emergency Shelter**			\$0.00	\$0.00
	<i>Renovation**</i>			\$0.00	\$0.00
	<i>Operation**</i>			\$0.00	\$0.00
	<i>Essential Service**</i>			\$0.00	\$0.00
	<i>URA Assistance**</i>			\$0.00	\$0.00
	Street Outreach - Essential Services**			\$0.00	\$0.00
	HMIS		\$0.00	\$37,334.00	\$37,334.00
	Rapid Re-housing		\$0.00	\$403,167.00	\$403,167.00
	<i>Housing Relocation and Stabilization Services</i>		\$0.00	\$60,000.00	\$60,000.00
	<i>Tenant-Based Rental Assistance</i>		\$0.00	\$343,167.00	\$343,167.00
	<i>Project-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00
	Homelessness Prevention		\$0.00	\$217,090.00	\$217,090.00
	<i>Housing Relocation and Stabilization Services</i>		\$0.00	\$40,000.00	\$40,000.00
	<i>Tenant-Based Rental Assistance</i>		\$0.00	\$177,090.00	\$177,090.00
	<i>Project-Based Rental Assistance</i>		\$0.00	\$0.00	\$0.00
	Administration			\$89,200.00	\$89,200.00
		Emergency Solutions Grants Subtotal		\$0.00	\$746,791.00
			Total Grant Amount:		\$2,074,419.00

**Allowable only if the amount obligated for homeless assistance activities using funds from the first allocation is less than the expenditure limit for emergency shelter and street outreach activities (see Section III.B. of this Notice).

ATTACHMENT 3 – WRITTEN STANDARDS FOR PROVISION OF ESG ASSISTANCE

**City of Houston
Emergency Solutions Grant Program
Written Standards**

I. Introduction

The City of Houston (City) Housing and Community Development Department (HCDD) has developed the following standards for providing assistance with Emergency Solutions Grants (ESG) funds as required by 24 CFR 576.400 (e). These are initial standards that have been created in coordination with the Houston/Harris County Continuum of Care which includes Harris County, the City of Houston, Fort Bend County and the City of Pasadena.

These standards represent goals for providing services for the community and the entire continuum, though the City expects that the standards will become more expansive as the City gains more experience with and collects more data from services provided with the Emergency Solutions Grants program. These standards 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.

II. Evaluating eligibility for families and individuals

Intake and Assessment

Case managers will use the Continuum wide assessment tool to review client situation, understand eligibility and begin the process of determining length of assistance. Any client assessed for potential assistance with ESG funds must meet the criteria to become eligible for homelessness prevention or rapid re-housing assistance. New clients entering into shelter must undergo a complete assessment to understand client needs, barriers and match the client to the most appropriate services provider. The following outlines the individual characteristics of clients qualifying for homelessness prevention or rapid re-housing.

Homelessness Prevention

Clients receiving assistance must have proof of residence within the City service area. Additional details on the service area can be found in the 2010-2014 Consolidated Plan or the PY2012 Annual Action Plan available on HCDD's website <http://www.houstontx.gov/housing/index.html>

Total household income must be below 30 percent of Area Family Income (AFI) for the area at initial assessment. Clients must provide documentation of household income, including documentation of unemployment and a zero income affidavit for clients without income.

All clients must meet the following HUD criteria for defining at risk of homelessness for individuals or families, unaccompanied children and youth or families with children and youth where youth are defined as up to age 25:

- Has moved because of economic reasons two or more times during the 60 days immediately preceding application for assistance (Individuals and Families)
- Is living in the home of another because of economic hardship (Individuals and Families)
- Has been notified that their right to occupy their current housing or living situations will be terminated within 21 days after the date of application for assistance (Individuals and Families)
- 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 (Individuals and Families)
- 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 (Individuals and Families)
- Is exiting a publicly funded institution or system of care (Individuals and Families)
- Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the City's approved Consolidated Plan (Individuals and Families)
- A child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute (Unaccompanied 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. (Families with children and youth)

Rapid Re-housing

Any client receiving rapid re-housing assistance must meet the HUD criteria for determining homelessness as either literally homeless, at imminent risk of homelessness, homeless under another federal statute, or fleeing/attempting to flee domestic violence. The four categories are listed below:

Category 1 – Literally homeless is an individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- Has a primary nighttime residence that is a public or private place not meant for human habitation;
- Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or
- Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution

Category 2 – Imminent risk of homelessness is an individual or family who will imminently lose their primary nighttime residence, provided that:

- Residence will be lost within 14 days of the date of application for homeless assistance;
- No subsequent residence has been identified; and
- The individual or family lacks the resources or support networks needed to obtain other permanent housing

Category 3 – Homeless under another federal statute includes unaccompanied youth under the age of 25 or families with children and youth, who do not otherwise qualify as under this definition but who:

- Are defined as homeless under another federal statute child or youth who does not qualify as homeless under the homeless definition, but qualifies as homeless under another Federal statute;
- Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
- Have experienced persistent instability as measured by two moves or more during the preceding 60 days; and
- Can be expected to continue in such status for an extended period of time due to special needs or barriers.

Category 4 – Fleeing domestic violence includes any individual or family who:

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

Shelter Clients

Homeless clients entering into the shelter system must meet the HUD criteria for homelessness detailed above under rapid re-housing in Categories 1-4: literally homeless, at imminent risk of homelessness, homeless under another federal statute, or fleeing/attempting to flee domestic violence. Clients will be prioritized within the emergency shelter system based on need, available resources and geographic area.

III. Coordinating services

Coordination among providers

All ESG subrecipients (shelter, homelessness prevention and rapid re-housing providers) within the Houston/Harris County Continuum of Care service area are expected to work collaboratively to coordinate funding that addresses the needs of the entire continuum. To achieve these goals, the City requires that all subrecipient service providers will:

- Participate in a coordinated assessment system, where client entry into the entire system can begin at any point. Service providers will use a common assessment tool that will allow providers to enter data on a client and provide transfer information when a client fits the services of another provider, without having to engage in another assessment. Reasons for client transfer can include better fit in a specialized program, the correct geographic service area, and available resources within the community.
- Establish a staff member as a point of contact for other case managers and members of the service provider continuum of care. The contact should be a position that sees little turnover and is familiar with organizational resources and up to date on current organizational capacity to accept and serve clients, such as a supervisor or manager. This contact should be able to provide information for other housing case managers on what current programs and resources are available to clients entering into the provider system through their organization. This contact will reduce or eliminate the need for clients to seek out additional assistance based on referrals from any ESG recipient agency.
- Attend all coordinated training for case managers within the homeless provider system. Each subrecipient is expected to send at least one staff member and share all lessons learned with all housing case management staff. The City, in collaboration with the Coalition for the Homeless Houston/Harris County, Harris County, Fort Bend County and the City of Pasadena, will coordinate training for ESG staff so that case clients within the region are receiving the same quality of service across providers. The members of the Continuum will also host regular meetings of subrecipient program staff to share best practices and engage in collective problem solving as the community works toward an integrated system for clients. Meetings will be facilitated by the Coalition for the Homeless of Houston/Harris County staff.

Mainstream and targeted homeless providers

To encourage the coordination of existing services while limiting duplication of services and overlapping federally funded programs, the City, with the Coalition for the Homeless for Houston/Harris County and both mainstream and targeted homelessness service providers will execute Memorandums of Understanding (MOUs) to streamline entry into programs and increase access to such services. The MOUs will vary from setting aside spots within other programs for ESG clients to providing direct access to and eliminating the need for reassessment into other programs.

IV. Client prioritization

The City 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 will be required to have a minimum score to receive assistance.

Homelessness prevention

The City prioritizes clients, who are currently in their own housing, especially families with young children who have limited housing options but high needs for homelessness prevention funding.

Rapid re-housing

The City anticipates targeting clients who are experiencing any of the following, as the most likely recipients for rapid re-housing assistance:

1. People who are in need of SSI/SSDI benefits in order to be able to pay for long-term housing;
2. People who are victims of domestic violence; and
3. People who have recently been incarcerated.

IV. Participant share

The City will not have a minimum amount or percentage that will be applied to client contributions across all service providers. In addition, the City will not allow providers to create a minimum participation amount for clients upon entry into any homelessness prevention or rapid re-housing program. Clients will be required to contribute a portion of their income in addition to their assistance once the client income has increased during program participation.

Once clients have an increase in income (access to additional resources, new or higher paying job within the household, etc.), the City subrecipients must allow a client to receive three months of the increased income before requiring client contributions, as long as the period of service fits

within the 24 month cap for assistance. Once clients have earned three months of additional income, on the fourth month the client is expected to contribute five percent of the cost of living expenses (rent and utilities, if both are being covered) for which they are receiving assistance. Clients may request a hardship waiver, through their case manager, to forgo the contribution that month. All hardship waivers must be reviewed and approved by a case management supervisor. If a client receives a hardship waiver, each month their situation will be reevaluated to begin contributions at five percent. Contributions will continue to increase by five percent each month but cannot exceed 30 percent of the client's adjusted monthly income. Clients may request a hardship waiver at any time, and will be asked to contribute at the amount for which the waiver was originally requested.

Duration and amount of assistance

The City policy is that no provider may create limits for the amount of assistance that will be provided to clients. All subrecipients are expected to provide support to clients for the full time necessary to stabilize that client and provide for the likelihood of positive housing outcomes after assistance. The City will not permit subrecipients to set their own maximum standards for assistance, recognizing that the amount of assistance and duration of assistance can vary substantially among clients. All case managers are required to re-evaluate clients based on the following schedule. At that time, a case manager may decide to extend, decrease or discontinue providing assistance.

Homelessness Prevention clients must have reassessments at a minimum every 3 months. To continue to receive assistance, clients must be at or below 30 percent ($\leq 30\%$) AFI. Rapid Re-Housing clients must have reassessments at least annually, though case managers will be required to have regular home and office visits with clients, as described in the duration and amounts section.

A client is eligible to receive assistance up to the full 24 months in a 3 year period as determined by the certification process required for all ESG clients. The City anticipates very few clients will need or be eligible to receive this level of assistance. It is the case manager's responsibility to document client need and ensure that ESG is the most appropriate assistance for this client.

The City and all members of the Houston/Harris County continuum intend to update and refine the process once HMIS has more robust data specifically for ESG clients.

Duration and amount of Housing Stabilization and/or Relocation Services

The City will not allow ESG funds to be used for credit repair and legal services to be eligible activities. The City has found limited access to this resource by clients and providers and will instead encourage the use of mainstream service providers and establish them as part of the system of providers with formal relationship.

Any subrecipient of ESG assistance must provide housing location assistance for clients as a part of its full housing relocation and stabilization services to ESG clients. Subrecipients are expected to have at least one staff member dedicated to finding appropriate housing and developing

relationships with affordable housing providers so that ESG clients have access to housing choice through the subrecipient, rather than the expectation that clients must navigate the system on their own.

As part of the requirement for comprehensive case management for housing stability, all case managers are expected to complete, at a minimum, an in-person follow up with clients 30 days after exiting the program. In addition, it is expected that case managers maintain a reasonable case load to be able to provide quality housing case management to each of her or his clients. Housing case managers for rapid re-housing and homelessness prevention clients should carry a case load of 20 – 25 clients. If a case manager is focused solely on very high barrier or chronically homeless clients, the case load should not exceed 15 clients. These ratios ensure that case managers are able to give quality housing case management to address the needs of their clients and provide the level of service expected of ESG funded housing case managers.

For programs providing rapid re-housing assistance to clients with high barriers and mental illness and/or substance abuse, the City requires that case managers must conduct home visits at least bi-weekly for the first three months receiving assistance. 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.

The City recognizes that high deposits for rental application and initial utility services is often an incentive for providing services or housing to clients with high barriers to housing or who may be seen as a risk. Subrecipients are allowed to include rental and utility deposits as part of the housing relocation and stabilization services. Security deposits can be for up to two months of rent for the client. Deposits may remain with the client if they are stably housed once the subrecipient has completed providing assistance. If a client leaves a program before completing assistance or leaves their housing prior to completing case management, the subrecipient must track and return the deposit.

The City expects all case managers and housing specialists to 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. Recognizing that this will not always be possible, application fees can be included as a housing relocation cost, so long as the client is only completing one application at a time. The City will not fund the fees for multiple applications simultaneously.

TABLE 3C

Project Name: Emergency Solutions Grant-HMIS	
Description:	IDIS Project #: 55 UOG Code: TX482514 HOUSTON
Fund the Coalition for the Homeless of Houston/Harris County to support the Homeless Management Information Systems (HMIS). The Coalition is the CoC designated HMIS lead agency and administrator for Baytown, Missouri City, Pasadena, Sugarland, Harris County, and Fort Bend County. The HMIS software the Coalition currently uses is ClientTrack by Data Solutions International. The goal of HMIS is to record and store longitudinal client-level information about persons who access the area's homeless services system.	
Location: 600 Jefferson St., Suite 2050, Houston, TX 77002	Priority Need Category Select one: Homeless/HIV/AIDS
Expected Completion Date: 5/15/2014	Explanation: \$37,334 to support organizations using the HMIS to increase the efficiency and effectiveness of the organizations serving homeless individuals. The Coalition provides HMIS services to 60 participating nonprofit homeless assistance providers and is continually working to add 100 non-participating agencies into the system.
Objective Category <input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives 1. End chronic homelessness 2. Improve the services for low/mod income persons 3.
Outcome Categories <input checked="" type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	
Project-level Accomplishments	01 People Proposed 50 Underway Complete Accompl. Type: Proposed Underway Complete Accompl. Type: Proposed Underway Complete
Proposed Outcome 50 individuals receiving homeless and social services counted through HMIS	Performance Measure Individuals receiving homeless and social services and counted through HMIS
Actual Outcome	
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes
Program Year 1	Fund Source: Proposed Amt. Actual Amount Fund Source: Proposed Amt. Actual Amount Accompl. Type: Proposed Units Actual Units Accompl. Type: Proposed Units Actual Units
Program Year 2	ESG Proposed Amt. 37,334 Actual Amount Fund Source: Proposed Amt. Actual Amount 01 People Proposed Units 50 Actual Units Accompl. Type: Proposed Units Actual Units
Program Year 3	Fund Source: Proposed Amt. Actual Amount Fund Source: Proposed Amt. Actual Amount Accompl. Type: Proposed Units Actual Units Accompl. Type: Proposed Units Actual Units

Project Name: Emergency Solutions Grant (ESG) - Administration		
Description:	IDIS Project #: 56 UOG Code: TX482514 HOUSTON	
Emergency Solutions Grant (ESG) funds to support HCDD staff responsible for oversight of nonprofit subrecipients providing ESG funded services.		
Location: HCDD, 601 Sawyer, Suite #400, Houston, TX 77007	Priority Need Category Select one: Planning/Administration ▼	
Expected Completion Date: 5/15/2014	Explanation: \$89,200 in Emergency Solutions Grant (ESG) funds will be used for HCDD administration of ESG activities.	
Objective Category <input type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives	
Outcome Categories <input type="checkbox"/> Availability/Accessibility <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	1, _____ ▼ 2, _____ ▼ 3, _____ ▼	
Project-level Accomplishments	Accompl. Type: ▼ Proposed NA	Accompl. Type: ▼ Proposed
	Underway	Underway
	Complete	Complete
	Accompl. Type: ▼ Proposed	Accompl. Type: ▼ Proposed
	Underway	Underway
	Complete	Complete
	Accompl. Type: ▼ Proposed	Accompl. Type: ▼ Proposed
	Underway	Underway
	Complete	Complete
Proposed Outcome	Performance Measure	Actual Outcome
not applicable	not applicable	
Matrix Codes ▼	Matrix Codes ▼	
Matrix Codes ▼	Matrix Codes ▼	
Matrix Codes ▼	Matrix Codes ▼	
Program Year 1	ESG ▼ Proposed Amt. Actual Amount	Fund Source: ▼ Proposed Amt. Actual Amount
	Fund Source: ▼ Proposed Amt. Actual Amount	Fund Source: ▼ Proposed Amt. Actual Amount
	Accompl. Type: ▼ Proposed Units Actual Units	Accompl. Type: ▼ Proposed Units Actual Units
	Accompl. Type: ▼ Proposed Units Actual Units	Accompl. Type: ▼ Proposed Units Actual Units
Program Year 2	ESG ▼ Proposed Amt. 89,200 Actual Amount	Fund Source: ▼ Proposed Amt. Actual Amount
	Fund Source: ▼ Proposed Amt. Actual Amount	Fund Source: ▼ Proposed Amt. Actual Amount
	Accompl. Type: ▼ Proposed Units NA Actual Units	Accompl. Type: ▼ Proposed Units Actual Units
	Accompl. Type: ▼ Proposed Units Actual Units	Accompl. Type: ▼ Proposed Units Actual Units
Program Year 3	ESG ▼ Proposed Amt. Actual Amount	Fund Source: ▼ Proposed Amt. Actual Amount
	Fund Source: ▼ Proposed Amt. Actual Amount	Fund Source: ▼ Proposed Amt. Actual Amount
	01 People ▼ Proposed Units Actual Units	Accompl. Type: ▼ Proposed Units Actual Units
	Accompl. Type: ▼ Proposed Units Actual Units	Accompl. Type: ▼ Proposed Units Actual Units

Project Name: Emergency Solutions Grant - Rapid Re-housing					
Description:	IDIS Project #: 57 UOG Code: TX482514 HOUSTON				
Emergency Solutions Grant (ESG) funds support nonprofit organizations that support homeless persons by providing rental assistance, housing relocation, and stabilization services.					
Location:	Priority Need Category				
Locations and subrecipients to be determined	Select one: Homeless/HIV/AIDS ▼				
Explanation:					
Expected Completion Date: 5/15/2014	HCDD will allocate \$403,167 for Rapid Re-Housing to support and stabilize homeless persons. Activities will include Housing Relocation and Stabilization Services and Tenant-Based Rental Assistance. Subrecipients will be determined through an RFP process.				
Objective Category <input type="radio"/> Decent Housing <input checked="" type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives				
Outcome Categories <input type="checkbox"/> Availability/Accessibility <input checked="" type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	1, Improve the services for low/mod income persons ▼ 2, End chronic homelessness ▼ 3, ▼				
Project-level Accomplishments	01 People ▼	Proposed	30	Accompl. Type: ▼	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type: ▼	Proposed		Accompl. Type: ▼	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type: ▼	Proposed		Accompl. Type: ▼	Proposed
		Underway			Underway
		Complete			Complete
Proposed Outcome	Performance Measure	Actual Outcome			
30 individuals receiving emergency shelter, homeless prevention, or rapid re-housing services	Individuals receiving emergency shelter, homeless prevention, or rapid re-housing services				
Matrix Codes ▼	Matrix Codes ▼	Matrix Codes ▼			
Matrix Codes ▼	Matrix Codes ▼	Matrix Codes ▼			
Matrix Codes ▼	Matrix Codes ▼	Matrix Codes ▼			
Program Year 1	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units
		Actual Units			Actual Units
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units
		Actual Units			Actual Units
Program Year 2	ESG ▼	Proposed Amt.	403,167	Fund Source: ▼	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.
		Actual Amount			Actual Amount
	01 People ▼	Proposed Units	50	Accompl. Type: ▼	Proposed Units
		Actual Units			Actual Units
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units
		Actual Units			Actual Units
Program Year 3	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source: ▼	Proposed Amt.		Fund Source: ▼	Proposed Amt.
		Actual Amount			Actual Amount
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units
		Actual Units			Actual Units
	Accompl. Type: ▼	Proposed Units		Accompl. Type: ▼	Proposed Units
		Actual Units			Actual Units

Project Name: Emergency Solutions Grant - Homeless Prevention					
Description:	IDIS Project #: 58 UOG Code: TX482514 HOUSTON				
Emergency Solutions Grant (ESG) funds support nonprofit organizations that support persons at risk of becoming homeless by providing rental assistance, housing relocation, and stabilization services.					
Location:	Priority Need Category				
Locations and subrecipients to be determined	Select one: Homeless/HIV/AIDS				
Expected Completion Date: 5/15/2014	Explanation: HCDD will allocate \$217,090 for Homeless Prevention to support and stabilize persons at risk of becoming homeless. Activities will include Housing Relocation and Stabilization Services and Tenant-Based Rental Assistance. Subrecipients will be determined through an RFP process.				
Objective Category <input checked="" type="radio"/> Decent Housing <input type="radio"/> Suitable Living Environment <input type="radio"/> Economic Opportunity	Specific Objectives				
Outcome Categories <input type="checkbox"/> Availability/Accessibility <input checked="" type="checkbox"/> Affordability <input type="checkbox"/> Sustainability	1. Improve the services for low/mod income persons 2. End chronic homelessness 3.				
Project-level Accomplishments	01 People	Proposed	20	Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
	Accompl. Type:	Proposed		Accompl. Type:	Proposed
		Underway			Underway
		Complete			Complete
Proposed Outcome	Performance Measure	Actual Outcome			
20 individuals receiving emergency shelter, homeless prevention, or rapid re-housing services	Individuals receiving emergency shelter, homeless prevention, or rapid re-housing services				
Matrix Codes	Matrix Codes	Matrix Codes			
Matrix Codes	Matrix Codes	Matrix Codes			
Matrix Codes	Matrix Codes	Matrix Codes			
Program Year 1	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
	Actual Units			Actual Units	
Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
	Actual Units			Actual Units	
Program Year 2	ESG	Proposed Amt.	217,090	Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
01 People	Proposed Units	20	Accompl. Type:	Proposed Units	
	Actual Units			Actual Units	
Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
	Actual Units			Actual Units	
Program Year 3	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
	Fund Source:	Proposed Amt.		Fund Source:	Proposed Amt.
		Actual Amount			Actual Amount
Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
	Actual Units			Actual Units	
Accompl. Type:	Proposed Units		Accompl. Type:	Proposed Units	
	Actual Units			Actual Units	

ALL OTHER ATTACHMENTS

Controller's Office

To the Honorable Mayor and City Council of the City of Houston:

I hereby certify, with respect to the money required for the contracts, agreements, obligation or expenditure contemplated by the ordinance set out below that:

- () Funds have been encumbered out of funds previously appropriated for such purpose.
- () Funds have been certified and designated to be appropriated by separate ordinance to be approved prior to the approval of the ordinance set out below.
- () Funds will be available out of current or general revenue prior to the maturity of any such obligation.
- () No pecuniary obligation is to be incurred as a result of approving the ordinance set out below.
- () That the money required for the expenditure or expenditures specified below is in the treasury, in the fund or funds specified below, and is not appropriated for any purposes.
- () A certificate with respect to the money required for the expenditure or expenditures specified below is attached hereto and incorporated hereby by this reference.

Amendments - See Ord. 2011-0281

(✓) Other - Grant Funds Available

Date: 5-8, 2012 *Ch. B. M.* **Ronald C. Shi** City Controller of the City of Houston

FUND REF: 5000-3200- AMOUNT: -0- ENCUMB. NO.: GA32050-12

City of Houston, Texas, Ordinance No. 2012- 433

AN ORDINANCE AMENDING CITY OF HOUSTON ORDINANCE NO. 2011-281 PASSED AND APPROVED ON APRIL 25, 2011, WHICH APPROVED AND AUTHORIZED THE SUBMISSION OF THE 2011 ANNUAL ACTION PLAN, INCLUDING THE APPLICATION FOR THE EMERGENCY SOLUTIONS GRANT ("ESG") PROGRAM, TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT; CONTAINING FINDINGS AND OTHER PROVISIONS RELATING TO THE FOREGOING SUBJECT; AND DECLARING AN EMERGENCY.

WHEREAS, on April 25, 2011, pursuant to City of Houston (“City”) Ordinance No. 2011-281, the City Council of the City of Houston (“City Council”) approved and authorized the submission of the 2011 Annual Action Plan (“2011 Annual Plan”), which included among other things a Grant Application (“Grant Application”) for the Emergency Solutions Grant (“ESG”) Program; and

WHEREAS, the total amount of the 2011 ESG Program Budget (“Budget”) attached to the Grant Application under 2011 Annual Plan was \$1,844,610.00; and

WHEREAS, the City, through the Housing and Community Development Department (“HCDD”), is now eligible to receive additional ESG funds from the 2011 Program Year to carry out new activities and increase funding for others; and

WHEREAS, the City is requesting a substantial amendment to the Budget to reflect an increase in funding to carry out activities under the following categories: Homeless Management Information System (\$37,334.00), Rapid Re-Housing (\$403,167.00), Prevention (\$217,090.00), and Administration (\$89,200.00); and

WHEREAS, HCDD has publicized its intent to amend the 2011 Annual Plan, relating to the ESG Program, through a posting on the HCDD website on April 10, 2012 and in the Houston Chronicle on April 13, 2012; and

WHEREAS, the public notice period expires on May 9, 2012, and at this time no citizen's comments have been received; updates to HUD will follow, as necessary; **NOW, THEREFORE**,

* * * *

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF HOUSTON, TEXAS:

Section 1. That the findings contained in the preamble of this Ordinance are determined to be true and correct and are hereby adopted as part of this Ordinance.

Section 2. That the City Council hereby amends the 2011 Annual Plan, authorized by City Ordinance No. 2011-281 on April 25, 2011, specifically the 2011 ESG Program Budget, in the manner set forth below:

<u>Activity/Project</u>	<u>Action</u>	<u>Amount</u>
Homeless Management Information System	Increase/Add	+ \$37,334.00
Rapid Re-Housing	Increase/Add	+\$403,167.00

Prevention	Increase/Add	+\$217,090.00
Administration	Increase/Add	+ \$89,200.00
	Total	\$746,791.00

Section 3. That in accordance with HUD regulations and the City's Citizen Participation Plan, the City is required to amend funding components of the Plan when (1) an activity is added; (2) an activity is deleted; (3) there is a change in the scope of an activity or a reallocation of funds increases or decreases the budget of an activity by more than twenty-five (25%) of the original budget; or (4) there is a change in the purpose, location, scope, or beneficiaries of an activity, or a priority has changed. By these amendments, the aforementioned addition of funds will result in a current allocation of funds under the ESG Grant Application as set forth under **Exhibit "A"**, attached hereto and incorporated herein by reference.

Section 4. That the City Council finds that citizens residing in community development areas and residents and members of neighborhood-based organizations were given an opportunity to comment on the proposed changes contained in these amendments.

Section 5. That the City Council takes cognizance of the fact that in order to facilitate operations of various City community development programs, projects and activities, and to make adjustments occasioned by events transpiring during the year, it may become necessary to make adjustments to the projected uses of some of the ESG program activities as originally adopted. Accordingly, the Mayor, through the Director of the HCDD, has determined:

- (1) that a formal amendment may not be required by the United States Department of Housing and Urban Development ("HUD") nor the City Council of the City of Houston for such administrative changes to the budget; and
- (2) that this document will serve as a transmittal to HUD in compliance with 24 CFR CFR §91.505(c), if applicable.

Section 6. 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 9th day of May, 2012.

APPROVED this _____ day of _____, 2012.

Mayor of the City of Houston

Pursuant to Article VI, Section 6, Houston City Charter, the effective date of the foregoing Ordinance is MAY 15 2012.


City Secretary

(Prepared by Legal Dept. Barbara J. Pierce ^{DJA}
(TE/05/02/12) Senior Assistant City Attorney
(Requested by Neal Rackleff, Interim Director, Housing and Community Development Department
(L.D. File No.0291100022003)

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AYE	NO	
✓		MAYOR PARKER
....	COUNCIL MEMBERS
	✓	BROWN
	ABSENT	DAVIS
✓		COHEN
✓		ADAMS
✓		SULLIVAN
✓		HOANG
✓		PENNINGTON
✓		GONZALEZ
✓		RODRIGUEZ
✓		LASTER
✓		GREEN
	ABSENT ON BUSINESS	COSTELLO
✓		BURKS
	ABSENT	NORIEGA
✓		BRADFORD
✓		CHRISTIE
CAPTION	ADOPTED	

EXHIBIT A

PREPARED: May 2, 2012
 APPROVED:
 AMENDMENT: 1
 ORDINANCE NO:

2011 EMERGENCY SOLUTIONS GRANT BUDGET
PROJECTED USE OF FUNDS BUDGET FOR
 July 1, 2011 through June 30, 2012

USE OF FUNDS	ORIGINAL ALLOCATION	ADDITIONAL FUNDING	REVISED ALLOCATION	% of CURRENT ALLOCATION
Administration	\$ 66,381	\$ 89,200	\$ 155,581	7.50%
Operations	\$ 464,671	\$ -	\$ 464,671	22.40%
Essential and Supportive Services	\$ 398,288	\$ -	\$ 398,288	19.20%
Prevention	\$ 398,288	\$ 217,090	\$ 615,378	29.67%
Homeless Management Information System	\$ -	\$ 37,334	\$ 37,334	1.80%
Rapid Re-housing	\$ -	\$ 403,167	\$ 403,167	19.44%
TOTAL ESG ALLOCATION	\$ 1,327,628	\$ 746,791	\$ 2,074,419	100.00%

ESG IN-KIND CONTRIBUTIONS

HCDD CDBG Match	\$ 700,000
Subgrantee Match	\$ 144,610
TOTAL IN-KIND CONTRIBUTIONS	\$ 844,610

On December 5, 2011, the Interim Rule for the Emergency Solutions Grant (ESG) Program was published by the Department of Housing and Urban Development (HUD). On January 4, 2012, the Interim Rule went into effect. The City of Houston (City) is eligible to receive additional Program Year (PY) 2011 ESG funds to carry out new activities. The second allocation of funding is subject to all of the ESG requirements under the Interim Rule. These funds must be expended within 24 months after the date HUD signs the amendment to the City of Houston's PY 2011 grant agreement.

The City, through its Housing and Community Development Department (HCDD), is proposing to amend the ESG Program Summary Budget under the 2011 Annual Action Plan to provide ESG funds in the amount of \$746,791 for: Homeless Prevention, Rapid Re-housing, Homeless Management Information System, and Administrative activities.

The 2011 ESG Budget is amended as follows:

Activity	Increase/Addition
Homeless Management Information System	\$37,334
Rapid Re-housing	\$403,167
Homelessness Prevention	\$217,090
Administration	\$89,200
Total	\$746,791

The public may comment on the proposed amendment. A notice regarding the proposed amendment was posted on HCDD's website on April 10, 2012. The comment period extends to 10:00 a.m. on Wednesday, May 9, 2012. For more information, please contact Melody Barr at (713) 868-8329. You may access HCDD's Web site at www.houstonhousing.org for more information on its programs.