

MEETING PACKET



COMMUNITY DEVELOPMENT ADVISORY COMMITTEE

Tuesday, January 29, 2019



COMMUNITY DEVELOPMENT ADVISORY COMMITTEE MEETING AGENDA

Notice is hereby given of a meeting of the Missouri City Community Development Advisory Committee to be held on **Tuesday, January 29, 2019**, at **6:00 p.m.** in the **Planning Conference Room of the Development Services Building (between City Hall and the Community Center)**, 1522 Texas Parkway, Missouri City, Texas, for the purpose of considering the following agenda items. All agenda items are subject to action. The Committee reserves the right to meet in a closed session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1. Roll call.
2. Approval of the July 23, 2018 meeting minutes.
3. Housing Rehabilitation Program: Change Order: Alicia Blum - Request to meet with the CDAC, Scope of work exceeds allotted spending cap.
4. Code Enforcement Presentation.
5. CDBG Program Updates:
 - a) Housing Rehabilitation Update: Introduction of new Housing Rehabilitation contractor: Santex Construction, Inc.
 - b) Texas General Land Office - Disaster Recovery: Homeowner Assistance and Reimbursement Program
 - c) Housing Study RFP
 - d) 2017 CAPER
 - e) 2019 – 2023 Consolidated Plan
6. Public Comment.
7. Adjourn.

In compliance with the Americans with Disabilities Act, the City of Missouri City will provide for reasonable accommodations **for persons attending Missouri City Community Development Advisory Committee meetings. To better serve you requests should be received 24 hours prior to the meetings. Please contact Egima Brown at 281.403.8541.**

CERTIFICATION

I certify that a copy of the January 29, 2019, agenda of items to be considered by the Missouri City Community Development Advisory Committee was posted on the City Hall bulletin board on: _____ at _____

I certify that the attached notice and agenda of items for consideration by the Missouri City Community Development Advisory Committee was removed by me from the City Hall bulletin board on the ____ day of _____, 2019.



**COMMUNITY DEVELOPMENT ADVISORY COMMITTEE
DRAFT MEETING MINUTES**

July 23, 2018, 6:50 PM

The Community Development Advisory Committee met on Monday, July 23, 2018 at 6:50 PM in the Council Chambers, City Hall Complex, 1522 Texas Parkway, Missouri City, Texas with the following in attendance:

- Eunice Reiter, Committee Chairperson
- Monica Rasmus, Committee Vice Chairperson
- Jeffrey Boney, Councilmember, Committee member
- Chris Preston, Councilmember, Committee member
- Bertha Eugene, Committee member
- Zelia Brown, Committee member

Absent was:

- Yolanda Ford, Mayor Pro Tem, Committee member

Also in attendance were City staff representatives: Scott Elmer, Assistant City Manager; E. Joyce Iyamu, City Attorney; Otis Spriggs, Development Services Director; Jennifer Gomez, Planning Manager; Egima Brown, Planning Technician.

1. Roll call.

Chairperson Reiter called the meeting to order at 6:50 pm.

2. DISCUSSION/POSSIBLE ACTION

(a.) Housing Rehabilitation Program: Contractor's Change Order Requests

The City's housing rehabilitation program contractor, Fort Bend Habitat for Humanity, has submitted for consideration change order requests for four PY2016 housing rehabilitation projects. It was determined, during the initial contract phase for each project that the repair costs would exceed the \$10,000 cap. At that time, any work over the budgeted amount was tabled with recommendation that increases could be considered later dependent upon available funding.

The CDAC is now asked to consider these four PY2016 change order requests to provide additional funding and amend the scope of work for the projects as follows:

- 1) **1614 Tower Grove Ct, Missouri City TX 77489; (Akanjo)** – The property was built in 1976 and requires significant repairs to bring it up to code and substantial living conditions. The original budget was approved at \$9,550; the CDAC considered and

approved change order #1 on May 31, 2018 to increase the budget by \$10,450. The contractor has now reported that an additional \$11,350 is needed to perform foundation repair work.

Summary of Request:

Original budget:	\$ 9,550
Change order #1:	\$ 10,450
<u>Requested change order #2:</u>	<u>\$ 11,350</u>
Total budget requested:	\$ 31,350

Mrs. Akanjo was not present.

Sean Levoy, Construction Manager, Fort Bend Habitat for Humanity presented the foundation repair estimate which took two months to complete by the foundation professional. The analysis of the foundation deflection (approximately 38 exterior piers are needed for leveling and stabilizing-2 options were given) was explained, as Mr. Levoy gave his background graduating from Texas A&M, and experience as a home builder in Houston since 1996. Mr. Levoy explained that within the Houston area, the majority of the homes (since the 1970's) have post-tension foundations or floating slabs; there are steel cables encased in plastic, with concrete that sets for a minimum of 14 days. It is said by opinion that this post tensioning was not designed properly.

Mr. Otis Spriggs interjected that the change orders if approved tonight cannot exceed the \$20,000 housing policy limitation.

Assistant CM Scott Elmer stated that the lower estimate (\$11,500 option) is to address the area failing such as the garage. This occurs due to the change in moisture. Forty percent (40%) of the homes in Houston have this issue.

City Attorney E. Joyce Iyamu reiterated that any approval that exceeds the \$20,000 housing rehab City policy limitation/cap would not be an authorized expenditure, as approved by the City and HUD.

Mr. Spriggs noted that no work has commenced; therefore, the committee may do a "cost not to exceed" consideration within the work-scope as approved by the homeowner.

Jennifer Thomas Gomez questioned if the homeowner will be allowed to modify the original scope of work, and reevaluate all of the needed repairs to determine if this will be more substantive to them.

Motion by: Board Member Rasmus recommended that we leave it up to the applicant to decide on the priority items not to exceed \$20,000.

Second: Councilmember Boney.

Motion carried unanimously.

The vote as follows:

Ayes: Chairperson Reiter; Committee Member Rasmus; Councilmember Boney; Councilmember Preston; Committee Member Eugene; Committee Member Brown.

Nays: None.

The motion passed.

- 2) **1814 Halsted, Missouri City, TX 77489; (Hall)** – The property was built in 1983 and requires minor repairs to bring it up to code and substantial living conditions. The original budget was \$8,131. The contractor has reported that an additional \$2,175 is needed to repair the water heater drain and add louvered doors to bring mechanical closet up to code.

Summary of Request:

Original budget:	\$ 8,131
<u>Requested change order #1</u>	<u>\$ 2,175</u>
Total budget requested:	\$10,306

Ms. Hall appeared before the committee noting that her home was built in 1984 and that the A/C and heater were placed in a small closet. Habitat came out and stated it is fine that it is located in the closet, and they found wiring and connections that were not up to code. Ms. Hall stated that after they put in new window glass, they found termites and she does not see the termites on the scope at all.

Mr. Spriggs added that the code item that was mentioned has to be repaired. Mr. Sean Levoy commented that the closet is where the furnace and water heater share a common area. The hallway door and a half bath access the same water heater area. Per building code, combustion air used to create fire requires a louver door, which has to be custom-made. The drain for the water heater has to be extended to the outside. The termite issue originated from a subcontractor. Habitat for Humanity has not done any estimates on the termites and that request has to come from the Board.

Chair Reiter stated that the \$2,175.00 for the code items is being asked.

Mr. Spriggs recommended that the Board would consider the request to have the termites assessed and brought before the Committee in the future as a change order for consideration if applicable.

Motion by: Board Member Eugene moved to approve a change order of \$2,175.00.

Second: Councilmember Boney.

Motion carried unanimously.

The vote as follows:

Ayes: Chairperson Reiter; Committee Member Rasmus; Councilmember Boney; Councilmember Preston; Committee Member Eugene; Committee Member Brown.

Nays: None.

The motion passed.

- 3) **2226 Turtle Creek Dr, Missouri City, TX 77489; (Hayes)** – The property was built in 1975 and requires minor repairs to bring it up to code and substantial living conditions. The original budget was \$7,750; the CDAC considered and approved change order #1 on May 31, 2018 to increase the budget by \$4,500.00. The contractor has reported that an additional \$12,250.00 is needed to perform foundation repair work:

Summary of Request:

Original budget:	\$ 7,750
Change order #1:	\$ 4,000
<u>Requested change order #1:</u>	<u>\$ 12,250</u>
Total budget requested:	\$ 24,000

Foundation repair is requested. Mr. Sean Levoy explained the summary of the foundation analysis. Ms. Hayes has wood flooring which needs significant pylons in the interior. The total does not include any flooring repairs.

Ms. Hayes stated she applied 3 years ago. The damages were on one side at that time, now it has spread all over. She explained how furniture had slid across the floor recently. She stated that she can do the cracks and minor cosmetic repairs herself.

No work has commenced to-date. Ms. Hayes explained her primary concern is the foundation. She presented photographs such as the fireplace area, where it has pulled away from the wall. Chair Reiter explained \$18,250.00 - \$6,000 = \$12,250.00, which will put her above the \$20,000 maximum.

Motion by: Board Member Rasmus to approve the change order with a cost not to exceed the \$20,000 cap. Fixing the foundation and the flashing at the fireplace is within the \$20,000 limit as Mr. Sean Levoy explained.

Second: Board Member Eugene.

Motion carried unanimously.

The vote as follows:

Ayes: Chairperson Reiter; Committee Member Rasmus; Councilmember Boney; Councilmember Preston; Committee Member Eugene; Committee Member Brown.

Nays: None.

The motion passed.

- 4) **2423 Ridgemont Dr, Missouri City, TX 77489 (Lagard)** – The property was built in 1974 and requires minor repairs to bring it up to code and substantial living conditions. The original budget was \$10,000; the CDAC considered and approved change order #1 on May 31, 2018 to increase the budget by \$3,000. The contractor has reported that an additional \$8,200 is needed to perform foundation repair work.

Summary of request:

Original budget:	\$ 10,000
Change order #1:	\$ 3,000
<u>Requested change order #2:</u>	<u>\$ 8,200</u>
Total budget requested:	\$ 21,200

Donyel LaGard was not present.

The original \$10,000 budget increased to \$13,000 previously. The current request is \$21,200 which is over our maximum. Option 1 was suggested, which addresses the immediate issue. Committee Member Rasmus added that the flooring would have to be factored into the total. Mr. Sean Levoy stated the owner has significant sheetrock and painting in her scope which she may forego.

Board Member Zelia Brown inquired about the process for inspectors that look at the work scope areas. Mr. Spriggs explained the interim inspections that occur typically. She voiced concerns regarding the detail of the analysis of the inspectors which may be causing all the change orders.

Motion by: Board Member Boney that the work be capped at \$20,000 and the final decision be left up to the homeowner to decide on the priority items.

Second: Board Member Rasmus.

Motion carried unanimously.

The vote as follows:

Ayes: Chairperson Reiter; Committee Member Rasmus; Councilmember Boney; Councilmember Preston; Committee Member Eugene; Committee Member Brown.

Nays: None.

The motion passed.

- (b.) Housing Rehabilitation Program: Resident – Kenneth and Rosalind Cooper – Request to meet with CDAC for additional funding.

This item is a request under the CDBG housing rehabilitation program for work to be performed at 2310 Bright Meadows Dr., beyond the scope of work recently completed by the city's housing rehabilitation contractor, Fort Bend Habitat for Humanity.

Kenneth and Rosalind Cooper entered into a homeowner/contractor provision agreement in April 2017 for minor repairs to their property located at 2310 Bright Meadows Dr. The project was awarded a total of \$10,000 to (1) repair/replace the HVAC system; (2) repair certain electrical outlets and (3) receptacles; (4) install smoke and CO2 detectors and fire extinguishers; (5) connect a master bath sink to the drain; (6) repair leaking's in a hallway bathroom; (7) repair exterior siding; (8) provide weather stripping around the front door; (9) repair front broken window; (10) back sliding door screen; and, replace (11) six window screens. The project was funded under CDBG Program Year 2015.

At the time the agreement was signed, it was noted that the furnace at the property was working.

Fort Bend Habitat for Humanity completed work on the property and invoiced the City for payment in September 2017. The total project costs including construction and other miscellaneous fees (i.e – inspection fees) totaled \$7,615.04. A balance of \$2,384.96 remained.

On June 26, 2018, Ms. Cooper contacted the City to inform that their HVAC system had stopped operating. The City contacted Fort Bend Habitat for Humanity to inspect the unit and determine if the warranty would cover cost to repair. On June 28, 2018, Fort Bend Habitat for Humanity reported back that the company that installed the HVAC system had conducted an inspection and determined that it was not the HVAC system but the furnace that was broken and was leaking gas. They recommended that the furnace be replaced.

Habitat performed this work, where the furnace was working at time of work completion; now the furnace condensing unit is not working and causing the A/C not to work. The warranty of the previous work does not cover this request.

Mr. Levoy explained that the exterior unit was replaced. The furnace which blows the air needs to be replaced.

Mrs. Cooper commented about the leaking gas from the furnace which was an issue.

Mr. Cooper stated that the issue was going on for three years, had they had no air and was using fans. The contractor put in new ducts and the outside air unit.

Ms. Eugene stated that based on the gas being capped and therefore the air condition unit not working, this considered a health and safety issue. (Number 2).

This is an imminent threat caused due to heat alerts in the region and the gas leak threat, Ms. Eugene explained.

The case was closed by project sign-off. We would have to handle this as an emergency item at an estimated at \$2,000. The furnace and evaporated coil would cost about \$2,000, Mr. Sean Levoy explained.

Ms. Jennifer Thomas Gomez stated that the Coopers would not be eligible for a new project within this 5-year consolidated plan; unless the Committee otherwise determines that it is an emergency deemed under the current policy due to the case being closed. The parameters/criteria for emergencies were displayed for review.

Mr. Spriggs stated that the funding needed to be addressed. Mr. Spriggs asked if the Committee would be willing to transfer the unallocated \$20,000 to Housing Rehabilitation to cover tonight's requests.

Motion by: Board Member Eugene to reallocate the \$20,000 to Housing Rehabilitation. The costs for this item shall not exceed \$3,500.00.

Second: Committee Member Rasmus

The vote as follows:

Ayes: Chairperson Reiter; Committee Member Rasmus; Councilmember Boney; Councilmember Preston; Committee Member Eugene; Committee Member Brown.

Nays: None

The motion passed.

(c.) Housing Rehabilitation Program: Resident – Keith and LeShawn Cooper – Request to meet with the CDAC for additional Funding.

This item is an emergency request under the CDBG housing rehabilitation program for work performed at 2054 Summer Place Drive, by a former housing rehabilitation program sub-recipient and contractor.

During the Program Year (PY) 2014 CDBG, a total budget of \$10,000 was awarded under the housing rehabilitation program to cover the cost of major repairs needed for Keith and LeShawn Cooper's property located at 2054 Summer Place Drive.

An initial inspection of the property was completed and a scope of work was provided. Based upon communication received from the Coopers, the City's former sub-recipient sent a contractor to begin work on the property in January 2015. By February 2015, Mr. Cooper notified the City of issues attributed to the contractor's workmanship. Several email communications transpired between City staff and Mr. Cooper between February 2015 and March 2015. During this time, City staff continued to work through the sub-recipient to seek a resolution to the issue.

Between 2015 and 2016, the City's former sub-recipient and the contractor invoiced and received payment for \$8,170.48 for repairs they indicated were made at the subject property. A balance of \$1,829.52 remained. A signed final inspection has not been located

for the Coopers and it appears that this property is one of the many that were never signed off by the property owner.

The PY 2014 housing rehabilitation fund has since been closed.

In June 2018, at a recent City town hall meeting, the Coopers again reached out to City staff to inform that the problems conveyed in their 2015 communications were never resolved. The Coopers have indicated that due to the action of the initial contractor in 2015, their property has been uninhabitable and further improvements have not been made.

Appendix L: City of Missouri City Owner-Occupied Housing Rehabilitation Program Guidelines, Section 3.2.b, provides that emergency assistance may be provided if the following conditions are met:

1. An applicant's household constitutes a low-income household, which is a household having an income equal to or less than the Section 8 "very low-income" limit established by HUD;
2. There is an imminent threat to health and safety;
3. No other funds are available to the applicant to correct the problem; and
4. The nature and severity of the problem is document by the Director.

Section 3.2.c. further provides that "based upon information and the recommendation provided by the Director, the CDAC may approve, on case-by-case basis, emergency assistance for an individual property, up to a maximum of \$20,000, within the Program guidelines."

Chair Reiter requested an explanation of the requested \$8,000 needs to be approved. This work was by the previous contractor Fifth Ward. This would need to be handled as an emergency.

Keith Cooper stated that the problem has been occurring for a long time. The electricity is still an issue. There were melted wires.

Mrs. Cooper stated the contractor was supposed to upgrade the box to accommodate the new unit, and in the process the house was declared uninhabitable. The house was burglarized and the appliances needed to be replaced because of the over surge. The a/c quote was provided by Mr. & Ms. Cooper.

Mr. Spriggs stated that because of the underlying electrical issues that need to be estimated. Habitat can have the need repairs estimated and a final work scope can be derived. Mr. Sean Levoy agreed.

Ms. Jennifer Thomas Gomez stated that the committee can allocate an amount, and we would have the inspectors determine a scope of work. Allocated was \$10,000. Fifth Ward was paid \$8,170.00. A balance of \$11,829 would be allowed if approved.

Staff explained that after the next consolidated plan is approved, the Coopers may apply for any needed repairs thereafter.

The Coopers do not agree that the previous contract could have expended \$8,170 in work; however, the cap would still be applied.

Motion by: Board Member Rasmus moved to allow \$11,829.52 for costs not to exceed.

Second: Board Member Eugene.

Motion carried unanimously.

The vote as follows:

Ayes: Chairperson Reiter; Committee Member Rasmus; Councilmember Boney; Councilmember Preston; Committee Member Eugene; Committee Member Brown.

Nays: None.

The motion passed.

6. Public Comment: None.

7. Adjourn.

Adjourn.

Chairperson Reiter adjourned the meeting at 8:34 p.m.

Eunice Reiter, Chairperson



**Agenda Item Cover Memo
January 29, 2019**

To: Community Development Advisory Committee
Agenda Item: 3. Housing Rehabilitation Program: Change Order: Resident Alicia Blum - Request meeting with the CDAC.
Submitted by: Chalisa G. Dixon - Community Development Coordinator

SYNOPSIS

This item is a special request by Ms. Alicia Blum under the CDBG Housing Rehabilitation Program for work performed at 2526 Creekway Circle., Missouri City. Ms. Blum was previously approved additional funding; the current contractor Fort Bend Habitat for Humanity has provided estimates and a cost analysis plan for those additional services.

BACKGROUND

Scope of Work includes: Foundation: Leveling and stabilization of foundation by installing 38 exterior and 19 interior pilings; Interior: Sheetrock, including repair of ceiling and wall cracks throughout the house; Electrical: Install smoke/CO2 and fire extinguisher in each bedroom and adjacent areas; Exterior: Complete roof repair.

The attached change order reflects a total of \$29,150 for the new foundation repairs alone. If all repairs are performed, the total projects will \$42,631.00. The homeowner is unfortunately in a dilemma whereas crucial repairs may be considered prerequisite of other items (i.e. roof replacement may not be logical if the foundation deficiencies have not been addressed. The HUD and City policies will not allow costs to exceed \$20,000.

FISCAL ANALYSIS

Administrative and program funding is provided through HUD.

SUPPORTING MATERIALS

1. Scope of Work
2. Original Cost Analysis Plan
3. Foundation Repair Estimation (\$29,150)
4. Previously approved Change Order (\$19,981)

STAFF'S RECOMMENDATION

Staff recommends that the CDAC considers the original Scope of Work, Cost Analysis and Foundation Estimate under PY2016 funding account. The original change order should be revised to reflect repairs of choice by the homeowner at a cost not to exceed \$20,000 (owner will have to match required balance using other resources).



The City of Missouri City Housing Rehabilitation Program Homeowner Authorization & Scope of Work Agreement

NAME: Alicia Blum

DATE: April 13, 2018

ADDRESS: 2526 Creekway Circle, Missouri City, TX 77489

CONTACT PHONE: (281) 835-9067

HOMEOWNER RESPONSIBILITY: (1) To sign all the necessary documents so as to allow for the pulling of permits; (2) To move all household items out of the work area; and (3) To sign off on home inspections for work completed per the scope of work.

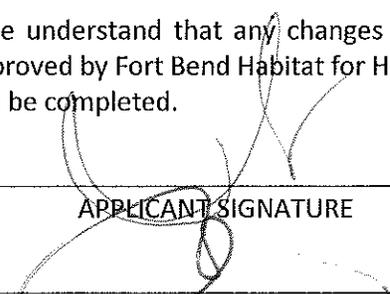
CONTRACTOR RESPONSIBILITY: (1) To sign all the necessary documents and pull the necessary permits; (2) To make homeowner aware of the work areas and advise them of all household items that needs to be moved (3) To provide construction project management of subcontractors and (4) To complete the Scope of Work as described below and schedule home inspections.

CITY RESPONSIBILITY: (1) To provide all the necessary administrative documentation and program project management (2) To conduct eligibility certification (3) To provide routine and final inspections and (4) To enter into contract for Lead Based Paint Assessment, if required.

SCOPE OF WORK: The scope of work describes the tasks necessary to repair the home at the above address. Based on our previous inspection of the property, we believe that the following repairs and/or improvements will be necessary and feasible within the maximum funding allowed:

- | |
|---|
| <p><u>Foundation</u></p> <ol style="list-style-type: none"> 1. Foundation leveling 2. Repair Foundation cracks (caulk) <p><u>Interior</u></p> <ol style="list-style-type: none"> 3. <u>Ceiling:</u> Repair Ceiling and Walls cracks throughout the house. <p><u>Electrical</u></p> <ol style="list-style-type: none"> 4. Install Smoke/CO2 and Fire Extinguisher in each bedroom and adjacent areas. City provides. <p><u>Activity Delivery Cost</u></p> <ol style="list-style-type: none"> 5. Administrative duties needed to carry out the Scope of Work. 6. Lead Based Paint |
|---|

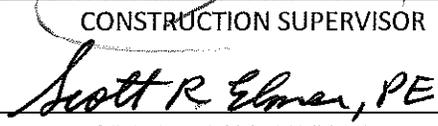
I/we understand that any changes to the above listed repairs/improvements must be discussed and approved by Fort Bend Habitat for Humanity and the City of Missouri City; and only those approved work will be completed.



APPLICANT SIGNATURE

4/13/18

DATE



CONSTRUCTION SUPERVISOR

4/13/18

DATE

Scott R. Elmer, PE

GRANTEE SIGNATURE

4-13-18

DATE



The City of Missouri City Housing Rehabilitation Program
COST ANALYSIS PLAN

NAME: Alicia Blum

DATE: April 13, 2018

ADDRESS: 2526 Creekway Circle, Missouri City, TX 77489

CONTACT PHONE: (281) 835-9067

COST ANALYSIS PLAN: The Cost Analysis Plan describes the scope of work necessary to repair the home at the above address. Based on our previous inspection of the property, we believe that the following repairs and/or improvements will be necessary and feasible within the maximum funding allowed:

Foundation

- 1. Foundation leveling (\$6000)
2. Repair Foundation cracks (caulk) (\$500)

Interior

- 3. Sheetrock: Repair Ceiling and Walls cracks throughout the house (\$2000)

Electrical

- 4. Install Smoke/CO2 and Fire Extinguisher in each bedroom and adjacent areas. City provides. (\$0)

Activity Delivery Cost

- 5. Administrative duties needed to carry out the Scope of Work. (\$131)
6. Lead Based Paint (\$350)

Total: \$8,981

Change Order Request:

Exterior (Amended)

- 7. Roof: Whole Roof Repair (\$11,000)

Total: \$19,981

I/we understand that any changes to the above listed repairs/improvements must be discussed and approved by Fort Bend Habitat for Humanity and the City of Missouri City; and only those approved work will be completed.

[Signature]
CONSTRUCTION SUPERVISOR

[Signature]
GRANTEE SIGNATURE

4/12/18
DATE

4-13-18
DATE



CITY OF MISSOURI CITY
FORT BEND HABITAT FOR HUMANITY



HOUSING REHABILITATION PROGRAM
HOMEOWNER/CONTRACTOR PROVISION AGREEMENT

THIS AGREEMENT made and entered into this ___ day of ___, 2018, by and between Fort Bend Habitat for Humanity, hereinafter called the "Contractor," whose mailing address is 13570 Murphy Rd, Stafford, TX 77477, and Alicia Blum, whose residence and project address is 2526 Creekway Circle, Missouri City, TX 77489, hereinafter called the "Owner." This agreement is in a form approved by the City of Missouri City, a home rule city under the laws of the State of Texas, a funder of this work, hereinafter referred to as the "Grantee."

WHEREAS, the Contractor proposes to execute certain rehabilitation work in accord with the Community Development Block Grant Program (CDBG), to include all labor, materials, equipment, and all appurtenances thereto, in a completed installation done in accordance with the Bid Proposal. The City will accrue administrative expenses for Lead Based Paint Assessment, Inspections/Permits and other Activity Deliver Cost. Per policy, the contract sum of which the City of Missouri City CDBG Program will provide no more than Ten Thousand Dollars \$10,000 per household.

1. HOLD HARMLESS. Contractor shall agree to defend, indemnify, and hold harmless the Owner and, the City of Missouri City from liability and claim for damages because of bodily injury, death, property damage, sickness, disease or less and expense arising from Contractor's Performance under this agreement to install or construct housing rehabilitation to be paid for out of the proceeds of the Owner's rehabilitation loan. Contractor is acting in the capacity of an independent Contractor with respect to the Owner.

2. LIEN WAIVERS. Contractor agrees to protect, defend, and indemnify Owner from any claims for unpaid work. Labor, or materials with respect to Contractor's Performance. Final payment shall not be due until the Contractor has delivered to the Owner complete release of all liens for work completed arising out of Contractor's Performance or a receipt in full covering all labor and materials for which a lien could be filed or a bond satisfactory to the Owner indemnifying him against any lien.

3. CONTRACT AMOUNT AND WORK WRITE-UP. Furnish all labor, materials, supervision, and services necessary to do the work specified for Alicia Blum, (2526 Creekway Circle Missouri City, TX 77489) in the "work write-up and scope of work" attached and made a part hereof for the total sum of no more than Eight Thousand Nine Hundred Eight One Dollars \$8,981.

4. SCOPE OF WORK. Contractor acknowledges that it has prepared the Contractor's Proposal and that such proposal is accurate and consistent as to the name of Contractor, scope of work that the Contractor will undertake, and price. Contractor acknowledges the performance requirement established in the write up and warrants that all work undertaken will conform to said specifications.

5. TIME FOR PERFORMANCE. No work shall be commenced by the Contractor prior to receiving written Notice to Proceed from the City of Missouri City. Contractor agrees to start work within ten (10) calendar days after receipt of a written Notice to Proceed. If Contractor fails to commence work within forty-five (45) calendar of the date of the Owner's notification to commence, Owner shall have the right to terminate this Agreement. Such notice of termination shall be in writing. If completion is delayed for reasons beyond the Contractor's control, Contractor shall provide timely notice to the Owner of the reasons for such delay. If such good cause is claimed by the Contractor, it shall be Contractor's obligation to substantiate its claim by adequate documentation. In the event Contractor shall fail to complete work within the agreed upon period and fails to provide evidence of good cause for such delay, Owner shall have the right to declare Contractor in default. In such event, Owner shall be responsible for providing written notice to Contractor by registered mail of such default. If Contractor fails to remedy such default within fifteen (15) calendar days of such notice, Owner shall have the right to select a substitute Contractor. If the expense of finishing the work exceeds the unpaid balance on this Contract, the Contractor shall pay the difference to the Owner.

Upon completion and acceptance of the work, the Owner shall issue a Notice of Completion attached to the final payment request that he/she has accepted the work under the conditions of the Contract Documents. The entire balance found to be due the Contractor, but except such sums as may be lawfully retained by the Owner, shall be paid to the Contractor, within thirty (30) days of completion and acceptance of the work, if the Contractor has provided all required signed a Certification that all materials, laborers, and/or subcontractors have been paid in full.

6. OWNER'S RESPONSIBILITIES: The Owner shall: A. Permit the Contractor and /or its subcontractors to use, at no cost, existing utilities such as light, heat, power, and water necessary to the carrying out and completion of work. B. Cooperate with the Contractor and /or its subcontractors to facilitate the performance of the work, including the removal and replacements of rugs, coverings, and furnishings as necessary. C. Abide by the terms of this contract and allow the rehabilitation to be carried out in accordance with local codes and federal regulations. This includes not undertaking, altering or contracting for the services of another party to complete any of the work specified in the "Work Write-up" unless the "Work Write-up" specifically authorizes the owner to complete a specified item or supply specified materials.

7. LEAD-BASED PAINT AND ASBESTOS. (1) The Contractor shall not use or subcontract to a Contractor that uses lead-based paint having more than 6/100 of 1% lead content by weight in the performance of this contract. (2) Contractors shall comply with the provisions of 29 CFR Part 1926(OHSA), governing the protection of workers disturbing lead painted surfaces.

8. CHANGE ORDERS. If change orders are required or requested to the scope of work due to additional findings while the rehabilitation work is underway, the contractor shall notify the Director of such requested changes prior to commencing the work. Change orders will not be authorized for additional work desired by the applicant unless it is to include work, which is necessary to prevent further property damage. If a change order is approved, a revised scope of work shall be signed by the applicant and the contractor and provided to the Director.

9. PERMITS AND CODES. Contractor agrees to secure and pay for all necessary permits and licenses required for Contractor's Performance and to adhere to applicable local codes and requirements whether or not covered by the specifications and drawings for the work, including any Contractor/ Subcontractor registration requirements.

10. WARRANTY. For good and valuable consideration, Contractor hereby agrees to provide a full one-year warranty to the Owner, which shall extend to subsequent owners of the property to be improved. The warranty shall provide that improvements hardware, and fixtures of whatever kind or nature installed or constructed on said property by the Contractor are of good quality and free from defects in workmanship or materials or deficiencies subject to the warranty contained in this paragraph provided. Contractor and Owner agree, however, that the warranty set forth in this paragraph shall apply only to such deficiencies and defects as to which Owner or subsequent owners shall have given written notice to the Contractor, as its principal place of business, within one (1) year from the date of Contractor's request for final payment, stating that all work under contract has been completed.

11. REMOVAL OF DEBRIS. Upon completion of work. Contractor agrees to remove all construction debris and surplus material from the property and leave the property in a neat and broom clear condition.

12. SUBCONTRACTORS. Contractor agrees that all the warranties contained herein shall apply to all work performed under the Contract, including that performed by any Subcontractors.

13. RESOLUTION OF DISPUTES. All claims or disputes between the Owners and Contractor arising out of or related to the work shall be decided by arbitration in accordance with the construction industry arbitration rules of the American Arbitration Association then obtaining, unless the parties mutually agree otherwise. The Owner and Contractor shall submit all disputes or claims, regardless of the extent of the work's progress, to the American Arbitration Association/Better Business Bureau unless the parties mutually agree otherwise. Notice of the demand for arbitration shall be filed in writing with the other party to this Agreement, and shall be made within a reasonable time after the dispute has arisen. The award rendered by the arbitration shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof. If the arbitrator's award is in a sum which is less than that which was offered in settlement by the Contractor, the arbitrator may award costs and attorney's fees in favor of the Contractor. If the award of the arbitrator is in a sum greater than that which was offered in settlement by the Owner, the arbitrator may award costs and attorney's fees in favor of the Owner.

14. PROHIBITION OF KICKBACKS. The Contractor nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm, or person to submit a collusive or sham Bid in connection with the Contractor for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix any overhead, profit, or cost element of the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement, any advantage against the City of Missouri City or any person interested in the proposed

Contract; and the price or prices quoted are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

15. PROHIBITION OF SIDE DEALS. Program policies prohibit the owner from making side agreements with the contractor/subcontractor for extra work while the work assisted by the Program is ongoing. Any side deal, agreement, contract or undertaking, is inconsistent with related requirements for the relationship between Owner and Contractor as stipulated in this agreement and is prohibited, and may cause for termination from the program.

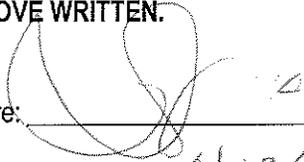
16. INTEREST OF MEMBERS, OFFICERS, EMPLOYEES OF PUBLIC BODY MEMBERS OF LOCAL GOVERNING BODY, OR OTHER PUBLIC OFFICIALS. No member, officer, or employee of the Public Body, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the proceeds thereof, for work to be performed in connection with the program assisted under the Agreement.

17. ACKNOWLEDGMENT. The above warranties are in addition to, and not in limitation of, any and all other rights and remedies to which the Owner, or subsequent owners, may be entitled, at law or in equity, and shall survive the conveyance of title, delivery of possession of the property, or other final settlement made by the Owner and shall be bidding on the undersigned notwithstanding any provision to the contrary contained in any instrument heretofore, and thereafter executed by the Owner.

THIS CONTRACT AND ALL TERMS AND CONDITIONS CONTAINED HEREIN ARE APPROVED AND ACCEPTED AS OF THE DATE FIRST ABOVE WRITTEN.

OWNER:

Print Name: Alicia Blum

Signature:  _____

Address: 2526 Creekway Circle, Missouri City, TX 77489 Date: 4/13/18

CO-OWNER:

Print Name: N/A

Signature: _____

Address: _____

Date: _____

CONTRACTOR:

Print Name: Fort Bend Habitat for Humanity, INC.

Signature:  _____

Title: Sherwin Sun, Executive Director

Date: 4/12/18

GRANTEE:

Print Name: City of Missouri City

Signature: Scott R Elmer, PE

Title: Scott Elmer, Assistant City Manager

Date: 4-13-18

- ⊗ = PIER LOCATION
- = PIER LOCATION INT
- △ = OPTION 2
- X = EXISTING PIERS
- = AROUND PIER LOCATION TO BE REJACKED

ADDRESS 2526 Creekway Cir. M.C. 610A

CONTACT Alicia Blum - amr / Sean Levey - Habitat

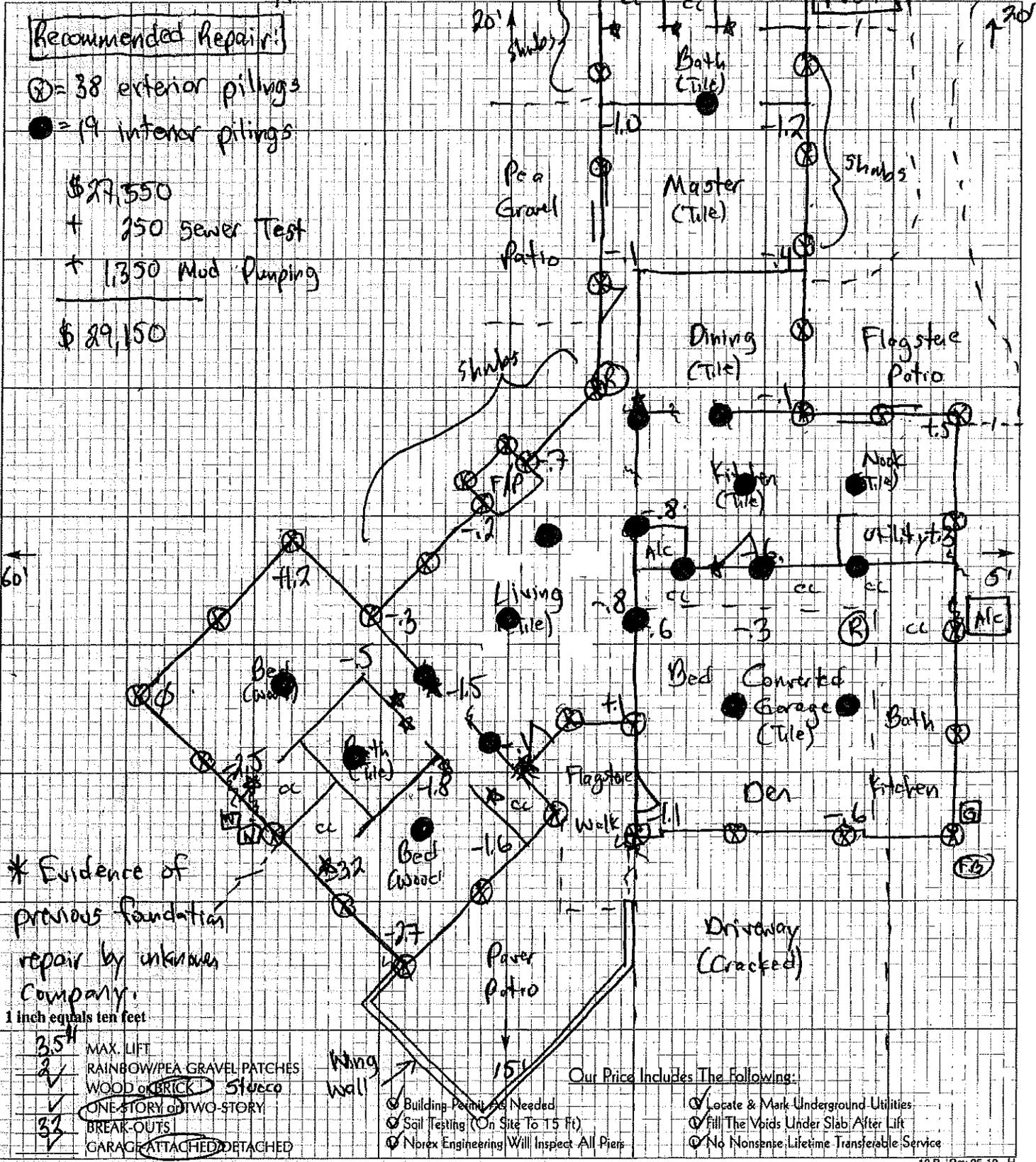
PHONE NO. () (8) 657-2838 / (2) 797-4035

aquihara9999@yahoo.com / sean@fastbendhabitat.org



SERVING Austin, Bryan/College Station, Corpus Christi, Dallas, Houston, San Antonio, and Victoria

HYDROSTATIC TEST PRE-TEST POST-TEST NO-TEST



Recommended Repair:

- ⊗ = 38 exterior pilings
- = 19 interior pilings

\$27,550
 + 250 Sewer Test
 + 1,350 Mud Pumping
 \$29,150

* Evidence of previous foundation repair by unknown company.

1 inch equals ten feet

- 35" MAX. LIFT
- 2 ✓ RAINBOW/PEA GRAVEL PATCHES
- WOOD OR BRICK STUCCO
- 1 ✓ ONE STORY or TWO STORY
- 33 ✓ BREAK-OUTS
- 1 ✓ GARAGE ATTACHED DETACHED

Wing Wall

Our Price Includes The Following:

- ✓ Building Permit (if Needed)
- ✓ Soil Testing (On Site To 15 Ft)
- ✓ Norex Engineering Will Inspect All Piers
- ✓ Locate & Mark Underground Utilities
- ✓ Fill The Voids Under Slab After Lift
- ✓ No Nonsense Lifetime Transferable Service



**CITY OF MISSOURI CITY
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
HOUSING REHABILITATION PROJECT
REQUEST FOR CHANGE ORDER**

Change Order Number 1

DATE: 5/22/18

HOMEOWNER: Alicia Blum

ADDRESS: 2526 Creekway Circle

CITY, ZIP CODE: Missouri City, TX 77489

CONTRACTOR NAME: Ft. Bend Habitat for Humanity

As contractor for the rehabilitation of the above property, the following change order is requested. Provide Explanation and describe item(s) submitted for change order request (attach additional documentation if needed):

Replace roof

Changes to Existing Line Items (Items from original Scope of Work or added in previous change order only)						
Item No.	Item Description	Current Quantity	Unit	Unit Price	Change in Quantity (+/-)	Change in Contract Price

New Items Requested (Items without a unit price in the original Scope of Work) (attach separate documentation if necessary):						
Item No.	Item Description	Unit	Unit Price	Change in Quantity (+/-)	Change in Contract Price	
1	Replace roof	ea	\$11,000	1	\$11,000	

Subject to conditions hereinafter set forth, an equitable adjustment of the contract price and the contract time is established as follows:

Original sum: \$8,981

Net change by previous change orders: _____

Amount of this change order: **\$11,000**

New sum including this and previous change orders: \$19,981

The contract time will be increased/decreased/unchanged (circle one) by _____ calendar days.

Therefore, the new date for Completion of Contract is _____.

[Signature] 6/12/18
Homeowner Signature

[Signature] 6/14/18
Contractor Signature

[Signature] 6/14/18
City of Missouri City Representative Signature

Staff has reviewed the change order costs above for price reasonableness and finds the price acceptable based upon analysis using our in house estimating program.



**Agenda Item Cover Memo
January 29, 2019**

To: Community Development Advisory Committee
Agenda Items: 4. Code Enforcement Presentation
Submitted by: Chalisa G. Dixon - Community Development Coordinator

SYNOPSIS

The City of Missouri City PY 2018 is currently underway. The status for each program is included in the background.

BACKGROUND

Code Enforcement (PY18): The PY 2018 Code Enforcement project is underway. To date, this program has expended \$25,189.09 and the following performance measures have been provided:

- 341 properties were inspected
- 372 violations were observed
- 138 violations were corrected
- 40 violations filed with Municipal Court

SUPPORTING MATERIALS

1. CDBG Code Enforcement Report from October 1, 2018 to January 5, 2019.



Police

Michael A. Berezin
Chief of Police



Memorandum

To: Chalisa G. Dixon, Community Development Coordinator
From: Cynthia Smith-Rex, Code Enforcement Supervisor
CC: Captain Kevin Williams
Date: January 29, 2019
Re: CDBG Code Enforcement Report

CDBG Code Enforcement actions as of October 1, 2018 – January 5, 2019:

- 341 properties were inspected
- 372 violations were observed
- 138 violations were corrected
- 40 violations filed with Municipal Court

Number of inspections conducted in each Census Tract/Block Group:

Census Tract/Block Group								
423600/2	423600/4	670500/2	670601/3	671100/1	671100/2	671100/3	671200/2	671300/2
59	12	116	156	36	8	20	9	6



**Agenda Item Cover Memo
January 29, 2019**

To: Community Development Advisory Committee
Agenda Items: 5. CDBG Program Updates
Submitted by: Chalisa G. Dixon - Community Development Coordinator

SYNOPSIS

The City of Missouri City is currently underway with its completing Program Years (PY) 2016 and commencing on 2017 projects.

BACKGROUND

1. Housing Rehabilitation Update:

A. New Housing Rehabilitation Contractor:

Santex Construction, Inc.: A contract was awarded to Santex Construction LLC to provide housing rehabilitation services to eligible residents approved by Council during the October 15, 2018 Council meeting. Santex Construction is familiar with CDBG and offers extensive experience in home builds, remodels, repairs and disaster recovery. Fort Bend Habitat for Humanities, Inc. and Santex Construction, LLC will be working concurrently to facilitate the needs of the Housing Rehabilitation program.

B. Viola Abrams Update: Fort Bend Habitat for Humanity, Inc.

Homeowner is a previous year recipient who was approved to have a project scope of work completed at costs not exceed \$2,500.00 under Program Year 2015 funding (CDAC Meeting held 3/30/2017), for work not finished by a former contractor (Fifth Ward). This project has continued to this date (almost 2 years later), because of homeowner's dissatisfaction. Staff has ordered Habitat for Humanities, the contractor, to complete the final three (3) punch-list items and render this project complete. We anticipate conclusion by early February 2019 with or without homeowner sign-off.

C. Cynthia Session-Mathis Update:

Homeowner is a PY2016 program year recipient. Ms. Mathis' project was delayed due to one of our current contractor's decision to exit and cancel the pending contract because of disagreements between owner and contractor. Homeowner is currently being serviced by Santex, Inc. Repairs should be completed early February, 2019.

2. TX GLO Disaster Recovery Assistance:

Homeowner Assistance Program: There is a \$1 billion community development block grant available to assist homeowners with rebuilding. The stated funded program is designed to assist eligible homeowners in rehabilitating, reconstructing and elevating homes their homes after Hurricane Harvey; as well as temporary relocation assistance.

Reimbursement Program: Will provide \$100 million to allow homeowners to apply for reimbursement funds of up to \$50,000 for personal costs incurred to repair their home. To be eligible for this program, the home must have been the owner's primary residence; also all repairs must be completed prior to the submission of the application.

3. Request for Proposals Housing Study:

Staff has drafted a proposed Housing Study RFP for CDAC review (attached). We anticipate the study to commence once a consultant has been procured, with the intention to have the final product presented to the CDAC and Council by July 31, 2019.

4. 2017 CAPER: The Program Year 2017 CAPER was disseminated to the Houston HUD office on December 28, 2018, a copy has been attached for your review.

5. Consolidated Plan 2019 -2023:

Staff is in the process of initiating the new Consolidated Plan which is due to HUD by August 15, 2019. The majority of the Plan will be performed in-house in the IDIS program module, supplemented by the allotted \$8,000 approved by the CDAC for consulting services.

SUPPORTING MATERIALS

- H-GAC HAP Flyer
- Housing Study RFP
- 2017 CAPER

STAFF'S RECOMMENDATION

Staff recommends that the CDAC receives listed updates by the Development Services Department.

HGAC-W / Lower Colorado Region Homeowner Assistance Program

Austin, Colorado, Fort Bend, Matagorda, Waller, and Wharton Counties



Texas General Land Office
Community Development and Revitalization

WHAT IS THE HOMEOWNER ASSISTANCE PROGRAM?

The Homeowner Assistance Program (HAP) was designed by the State of Texas to assist eligible homeowners in rehabilitating or reconstructing their homes after Hurricane Harvey. Through this program, the State will assign a Building contractor to complete repairs on damaged homes. Depending on the level of damage, homes may be repaired or rebuilt if the damage is too severe.

AM I ELIGIBLE?

- ✓ Was your home damaged or destroyed from Hurricane Harvey?
- ✓ Was the property your primary residence at the time of Hurricane Harvey?
- ✓ Did you own the property at the time of Hurricane Harvey?
- ✓ Are you current on child support and property taxes?

If you answered yes to the questions above, you should apply! You may be eligible to receive assistance¹. Additional documentation will be required, see the reverse side of this sheet for a complete list.

HOW DO I APPLY?

Check at the website for more information: www.recovery.texas.gov/hap.

1. Go online to complete an application.
2. Visit our Program Office or one of our Satellite Intake Centers. A listing of locations can be found at www.recovery.texas.gov.
3. Call 1-844-893-8937 and a representative will assist you or direct you to your respective regional intake office.

WHAT DOES THE PROGRAM PAY FOR?

- ✓ Repair or Rebuilding of damaged houses
- ✓ Replacement of manufactured house with a stick-built house
- ✓ Elevation of home if in a flood zone
- ✓ Water Well
- ✓ Septic system
- ✓ Accessibility features such as ramps, walk-in showers, etc.
- ✓ Abatement of Lead Based Paint and Asbestos materials, if required.
- ✓ Storm Hardening

WHAT WON'T THE PROGRAM PAY FOR?

- ✗ Food, clothing, household goods
- ✗ Rebuilding on a different property (new construction)
- ✗ Repair of houses in floodways that may be eligible for locally run acquisition/buyout program
- ✗ Rental, second, and vacation homes
- ✗ Garage door openers, security systems, swimming pools, fences, and television satellite dishes
- ✗ Repair of structures not attached to the home such as fences or sheds

WHAT DO I HAVE TO DO? WHAT'S THE CATCH?

1. Live in the property for 3 years as your primary residence.
2. Do not refinance or open a home equity line of credit for 3 years.
3. Pay your property taxes on time.
4. Maintain insurance, including hazard and windstorm, if required. If your property is in a floodplain, you must maintain flood insurance on your home indefinitely.

1. Assistance is subject to funding availability. Applications are funded on a first come, first served basis. All eligibility criteria must be met to be considered. Refer to the Regional Housing Guidelines posted on www.recovery.texas.gov for full details.



Homeowner Assistance Program

Application Document Checklist



Texas General Land Office
Community Development and Revitalization

☐ VALID PHOTO I.D. FOR APPLICANT

- Driver License
- State- or Federal-issued ID
- Passport



☐ INCOME INFORMATION FOR ALL ADULT HOUSEHOLD MEMBERS (18+)

- Latest tax returns (IRS form 1040) signed and submitted OR
- Documents of Income:
 - Salary/Wage: last 3 months of pay stubs OR signed statement from employer stating wage and frequency of payment
 - Benefits: social security or disability, retirement, TANF, pension or annuity - current letter of benefits should include benefit amount
 - Unemployment Income: current letter of benefits or printouts should include benefit amount



☐ PROOF OF OWNERSHIP (1 of the following)

- Property Tax Records (must have proof of payment/tax records)
- Proof of mortgage
- Act of donation Warranty Deed
- Fee simple title
- 99-year leasehold interest as leasee
- Life estate/Trusts
- Court order/Affidavit/Succession



☐ PROOF OF PRIMARY RESIDENCY/ OCCUPANCY (1 of the following)

- Homestead Tax Exemption; OR
- Documentation from the month preceding or month of the event for which the homeowner is applying for assistance. The applicant or co-applicant's name and address must match the information on the application:
 - 2017 tax records demonstrating homestead exemption for the property of application
 - Utility Bill (electric, phone, water, etc.) (in the name of the applicant or co-applicant)
 - Voter registration records
 - Copy of credit card bill
 - Bank Statement
 - Homeowners insurance policy (declarations page)



All records must be from the month preceding or month of the event for which the homeowner is applying for assistance and must match the name and damaged property address on the application.

This list comprises essential documents to accumulate to submit with your application.

After your initial application is submitted, a housing counselor will advise you of any additional required documentation.

☐ PROOF OF CHILD SUPPORT PAYMENT (if applicable)

- Documentation of current child support payments
- Documentation of a payment plan

☐ DISASTER ASSISTANCE PREVIOUSLY RECEIVED

If a homeowner received Harvey-related assistance for damages from the storm from any source, he/she should provide documentation and information about the amount received, homeowner name, damaged residence address, and the use of those funds.

Typical sources include:

- FEMA
- SBA
- Insurance (obtain a copy of the claim summary outlining structural payments vs. contents)
- Any other sources of funds or assistance provided to repair the home
- If you are in a floodplain, you may be asked for flood insurance coverage even if floods had not yet been paid out



☐ PROOF OF PROPERTY TAXES (if applicable)

- Documentation of current property tax payments OR
- Documentation of a payment plan



☐ MANUFACTURED HOUSING UNIT DOCUMENTATION

- Proof of structure ownership (examples):
- Statement of Ownership



THE FOLLOWING DOCUMENTS MAY ALSO BE NEEDED FOR PARTICIPATION IN THE PROGRAM:

- Proof of Current Flood Insurance (applicants in Flood Zone)
- Completion of Application
- Proof of Disability (if applicable)
- Translation services will be available upon request
- Application is not currently available
- Questions can be sent to GLO's Housing Team at singlefamilyhousing.glo@recovery.texas.gov



EQUAL HOUSING
OPPORTUNITY



Request for Proposals
Housing Study Consulting Services

Proposals DUE: February 27, 2019
City of Missouri City, TX

Development Services Department

REQUEST FOR PROPOSALS

Introduction

The City of Missouri City, TX is soliciting proposals for a comprehensive Housing Study for the City of Missouri City, TX. The results of this Housing Study will help decision-makers, stakeholders and community members develop a meaningful sense of the housing market, an understanding of key housing issues, and a platform for strategy and policy decisions.

The study should provide a measured assessment of present and future unmet housing demand over the next 5, 10, and 15-year period. The report is intended to offer community leaders and stakeholders a basis for formulating community-specific housing priorities, policy alternatives and intervention strategies, including land use and zoning decisions, allocation of City resources, and the most appropriate allocation of housing financing resources offered through the U. S. Department of Housing and Urban Development and resources available from the State. The study should suggest methods for positioning City of Missouri City's housing planning to promote an economically diverse community. Interested consultants should closely take into consideration recent plans adopted or completed by the City such as the 2017 Comprehensive Plan Update, the Economic Development Plan, and the Reginal Analysis of Impediments to Fair Housing Choice when determining submitted RFP's.

1. Rules

This RFP is solicited to the General Public and a Professional Services Contract will be awarded pursuant to the rules set forth in the City of Missouri City Purchasing Manual and subject to approval by the City Manager.

2. Reviewing Period

All proposals meeting RFP requirements and conditions may be held by the City of Missouri City, TX for a period not to exceed sixty (60) days from the date of the opening of proposals for the purpose of reviewing the proposals and investigating the qualifications of consultants, prior to the awarding of the contract.

3. Compliance with Applicable Laws

The contract shall be governed by and construed in accordance with the laws of the State of Texas.

The proposal must comply with all Federal, State, and municipal laws, ordinances, rules and/or regulations, as well as all HUD guidelines, policies and procurement procedures.

4. Questions and Interpretations

Any substantive questions regarding the proposal documents shall be referred to the City of Missouri City, TX, Development Services Department Attention: Dr. Otis Spriggs in **writing at least five working days prior to the date and time for receipt of proposals**. All answers and interpretations and any changes to the documents will be issued in the form of addenda to all consultants of record, and on the City

website, <http://www.missouricitytx.gov>. It is the responsibility of the proposer to periodically check the City web site for updates on this RFP.

5. Ability and Experience

The City of Missouri City, TX will not award a contract to any consultant who cannot furnish satisfactory evidence of their ability and experience to perform the requested services.

The City of Missouri City, TX may make such investigations as it deems necessary to determine the above and a consultant shall furnish information requested in this regard.

Certification of Non-Collusion

All consultants must sign the attached certificate of non-collusion. This signed form must be submitted with the proposal package. Failure to sign and submit the form is cause for that proposal to be rejected.

6. Corrections

Erasures or other changes in the proposal must be explained or noted over the signature of the consultant.

7. Conflict of Interest

The consultant agrees that to the extent that such law is applicable to the duties it is to perform hereunder, it will comply with the provisions of City of Missouri City, TX Purchasing Manual concerning conflict of interest. The consultant covenants that it presently has no interest and shall not require any interest, direct or indirect, which would conflict in any manner or degree with the performance under the agreement.

No employee of the City of Missouri City, TX and no public official who exercises any function or responsibilities in the review or approval of the undertaking or carrying out of this agreement shall participate in any decision relating to this agreement which affects his personal interest or the interest of any corporation, partnership, or association in which he is directly or indirectly interested or have any financial interest, direct or indirect in this agreement or the proceeds thereof.

8. Prospective Consultant's Qualifications

The prospective consultant replying to the RFP shall be or represent a firm, company or corporation possessing experience and expertise in planning, community development and/or a related field, and the professional standards thereof, to undertake and successfully complete the Scope of Services as outlined in this RFP.

10. Signature

All proposals shall be complete, factual, and signed by an authorized officer of the consultant's company on the appropriate page(s).

11. Waiver

The City of Missouri City reserves the right to reject any and all proposals, or to waive any informalities in the proposal process, if deemed in the City's best interest.

12. Number of Copies

The proposer shall provide one original and three (3) copies of proposal to the City of Missouri City, Financial Services/Purchasing Division. The envelope shall be marked "SEALED PROPOSAL" Housing Study Consulting Services.

13. Place and Time

Sealed proposals will be received at the City of Missouri City, TX Purchasing Department 1522 Texas Parkway, Missouri City, TX, 77489 until 3:30 PM, on Wednesday, February 27, 2019, at which time and place they will be opened and recorded.

14. Modifications

A consultant may correct, modify, or withdraw a proposal by sealed, written notice clearly marked as a correction, modification, or withdrawal and received at the City of Missouri City, TX Financial Services/Purchasing Division prior to the time and date set for the proposal deadline.

Failure to comply with the above conditions and requirements or any attached specifications or any other minimum qualifications will be justification to reject any proposal as incomplete.

Contract Terms and Conditions

Proposal Preparation

The prospective consultant is to follow the instructions and requirements of the proposal submission requirements in preparing and submitting its response to the RFP.

Cost Liability

The City of Missouri City assumes no responsibility and no liability for costs incurred relevant to the RFP by prospective consultants prior to issuance of a contract.

Selection of Proposals

The City of Missouri City shall award a professional consulting contract to the responsible prospective consultant whose proposal conforms to the RFP, is the most advantageous to the City of Missouri City, and meets the requirements as stated in the proposal submission requirements.

The selected consultant will be required to sign a contract with the City of Missouri City, in which s/he accepts responsibility for the performance of services as stated in the submitted proposal and be prepared to commence work immediately upon execution of the signed contract and receipt of a Notice to Proceed.

Acceptance of Proposal Content

The contents of the proposal of the successful consultant, in its entirety, shall form the basis of any contract that is awarded.

Successful Consultant Responsibilities

The successful consultant will be required to assume sole responsibility for the complete project as required by this RFP. The City of Missouri City will consider the successful consultant to be the sole point of contact with regard to contractual matters, whether or not subcontractors are used by the successful consultant for one or more parts of this project.

Subcontracting

Subcontracting will be allowed for tasks required by this RFP. Any intent to subcontract on the part of the prospective consultant must be specifically described in the proposal. The City of Missouri City reserves the right to approve the use of all subcontractors.

Ownership of Material

All rights, titles to and ownership of all data, material, and documentation resulting from this project and/or prepared for the City pursuant to this contract shall remain exclusively with the City. The prospective consultant shall be paid for all service as will be specified in the contract.

Additional Requirements

During the project's contract, the selected Consultant will attend all required meetings without additional compensation. In addition, the Consultant will meet with City partners at the start of the project and as necessary throughout the project to review recommendations and project status.

Price Change

All prices shall be firm and not subject to increase during the period of this contract.

SCOPE OF WORK

Primary Questions To Be Answered With This Study

The Housing Study will at a minimum respond to the following eight questions.

1. What are the demographic and economic characteristics of households living in our community?
2. What can the City of Missouri City expect with respect to economic, employment, and population growth that will impact housing planning and policy decisions?
3. Based on market information, what is the nature and extent of short-to-mid- term housing need in our community? Price range? Affordable? New construction or rehab? Rental or Homeownership? Seniors? Families? Special Needs? Students? Young Professionals? New Immigrants?
4. Based on analysis of age and quality of current housing stock what are strategies for sustainability of older housing stock, and the viability and cost effectiveness of rehabilitation of older structures?
5. Is there a market for unsubsidized, market rate housing, and what are the City's strategic options for promoting or attracting market rate homeowners and renters?
6. What strategies and programs, existing or to be created, should the City of Missouri City pursue or provide for the development and/or redevelopment of necessary housing within the City?
7. How should the City maximize the use of public funds to support the potential housing market, and improve housing for all income levels and stabilize neighborhoods?
8. How does housing fit into the City of Missouri City economic growth; i.e. as a walk to work community; as a commuter community, etc.?

Service Area

The area to be covered in this study is the City of Missouri City. Appropriate consideration should be given to the housing demands and availability within the surrounding metropolitan area and their effect on the local market.

Minimum Required Elements of the Study

The Consultant selected to complete the study is free to develop specific methodology as it deems appropriate. However, the final document should, at a minimum, quantify the data elements (Use of 2010 and newer census data - from the American Community Survey - is required.) listed in 1 through 7 below. Citywide data must also be organized by census tracts and neighborhoods, and relevant information must be mapped so that we can better understand clusters of activity.

1. Existing housing stock
 - By tenure if data is available – rental, owned
 - By type – single, 2-family, triple decker, multi-family
 - By value – property values, rents
 - By age and condition (if information is available) Vacancy rates
 - Inventory of Assisted Housing
2. Sales activity and prices over last five years
 - By Neighborhood (City will provide neighborhood boundaries to successful proposer)
 - Type of building: single, 2-family, triple decker, multifamily Type of buyer – owner-occupier or investor
 - Foreclosure-related activity
3. Analysis of housing conditions data
 - Building Code violations – number and type annually Age and quality of existing housing
4. Data should be organized by
 - Neighborhoods or census tracts Household income
 - Household size
 - Tenure type
5. Demographics – now and future (5 yr, 10 yr, 15 yr)
 - Population by age Households by income, age, size
 - Estimated number of renter households at 50%, 60% and 80% of AMI and the supply of adequate housing for same, now and projected.
6. Economics
 - Anticipated local and regional employment trends and impact on local housing demand
 - Commuting patterns – employment and services (education, retail, health care)
7. Other Housing Elements
 - a. Housing affordability analysis (ie. comparison of rents to household income Housing affordability compared to other markets)
 - b. Affordable housing inventory and utilization of Section 8 Housing Choice Vouchers

- c. Analysis of abandoned, vacant, and dilapidated residential properties
Available land for housing development
- d. Senior/Assisted living options Special Needs housing
- e. Housing market turnover/sales data
- f. Building permit history (community's recent history of new construction and adaptive reuse)
- g. Rental market analysis including information on existing rental properties related to rents, vacancies and amenities. Include information on pending developments and rental housing needs.
- h. Senior and Family market analysis including information on existing properties related to rents, vacancies, services, amenities and resident profiles. Include information on pending developments.

STUDY PROCESS AND TIMELINE

The City of Missouri City Housing Study will be overseen by the City of Missouri City Development Services Department, CDBG with input from community partners and the Community Development Advisory Committee.

A timeline for the study is expected to include the following:

- City Publishes RFP
- Pre-submission Conference or period to submit questions.
- Response to RFP due to Development Services Department
- Interviews with selected finalist candidates Selection of Consultant
- Execution of Contract for services
- Initial meeting with Development Services Department and oversight committee of community stakeholders
- Submit/Present first draft for review to City Staff and the Community Development Advisory Committee
- Final presentation of material to Development Services and community stakeholders Presentation to City Council at a public meeting
- Delivery of final work product:

The City must execute a contract with the selected firm before **Date: March 31, 2019.**

Community Input

Communication with community stakeholders is important. Once chosen, the selected firm will meet with City officials, nonprofit housing developers and for profit housing developers to better define the results being sought and the methodology the firm will use.

The firm will provide preliminary findings to the Development Services Department and community stakeholders at which time refinements to the study can be requested.

The firm will provide a final report and presentation to the Development Services Department and community stakeholders.

The firm will provide a final report and presentation in a public community meeting.

Work Product

The final report should be delivered to the community both as a PDF file and in hard copy consisting of 20 bound copies. An electronic copy of the public presentation materials should be provided as well.

All deliverables will become property of the City of Missouri City, TX.

Proposal Submission Requirements

The name of the proposer and title of the project, City of Missouri City, TX Housing Study, must appear on the outside front cover of each proposal.

Proposals shall be due to the Purchasing Office **on or before 3:30 pm on Wednesday, February 27, 2019**. Proposals are to be submitted to:

City of Missouri City, TX Financial Services/Purchasing Division
1522 Texas Parkway
Missouri City, Tx 77489

Non-price Proposal Contents

The information submitted must include, but should not necessarily be limited to, the following items:

1. Cover Letter

A letter signed by an officer of the firm, binding the firm to all comments made in the proposal is required. Include a primary contact person for the proposal.

2. Qualifications and Experience

A description of the history, experience and qualifications of your firm and any proposed subcontractors to perform the Scope of Services. Please provide:

1. Names and addresses of all firms involved on the project (including subcontractors);
2. History, size and structure of firm(s)
3. Name(s) of principals in firm(s);

4. Identification of Principal in Charge, the Project Manager and the roles of other key personnel. Include relevant project experience and copies of resumes of all personnel assigned to project.
5. Describe other similar projects your firm has undertaken with contact information.
6. Listing of contracts currently under contract;
7. Contact information for references from similar projects

3. Approach to Scope of Work

A detailed description of the approach to Scope of Work is required. The City is seeking creative, proven techniques including clear, understandable written products suitable for a wide range of policy makers and community leaders.

4. Plan of Services/Timeline

The Plan of Services must include the elements to be performed by the consultant, the number of hours and other resources required to complete each task, and the expected time to complete each step. The Plan should include time schedules and milestones, personnel assignments, and other information as necessary to demonstrate the consultant's ability to complete the project on time. It is the City's goal to have this study completed by July 31, 2019. Proposers are invited to submit timelines with earlier completion dates.

5. City Resources Required

A list of the resources, personnel, data, or other assistance which the proposer expects are required from the City in order to complete each task in the scope of work during the planned time period

6. References

Provide three references from individuals familiar with your work. Use the form included in this RFP.

7. Price Proposal Contents

a. Detailed Description of Costs

Provide a total not-to-exceed fixed fee. The City seeks proposals that demonstrate maximum value and effectiveness.

b. Detailed Cost Breakdown

Provide a cost for each task identified in the Scope/Schedule and an estimate of manpower hours necessary to complete work. All cost assumptions must be

clearly documented in this portion of the submittal. Include a budget for direct expenses.

c. Form for Price Proposal

Complete and sign form that is included in this RFP

Minimum Evaluation Criteria

In order to be reviewed, the proposal must be substantially complete, meet the Qualifications listed in the RFP and contain all necessary forms.

QUALIFICATIONS:

- Proposer has 5 years of experience in Housing Planning
- Team Leader for project must have a Minimum of a Master’s Degree in Management, Community Planning, Urban Planning, Business Administration, or a related field.
- Team Leader for project must have a minimum of 5 years of experience in housing needs assessments.

Comparative Evaluation Criteria

The proposal will be reviewed by the City and ranked on the following criteria:

1. Plan of Services:

Highly advantageous

Proposal includes a detailed, creative, logical, and highly efficient scheme and schedule for addressing all of the required tasks.

Advantageous

The proposal includes a credible scheme for addressing all of the required tasks.

Non-Advantageous

The proposal is not sufficiently detailed to fully evaluate, or does not contain components necessary to address all the required tasks.

Unacceptable

The proposal does not include a plan of services.

2. General Qualifications of Firm:

Highly Advantageous

Firm has successfully completed two or more housing studies similar to that requested in this RFP, has experience in working with communities of similar size

and demographics, and has a proven track record for completing projects on time, within budget, and on schedule.

Advantageous

Firm has completed one or more housing studies successfully and timely.

Non-Advantageous

Firm has no experience completing local housing studies, but has completed other local planning studies.

Unacceptable

Firm has no experience completing any local planning studies.

3. Personnel and Resources to be utilized: Highly Advantageous

Individuals from the proposed project team have experience with and have substantially contributed to the design and development of a housing study as described in this RFP.

Advantageous

At least one individual from the proposed project team has contributed to or has experience with the design and development of a Housing Study.

Non-Advantageous

None of the proposed project team has substantially contributed to the design and development of a Housing Study, but at least one member has undertaken other planning studies.

Unacceptable

None of the proposed project team has worked on any local planning studies.

Consultant Interviews

Following evaluation of the submitted materials, at dates and times to be announced, the City may request the three (3) candidate firms that score highest based on the above-listed comparative evaluation criteria to make an oral presentation to the City evaluation team. The presentation must be made by the project manager (and key support team members) to be assigned to the work. Such presentation shall, as a general rule, be limited to approximately 30 minutes for presentation plus 30 minutes of questions.

Deadline for submission: **February 27, 2019**, at the Purchasing Dept. 1522 Texas Parkway, Missouri City, TX, MO 77489, at which time proposals will be opened and recorded.

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under the penalties of perjury that this bid or bid has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person submitting contract/bid

Name of Business

Date



PY 2017
CONSOLIDATED ANNUAL PERFORMANCE
EVALUATION REPORT

**The U. S. Department of
Housing and Urban Development's
Community Development Block Grant Program (CDBG)**

**5th Program Year of the
2013-2018 Consolidated Plan**

City of Missouri City, Texas
DUNS 083582882
Grantee #: B-17-MC-48-0040

Yolanda Ford, Mayor

Vashaundra Edwards, At Large Pos. 1
Chris Preston, At Large Pos. 2
Reginald Pearson, District A

Jeffrey Boney, District B
Anthony Maroulis, District C
Floyd Emery, District D

Anthony J. Snipes, City Manager

December, 2018

CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Meals were delivered to twenty (25) qualified seniors were provided 7 days each week, allowing them to continue to live independently. The number of children suspected to be victims of abuse/neglect who received counseling were one hundred and fifty-nine (159). Scholarships were given to four (4) students to further their post high school education. Code Enforcement conducted investigations of two thousand and eighty-nine (2,089) housing condition standards to assist the preservation of the Target Area neighborhoods. One Code Enforcement Officer was assigned to specifically address issues in the CDBG target areas; the City's assigned Code Enforcement officer conducted inspections and follow up inspections which observed 2,415 violations, corrected 534 violations, filed 112 violations with municipal court in said Target Area neighborhoods.

Housing rehabilitation services were commenced for a total of four (4) properties with initial inspections and environmental assessments. Note that there is a lag within the Housing Rehabilitation program. Administrative staff has had staffing challenges (resigned CDBG Coordinator was replaced), and with program year recipients not cooperating with housing contractor and causing a major delay in repair work. Housing Rehabilitation Policy allows for more than one contractor; therefore a request for proposal was procured allowing for an additional contractor to successfully be contracted. Time-lag in Housing Rehabilitation activity is expected to be corrected in first and second quarter of the new program year.

The Buffalo Run Park project was completed in FY 17 with final inspection signed off by the City's construction representative and inspector on January 3, 2018. Work was deemed in compliance with local and federal ordinances regarding the CDBG program. The accomplishments were presented during a City Council meeting on December 17, 2018. A copy of the presentation is Attachment 5.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Adult Basic Education	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	160	21	13.13%			
Code Enforcement	Non-Housing Community Development	CDBG: \$	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	2000	5844	292.20%	750	2415	322.00%
Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	35	14	40.00%	12	9	75.00%
Meals on Wheels	Non-Homeless Special Needs Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	40	71	177.50%	22	25	113.64%
Parks Improvements	Non-Housing Community Development		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3000	2900	96.67%			
Pediatric Health Care	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	500	0	0.00%			
Post Secondary Scholarships	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	5	14	280.00%	7	4	57.14%

Services to Neglected or Abused Children	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	300	445	148.33%	75	159	212.00%
Sidewalk Improvements	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3000	0	0.00%			
Storm Drainage and Flood Prevention	Non-Housing Community Development		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	250	0	0.00%			
Street Improvements	Non-Housing Community Development		Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	800	0	0.00%			

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

Code Enforcement continued its monitoring of conditions in the Target Area neighborhoods and conducted 2,089 inspections to assure the maintenance of premises within the neighborhoods to protect the property values and quality of life of the residents. Progress was exceeded towards meeting goals and objectives. During PY 17 owner occupied residences rehabilitation were undertaken to resolve code violations, accessibility issues and energy efficiency. These repairs, provided to low and moderate income residents preserved the homes and allowed the residents to continue to reside there without having to bear the costs of the rehabilitation. One hundred and fifty-nine children (159) suspected of abuse or neglect received counseling to assist them in recovery from the trauma. The non-abusing family members also received counseling to assist them in the recovery process. Twenty-five (25) qualified seniors were served by Meals on Wheels that provided them with home

delivered meals 7 days per week. A total of 3,514 meals were provided. In Administration, all reports were timely filed and the application form for the Owner-occupied Housing Rehabilitation Program were revised; the application review process was revised with new check lists to assure compliance with federal regulations; the scholarship program was reviewed and the application and policy were made consistent.

Under PY 17, nine (9) housing rehab projects were completed, from the PY 15 funding through Fort Bend Habitat for Humanity contractor; in addition to four (4) PY17 homes that have been initially inspected. Two (2) properties from the prior years will receive additional funding through the PY 17 account. There were programmatic procedures that needed to be addressed before the Housing Rehabilitation project could start. According to PR 03, funds were drawn from PY 15 and PY 16. There was a lag within the Housing Rehabilitation program, as administrative staff has had staffing challenges (resigned CDBG Coordinator was replaced), and with program year recipients not cooperating with housing contractor and causing a major delay in repair work. Housing Rehabilitation Policy allows for more than one contractor; therefore a request for proposal was procured allowing for an additional contractor to successfully be contracted. Time-lag in Housing Rehabilitation activity is expected to be corrected in the first and second quarter of the new program year. Housing contracts that were in progress foresaw unseen major foundation issues, due to the age of structures, whereby approximately five (5) housing units required change order requests that exceeded the allowable \$20,000 maximum program costs, which were subject to the Community Development Advisory Committee's oversight. During this period two additional emergency housing repair requests were reported and pending.

In medium priority activities, four (4) low and moderate income students were given scholarships for post-secondary; the PY 15 Hunter's Glen Park Parking Lot Lighting Installation & Lot Expansion project was completed. The PY 16 Buffalo Run Improvement Project completed in PY17; in addition, the Fair Housing analysis was completed by BBC Research Consulting.

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	53
Black or African American	97
Asian	7
American Indian or American Native	0
Native Hawaiian or Other Pacific Islander	0
Total	157
Hispanic	38
Not Hispanic	119

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

The City served a number of persons with disabilities who benefited from PY 2017 CDBG activities. Four (4) disabled individuals in Child Advocate program and two (2) disabled individuals in Housing Rehabilitation.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	CDBG	582,533	
HOME	HOME		
HOPWA	HOPWA		
ESG	ESG		
Other	Other		

Table 3 - Resources Made Available

Narrative

The Program Year funding from the U.S. Department of Housing and Urban Development through CDBG was \$266,015. In PY 2017, the City applied for CDBG-DR funding with the Texas General Land Office (GLO) through Fort Bend and Harris Counties for available to CDBG-DR funding to infrastructure (non-housing) projects; the City was awarded \$954,306 to assist in the recovery process.

Properties sustaining damage from the Hurricane Harvey disaster event continued to experience damages during PY2017, and the City received notification from the Texas General Land Office (GLO) notifying the award of Community Development Block Grant – Disaster Recovery (CDBG-DR) funds for Hurricane Harvey in the amount of \$954,306, of which the GLO criteria mandates that at least 70% of the allocated funds benefit Low to Moderate Income (LMI) areas. Other funding has been made available to directly service homeowner needs through the GLO.

City staff has identified the Cangelosi Detention Improvement project located within an LMI as a candidate project for the City, of which this project falls within the CDBG Target Area. This will aide in preserving privately owned properties in our LMI neighborhoods.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Court Road			
Fifth St.			
Fondren			
Hunter's Glen			
Lexington/Murphy Road			
Quail Green			

Table 4 – Identify the geographic distribution and location of investments

Narrative

The Code Enforcement efforts funded with \$44,424 of CDBG funding was provided throughout the Target Area.

Fair Study Impediments Study to conduct an analysis & identify impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis of actions in this regard

The other projects and expenditures were to low and moderate income individuals or limited clientele individuals and were not area projects.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City of Missouri City coordinated with Fort Bend Habitat for Humanity, Volunteers of America and First United Methodist Church to make area residents aware of funding and/or volunteer services available to repair damages caused by Hurricane Harvey.

The City cooperated with a faith-based organization to provide quick response to simple household repairs. The repairs were done at no cost to the homeowners.

There are no matching requirements to be satisfied with the CDBG funds or those that CDBG has been used to leverage. The subrecipients of the Missouri City CDBG funds have used the funds to leverage other monies and have provided significant leverage to the program from non-federal sources. The public service agencies provide at least \$1 of direct-cost match for every dollar of CDBG funds expended. This match comes from operating expenditures, direct services to clients such as meals and delivery costs for Meals on Wheels; and counseling and other services to abused and neglected children and their non-offending guardians.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	12	4
Number of Special-Needs households to be provided affordable housing units	0	2
Total	12	6

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	12	0
Number of households supported through Acquisition of Existing Units	0	0
Total	12	0

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

Due to the limited funded of the CDBG award, the City establishes its goal of providing assistance to 9 homeowners in maintaining their residences. During the Program Year, the City was able to began initial inspections and environmental assessments of four (4) properties; in addition to moving forward with 4 emergency foundation repairs. Each homeowner and household was low or moderate income. The repairs allowed the homeowners to continue to occupy their residences without the excessive expense of making the repairs to the homes.

Discuss how these outcomes will impact future annual action plans.

The demand for the Owner-occupied housing rehabilitation program is greater than the funding. As each year's annual action plan is developed, the community need will be reviewed and funding will be provided. The amount of funding is balanced against the other community needs that are found to exist in the low and moderate income neighborhoods within the City.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	89	0
Low-income	46	0
Moderate-income	19	0
Total	154	0

Table 7 – Number of Households Served

Narrative Information

In addition to being low- to moderate-income, four (4) of the persons or households assisted included a disabled person and 2 households included elderly persons.

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

During PY 2017, the City did not fund homeless assistance programs. Fort Bend Women's Center provides shelter and transitional housing to victims of domestic violence and their children. Using Continuum of Care and other federal and private funds, Fort Bend Women's Center provided assistance to a number of Missouri City residents. In addition, City staff participates in regional activities sponsored by The Coalition for the Homeless of Houston/Harris County, which is a private, nonprofit organization whose mission is to provide leadership in the development, advocacy, and coordination of community strategies to prevent and end homelessness.

Fort Bend Family Promise provides emergency shelter to homeless families throughout Fort Bend County.

Fort Bend Women's Center assists homeless victims of domestic violence in navigating the legal system, receiving adult education, accessing employment at a livable wage and transitioning to permanent housing. The Missouri City CDBG program previously funded shelter and supportive services for shelter residents as well as utilities and child care for those in the After Care tenant-based rental assistance program.

Addressing the emergency shelter and transitional housing needs of homeless persons

Fort Bend Family Promise provides emergency shelter to homeless families throughout Fort Bend County. The families in the program have short-term needs and are moved into permanent housing and independent living within 90 days.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after 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); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

By bringing housing up to City code through rehabilitation, the City is able to help ensure that the owners are not forced out of their homes due to dangerous or unsafe living conditions. The City's

cooperation with a faith-based organization that provides minor home repairs to those who cannot afford the repairs helps prevent the low-income persons and families from becoming homeless. Meals on Wheels provides home-delivered meals and human contact on a daily basis for the frail elderly allowing them to remain in their homes for a much longer period of time. Most of the program participants would not be able to afford assisted living or nursing home care and would have to move in with relatives or other individuals. Though not funded with Missouri City CDBG funds in PY 2017, Fort Bend Women's Center continues to provide assistance to victims of domestic violence for moving from an unsafe situation to safe housing. Often the women are assisted in moving directly to independent safe housing without having to move to a shelter or become homeless. Though East Fort Bend Human Needs Ministry did not request CDBG funding in PY 2017, it continues to provide food and other assistance to help residents with expenses that often take from housing costs. This releases money for the families and individuals to pay their rent or mortgage and utilities. The City did not provide CDBG funds to assist Fort Bend Women's Center or East Fort Bend Human Needs Ministry in PY 2017 but supports their efforts in preventing homelessness and is available to provide technical assistance when requested. In PY 17, continuing a long-standing partnership, the City joined Fort Bend County and AccessHealth to host the free annual health fair and backpack giveaway benefitting area families. Participants received school immunizations, haircuts and backpacks filled with classroom supplies.

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

Fort Bend Family Promise, which has not requested CDBG funding, operates a program in Missouri City to provide shelter for homeless families. Their program provides them with a place to stay together as a family and provides them with a day-time address. The children are allowed to continue in school. The day-time address allows the parents to more effectively seek and obtain employment. Counselling and other assistance is provided to the families. The families are transitioned to permanent housing and independent living within 90 days. In PY 17, The City provided a proclamation to the organization for the services provided in the city.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The City of Missouri City does not have a Public Housing Authority, public housing developments or Section 8 Housing Choice Vouchers. A small portion of Missouri City lies within Harris County and Harris County does have a Section 8 Housing Choice Voucher program whose clients are able to access housing in Missouri City. Fort Bend County is working with HUD to become a Section 8 Housing Choice Voucher provider.

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

The City of Missouri City does not have a Public Housing Authority.

Actions taken to provide assistance to troubled PHAs

The City of Missouri City does not have a Public Housing Authority.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken 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. 91.220 (j); 91.320 (i)

The City of Missouri City fostered and maintained affordable housing through its owner occupied housing rehabilitation program. The City contracted with Fort Bend Habitat for Humanity for the project and 4 houses received rehabilitation, including accessibility retrofits and energy efficiency improvements.

The code enforcement activities in CDBG Target Areas in older neighborhoods with older affordable housing helps to maintain the properties and the values while making the neighborhoods attractive for buyers.

In addition to providing housing rehabilitation services to low- to moderate-income homeowners, the City's Comprehensive Plan addresses the need for affordable housing and the Development Services Department, to the extent possible, is encouraging the development of affordable housing in the City and its Extraterritorial Jurisdiction (ETJ). The City reviews all applications for low-income housing tax credit developments and all HUD-funded projects such as Section 202, Section 811, Continuum of Care and grants a certification of consistency with the Consolidated Plan when the projects fall within the broad scope of providing affordable housing and affirmatively furthering fair housing.

Age-restricted multi-family projects on FM 1092 (2), Sinena Ranch Road, S Sam Houston Pkwy, Cypress Point and Trammel-Fresno Road near State Highway 6 are at full occupancy. A multi-family development in Sienna Plantation development at the east end of Sienna Springs Road near the Fort Bend Parkway and Sienna Parkway was completed in PY 2016. A multi-family project is nearing completion in the Sienna Planation development near the intersection of Sienna Springs Road and Sienna Parkway. Two additional age restricted multi-family projects are now proposed to be constructed along Texas Parkway, just south of the intersection of Cartwright Road. These two developments are expected to provide a maximum of 240, age restricted, dwelling units to the area.

The current housing stock in Missouri City remains over 90% single-family residential dwelling units. However, the rise in nonresidential development places the city in a more competitive position to entice companies and industries to re-locate to Missouri City. This new growth expands the demand for a more varied housing product. The new businesses that will be located in Missouri City will have employees that require more choices for permanent housing. This need for more affordable housing has been presented to the City through the implementation of the comprehensive plan, the Development Services Department has included the need for more higher density housing to be provided for the next 10 to 20 years.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

Fort Bend Habitat for Humanity: Fort Bend Habitat for Humanity provides housing rehabilitation, accessibility retrofits and energy efficiency improvements to owner-occupied homes of low- to moderate-income residents of Missouri City. During PY 2017 Fort Bend Habitat for Humanity was the contractor for the Housing Rehabilitation program. The rehabilitation work made a positive impact in the neighborhoods and assisted in sustaining overall neighborhood values. The program provides improvements that allow the disabled to remain in their homes longer with ADA accessible retrofits and provides savings in energy costs through the energy efficiency improvements.

Child Advocates: The Fort Bend Children's Advocacy Center (Child Advocates) was able to provide services to children who are alleged to have been sexually abused, seriously physically abused or witnesses to violent crimes. These services included forensic interview where children were given the opportunity share about their abuse with trained interviewers; therapy sessions where children could process their abuse experiences; case staffing with partner agencies and services to provide assistance to families where the abuse has resulted in a criminal investigation or prosecution. The Missouri City CDBG funding provided 159 children and their non-offending family members 1,316 service units.

Meals on Wheels: Fort Bend Seniors Meals on Wheels, with funds provided from the Missouri City CDBG, was able to continue providing meals to 25 shut-in, low-income elderly, 65+ years or age, who otherwise would have had empty plates. Meals on Wheels provided 3,514 meals. The average cost per meal was ranged between \$3.30 - \$3.40, and were provided 7 days a week. Trained volunteers or paid delivery drivers checked on the clients daily and reported any changes in health, cognition or living conditions. These daily visits also provided much needed human interaction for the clients.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The City has been actively involved, through both education and testing, in addressing the issue of lead based paint in federally assisted units built prior to 1978. The City's goal in this area, as set out in the Consolidated Plan, was to: Minimize the risk of lead-based paint hazards in residential units being funded with CDBG funds. During Program Year 2017, the City of Missouri City continued to carry out a number of strategies to reduce; and, if necessary, mitigate the risk of lead based paint. The City requires contractors to comply with lead based paint requirements through the HCD specifications manual. The City's housing rehabilitation projects were obligated to provide evidence that certain conditions have been met. Lead mitigation work was performed in accordance Title 24 Chapter 35 of the Code of Federal Regulations and requirements for carrying out this activity are made part of all agreements. FY 2017, there were 0 Risk Assessments conducted.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

Scholarships: The City provided 4 scholarships to college students who were unable to continue their post-secondary education without financial assistance. While the program is open to students of any accredited post-secondary program, including vocational schools, all 4 PY 2017 scholarship recipients are attending 2 or 4-year universities. The benefit of the program is to ensure that these low- to moderate-income students, all of whom are minorities, are able to continue their education as a bridge out of generational poverty.

- Families are impacted as job prospects improve.
- Children are impacted as we can enable greater success in college, helping deserving students who want to graduate with their degree and give back to society.
- Missouri City has citizens who are able to generate a better income, thus providing a positive return on investment both financially and socially.

Section 3: One of the City's subrecipient employs Section 3 individuals. Another subrecipient utilizes a Section 3 contractor. In each case, persons in poverty are employed and are lifted from the level of poverty in which they were previously found.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

The City reviewed its policies and procedures and revised the policies and supporting checklists related to project approval. The Owner-occupied Housing Rehabilitation application and policies and procedures and supporting documentation and checklists were completely revised. The educational scholarship policy and application were revised to be consistent. Section 3 and Labor Standards provisions in contract forms were included to assure consistency with federal law. The Section 3 and Labor Standards revisions and the supporting checklists will provide better guidance and assurance of compliance with the regulations that govern each area of the CDBG process.

A revised invitation to bidders was prepared to include provisions required for Section 3 compliance and to clearly include the Davis-Bacon requirements. This new invitation to bid has been utilized for the Housing Rehabilitation program and it will be utilized in the future Improvement projects.

Staff attended HUD-sponsored workshops and webinars on Fair Housing, Labor Standards, Section 3, and IDIS. The scope and activities of the Community Development Advisory Committee were expanded to provide greater community involvement in the process.

The City budget for FY 2018 included funding for a full-time community Development Coordinator position. The employee is the primary administrator of the CDBG program with oversight and assistance from the Development Services Director.

Actions taken to enhance coordination between public and private housing and social service

agencies. 91.220(k); 91.320(j)

In PY 2017, the City of Missouri City did not have a Public Housing Authority, public housing developments or Section 8 Housing Choice Vouchers. Harris County, in which a small portion of Missouri City sits, does have Section 8 Housing Choice Voucher programs and their Section 8 clients are able to access housing in Missouri City. Fort Bend County is working with HUD to become a Section 8 HCV provider, but at this time they have not received such a designation or funding.

Though not funded with Missouri City CDBG funds in PY 2017, Fort Bend Women’s Center continues to provide assistance to victims of domestic violence for moving from an unsafe situation to safe housing. Often the women are assisted in moving directly to independent safe housing without having to move to a shelter or become homeless. Though East Fort Bend Human Needs Ministry did not request CDBG funding in PY 2017, it continues to provide food and other assistance to help residents with expenses that often take from housing costs. This releases money for the families and individuals to pay their rent or mortgage and utilities. The City did not provide CDBG funds to assist Fort Bend Women’s Center or East Fort Bend Human Needs Ministry in PY 2017 but supports their efforts in preventing homelessness and is available to provide technical assistance when requested. The City also maintains communication with Fort Bend Family Promise, providing homeless shelter for families.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

Fair Housing Impediments Study Summary

Harris County and the cities of Galveston, Missouri City, and Pasadena receive block grants for community development and housing activities from the United States Department of Housing and Urban Development (HUD). As a condition of receiving these funds, the County and cities must certify that they will “Affirmatively Further Fair Housing” choice—or AFFH. The AFFH requirement originates from the Fair Housing Act of 1968, which requires that HUD administer programs and activities relating to housing and urban development in a manner that affirmatively furthers the policies of the Act. In order to meet HUD’s compliance, the City is required to conduct an Analysis of Impediments to Fair Housing Choice, or AI.

In an effort to solicit increased community participation and involvement in identifying barriers to fair housing choice and priorities for affirmatively furthering fair housing, Harris County and the cities of Galveston, Missouri City, and Pasadena through our hired consultant, BBC Research & Consulting, conducted a regional collaborative study and held a number public meetings engaging area residents and stakeholders’ perspectives on housing issues in the region. In early July, 2018 the draft study was completed by the consultants, and made available for public review on the City of Missouri City Website.

As a result of the in-depth study, a number of recognized actions are proposed to assist the City in assuring that *Impediments to Fair Housing Choice* are addressed. Some areas of recommendation

include outreach and education, training, partnership opportunities for collaboration on financial literacy and funding resources, reduction of barriers of affordable housing, promotion of anti-NIMBY plan/policies, streamlining and review of development regulations to evaluate any potential barriers, housing diversity, ensure consistency of state and local codes regarding regulation of all housing types, community and group homes, accessibility and universal design opportunities over the next 5-7 years.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The City of Missouri City conducts monthly desk monitoring and annual on-site monitoring. The City's monitoring strategy is designed to assist staff in fulfilling its regulatory obligation in monitoring subrecipients, including City departments, as well as assist subrecipients in best serving their consumers. The primary purpose for this monitoring strategy is to ensure proper program performance, financial performance and regulatory compliance in accordance with HUD Regulations. The secondary purpose is to ensure that the funded agencies are providing the best and most cost effective services possible and that they are positioned to access additional funding from non-HUD sources.

The monitoring process is an on-going one of planning, implementation, communication and follow-up. Under normal circumstances, on-site monitoring is conducted annually. However, if the activity or program is considered to have a high-risk of non-compliance, a more frequent monitoring schedule is developed. High risk programs include housing rehabilitation, programs undertaken by any subrecipient for the first time, and programs undertaken by an agency or department with a history of staff turnovers, reporting problems, or monitoring findings. Additionally, during PY 2017, all subrecipients were required to submit reimbursement requests monthly.

The procedure for conducting the monitoring consisted of the following:

- Prior to the actual awarding of contracts, staff held one-on-one discussions with each subrecipient. At that time the monitoring procedures, reporting procedures and expectations were discussed and reporting forms provided in hard-copy and electronic formats.
- On a monthly basis, a desk review was conducted for each reimbursement request packet that included a review of the invoice and back-up documentation; review of the client list for completeness, address verification and income verification; a review of Board of Director's minutes; and a review of any staff changes. All inaccuracies, discrepancies and concerns were brought to the agency's attention and rectified prior to submission for reimbursement.
- Prior to the approval of any payments, staff reviews all reimbursement requests and back-up documentation for accuracy, eligibility of activities/clientele and proper supporting information. Any errors or deficiencies are reported to the subrecipient and the documentation corrected and resubmitted. Once the reimbursement requests are complete and accurate, staff sends the packet to the City's Director of Development Services for approval and payment processing.
- On an annual basis, each subrecipient was notified of a date, time, and place for a monitoring visit also the information to be viewed and discussed.
- At each monitoring visit, a conference was held with a Board Member or Executive Director and

staff persons working with or salaried through the activity being funded.

- The actual monitoring visits were conducted by completing the monitoring interview form and viewing documentation, if applicable. Monitors visited several houses rehabilitated using HUD-funds.
- Monitoring visits concluded with monitors advising the subrecipients of any deficiencies.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

On December 7, 2018, the City published notice of the comment period of the CAPER in the Fort Bend Herald in English and Spanish, posted the notice of comment period on the official bulletin board at the entrance to City Hall, posted the notice of the comment period on the City's website and the public Library, posted the draft CAPER on the City's website, maintained a copy of the draft CAPER in the Development Services offices for public review and provided a copy of the draft CAPER to the Missouri City Library for public review. A copy of the publisher's affidavits and the published notices are attached, see attachments 1-4.

At the December 17, 2018, City Council meeting and public hearing, the accomplishments of PY2017 were reviewed with City Council during a staff report. A copy of the presentation is attached, see attachment 5.

During the public hearing and comment period, no public comments were received.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

There have been no changes in the City's program objectives.

In PY 2017, the City employed a full-time employee to oversee the CDBG program and oversee all grants that the City applies for. Additionally, the City will seek to provide greater publicity of its application process to encourage other entities to apply for public service assistance. The City has adopted a Section 3 program that it will employ to encourage the hiring of low and moderate residents for work

within the City.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

CR-45 - CDBG 91.520(c)

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Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

11-30

City of Missouri City
Caper (Eng)

PUBLISHER'S AFFIDAVIT

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

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

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

(CLIPPING) (S)
ON BACK

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

11-30

_____, A.D. 2018



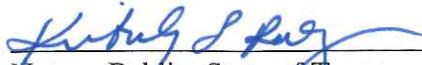
Lee Hartman
Publisher

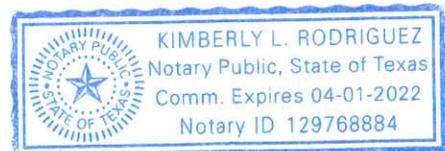
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 4 day of December, A.D. 2018 to certify which witness my hand and seal of office.


Notary Public, State of Texas



**Notice of Public Hearing
HUD Community Development Block Grant
Program
Amendments to the PY 2017-2018
Comprehensive Annual Performance and
Evaluation Report (CAPER)**

The City of Missouri City will hold a public hearing to give all Missouri City residents an opportunity to voice opinions on the City's PY 2017-2018 Comprehensive Annual Performance and Evaluation Report (CAPER).

All attendees are invited to speak on the subject of the CAPER at the public hearing on:

**Monday, December 17, 2018
7:00 PM
City of Missouri City
City Hall Council Chamber
1522 Texas Parkway
Missouri City, Texas**

A presentation of the CAPER will be conducted at the City of Missouri City Council Meeting on December 17,, 2018 at 7:00pm at the address above. Residents may also send comments on or before December 28,, 2018 to the City of Missouri City's Development Services Department at 1522 Texas Parkway, Missouri City, TX 77489 (Attention: Egima Brown). Residents may fax their comments to the City at (281) 208-5551.

CDBG Program Background

The national objective of the CDBG program is to develop viable urban communities by providing decent housing, a suitable living environment and expanding economic opportunities principally for low and moderate-income persons. At least 80% of CDBG funds must be used for activities that benefit low and moderate-income persons. CDBG goals include:

1. Improving the urban environment in low and moderate income areas;
2. Eliminating blighting influences and the deterioration of property, neighborhoods and public facilities in low and moderate-income areas; and
3. Ensuring decent, safe, sanitary housing for low and moderate-income residents.

Eligible activities include, but are not limited to the following: public facility construction and improvements; handicap accessibility; operational funding for non-profit agencies servicing primarily low income persons; rehabilitation of owner-occupied housing; housing development assistance, enforcement of City codes; clearance and demolition; infrastructure improvements; and, business development and job creation activities.

Note: In compliance with the Americans With Disabilities Act, this facility is wheelchair accessible and accessible parking spaces are available. Requests for special accommodations or interpretive services must be made at least 48 hours prior to this meeting. Please contact the Planning Department at 281-403-8541 or by FAX 281-208-5551.

11-30

City of Missouri City

PUBLISHER'S AFFIDAVIT

Caper (Apan)

THE STATE OF TEXAS §
COUNTY OF FORT BEND §

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

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11-30

_____, A.D. 2018



Lee Hartman
Publisher

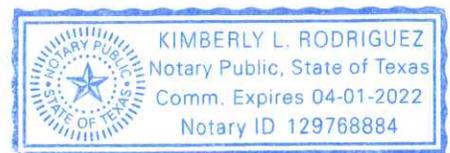
SUBSCRIBED AND SWORN BEFORE ME by Lee Hartman, who

X a) is personally known to me, or

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

on this the 4 day of December, A.D. 2018 to certify which witness my hand and seal of office.


Notary Public, State of Texas



Aviso de Audiencia Pública
Programa de Donativos en Bloque para el
Desarrollo Comunitario de HUD
Modificaciones en PY 2017-2018 el Rendimiento
Integral Anual y el Informe de Evaluación
(CAPER)

La ciudad de Missouri celebrará la audiencia pública para dar a todos los residentes de la ciudad de Missouri una oportunidad de comentar sobre la ciudad PY 2017-2018 el Rendimiento Integral Anual y el Informe de Evaluación (CAPER).

Están todos invitados a hablar sobre el tema del CAPER en la audiencia pública:

Lunes, 17 de Diciembre, 2018
7:00 PM
Ciudad de Missouri
Cámara de Consejo del Ayuntamiento
1522 Texas Parkway
Missouri City, Texas

Una presentación del CAPER se realizará en la Reunión Consejo de Ciudad de Missouri el 17 de Diciembre 2018 a las 7:00 pm en la dirección anteriormente mencionada. Los residentes también pueden enviar comentarios a la fecha de 28 de Diciembre, 2018 o antes, al Departamento de Servicios de Desarrollo de la Ciudad de Missouri el Departamento está en 1522 Texas Parkway, Missouri City, TX 77489 (Atención: Egima Brown). Los residentes pueden enviar sus comentarios por fax al (281) 208-5551.

Historia del Programa CDBG

El objetivo nacional del programa CDBG es desarrollar comunidades urbanas viables proporcionando vivienda, un entorno de vida adecuado y ampliar las oportunidades económicas, principalmente para personas de ingresos bajas y moderadas. Por lo menos el 80 % del fondo CDBG ha de usarse para las actividades que benefician a las personas del ingreso moderado. Los objetivos de CDBG incluyen:

1. Mejorar el entorno urbano en áreas de ingresos bajos y moderados;
2. Eliminación de influencias infortunadas y el deterioro de inmuebles, barrios y equipamientos públicos en las áreas de ingresos bajas y moderadas; y
3. Asegurar la vivienda decente, segura y sanitaria para los residentes de ingresos bajos y moderados.

Actividades elegibles incluyen, pero no se limitan a lo siguiente: la construcción de instalaciones públicas y mejoras; la accesibilidad para discapacitados; operaciones de financiación para las agencias sin fines de lucro de servicios a principalmente personas de bajos ingresos; la rehabilitación de viviendas ocupadas por sus propietarios; asistencia para el desarrollo de vivienda, aplicación de códigos de la Ciudad; la remoción y la demolición; las mejoras en la infraestructura; y las actividades desarrollo y el trabajo de creación.

Nota: En cumplimiento de la ley Estadounidense con las Discapacidades, esta instalación es accesible por las sillas de ruedas y dispone de aparcamiento accesible. Solicitudes de servicios especiales o servicios de interpretación deben hacerse al menos 48 horas antes de esta reunión. Por favor, póngase en contacto con el Departamento de Planeación al 281-403-8541 o por FAX 281-208-5551.

COMMUNITY DEVELOPMENT BLOCK GRANT

**Presentation on the accomplishments for Program
Year 2017**

Chalisa G. Dixon

Community Development Coordinator



Program Year 2017 Funding

- ❖ The accomplishment for CDBG Program Year 2017 has been published in the Comprehensive Annual Performance and Evaluation Report (CAPER).
- ❖ In Program Year 2017 (City Fiscal Year 2018), the City received \$266,015 in CDBG funding from the US Department of Housing and Urban Development.

Scholarships



Community
Development
Block
Grant



Target Area 2017

Court Road

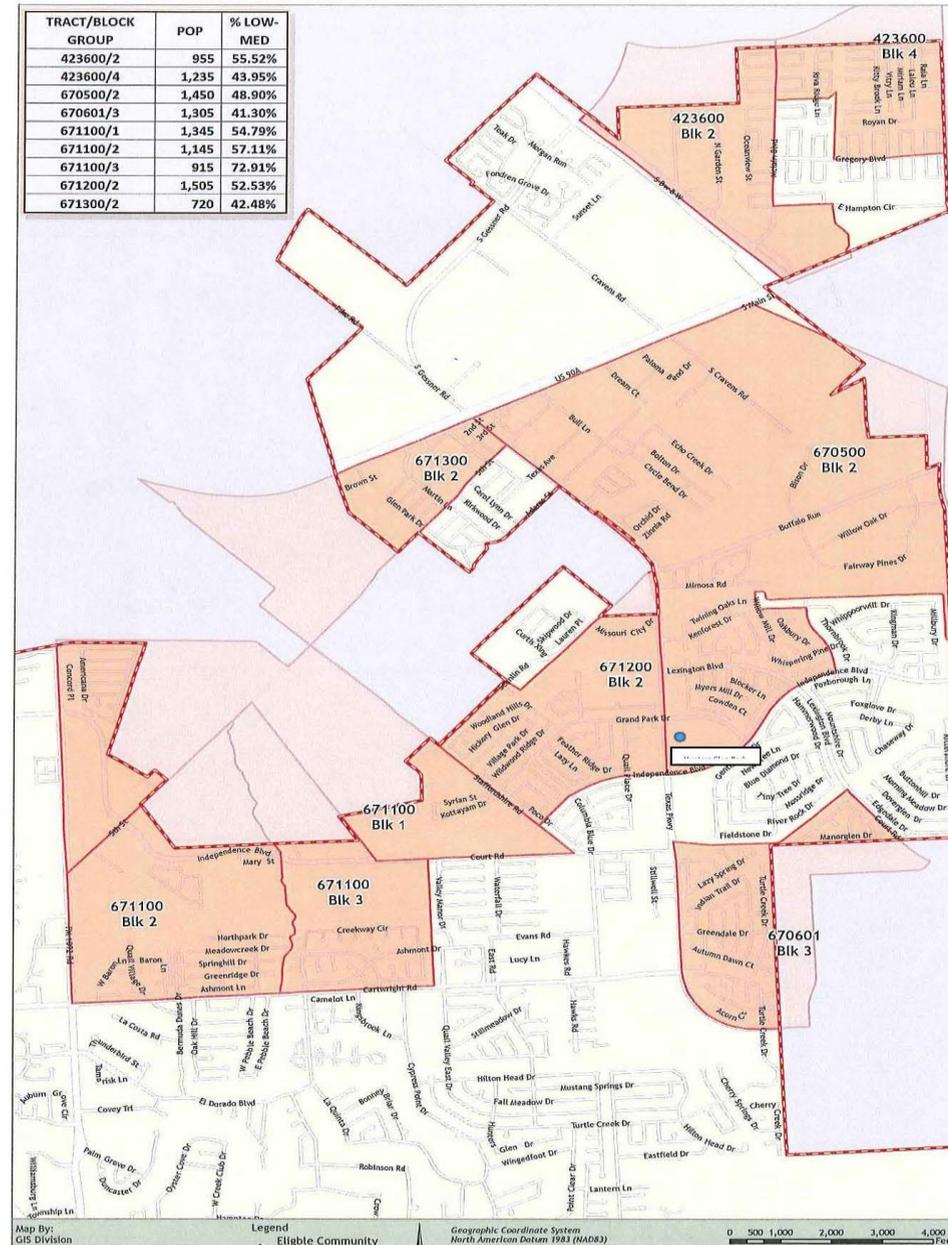
Fifth Street

Fondren Park

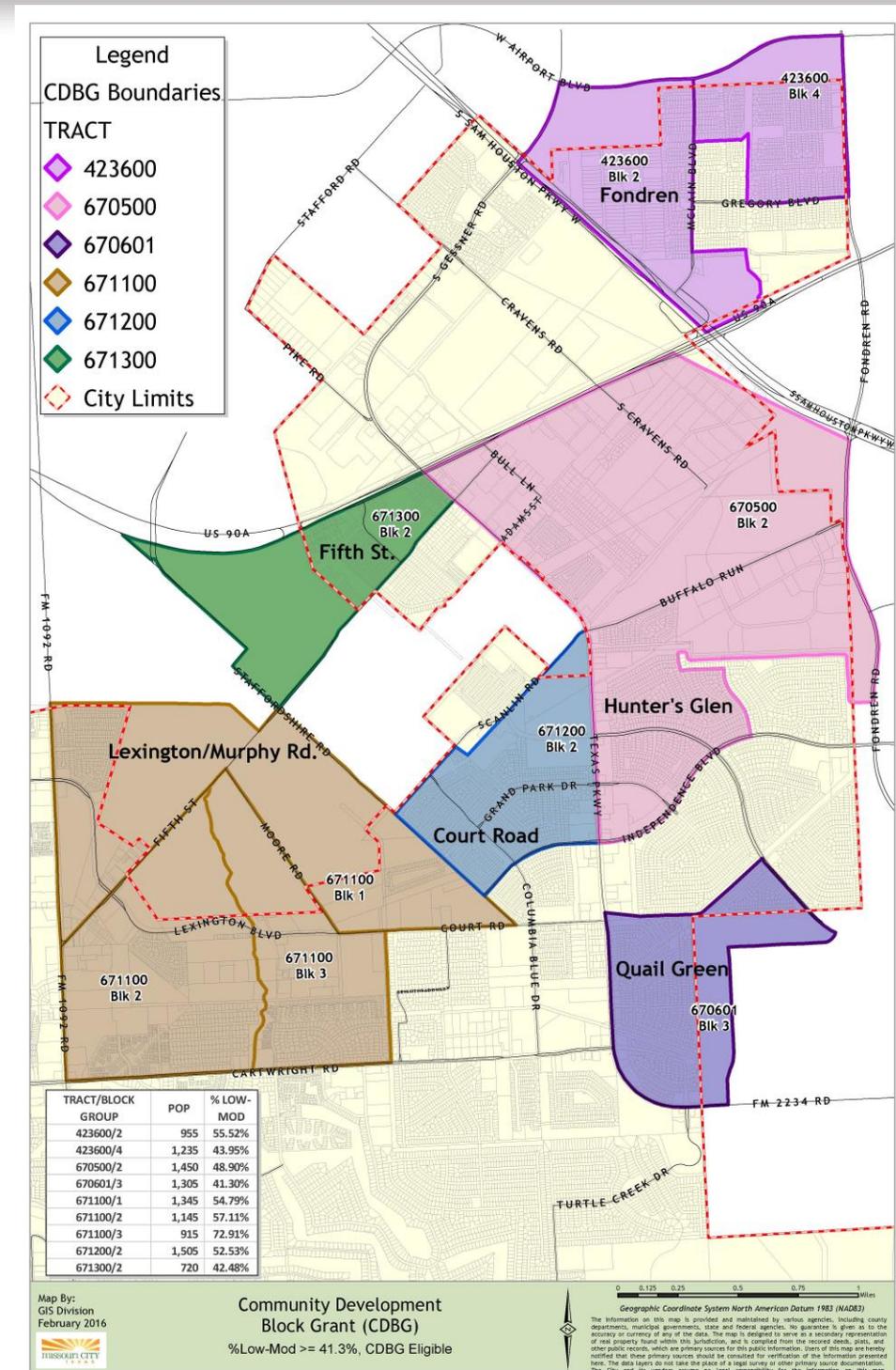
Hunter's Glen

Lexington/Murphy Rd.

Quail Green



- ❖ The Census Tract and Block Groups by the US Census Bureau.
- ❖ Census Tract/Block Groups including 43600/2, 423600/4, 670500/2, 670601/3, 671100/1, 671100/2, 671100/3, 671200/2, and 671300/2.



Meals on Wheels

- ❖ Fort Bend Seniors was granted and expended \$11,666.95.
- ❖ 25 adults were delivered 3,514 meals
- ❖ Meal service is provided 7 days each week

Abused Child Services

- ❖ Child Advocates of Fort Bend County was granted and expended \$11,667.
- ❖ 159 children suspected to be victims of abuse or neglect received 1,316 hours of counseling.

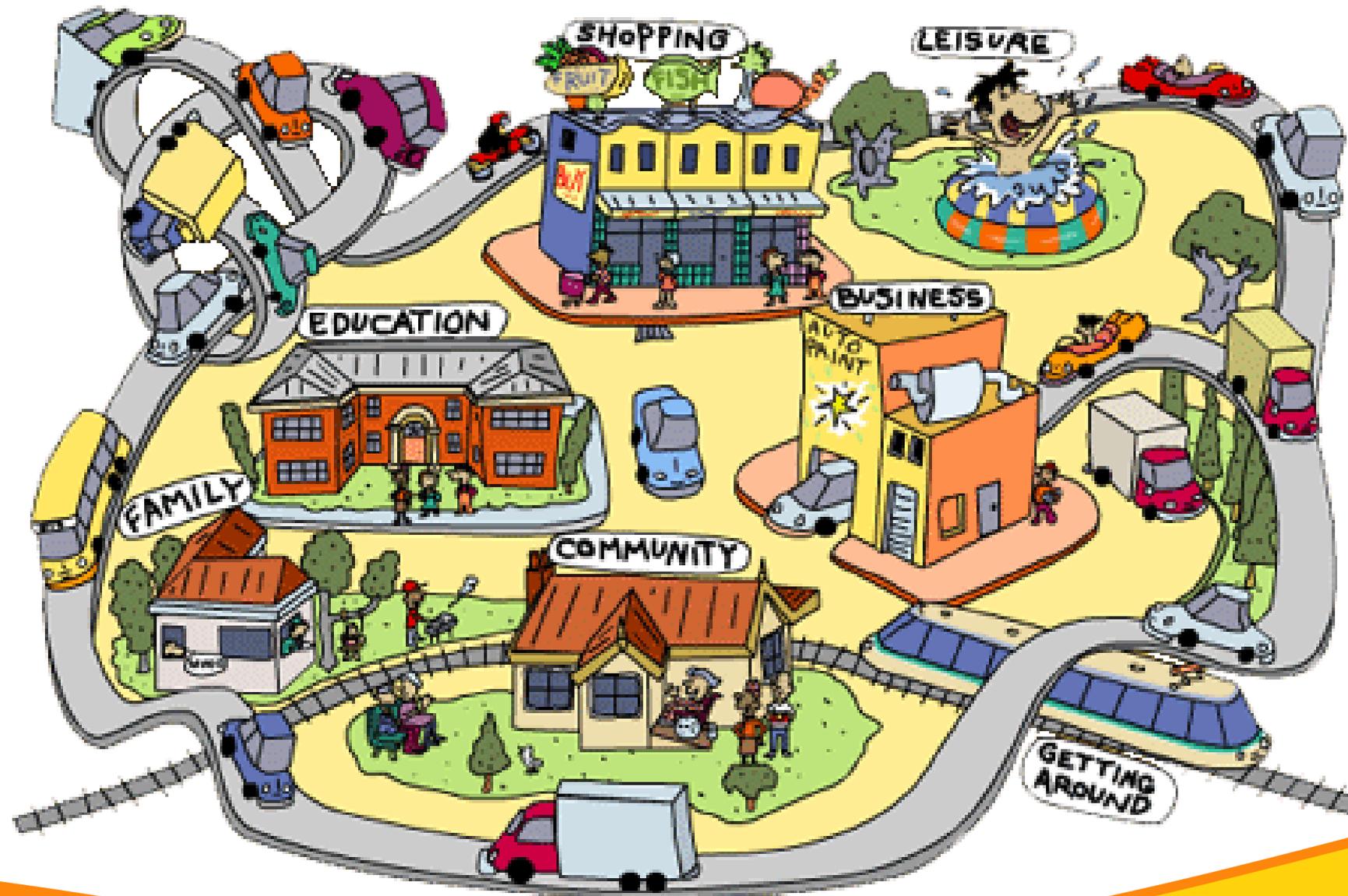
Educational Scholarships

- ❖ Educational Scholarships in the amount of \$7,667 granted and expended.
- ❖ 4 post secondary educational scholarships were awarded
- ❖ All four students successfully completed a year of higher education

Low and Moderate Income Assistance

Subrecipient	Total	<30%	31-50%	51-80%	>80%
Child Advocates	159	78 49.05%	29 18.23%	26 16.35%	0 0.0%
Meals on Wheels	25	25 100.0%	0 0.00%	0 0.00%	0 0.00%
Scholarships	4	1 25%	1 25%	2 50%	0 0%
Totals	188	104 55.31%	30 15.95%	28 14.89%	0 00.0%

CITY SERVICES



Code Enforcement

- ❖ Total of \$44,424 was expended
- ❖ Code Enforcement conducted 2,089 inspections; in which 2,415 violations were observed, corrected 534 violations, filed 112 violations with municipal court to assist in housing condition standards and the preservation of the Target Area neighborhoods.

Owner-Occupied Housing Rehabilitation

- ❖ During the PY 2017, the City completed Nine (9) Housing Rehab projects from the PY 15 funding through the Fort Bend Habitat for Humanity Contractor. To date, \$87,493.49 has been expended for PY 2015.
- ❖ For PY 16, \$129,577.21 was budgeted, to date, \$29,158.82 has been expended from roll over PY 2015 projects.
- ❖ For PY 17, no Funds have been expended. Two properties from prior years funding (PY14) will receive additional work from the PY 17 funding account. The Housing Rehab Program opened its waiting list and we have accepted have 25 applications. The Application process is now closed and the City is not accepting additional applications, but will be adding individual to a wait list.

Administration

- ❖ The CDBG program administration was expended in the amount of \$53,178.
- ❖ The City completed the Analysis of the Impediments to Fair Housing Plan with BBC Research Consulting in the amount of \$20,000 with Administrative funds. A draft version is available on the City's website.
- ❖ Housing Study Plan approved in the amount of \$30,000 was approved the City has not solicited bids to date.

Program Improvements



Program Improvements

- ❖ Housing rehab program software reauthorized
- ❖ City's Building Inspectors utilized
- ❖ Permitting process revised with the Energov System
- ❖ Scholarship application and forms revised
- ❖ Code Enforcement Policy drafted
- ❖ CDAC Election of Officers
- ❖ Continual Customer Services

Questions



NOTE: Public hearing to receive comments on the Program Year 2017 Comprehensive Annual Performance and Evaluation Report (CAPER) will be received in Agenda Item 7(b)3.



Office of Community Planning and Development
 U.S. Department of Housing and Urban Development
 Integrated Disbursement and Information System
 PR26 - CDBG Financial Summary Report
 Program Year 2017
 MISSOURI CITY , TX

DATE: 11-29-18
 TIME: 17:22
 PAGE: 1

PART I: SUMMARY OF CDBG RESOURCES

01 UNEXPENDED CDBG FUNDS AT END OF PREVIOUS PROGRAM YEAR	0.00
02 ENTITLEMENT GRANT	266,015.00
03 SURPLUS URBAN RENEWAL	0.00
04 SECTION 108 GUARANTEED LOAN FUNDS	0.00
05 CURRENT YEAR PROGRAM INCOME	0.00
05a CURRENT YEAR SECTION 108 PROGRAM INCOME (FOR SI TYPE)	0.00
06 FUNDS RETURNED TO THE LINE-OF-CREDIT	0.00
06a FUNDS RETURNED TO THE LOCAL CDBG ACCOUNT	0.00
07 ADJUSTMENT TO COMPUTE TOTAL AVAILABLE	0.00
08 TOTAL AVAILABLE (SUM, LINES 01-07)	266,015.00

PART II: SUMMARY OF CDBG EXPENDITURES

09 DISBURSEMENTS OTHER THAN SECTION 108 REPAYMENTS AND PLANNING/ADMINISTRATION	238,641.47
10 ADJUSTMENT TO COMPUTE TOTAL AMOUNT SUBJECT TO LOW/MOD BENEFIT	0.00
11 AMOUNT SUBJECT TO LOW/MOD BENEFIT (LINE 09 + LINE 10)	238,641.47
12 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	46,640.19
13 DISBURSED IN IDIS FOR SECTION 108 REPAYMENTS	0.00
14 ADJUSTMENT TO COMPUTE TOTAL EXPENDITURES	0.00
15 TOTAL EXPENDITURES (SUM, LINES 11-14)	285,281.66
16 UNEXPENDED BALANCE (LINE 08 - LINE 15)	(19,266.66)

PART III: LOWMOD BENEFIT THIS REPORTING PERIOD

17 EXPENDED FOR LOW/MOD HOUSING IN SPECIAL AREAS	0.00
18 EXPENDED FOR LOW/MOD MULTI-UNIT HOUSING	0.00
19 DISBURSED FOR OTHER LOW/MOD ACTIVITIES	238,641.47
20 ADJUSTMENT TO COMPUTE TOTAL LOW/MOD CREDIT	0.00
21 TOTAL LOW/MOD CREDIT (SUM, LINES 17-20)	238,641.47
22 PERCENT LOW/MOD CREDIT (LINE 21/LINE 11)	100.00%

LOW/MOD BENEFIT FOR MULTI-YEAR CERTIFICATIONS

23 PROGRAM YEARS(PY) COVERED IN CERTIFICATION	PY: PY: PY:
24 CUMULATIVE NET EXPENDITURES SUBJECT TO LOW/MOD BENEFIT CALCULATION	0.00
25 CUMULATIVE EXPENDITURES BENEFITING LOW/MOD PERSONS	0.00
26 PERCENT BENEFIT TO LOW/MOD PERSONS (LINE 25/LINE 24)	0.00%

PART IV: PUBLIC SERVICE (PS) CAP CALCULATIONS

27 DISBURSED IN IDIS FOR PUBLIC SERVICES	27,806.37
28 PS UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
29 PS UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
30 ADJUSTMENT TO COMPUTE TOTAL PS OBLIGATIONS	0.00
31 TOTAL PS OBLIGATIONS (LINE 27 + LINE 28 - LINE 29 + LINE 30)	27,806.37
32 ENTITLEMENT GRANT	266,015.00
33 PRIOR YEAR PROGRAM INCOME	0.00
34 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PS CAP	0.00
35 TOTAL SUBJECT TO PS CAP (SUM, LINES 32-34)	266,015.00
36 PERCENT FUNDS OBLIGATED FOR PS ACTIVITIES (LINE 31/LINE 35)	10.45%

PART V: PLANNING AND ADMINISTRATION (PA) CAP

37 DISBURSED IN IDIS FOR PLANNING/ADMINISTRATION	46,640.19
38 PA UNLIQUIDATED OBLIGATIONS AT END OF CURRENT PROGRAM YEAR	0.00
39 PA UNLIQUIDATED OBLIGATIONS AT END OF PREVIOUS PROGRAM YEAR	0.00
40 ADJUSTMENT TO COMPUTE TOTAL PA OBLIGATIONS	0.00
41 TOTAL PA OBLIGATIONS (LINE 37 + LINE 38 - LINE 39 +LINE 40)	46,640.19
42 ENTITLEMENT GRANT	266,015.00
43 CURRENT YEAR PROGRAM INCOME	0.00
44 ADJUSTMENT TO COMPUTE TOTAL SUBJECT TO PA CAP	0.00
45 TOTAL SUBJECT TO PA CAP (SUM, LINES 42-44)	266,015.00
46 PERCENT FUNDS OBLIGATED FOR PA ACTIVITIES (LINE 41/LINE 45)	17.53%

**City of Missouri City, Texas
Financial Summary Adjustments – PY2017**

Program Income Summary for PY 2017:

The City of Missouri City, Texas received \$00.00 in Program Income during the 2017 Program Year.

Adjustment Summary for Line 10

Line 10: Adjustment for Calculating Low/Mod Benefit
 Add: \$3564.89 (PY 2017 non-Admin payables)
 Deduct: \$178,486.91 (PY 2016 non-Admin payables)
\$(174,922.02)

Adjustment Summary for Parks 2016-2017

Current Year Payables not included in IDIS calculation of PR26 (paid in PY 2017 with no prior year flag):

<u>Voucher #</u>	<u>Date</u>	<u>Amount</u>
		\$0.00
Total		\$0.00

Prior Year Payables included in IDIS calculation of PR26 but should not be used (paid in PY 2017 with no prior year flag):

<u>Voucher #</u>	<u>Date</u>	<u>Amount</u>
6133142	03/14/2018	\$71,436.68
Total		\$71,436.68

Adjustment Summary for Housing Rehab 2016-2017

Current Year Payables not included in IDIS calculation of PR26 (paid in PY 2017 with no prior year flag):

<u>Voucher #</u>	<u>Date</u>	<u>Amount</u>
		\$0.00
Total		\$0.00

Prior Year Payables included in IDIS calculation of PR26 but should not be used (paid in PY 2017 with no prior year flag):

<u>Voucher #</u>	<u>Date</u>	<u>Amount</u>
6133140	03/14/2018	\$62,328.17
Total		\$62,328.17

71

Adjustment Summary for Code Enforcement 2016-2017

Current Year Payables not included in IDIS calculation of PR26 (paid in PY 2017 with no prior year flag):

<u>Voucher #</u>	<u>Date</u>	<u>Amount</u>

Total		\$0.00

Prior Year Payables included in IDIS calculation of PR26 but should not be used (paid in PY 2017 with no prior year flag):

Voucher #	Date	Amount
6133146	03/14/2018	\$33,177.92
6158926	05/31/2018	\$3,721.64
6176491	07/30/2018	\$7,217.60
6204362	10/30/2018	\$306.84
Total		\$44,424.00

Adjustment Summary for Public Services 2016-2017

Line 31: Total PS Obligations:*

Add: \$ 00.00 (PY 2017 PS payables)
Deduct: \$ 257.00 (PY 2016 PS payables)
Net adj: **(\$257.00)**

* Line 30 adjustment = \$0.00; Adjustment managed in Lines 28-29 to prevent IDIS from double counting

Line 27 + Line 28 – Line 29 = total PS Expenditures for computing cap of 15.00%

Current Year Payables not included in IDIS calculation of PR26 (paid in PY 2017 with no prior year flag):

Voucher #	Date	Amount
Total		\$00.00

Prior Year Payables included in IDIS calculation of PR26 but should not be used (paid in PY 2017 with no prior year flag):

Voucher #	Date	Amount
6080038	09/18/2017	\$257.00
Total		\$257.00

Total Non-Admin \$211,092.10

Adjustment Summary for Administration 2016-2017

Line 41: Total Administration Obligations:*

Add: \$3564.89
Deduct: \$23.06
Net adj: **\$(3541.83)**

* Line 40 adjustment = \$0.00; Adjustment managed in Lines 38-39 to prevent IDIS from double counting

Line 37 + Line 38 – Line 39 = total Admin Expenditures for computing cap of 20%

Current Year Payables not included in IDIS calculation of PR26 (paid in PY 2017 with no prior year flag):

Voucher #	Date	Amount
6133141	03/14/2018	\$3564.89
Total		\$3564.89

Prior Year Payables included in IDIS calculation of PR26 but should not be used (paid in PY 2017 with no prior year flag):

Voucher #	Date	Amount
6080038	09/18/2017	\$23.06
Total		\$23.06



**Agenda Item Cover Memo
January 29, 2019**

To: Community Development Advisory Committee
Agenda Item: 6. Public Comment
Submitted by: Chalisa G. Dixon, Community Development Coordinator

SYNOPSIS

This item allows the opportunity for the public to address the CDAC on agenda items or concerns not on the agenda--those wishing to speak must request permission from the Chair prior to the beginning of the meeting, and observe a three-minute time limit.

BACKGROUND

Per the Citizen Participation Plan, the City of Missouri City is committed to involving all residents in the development of its programs, especially those utilizing federal or state funds. During the first funding year of the Community Development Block Grant (CDBG) Program, the City of Missouri City established a Community Development Advisory Committee, with members appointed by the Mayor for the purpose of providing direction to the distribution of the CDBG funds. The CDAC is generally comprised of at least 2 City Councilmembers, 2 former City Councilmembers, and 4 City residents each representing a different quadrant of the City. Pertinent City staff members and the contract CDBG management consultant serve as non-voting members of the committee to provide information regarding CDBG and City regulations. Notices for all CDAC meetings are posted at least 72 hours in advance and meetings, held on weekday evenings, are open to the public.

FISCAL ANALYSIS

All funding is provided from the U.S. Department of Housing and Urban Development. No Fiscal Impact to the City.

SUPPORTING MATERIALS

None

STAFF'S RECOMMENDATION

None