

HCD16-31

TO: Mayor via City Secretary **REQUEST FOR COUNCIL ACTION**

SUBJECT: An Ordinance authorizing "Substantial Amendments" to the Budget Pages and/or Project Sheets contained in the 2010, 2012, 2013, 2014, and 2015 Annual Action Plans for the reallocation of \$5,582,890.85 in CDBG funds	Category #	Page 1	Agenda Item #
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FROM : Neal Rackleff, Director Housing and Community Development Department	Origination Date 01/29/16	Agenda Date
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DIRECTOR'S SIGNATURE: 	Council District affected: All
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For additional information contact: Roxanne Lawson Phone: 832-394-6282	Date and identification of prior authorizing Council action:
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RECOMMENDATION: Approval of an Ordinance authorizing "Substantial Amendments" to the Budget Pages and/or Project Sheets contained in the 2010, 2012, 2013, 2014, and 2015 Annual Action Plans for the reallocation of \$5,582,890.85 in CDBG funds

Amount of Funding: NO FUNDING REQUIRED	Finance Budget:
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SOURCE OF FUNDING <input type="checkbox"/> General Fund <input checked="" type="checkbox"/> Grant Fund <input type="checkbox"/> Enterprise Fund <input type="checkbox"/> Other Community Development Block Grant (Fund 5000)

SPECIFIC EXPLANATION:

In accordance with HUD's Citizen's Participation Plan (CPP) regulations, the City is required to amend components of its Consolidated Plan/Annual Action Plan for a variety of reasons, including when a reallocation of funds increases or decreases the budget of an activity by more than 25%.

HCDD recommends moving \$5,582,890.85 in Community Development Block Grant (CDBG) funds from the Single-Family Home Repair, Economic Development, and Acquisition activities to Public Facilities and Improvements/Neighborhood Facilities.

Single-family activities remain a priority for HCDD, and the department proposes to substitute TIRZ Affordable Housing funds for the reallocated single-family CDBG dollars. With TIRZ funds, HCDD can provide affordable single-family homes, downpayment assistance and other single-family programs to a broader range of persons than is allowable under CDBG, which is more restrictive on income of LMI population served.

Additionally, HCDD's HUD-mandated Consolidated Plan/Annual Action Plan contains non-housing uses of CDBG funds, including public facilities. HCDD's Public Facilities division recently completed a Request for Proposals which identified several highly qualified proposals for facilities serving some of the City's most vulnerable citizens. The proposed CDBG reallocation enables the department to fund eligible projects under those proposals, ultimately providing the citizens of Houston with services such as playground equipment serving both therapeutic and recreational needs of sexually abused children, job training and youth services for low-income populations, education programs for at-risk students, adult day care for elderly and disabled persons, and parks for low-income, park-poor communities.

Specifics of the proposed reallocations are listed on the table attached to this RCA.

This item was reviewed by the Housing and Community Affairs Committee on February 16, 2016.

NR:BS:DS

Cc: City Secretary, Legal Department, Finance Department, Mayor's Office


Attachment

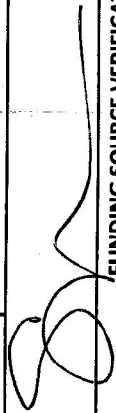

REQUIRED AUTHORIZATION

Finance Director:	Other Authorization:	Other Authorization:
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SUBSTANTIAL AMENDMENT REALLOCATION AND CHANGES SUMMARY

Community Development Block Grant (CDBG) Budget Changes			
Budget Year Amended	Activity	Budget Decrease	Budget Increase
2010	Single-Family Home Repair	(\$1,745,684.35)	
2010	Public Facilities and Improvements (Community Facilities) -Unallocated		\$1,745,684.35
2012	Program Delivery Single-Family Home Repair Program	(\$161,694.74)	
2012	Neighborhood Facilities (Public/Private)		\$161,694.74
2013	Economic Development	(\$940,514.30)	
2013	Acquisition	(\$51,355.34)	
2013	Single-Family Housing	(\$262,879.91)	
2013	Public Facilities and Improvements (Public/Private)		\$1,254,749.55
2014	Single-Family Housing	(\$920,762.61)	
2014	Public Facilities and Improvements (Public/Private)		\$920,762.21
2015	Economic Development	(\$1,500,000.00)	
2015	Public Facilities and Improvements (Public/Private)		\$1,500,000.00
Total CDBG Budget Changes		(\$5,582,890.85)	\$5,582,890.85

HOUSING AND COMMUNITY DEVELOPMENT DEPARTMENT PUBLIC NOTICE AND FUNDING DETERMINATION FORM				Log In #
PART 1				
Target Housing Committee Date: 2/16/2016		Target City Council Date: 3/9/2016		Date/ID of Prior Council Action: All
Project Name Substantial Amendments to CDBG Budgets - Various Years		Amount Requested 0		Date Originated 2/3/2016
Project Address 601 Sawyer, Suite 400		City & State Houston		Zip 77007
Applicant/Developer N/A				
Relationship Manager (RM) (Print) Derek Sellers		HCDD Division		RM Phone Number 832-394-6239
Project Status (Check all that apply)		Type of Project (Check only one)		Organization Type (check only one)
<input checked="" type="checkbox"/> New <input type="checkbox"/> Revised Scope <input type="checkbox"/> Revised Budget <input type="checkbox"/> Cancel <input type="checkbox"/> Deobligate		<input type="checkbox"/> Letter of Agreement <input type="checkbox"/> Contract <input type="checkbox"/> Reprogramming/ Grant App <input type="checkbox"/> Intercostal Agreements <input type="checkbox"/> Appropriation		<input type="checkbox"/> CHDO <input type="checkbox"/> Department <input type="checkbox"/> Interlocal <input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Other-List Below List:
Activity Type (Check Only One)		Partner Department :		
<input type="checkbox"/> ADMN (CHDO Housing) <input type="checkbox"/> CHDO (Public Services) <input type="checkbox"/> ECDD (Economic Dev) <input checked="" type="checkbox"/> PLAN (Planning)		<input type="checkbox"/> HOUS (Housing Non-CHDO) <input type="checkbox"/> PRIV (Privately Owned Public Facilities) <input type="checkbox"/> PUBF (Publicly Owned Public Facilities) <input type="checkbox"/> CLDM (Clearance/Demolition) <input type="checkbox"/> HOPWA		<input type="checkbox"/> DON <input type="checkbox"/> HAS <input type="checkbox"/> HPD <input type="checkbox"/> ITD <input type="checkbox"/> MYR <input type="checkbox"/> PWE <input type="checkbox"/> FIN <input type="checkbox"/> HFD <input type="checkbox"/> HPL <input type="checkbox"/> LGL <input type="checkbox"/> PDD <input type="checkbox"/> SWD <input type="checkbox"/> GSD <input type="checkbox"/> HLT <input type="checkbox"/> HRD <input type="checkbox"/> MCA <input type="checkbox"/> PRD
Product Type (Check Only One)		HOWPA/ESG ONLY (Check all that apply)		
<input type="checkbox"/> SFD (SF Development) <input type="checkbox"/> SFA (SF Downpayment) <input type="checkbox"/> SFR (SF Repair) <input type="checkbox"/> SRR (SRO-Rehab Non-Tax Credit) <input type="checkbox"/> SRT (SRO New Cons Tax Credit) <input type="checkbox"/> SRX (SRO Rehab Tax Credit) <input type="checkbox"/> MFC (MF New Cons Non-Tax Credit) <input type="checkbox"/> MFR (MF Rehab Non-Tax Credit) <input type="checkbox"/> MFT (MF New Cons Tax Credit) <input type="checkbox"/> MFX (MF Rehab Tax Credit) <input type="checkbox"/> MSC (Multi Service Centers) <input type="checkbox"/> DPC (Developer Participation) <input type="checkbox"/> PUB (Public Facility)		<input type="checkbox"/> PSH (Public Services (PS) Managed by HCDD) <input type="checkbox"/> PSO (PS Managed by Partner Depts) <input type="checkbox"/> PRK (Parks and Park Improvements) <input type="checkbox"/> LIB (Libraries) <input type="checkbox"/> SPK (SPARK Parks) <input type="checkbox"/> PRJ (Project Delivery Costs) <input type="checkbox"/> BLD (Dangerous Bldgs/Code Enforcement) <input type="checkbox"/> CLR (Clearance of Blight) <input type="checkbox"/> ADM (Program Administration-Not Proj Dev) <input type="checkbox"/> DEL (Project Specific Delivery) <input type="checkbox"/> OPS (CHDO Operating Funds) <input type="checkbox"/> PRE (CHDO Predevelopment Funds) <input type="checkbox"/> SBL (Small Business Loans)		<input type="checkbox"/> UNA (Unallocated) <input type="checkbox"/> ESN (Essential Services) <input type="checkbox"/> OPR (Operations) <input type="checkbox"/> PRV (Prevention) <input type="checkbox"/> SUP (Supportive Services) <input type="checkbox"/> TBRA (Tenant Base Rental Assistance) <input type="checkbox"/> STRMU (Rent, Mortgage, Utility Subsidy) <input type="checkbox"/> GAM (Grantee Administration) <input type="checkbox"/> CON (New Construction) <input type="checkbox"/> SAM (Sponsor Administration) <input type="checkbox"/> THR (Tech Assist/Hous Info/ Resource ID) <input type="checkbox"/> RPD (Rapid Rehousing) <input type="checkbox"/> HMIS
Funding Source		Documents Attached (Check all that apply)		
<input checked="" type="checkbox"/> CDBG <input type="checkbox"/> HOME <input type="checkbox"/> HOPWA		<input type="checkbox"/> HH Bonds <input type="checkbox"/> HHSP <input type="checkbox"/> TIRZ <input type="checkbox"/> Other <input type="checkbox"/> ESG		<input type="checkbox"/> Director Signed RCA <input type="checkbox"/> Eligibility Checklist <input type="checkbox"/> Fact Sheet and Scope <input type="checkbox"/> Census Tract Maps <input checked="" type="checkbox"/> Draft RCA <input type="checkbox"/> Location Map <input type="checkbox"/> Revised Budget <input type="checkbox"/> Con Plan Page
If Other, if not listed above				
RM Signature 		Date 2/3/16		Date 2/13/16
AD or Div. Mgr Approval		Date		Date

NO INCOMPLETE PACKAGES WILL BE PROCESSED ALL SHEETS (4) MUST BE SUBMITTED AT ONCE				Log In #	
Project Name	Substantial Amendments to CDBG Budgets - Various Years	Amount Requested	Date Originated	2/3/2016	
PART 2					
FUNDING ELIGIBILITY & VERIFICATION BY GRANTS MANAGEMENT					
Eligibility Activity & Citation: <input type="checkbox"/> NO - Not Required <input type="checkbox"/> NO - In Action Plan <input type="checkbox"/> YES - Not in Action Plan <input checked="" type="checkbox"/> YES - Substantial Change		24 CFR 91.505 Comments: Federal regulations require the criteria criteria for Substantial amendments be established in the Citizen Participation Plan. The Federal regulation 24CFR 91.505 & HUD's Citizen Participation Plan has been attached to this PNFDF.			
Public Notice Period (Publication timeframe):	Start Date <u>2/5/16</u>	End Date <u>3/6/16</u>	Legal Services Required Circle <input checked="" type="radio"/> Yes <input type="radio"/> No		
Grants Management Signature	 Date <u>2/3/16</u>				
PART 3					
FUNDING SOURCE VERIFICATION BY FINANCIAL SERVICES (USED FOR ENVIRONMENTAL PROCESSING)					
Funding Source (verification done by Financial Services)	<input type="checkbox"/> HOME <input type="checkbox"/> HOPWA <input type="checkbox"/> ESG	<input type="checkbox"/> CDBG <input type="checkbox"/> NSP <input type="checkbox"/> Other	<input type="checkbox"/> HH Bonds <input type="checkbox"/> TIRZ <input type="checkbox"/> DISR <input type="checkbox"/> DISR-2	If Other is Checked (List)	
Activity Per Action Plan (use the main activity listed)	No funding required. Substantial Amendment				
HUD Budget Year(s)					
Funded Amount	\$	\$	\$	\$	
By signing, finance verified funding and it complies with the Consolidated Plan(s) and Action Plan(s)					
Budget Management Team Signature	 Date <u>2/4/16</u>				
FS Reviewer					
PART 3A-NEW					
TIRZ/HHB FUNDING IS REQUESTED (Designated Planner (Angela Simon) completes this section only)					
Activity/Project Included in Approved Budget Plan? Circle One					
Fund					
Funded Amount	\$	\$	\$	\$	
Designated Planner					

NO INCOMPLETE PACKAGES WILL BE PROCESSED ALL SHEETS (4) MUST BE SUBMITTED AT ONCE				Log In #
Project Name	Substantial Amendments to CDBG Budgets - Various	Amount Requested	0	Date Originated
	Years			2/3/2016
COMPLIANCE				
ENVIRONMENTAL REVIEW				
PART 4	Comments: <i>Relocation only - no expenditure of funds. Treated as supplemental.</i>			
Check All that Apply:	<input type="checkbox"/> Required <input type="checkbox"/> Categorically Excluded <input type="checkbox"/> Exempt <input type="checkbox"/> NOT REQUIRED- Non Federal Funds			
Is the Environmental Release of Federal Funds Required? Circle One Yes / (No) (If Yes, on 2nd Routing complete Part 5)				
Environmental Review Officer (ERO) Signature	<i>Matt Jenkins</i>	Date	<i>2/4/16</i>	
Davis Bacon Required? Circle Yes / (No) <i>admin</i>	Compliance & Monitoring Team Signature	Date	<i>2/4/16</i>	
Subject to MWSBE? Circle Yes / (No)	<i>Michael D. Star</i>	Date	<i>2/4/16</i>	
Subject to Section 3 Requirements? Circle Yes / (No)	<i>Michael D. Star</i>	Date	<i>2/4/16</i>	
COMMERCIAL				
Subject to Relocation (URA)? Circle Yes / (No)	<i>John Wirth</i>	Date	<i>2/4/16</i>	
Comments:				
RELEASE OF FEDERAL FUNDS (ROFF)-2ND ROUTING TO THE ERO FROM GM				
PART 5	Enter Environmental Release of Funds			
Date	ERO Signature	Date		
PART 6				
SAP FUND ASSIGNMENT- COMPLETED ONLY AFTER ENVIRONMENTAL ROFF ISSUED AND PUBLIC NOTICE PERIOD HAS EXPIRED				
Transfer From:				
Activity Type		Comments:		
SAP Grant ID				
Sponsor Program				
Amount	\$			
Transfer To:				
SAP Grant ID (i.e. 320000XX-20XX)		Comments:		
Fund				
Business Area (i.e. 3200)				


NO INCOMPLETE PACKAGES WILL BE PROCESSED ALL SHEETS (4) MUST BE SUBMITTED AT ONCE				Log In #
Project Name	Substantial Amendments to CDBG Budgets - Various Years	Amount Requested	Date Originated	2/3/2016
PART 6 (CONT)				
Cost Center (i.e. 32000X000X)	SAP FUND ASSIGNMENT- COMPLETED ONLY AFTER ENVIRONMENTAL ROFF ISSUED AND PUBLIC NOTICE PERIOD HAS EXPIRED			
G/L (multiple GLs- insert "See Budget")	No funding required. Substantial Amendment			
Internal Order			Outline Agreement #	
Sponsor Program (SP)			SRO /PO #	
Sponsor Program Group			Funds Reservation #	
Amount \$	\$	\$		
SAP SP Change List Updated Circle One Yes / No				
Budget Management Team Signature	Budget Approval / SAP Forms Completed Circle One Yes / No			
FS Reviewer	Date 2/5/16			
SCAN DOCUMENT INTO COMMON FA (N): \ PROJECT MANAGERS \ PNFDF \ PROJECT NAME (IF NOT CREATED, CREATE A FOLDER) \ FILE NAME (CREATE FILE NAME USING ORIGINATION DATE (BLANK) RPT CATEGORY, IF MULTIPLE, SEPARATE W/ A DASH I.E. 0809 8A20-6A20)				
Forwarded to the DIRECTOR'S OFFICE or Returned to the RELATIONSHIP MANAGER (Circle One)				
Director's Office/ Relationship Manager Signature	Date 2/5/16			

CITY OF HOUSTON HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT

RECORD OF ASSIGNMENT/CONCURRENCE AND APPROVAL

SUBJECT: RCA – CDBG Substantial Amendments
DUE DATE: 2/22/16
DATE SUBMITTED: 2/18/16

EXPLANATION: Please review the attached RCA for City Council consideration

ORIGINATOR Derek Sellers	DATE ORIGINATED 2/18/16	PERSON TO CONTACT FOR DETAILS: Derek Sellers	TELEPHONE NUMBER 832-394-6239	
ROUTING SEQUENCE	APPROVING AUTHORITY	SIGNATURE	DATE	COMMENTS
1.	Brenda Scott		2/18/16	
2.	Neal Rackleff			
3.				
4.				
5.				
6.				
7.				

Please ATTACH this ORIGINAL Assignment Sheet (with a Copy of the Request) to your Completed Assignment.