



Houston City Council  
**Housing and Community Affairs Committee**

**Mike Laster (Chair)**

**Robert Gallegos (Vice Chair)**

Dwight A. Boykins - David W. Robinson - Michael Kubosh

Karla Cisneros - Mike Knox – Martha Castex-Tatum

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Tuesday, January 22, 2019, 2:00 PM  
City Hall Council Chambers

**I. Call to Order/Welcome – Council Member Mike Laster, Chair**

**II. Houston Land Bank (HLB) Presentation**

- Anne Gatling Haynes, CEO/President
- Nick Hall, HLB Board Chair

**III. Planning & Grants Management**

**a. Substantial Amendment (CDBG Budget)**

The Housing and Community Development Department (HCDD) recommends City Council approval of a Substantial Amendment, which would transfer \$1,675,646.03 in Section 108 Program Income funds to the 2018 Annual Action Plan budget. (All Districts)

**b. Substantial Amendment CDBG-Disaster Recovery Round 2 (CDBG-DR2) Budget**

HCDD recommends City Council approval of the sixth (6<sup>th</sup>) amendment to the CDBG-DR2 Rental Housing contract (13-181-000-7294), extending the contract to December 31, 2019. (All Districts)

**c. Execution of Contract for 2016 Flood Events (CDBG-DR16)**

HCDD requests City Council approval of an ordinance authorizing the form of the contract between the City of Houston and the GLO for the 2016 flood events, the execution of the contract and of related forms and documents for CDBG-DR16 by the Mayor or Mayor's designee (All Districts).

- Tom McCasland, Director, HCDD
- Derek Sellers, Deputy Assistant Director, HCDD

**IV. Public Services**

**a. Houston Help**

HCDD recommends approval of a contract between the City of Houston and Houston Help Inc., providing \$414,099.00 in Housing Opportunities for Persons with AIDS (HOPWA) funds to finance the administration and operation of a HOPWA community residence with supportive services. (All Districts)

**b. The Men’s Center, dba recenter**

HCDD recommends approval of a contract between The Men’s Center, Inc. dba recenter and the City of Houston to provide funding up to \$100,000.00 in HOPWA funds for the administration of wrap-around supportive case management services to at least 50 people living with HIV/AIDS and addiction. (District D)

**c. Buckner Children and Family Services, Inc.**

HCDD recommends approval of a contract between Buckner Children and Family Services, Inc. and the City of Houston for \$100,000.00 in Community Development Block Grant (CDBG) funds for supportive housing and support services to families with children in danger of being separated from their families. (District D)

**d. Village Learning Center**

HCDD recommends approval of a contract between the City of Houston and The Village Learning Center Inc. for \$200,000.00 in federal CDBG funds for a vocational/educational program serving a minimum of 125 special needs participants. (District E)

**e. The Women’s Home**

HCDD recommends approval of a contract between the City of Houston and The Women’s Home, providing \$150,000.00 in CDBG funds for the operation of a Homeless Services Program serving approximately 275 homeless women residing in the Houston area over the course of one year. (All Districts)

- Tom McCasland, Director, HCDD
- Melody Barr, Deputy Assistant Director, HCDD

**V. Single Family**

**a. Home Repair Program Master Contractor Agreement Allocation**

HCDD requests Council approval of an Ordinance authorizing an additional allocation of \$3,433,581.00 in CDBG funds to the Master Contractor Agreements under the City of Houston Home Repair Program serving eligible low- and moderate- income homeowners. (All Districts)

- Tom McCasland, Director, HCDD
- Kimesha Sonnier, Division Manager, HCDD

**VI. Public Comments**

**VII. Director’s Comments**

Tom McCasland, Director, HCDD

- Disaster Recovery Update
- Monthly Report



**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 1/23/2019

District ALL

Item Creation Date: 12/21/2018

Housing Committee Date: 1/22/2019

HCD18-125

2018 Annual Action Plan

Substantial Amendment – CDBG Budget

Agenda Item#: III.a.

**Background:**

The City of Houston (City), through its Housing and Community Development Department (HCDD) recommends City Council approval of a Substantial Amendment, which would transfer Section 108 Program Income funds to the 2018 Annual Action Plan budget. The Section 108 Program Income funds totaling \$1,675,646.03 will be allocated to the Community Development Block Grant Program fund for public facilities activities.

In accordance with HUD's Citizen Participation Plan 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% or when an activity is added or deleted in the Plan(s).

The Substantial Amendment includes budget changes for Section 108 Program Income.

No fiscal note is required on grant items.

The Housing and Community Affairs Committee reviewed this item on January 22, 2019.

<b>Activity</b>	<b>Delete/Decrease</b>	<b>Add/Increase</b>
<b>The Program Year 2018 Budget is Amended as follows:</b>		
Section 108 Program Income	(\$1,675,646.03)	
Public Facilities and Improvements (Public/Private)		\$1,675,646.03
Total Budget Changes:	(\$1,675,646.03)	\$1,675,646.03

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Tom McCasland, Director

**Contact Information:**

Roxanne Lawson

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**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 1/23/2019

District ALL

Item Creation Date: 1/14/2019

Housing Committee Date: 1/22/2019

HCD19-02

Community Development Block Grant Disaster Recovery Round 2

Rental Housing Projects Substantial Amendment

Agenda Item#: III.b.

**Background:**

The City of Houston (City), through its Housing and Community Development Department (HCDD), requests City Council to authorize and approve a sixth Substantial Amendment, which will allow the reinstatement and extension of the Community Development Block Grant Disaster Recovery Round 2 (CDBG-DR2) Rental Housing Projects contract #13-181-000-7294 with the General Land Office (GLO) through December 31, 2019.

The original contract was executed on January 2, 2013 and expired on December 31, 2018. This contract extension will ensure that any remaining funds will be utilized to include rehabilitation, reconstruction, and new construction of subsidized housing for 524 households benefiting low-to-moderate income families. The HCDD expects to expend the remaining balance by the conclusion of the 4<sup>th</sup> quarter in FY 2019.

No fiscal note is required on grant items.

The Housing and Community Affairs Committee reviewed this item on January 22, 2019.

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Tom McCasland, Director

**Prior Council Action:**

12/6/17 (O) 2017-947

**Contact Information:**

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**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 2/6/2019

District ALL

Item Creation Date: 1/14/2019

HCD19-04

Authorization to Execute Contract and Documents for  
Community Development Block Grant Disaster Recovery  
For 2016 Flood Events (CDBG-DR16)

Agenda Item #: III.c.

**Background:**

The Housing and Community Development Department (HCDD) requests City Council approval of an ordinance authorizing (1) the form of the contract between the City of Houston and the Texas General Land Office (GLO) for Community Development Block Grant Disaster Recovery for the 2016 flood events (CDBG-DR16), (2) the execution of the CDBG-DR16 contract between the City of Houston and the GLO by the Mayor, or Mayor’s designee, and (3) the execution of related forms and documents for CDBG-DR16, by the Mayor, or Mayor’s designee.

HCDD requests approval to authorize the Mayor, or Mayor’s designee, to execute all related contracts, agreements, contract/agreement amendments, financial authorization forms/documents, and other required documents with the GLO for CDBG-DR16.

City Council authorized the submission of the *2016 Housing Project Application* to the GLO on September 12, 2018, Ordinance No. 2018-721. The application includes \$23,486,698.00 in funds for a Housing Buyout Program to address impacts from the 2016 flood events. The application proposed the use of CDBG-DR16 funding for a Housing Buyout Program. The proposed Housing Buyout Program will fund the:

- Purchase of single family and/or multifamily properties
- Relocation of residents in these properties
- Demolition of the homes on these properties

This program may be carried out by the City of Houston or a subrecipient. The proposed activities will remove housing from future flood risk by preventing future housing development on the property. Properties would be dedicated to a use compatible with open space, recreational, or floodplain and wetlands management practices with the potential for serving as flood control in the future. HCDD will seek Council approval for specific projects or target areas for housing buyout.

<b>Community Development Block Grant – Disaster Recovery for 2016 Flood Events</b>		
Housing Buyout Program	\$23,486,698.00	100%

No Fiscal Note is required on grant items.

This item was reviewed by the Housing and Community Affairs Committee on Tuesday, January 22, 2019.

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Tom McCasland, Director

**Prior Council Action:**

9/12/2018 (O) 2018-721

**Contact Information:**

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**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 2/19/2019

District ALL

Item Creation Date: 12/4/2018

HCD18-119

Houston Help, Inc.

Agenda Item#: IV.a.

**Background:**

The Housing and Community Development Department (HCDD) recommends approval of a contract between the City of Houston and Houston Help Inc., providing \$414,099.00 in Housing Opportunities for Persons with AIDS (HOPWA) funds to provide permanent housing with supportive services to families affected by HIV/AIDS.

Houston Help Inc. operates a 50-unit community residence for HOPWA-eligible households. Supportive services include case management, child care and life skills training. Operating costs include property management, utilities, property insurance and other similar costs. HOPWA funds are providing 43% of the cost of this program.

<b>Category</b>	<b>Total Contract Services</b>	<b>Percent</b>
Administrative	\$4,733.00	1.14%
Supportive Services	\$119,217.00	28.79%
Operating Costs	\$290,149.00	70.07%
<b>Total</b>	<b>\$414,099.00</b>	<b>100%</b>

HCDD conducted a Request for Proposals (RFP) for HOPWA contracts for fiscal year 2019. Houston Help Inc. was one of the agencies selected. The contract period is March 1, 2018 - February 29, 2020. Houston Help Inc. began receiving HOPWA funds through the City in 1998.

No Fiscal Note is required on grant items.

The Housing and Community Affairs Committee reviewed this item on January 22, 2019.

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Tom McCasland, Director

**Prior Council Action:**

N/A

**Amount of Funding:**

\$414,099.00 Federal Government - Grant Funded (5000)

**Contact Information:**

Roxanne Lawson

832-394-6307



**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 2/13/2019

District D

Item Creation Date: 1/2/2019

HCD 18-99

The Men’s Center, Inc. dba recenter

Housing Opportunities for Persons with AIDS (HOPWA)

Agenda Item #: IV.b.

**Background:**

The Housing and Community Development Department (HCDD) recommends approval of a contract between The Men’s Center, Inc. dba recenter and the City of Houston to provide funding up to \$100,000.00 in HOPWA funds for the administration and supportive services costs of wrap-around supportive case management services to at least 50 people living with HIV/AIDS and addiction.

The following services and programs will be offered: drug and alcohol prevention education, drug/alcohol abuse counseling, HIV and Hepatitis C screening and testing, supportive case management, residential programming and nutritional services. Supportive case management consists of services that will help people living with HIV/AIDS and addiction gain access to medical, social, educational and other services. LifeMap, recenter’s flagship and primary program, includes access to the abovementioned programs.

By providing alcoholism and drug addiction services to persons living with HIV/AIDS, recenter will assist individuals lead more productive and sustainable lives.

<b>Category</b>	<b>Total Contract Amount</b>	<b>Percent</b>
Administration	\$5,000.00	5%
Program Costs	\$95,000.00	95%
<b>Total</b>	<b>\$100,000.00</b>	<b>100%</b>

HCDD conducted a Request for Proposal for HOPWA contracts for fiscal year 2019 with a one-year renewal option for fiscal year 2020. The Men’s Center, Inc. dba recenter was one of the agencies selected. This contract term is anticipated to be March 1, 2019 through February 29, 2020. This is the first HOPWA award for recenter.

No Fiscal Note is required on grant items.

This item was reviewed by the Housing & Community Affairs Committee on January 22, 2019.

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Tom McCasland, Director

**Amount of Funding**

\$100,000.00

Federal Government - Grant Funded (5000)

**Contact Information:**

Roxanne Lawson

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**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 2/13/2019

District D

Item Creation Date: 12/28/2018

HCD18-100

Buckner Children and Family Services, Inc.

Agenda Item #: IV.c.

**Background:**

The Housing and Community Development Department (HCDD) recommends approval of a contract between Buckner Children and Family Services, Inc. and the City of Houston to provide funding up to \$100,000.00 in Community Development Block Grant (CDBG) funds for supportive housing and support services to vulnerable families with children who are in danger of being separated from their families.

The project's scope of work is to provide supportive housing and wrap-around services to 30 families who meet criteria outlined by the Texas Department of Family and Protective Services and who are low-to moderate-income, which qualifies them for residence in New Hope Housing at Reed Road. Services will include family coaching (case management) and adult empowerment (i.e. English as a Second Language, and General Equivalency Diploma).

Buckner will adopt the Keeping Families Together (KFT) model, which leverages supportive housing to offer stability to families with children at risk of being separated from their birth parents, reduces foster care placement costs and reunites children with their families.

Families are defined as at least one adult and one child who are related biologically, emotionally, or legally and are living in the same household, as well as non-custodial parents with legal responsibility for children under 18. Families may consist of one parent, two parents, grandparents, foster parents or legal guardians who are caring for children under the age of 18.

<b>Category</b>	<b>Total Contract Amount</b>	<b>Percent</b>
Administrative	--	0%
Program Costs	\$100,000.00	100%
<b>Total</b>	<b>\$100,000.00</b>	<b>100%</b>

HCDD conducted a Request for Proposal (RFP) for Public Services contracts for fiscal year 2019 with a one-year renewal option for fiscal year 2020. Buckner Children and Family Services, Inc. was one of the agencies selected. This contract term is anticipated to be March 1, 2019 through February 29, 2020.

No Fiscal Note is required on grant items.

This item was reviewed by the Housing & Community Affairs Committee on January 22, 2019.

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Tom McCasland, Director

**Amount of Funding**

\$100,000.00

Federal Government – Grant Funded (5000)

**Contact Information:**

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**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date:

District E

Item Creation Date: 12/20/2018

HCD 18-98

The Village Learning Center

Agenda Item #: IV.d.

**Background:**

The Housing and Community Development Department (HCDD) recommends Council approval of a Contract between the City of Houston and The Village Learning Center Inc. to provide up to \$200,000.00 in funding for a vocational/educational program serving 125 special needs individuals.

The Village Learning Center Vocational Program is to provide education and training to individuals with intellectual and developmental disabilities who have the desire to broaden their skill sets in volunteering, community service, and if applicable, employment in their community.

The City will grant The Village Learning Center up to \$200,000.00 in federal Community Development Block Grant (CDBG) funds to provide services to a minimum of 125 participants. The City provides approximately 30% of the funding for this program.

<b>Category</b>	<b>Amount</b>	<b>Percentage</b>
Program Administration	-	0%
Program Services	\$200,000.00	100%
<b>Total</b>	<b>\$200,000.00</b>	<b>100%</b>

HCDD conducted a Request for Proposals (RFP) for CDBG contracts for fiscal year 2019 with a one-year renewal option for fiscal year 2020. The Village Learning Center was one of the agencies selected. The term of this contract will be March 1, 2019 through February 29, 2020. The Village Learning Center has received CDBG funding through the City of Houston for various contracts since 2012.

No Fiscal Note is required on grant items.

The Housing and Community Affairs Committee reviewed this item on January 22, 2019.

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Tom McCasland, Director

**Amount of Funding**

\$200,000.00 Federal Government – Grant Funded (5000)

**Contact Information:**

Roxanne Lawson  
(832) 394-6307



**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 2/19/2019

District ALL

Item Creation Date: 12/4/2018

HCD18-118

The Women’s Home

Homeless Services Program

Agenda Item #: IV.e.

**Background:**

The Housing and Community Development Department (HCDD) recommends approval of a contract between the City of Houston and The Women’s Home, providing \$150,000.00 in Community Development Block Grant (CDBG) funds to provide transportation and case management services for homeless women.

The Women’s Home will provide services for approximately 275 homeless women residing in the Houston-area to increase their access to essential services, such as primary healthcare appointments, grocery shopping, etc., as well as case management services, while they reside in either transitional or permanent supportive housing.

By providing these services, The Women’s Home will help participants increase their stability and obtain the resources they need to successfully transition away from homelessness. Community Development Block (CDBG) funds are providing approximately 43% of the cost of this program.

<b>Category</b>	<b>Total Contract Services</b>	<b>Percent</b>
Administrative	\$0.00	0%
Program	\$150,000.00	100%
<b>Total</b>	<b>\$150,000.00</b>	<b>100%</b>

HCDD conducted a Request for Proposals (RFP) for Public Services contracts for fiscal year 2019. The Women’s Home was one of the agencies selected. The contract provides funding from March 1, 2019 - February 29, 2020. The Women's Home began receiving CDBG funds through the City in 2016.

No Fiscal Note is required on grant items.

The Housing and Community Affairs Committee reviewed this item on January 22, 2019.

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Tom McCasland, Director

**Amount of Funding:**

\$150,000.00 Federal Government - Grant Funded (5000)

**Contact Information:**

Roxanne Lawson

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**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 1/30/2019

All Districts

Item Creation Date: 1/08/2019

Housing Committee Date: 1/22/2019

HCD19-01

Home Repair Program

Master Contractor Agreement Additional Allocation

Agenda Item#: V.a.

**Background:**

The Housing and Community Development Department (“HCDD”) requests Council approval of an Ordinance authorizing an additional allocation of \$3,433,581.00 in Community Development Block Grant (CDBG) funding to the Master Contractor Agreements under the City of Houston Home Repair Program (HRP) for home repair and reconstruction services to eligible low- and moderate- income homeowners. We are currently serving 122 homeowners. The previously allocated CDBG funding is currently allocated for 122 homes in the process of being repaired or reconstructed. This additional allocation will provide assistance to 17 additional homeowners for repair and reconstruction of homes to alleviate immediate threats to health, life, and/or safety of the homeowners.

On January 24, 2018, by Ordinance No. 2018-56, City Council approved the use of a Master Contractor Agreement for the City of Houston Home Repair Program and authorized the Mayor to execute a Master Contractor Agreement with each of the following contractors: SLSCO, LTD.; PMG CONSTRUCTION, INC; THE BAPTISTE GROUP LLC; DSW HOMES, LLC; HOUSTON HABITAT FOR HUMANITY, INC; CROWN RIDGE BUILDERS, LLC; THOMPSON CONSTRUCTION GROUP, INC; BURGHLI INVESTMENTS INC dba BURGHLI HOMES; MAYBERRY HOMES, INC; REBUILDING TOGETHER - HOUSTON; JAMES W. TURNER CONSTRUCTION, LTD.; and BYRDSON SERVICES LLC dba EXCELLO HOMES.

On February 7, 2018, by Ordinance No. 2018-84, City Council approved the allocation of \$8,200,000.00 in CDBG funds and \$10,800,000.00 in CDBG-DR15 funds. On December 4, 2018, by Ordinance No. 2018-981, City Council approved the amendment of Ordinances 2018-56 and 2018-84 to provide for an additional allocation of \$10,098,907.00 in CDBG funds.

These funds will be allocated under the Master Contractor Agreements through a Tri-Party Agreement between the City, contractor, and homeowner for each home rehabilitation or reconstruction project. The total of all Tri-Party Agreement amounts will not exceed the allocated funding available. Each Tri-Party Agreement will not exceed \$200,000.00.

No fiscal note is required on grant items.

The Housing and Community Affairs Committee reviewed this item on January 22, 2019.

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Tom McCasland, Director

**Amount of Funding:**

\$3,433,581.00 Federal Government – Grant Funded (5000)

**Prior Council Action:**

1/17/2018 (O) 2018-56

2/7/2018 (O) 2018-84

12/04/2018 (O) 2018-981

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