



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

**Tiffany D. Thomas (Chair) David Robinson (Vice Chair)**

Karla Cisneros - Mike Knox – Martha Castex-Tatum

Michael Kubosh – Tarsha Jackson -

Carolyn Evans-Shabazz

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Notice of City Council Meeting by Videoconference  
Tuesday, January 26, 2021 at 10:00 a.m.

Due to health and safety concerns related to the COVID-19 coronavirus, this meeting will be conducted by videoconference. The Committee will be participating by videoconference in accordance with the provision of Section 551.127 of the Texas Government Code that have not been suspended by order of the Governor.

**Microsoft Teams Live Meeting**

Type this link into your browser: <http://bit.ly/HCAJanuary>

or visit <https://www.houstontx.gov/council/committees/housing.html>.

Presentation handouts will also be available at <https://www.houstontx.gov/council/committees/housing.html>.

Public comment will be allowed via videoconference; no in-person input will be allowed.

To sign up for Public Comment, email [Cherrelle.Duncan@houstontx.gov](mailto:Cherrelle.Duncan@houstontx.gov) before 10 a.m. on Monday, January 25, 2021.

Only those who sign up in advance will be able to provide public comments during the meeting. Public speakers will receive a specific link that will allow them to be able to speak during the public comment portion of the meeting at their designated time to speak.

**I. Welcome/Call to Order**

**II. BakerRipley**

**Report on Round II for CARES Rental Assistance**

Shannon Buggs, Director of Mayor Turner's Office of Complete Communities

**III. Economic Development**

The Housing and Community Development Department (HCDD) recommends Council approval of an Ordinance authorizing the selection of a Community Development Financial Institution (CDFI), as a Grantee to administer the CDBG-DR17 Harvey Economic Development Program (HEDP), a \$4,250,000.00 revolving loan program for small construction-sector businesses. (All Districts)

- Tom McCasland, Director
- Paula Pineda, Ph.D, Division Manager

#### **IV. Single Family**

HCDD recommends Council approval of an Ordinance authorizing the appropriation of \$1,400,000.00 in Tax Increment Reinvestment Zone (TIRZ) funds, for the Houston Land Bank (HLB) to acquire land that will be available to develop affordable housing via HCDD's New Home Development Program. (All Districts)

- Tom McCasland, Director
- Anderson Stoute, Deputy Assistant Director

#### **V. Homeowner Assistance Program (HoAP)**

HCDD recommends Council approval of an Ordinance authorizing an Interlocal Agreement between the City and the Texas General Land Office (GLO) appropriating a total of \$1,026,000.00 of TIRZ Affordable Housing Funds to the GLO to pay for a third additional bedroom for 54 homeowners who had at least a three-bedroom home prior to Hurricane Harvey. (All Districts)

- Tom McCasland, Director
- Temika Jones, Chief Financial Officer

#### **VI. Public Services**

- a. HCDD recommends Council approval of an Ordinance authorizing a Second Amendment to a Contract between the City and SEARCH Homeless Services, Inc. (SEARCH), to continue providing Mobile Outreach/Welcome Center and Housing Case Management Services for up to 800 homeless individuals and families. (All Districts)
- b. HCDD recommends Council approval of an Ordinance authorizing a Second Amendment to the Contract between the City and Houston Help, Inc., providing \$368,551.00 of federal Housing Opportunities for Persons with AIDS (HOPWA) funds to finance the operation of a 50-unit HOPWA community residence with supportive services to very-low income households affected by HIV/AIDS. (District D)
- c. HCDD recommends Council approval of an Ordinance authorizing a partial release of lien and amendments to the Deed of Trust, Security Agreement and Financing Statement, First Amendment to Agreement and Land Use Restriction, and First Amendment to Memorandum of Agreement and Land Use Restriction between the City of Houston (City) and Volunteers of America Texas, Inc. (VOATX). (All Districts)

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

#### **VII. Planning & Grants Management**

HCDD recommends Council approval of an Ordinance amending the Code of Ordinances Chapter 15, Article 1, Section 15-1 to create an exception to allow City employees to participate in certain City assistance programs available to the general public, such as the Hurricane Harvey and other homeowner assistance programs if the employee meets the HCDD program's eligibility requirements. (All Districts)

- Tom McCasland, Director
- Kennisha London, Division Manager

#### **VIII. Director's Comments**

- Tom McCasland, Director

#### **IX. Public Comments**



## CITY OF HOUSTON – CITY COUNCIL

Meeting Date: TBD

District: ALL

Item Creation Date:

HCD20-165

CDBG DR-17 Economic Revitalization HEDP NOFA Solicitation

Agenda Item: III.

### **Background:**

The Housing and Community Development Department (HCDD) recommends Council approval of an Ordinance authorizing the selection of a Community Development Financial Institution (CDFI), as a Grantee to administer the Community Development Block Grant – Disaster Recovery 2017 (CDBG-DR17) Harvey Economic Development Program (HEDP), a \$4,250,000.00 revolving loan program for small construction-sector businesses. The primary purpose of this program is to facilitate economic development by providing access to capital for eligible Houston small construction contractors. An additional benefit of the HEDP is to support the creation of jobs for Houston area residents.

By creating access to capital for small contractors, HCDD aims to:

- 1.) Support Houston's construction-industry small businesses, which were disproportionately impacted by Hurricane Harvey,
- 2.) Address disparities in access to capital and,
- 3.) Support small business development

The Grantee will receive a \$4,250,000.00 in CDBG-DR funds to administer the Dream Fund Program. Of this total grant, \$3,000,000.00 is allocated for the revolving loan fund, with the remainder to be utilized for an interest buy-down of the fund, programmatic support, and administration.

The HEDP Dream Fund Program, in coordination with the Grantee will provide loans and lines of credit that will enable small construction-sector businesses to successfully perform construction work and develop their business capacity as an economic development strategy for the City of Houston (City).

The Grantee will administer the Dream Fund in partnership with the City of Houston, (City) including but not limited to: outreach, application review, determination of applicant eligibility in relation to program guidelines and prevailing regulations, technical assistance to program applicants, the facilitation of an interest buydown, and reporting. The CDFI partner will also undertake objective underwriting using applicants' financial reports including cash flow, profit and loss statements, balance sheets, and debt-to-equity ratio reports.

The HEDP funds' credit structure shall incorporate the use of two credit facilities extended to qualified contractors: a Line of Credit of \$150,000.00 maximum to support cash flow needs, and a Term Loan of \$50,000.00 maximum for working capital needed for hiring, equipment and other resources necessary for supporting incremental work.

The program must be completed six years from the award of the contract to the City of Houston from the Texas General Land Office (GLO), HUD's direct recipient of Hurricane Harvey CDBG-DR17 funds. The HEDP Dream Fund Program is projected to launch in the first quarter of 2021.

No fiscal note is required on grant items. The Housing & Community Affairs Committee reviewed this item on January 26, 2021.

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Tom McCasland, Director

**Contact Information:**

Roxanne Lawson,  
(832) 394-6307



**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 02/03/2021

District: H

Item Creation Date: 12/30/2020

HCD20-169

Houston Land Bank Land Acquisition - Additional Funds

Agenda Item: IV.

**Background:**

The Housing and Community Development Department (HCDD) recommends Council approval of an Ordinance authorizing the appropriation of \$1,400,000.00 in Tax Increment Reinvestment Zone (TIRZ) funds, for the Houston Land Bank (HLB) to acquire land that will be available to develop affordable housing via HCDD's New Home Development Program. The funds will be used to further support the Mayor's priorities of increased single-family home development and Complete Communities. The HLB has expanded its scope beyond the acquisition of single tax-delinquent properties to include strategic acquisitions, and larger parcels that can accommodate a larger number of homes.

On October 4, 2017, by Ordinance No. 2017-759, Council approved an appropriation of \$10,000,00.00 in TIRZ Affordable Housing funding for land acquisition.

On August 29, 2018, by Ordinance No. 2018-692, Council approved the allocation of \$5,000,000.00 of the \$10,000,000.00 to the HLB.

On September 4, 2019, by Ordinance No. 2019-674, Council approved the First Amendment to the Land Assembly and Development Grant and First Amendment to the Acquisition and Development Agreement to allocate an additional \$5,000,000.00 from the TIRZ Affordable Housing Fund for acquisition and development of affordable housing.

On April 1<sup>st</sup>, 2020, by Ordinance No. 2020-279 Council approved an Amended Acquisition and Development Agreement.

On April 22<sup>nd</sup>, 2020, by Ordinance No. 2020-330 Council approved a Second Amendment to the Land Assembly and Development Grant Agreement.

The HLB has closed on nine properties totaling 5.8 acres, and has three properties under contract. HCDD is now requesting this additional appropriation to further support acquisition of land via the Houston Land Bank to support affordable housing.

No fiscal note is required for grant items. This item was reviewed by the Housing and Community Affairs Committee on January 26, 2021.

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Tom McCasland, Director

**Prior Council Actions:**

10/04/2017 (O) 2017-759; 08/29/2018 (O) 2018-692; 09/04/2019 (O) 2019-674  
04/01/2020 (O) 2020-279; 04/22/2020 (O) 2020-330

**Amount of Funding:**

\$1,400,000.00 TIRZ Affordable Housing Fund (2409)

**Contact Information:**

Roxanne Lawson, (832) 394-6307



**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 1/27/2021

District ALL

Item Creation Date: 12/16/2020

HCD 20-168

Agreement between the City of Houston and the  
Texas General Land Office for (TIRZ) Affordable Housing Funds  
Agenda Item: V.

**Background:**

The Housing and Community Development Department (HCDD) recommends Council approval of an Ordinance authorizing an Interlocal Agreement between the City of Houston (City) and the Texas General Land Office (GLO), appropriating a total of \$1,026,000.00 of TIRZ Affordable Housing Funds to the GLO to assist 54 Houston homeowners. These funds will pay for a third additional bedroom for the 54 homeowners (who had at least a three-bedroom home prior to Hurricane Harvey), ensuring they fully recover.

On September 29, 2020, Council approved Ordinance No. 2020-826, which adopted \$3,000,000.00 of TIRZ Affordable Housing Funds for Hurricane Harvey single-family Disaster Recovery activities including, but not limited to, gap funding for participants whose pre-Harvey home had three bedrooms but have been limited by the GLO's guidelines to two bedrooms; rehabilitation; reconstruction; reimbursement; and temporary relocation assistance.

The \$1,026,000.00 will be appropriated from this previously allocated \$3,000,000.00 TIRZ Affordable Housing Funds.

Funding for this item is included in the FY2021 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

This item was reviewed by the Housing and Community Affairs Committee on January 26, 2021.

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Tom McCasland, Director

**Prior Council Action:**

09/29/2020 (O) 2020-826

**Amount of Funding:**

\$1,026,000.00 - TIRZ Affordable Housing Fund (2409)

**Contact Information:**

Roxanne Lawson  
(832) 394-6307



**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 1/27/2021

District All

Item Creation Date: 12/16/2020

HCD20-170

SEARCH Homeless Services, Inc.

Agenda Item: VI.a.

**Background:**

The Housing and Community Development Department (HCDD) recommends Council approval of an Ordinance authorizing a Second Amendment to a Contract between the City of Houston (City) and SEARCH Homeless Services, Inc. (SEARCH) to continue providing Mobile Outreach/Welcome Center and Housing Case Management services for up to 800 homeless individuals and families living in Houston. The Second Amendment provides up to \$750,000.00 consisting of \$400,000.00 in Texas Homeless Housing Services Program (HHSP) and \$350,000.00 in TIRZ Affordable Housing funds.

SEARCH's Mobile Outreach team travels throughout Houston providing interventions, assessments and referrals to services for homeless persons living on the streets, and other places not meant for human habitation. The Welcome Center is a day shelter that engages clients and serves as a point of entry for a continuum of services that facilitate movement toward stabilized employment, housing, and self-sufficiency.

The Housing Case Management program is designed to provide housing and supportive services on a long-term basis to formerly homeless individuals and families to assist them in achieving housing stability. Services include on-the-spot housing assessments, and referrals to medical and mental healthcare, and substance abuse services. Clients have access to mainstream services like Harris Health's Gold Card and SNAP food stamps programs.

Category	Total Contract Services	Percent
Administrative	\$28,734.19	3.83%
Program Services	\$721,265.81	96.17%
<b>Total</b>	<b>\$750,000.00</b>	<b>100%</b>

HCDD conducted a Request for Proposals (RFP) for Public Services contracts for fiscal year 2019 with a one-year renewal option for fiscal year 2020. SEARCH was one of the agencies selected. The initial Contract was effective November 1, 2018 through October 31, 2019 and the First Amendment provided funding through October 31, 2020. The contract was administratively extended through February 28, 2021. This Second Amendment provides funding through February 28, 2022.

As of December 2020, SEARCH has served 1,079 clients, utilizing approximately 79% of funding, and there were no findings on the annual compliance monitoring.

No Fiscal Note is required on grant items. This item was reviewed by the Housing and Community Affairs Committee on January 26, 2021.

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Tom McCasland, Director

**Prior Council Action:**

10/4/17 (O) 2017-759; 10/31/18 (O) 2018-875; 1/22/2020 (O) 2020-65

**Amount of Funding:**

\$400,000.00 - State Government - Grant Funded (5010)

\$350,000.00 - TIRZ Affordable Housing Fund (2409)

**Contact Information:**

Roxanne Lawson

(832) 394-6307





**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 2/17/2021

District D

Item Creation Date: 1/5/2021

HCD21-002

Houston Help, Inc.

Housing Opportunities for Persons with AIDS (HOPWA)

Agenda Item: VI.b.

**Background:**

The Housing and Community Development Department (HCDD) recommends Council approval of an Ordinance authorizing a Second Amendment to the Contract between the City of Houston and Houston Help, Inc., providing \$368,551.00 of federal Housing Opportunities for Persons with AIDS (HOPWA) funds to finance the operation of a 50-unit HOPWA community residence with supportive services to very-low income households affected by HIV/AIDS.

Supportive services include comprehensive case management, child care and life skills training. Operating costs include, but are not limited to property management, utilities, and property insurance. HOPWA funds are providing approximately 39% of the cost of this project.

<b>Category</b>	<b>Total Contract Amount</b>	<b>Percent</b>
Administrative	\$4,733.00	1%
Supportive Services	\$73,669.00	20%
Operating Costs	\$290,149.00	79%
<b>Total</b>	<b>\$368,551.00</b>	<b>100%</b>

HCDD conducted a Request for Proposals (RFP) for HOPWA services in FY2019 with the option to renew in one-year increments. Houston Help, Inc. was one of the providers selected. The initial contract period was March 1, 2019 – February 29, 2020, with a one-month administrative extension through March 31, 2020. The First Amendment period was April 1, 2020 – February 28, 2021. This Second Amendment provides funding from March 1, 2021 – February 28, 2022.

As of December 2020, Houston Help, Inc. has served 155 clients, utilizing approximately 88% of funding. There were no findings on the annual compliance monitoring. Houston Help, Inc. began receiving HOPWA funds through the City in 1998.

No Fiscal Note is required on grant items. This item was reviewed by the Housing and Community Affairs Committee on January 26, 2021.

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Tom McCasland, Director

**Prior Council Action:**

3/19/20 (O) 2020-214

**Amount of Funding:**

\$368,551.00 Federal Government – Grant Funded (5000)

**Contact Information:**

Roxanne Lawson  
832-394-6307



**CITY OF HOUSTON – CITY COUNCIL**

Meeting Date: 1/27/2021

District: D

Item Creation Date: 1/8/2021

HCD21- 004

Volunteers of America Partial Lien Release

Agenda Item: VI.c.

**Background:**

The Housing and Community Development Department (HCDD) recommends Council approval of an Ordinance authorizing a partial release of lien and amendments to the Deed of Trust, Security Agreement and Financing Statement, First Amendment to Agreement and Land Use Restriction, and First Amendment to Memorandum of Agreement and Land Use Restriction (collectively “Partial Release and Amendment”) between the City of Houston (City) and Volunteers of America Texas, Inc. (VOATX), to (1) partially release 0.7789 acres, being a portion of the Property (as defined and described in the Deed of Trust and the Restrictive Covenants), which were erroneously encumbered by said instruments; and (2) correct a typographical error as to VOATX’s corporate legal name.

- (1) The City releases the Property described in (a) EXHIBIT “A” of the Deed of Trust (defined below) from the lien created and (b) Exhibit “A” of the Restrictive Covenants (defined below) Memorandum from the encumbrance created, as well as the corresponding land described in or attached to the Restrictive Covenants Agreement from the terms, provisions, and conditions contained in said agreement, in each case insofar and only insofar as to the following described property:

*0.7789 acres of land of land located in the H.&T.C. Railroad Company Survey, Abstract No. 1104, being out of and a part of Lots 30 and 31 of Garden Acres, a Subdivision according to the map or plat thereof recorded in Volume 9, Page 38 of the Harris County Map Records, also being a portion of that certain tract of land conveyed to Volunteers of America Texas, Inc. by Warranty Deed in Harris County Clerk’s File No. T221184, as more particularly described in EXHIBIT “1” and depicted in EXHIBIT “2” hereto.*

- (2) The parties correct a typographical error in the Deed of Trust (and other loan documents) and the Restrictive Covenants: all references to “VOLUNTEERS OF AMERICA, TEXAS, INC.” in the Deed of Trust (and other loan documents) and the Restrictive Covenants shall be replaced by “VOLUNTEERS OF AMERICA TEXAS, INC.”

Pursuant to Ordinance No. 1998-524, passed on June 30, 1998, the City and VOATX executed (i) an Agreement dated July 24, 1998 and gave notice by Memorandum of Agreement and Land Use Restriction dated August 7, 1998, filed under File No. T221186 in the Real Property Records of Harris County, Texas (“Restrictive Covenants”); and (ii) a Deed of Trust, Security Agreement and Financing Statement dated August 7, 1998, filed under File No. T221185 in the Real Property Records of Harris County, Texas (“Deed of Trust”).

This item was reviewed by the Housing and Community Affairs Committee on January 26, 2021.

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Tom McCasland, Director

**Prior Council Action:**

6/30/1998 (O) 1998-524

**Contact Information:**

Roxanne Lawson, (832) 394-6307



## CITY OF HOUSTON – CITY COUNCIL

Meeting Date: 1/20/2021

District ALL

Item Creation Date: 1/4/2021

HCD21-005

Change in Section 15-1 Code of Ordinances

Agenda Item: VII.

### **Background:**

The Housing and Community Development Department (HCDD) recommends Council approval of an Ordinance amending the Code of Ordinances Chapter 15, Article 1, Section 15-1 to create an exception to allow City of Houston (City) employees to participate in certain City assistance programs available to the general public, such as homeowner assistance programs HCDD manages, when the employee otherwise meets the program's eligibility requirements. Many of the City's assistance programs require the program participants to enter into an Agreement, such as a grant agreement or a forgivable loan with the City.

Section 15-1(a), Code of Ordinances states: "It shall be against the public policy of the city as expressed by the city council for any employee of the city to bid on or to be awarded any contract being let by the city or to be pecuniarily interested, directly or indirectly, in any contract let by the city, or in any work done by the city, or in any matter wherein the rights or liabilities of the city are or may be involved." Although it was not the City's intent to exclude these employees from assistance for which they are eligible, this language could be construed to prohibit City employees who participate in City assistance programs from entering into an agreement with the City to accept the assistance, as does any member of the general public. To remedy this matter, HCDD recommends a Code Amendment excepting these employees from the prohibition on entering into or having an interest in a City Contract through which participants receive City assistance. HCDD further recommends amending the Code of Ordinances, Chapter 15, Article 1, Section 15-1 to eliminate the argument that a City employee's execution of or interest in a Contract with the City under an assistance program violates City policy.

This Amendment will additionally place the City in a better position to seek waivers from the United States Department of Housing and Urban Development (HUD). For many HUD- sponsored programs, the federal regulations indicate that a conflict of interest exists for any person who is an employee, agent or consultant of any designated public agencies, or of subrecipients that are receiving federal funds to receive assistance from said funds or participate in programs funded by federal dollars. However, the regulations also allow the City to seek a waiver of conflicts of interest from HUD, after there is a public disclosure of the conflict and an opinion of the recipient's attorney, that the interest for which the exception is sought would not violate State or local law.

HCDD will implement safeguards for employee participation in assistance programs for which they, like the general public, are eligible to participate. Safeguards will include restricting the employee from determining the program eligibility for the employee or certain family members, as stated in the Amendment, and allowing eligible employees to participate only after public disclosure of the potential conflict of interest, where required by law, and with written approval from the City's Legal Department.

This item was reviewed by the Housing and Community Affairs Committee on January 26, 2021.

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Tom McCasland, Director

### **Contact Information:**

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