

**Fort Bend County, Texas**

**Program Year 2025**

**Request for Proposals (RFP)**

**Community Development Block Grant (CDBG)**

**Emergency Solutions Grant (ESG)**

**HOME Investment Partnership Funds (HOME)**



Community Development Department

301 Jackson Street, Suite 602

Richmond, Texas 77469

832-341-4410

**Fort Bend County**  
**PY 2025 CDBG, ESG, HOME**  
**Request for Proposals (RFP)**

Fort Bend County is currently seeking applications for Program Year 2025 for Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnerships (HOME) funds. These programs are funded through the U.S. Department of Housing and Urban Development (HUD) and are administered locally by the County. Subject to HUD funding appropriations and Fort Bend County, this Request for Proposals (RFP) will allocate CDBG, ESG, and HOME funds as follows:

<b>Program</b>	<b>Funding Amount*</b>
<b>Community Development Block Grant</b>	
Public Service Activities	\$549,569
Public Facilities and Infrastructure	\$2,381,465
<b>HOME Investment Partnership</b>	\$3,000,000
<b>Emergency Solutions Grant</b>	\$315,767

*\*Amounts subject to change*

**Submission Guidelines**

For funding consideration, all proposed programs and/or projects must meet the CDBG, ESG, and/or HOME eligibility requirements identified in this RFP. Respondents to this RFP must complete the appropriate application noted below:

- Application for CDBG Public Service Programs
- Application for CDBG/HOME Capital Projects
- Application for ESG Activities

A pre-submittal meeting will be held on January 7, 2026 at 10:00am at George Memorial Library (1001 Golfview Drive, Richmond, Texas 77469, Room 2A).

Attendance at the workshop is not mandatory. All applications for eligible activities submitted by eligible applicants are welcome.

### **Submission Deadline**

Applications shall be accepted in PDF format only, to [CommunityDevelopment@FortBendCountyTX.gov](mailto:CommunityDevelopment@FortBendCountyTX.gov) by 5:00 p.m. on Wednesday, January 21, 2026. Late applications will not be accepted. Applicants are encouraged to submit well in advance of this deadline to ensure confirmation of receipt prior to the deadline.

This requirement is firm as to date and time. Applications must be submitted via email. No faxed, emailed, or hardcopy applications will be accepted. The application form and certification assurances must be signed.

Any additional information not requested may be disposed of and not considered as part of the application.

Once submitted, applications may not be amended, unless the amendment has been requested by the County. The County reserves the right to contact an applicant if additional information is required. The County, at its sole and absolute discretion, with or without cause, and without liability to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, cancel this RFP at any time, and/or take any action in the best interest of the County.

County staff is available to answer questions and provide technical assistance to any agency wishing to submit an application until January 14, 2026. Please call the Community Development Department at 832-341-4410 to request technical assistance.

### **Right to Waive Irregularities**

Fort Bend County reserves the right to:

1. Withdraw this solicitation at any time without prior notice and, furthermore, make no representation that any contract occur and that funds will be awarded to any respondent to this solicitation.

2. Waive any irregularities in the RFP process and to reject any and all submissions not in the best interest of the County.
3. To request additional information and materials.
4. Retain all submitted applications. Selection or rejection of an application does not affect these rights.

### **Application Review and Decision Process**

The application review process has two phases. In the first phase, all applications are reviewed by the Community Development Department staff for completeness and eligibility under federal regulations. Ineligible or incomplete applications will not be considered. Agency capacity, experience and past performance are also considered. In the second phase, applications will be reviewed and scored by an evaluation committee based on the scoring criteria below.

### **Scoring Criteria**

#### **S1. Community Benefit (Content and Project Narrative, 20 points)**

Applicant describes history and purpose of the organization. A community needs assessment that includes data that supports the need for the proposed program must be provided. The Applicant should describe how the proposed project addresses a community need.

#### **S2. Development Experience and Past Performance (20 points)**

List of development and/or program team (including staff) to carry out the proposed project. Provide the number of years of relevant experience for each person. Applicant demonstrates past performance related to attainment of objectives in a timely matter and expenditure of federal funds at a reasonable rate in compliance with contract.

Compliance with contract includes (but not limited to) timely submission of reports, reimbursement requests, and adherence to scope of work. Poor performance on a prior

County contract will be considered when evaluating Applicant's experience.

S3. Operating Capacity (20 points)

Describe the scope of work/services to be performed, identifying the eligible activity.

Describe the scope of services to be provided by the applicant, identifying the national objective and eligible activity.

S4. Community Support (10 points)

Applicant submits letters of support from community leaders and/or elected officials.

S5. Leverage of Funds (20 points)

Applicant will provide evidence of a minimum of 25% contribution to leverage grant funds for the proposed project or program.

S6. Timeliness (10 points)

Applicant must provide a clear timeline for completion. Proposals that demonstrate the capacity to expend awarded funds promptly and in alignment with project timelines will be prioritized.

**Appeals**

The funding decision of the Community Development Department shall be final and submitted to Commissioner's Court for approval. Appeals of the Community Development Department's staff determinations shall be made within 10 working days of receipt of written notification of staff's determination. For the purpose of determining the time period for appeals, written notification of a determination of non-eligibility shall be considered "received" by the applicant on the next business day following an e-mail notification.

Appeals shall be made in writing via e-mail to:

[communitydevelopment@fortbendcountytexas.gov](mailto:communitydevelopment@fortbendcountytexas.gov)

## **Application Timeline**

Publication Date	December 17, 2025
Pre-Application Conference	January 7, 2026
Technical Assistance Period	December 17, 2025-January 14, 2026
Application Due Date	January 21, 2026

## **Income Limits**

The purpose of the CDBG, ESG, and HOME programs is to provide housing and community development opportunities for low- and moderate-income individuals and/or households and to address homelessness. HUD establishes income limits annually based upon the Area Median Income (AMI) for eligibility under these programs. Income limits can be found at: <https://www.huduser.gov/portal/datasets/il.html>

## **Written Agreements**

If selected and awarded funding, your agency will be required to execute a written agreement with Fort Bend County. The agreement will outline terms and conditions of funding for your agency and the County. The agreement is a legally binding contract and failure to adhere to its terms and conditions may result in the termination and required repayment of the funding award. Each agreement will contain, at a minimum, the following information derived from your agency's application:

**Description of Program Services:** This provides an overview of the program services or project as described in the application, goals and objectives, and specific services (e.g., working hours, location of services, number of clients to be served) achievable based on the funding level approved by the County. The description of program services also describes in detail how the funds will be used to support the program or project.

**Project Budget:** The budget lists the specific uses of funds approved by the County (e.g., personnel, consultants, utilities, supplies, rental assistance payments). Please note that all CDBG, ESG, and HOME funding is disbursed on a reimbursement basis.

**Program Performance Measurement Plan / Schedule of Performance:** This schedule outlines the major activities and expected outcomes for each quarter of the year based on HUD and/or County performance indicators and goals specified in your agency's application. For capital projects, this schedule outlines the major milestones through project completion.

### **General Requirements**

**Leverage/Match Funds:** Applicants for capital projects must demonstrate that CDBG and/or HOME funds will be leveraged or matched with resources from state, local, private, or other non-federal sources by not less than 25 percent (excluding County sponsored projects). Match or leverage may be cash or grant, but should be reasonably expected to be available for the project. For the HOME program, matching funds must be either committed or in-hand at the time of application and must be spent prior to reimbursement from HOME, unless approved by County staff. ESG activities require the applicant to match County ESG funding dollar-for-dollar.

**Readiness:** Programs and projects must display evidence of readiness to proceed. All leverage and match funding must be in place and all land use requirements met prior to submission of application. Applicants must demonstrate that CDBG and HOME funds will be fully spent within the program year. Applicants for affordable housing construction projects may request a waiver of this requirement. Such waivers may be granted only for affordable housing and/or County sponsored capital improvement projects and at the sole discretion of County staff.

**CDBG Public Service Conditions to Disbursement:** The written agreement will specify that the disbursement of CDBG Public Service funds to your agency is subject

to the following conditions at the time each disbursement is to be made:

- Your agency shall have provided to County a complete payment request with documentation supporting the eligible CDBG costs incurred;
- Your agency shall have submitted to County a monthly report of progress toward achieving the Program Performance Measurement Plan;
- If payment is for the professional services of a consultant or contractor, your agency will be required to provide the County with appropriate evidence that consultant or contractor is not federally debarred or suspended and shall have provided a copy of the executed contract between your agency and the consultant or contractor;
- The ratio of disbursement of CDBG funds to your agency shall not exceed the ratio of progress toward achieving the Program Specific Performance Measurement Plan identified in the written agreement; and
- That County's obligation to provide CDBG funds to your agency shall be subject to the availability of CDBG funds to the County from HUD.

**Indemnification:** Agencies approved for funding must agree to defend, indemnify, and hold harmless the County, its officers, agents and employees from and against all liability, claims, demand, losses, and expenses, including attorney's fees, original and on appeal, arising out of or related in any way to the performance of the agreement.

**Insurance:** Agencies approved for funding will be required to maintain the insurance coverages described below, each of which shall contain a provision that forbids any cancellation, changes or material alterations without prior notice to the County at least 30 days in advance. The insurance coverage shall be evidenced by an original certificate of insurance. The required insurance (as of July, 2026, subject to change in the written agreement) is as follows:

- a. Commercial General Liability Insurance – shall be written to cover liability

arising from premises and operations, independent contractors, products and completed operations, personal and advertising injury, and contractual liability. The minimum bodily injury and property damage liability limit shall be \$1,000,000 per occurrence.

b. Workers' Compensation Insurance – shall cover all employees engaged in work for the agency in accordance with the laws of the State of Texas.

The minimum employer's liability limit shall be \$1,000,000 per accident.

c. Auto Insurance – shall be required to cover all employees who may operate a vehicle as part of the proposed program/project. The minimum employer's liability limit shall be \$500,000 per accident.

**Program Monitoring:** Agencies approved for funding will be required to maintain and submit adequate information necessary to monitor program accountability and progress in accordance with the terms and conditions of the written agreement.

**Fair Housing, Nondiscrimination and Equal Opportunity:** Fort Bend County, in accordance with federal and state law and County policy, prohibits discrimination on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship or service in the uniformed services. Agencies awarded funding will be required to comply with all applicable fair housing, nondiscrimination and equal opportunity requirements.

**Notification:** All applicants will be notified of funding determinations. Receipt of an award letter does not guarantee funding. Funds may not be obligated until an environmental review has been prepared by County staff and approved by HUD, the written agreement is signed by all parties and a notice to proceed is issued. Please be aware that past funding does not guarantee future funding or funding at the same level.

**Compliance with Applicable Laws, Rules and Regulations:** Agencies that are

awarded CDBG, ESG, and/or HOME funding must act in accordance with all applicable federal, State of Texas, and Fort Bend County laws, rules, and regulations. Applicants are strongly encouraged to be familiar with these requirements prior to submitting a funding request. These include, but are not limited to, the following:

- **24 CFR Part 570**, as amended – The regulations governing the CDBG program.
- **24 CFR Part 576**, as amended – The regulations governing the ESG program.
- **24 CFR Part 92**, as amended – The regulations governing the HOME program.
- **24 CFR Part 1 and 6, Public Law 90-284, Fair Housing Act** – The regulations issued following Title VI of the 1964 Civil Rights Act and Section 109 of the 1975 Housing and Community Development Act that prohibits discrimination in HUD programs based on sex, race, color, national origin, and religion and requires all programs and activities to be administered in a manner to affirmatively further the policies of the Fair Housing Act.
- **24 CFR Part 107 and 108** – The regulations issued following Executive Order 11063 and Executive Order 12892 which prohibit discrimination and promote equal opportunity in housing.
- **Section 504 of the Rehabilitation Act of 1973, 24 CFR Part 40 and 41** – The regulations that set forth policies and procedures for the enforcement of standards and requirements for disabled accessibility. The Architectural Barriers Act of 1968 and the Americans with Disabilities Act provide additional laws on accessibility and civil rights of individuals with disabilities.
- **Age Discrimination Act of 1975 (42 U.S.C. 6101)** – The regulations that prohibit discrimination on the basis of age.
- **29 CFR Parts 3 and 5** – The regulations on labor standard provisions that include the payment of prevailing wages on federally assisted projects as mandated by the Davis-Bacon Act and Contract Work Hours and Safety

Standards Act. 24 CFR Part 70 provides information on the use of volunteers.

- **Copeland “Anti-Kickback” Act** (18 U.S.C. 874 and 40 U.S.C. 276c) – The regulations on contracts for construction or repair awarded by subrecipients shall include a provision for compliance.

- **24 CFR Part 58** – The regulations prescribing the Environmental Review procedure under the National Environmental Policy Act of 1969.

- **National Flood Insurance Act of 1968, 24 CFR Part 55 under Executive Order 11988** – The regulations for proposed projects and properties located in a floodplain.

- **36 CFR Part 800** – The regulations outlining the procedures for the protection of historic and cultural properties.

- **Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970** – the policies for displacement, relocation assistance, and real property acquisition as defined by 42 U.S.C. 4601 (URA) and implementing regulations issued by the Department of Transportation at 49 CFR part 24 and section 104(d) of the Housing and Community Development Act of 1974 (42 U.S.C. 5304(d)).

- **24 CFR Part 7 and 41 CFR Part 60** – The regulations outlining equal employment opportunity without regard to race, sex, color, religion, age, national origin, and disability in federally assisted construction contracts.

**24 CFR Part 75** – This part establishes the requirements to be followed to ensure the objectives of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section 3) are met. The purpose of Section 3 is to ensure that economic opportunities, most importantly employment, generated by certain HUD financial assistance shall be directed to low- and very low-income persons, particularly those who are recipients of government assistance for

housing or residents of the community in which the Federal assistance is spent.

- **Residential Lead Based Paint Hazard Reduction Act of 1992** – The regulations implemented by 24 CFR Part 35, Subpart B imposes certain requirements on disclosure of lead based paint hazards.
- **24 CFR Part 24** – The regulations that prohibit use of debarred or suspended contractors on federally assisted projects and Drug Free Workplace requirements, issued according to Executive Order 12459.
- **2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards** – These regulations include requirements for procurement, contracting, cost principles and audit requirements including the Single Audit required for organizations expending \$1,000,000 or more derived from federal awards during the organization’s fiscal year. This Part replaces former requirements found at 24 CFR Part 84, 24 CFR Part 85, OMB Circular A-87, OMB Circular A-122 and OMB Circular A-133.
- **24 CFR Part 87 and Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)** – The regulations for restrictions on lobbying and required certifications.
- **HUD Requirements** – All other applicable required reports, OMB Circulars, and procedures.
- **Administrative Procedures** – Any policies rules issued by Fort Bend County in relation to contracts, process and procedures.
- **Clean Air Act (42 U.S.C. 7401) and the Federal Water Pollution Control Act (33 U.S.C. 1251 et seq.)** – The regulations that require compliance with all applicable standards, orders or regulations issued following the rule.

The Code of Federal Regulations (CFR) and Executive Orders may be found at:

CFR: [www.ecfr.gov](http://www.ecfr.gov)

Executive Orders: [www.archives.gov/federal-register/index.html](http://www.archives.gov/federal-register/index.html)

## **Community Development Block Grant (CDBG) Program**

### **Introduction**

The Housing and Community Development Act of 1974, as amended, has as its primary objective the development of viable urban communities through the provision of decent housing, a suitable living environment, and expanding economic opportunities, principally for persons of low- and moderate-income. Recipients of CDBG funds must certify that their use of funds will address one of three broad objectives – benefit low-and moderate-income families, aid in the elimination of blight, or meet urgent needs which pose a serious threat to the health or welfare of a community.

### **Fort Bend County's Program**

The CDBG Program generally provides for a wide range of eligible activities. This RFP process shall prioritize allocation of CDBG funds to programs and projects that:

1. Clearly and measurably address the needs of low- and moderate-income Fort Bend County residents;
2. Directly contribute to, or are consistent with, ongoing housing, community and economic development efforts in Fort Bend County;
3. Have well-defined sources and uses of funding, including proposed uses that are necessary and reasonable to address identified needs;
4. Identify appropriate leveraged or matching funds that are committed or in-hand at the time of application; and
5. Will be implemented by incorporated public, nonprofit and for-profit entities possessing appropriate capacity relative to the complexity and size of the

proposed program or project.

### **Eligible Applicants**

1. Applicants must be incorporated public, nonprofit or for-profit agencies able to implement the approved program or project within the boundaries of the County. The department's programs do not extend to the following cities, as they receive direct federal funding from the U.S. Department of Housing and Urban Development (HUD):

Houston • Katy • Missouri City • Sugar Land • Weston Lakes

2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed program or project. This expertise can be demonstrated through previous experience in successfully developing programs or projects similar to the one proposed, either by partners or key agency staff.

3. Applicants must be able to meet all federal, State of Texas, and Fort Bend County requirements relative to the CDBG program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, conflict of interest, debarment and suspension and flood insurance. Pertinent requirements are noted in General Requirements. All applicants should be aware that if funded, additional requirements will apply.

4. Applicants submitting applications to provide fair housing services on the behalf of Fort Bend County must be able to report on their progress in addressing the impediments identified in the current effective Analysis of Impediments to Fair Housing Choice.

### **Eligible CDBG Activities**

Under current regulations, programs and projects assisted with CDBG funds may

include only the following activities. Construction projects must be shovel-ready and able to commence within the program year and be completed within a reasonable and defined schedule thereafter.

1. **Acquisition** of real property for a public purpose. Applications seeking funds for acquisition or rehabilitation of affordable housing units are advised that the minimum affordability period shall be 20 years, secured by a Regulatory Agreement recorded against property title.
2. **Disposition** of real property acquired with CDBG funds.
3. Acquisition, construction, reconstruction, rehabilitation, or installation of public **facilities and improvements** including senior citizen centers, parks, playgrounds, centers for the disabled, neighborhood facilities, solid waste disposal facilities, fire protection facilities and equipment, parking facilities, public utilities, street improvements, water and sewer facilities, foundations and platforms, pedestrian walks and walkways, and flood and drainage facilities. Buildings for the general conduct of business are excluded. To be eligible, public facility improvements must demonstrate a predominant benefit to seniors, disabled adults and/or low- and moderate-income residents.
4. **Clearance, demolition, and removal** of buildings and improvements.
5. **Public services** directed toward improving the community's services that cover a range of public services, including social services, transportation services, and educational services.
6. **Interim assistance** to alleviate harmful conditions in deteriorating areas where permanent improvements will be carried out at a later date.
7. **Relocation payments** and assistance for persons displaced by housing and community development program activities.
8. **Removal architectural barriers** to enhance the mobility and accessibility for

elderly and disabled persons to publicly or privately-owned buildings.

9. Acquisition, construction, reconstruction, rehabilitation, or installation of distribution facilities **of privately-owned utilities** where necessary and appropriate to implement revitalization or housing.

10. **Rehabilitation and preservation** of privately-owned buildings, including low-income housing, publicly owned residential and non-residential buildings (except buildings for the general conduct of business), code enforcement and historic preservation.

11. **Microenterprise assistance** to facilitate economic development by:

- Providing credit, including, but not limited to, grants, loans, loan guarantees, and other forms of financial support, for the establishment, stabilization, and expansion of microenterprises; or
- Providing technical assistance, advice, and business support services to owners of microenterprises and persons developing microenterprises; or
- Providing general support, including, but not limited to, peer support programs, counseling, child care, transportation, and other similar services, to owners of microenterprises and persons developing microenterprises.

For purposes of this activity type, “persons developing microenterprises” means such persons who have expressed interest and who are, or after an initial screening process are expected to be, actively working toward developing businesses, each of which is expected to be a microenterprise at the time it is formed. These persons must be low- and moderate-income residents qualified using the Part 5 Annual Income determination method. The persons benefitting from the services of the microenterprises shall be Fort Bend County residents.

## **CDBG National Objectives**

Each activity must be eligible and must address one of the three CDBG National Objectives:

1. Benefit persons of low- and moderate-income, including those presumed to be low-and moderate-income as described at 24 CFR Part 570.208(a)(1)(ii)(A) and those who are able to supply appropriate evidence of low- and moderate-income status as described at 24 CFR Part 570.208(a)(1)(ii)(B). For area benefit activities described at 24 CFR Part 570.208(a)(1)(i), the project must have a direct impact on a primarily residential area in which the total population residing in the designated Census Tract block groups is at least 51.00 percent low- and moderate-income. The Census Tract block groups do not need to be coterminous, but must be the entire area served by the project. Note that the low- and moderate-income percentage is subject to change each year based on data supplied to the County by HUD.
2. Aid in the prevention or elimination of blight.
3. Meet other community development needs of particular urgency (usually the result of a natural disaster).

More detailed information on Eligible Activities and National Objectives can be found in the Guide to National Objectives and Eligible Activities for Entitlement Communities handbook. This document can be found on the U.S. Department of Housing and Urban Development web site at:

<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

## **Ineligible CDBG Activities**

Pursuant to 24 CFR 570.207, the following activities may not be assisted with CDBG funds unless authorized under provisions of 24 CFR 570.203 or as otherwise

specifically noted here or when carried out by an entity known as a Community Based Development Organization pursuant to 24 CFR 570.204:

1. Funds spent on buildings used for the general conduct of government, except to remove architectural barriers to the mobility or accessibility of elderly persons or of adults meeting the Bureau of the Census Current Population Report definition of “severely disabled.”

2. General government expenses, which includes expenses required to carry out the regular responsibilities of the unit of general local government.

3. Political activities.

4. Purchase of equipment:

a. Construction equipment. The purchase of construction equipment is ineligible, but compensation for the use of such equipment through leasing or depreciation pursuant to 2 CFR part 200, subpart E, as applicable for an otherwise eligible activity is an eligible use of CDBG funds. However, the purchase of construction equipment for use as part of a solid waste disposal facility is eligible under §570.201(c).

b. Fire protection equipment. Fire protection equipment is considered for this purpose to be an integral part of a public facility and thus, purchase of such equipment would be eligible under §570.201(c).

c. Furnishings and personal property. The purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible. CDBG funds may be used, however, to purchase or to pay depreciation in accordance with 2 CFR part 200, subpart E, for such items when necessary for use by a recipient or its subrecipients in the administration of activities assisted with CDBG funds, or when eligible as firefighting equipment, or when such items constitute all or

part of a public service pursuant to §570.201(e).

5. Operating and Maintenance Expenses. The general rule is that any expense associated with repairing, operating or maintaining public facilities, improvements and services is ineligible. Specific exceptions to this general rule are operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program. For example, the use of CDBG funds to pay the allocable costs of operating and maintaining a facility used in providing a public service would be eligible under §570.201(e), even if no other costs of providing such a service are assisted with such funds. Examples of ineligible operating and maintenance expenses are:

- a. Maintenance and repair of publicly owned streets, parks, playgrounds, water and sewer facilities, neighborhood facilities, senior centers, centers for persons with a disabilities, parking and other public facilities and improvements. Examples of maintenance and repair activities for which CDBG funds may not be used include the filling of potholes in streets, repairing of cracks in sidewalks, the mowing of recreational areas, and the replacement of expended street light bulbs; and
- b. Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities.

6. New housing construction, except that certain activities in support of the development of low or moderate income housing may be eligible such as the costs of site assemblage (land acquisition) and the provision of public improvements when those improvements are publicly owned and are undertaken by the County using CDBG funds.

7. Income payments, such as housing allowances, down payments, and mortgage subsidies, except emergency grant payments made over a period of up to three

consecutive months to the provider of such items or services on behalf of an individual or family.

## **Emergency Solutions Grant (ESG) Program**

### **Introduction**

The ESG program is designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The ESG regulations include the following eligible activities: street outreach, emergency shelter, homelessness prevention, and rapid re-housing. The County will be undertaking program administration and will enter into an agreement with the local operator of the countywide Homelessness Management Information System (HMIS).

HUD requires grantees including Fort Bend County to determine the activities to be funded through their local Consolidated Planning process. The Consolidated Planning process includes citizen participation and consultation with various organizations, including the local Continuum of Care. Similarly, the Continuum of Care is required to coordinate with ESG recipients on homeless assistance activities and funding. Fort Bend County conducted consultations with the Continuum of Care and current homeless service providers. Homeless and/or formerly homeless individuals were also consulted. For the RFP, the County will accept applications for any of the eligible ESG activities in the identified RFP above. The total amount of funds awarded for street outreach and emergency shelter activities may not exceed 60 percent of the County's ESG grant. The minimum application amount (request amount) is \$50,000. Applicants must adequately support the need for the proposed activity in Fort Bend County and clearly establish that

the activity will benefit those at risk of homelessness in Fort Bend County or those who are currently homeless in Fort Bend County.

## **Eligible Activities**

### **Street Outreach**

In accordance with 24 CFR 576.101, essential services related to reaching out to unsheltered homeless individuals and families, connecting them with emergency shelter, housing, or critical services, and providing them with urgent, non-facility-based care. Eligible costs include engagement, case management, emergency health and mental health services, transportation, and services for special populations.

### **Emergency Shelter**

In accordance with 24 CFR 576.102, renovation, including major rehabilitation or conversion, of a building to serve as an emergency shelter. The emergency shelter must be owned by a government entity or private nonprofit organization. The shelter must serve homeless persons for at least 3 or 10 years, depending on the type of renovation and the value of the building. Note: Property acquisition and new construction are ineligible ESG activities.

Essential Services, including case management, child care, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, transportation, and services for special populations.

Shelter Operations, including maintenance, rent, repair, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a

homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.

### **Homelessness Prevention**

In accordance with 24 CFR 576.103, this assistance is intended for households that are currently housed, but that are at-risk of losing their housing, and that earn less than 30 percent of median family income for the area, as determined by HUD. This activity generally entails providing housing relocation and stabilization services and/or short and/or medium-term rental assistance necessary to prevent the individual or family from moving into an emergency shelter or another place described in paragraph (1) of the “homeless” definition in § 576.2.

Component services and assistance categories for homelessness prevention include: Short-term (up to three months) and medium-term (four-24 months) rental assistance for up to 24 months in any three-year period, including up to six months of rental arrears, to individuals and families at imminent risk of homelessness. Housing assistance provided must be in permanent housing.

Homelessness prevention housing relocation and stabilization services, including financial assistance such as rental application fees, security deposits, advance payment of last month's rent, utility deposits and payments, moving costs, housing search and placement, housing stability case management, mediation, legal services, and credit repair.

HMIS and data collection, including staff costs for contributing data to the HMIS designated by the local CoC, including time to complete data entry, monitoring and reviewing of data quality. If the applicant agency is a victim services provider, funds may be used to establish and operate a County-approved and CoC-consistent comparable database. All ESG-funded activities shall comply with HUD’s standards on participation,

data collection and reporting under HMIS, including implementation of privacy policies to ensure that a program participant's personal identifying information is protected.

### **Rapid Re-Housing**

In accordance with 24 CFR 576.104, housing relocation and stabilization services and/or short-and/or medium-term rental assistance as necessary to help individuals or families living in shelters or in places not meant for human habitation move as quickly as possible into permanent housing and achieve stability in that housing.

Eligible costs include:

Rental Assistance: rental assistance and rental arrears

Financial Assistance: rental application fees, security and utility deposits, utility payments, last month's rent, moving costs

Services: housing search and placement, housing stability case management, landlord-tenant mediation, tenant legal services, credit repair

### **Minimum Requirements**

The following threshold requirements shall be used to screen applicant eligibility for ESG funds:

The application is submitted prior to the Application Deadline.

The applicant is a nonprofit organization with federal 501(c)(3) tax-exempt status or a government entity.

The applicant is in good standing with the State of Texas.

The applicant is not debarred or prevented from participating in federally-assisted activities.

The applicant has at least five (5) years of direct experience assisting the homeless or those at risk of homelessness.

To the maximum extent practicable, the applicant must involve homeless individuals and families in constructing, renovating, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG. This involvement may include employment or volunteer services.

The application must be for ESG funds to implement activities that are eligible pursuant to 24 CFR Part 576.

The applicant must address its ability to meet the required dollar-for-dollar funding match of the total grant award (see Exhibit 2 of the application form).

The applicant must participate in the CoC's Homeless Management Information System (HMIS) or, if a victim service provider, be able to maintain an alternative database.

The applicant must demonstrate the ability to meet applicable County requirements (See Exhibit 15 of the ESG Application).

## **HOME Investment Partnerships (HOME) Program**

### **Introduction**

The HOME Investment Partnerships (HOME) program was created under Title II of the National Affordable Housing Act of 1990. The general purposes of HOME are: expanding the supply of decent and affordable housing, particularly rental housing, for low- and very low-income households; strengthening the ability of local government to design and implement strategies for achieving adequate supplies of decent affordable housing; and extending and strengthening partnerships among all levels of government and the private sector, including for-profit and nonprofit agencies, in the production and operation of affordable housing.

Funding applications through Fort Bend County's HOME program will be assessed for conformance with the HOME Program regulations at 24 CFR Part 92, including but not limited to cost reasonableness, market demand, developer capacity and the commitment of other funding sources.

### **Fort Bend County's HOME Program**

The HOME program generally provides for a wide range of eligible affordable housing activities. Within that framework, the County established a set of guidelines to assist it in meeting federal and local objectives. These include:

1. Working only with incorporated public, nonprofit and for-profit entities demonstrating appropriate capacity relative to the activity to be undertaken.
2. Requiring applicants to assist in satisfying the County's 25 percent match obligation.

Matching contributions must be a permanent contribution to affordable housing and from non-federal sources. Qualifying project match includes, but is not limited to, cash, value of donated land and real property, and value of donated materials and labor. Proposed sources of matching funds must be approved and

consistent with program regulations found at 24 CFR 92.220.

### **Eligible Applicants**

1. Applicants must be an incorporated public, nonprofit or for-profit agency able to undertake the approved program or project within the boundaries of the Fort Bend County.
2. Applicants must demonstrate the financial management and programmatic expertise to successfully develop, design, implement and monitor the proposed program or project. This expertise can be demonstrated through previous experience in successfully developing projects similar to the one proposed, either by partners or key staff within the agency.
3. Applicants must be able to meet all federal, State of Texas, and Fort Bend County requirements relative to the HOME program, specifically those concerning equal opportunity and fair housing, affirmative marketing, environmental review, displacement, relocation, acquisition, labor, lead-based paint, conflict of interest, debarment and suspension and flood insurance. Pertinent federal requirements are noted in General Requirements. All applicants should be aware that if funded, additional requirements will apply.
4. Applicants seeking consideration for funds to be reserved for Community Housing Development Organizations (CHDOs) are advised that funds awarded under this category are contingent upon certification as a CHDO by the County. Applicants are advised that additional documentation to support County's determination of your agency's CHDO status shall be requested by the County subsequent to submission of an application. Such additional documentation shall be provided to the County within 14 days of such request or your agency's application may not be considered for HOME funding. A Community Housing Development Organization (CHDO) has among its purposes the provision of

decent housing that is affordable to low- and moderate-income persons; has a demonstrated capacity to carry out activities assisted with HOME funds including paid employees with experience implementing the type of project proposed for HOME funding; has a history of serving the community within which the housing to be assisted with HOME funds is located; is organized under state laws; has standards of financial accountability; has tax exemption under section 501(c) of the Internal Revenue Code; and maintains at least one-third of its governing board's membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations.

### **Eligible Activities**

There are two eligible HOME activity types.

1. Affordable Housing Development
2. Affordable Housing Preservation (rehabilitation)

Please note that any activity funded through the HOME program must result in the creation of affordable housing and that any units previously subsidized with HOME funds are not eligible for additional financial assistance under the HOME program for the duration of all HOME affordable housing regulatory controls.

### **Eligible Costs**

1. Rehabilitation
2. Reconstruction
3. Acquisition of housing
4. Acquisition of land for housing (only if construction will begin within 12 months)
5. Demolition (only if construction will begin within 12 months)

6. Relocation
7. Capitalization of project reserves
8. Project-related soft costs

**Eligible Activities for CHDOs**

1. New construction of rental housing
2. Acquisition and/or rehabilitation of rental housing
3. Acquisition and/or rehabilitation of homebuyer properties
4. New construction of homebuyer properties
5. Direct financial assistance to buyers of housing developed by a CHDO with HOME funds.

**AFFIDAVIT OF OWNERSHIP OR CONTROL**

Orig. Dept.: \_\_\_\_\_

File/I.D. No.: \_\_\_\_\_

**INSTRUCTION:** Entities using an assumed name should disclose such fact to avoid rejection of the affidavit. The following format is recommended: Corporate/Legal Name d.b.a. Assumed Name.

Document 00455

**AFFIDAVIT OF OWNERSHIP OR CONTROL**

**BEFORE ME**, the undersigned authority, on this day personally appeared

\_\_\_\_\_ (Full Name, hereafter "Affiant"),

\_\_\_\_\_ (state title/capacity with Contracting Entity) of

\_\_\_\_\_ (Contracting Entity's Corporate/Legal Name)

("Contracting Entity"), who being by me duly sworn on oath stated as follows:

1. Affiant is authorized to give this affidavit and has personal knowledge of the facts and matters herein stated.

2. Contracting Entity seeks to do business with the City in connection with

\_\_\_\_\_ (describe project or matter) which is expected to be in an amount that exceeds \$50,000.

3. The following information is submitted in connection with the proposal, submission or bid of Contracting Entity in connection with the above described project or matter.

4. Contracting Entity is organized as a business entity as noted below (check box as applicable):

**FOR PROFIT ENTITY:**

- SOLE PROPRIETORSHIP
- CORPORATION
- PARTNERSHIP
- LIMITED PARTNERSHIP
- JOINT VENTURE
- LIMITED LIABILITY COMPANY
- OTHER (Specify type in space below)

**NON-PROFIT ENTITY:**

- NON-PROFIT CORPORATION
- UNINCORPORATED ASSOCIATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**AFFIDAVIT OF  
OWNERSHIP OR CONTROL**

Orig. Dept.: \_\_\_\_\_

File/I.D. No.: \_\_\_\_\_

**5.** The information shown below is true and correct for the Contracting Entity and all owners of 5% or more of the Contracting Entity and, where the Contracting Entity is a non-profit entity, the required information has been shown for each officer. (NOTE: In all cases, use full names, local business and residence addresses and telephone numbers. Do not use post office boxes for any address. Inclusion of e-mail addresses is optional, but recommended. Attach additional sheets as needed.)

**Contracting Entity**

Name: \_\_\_\_\_

Business Address (No./Street) \_\_\_\_\_

(City/State/Zip Code) \_\_\_\_\_

Telephone Number (\_\_\_\_)\_\_\_\_\_

Email Address (optional) \_\_\_\_\_

Residence Address (No./Street) \_\_\_\_\_

(City/State/Zip Code) \_\_\_\_\_

Telephone Number (\_\_\_\_)\_\_\_\_\_

Email Address (optional) \_\_\_\_\_

**5% Owner(s) or More** (IF NONE, STATE "NONE.")

Name: \_\_\_\_\_

Business Address (No./Street) \_\_\_\_\_

(City/State/Zip Code) \_\_\_\_\_

Telephone Number (\_\_\_\_)\_\_\_\_\_

Email Address (optional) \_\_\_\_\_

Residence Address (No./Street) \_\_\_\_\_

(City/State/Zip Code) \_\_\_\_\_

Telephone Number (\_\_\_\_)\_\_\_\_\_

Email Address (optional) \_\_\_\_\_

**6. *Optional Information***

Contracting Entity and/or \_\_\_\_\_ (Name of Owner or Non-Profit Officer) is actively protesting, challenging or appealing the accuracy and/or amount of taxes levied against \_\_\_\_\_ (Contracting Entity, Owner or Non-Profit Officer) as follows:

Orig. Dept.: \_\_\_\_\_

File/I.D. No.: \_\_\_\_\_

**AFFIDAVIT OF  
OWNERSHIP OR CONTROL**

---

**Name of Debtor:** \_\_\_\_\_

Tax Account Nos. \_\_\_\_\_

Case or File Nos. \_\_\_\_\_

Attorney/Agent Name \_\_\_\_\_

Attorney/Agent Phone No. (\_\_\_\_\_) \_\_\_\_\_

Tax Years \_\_\_\_\_

Status of Appeal (Describe) \_\_\_\_\_

---

---

---

Affiant certifies that he or she is duly authorized to submit the above information on behalf of the Contracting Entity, that Affiant is associated with the Contracting Entity in the capacity noted above and has personal knowledge of the accuracy of the information provided herein, and that the information provided herein is true and correct to the best of Affiant's knowledge and belief.

\_\_\_\_\_  
Affiant

**SWORN TO AND SUBSCRIBED** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Public

**NOTE:**

This affidavit constitutes a **government record** as defined by Section 37.01 of the Texas Penal Code. Submission of a false government record is punishable as provided in Section 37.10 of the Texas Penal Code. Attach additional pages if needed to supply the required names and addresses.

END OF DOCUMENT

# LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

## FORM CIS

(Instructions for completing and filing this form are provided on the next page.)

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This is the notice to the appropriate local governmental entity that the following local government officer has become aware of facts that require the officer to file this statement in accordance with Chapter 176, Local Government Code.

### OFFICE USE ONLY

Date Received

1 Name of Local Government Officer

2 Office Held

3 Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code

4 Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.

5 List gifts accepted by the local government officer and any family member, if aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100 during the 12-month period described by Section 176.003(a)(2)(B).

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

Date Gift Accepted \_\_\_\_\_ Description of Gift \_\_\_\_\_

(attach additional forms as necessary)

### 6 SIGNATURE

I swear under penalty of perjury that the above statement is true and correct. I acknowledge that the disclosure applies to each family member (as defined by Section 176.001(2), Local Government Code) of this local government officer. I also acknowledge that this statement covers the 12-month period described by Section 176.003(a)(2)(B), Local Government Code.

\_\_\_\_\_  
Signature of Local Government Officer

### Please complete either option below:

#### (1) Affidavit

NOTARY STAMP / SEAL

Sworn to and subscribed before me by \_\_\_\_\_ this the \_\_\_\_\_ day of \_\_\_\_\_,  
20 \_\_\_\_\_, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

OR

#### (2) Unsworn Declaration

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of Local Government Officer (Declarant)

## LOCAL GOVERNMENT OFFICER CONFLICTS DISCLOSURE STATEMENT

Section 176.003 of the Local Government Code requires certain local government officers to file this form. A "local government officer" is defined as a member of the governing body of a local governmental entity; a director, superintendent, administrator, president, or other person designated as the executive officer of a local governmental entity; or an agent of a local governmental entity who exercises discretion in the planning, recommending, selecting, or contracting of a vendor. This form is required to be filed with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of this statement.

A local government officer commits an offense if the officer knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.

Refer to chapter 176 of the Local Government Code for detailed information regarding the requirement to file this form.

### INSTRUCTIONS FOR COMPLETING THIS FORM

*The following numbers correspond to the numbered boxes on the other side.*

- 1. Name of Local Government Officer.** Enter the name of the local government officer filing this statement.
- 2. Office Held.** Enter the name of the office held by the local government officer filing this statement.
- 3. Name of vendor described by Sections 176.001(7) and 176.003(a), Local Government Code.** Enter the name of the vendor described by Section 176.001(7), Local Government Code, if the vendor: a) has an employment or other business relationship with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code; b) has given to the local government officer or a family member of the officer one or more gifts as described by Section 176.003(a)(2)(B), Local Government Code; or c) has a family relationship with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 4. Description of the nature and extent of each employment or other business relationship and each family relationship with vendor named in item 3.** Describe the nature and extent of the employment or other business relationship the vendor has with the local government officer or a family member of the officer as described by Section 176.003(a)(2)(A), Local Government Code, and each family relationship the vendor has with the local government officer as defined by Section 176.001(2-a), Local Government Code.
- 5. List gifts accepted, if the aggregate value of the gifts accepted from vendor named in item 3 exceeds \$100.** List gifts accepted during the 12-month period (described by Section 176.003(a)(2)(B), Local Government Code) by the local government officer or family member of the officer from the vendor named in item 3 that in the aggregate exceed \$100 in value.
- 6. Signature.** Signature of local government officer. Complete this section after you finish the rest of this report. You have the option to either: (1) take the completed form to a notary public where you will sign above the first line that says "Signature of Local Government Officer" (an electronic signature is not acceptable) and your signature will be notarized, or (2) sign above both lines that say "Signature of Local Government Officer (Declarant)" (an electronic signature is not acceptable), and fill out the unsworn declaration section.

---

**Local Government Code § 176.001(2-a):** "Family relationship" means a relationship between a person and another person within the third degree by consanguinity or the second degree by affinity, as those terms are defined by Subchapter B, Chapter 573, Government Code.

**Local Government Code § 176.003(a)(2)(A):**

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

**CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,  
AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31.U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Name of Contractor

\_\_\_\_\_  
RFP, ITB, EPO or PO No., or Project  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **ANTI-COLLUSION STATEMENT**

The undersigned, as Applicant, certifies that the only person or parties interested in this Application as principals are those named herein; that the Applicant has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

---

Date

---

Applicant Signature

**CERTIFICATION REGARDING LOBBYING**

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents of all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, United States Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

\_\_\_\_\_  
CERTIFIED BY: (type or print)

\_\_\_\_\_  
TITLE:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<p><b>1. Type of Federal Action:</b>                  a. contract                  _____ b. grant                  c. cooperative agreement                  d. loan                  e. loan guarantee                  f. loan insurance</p>	<p><b>2. Status of Federal Action:</b>                  a. bid/offer/application                  _____ b. initial award                  c. post-award</p>	<p><b>3. Report Type:</b>                  a. initial filing                  _____ b. material change</p> <p><b>For material change only:</b>                  Year _____ quarter _____                  Date of last report _____</p>
<p><b>4. Name and Address of Reporting Entity:</b>                  _____ Prime      _____ Subawardee                  Tier _____, if Known:</p> <p><b>Congressional District, if known:</b></p>	<p><b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b></p> <p><b>Congressional District, if known:</b></p>	
<p><b>6. Federal Department/Agency:</b></p>	<p><b>7. Federal Program Name/Description:</b></p> <p>CFDA Number, <i>if applicable</i>: _____</p>	
<p><b>8. Federal Action Number, if known:</b></p>	<p><b>9. Award Amount, if known:</b></p> <p>\$ _____</p>	
<p><b>10. a. Name and Address of Lobbying Registrant</b>  <i>(if individual, last name, first name, MI):</i></p>	<p><b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i>  <i>(last name, first name, MI):</i></p>	
<p><b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b></p>	<p><b>Signature:</b> _____</p> <p><b>Print Name:</b> _____</p> <p><b>Title:</b> _____</p> <p><b>Telephone No.:</b> _____ <b>Date:</b> _____</p>	
<p><b>Federal Use Only</b></p>	<p><b>Authorized for Local Reproduction</b>  <b>Standard Form - LLL (Rev. 7-97)</b></p>	

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

---

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

# HOME Application

---

## Application Instructions

- Read all questions and attach requested documents.
- Incomplete applications or those not meeting HUD eligibility requirements will not be considered.
- Nonprofits must attach incorporation documents and IRS 501(c)(3) letter.
- Submission Deadline: January 21, 2026 at 5pm
- Submit via: Email at [CommunityDevelopment@fortbendcountytexas.gov](mailto:CommunityDevelopment@fortbendcountytexas.gov)
- Contact for Technical Assistance: 281-341-4410

## Section 1 — Applicant & Project Information

### 1.1 Applicant Details

Applicant / Organization Name: \_\_\_\_\_

Applicant Type:  Local Government  Nonprofit  Public Agency  Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Project Contact / Authorized Representative: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

DUNS / UEI: \_\_\_\_\_ SAM.gov Active?  Yes  No

### 1.2 Project Summary

Project Title: \_\_\_\_\_

Amount of Funds Requested: \$\_\_\_\_\_

Total Project Cost (all sources): \$\_\_\_\_\_

Project Location(s) — Address / Census Tract(s): \_\_\_\_\_

Project Description (brief — 2–4 sentences): \_\_\_\_\_

Project Purpose (what problem does this address?): \_\_\_\_\_

## **Section 2 — HOME Eligibility**

Select activity:

- New Construction
- Rehabilitation
- Demolition and Reconstruction
- Project-related soft-costs
- Permanent Supportive Housing (PSH)

## **Section 3 — Project Narrative & Budget**

### **3.1 Project Activities & Timeline**

Provide project narrative, and timeline for project/program implementation.

## **Section 4 — Community Participation & Local Resolution**

Describe community participation and/or public hearings (if applicable).

## **Section 5 — Required Attachments**

- Signed and dated application form (including attachments provided by the county)
- Detailed Budget Worksheet
- Sources and Uses of Funds Statement
- Agency Articles of Incorporation & Bylaws (nonprofits)
- Most recent independent audit (if applicable)
- Proof of UEI registration / SAM.gov printout
- Documentation supporting national objective
- Map of project/program area
- Letters of support or partnership agreements (optional)

**Section 6 — Applicant Certification & Signature**

I certify that the information contained in this application is true and accurate...

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_