Fort Bend County, Texas

Program Year 2026

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

281-341-4410

Fort Bend County, Texas

PY 2026 CDBG, ESG, HOME

Table of Contents

Section	Page
Overview & Purpose	**2**
Funding Summary	**2**
Submission Guidelines	**2**
Submission Deadline	**3**
Right to Waive Irregularities	**3**
Application Review and Decision Process	**4**
Scoring Criteria	**4**
Appeals	**6**
Application Timeline	**7**
Income Limits	**7**
Written Agreements	**7**
General Requirements	**8**
Leverage / Match Funds	8
Readiness	8
CDBG Public Service Conditions to Disbursement	9
Indemnification	9
Insurance	9
Program Monitoring	10
Fair Housing, Nondiscrimination and Equal Opportunity	10
Notification	10
Compliance with Applicable Laws, Rules and Regulations	11
Community Development Block Grant (CDBG) Program	**14**
Introduction	14

Fort Bend County's CDBG Program	14
Eligible Applicants	15
Eligible CDBG Activities	15
CDBG National Objectives	18
Ineligible CDBG Activities	18
Emergency Solutions Grant (ESG) Program	**24**
Introduction	24
Eligible Activities	25
Street Outreach	25
Emergency Shelter	25
Homelessness Prevention	26
Rapid Re-Housing	27
Minimum Requirements	27
HOME Investment Partnerships (HOME) Program	**29**
Introduction	29
Fort Bend County's HOME Program	29
Eligible Applicants	30
Eligible Activities	31
Eligible Costs	31
Eligible Activities for CHDOs	32
Required Legal Forms and Certifications	**33**
Certifications / Legal Forms	**35**
Terms & Definitions	**36**

Fort Bend County, Texas

PY 2026 CDBG, ESG, HOME

Required Legal Forms and Certifications

All applications must include the following documents and certifications. Incomplete applications will not be considered for funding.

☐	Required Document / Form
☐	Signed and dated application form (including attachments provided by the county)
☐	Detailed Budget Worksheet
☐	List of City Council/Board of Directors *Please include names, addresses, occupations, and employers.*
☐	City Council's/Board's authorization to request funds
☐	City Council's/Board's designation of authorized official* and contact person**
☐	Organization Chart
☐	Sources and Uses of Funds Statement
☐	Agency Articles of Incorporation & Bylaws *Nonprofits only*
☐	IRS 501©(3) or 501©(4) Determination Letter *Nonprofits only*
☐	Letters of Commitment for all matching/other funds *Letters must be current (dated within thirty (30) days of the application's submission date). Do not send letters separately.*
☐	Job Descriptions for all positions requesting CDBG funding
☐	Most recent financial statements and independent audit *If applicable*
☐	Phase I Environmental Site Assessment (ESA)
☐	Proof of UEI registration / SAM.gov printout
☐	Documentation supporting national objective
☐	Photographs of Project Site *Public improvements and facilities only*

☐	Low- and Moderate-Income Data
☐	Map of project/program area *If applicable.*
☐	Flood Plain Map of Project Site *If applicable.*
☐	Citations issued by state or local regulatory agencies
☐	Results of lab testing, reports and studies *If applicable.*
☐	Letters of support or partnership agreements
☐	Evidence of Site Control and Environmental
☐	Section 3 Utilization Plan (if contract is over $100,000)

*** Authorized Official:** The individual authorized by the Board to sign contracts and legal documents on behalf of the organization.

**** Contact Person:** The primary point of contact for day-to-day program/project communications with the County.

Certifications / Legal Forms

The following certifications and legal forms must be completed, signed, and submitted with your application.

☐	**Certification / Legal Form**
☐	Affidavit of Ownership or Control
☐	Completed and signed Conflict of Interest (COI) Disclosure Form and IRS 990 COI
☐	Anti-Collusion Statement
☐	Certification Regarding Lobbying
☐	Disclosure of Lobbying Activities (SF-LLL)
☐	ACH Form
☐	New Vendor Form

Fort Bend County, Texas

PY 2026 CDBG, ESG, HOME

Terms & Definitions

The following definitions apply to all programs covered in the PY 2026 Request for Proposals, including the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), and HOME Investment Partnerships (HOME) programs. Terms are listed alphabetically.

Term / Acronym	Definition
AMI (Area Median Income)	The median household income for a given metropolitan or county area, calculated annually by HUD. AMI is used to determine eligibility thresholds for CDBG, ESG, and HOME programs. Low-income is typically defined as at or below 80% AMI; very low-income at or below 50% AMI.
CDBG (Community Development Block Grant)	A flexible federal grant program administered by HUD under the Housing and Community Development Act of 1974. CDBG funds support community development activities principally benefiting low- and moderate-income persons, including public services, public facilities & infrastructure, and economic development.
CFR (Code of Federal Regulations)	The codification of rules published by executive departments and agencies of the federal government. Key CFR parts governing this RFP include 24 CFR Part 570 (CDBG), 24 CFR Part 576 (ESG), and 24 CFR Part 92 (HOME).
CHDO (Community Housing Development Organization)	A private, nonprofit organization certified by the County that provides affordable housing and meets specific HUD criteria, including: organized under state law; tax-exempt under IRC §501(c); demonstrated capacity to implement HOME-funded activities; history of serving the community; and at least one-third of its governing board comprised of low-income residents or their representatives.
CoC (Continuum of Care)	A regional or local planning body that coordinates housing and services funding for homeless families and individuals. Fort Bend County coordinates with the local CoC for ESG-funded

	activities, homeless assistance planning, and HMIS data standards.
Consolidated Plan	A planning document required by HUD that identifies a community's housing and community development needs, priorities, goals, and strategies. The Consolidated Plan guides how CDBG, ESG, HOME, and other HUD funds are allocated within Fort Bend County.
Davis-Bacon Act	A federal law (29 CFR Parts 3 and 5) requiring payment of locally prevailing wages and benefits to laborers and mechanics working on federally funded or assisted construction projects exceeding $2,000. Applies to capital projects funded through CDBG and HOME.
Phase I Environmental Site Assessment (Phase I ESA)	A standard environmental review conducted by a qualified professional to determine whether a property has any known or suspected contamination issues. The review includes an examination of the property's history, publicly available environmental records, and a physical walkthrough of the site.
ESG (Emergency Solutions Grant)	A HUD-funded grant program designed to identify sheltered and unsheltered homeless persons and those at risk of homelessness, and provide services helping them regain stability in permanent housing. Eligible ESG activities include street outreach, emergency shelter, homelessness prevention, and rapid re-housing.
Eligible Activity	A program, service, or project that meets the specific requirements set forth in HUD regulations for funding under CDBG (24 CFR Part 570), ESG (24 CFR Part 576), or HOME (24 CFR Part 92). Ineligible activities will not be considered for funding under this RFP.
Fair Housing Act	Federal legislation prohibiting discrimination in housing on the basis of race, color, national origin, religion, sex, disability, and familial status. All funded agencies must affirmatively further fair housing and comply with nondiscrimination requirements under 24 CFR Parts 1, 6, 100, and 107.
HOME (HOME Investment Partnerships Program)	A federal grant program created under Title II of the National Affordable Housing Act of 1990 and governed by 24 CFR Part 92. HOME expands the supply of decent, affordable housing for low- and very low-income households through rehabilitation, new construction, acquisition, and direct homebuyer assistance.

HMIS (Homeless Management Information System)	A local IT system used to collect client-level data on the provision of housing and services to homeless individuals and families. ESG-funded applicants must participate in the CoC-designated HMIS, or—if a victim services provider—maintain an approved comparable database.
HUD (U.S. Department of Housing and Urban Development)	The federal agency that oversees and funds the CDBG, ESG, and HOME programs. HUD establishes program regulations, income limits, and reporting requirements. Fort Bend County receives HUD funds as an Entitlement Community and administers them locally through the Community Development Department.
Indemnification	A contractual obligation in which funded agencies agree to defend, indemnify, and hold harmless Fort Bend County, its officers, agents, and employees from all liability, claims, losses, and expenses (including attorney's fees) arising out of or related to performance of the written agreement.
Leverage / Match Funds	Non-federal resources committed to support a project alongside federal grant funds. CDBG and HOME capital projects must demonstrate at least a 25% match from non-federal sources. ESG requires a dollar-for-dollar match of the total ESG award. Match may be cash, donated land, materials, or labor, subject to program rules.
Low- and Moderate-Income (LMI)	A HUD designation for households whose annual gross income does not exceed 80% of the Area Median Income (AMI) for the area. Activities benefiting LMI persons or areas are a primary national objective of the CDBG program.
National Objective	One of three broad goals that CDBG-funded activities must meet: (1) benefit low- and moderate-income persons; (2) aid in the prevention or elimination of slums or blight; or (3) address urgent community development needs posing a serious threat to health or welfare.
Notice to Proceed	An official written authorization issued by Fort Bend County allowing the agency to begin the approved program or project. No funds may be expended prior to receipt of a Notice to Proceed. Issuance requires completion of the environmental review and execution of the written agreement.
Program Year (PY)	The 12-month period during which HUD grant funds are allocated and expended. This RFP pertains to Program Year 2026 (PY 2026). All awarded funds must be expended within the program year unless a waiver is granted by the County.

Rapid Re-Housing (RRH)	An ESG-eligible activity (24 CFR 576.104) providing housing relocation and stabilization services and short- or medium-term rental assistance to help individuals or families living in shelters or places not meant for human habitation move as quickly as possible into permanent housing.
Reimbursement Basis	The method by which CDBG, ESG, and HOME funds are disbursed. Funded agencies must first incur eligible costs and then submit payment requests with supporting documentation to receive reimbursement from the County. Funds are not provided in advance.
RFP (Request for Proposals)	This document, issued by Fort Bend County Community Development Department, soliciting applications from eligible entities for PY 2026 CDBG, ESG, and HOME funding. The RFP describes eligible activities, application requirements, scoring criteria, and program regulations.
Section 3	A provision of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), implemented at 24 CFR Part 75, requiring that economic opportunities—particularly employment and contracting—generated by HUD financial assistance be directed to low- and very low-income persons in the community.
Single Audit	An organization-wide audit required under 2 CFR Part 200 for entities expending $1,000,000 or more in federal awards during the fiscal year. Formerly governed by OMB Circular A-133.
Street Outreach	An ESG-eligible activity (24 CFR 576.101) providing essential services to unsheltered homeless individuals and families, including engagement, case management, emergency health and mental health services, transportation, and services for special populations.
Subrecipient	A non-federal entity—such as a nonprofit organization or local government—that receives CDBG, ESG, or HOME funds from Fort Bend County (the grantee) to carry out an eligible program or project. Subrecipients are subject to all applicable federal, state, and County requirements.
URA (Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970)	Federal law (42 U.S.C. 4601) and implementing regulations (49 CFR Part 24) governing displacement, relocation assistance, and real property acquisition for federally funded projects.
Written Agreement	A legally binding contract executed between Fort Bend County and each funded agency, outlining the terms and conditions of

	the award. The written agreement includes the description of program services, project budget, performance measurement plan, and all applicable requirements. Failure to adhere to its terms may result in termination and required repayment of funds.

Fort Bend County

PY 2025 CDBG, ESG, HOME

Request for Proposals (RFP)

Fort Bend County is currently seeking applications for Program Year 2026 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:

Program	Funding Amount*
Community Development Block Grant	
Public Service Activities	$562,261
Public Facilities and Infrastructure	$2,061,625
Economic Development	$374,841
HOME Investment Partnership	$1,070,305.76
Emergency Solutions Grant	$322,009

**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 Virtually on Friday, June 12, 2026, link will be provided. 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 by **5:00 p.m. on Monday, June 29, 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 apply until Monday, June 29, 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 occurs 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)-*all items must be addressed*

a. Applicant describes history and purpose of the organization.

b. A community needs assessment that includes data that supports the need for the proposed program **must be** provided.

c. The Applicant should describe how the proposed project addresses a community need.

S2. Development Experience and Past Performance (20 points)-*all items must be addressed*

a. List of development and/or program team (including staff) to carry out the proposed project.

b. Provide the number of years of relevant experience for each person.

c. Applicant demonstrates past performance related to attainment of objectives in a timely matter and expenditure of federal funds or similar grant-funding programs 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)

a. Describe the scope of work/services to be performed, identifying the eligible activity.
b. Describe the scope of services to be provided by the applicant, identifying the national objective and eligible activity.
c. Submitting financial policies and procedures
d. Provide a recent independent audit or documentation of a fiscal sponsor arrangement with a more experienced organization

S4. Community Support (10 points)

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

S5. Leverage of Funds (0-20 points)

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

Applicants are strongly encouraged to provide as much detail as possible regarding their proposed leverage or match contributions. This includes clearly identifying the source of funds, the type of contribution (cash, in-kind, or other non-federal resources), the percentage of match relative to the total project cost, and whether the commitment has been secured or is pending.

Applicants should not that higher match percentages supported by clear, verified documentation will receive higher scores.

NOTE: ESG projects must provide evidence of a minimum of 100% contribution to leverage grant funds.

S6. Timeliness (10 points)

Applicants are required to submit a detailed project timeline that clearly outlines all major milestones, activities, and deliverables associated with the proposed project from start to finish. The timeline must include specific start and end dates for each activity, the staff member or position responsible for each milestone, and measurable checkpoints that allow progress to be tracked throughout the grant period.

Applicants should ensure that their timeline reflects a realistic and achievable schedule that aligns with the proposed scope of work and budget.

At a minimum, the project timeline should address the following:

- Project start-up activities, including staff hiring, training, and execution of required agreements
- Outreach, intake, and service delivery activities with projected participant numbers and dates
- Submission dates for required reports and reimbursement requests
- Mid-project review or evaluation checkpoints
- Close-out activities, including final reporting and expenditure deadlines

Timelines that are vague, incomplete, or that rely on general statements such as "services will be delivered during the grant year" will receive a lower score. Applicants are strongly encouraged to use a table or chart format to present their timeline clearly.

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 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@fortbendcountytx.gov

Application Timeline

Publication Date	May 29, 2026
Pre-Application Conference(virtual)	June 12, 2026
Technical Assistance Period	May 29, 2026-June 29, 2026
Application Due Date	June 29, 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 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:

eCFR::Home: https://www.ecfr.gov

Executive Orders: 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 later.

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, childcare, 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 can 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 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 disability, 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 those 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.

CDBG Economic Development Funding

In addition to the general eligible activities described above, CDBG funds may be used for a range of special economic development activities under 24 CFR §570.203. These activities are intended to stimulate private investment, create or retain employment opportunities for low- and moderate-income persons, and support business growth within Fort Bend County communities.

Eligible Special Economic Development Activities

Pursuant to 24 CFR §570.203, the following special economic development activities are eligible for CDBG funding:

- Acquisition, construction, reconstruction, rehabilitation, or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar improvements to provide access to commercial or industrial properties.
- Assistance to private, for-profit businesses when such assistance is appropriate to carry out an economic development project, including grants, loans, loan guarantees, technical assistance, and other forms of financial support for the establishment, stabilization, or expansion of for-profit businesses.
- Economic development services in connection with eligible economic development activities, including outreach and marketing of available assistance; screening of applicants; reviewing and underwriting applications; preparation of agreements; management of assisted activities; and screening, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities, including costs of providing necessary job training.
- Project-specific assessment or remediation of known or suspected environmental contamination when connected to an eligible economic development project.

Note: Special economic development activities do not include assistance for the construction of new housing.

National Objective – Job Creation and Retention

Economic development activities funded under §570.203 must meet the CDBG National Objective of benefiting low- and moderate-income persons. This is most demonstrated through job creation or retention, under the following standard (24 CFR §570.208(a)(4)):

- At least 51% of jobs created or retained must be held by, or made available to, low- and moderate-income persons. Jobs are considered "made available" when they do not require special skills or education that low- and moderate-income persons would not typically possess, and the assisted business agrees to provide training for persons hired.
- Applicants must document anticipated job creation and retention commitments at the time of application and report on actual outcomes upon project completion.

Public Benefit Standards (24 CFR §570.209)

All economic development activities funded under §570.203 are subject to mandatory public benefit standards. Fort Bend County must ensure that an appropriate level of public benefit is derived from any economic development assistance before obligating funds. At minimum, assisted activities must meet one of the following thresholds:

- Job creation/retention: Create or retain at least one full-time equivalent (FTE) permanent job per $35,000 of CDBG funds used; or
- Goods and services: Provide goods or services to residents of the service area such that the number of low- and moderate-income persons in that area amounts to at least 51% of all persons served.

Fort Bend County will conduct financial underwriting of proposed economic development projects consistent with the HUD underwriting guidelines published as Appendix A to 24 CFR Part 570. This review will assess business need for assistance, project feasibility, past business experience of applicants, reasonableness of costs, and commitment of other funding sources.

Eligible Forms of Business Assistance

CDBG economic development funds may be provided to eligible businesses through the following mechanisms:

- Direct grants or forgivable loans for eligible capital costs
- Low-interest loans or revolving loan fund participation
- Loan guarantees to reduce financing risk for eligible projects
- Technical assistance and business development services
- Infrastructure improvements serving commercial or industrial sites (e.g., water, sewer, street access on public property)
- Commercial rehabilitation of existing business facilities
- Assistance through financing mechanisms such as New Markets Tax Credit (NMTC) investment vehicles or Qualified Opportunity Funds, consistent with 24 CFR §570.203(b)

Prohibited Activities Under Economic Development

The following activities are not eligible under the CDBG economic development category:

- Construction of new housing (economic development funding is limited to commercial/industrial purposes)
- Assistance to businesses primarily engaged in activities ineligible under 24 CFR §570.207
- Activities that would result in the relocation of jobs from one labor market area to another, displacing existing businesses or jobs in other communities (see

24 CFR §570.210)

- General operating expenses of for-profit businesses not directly tied to an eligible economic development project

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.

CDBG-Public Facilities and Infrastructure Application

Application Instructions

- Read all questions and attach **all requested documents**.
- Incomplete applications or those not meeting a HUD national objective **will not** be considered.
- Nonprofits must attach incorporation documents and IRS 501(c)(3) letter.
- Submission Deadline: June 29, 2026, at 5pm
- Submit via: Email at CommunityDevelopment@fortbendcountytx.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 — CDBG National Objective & Eligibility

Select one national objective:

☐ Benefit to Low- and Moderate-Income (LMI) Persons

☐ Prevention/Elimination of Slums or Blight

☐ Urgent Need

Description of Need: _____

Section 3 — Project Narrative & Budget

3.1 Project Activities & Timeline

Provide a project narrative describing your goals, target population, key activities, and expected outcomes. Include a detailed implementation timeline that identifies each major milestone and activity, assigns specific start and end dates, and designates responsible staff. Vague timelines will not be accepted.

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

☐ List of City Council/Board of Directors (Please include names, addresses, occupations and employers)

☐ City Council's/Board's authorization to request funds

☐ City Council's/Board's designation of authorized official* and contact person**

☐ Organization Chart

☐ Sources and Uses of Funds Statement

☐ Agency Articles of Incorporation & Bylaws (nonprofits)

☐ Completed and signed Conflict of Interest (COI) Disclosure Form and IRS 990 COI

☐ Letters of Commitment for all matching/other funds (letters should be current, i.e. dated within thirty (30) days of an application's submission for funds. Do not send letters separately)

☐ Job Descriptions for all positions requesting CDBG funding

☐ Most recent financial statements and independent audit (if applicable)

☐ Phase I Environmental Site Assessment (ESA)

☐ Proof of UEI registration / SAM.gov printout

☐ Documentation supporting national objective

☐ Photographs of Project Site (public improvements and facilities only)

☐ Low- and Moderate-Income Data

☐ Map of project/program area (if applicable)

☐ Flood Plain Map of Project Site (if applicable)

☐ Citations issued by state or local regulatory agencies

☐ Results of lab testing, reports and studies (if applicable)

☐ Letters of support or partnership agreements

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: _____

CDBG-Public Services Application

Application Instructions

- Read all questions and attach **all requested documents**.
- Incomplete applications or those not meeting a HUD national objective **will not** be considered.
- Nonprofits must attach incorporation documents and IRS 501(c)(3) letter.
- Submission Deadline: June 29, 2026, at 5pm
- Submit via: Email at CommunityDevelopment@fortbendcountytx.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 — CDBG National Objective & Eligibility

Select one national objective:

☐ Benefit to Low- and Moderate-Income (LMI) Persons

☐ Prevention/Elimination of Slums or Blight

☐ Urgent Need

Description of Need: _____

Section 3 — Project Narrative & Budget

3.1 Project Activities & Timeline

Provide a project narrative describing your goals, target population, key activities, and expected outcomes. Include a detailed implementation timeline that identifies each major milestone and activity, assigns specific start and end dates, and designates responsible staff. Vague timelines will not be accepted.

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

☐ List of City Council/Board of Directors (Please include names, addresses, occupations and employers)

☐ City Council's/Board's authorization to request funds

☐ City Council's/Board's designation of authorized official* and contact person**

☐ Organization Chart

☐ Sources and Uses of Funds Statement

☐ Agency Articles of Incorporation & Bylaws (nonprofits)

☐ Completed and signed Conflict of Interest (COI) Disclosure Form and IRS 990 COI

☐ Letters of Commitment for all matching/other funds (letters should be current, i.e. dated within thirty (30) days of an application's submission for funds. Do not send letters separately)

☐ Job Descriptions for all positions requesting CDBG funding

☐ Most recent financial statements and independent audit (if applicable)

☐ Phase I Environmental Site Assessment (ESA)

☐ Proof of UEI registration / SAM.gov printout

☐ Documentation supporting national objective

☐ Photographs of Project Site (public improvements and facilities only)

☐ Low- and Moderate-Income Data

☐ Map of project/program area (if applicable)

☐ Flood Plain Map of Project Site (if applicable)

☐ Citations issued by state or local regulatory agencies

☐ Results of lab testing, reports and studies (if applicable)

☐ Letters of support or partnership agreements

Section 6 — Applicant Certification & Signature

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

NOTE: The initial term of this agreement shall be for one (1) year. Fort Bend County Community Development reserves the right to renew the Agreement for up to two (2) additional one (1) year terms, upon the same terms and conditions, in writing.

Authorized Signature: _____ Date: _____

Printed Name: _____ Title: _____

Phone: _____ Email: _____

CDBG-Economic Development Application

Application Instructions

- Read all questions and attach **all requested documents**.
- Incomplete applications or those not meeting a HUD national objective **will not** be considered.
- Nonprofits must attach incorporation documents and IRS 501(c)(3) letter.
- Submission Deadline: June 29, 2026, at 5pm
- Submit via: Email at CommunityDevelopment@fortbendcountytx.gov
- Contact for Technical Assistance: 281-341-4410

Section 1 — Applicant & Project Information

1.3 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

1.4 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 — CDBG National Objective & Eligibility

Select one national objective:

☐ Benefit to Low- and Moderate-Income (LMI) Persons

☐ Prevention/Elimination of Slums or Blight

☐ Urgent Need

Description of Need: _____

Section 3 — Project Narrative & Budget

3.1 Project Activities & Timeline

Provide a project narrative describing your goals, target population, key activities, and expected outcomes. Include a detailed implementation timeline that identifies each major milestone and activity, assigns specific start and end dates, and designates responsible staff. Vague timelines will not be accepted.

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

☐ List of City Council/Board of Directors (Please include names, addresses, occupations and employers)

☐ City Council's/Board's authorization to request funds

☐ City Council's/Board's designation of authorized official* and contact person**

☐ Organization Chart

☐ Sources and Uses of Funds Statement

☐ Agency Articles of Incorporation & Bylaws (nonprofits)

☐ Completed and signed Conflict of Interest (COI) Disclosure Form and IRS 990 COI

☐ Letters of Commitment for all matching/other funds (letters should be current, i.e. dated within thirty (30) days of an application's submission for funds. Do not send letters separately)

☐ Job Descriptions for all positions requesting CDBG funding

☐ Most recent financial statements and independent audit (if applicable)

☐ Phase I Environmental Site Assessment (ESA)

☐ Proof of UEI registration / SAM.gov printout

☐ Documentation supporting national objective

☐ Photographs of Project Site (public improvements and facilities only)

☐ Low- and Moderate-Income Data

☐ Map of project/program area (if applicable)

☐ Flood Plain Map of Project Site (if applicable)

☐ Citations issued by state or local regulatory agencies

☐ Results of lab testing, reports and studies (if applicable)

☐ Letters of support or partnership agreements

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: _____

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

_____

_____

_____

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:

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 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 stat certification and disclosure, if any. In addition, the Contractor understands and agrees that the
31.U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this cert 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)

Approved by OMB

0348-0046

Disclosure of Lobbying Activities

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

1. Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	**2. Status of Federal Action:** a. bid/offer/application _____ b. initial award c. post-award	**3. Report Type:** a. initial filing _____ b. material change **For material change only:** Year _____ quarter _____ Date of last report_____
4. Name and Address of Reporting Entity: ____Prime _____Sub awardee Tier_____, if Known: **Congressional District, if known:**	**5. If Reporting Entity in No. 4 is Sub awardee,** Enter Name and Address of Prime: **Congressional District, if known:**	
6. Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: _____	
8. Federal Action Number, *if known:*	**9. Award Amount**, *if known:* **$**	
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a)* *(last name, first name, MI):*	
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.	**Signature:** _____ **Print Name:**_____ **Title:**_____ **Telephone No.:** _____**Date:** _____	
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**	

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

This disclosure form shall be completed by the reporting entity, whether sub awardee 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 follow-up 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 sub awardee, e.g., the first sub awardee 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 “Sub awardee,” 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.

    (a) 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 2050

COUNTY AUDITOR
Fort Bend County, Texas

Robert Ed Sturdivant
County Auditor

INSTRUCTIONS FOR ACH/EFT PAYMENTS TO VENDORS/PAYEES:

Vendor/Payee Name: _____ (required)

Vendor/Payee Tax ID Number: _____ (required)

Vendor/Payee Address: _____ (required)

Vendor/Payee Contact Name: _____ (required)

Vendor Email (where remittance will be sent)_____ (required)

Vendor/Payee Phone Number: _____ (required)

Bank Name: _____ (required)

BA/Routing Number: _____ (required)

Account Number: _____ (required)

or Further Credit (FFC): _____ (optional)

Other Bank Information (OBI): _____ (optional)

Submit completed forms and or questions to:
AUDITOR_ACH@FORTBENDCOUNTYTX.GOV

ACH payment remittance information will be emailed on the day the ACH is processed. Please keep in mind that ACH payments take two business days to post to your bank account.

COUNTY PURCHASING AGENT
Fort Bend County, Texas

Vendor Information

Brooke Lindemann
Purchasing Agent

Office (281) 341-8640

Legal Company Name (top line of W9)			
Business Name (if different from legal name)			
Type of Business	☐ Corporation/LLC ☐ Partnership ☐ Sole Proprietor/Individual ☐ Tax Exempt		Age in Business?
Federal ID # or S.S. #		SAM.gov Unique Entity ID #	
SAM.gov CAGE / NCAGE			
Publicly Traded Business	___ No ___ Yes Ticker Symbol _____		
Remittance Address			
City/State/Zip			
Physical Address			
City/State/Zip			
Phone Number			
E-mail			
Contact Person			
Check all that apply to the company listed above and provide certification number.	DBE-Disadvantaged Business Enterprise ☐ SBE-Small Business Enterprise ☐ HUB-Texas Historically Underutilized Business ☐ WBE-Women's Business Enterprise ☐	**Certification #** _____ **Certification #** _____ **Certification #** _____ **Certification #** _____	Cert Date / Exp Date _____ _____ _____ _____ _____ _____ _____ _____
Company's gross annual receipts	<$500,000 _____	$500,000-$4,999,999 _____	
	$5,000,000-$16,999,999 ___	$17,000,000-$22,399,999 _____	>$22,400,000 _____
NAICs codes (Please enter all that apply)			
Signature of Authorized Representative			
Printed Name			
Title			
Date			

THIS FORM MUST BE SUBMITTED WITH THE SOLICITATION RESPONSE

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See ***Specific Instructions*** on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–		–				

or

Employer identification number

		–							

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	**Signature of U.S. person**	**Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

BUDGET PROPOSAL SUMMARY
EXPENDITURES DETAIL

PROGRAM TYPE: (mark "X" under the category)

CDBG	HOME	ESG

PROJECT TITLE:

ORGANIZATION:

CONTRACT PERIOD:

FROM	TO	No. of Beneficiaries

DESCRIPTION	FUND SOURCES		
	FUNDING REQUEST	MATCHING OTHER*	TOTAL
1. Personnel			
2. Construction			
3. Contingency			
4. Professional Fees/Contract Services			
5. Travel			
6. Lease Space			
7. Consumables and Supplies			
8. Rent, Lease, Purchase of Equipment			
9. Others			
TOTAL BUDGET			

Beneficiary avg. cost / matching % / Admin %:

Identify Sources of Other Funds:*	Amount of Funds:$
1.	$
2.	$
3.	$
4.	$
5.	$
6.	$
7.	$
8.	$
	Subtotal:

X _____ Signature of Authorized Agency Official

X _____ Signature of Preparer

_____ Typed Name and Title

_____ Typed Name and Title

*Letters of commitment must be submitted for all matching/other funds listed in budget.

Note: Use Excel to complete these forms. Please fill in the light gray/shaded cells.

EXPENDITURES DETAIL

PERSONNEL EXPENSES DETAILS

Detail for item #1 in Budget Proposal Summary

(Job descriptions for all CDBG / HOME funded positions must be included in proposal.)

1a. Personnel with benefits (full time employees)

Position description	Hourly Rate	Hours worked weekly			Annual Salary (all sources)		Total
		Funding Request	Matching Other	Subtotal	Funding Request	Matching Other	
Subtotal: (Salaries for personnel with benefits)							

Fringe benefits: (Based on number of employees listed above.)							
Description of benefits	Rate	Prorate	Prorate	Subtotal	Estimated Amt.	Estimated Amt.	Total
FICA (Based on above annual salary)	7.65%						
Worker's Compensation							
Insurance							
Subtotal of fringe benefits							

1b. Personnel without benefits (Part-time)

Position description	Hourly Rate	Hours worked weekly			Annual Salary (all sources)		Total
		Funding Request	Matching Other	Subtotal	Funding Request	Matching Other	
Subtotal: (Salaries for personnel without benefits)							

Total Personnel Salaries: (1a + 1b)			

Supplemental information:

Use Excel to complete these forms. The light gray/shaded background cells need to be filled for automatic calculation.

EXPENDITURES DETAIL

CONSTRUCTION EXPENSES DETAILS

Detail for item #2 in Budget Proposal Summary
(Public Improvements/Facilities/Housing)

2. Construction Expenses Detail								
Construction description (Please list each item individually with unit costs and quantities)	Unit Price	Type of Unit*	Quantity			Estimated Amount		Total
			Funding Request	Matching Other	Subtotal	Funding Request	Matching Other	
Total Construction Expenses								

Supplemental information:

Note: Use Excel to complete these forms, the light gray/shaded background cells need to be filled for automatic calculation.

*Please specify type of unit: square feet, linear feet, gallons, etc..

EXPENDITURES DETAIL

CONTINGENCY EXPENSES DETAILS

Detail for item #3 in Budget Proposal Summary
(Public Improvements/Facilities/Housing)

3. Contingency Expenses Detail (10% of construction costs)

Contingency description	Base Amount	Contin. Rate	Percentage			Estimated Amount		Total
			Funding Request	Matching Other	Subtotal Percent	Funding Request	Matching Other	
Total Contingency Expenses								

Supplemental information:

Use Excel to complete these forms. The light gray/shaded background cells need to be filled for automatic calculation.

Base amount: Total construction amount which needs contingency calculation.

Contingency rate: The rate should be no greater that 10% of construction amount.

EXPENDITURES DETAIL

PROFESSIONAL FEES/CONTRACT SERVICES

Detail for item #4 in Budget Proposal Summary.

4. Professional Fees/Contract Services:

Professional Fees/Contract Services	Flat Rate	Percentage			Annual Salary (all sources)		Total
		Funding Request	Matching Other	Subtotal Percent	Funding Request	Matching Other	
Total Professional Fees/Contract Services							

Supplemental information:

Use Excel to complete these forms. The light gray/shaded background cells need to be filled for automatic calculation.

Flat rate: Professional fees charged by flat rate per service.

EXPENDITURES DETAIL
TRAVEL EXPENSES DETAILS

Detail for item #5 in Budget Proposal Summary

5. Travel Expenses Detail

Travel description	Unit Price	Type of Unit*	Quantity			Estimated Amount		Total
			Funding Request	Matching Other	Subtotal	Funding Request	Matching Other	
mileage	**$0.655**	mileage#						
Total Travel Expenses								

Supplemental information:

Use Excel to complete these forms. The light gray/shaded background cells need to be filled for automatic calculation.

* Type of Unit: miles, one-way, roundtrip, per day, etc…

EXPENDITURES DETAIL

LEASE SPACE EXPENSES DETAILS

Detail for item #6 in Budget Proposal Summary

6. Lease Space Expenses Detail

Lease space description	Unit Price	Type of Unit*	Quantity			Estimated Amount		Total
			Funding Request	Matching Other	Subtotal	Funding Request	Matching Other	
Total Lease Space Expenses								

Supplemental information:

Use Excel to complete these forms. The light gray/shaded background cells need to be filled for automatic calculation.

* Type of unit: square feet, month, year.

EXPENDITURES DETAIL

CONSUMABLES AND SUPPLIES EXPENSES DETAILS

Detail for item #7 in Budget Proposal Summary

7. Consumables and Supplies Expenses Detail								
Consumables and supplies description	Unit Price	Type of Unit*	Quantity			Estimated Amount		Total
			Funding Request	Matching Other	Subtotal	Funding Request	Matching Other	
Total Consumables & Supplies Expenses								

Supplemental information:

Use Excel to complete these forms. The light gray/shaded background cells need to be filled for automatic calculation.

* Type of unit: Please specify for each item - each, box, case, etc.

EXPENDITURES DETAIL

RENT, LEASE, PURCHASE OF EQUIPMENT

Detail for item #8 in Budget Proposal Summary

8. Rent, Lease, Purchase of Equipment Expenses Detail

Rent, lease, purchase of equipment	Unit Price	Type of Unit*	Quantity			Estimated Amount		Total
			Funding Request	Matching Other	Subtotal	Funding Request	Matching Other	
Total Equipment Expenses								

Supplemental information:

Use Excel to complete these forms. The light gray/shaded background cells need to be filled for automatic calculation.

* Type of unit: each, boxes, cases, gallons, etc…

EXPENDITURES DETAIL
OTHERS EXPENSES DETAILS

Detail for item #9 in Budget Proposal Summary

9. Others Expenses Detail

Others description	Unit Price	Type of Unit*	Quantity			Estimated Amount		Total
			Funding Request	Matching Other	Subtotal	Funding Request	Matching Other	
Total Others Expenses								

Supplemental information:

Use Excel to complete these forms. The light gray/shaded background cells need to be filled for automatic calculation.

* Type of unit: Please specify for each item - each, box, case, etc…