Housing and Community Affairs Committee

Committee Members

Mike Laster (Chair)  Robert Gallegos (Vice Chair)
Jerry Davis         Larry Green
David W. Robinson   Ed Gonzalez
Richard Nguyen      Dwight A. Boykins

AGENDA
Wednesday, June 24, 2015 2:00 PM
City Hall Chambers

Call to Order/Welcome Remarks – Council Member Mike Laster, Chair

I. Planning and Grants Management
   For review and possible authorization:
   
   a. “Substantial Amendments” to the Budget Pages and/or Project Sheets contained in 2012, 2013, and 2014 Annual Action Plans (All Districts) – An Ordinance authorizing “Substantial Amendments” to the Budget Pages and/or Project Sheets contained in the 2012, 2013, and 2014 Annual Action Plans. Changes include the reallocation of $1,659,826.26 in CDBG funds and $1,522,164.00 in HOME funds, the recognition and allocation of unscheduled Program Income of $1,699,785.85 for CDBG and $2,132,406.83 for HOME, the addition of a new activity, and a change in the scope of two activities.

   Presentation:
   
   • Neal Rackleff, Director, Housing and Community Development Department
   • Angela Simon, Senior Staff Analyst
II. **Special Items**  
For review and possible authorization:

a. **Houston Downtown Management District Security Services (All Districts)** – An Ordinance authorizing a contract with the Houston Downtown Management District to provide up to $200,000 for a security services cost-share program with homeless service providers to enhance security and more effectively serve downtown’s homeless population.

b. **Houston Downtown Management District Position of Special Assistant (All Districts)** – An Ordinance approving a contract not to exceed $71,600 with the Houston Downtown Management District to fund the position of Special Assistant to the Mayor for Homeless Initiatives.

**Presentation:**

- Neal Rackleff, Director, Housing and Community Development Department
- David Kim, Deputy Assistant Director

III. **Flood Relief Update**

**Presentation:**

- Neal Rackleff, Director, Housing and Community Development Department

IV. **Public Comments**

Action may be taken on any or all of the above items.  
Committee meetings are open to the public.  
For information about this committee, contact Jonny Flores 832.393.3015.

V. **Director's Comments**

Neal Rackleff, Director, Housing and Community Development Department
TO: Mayor via City Secretary  REQUEST FOR COUNCIL ACTION

SUBJECT: An Ordinance authorizing "Substantial Amendments" to the Budget Pages and/or Project Sheets contained in the 2012, 2013, and 2014 Annual Action Plans. Changes include the reallocation of $1,659,826.26 in CDBG funds and $1,522,164.00 in HOME funds, the recognition and allocation of unscheduled Program Income of $1,699,785.85 for CDBG and $2,132,406.83 for HOME, the addition of a new activity, and a change in the scope of two activities.

FROM: Neal Rackleff, Director Housing and Community Development Department

DIRECTOR'S SIGNATURE: [Signature]

Origionation Date: 05/29/15
Agenda Date: 05/29/15
Council District affected: All
Date and identification of prior authorizing Council action:

RECOMMENDATION: Approval of an Ordinance authorizing "Substantial Amendments" to the Budget Pages and/or Project Sheets contained in the 2012, 2013, and 2014 Annual Action Plans. Changes include the reallocation of $1,659,826.26 in CDBG funds and $1,522,164.00 in HOME funds, the recognition and allocation of unscheduled Program Income of $1,699,785.85 for CDBG and $2,132,406.83 for HOME, the addition of a new activity, and a change in the scope of two activities.

Amount of Funding: NO FUNDING REQUIRED
Finance Budget: [Blank]

SOURCE OF FUNDING: [ ] General Fund [X] Grant Fund [ ] Enterprise Fund [ ] Other
Community Development Block Grant & HOME Investment Partnerships Grant (Fund 5000)

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

1) Budget Increases/Decreases
   a. We are moving CDBG funds from Dangerous Building & Legal Department, Acquisition, and Relocation totaling $1,659,826.26, to Public Facilities and Improvements/Neighborhood Facilities.
   b. We are moving HOME funds from Homebuyer Assistance totaling $1,522,164.00 to Multifamily Development.
   c. We are recognizing and allocating the receipt of unscheduled Program Income that exceeded the amount estimated in the Program Year 2013 and 2014 Annual Action Plans. The additional CDBG Program Income allows us to increase the budgets for Program Administration, Public Services, and Public Facilities, and to fund a new activity, Interim Assistance. The additional HOME Program Income allows us to increase the budgets for Planning and Administration and Multifamily Development.

   Changes to the affected budgets are necessary to reallocate funds to meet current funding requests.

2) New Activity
   a. We are adding a new CDBG activity, Interim Assistance, to support victims of the recent storms and flooding. This change includes funding in the amount of $543,931.47 from unscheduled Program Income received, as noted above.

3) Change in Scope of an Activity
   a. We are adding line items under the existing budgeted activities Economic Development and Multifamily Housing/Development to allow for Program Delivery Costs. The Annual Action Plans for Program Years 2012, 2013, and 2014 did not provide for this, so this addition results in a change in scope for these activities. This change will provide us more flexibility internally in managing our administrative cost caps under the CDBG and HOME grants for the years listed.

This item was reviewed by the Housing and Community Affairs Committee on June 24, 2015.

NR:VC:BS:DS

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

Attachment

REQUIRED AUTHORIZATION

Finance Director: [Signature] Other Authorization: [Signature] Other Authorization: [Signature]
# Substantial Amendment Reallocation and Changes Summary

## Community Development Block Grant (CDBG) Budget Changes

<table>
<thead>
<tr>
<th>Budget Year Amended</th>
<th>Activity</th>
<th>Budget Decrease</th>
<th>Budget Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>Dangerous Building &amp; Legal Department</td>
<td>$129,851.27</td>
<td>$129,851.27</td>
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<td>2010</td>
<td>Public Facilities and Improvements (Community Facilities) - Unallocated</td>
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<td>2012</td>
<td>Acquisition</td>
<td>$1,479,774.99</td>
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<td>2012</td>
<td>Neighborhood Facilities (Public/Private)</td>
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<td>2014</td>
<td>Relocation</td>
<td>$50,200.00</td>
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<tr>
<td>2014</td>
<td>Public-Facilities and Improvements (Public/Private)</td>
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<tr>
<td></td>
<td>Total HOME Budget Reallocation</td>
<td>$1,659,826.26</td>
<td>$1,659,826.26</td>
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</table>

## Home Investment Partnerships Program Grant (HOME) Budget Changes

<table>
<thead>
<tr>
<th>Budget Year Amended</th>
<th>Activity</th>
<th>Budget Decrease</th>
<th>Budget Increase</th>
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<tr>
<td>2013</td>
<td>Homebuyer Assistance</td>
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<td>2013</td>
<td>Multifamily Development</td>
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<td>2014</td>
<td>Homebuyer Assistance</td>
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<td>2014</td>
<td>Multifamily Development</td>
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<td></td>
<td>Total CDBG Budget Reallocation</td>
<td>$1,522,164.00</td>
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## Community Development Block Grant (CDBG) Unscheduled Program Income Allocation with New Activity Added

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<thead>
<tr>
<th>Budget Year Amended</th>
<th>Activity</th>
<th>Amount Received</th>
<th>Budget Increase</th>
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<tbody>
<tr>
<td>2013</td>
<td>Unscheduled Program Income</td>
<td>$134,378.81</td>
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<td>2013</td>
<td>Program Administration</td>
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<td>$26,875.76</td>
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<td>Public Services</td>
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<td>$21,500.61</td>
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<td>Public-Facilities and Improvements (Public/Private)</td>
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<td>2013</td>
<td>Interim Assistance (New)</td>
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<td>Unscheduled Program Income</td>
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<td>2014</td>
<td>Public-Facilities and Improvements (Public/Private)</td>
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<td>2014</td>
<td>Program Administration</td>
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<td>Public Services</td>
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<td>2014</td>
<td>Interim Assistance (New)</td>
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<td>Total HOME Budget Reallocation</td>
<td>$1,899,785.85</td>
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## Home Investment Partnerships Program Grant (HOME) Unscheduled Program Income Allocation

<table>
<thead>
<tr>
<th>Budget Year Amended</th>
<th>Activity</th>
<th>Amount Received</th>
<th>Budget Increase</th>
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<tbody>
<tr>
<td>2012</td>
<td>Unscheduled Program Income</td>
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<td>$350,946.71</td>
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<td>2012</td>
<td>Multifamily Development Program (with Relocation Assistance)</td>
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<td>2013</td>
<td>Unscheduled Program Income</td>
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<td>2013</td>
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<td>2013</td>
<td>Multifamily Development</td>
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<td>2014</td>
<td>Unscheduled Program Income</td>
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<td>2014</td>
<td>Planning and Administration</td>
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<td>2014</td>
<td>Multifamily Development</td>
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<td>Total HOME Budget Reallocation</td>
<td>$2,132,406.83</td>
<td>$2,132,406.83</td>
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</table>

## Change in Scope - New Line Item Added

<table>
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<tr>
<th>Year</th>
<th>Grant</th>
<th>Action Plan Activity</th>
<th>New Line Item</th>
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</thead>
<tbody>
<tr>
<td>2012</td>
<td>CDBG</td>
<td>Multifamily Acquisition/Rehabilitation/Relocation</td>
<td>Program Delivery</td>
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<tr>
<td>2012</td>
<td>CDBG</td>
<td>Economic Development Assistance Programs</td>
<td>Program Delivery</td>
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<tr>
<td>2013</td>
<td>CDBG</td>
<td>Multifamily Housing</td>
<td>Program Delivery</td>
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<tr>
<td>2013</td>
<td>CDBG</td>
<td>Economic Development</td>
<td>Program Delivery</td>
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<tr>
<td>2013</td>
<td>HOME</td>
<td>Multi-Family Development</td>
<td>Program Delivery</td>
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<tr>
<td>2014</td>
<td>CDBG</td>
<td>Multifamily Housing</td>
<td>Program Delivery</td>
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<tr>
<td>2014</td>
<td>HOME</td>
<td>Multi-Family Development</td>
<td>Program Delivery</td>
</tr>
</tbody>
</table>
**REQUEST FOR COUNCIL ACTION**

**TO:** Mayor via City Secretary  

**SUBJECT:** An Ordinance authorizing a Contract with the Houston Downtown Management District to provide up to $200,000 for a security services cost-share program with homeless service providers to enhance security and more effectively serve downtown’s homeless population

<table>
<thead>
<tr>
<th>Category #</th>
<th>Page 1 of 2</th>
<th>Agenda Item #</th>
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</thead>
<tbody>
<tr>
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</tbody>
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**FROM:** Andrew F. Icken, Chief Development Officer

**DIRECTOR’S SIGNATURE:**

**Origination Date**

**Council Districts affected:** All

**For additional information contact:** Andy Icken  
**Phone:** 832-393-1064

**Date and identification of prior authorizing Council action:** NA

**RECOMMENDATION:** The Administration recommends approval of an Ordinance authorizing a Contract with the Houston Downtown Management District to provide up to $200,000 for a security services cost-share program with homeless service providers to enhance security and more effectively serve downtown’s homeless population

**Amount of Funding:** Not to Exceed $200,000.00  
**Finance Budget:**

**SOURCE OF FUNDING:**  
- [ ] General Fund  
- [ ] Grant Fund  
- [ ] Enterprise Fund  
- [x] Other  
  
  Tax Increment Reinvestment Zone Funds (2409)

**SPECIFIC EXPLANATION:**

The Administration recommends City Council approve an interlocal agreement between the City of Houston and the Houston Downtown Management District (the “District”) to provide up to $200,000 in Homeless and Housing Bond funds for a security services cost-share program with non-profit homeless service providers. The program will allow the service providers to enhance exterior, roving security patrols, enabling them to more efficiently and effectively manage and serve downtown’s homeless population.

The City has been working with private, public and non-profit stakeholders to create and implement a strategy to more effectively serve the homeless population. This strategy includes the creation and implementation of a homeless transition plan (the “Plan”) as part of the Mayor’s initiative for ending chronic homelessness in the City by the end of 2015. Successful execution of the Plan requires enhanced security services to effectively manage and serve downtown’s homeless population.

This agreement will allow the District to contract with one or more homeless services providers to enhance their existing security arrangements. The District and each selected provider will agree to share the costs under certain terms and conditions as set forth in the contract for augmenting these security arrangements.

This item was reviewed by the Housing and Community Affairs Committee on June 24, 2015.

**NR:** DK

**cc:** City Secretary  
- Legal Department  
- City Attorney  
- Finance Department

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**REQUIRED AUTHORIZATION (WBS No. P-000012)**

<table>
<thead>
<tr>
<th>Finance Director:</th>
<th>Other Authorization:</th>
<th>Other Authorization:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Neal Rackleff, Director of HCDD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TO: Mayor via City Secretary  
REQUEST FOR COUNCIL ACTION

SUBJECT: An Ordinance approving a Contract not to exceed $71,600 with the Houston Downtown Management District to fund the position of Special Assistant to the Mayor for Homeless Initiatives

FROM: Neal Rackleff, Director  
Housing and Community Development Department

DIRECTOR’S SIGNATURE:  
Stephen Tinnermon  
Phone: 832-394-6261

For additional information contact:  
Stephen Tinnermon  
Phone: 832-394-6261

RECOMMENDATION: Approval of a Contract not to exceed $71,600 with the Houston Downtown Management District to fund the position of Special Assistant to the Mayor for Homeless Initiatives

Amount of Funding:  
$71,600.00

SOURCE OF FUNDING: [ ] General Fund  [ ] Grant Fund  [ ] Enterprise Fund  [ X ] Other

Tax Increment Reinvestment Zone Funds (2409)

SPECIFIC EXPLANATION:

The Housing and Community Development Department (HCDD) recommends City Council approve a one-year contract in an amount not to exceed $71,600 of Homeless and Housing Bond funds with the Houston Downtown Management District (the “District”) for the services of a Special Assistant to the Mayor for Homeless Initiatives.

The City has been working with private, public and non-profit stakeholders to create and implement a strategy to more effectively serve the homeless population. In order to continue the development and execution of this strategy, the District will contract with the Corporation for Supportive Housing (CSH) to provide a Special Assistant to the Mayor for Homeless Initiatives who will work on behalf of the City. Under the contract offered for City Council approval, the City and the District have agreed to share the costs. This amount of funds will pay for half of the total compensation for this person’s services on behalf of the City.

This individual will continue working with the Mayor, City Council, City Departments and other stakeholders, including private entities and non-profit organizations to carry out a variety of duties such as:

- Continue identifying opportunities for strategic leadership and defining the most appropriate role(s) for the City
- Develop and implement a plan to guide City policies and practices
- Develop and implement a strategy to align, leverage and responsibly allocate City resources
- Coordinate activity among multiple City departments
- Guide the City’s participation in ongoing planning activities
- Build internal capacity and knowledge of necessary systems, information and practices
- Lead interagency collaboration efforts related to development of rapid re-housing strategies, supportive housing and alignment of supportive service resources
- Lead other external engagements as requested by the Continuum of Care
- Represent the City at external planning and implementation meetings
- Serve as a liaison with the business and private funding communities
- Manage relationships with outside experts and guide technical assistance activities

This item was reviewed by the Housing and Community Affairs Committee on June 24, 2015.

NR: DK

Cc: City Secretary  
Legal Department  
City Attorney  
Finance Department

REQUIRED AUTHORIZATION

Finance Director:  
Other Authorization:
Andrew F. Icken

Other Authorization: