

The City of Houston
Department of Housing and Community Development
Neighborhood Stabilization Program—Round Three
Proposed Action Plan



Housing Director: James D. Noteware
601 Sawyer Street, Fourth Floor
Houston, TX 77007

The City of Houston

Housing and Community Development Department

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1. NSP3 Grantee Information

NSP3 Program Administrator Contact Information	
Name (Last, First)	Rasheed, Deidre City of Houston, Housing and Community Development Department ("HCDD")
Email Address	Deidre.Rasheed@houstonTX.gov
Phone Number	713-868-8429
Mailing Address	601 Sawyer Fourth Floor, Houston, TX 77007

2. Areas of Greatest Need

Map Submission

The map (the "NSP Map") generated at the "HUD NSP3 Mapping Tool for Preparing Action Plan" website is attached hereto as Appendix A.

Data Sources Used to Determine Areas of Greatest Need

Describe the data sources used to determine the areas of greatest need.

Response:

The City of Houston used several data sources to determine the areas of greatest need included the mapping tool with census tract foreclosure indicators and the flood plain map.

Determination of Areas of Greatest Need

Describe how the areas of greatest need were established.

Response:

Using the HUD mapping tool, the City of Houston (the "City") ensured that the areas of greatest need identified on the NSP Map had a minimum foreclosure score of 17 (State of Texas has an overall foreclosure score of 16) or above. The City overlaid the flood plain map to ensure that it will not fund projects in target areas that are located in the flood plain. The City identified areas whose homes may start decreasing in value due to high rates of foreclosures in the communities surrounding these areas. The City has determined that its areas of greatest need include most, if not all, of the areas with the highest percentages of homes financed by subprime mortgage related loans.

3. Definitions and Descriptions

Definitions

Term	Definition
Blighted Structure	A residential or commercial building that exhibits an extensive level of physical decline or decay.

Affordable Rents	HOME program rents will be used for projects funded by NSP3. These are updated annually by the U.S. Department of Housing and Urban Development. HOME Program rent limits are available at www.hud.gov .
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Descriptions

Term	Definition
Long-Term Affordability	The City has adopted the HOME Program affordability standards to meet the continued affordability standards of the Neighborhood Stabilization Program (“NSP”). Utilizing these standards, the City will ensure that all NSP3-assisted housing remains affordable to individuals or families whose incomes do not exceed 120 percent of area median income. These standards require that rental and homeownership housing must remain affordable for 5 to 20 years, depending on the amount of NSP3 funds invested in the housing unit. Long-term affordability will be enforced through rental and deed restrictions, including resale/recapture provisions. The City shall ensure, to the maximum extent practicable and for the longest feasible term, that the redevelopment of abandoned and /or foreclosed upon residential properties remains affordable.
Housing Rehabilitation Standards	The City is currently developing its minimum property standards for multifamily new construction and rehabilitation projects.

4. Low-Income Targeting

Low-Income Set-Aside Amount

Enter the low-income set-aside percentage in the first field. The field for total funds set aside will populate based on the percentage entered in the first field and the total NSP3 grant.

Identify the estimated amount of funds appropriated or otherwise made available under the NSP3 to be used to provide housing for individuals or families whose incomes do not exceed 50 percent of area median income.

Response:

Total low-income set-aside **percentage** (must be no less than 25 percent): 25.00%

Total funds set aside for low-income individuals = \$ 847,258.75

Meeting Low-Income Target

Provide a summary that describes the manner in which the low-income targeting goals will be met.

Response:

The City of Houston will use legal agreements and income verification to insure that single family and/or multifamily projects developed with NSP3 funds meets these low-income housing targeting goals.

5. Acquisition and Relocation

Demolition or Conversion of LMI Units

Does the grantee intend to demolish or convert any low- and moderate-income dwelling units (i.e., ≤ 80% of area median income)?	Yes
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If yes, fill in the table below.

Question	Number of Units
The number of low- and moderate-income dwelling units—i.e., ≤ 80% of area median income—reasonably expected to be demolished or converted as a direct result of NSP-assisted activities.	40
The number of NSP affordable housing units made available to low-, moderate-, and middle-income households—i.e., ≤ 120% of area median income—reasonably expected to be produced by activity and income level as provided for in DRGR, by each NSP activity providing such housing (including a proposed time schedule for commencement and completion).	40
The number of dwelling units reasonably expected to be made available for households whose income does not exceed 50 percent of area median income.	10

6. Public Comment

Citizen Participation Plan

Briefly describe how the grantee followed its citizen participation plan regarding this proposed substantial amendment or abbreviated plan.

Response:

The City of Houston is currently planning two upcoming public hearings to inform the community of the details of the proposed NSP plan. A public notice was posted in the Houston Chronicle to receive comments from Saturday 2/12/2011 through Monday 2/28/2011. In addition, the public notice and the working draft of this application were posted to the HCDD website as of 2/11/2011.

Summary of Public Comments Received.

There will be a public hearing held on March 23rd to inform the public of the current plan and allow for public comments.

7. NSP Information by Activity

Activity Number 1	
Activity Name	Administration of the Grant
Use	Select all that apply:
	<input type="checkbox"/> Eligible Use A: Financing Mechanisms
	<input checked="" type="checkbox"/> Eligible Use B: Acquisition and Rehabilitation
	<input checked="" type="checkbox"/> Eligible Use C: Land Banking
	<input checked="" type="checkbox"/> Eligible Use D: Demolition
<input checked="" type="checkbox"/> Eligible Use E: Redevelopment	
CDBG Activity or Activities	Administration – General Management and Oversight as allowed under 24 CFR 570.206

National Objective	N/A	
Activity Description	HCDD will use these funds to administer and monitor all activities carried out under this NSP3 program.	
Location Description	HCDD will prioritize the expenditure of NSP 3 funds in its identified areas of greatest need	
Budget	Source of Funding	Dollar Amount
	NSP3	\$338,000.00
	(Other funding source)	\$ 0
	(Other funding source)	\$ 0
Total Budget for Activity	\$338,000.00	
Performance Measures	N/A	
Responsible Organization	Name	City of Houston, Housing and Community Development Department
	Location	601 Sawyer, Suite 400, Houston TX 77007
	Administrator Contact Info	Deidre Rasheed 713-868-8429 deidre.rasheed@houstonTX.gov

Activity Number 2	
Activity Name	24 CFR 570.201 (a) Acquisition and Rehabilitation
Uses	Select all that apply: <input type="checkbox"/> Eligible Use A: Financing Mechanisms <input checked="" type="checkbox"/> Eligible Use B: Acquisition and Rehabilitation <input checked="" type="checkbox"/> Eligible Use C: Land Banking <input checked="" type="checkbox"/> Eligible Use D: Demolition <input checked="" type="checkbox"/> Eligible Use E: Redevelopment
CDBG Activity or Activities	24 CFR 570.201 (a) Acquisition and Rehabilitation, (b) dispositions, (i) relocation. 24 CFR 570.202 eligible rehabilitation and preservation of activities for homes and other residential properties
National Objective	Low Moderate Middle Income Housing (LMMH)
Activity Description	<p>Developers and/or subrecipients will acquire foreclosed and/or abandoned single-family properties that are vacant at a maximum of 99% of appraised value. Properties will be secured and/or demolished as needed for safety and blight removal. HCDD will, through an RFQ/RFP process, select qualified developers and/or subrecipients to rehabilitate these properties or build new homes on such lots. These developers and/or subrecipients then will sell these properties to qualified low-income buyers. HCDD will work with developers and subrecipients to insure that any displacement that results from this activity will comply with URA.</p> <p>Developers and subrecipients will be required to set aside at least</p>

	<p>25% of their NSP allocation to serve households at or below 50% of area median income. Households earning less than 50% of area median income will be affirmatively sought for participation in this program. Proceeds from each such sale will be returned to HCDD or retained by the developer or subrecipient, in accordance with established resale and recapture provisions and other terms of the agreement by and between HCDD and each such developer or subrecipient.</p> <p>Homebuyers will be required to take an 8 hour training course to qualify for purchasing one of these homes.</p> <p>Use of sub-prime loans will be disallowed. In lieu of such loans, additional subsidies will be considered to see that buyers are committed to mortgages that they can afford. Affordability periods will reflect total subsidy allocated per homeowner based on a subsidy layering analysis. Long term affordability will be ensured via the affordability covenants and/or second mortgage normally placed by HCDD on homes serviced via the HAP down payment assistance program.</p>
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Location Description	HCDD will prioritize the expenditure of NSP 3 funds in its identified areas of greatest need
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Budget	Source of Funding	Dollar Amount
	NSP3	\$1,713,035.00
	(Other funding source)	\$0
	(Other funding source)	\$0
Total Budget for Activity		\$1,713,035.00

Performance Measures	Number of families at each of (i) 120% or less of area median income and (ii) 50% or less of area median income served; Number of foreclosed and/or abandoned single family properties redeveloped
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Projected Start Date	8/1/2011
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Projected End Date	8/1/2015
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Responsible Organization	Name	City of Houston, Housing and Community Development Department
	Location	601 Sawyer Fourth Floor, Houston TX 77007
	Administrator Contact Info	Deidre Rasheed 713-868-8429 deidre.rasheed@houstonTX.gov

Activity Number 3	
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Activity Name	Demolition & Land Bank
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Use	Select all that apply:
	<input type="checkbox"/> Eligible Use A: Financing Mechanisms <input type="checkbox"/> Eligible Use B: Acquisition and Rehabilitation

	<input checked="" type="checkbox"/> Eligible Use C: Land Banking	
	<input checked="" type="checkbox"/> Eligible Use D: Demolition	
	<input checked="" type="checkbox"/> Eligible Use E: Redevelopment	
CDBG Activity or Activities	24 CFR 570.201 (a) Acquisition and Rehabilitation, (b)dispositions,(c) public facilities and improvements (i) relocation. 24 CFR 570.202 eligible rehabilitation and preservation of activities for homes and other residential properties	
National Objective	Low Moderate Middle Income Housing (LMMH)	
Activity Description	<p>The City will establish a land bank through a governmental entity or nonprofit entity at least in part, to assemble, temporarily manage, and dispose of homes or residential properties that have been foreclosed upon for the purpose of stabilizing neighborhoods and encouraging re-use or redevelopment of said properties. The land bank will operate in specific, defined geographic area as a part of the larger NSP target areas. The City may demolish a structure on a property that it will land bank. HCDD will work with developers and subrecipients to insure that any displacement that results from this activity will comply with URA.</p> <p>If the City establishes the land bank as a governmental entity, it may also maintain each such foreclosed property that it does not own, provided it charges the owner of each such property the full cost of each of the demolition and maintenance service or places a lien on the property for the full cost of each such service. The City with the governmental entity or the nonprofit entity will develop a plan that will develop each such property for acceptable use within ten years.</p>	
Location Description	HCDD will prioritize the expenditure of NSP 3 funds in it its identified areas of greatest need	
Budget	Source of Funding	Dollar Amount
	NSP3	\$338,000.00
	(Other funding source)	\$0
	(Other funding source)	\$0
Total Budget for Activity	\$338,000.00	
Performance Measures	Number of foreclosed and/or abandoned properties redeveloped	
Projected Start Date	8/1/2011	
Projected End Date	8/1/2015	
Responsible Organization	Name	City of Houston, Housing and Community Development Department
	Location	601 Sawyer Fourth Floor, Houston TX 77007
	Administrator Contact Info	Deidre Rasheed 713-868-8429 deidre.rasheed@houstonTX.gov

Activity Number 4		
Activity Name	Acquisition & Rehabilitation	
Use	Select all that apply:	
	<input type="checkbox"/> Eligible Use A: Financing Mechanisms	
	<input checked="" type="checkbox"/> Eligible Use B: Acquisition and Rehabilitation	
	<input checked="" type="checkbox"/> Eligible Use C: Land Banking	
	<input checked="" type="checkbox"/> Eligible Use D: Demolition	
<input checked="" type="checkbox"/> Eligible Use E: Redevelopment		
CDBG Activity or Activities	24 CFR 570.201 (a) Acquisition and Rehabilitation, (b)dispositions,(c) public facilities and improvements (i) relocation. 24 CFR 570.202 eligible rehabilitation and preservation of activities for homes and other residential properties	
National Objective	Low Moderate Middle Income Housing (LMMH)	
Activity Description	<p>Developers and/or subrecipients will acquire foreclosed and/or abandoned multifamily properties at a maximum of 99% of appraised value. Properties will be secured and/or demolished as needed for safety and blight removal. HCDD will, through an RFQ/RFP process, select qualified developers and/or subrecipients to rehabilitate these properties. These developers and subrecipients then will lease these properties to qualified low-income tenants. HCDD will work with developers and subrecipients to insure that any displacement that results from this activity will comply with URA.</p> <p>Developers and subrecipients will be required to set aside at least 25% of their NSP allocation to serve households at or below 50% of area median income. Households earning less than 50% of area median income will be affirmatively sought for participation in this program. Proceeds from each such transaction will be returned to HCDD or retained by the developer or subrecipient, in accordance with established resale and recapture provisions and other terms of the agreement by and between HCDD and each such developer or subrecipient. Only temporary relocation may be required for this activity.</p>	
Location Description	HCDD will prioritize the expenditure of NSP 3 funds in it its identified areas of greatest need	
Budget	Source of Funding	Dollar Amount
	NSP3	\$1,000,000.00
	(Other funding source)	\$ 0
	(Other funding source)	\$ 0
Total Budget for Activity	\$1,000,000.00	

Performance Measures	Number of families at each of (i) 120% or less of area median income and (ii) 50% or less of area median income served; Number of foreclosed and/or abandoned multifamily properties redeveloped	
Projected Start Date	8/1/2011	
Projected End Date	8/1/2015	
Responsible Organization	Name	City of Houston, Housing and Community Development Department
	Location	601 Sawyer Fourth Floor, Houston TX 77007
	Administrator Contact Info	Deidre Rasheed 713-868-8429 deidre.rasheed@houstonTX.gov

8. Certifications

Certifications for State and Entitlement Communities

(1) **Affirmatively furthering fair housing.** The jurisdiction certifies that it will affirmatively further fair housing, which means that it will conduct an analysis to identify impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting the analysis and actions in this regard.

(2) **Anti-displacement and relocation plan.** The applicant certifies that it has in effect and is following a residential anti-displacement and relocation assistance plan.

(3) **Anti-lobbying.** The jurisdiction must submit a certification with regard to compliance with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by that part.

(4) **Authority of jurisdiction.** The jurisdiction certifies that the consolidated plan or abbreviated plan, as applicable, is authorized under state and local law (as applicable) and that the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations and other program requirements.

(5) **Consistency with plan.** The jurisdiction certifies that the housing activities to be undertaken with NSP funds are consistent with its consolidated plan or abbreviated plan, as applicable.

(6) **Acquisition and relocation.** The jurisdiction certifies that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 U.S.C. 4601), and implementing regulations at 49 CFR part 24, except as those provisions are modified by the notice for the NSP program published by HUD.

(7) **Section 3.** The jurisdiction certifies that it will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.

(8) **Citizen participation.** The jurisdiction certifies that it is in full compliance and following a detailed citizen participation plan that satisfies the requirements of Sections 24 CFR 91.105 or 91.115, as modified by NSP requirements.

(9) **Following a plan.** The jurisdiction certifies it is following a current consolidated plan (or

Comprehensive Housing Affordability Strategy) that has been approved by HUD. [Only States and entitlement jurisdictions use this certification.]

(10) **Use of funds.** The jurisdiction certifies that it will comply with the Dodd-Frank Wall Street Reform and Consumer Protection Act and Title XII of Division A of the American Recovery and Reinvestment Act of 2009 by spending 50 percent of its grant funds within 2 years, and spending 100 percent within 3 years, of receipt of the grant.

(11) **The jurisdiction certifies:**

- a. that all of the NSP funds made available to it will be used with respect to individuals and families whose incomes do not exceed 120 percent of area median income; and
- b. The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements. However, if NSP funds are used to pay the proportion of a fee or assessment attributable to the capital costs of public improvements (assisted in part with NSP funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. In addition, with respect to properties owned and occupied by moderate-income (but not low-income) families, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than NSP funds if the jurisdiction certifies that it lacks NSP or CDBG funds to cover the assessment.

(12) **Excessive force.** The jurisdiction certifies that it has adopted and is enforcing:

- a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in nonviolent civil rights demonstrations; and
- b. A policy of enforcing applicable state and local laws against physically barring entrance to, or exit from, a facility or location that is the subject of such nonviolent civil rights demonstrations within its jurisdiction.

(13) **Compliance with anti-discrimination laws.** The jurisdiction certifies that the NSP grant will be conducted and administered in conformity with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3619), and implementing regulations.

(14) **Compliance with lead-based paint procedures.** The jurisdiction certifies that its activities concerning lead-based paint will comply with the requirements of part 35, subparts A, B, J, K, and R of this title.

(15) **Compliance with laws.** The jurisdiction certifies that it will comply with applicable laws.

(16) **Vicinity hiring.** The jurisdiction certifies that it will, to the maximum extent feasible, provide for hiring of employees that reside in the vicinity of NSP3 funded projects or contract with small businesses that are owned and operated by persons residing in the vicinity of NSP3 projects.

(17) **Development of affordable rental housing.** The jurisdiction certifies that it will be abide by the procedures described in its NSP3 Abbreviated Plan to create preferences for the development of affordable rental housing for properties assisted with NSP3 funds.

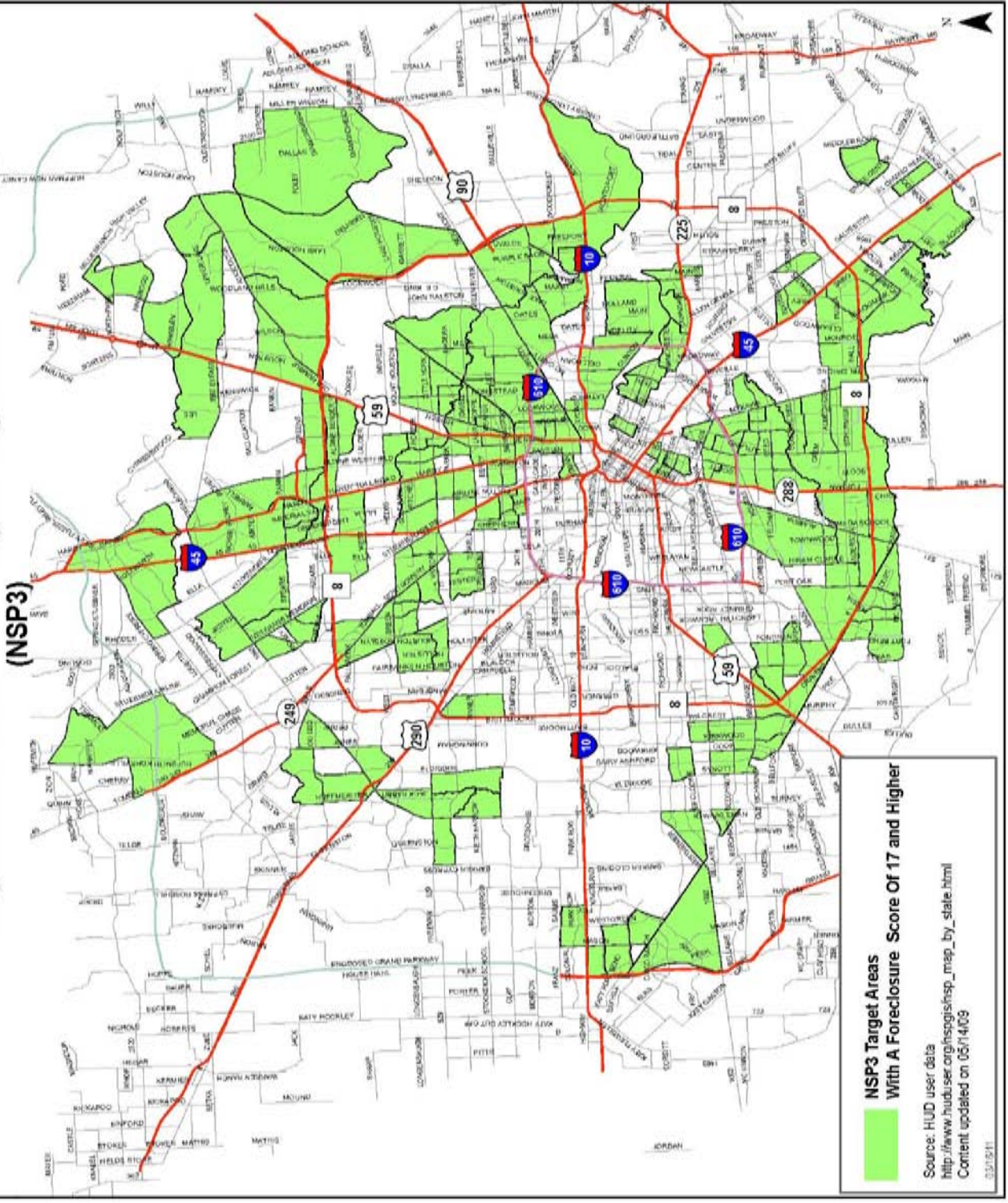
Signature/Authorized Official

Date

Title

Appendix A
NSP Target Areas

Neighborhood Stabilization Program Target Areas (NSP3)



NSP3 Target Areas
With A Foreclosure Score Of 17 and Higher

Source: HUD user data
http://www.huduser.org/insights/insp_map_by_state.html
Content updated on 05/14/09

Appendix B
NSP3 Public Notice

PUBLIC NOTICE

The City of Houston's (City) Housing & Community Development (HCDD) proposes to amend its 2010-2014 Consolidated Plan and Action Plan to include funding that has been allocated to it under the Neighborhood Stabilization Program (NSP) enabled by the Dodd-Frank Wall Street Reform Act and Consumer Protection Act of 2010 (NSP3). The Department has determined that for NSP3, the states and local governments with the greatest need for neighborhood stabilization funding are those communities that have high numbers of foreclosed and/or vacant properties in the neighborhoods with the highest concentrations of foreclosures, delinquent loans, and subprime loans. The United States Department of Housing and Urban Development (HUD) has notified the City of Houston of its rights to submit an action plan under an application for \$3,389,035 in NSP3 funds.

Under NSP3 rules, these funds must be used to assist households that earn up to 120% of the Area Median Income for the Houston Metropolitan Statistical Area (MSA). It is further noted that 25% of the total allocation must be set aside to assist people who earn less than 50% of the Area Median Income for the Houston MSA.

HCDD, on behalf of the City proposes to budget the allocation to the following combination of eligible activities and in the amounts as follows:

Single Family Acquisition Rehabilitation	\$ 1,713,035
Multifamily Acquisition and Rehabilitation	\$ 1,000,000
Demolition	\$ 338,000
Administration	\$ 338,000
Total	\$ 3,389,035

The public is invited to comment on this proposed amendment to the 2010 Consolidated Plan and 2010 Annual Action Plan for a period of 15 days, from Saturday February 12, 2011 through Monday, February 28, 2011. Contact Deidre Rasheed (Deidre.Rasheed@HoustonTX.gov) or Peggy Colligan (Margaret.Colligan@HoustonTX.gov) for more details. You may also call (713) 868-8300.

Appendix C:
Summary of Public Comments

To be finalized after the close of the period for public comment. No comments received as of February 17, 2011.

Appendix D:
Application for Federal Assistance (SF 424)

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION: Pre-application
Application **Construction** **Construction** **Non-Construction** **Non-Construction**

5. APPLICANT INFORMATION

Legal Name: City of Houston
Organizational DUNS:832431985
Address:
Street:601 Sawyer Street, 4th Floor
City: Houston
County: Harris
State: TX
Country: USA

Zip Code 77007

2. DATE SUBMITTED 03/01/2011
3. DATE RECEIVED BY STATE
4. DATE RECEIVED BY FEDERAL AGENCY 03/01/2011

Applicant Identifier 74-6001164
State Application Identifier
Federal Identifier

6. EMPLOYER IDENTIFICATION NUMBER (EIN): -

746461100

8. TYPE OF APPLICATION: New Continuation Revision If Revision,

enter appropriate letter(s) in box(es) (See back of form for description of letters.)

Other (specify)

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: -

TITLE (Name of Program): Labor Management Cooperation
Program 18124

12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc.): Areas of greatest need identified within the City of Houston, TX

13. PROPOSED PROJECT

Start Date: August, 2011 Ending Date: August, 2015

15. ESTIMATED FUNDING:

a. Federal \$. 003389035
b. Applicant \$. 00
c. State \$. 00
d. Local \$. 00
e. Other
f. Program Income \$. 00
g. TOTAL \$. 00 3389035

Organizational Unit:
Department: Housing and Community Development Department
Division: Neighborhood Stabilization Program
Name and telephone number of person to be contacted on matters involving this application (give area code)
Prefix: Mr. First Name: James
Middle Name D.
Last Name Noteware
Suffix:
Email: Jim.Noteware@HoustonTX.gov
Phone Number (give area code)(713) 868-8605 Fax Number (give area code)(713) 865-4113

7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify) C

9. NAME OF FEDERAL AGENCY: US Department of Housing & Urban Development

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: Application for Neighborhood Stabilization Program Round 3 funds from HUD for future allocation of such funds to stabilize certain areas of greatest need as identified by the City of Houston.

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant 7,8,18,22,25,29 b. Project 7,8,18,22,25,29

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. Yes. THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No. PROGRAM IS NOT COVERED BY

E. O. 12372 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL

DEBT? Yes If "Yes" attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.

a. Authorized Representative
Prefix Ms. First Name Annise
Last Name Parker
b. Title Mayor, City of Houston
d. Signature of Authorized Representative

Middle Name
Suffix
c. Telephone Number (give area code) (832) 393-1011
e. Date Signed 02/28/2011

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 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 (0348-0043), Washington, DC 20503. **PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

- | Item: | Entry: | Item: | Entry: |
|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Select Type of Submission. | 11. | Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (e.g., construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project. |
| 2. | Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable). | 12. | List only the largest political entities affected (e.g., State, counties, cities). |
| 3. | State use only (if applicable). | 13. | Enter the proposed start date and end date of the project. |
| 4. | Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank. | 14. | List the applicant's Congressional District and any District(s) affected by the program or project |
| 5. | Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application. | 15. | Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15. |
| 6. | Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service. | 16. | Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. |
| 7. | Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization | 17. | This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes. |
| 8. | Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration | 18. | To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.) |
| 9. | Name of Federal agency from which assistance is being requested with this application. | | |
| 10. | Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested. | | |

Appendix E
NSP3 Action Plan Contents Checklist

Appendix E: NSP3 Action Plan Contents Checklist

The checklist below is an optional tool for NSP3 grantees to help to ensure that all required elements of the NSP3 Substantial Amendment or the Abbreviated Plan are submitted to HUD. This checklist only includes the minimum required elements that must be included in the NSP3 Action Plan and grantees may want to add additional details. This document must be protected, as described above, in order to use the checkboxes in this checklist.

1. NSP3 Grantee Information

	Yes
Did you include the Program Administrator's name, address, phone, and email address?	<input checked="" type="checkbox"/>

2. Areas of Greatest Need

	Yes
Does the narrative description describe how funds will give priority emphasis to areas of greatest need?	<input checked="" type="checkbox"/>
Does the narrative description specifically address how the funds will give priority emphasis to those areas:	
• With the highest percentage of home foreclosures?	<input checked="" type="checkbox"/>
• With the highest percentage of homes financed by subprime mortgage related loan?; and	<input checked="" type="checkbox"/>
• Identified by the grantee as likely to face a significant rise in the rate of home foreclosures?	<input checked="" type="checkbox"/>
Did you create the area of greatest needs map at http://www.huduser.org/NSP/NSP3.html ?	<input checked="" type="checkbox"/>
Did you include the map as an attachment to your Action Plan?	<input checked="" type="checkbox"/>
<i>ONLY Applicable for States:</i> Did you include the needs of all entitlement communities in the State?	<input type="checkbox"/>

3. Definitions and Descriptions

	Yes
Are the following definitions and topics included in your substantial amendment?:	/
• Blighted structure in context of state or local law,	<input checked="" type="checkbox"/>
• Affordable rents,	<input checked="" type="checkbox"/>
• Ensuring long term affordability for all NSP funded housing	<input checked="" type="checkbox"/>

projects,	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> Applicable housing rehabilitation standards for NSP funded projects 	<input checked="" type="checkbox"/>

4. Low-Income Targeting

	Yes
Did you identify the estimated amount of funds appropriated to provide housing that meets the low-income set aside target?	<input checked="" type="checkbox"/>
Did you provide a summary describing how your jurisdiction will meet its low-income set aside goals?	<input checked="" type="checkbox"/>

5. Acquisition & Relocation

	Yes
For all acquisitions that will result in displacement did you specify:	
<ul style="list-style-type: none"> The planned activity, 	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> The number of units that will result in displacement, 	<input checked="" type="checkbox"/>
<ul style="list-style-type: none"> The manner in which the grantee will comply with URA for those residents? 	<input checked="" type="checkbox"/>

6. Public Comment

	Yes
Did you provide your draft of the NSP3 substantial amendment for a minimum of 15 days for public comment?	<input checked="" type="checkbox"/>
Did you include the public comments you received on the NSP3 substantial amendment in your plan?	<input checked="" type="checkbox"/>

7. NSP Information by Activity

	Check all that apply
Did you include a description of all eligible NSP3 activities you plan to implement with your NSP3 award?	<input checked="" type="checkbox"/>
For each eligible NSP3 activity you plan to implement did you include:	
<ul style="list-style-type: none"> Eligible use or uses? 	<input checked="" type="checkbox"/>

• Correlated eligible CDBG activity or activities?	<input checked="" type="checkbox"/>
• Associated national objective?	<input checked="" type="checkbox"/>
• How the activity will address local market conditions?	<input checked="" type="checkbox"/>
• Range of interest rates (if any)?	<input checked="" type="checkbox"/>
• Duration or term of assistance?	<input checked="" type="checkbox"/>
• Tenure of beneficiaries (e.g. rental or homeowner)?	<input checked="" type="checkbox"/>
• If the activity produces housing, how the design of the activity will ensure continued affordability?	<input checked="" type="checkbox"/>
• How you will, to the maximum extent possible, provide for vicinity hiring?	<input checked="" type="checkbox"/>
• Procedures used to create affordable rental housing preferences?	<input checked="" type="checkbox"/>
• Areas of greatest need addressed by the activity or activities?	<input checked="" type="checkbox"/>
• Amount of funds budgeted for the activity?	<input checked="" type="checkbox"/>
• Appropriate performance measures for the activity (e.g. units of housing to be acquired, rehabilitated, or demolished for the income levels represented in DRGR) ?	<input checked="" type="checkbox"/>
• Expected start and end dates of the activity?	<input checked="" type="checkbox"/>
• Name and location of the entity that will carry out the activity?	<input checked="" type="checkbox"/>

8. Certifications

	Yes
Did you sign and submit the certification form applicable to your jurisdiction?	<input checked="" type="checkbox"/>

9. Additional Documentation

	Yes
Did you include a signed SF-424?	<input checked="" type="checkbox"/>

Appendix F
NSP3 Overall Budget

NSP3 Budget

<u>Activity</u>	<u>Amount</u>
NSP3 Program Administration	\$ 338,000
Single Family Acquisition and Rehabilitation	\$1,713,035
Multifamily Acquisition and Rehabilitation	\$1,000,000
Demolition	<u>\$ 338,000</u>
Total	\$3,389,035