



Harris County Commissioners Court

Request for Court Action

Department: Community Services

Department Head/Elected Official: Adrienne M. Holloway, Ph.D.

Regular or Supplemental RCA:

Regular RCA

Supplemental RCA

Type of Request: Grant

Project ID (if applicable):

Vendor/Entity Legal Name (if applicable):

MWDBE Participation (if applicable):

Request Summary (Agenda Caption):

..title

Request by Community Services for authorization to apply for the U.S. Department of Housing and Urban Development grant funds in the amount of \$2,401,956, with no required cash match, for the FY 2021 Eviction Legal Services Program.

..end

Background and Discussion:

The U.S. Department of Housing and Urban Development has issued a Notice of Funding Opportunity (NOFO) for the Eviction Protection Grant Program. The program is making approximately \$20,000,000 available under the NOFO. The overall purpose of the Eviction Protection Grant Program is to support experienced legal service providers, not limited to legal service corporations, in providing legal assistance at no cost to low-income tenants at risk of or subject to eviction. To expand its Eviction and Legal Services Program, CSD will apply for funding from this program.

Expected Impact:

Prevent housing evictions or reduce the impact of eviction on low-income households effected by COVID-19

Alternative Options:

Do not apply

Alignment with Goal(s):

Justice and Safety

Economic Opportunity

Housing

Public Health

Transportation

Flooding

Environment

Governance and Customer Service

Prior Court Action (if any):

Location:

Address (if applicable list below):

Countywide

Precinct 1

Precinct 2

Precinct 3

Precinct 4

Fiscal and Personnel Summary				
Service Name	-Eviction Protection Grant Program	FY 21-22	Estimates	
			FY 22	Next 3 FYs
Incremental Expenditures				
	Labor Expenditures	\$407.480k	\$407.480k	-
	Non-Labor Expenditures	\$793.498k	\$793.498k	-
	Total Incremental Expenditures	\$1,200.978k	\$1,200.978k	-
Funding Sources (General Fund, PIC Fund, Debt or CP, Grants, or Other – Please Specify)				
Existing Budget		-	-	-
		-	-	-
		-	-	-
	Total Current Budget	-	-	-
Additional Budget Requested	HUD Grant	\$1,200.978k	\$1,200.978k	-
		-	-	-
		-	-	-
	Total Additional Budget Requested	\$1,200.978k	\$1,200.978k	-
	Total Funding Sources	\$1,200.978k	\$1,200.978k	-
Personnel (Fill out section only if requesting new PCNs)				
	Current Position Count for Service	1	-	-
	Additional Positions Requested	4.5	-	-
	Total Personnel	5.5	-	-

Anticipated Implementation Date: Quarter 1 2022

Emergency/Disaster Recovery Note:

Not an emergency, disaster recovery, or COVID-19 related item

Emergency Item

COVID-19 related Item

Disaster Recovery related Item

Contact(s) name, title, department:

Christy Lambricht, DR Planning Director, HCCSD

Attachments (if applicable):



HARRIS COUNTY, TEXAS

Office of Budget Management 1001 Preston; Suite 500 Houston, TX 77002 713-274-1135

Grants Coordination Section - Conveyance Form Application Award

Department Name / Number	DUNs	Grant Title
Community Services - 289	072206378	Eviction Legal Services Program '21
Funding Source: U.S. Department of Housing & Urban Development: CFDA# 14.537		Grant Agency: U.S. Department of Housing & Urban Development
Program Year: 1 st		Program Ending:
Grant Begin Date: 10/15/2021		Grant End Date: 10/15/2023
Grant Org. Key:		If applicable, Prior Year Org. Key:

Grant Description:

The Eviction Protection Grant Program is to support experienced legal service providers, not limited to legal service corporations, in providing legal assistance at no cost to low-income tenants at risk of or subject to eviction. HUD's Office of Policy Development and Research is making available grant funds to non-profit or governmental entities to provide services in areas with high rates of evictions or prospective evictions, including rural areas. This grant program plays an integral role in helping individuals and families, including people of color who are disproportionately represented among those evicted, people with limited English proficiency and people with disabilities, avoid eviction or minimize the disruption and damage caused by the eviction process.

	Total Budget	Grant Funded	County Funded
Salary & Benefits	\$814,961.00	\$814,961.00	\$0.00
Non-Labor	\$1,586,995.00	\$1,586,995.00	\$0.00
Sub Tot. Incremental Cost	\$2,401,956.00	\$2,401,956.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00*
TOTALS	\$2,401,956.00	\$2,401,956.00	\$0.00

* under development

Full Time Equivalent Positions Date Guidelines are Available

% of Positions Paid by Grant Grant Submittal Deadline Date

Grant Discussion:

If awarded, this would be the first year for this project under this grant program. Grant funds would be used to offer relief for 187 low-income tenant households at risk of or subject to eviction in the form of legal assistance including consultation, advice, direct representation including pre-trial and post-trial services, and other related legal services directed to cure legal needs due to COVID-19. The no local match requirement.

County Funded Cost Projection

Year	Required	Discretionary
2022	-	-
2023	-	-
2024	-	-
2025	-	-
2026	-	-

Completed by: Michael Mattingly Mattingly, Mike

Date: 9/7/21

Reviewed by: [Signature]

Date: 9/7/21

ORDER

STATE OF TEXAS

COUNTY OF HARRIS

On this, the 14th day of September, 2021, the Commissioners Court of Harris County, Texas, sitting as the governing body of Harris County, upon motion of Commissioner _____, seconded by Commissioner _____, duly put and carried,

IT IS ORDERED that County Judge Lina Hidalgo or her designee be hereby authorized to approve, and on behalf of Harris County, Texas, to apply for the following grant from the U.S. Department of Housing & Urban Development:

Eviction Legal Services Program '21

Application Amount:	\$2,401,956
Grant Period:	10/15/21 – 10/15/23

Application for U.S. HUD - Eviction Protection Grant Program

Summary Page

Applicant: Harris County, Texas

Applicant Type: Local Governmental Entity – County

DUNS Number: 072206378

Total Funds Requested: \$2,421,956

Summary Description of Proposed Project:

Harris County and its Legal Services Coalition will provide administrative, consulting, referral, legal, and related services to the Harris County Eviction Legal Services Program. The Program will offer relief for 187 eligible low-income tenant households at risk of or subject to eviction in the form of legal assistance including consultation, advice, direct representation including pre- and post-trial services, and other related legal services directed to cure legal needs due to COVID-19. Program services also include:

- navigation and support in responding to actions by the Evicting Party to assist with court process or to avoid a court process,
- case assistance management to support housing stability and mitigate the negative impacts of a potential eviction or vacating of the rental property post eviction,
- participation and coordination with the County's Eviction Court for diversion activities, and
- Outreach and education to tenants at risk of or subject to eviction regarding their rights, related to eviction, available resources, and the eviction process. This includes referrals to community resources and services such as local rental assistance programs.

The program is designed to be nimble and responsive in order to provide financial relief and allow eligible tenants to utilize the relief to help them survive during the crisis.

Harris County will comply with HUD or HUD directed evaluation of its Eviction Protection Grant Program activities.

Applicant: 01 County Government - Harris County Community Services Department

Grant Application: Harris County Eviction Legal Services Program

I. Capacity of Applicant and Organizational Experience

Harris County and the Community Services Department have over 50 years of experience in working with local and federal grants. In 2019, Harris County received over \$600,000 in local funding and over \$19 million dollars in annual federal funding (HUD Entitlement funding) and \$1 billion in CDBG-DR funding as a subrecipient of the State of Texas. In 2020, the County received over \$18 million in CARES Act funding in addition to its annual HUD Entitlement funding.

A. Organizational experience

Harris County, through the Harris County Community Services Department (HCCSD), administers the Community Development Block Grant, HOME Investment Partnership program, and Emergency Solutions Grant over the last few decades. HCCSD staff have prepared and submitted Consolidated Plans, Annual Action Plans, and Consolidated Annual Performance and Evaluation Reports in accordance with HUD regulations and guidance. Recently, the County was allocated CARES Act funding to which staff deployed funding to internal divisions and outside service providers for diversion and rental assistance services.

Harris County Community Services Department's Social Services Division administers several programs funded under Entitlement and CARES Act funding that provide direct services to strengthen the community through empowerment of the County's most vulnerable populations. These include case management services to low-income and homeless populations to provide housing stability and financial capacity building; direct rental and utility assistance; and County cemetery and indigent burials. In addition to providing direct services, Social Services advocates on behalf of clients to ensure that Harris County residents receive a continuum of services which will help them achieve self-sufficiency and stability. Services are provided through public funding as well as partnerships with local organizations to exceed what public funding alone can provide for County residents.

One partnership created the Harris County COVID-19 Housing Legal Services Fund and program and funded by County general funds. The program works with a Coalition of legal service providers to provide consulting, referral, legal and related services, including eviction defense, for low-income residents impacted by the COVID-19 Public Health Disaster. Providers include five legal services agencies with staff with more than three years of legal experience, particular working with low-income households and eviction protection. Coalition agencies include:

Lone Star Legal Aid
South Texas College of Law

Houston Volunteer Lawyers
Earl Carl Institute
University of Houston Law Clinic

B. Description and expertise of staff

In addition to the five legal services agencies with staff with more than three years of legal experience, HCCSD has over 10 years of experience coordinating direct services and case management to low-income and homeless household to achieve housing and financial stability goals.

Resumes or Job Description are provided for the following program positions:

- Legal services staff
- Case assistance staff
- Outreach and Education staff
- Monitoring staff
- Accountant

II. Extent of the Problem

Harris County is the most populous county in Texas at approximately 4.6 million people with a growth rate of 0.76% in the past year according to the most recent United States census data. If the growth rate continues at this level, it will mean that Harris County will reach a population of approximately 5 million people by 2025 per H-GAC's Regional Growth Forecast. Unemployment, underemployment, low wages, and a host of other economic problems including challenges from COVID-19 have combined to create increased housing instability along the low-income tenant households. The COVID-19 health crisis has placed many Harris County residents in financial hardship because people have been either laid off of work or experienced reduction in work hours and have found themselves unable to pay their bills. In addition to these issues, Harris County residents, particularly low-income households, are still recovering from the financial hardship caused by Hurricane Harvey and most recently Tropical Storm Imelda's devastating and widespread impacts.

These factors contribute to the increased possibility of residents facing housing eviction. Increases in unemployment or underemployment impacts the ability of low-income individuals to pay necessary living expenses (rent, food, utilities, etc.). According to the Department of Housing & Urban Development, the 2020 Fair Market Rent in Houston and Harris County is \$1,096 for a two-bedroom apartment. A working resident making the minimum wage of \$7.25 per hour must work over 99 hours per week, 52 weeks per year for an apartment at fair market rent to be considered affordable. Combine these figures with the added burden of utilities, childcare, healthcare, possible disaster recovery and other living expenses; it is understandable how individuals and families may slip into the crevices of eviction and despair.

Harris County is committed to improving the quality of life for its citizens by providing a comprehensive approach to social service needs. This includes the provision of legal assistance services. During 2020, Harris County processed thousands of requests from families seeking emergency assistance and expects the number to continue to grow as families continue to recover slowly from COVID economic and disaster related impacts. With the population of Harris County being approximately 4.6 million people, Harris County needs as many financial resources as possible to be able to extend and supplement its services to its residents. Additional funding will allow Harris County to assist more families and individuals with legal assistance services and maintain their housing stability and avoid entering into homelessness.

III. Soundness of Approach

A. Program Strategy and Provision of Services

Harris County is committed to assisting low-income and homeless persons through its various programs in housing, financial capacity building, and investing in communities. County is unique because of its vast service area, which includes the unincorporated areas of Harris County and 34 local cities within the County. Harris County is the third largest county in the United States. As noted in the problem statement, COVID-19 has been particularly challenging to County residents.

Harris County's strategy is to expand services already provided by the County and its Legal Coalition. This will allow for the rapid deployment of funding to serve 187 more affected eligible tenant households. The program will provide three levels of service to local tenants who have been affected by COVID-19.

1) Outreach and Education

This level of the program will perform outreach to 250 tenants at risk or subject to housing eviction and evaluate them for enrollment into the program. Staff will market the program at local housing fairs and community events and on social media, local websites, radio/television and community blogs to eligible tenants, especially vulnerable populations. Clients will also be enrolled from court participation via court-issued citations, United Way's 2-1-1 hotline, and the State Bar of Texas hotline. This phase will also include the production of educational materials to inform COVID-19 affected public on the eviction process, fair housing, and tenant rights. These materials will also be utilized to educate approximately 1,000 tenants and landlords.

2) Legal Assistance Services

HCCSD seeks to expand its Harris County COVID-19 Housing Legal Services program to provide services to an additional 178 eligible renter households. The program will provide legal assistance including, consulting, referral, pre- and post-trial services, filing, mediation, and court proceedings.

3) Case Assistance Services

Case Assistance staff will perform in-take and eligibility of potential eligible tenants to the program. Case assistance will also collaborate with local courts to promote diversion activities. HCCSD is currently working with local Judges to divert tenants from the eviction process or to mitigate the negative impact of eviction when diversion is not possible. Staff will assist to navigate tenants to housing stability, they have access to local emergency rental assistance programs, including County CARES Act funded programs, and other community resources to refer clients when needed.

Harris County has cultivated many partnerships with local social services agencies to maximize the efforts in holistically assisting low-income persons. These partnerships have been in place for over 6 years and are necessary to ensure that every client receives the full range of assistance needed to increase their quality of living.

B. Clients served

The program will serve 187 low-income tenant households (those 80% or below median area income), who are at risk or subject to housing eviction, with legal and case assistance over a 24-month period. Staff will perform outreach activities for 250 tenant households and educational activities for 1,000 tenants and landlords.

C. Program Evaluation

The program will collect, maintain, and provide to HUD the data necessary to document and evaluate grant program outputs and outcomes. The County and its Coalition members shall share collected data and information not subject to attorney-client privilege or otherwise confidential information to help aid in the execution of an external study. The County will cooperate with any research or evaluation sponsored by HUD or another government agency associated with the HUD Eviction Protection Grant Program, including preservation of project data and records and compiling request for information. Harris County will comply with HIPAA and other Privacy Rules. The County will also work with its partners to evaluate the success of the program in its annual CAPER.

Grant Application Detailed Budget Worksheet

Name and Address of Applicant:	
This represents a 2 Year Budget	

Detailed Description of Budget (for full grant period)											
Category	Estimated Hours	Rate per Hour	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
1. Personnel (Direct Labor)											
Position or Individual											
Lead Case Manager	4,160	\$24.76	\$103,002	\$103,002							
Case Manager I	4,160	\$21.05	\$87,568	\$87,568							
Navigator	4,160	\$21.37	\$88,900	\$88,900							
Outreach/Education staff	4,160	\$21.37	\$88,900	\$88,900							
Program Management Monitor	3,120	\$24.05	\$75,036	\$75,036							
Planning and Evaluation	1,040	\$24.05	\$25,012	\$25,012							
Accountant	2,080	\$27.88	\$57,990	\$57,990							
Total Direct Labor Cost											
	22,880		\$526,408	\$526,408							
2. Fringe Benefits											
Health, Dental/Vision Ins (\$14900 / 2080 hours)											
FICA		Base	Estimated Cost	HUD Share							
		7.65%	\$163,900	\$163,900							
Unemployment		0.73%	\$3,843	\$3,843							
Workers Comp		0.20%	\$1,053	\$1,053							
Retirement		15.10%	\$79,488	\$79,488							
Total Fringe Benefits Cost											
			\$288,553	\$288,553							
3. Travel											
3a. Transportation - Local Private Vehicle											
	Mileage	Rate per Mile	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Trans - Local Private Vehicle											

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

3b. Transportation - Airfare (show destination)	Trips	Fare	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Transportation - Airfare											
3c. Transportation - Other	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Transportation - Other											
3d. Per Diem or Subsistence (indicate location)	Days	Rate per Day	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Subtotal - Per Diem or Subsistence											
Total Travel Cost											
4. Equipment (Only items over \$5,000 Depreciated value)	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
Total Equipment Cost											

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

5. Supplies and Materials (Items under \$5,000 Depreciated Value)											
	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
5a. Consumable Supplies											
Printing	500,000	\$0.04	\$20,000	\$20,000							
Subtotal - Consumable Supplies			\$20,000	\$20,000							
5b. Non-Consumable Materials											
Laptop / Printer Scanner	5.5	\$ 2,500	\$13,750	\$13,750							
General Supplies / Direct FTE	5.5	\$590.00	\$3,245	\$3,245							
Subtotal - Non-Consumable Materials			\$16,995	\$16,995							
Total Supplies and Materials Cost			\$36,995	\$36,995							
6. Consultants (Type)											
Program Marketing	350	\$142.86	\$50,000	\$50,000							
Total Consultants Cost			\$50,000	\$50,000							
7. Contracts and Sub-Grantees (List individually)											
Legal Assistance services	8000	\$187.50	\$1,500,000	\$1,500,000							
Total Subcontracts Cost			\$1,500,000	\$1,500,000							

Grant Application Detailed Budget Worksheet

Detailed Description of Budget

8. Construction Costs	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
8a. Administrative and legal expenses											
Subtotal - Administrative and legal expenses											
8b. Land, structures, rights-of way, appraisal, etc											
Subtotal - Land, structures, rights-of way, ...											
8c. Relocation expenses and payments											
Subtotal - Relocation expenses and payments											
8d. Architectural and engineering fees											
Subtotal - Architectural and engineering fees											
8e. Other architectural and engineering fees											
Subtotal - Other architectural and engineering fees											

Grant Application Detailed Budget Worksheet

	Quantity	Unit Cost	Estimated Cost	HUD Share	Applicant Match	Other HUD Funds	Other Federal Share	State Share	Local/Tribal Share	Other	Program Income
8f. Project inspection fees											
Subtotal - Project inspection fees											
8g. Site work											
Subtotal - Site work											
8h. Demolition and removal											
Subtotal - Demolition and removal											
8i. Construction											
Subtotal - Construction											
8j. Equipment											
Subtotal - Equipment											
8k. Contingencies											
Subtotal - Contingencies											
8l. Miscellaneous											
Total Construction Costs											

