



Legislation Text

File #: 21-1102, Version: 1

To: Harris County Commissioners Court

Through: Adrienne Holloway, Ph.D., Executive Director, Community Services

Prepared By: Douglas Croffitt, Lending Services Manager, Community Services

Subject: DAP Guidebook and Procedures Manual

Project ID (If applicable):

Purpose and Request:

Request for approval of the revised Downpayment Assistance Program guidebook and procedures manual effective April 1, 2021 to revise formatting throughout, clarify language, update processes, procedures, policies and improve the quality for use internally and by stakeholders.

Background and Discussion:

In May 2002, Commissioners Court approved the creation of the Downpayment Assistance Program (formerly known as the "Mortgage Assistance Program"). Subsequently in August 2003, Commissioners Court approved the guidebook and procedures manual. The Community Services Department (CSD) seeks to make changes to the DAP Guidebook and Procedures Manual to improve the quality for use internally and by stakeholders.

Fiscal Impact:

[INSTRUCTIONS: A short description of the cost of the request and where you are requesting funding from. No more than 2 sentences. In addition please fill out the table below. This includes financial impact to the current fiscal year and subsequent fiscal years along with the source of funding (general fund, grant, etc.). If the amount is within the current budget, please indicate the amount from 'Existing Department Budget'. If all of or part of the request is a new expense, please indicate funding source in the space provided.]

Fiscal Summary			
Expenditures	FY 20-21	FY 21-22 Projected	Future Years Projected [3 additional years]
Service Impacted: <i>[Please specify division where expenditure will occur]</i>			
Existing Budget			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
Existing Department Budget			
Please Identify Funding Source (General Fund, Special Revenue, Grant, etc.)			
<i>[INSERT FUNDING SOURCE]</i>			
Total Sources			

Alternatives:

[INSTRUCTIONS: In this section you should briefly discuss any viable alternatives, including the benefits and consequences of each. Include subtitles on the first line of each alternative to identify it. If appropriate, the financial impact of each alternative can be discussed. If taking no action is a viable alternative it should also be discussed, including any financial or other impacts that would result.]

Alignment with Strategic Objective:

[INSTRUCTIONS: Please write out the Department Strategic Objective impacted by this item.]

Attachments:

[INSTRUCTIONS: Please include a list of backup for this item with a short description of each if more than one.]