



CITY OF HOUSTON

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT OR SERVICE

PURCHASE ORDER

Vendor Address
 Vendor Address Number 158385
 COALITION OF COMMUNITY ORGANIZATION
 S
 5901 MARKET ST SUITE 15310
 HOUSTON TX 77020

Mail Invoice to
 COH HOUSING & COMMUNITY DEV
 FINANCIAL SERVICES SEC, ACCT PAY
 P.O. Box 1562
 HOUSTON TX 77251-1562

Information
 Purchase Order Number/Date 4500309756-0 / 09/11/2019
 CoH Vendor Number 158385
 Page 1 of 2
 Buyer's Name Bunny Arita 455
 Buyer's Telephone Number 832-394-6123
 Buyer's Fax Number
 Buyer's E-mail Address Bunny.Arita@houstontx.gov

CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS

Shipping Address HOUSING & COMMUNITY DEVELOPMENT
 PROCUREMENT SERVICES
 2100 TRAVIS, 9TH FLOOR
 HOUSTON TX 77002
 USA

Terms of payment : Pay net 30 w/o deduction Currency USD

Shipping Terms FOB(Free on board) /DESTINATION

Your person responsible: JAMES CALDWELL

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91863 HOUSING CONSULTING FAIR HOUSING AMBSASSADORS PROGRAM SPONSORED FAIR HOUSING AMBASSADOR SCOPE OF WORK FOR FAIR HOUSING NEIGHBORHOOD RIGHTS	5,000.00 / AU	5,000.00
<p>Organization will perform public engagement activities to gather input about community needs and potential strategies and actions related to fair housing and housing issues by September 30, 2019. These activities will include but are not limited to</p> <ul style="list-style-type: none"> # Conducting interviews with at least 45 people to receive input. # Hosting a minimum of 3 small group discussion(s) to present fair housing information, facilitate discussion, and receive input from at least 25 people. # Hosting a minimum of 1 large meeting(s) to present fair housing and housing information, which will include facilitated small group discussions to receive input from at least 30 people. # Collecting at least 150 2019 Community Needs Surveys. # Attending a minimum of 4 community events to hand out information about the 2019 Community Needs Survey to at least 90 people. # Advertise the Community Needs Survey to a minimum of 100 people through e-mail, a minimum of 200 people through social media, and a minimum of 1000 people through postcard mailing. <p>Organization will submit all reporting documentation to HCDD within 10 days from the date of the event.</p>					



CITY OF HOUSTON

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT OR SERVICE

PURCHASE ORDER

PO number/date 4500309756 -0 / 09/11/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Please see the attached Addendum to the Purchase Order					
Gross Price			5,000.00 USD	1 AU	1.000 5,000.00
The item covers the following services:					
10 DR-HARVEY			1.000 AU 2,500.00	2,500.00	
20 CDBG			1.000 AU 2,500.00	2,500.00	
Delivery Date: 09/12/2019					
Total ****				USD	5,000.00

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

Mayor

Chief Procurement Officer

Controller

PR 102157067

Housing and Community Development

PROCUREMENT REQUEST FORM			
<p><small>Note: The Procurement Request form is to solicit quotes through an Informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8; Executive Order 1.14).</small></p> <p><small>* Signature of this document is still required.</small></p> <p><small>* Required Fields (must be completed)</small></p>			
Description of Purchase *	Fair Housing Ambassadors Program	HCDD Division: *	Planning and Grants Mgmt
Deadline Date of Request: *	9/9/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Robinson, Kristin - PWE	Created:	9/9/2019
Requester Phone Number: *	832-394-5209		
<p><small>Brief Description of Scope of Work for Goods/Services:</small></p> <p>We would like to create the purchase order and addendum for the Fair Housing Neighborhood Rights Organization acting through the Coalition of Community Organizations. This is part of PGM's development of the Analysis of Impediments. This is the ninth purchase order for the Fair Housing Ambassadors Program.</p> <p>Please send the purchase order to James Caldwell to sign the document (832-231-9176/corohoustonnow@gmail.com).</p> <p><small>Note: Please allow a minimum of three (3) days for bid responses.</small></p>			
<small>FINANCE USE ONLY</small>		<small>PROCUREMENT USE ONLY</small>	
Fund Number:	5000	Status:	Pending
Funding Source:	CDBG	Purchase Order No#:	
Cost Center:	3200030002	Name of Vendor:	
G/L Account:	522430	Date Processed:	
Business Area:	3200	Date Received:	
Internal Order:	Q32000001-19	Total Amount:	\$5,000.00
BFY:	2019	Procurement Staff:	Bunny Arfa
Grant:		Priority:	
Funds Reservation:	32000001-2019	Notify Department:	
Funds Approval Mgr:		Notify Department:	
<p><small>Justification of Need for Goods/Services</small></p> <p>Community Outreach and Input for the Analysis of Impediments to Fair Housing Choice</p>		<p><small>Procurement Notes:</small></p>	
Requestors Signature:	<i>[Signature]</i>	Supervising Manager (Purchase under \$5,000)	<i>[Signature]</i>
Date:	9/9/19	Manager:	<i>[Signature]</i>
Buyer's Signature:	<i>[Signature]</i>	Funds Approval Signature:	<i>[Signature]</i>
Date:	9/10/19	Date:	9/10/19
Procurement DPU Signature:	<i>[Signature]</i>	(Purchase over \$5,000)	
Date:	9/10/19	CFO Signature:	
(Purchase over \$5,000)		Date:	
Assistant or Deputy Director:		Director Signature (Only Consultant Services)	
Date:		Director or Designee:	
Date:		Date:	
Attachments	Fair Housing Neighborhood Rights ADDENDUM TO PURCHASE ORDER.docx		

5030
DR-HARVEY
3200030002
522430
3200
3200077-19
2019
3200077-2019
MO 9/10/19



ADDENDUM TO PURCHASE ORDER

THIS ADDENDUM TO PURCHASE ORDER ("Addendum") is entered into on the date of the City of Houston Purchase Order, attached to this Addendum, between the **CITY OF HOUSTON** ("City"), and Coaliton of Community Organizations ("COCO") for public engagement and input in support of the development of the *Analysis of Impediments to Fair Housing Choice*.

1. This Addendum controls over and overrides all terms and conditions of the attached Purchase Order, including any written specifications or work write-ups, that conflict or are inconsistent with the terms of this document, and this Addendum is, here and now, substituted for such conflicting or inconsistent terms.
2. COCO has agreed to carry out community engagement and input collection in support of the development of the *Analysis of Impediments to Fair Housing Choice* as outlined in the Purchase Order and as set forth in this Addendum, including **Exhibit "A" Budget** attached hereto.
3. COCO shall submit to the Director of the City's Housing and Community Development Department ("HCDD") or his/her designee ("Director") an accounting report, itemized invoices, itemized receipts or other documentation that itemizes and reflects the eligible purchases and/or expenditures made in furtherance of performance under the Purchase Order and this Addendum. Within 30 calendar days after Director's approval of receipts/invoices and other documentation in support of eligible expenditures, the City will reimburse COCO in an amount not to exceed \$5,000.00 ("Maximum Fund Amount"). COCO understands and agrees that the costs to be paid by the City for the expenditures will be funded with Community Development Block Grant ("CDBG") and Community Development Block Grant – Disaster Recovery ("CDBG-DR") funds, which total amount shall not exceed the Maximum Fund Amount. COCO further understands and agrees it will not look for payment from the City in excess of the Maximum Fund Amount and agrees to provide the City with written documentation to support all expenditures, including clarification of expenditures requested by the Director which must be provided prior to the date of disbursement of the Maximum Fund Amount.
4. COCO understands that this program is federally funded, and that COCO shall adhere to the rules set out in federal regulations that govern the spending of federal programs. *See 24 CFR Part 570 and 2 CFR Part 200*. COCO also acknowledges the inclusion and exclusion of particular goods and services for reimbursements which are enumerated, but not limited to the listing in Exhibit "A".
5. COCO shall release the City as follows:

RELEASE

TO THE EXTENT ALLOWED BY TEXAS LAW, COCO AGREES TO AND SHALL RELEASE THE CITY, ITS AGENTS, EMPLOYEES, OFFICERS, AND LEGAL REPRESENTATIVES (COLLECTIVELY THE "CITY") FROM ALL LIABILITY FOR INJURY, DEATH, DAMAGE, OR LOSS TO PERSONS OR PROPERTY SUSTAINED

IN CONNECTION WITH OR INCIDENTAL TO PERFORMANCE UNDER THE PURCHASE ORDER AND THIS ADDENDUM, EVEN IF THE INJURY, DEATH, DAMAGE, OR LOSS IS CAUSED BY THE CITY'S CONCURRENT NEGLIGENCE AND/OR THE CITY'S STRICT PRODUCTS LIABILITY OR STRICT STATUTORY LIABILITY.

6. COCO shall give the City prompt written notice of any actions, lawsuits, or other proceedings, real or threatened, or any claims made against COCO related to the subject matter of the Purchase Order and this Addendum.

7. This Addendum and Purchase Order shall expire when all allocated funds have been properly disbursed or when unilaterally terminated by the City, whichever comes first. The attached Purchase Order, along with any written specifications relating thereto, including this Addendum, contain all of the agreements between the parties relating to the subject matter within and embodies the full and final expression of the agreement between the parties. This Addendum may be executed in multiple copies, each of which shall be an original.

<p>AGREED AND ACCEPTED:</p> <p>CITY OF HOUSTON, TEXAS</p> <hr/> <p>Tom McCasland, Director Housing and Community Development Department Date: _____</p>	<p>AGREED AND ACCEPTED:</p> <p>COALITON OF COMMUNITY ORGANIZATIONS</p> <hr/> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------

**SPONSORED FAIR HOUSING AMBASSADOR
ESTIMATED BUDGET FOR FAIR HOUSING NEIGHBORHOOD RIGHTS**

This budget has been revised to only include line items that are eligible for reimbursement according to the CDBG regulations (24 CFR Part 570) and the federal grant requirements (2 CFR Part 200). Items eligible for reimbursement include room rental fees, equipment, staffing, printing, publishing, and reporting related to collecting community input that will directly assist in the development of the Analysis of Impediments to Fair Housing Choice. Ineligible items for reimbursement include any kind costs for refreshments (e.g. food and beverage), entertainment, social activities, prizes, gift cards, and promotional items. For a full list of eligible and ineligible items, please refer to the regulations mentioned above.

THE CITY WILL NOT MAKE ANY REIMBURSEMENTS FOR ANY AND ALL INELIGIBLE ITEMS.

Site

Room and hall fees	\$	<u>750</u>	
Equipment		<u>0</u>	
Tables and chairs		<u>0</u>	
Other: Cleaning Site		<u>100</u>	
Total	\$		<u>850</u>

Staff Time

Planning and coordination	\$	<u>900</u>	
Event implementation		<u>2625</u>	
Reporting and follow-up		<u>300</u>	
Other: Meeting Supplies		<u>0</u>	
Total	\$		<u>3825</u>

Publicity

Graphics work	\$	<u>75</u>	
Photocopying/Printing		<u>0</u>	
Other:		<u>0</u>	
Total	\$		<u>75</u>

Miscellaneous

Interpreter	\$	<u>250</u>	
Other:		<u></u>	
Grand Total	\$		<u>250</u>

TOTAL EXPENSES \$ 5000

**SPONSORED FAIR HOUSING AMBASSADOR
SCOPE OF WORK FOR FAIR HOUSING NEIGHBORHOOD RIGHTS**

Organization will perform public engagement activities to gather input about community needs and potential strategies and actions related to fair housing and housing issues by September 30, 2019. These activities will include but are not limited to

- Conducting interviews with at least 45 people to receive input.
- Hosting a minimum of 3 small group discussion(s) to present fair housing information, facilitate discussion, and receive input from at least 25 people.
- Hosting a minimum of 1 large meeting(s) to present fair housing and housing information, which will include facilitated small group discussions to receive input from at least 30 people.
- Collecting at least 150 2019 Community Needs Surveys.
- Attending a minimum of 4 community events to hand out information about the 2019 Community Needs Survey to at least 90 people.
- Advertise the Community Needs Survey to a minimum of 100 people through e-mail, a minimum of 200 people through social media, and a minimum of 1000 people through postcard mailing.

Organization will submit all reporting documentation to HCDD within 10 days from the date of the event.

Exhibit A

Budget for Coaliton of Community Organizations

This budget has been revised to only include line items that are eligible for reimbursement according to the CDBG regulations (24 CFR Part 570) and the federal grant requirements (2 CFR Part 200). Items eligible for reimbursement include room rental fees, equipment, staffing, printing, publishing, and reporting related to collecting community input that will directly assist in the development of the Analysis of Impediments to Fair Housing Choice. Ineligible items for reimbursement include any kind costs for refreshments (e.g. food and beverage), entertainment, social activities, prizes, gift cards, and promotional items. For a full list of eligible and ineligible items, please refer to the regulations mentioned above.

THE CITY WILL NOT MAKE ANY REIMBURSEMENTS FOR ANY AND ALL INELIGIBLE ITEMS.

ESTIMATED BUDGET

Site

Room and hall fees	\$	<u>750</u>	
Equipment		<u>0</u>	
Tables and chairs		<u>0</u>	
Other: Cleaning Site		<u>100</u>	
Total	\$		<u>850</u>

Staff Time

Planning and coordination	\$	<u>900</u>	
Event implementation		<u>2625</u>	
Reporting and follow-up		<u>300</u>	
Other: Meeting Supplies		<u>0</u>	
Total	\$		<u>3825</u>

Publicity

Graphics work	\$	<u>75</u>	
Photocopying/Printing		<u>0</u>	
Other:		<u>0</u>	
Total	\$		<u>75</u>

Miscellaneous

Interpreter	\$	<u>250</u>	
Other:		<u></u>	
Grand Total	\$		<u>250</u>

TOTAL EXPENSES \$ 5,000