



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address

Vendor Address Number 158266
KOREAN JOURNAL HOUSTON INC.
9355 LONG POINT RD. # I
HOUSTON TX 77055
USA

Information

Purchase Order Number/Date 4500307652-0 / 08/09/2019
CoH Vendor Number 158266
Page 1 of 2
Buyer's Name Clarence Moton 454
Buyer's Telephone Number 832-394-6212
Buyer's Fax Number
Buyer's E-mail Address clarence.moton@houstontx.gov

Mail Invoice to

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

**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:

SUNG BYUN

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91863 HOUSING CONSULTING Fair Housing Ambassador Program SPONSORED FAIR HOUSING AMBASSADOR SCOPE OF WORK FOR KOREAN JOURNAL HOUSTON	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 3 people to receive input. Hosting a minimum of 1 small group discussion to present fair housing information, facilitate discussion, and receive input from at least 5-8 people. Hosting a minimum of 1 large meeting to present fair housing and housing information, which will include facilitated small group discussions to receive input from at least 50 people. Collecting at least 50 completed 2019 Community Needs Surveys. Attending a minimum of 2 community events to hand out information about the 2019 Community Needs Survey to at least 10 people. Advertise the Community Needs Survey to a minimum of 50 people through e-mail, a minimum of 100 people through social media and texting service, and a minimum of 500 people through KAKAOTALK (Free call & text app). Advertising fair housing information & 2019 Community Needs Survey a minimum of 5 times in Korean Journal Houston newspaper (weekly). 					



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PO number/date 4500307652 -0 / 08/09/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			Posting at least 2 articles to include the fair housing information and interviews.		
			Organization will submit all reporting documentation to HCDD within 10 days from the date of the event.		
			Please see the attached Addendum to the Purchase Order.		
Gross Price			5,000.00 USD	1 AU	5,000.00
			Expected value of unplanned services: 5,000.00		
			Delivery Date: 09/30/2019		
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.

[Signature]

Mayor

[Signature]

Chief Procurement Officer

[Signature]

Controller

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 Korean Journal Houston (“Korean Journal”) 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. Korean Journal 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 in the budget set forth within these provisions provided in **Exhibit “A”** and in accordance with the process set forth in this addendum.
3. Korean Journal 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. Upon approval by the Director of receipts/invoices for expenditures, the City will reimburse Korean Journal in an amount not to exceed \$5,000.00 (“Maximum Fund Amount”) within 30 calendar days from the written documentation of expenditures is received. Korean Journal understands and agrees that the costs to be paid by the City for the expenditures will be funded with Community Development Block Grant and Community Development Block Grant – Disaster Recovery Funds (“CDBG-DR funds”) and shall not exceed the Maximum Fund Amount. Korean Journal 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 of all expenditures and other items requested by the Director, or designee, to clarify expenditures made prior to the date of disbursement of the Maximum Fund Amount.
4. Korean Journal understands that this program is federally funded and that Korean Journal shall adhere to the rules set out in federal regulations that govern the spending of federal programs. *See 24 CFR § 570 and 2 CFR Part 200*. Korean Journal 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. Korean Journal shall release the City as follows:

RELEASE

TO THE EXTENT ALLOWED BY TEXAS LAW, Korean Journal 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. Korean Journal shall give the City prompt written notice of any actions, lawsuits, or other proceedings, real or threatened, or any claims made against Korean Journal 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 to, 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.

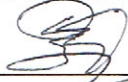
<p>AGREED AND ACCEPTED:</p> <p>CITY OF HOUSTON, TEXAS</p> <hr/> <p>Mary Itz, Principal Planner Housing and Community Development Department Date: _____</p>	<p>AGREED AND ACCEPTED:</p> <p>KOREAN JOURNAL HOUSTON</p>  <hr/> <p>By: <u>Sung Byun</u> Title: <u>editor</u> Date: <u>8/13/2019</u></p>
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Exhibit A
Estimated Budget for Korean Journal

This budget has been revised to only include line items that are eligible for reimbursement costs according to the Community Development Block Grant regulations (24 CFR § 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 inform 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 list above.

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

Site

Room and hall fees	\$	<u>500</u>
Total	\$	<u>500</u>

Staff Time

Planning and coordination	\$	<u>2000</u>
Event implementation		<u>200</u>
Reporting and follow-up		<u>500</u>
Total	\$	<u>2700</u>

Publicity

Graphics work	\$	<u>300</u>
Photocopying/Printing		<u>100</u>
Other:		<u>1000</u>
Total	\$	<u>1400</u>

Miscellaneous

Interpreter	\$	<u>300</u>
Other:		<u>100</u>

Grand Total	\$	<u>400</u>
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TOTAL EXPENSES \$ 5000



PROCUREMENT REQUEST FORM



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 49,0000 using non-Federal funds (COH AP 5-8, Executive Order 1.14).
Signature of this document is still required.
* Required Fields (must be completed)

Description of Purchase *	Public Engagement Services	HCDD Division: *	Planning and Grants Mgmt
Deadline Date of Request: *	8/7/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Itz, Mary - HCD	Created:	8/6/2019
Requester Phone Number: *	832.394.6179		

Brief Description of Scope of Work for Goods/Services:
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. Organization will submit all reporting documentation to HCDD within 10 days from the date of the event.

(Each organization will have their own scope of work)
10 organizations were selected to participate in the reimbursement program. This request is for two organizations of the ten (East End Unidos and Korean Business Journal). This funding will come from the Analysis of Impediments line item.

Note: Please allow a minimum of three (3) days for bid responses.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number: 5030 Funding Source: DR-HARVEY Cost Center: 3200030002 G/L Account: 520159 Business Area: 3200 Internal Order: AA3200077-19 BFY: FY20 Grant: 32000077-2019 Funds Reservation: Funds Approval Mgr:	Status: Pending Purchase Order No#: Name of Vendor: Date Processed: Date Received: Total Amount: \$10,000 Procurement Staff: Priority: Notify Department:
Justification of Need for Goods/Services We have implemented a Fair Housing Ambassadors Program to help solicit community feedback from hard to reach populations to help in the development of the 2019 Analysis of Impediments to Fair Housing Choice, which is a required HUD document.	Procurement Notes: KOREAN JOURNAL HOUSTON EAST END UNIDOS

Requestors Signature: <i>Mary Itz</i> Date: 8/6/19	Supervising Manager (Purchase under \$5,000) Manager: <i>Angela Smith</i> Date: 8/6/19
Buyer's Signature: <i>Clarence Noto</i> Date: 8/6/19	Funds Approval Signature: <i>M. Noto</i> Date: 8/6/19
Procurement DPU Signature: <i>Jyonna L. P. Hone</i> Date: 8/6/19	(Purchase over \$5,000) CFO Signature: <i>[Signature]</i> Date: 8/7/19
(Purchase over \$5,000) Assistant or Deputy Director: <i>Keith W. Ryznar</i> Date: 8/7/19	Director Signature (Only Consultant Services) Director or Designee: Date:

Attachments
 Korean Journal Houston Scope and Budget.docx
 East End Unidos ADDENDUM TO PURCHASE ORDER.docx