



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

PURCHASE ORDER

Vendor Address
Vendor Address Number 158220
SHAPE COMMUNITY CENTER
3903 ALMEDA RD
HOUSTON TX 77004
USA

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 4500306955-0 / 08/02/2019
CoH Vendor Number 158220
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

**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: SHONDRA MUHAMMAD

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 SHAPE COMMUNITY CENTER	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> <p>Hosting a minimum of one Community Town Hall style meeting with approximately 50-100 people to present fair housing and housing information, collect completed 2019 Community Needs Surveys, and gather input from small group discussions.</p> <p>Holding at least two group meetings, including a parent meeting for approximately 15-30 people and a Elder Institute of Wisdom Meeting for approximately 25-35 people, to present fair housing and housing information, facilitate and gather input from small group discussions, and collect completed 2019 Community Needs Surveys.</p> <p>Presenting to daily community visitors at classes and other events held at the community center to promote the importance of fair housing and the 2019 Community Needs Survey.</p> <p>Advertising the Community Needs Survey to a minimum of 2,000 people through e-mail and a minimum of 6,000 people through social media.</p> <p>Assisting residents with and gathering and/or facilitating a minimum of 250 completed 2019 Community Needs Surveys.</p>					



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PO number/date 4500306955 -0 / 08/02/2019 Page 2 of 2

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			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.

Suzanne Turner

Mayor

Jerry Adams

Chief Procurement Officer

Ch. B. Brown

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 SHAPE Community Center (“SHAPE”) 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. SHAPE 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. SHAPE 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 SHAPE in an amount not to exceed \$5,000.00 (“Maximum Fund Amount”). SHAPE 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. SHAPE 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. SHAPE understands that this program is federally funded and that SHAPE 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*. SHAPE 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. SHAPE shall release the City as follows:

RELEASE

TO THE EXTENT ALLOWED BY TEXAS LAW, SHAPE 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. SHAPE shall give the City prompt written notice of any actions, lawsuits, or other proceedings, real or threatened, or any claims made against SHAPE 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 <i>Keith W. Dynam, Deputy Director</i> <i>On Behalf of:</i></p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>Tom McCasland, Director Housing and Community Development Department Date: <u>8/2/19</u></p>	<p>AGREED AND ACCEPTED:</p> <p>SHAPE</p> <hr style="border: 0; border-top: 1px solid black; margin: 5px 0;"/> <p>By: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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Exhibit A
Budget for SHAPE

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>1,200</u>
Other: Cleaning Site	<u>300</u>
Total	\$ <u>1,500</u>

Staff Time

Planning and coordination	\$ <u>975</u>
Event implementation	<u>720</u>
Reporting and follow-up	<u>600</u>
Other: Meeting Supplies	<u>500</u>
Total	\$ <u>2,795</u>

Publicity

Graphics work	\$ <u>175</u>
Photocopying/Printing	<u>200</u>
Other: Social Media, Flyer, & e-Distribution Marketing	<u>330</u>
Total	\$ <u>705</u>

TOTAL EXPENSES \$ 5,000

Housing and Community Development



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 200.31 and \$3,000 to 49,000 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: *	8/2/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Itz, Mary - HCD	Created:	7/31/2019
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 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.
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: \$25,000 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: Fifth Ward Comm Redevelopment Higher Dimension Church - \$5K Shape Community Center - \$5K Mangrove Community - \$5K 2nd Chances Life \$5K
Requestors Signature: <i>Mary Itz</i> Date: <i>8/1/2019</i>	Supervising Manager (Purchase under \$5,000) Manager: <i>[Signature]</i> Date: <i>8/1/19</i>
Buyer's Signature: <i>Clarene Atto</i> Date: <i>8/1/19</i>	Funds Approval Signature: <i>[Signature]</i> Date: <i>8/1/19</i>
Procurement DPU Signature: <i>Jywana L. Rose</i> Date: <i>8/1/19</i>	CFO Signature (Purchase over \$5,000) Date: <i>8/2/19</i>
Assistant or Deputy Director: Date:	Director Signature (Only Consultant Services) Director or Designee: Date:

Attachments 2nd Chances Scope and Budget.docx