



CITY OF HOUSTON
Housing and Community Development Department

Annise D. Parker
Mayor

Neal Rackleff
Director
601 Sawyer Street, Suite 400
Houston, Texas 77007
T. (832) 394-6282
www.houstonhousing.org

DATE: September 2, 2015
SUBJECT: Letter of Clarification No. 1
REFERENCE: Housing and Community Development Department
Community Development Block Grant (CDBG) – Public Services, Homeless Services and Job Training/Adult Education Services
(Solicitation No. RFP T24061)
TO: All Prospective Respondents

This Letter of Clarification is issued for the following reasons:

- To correct the due date for submission of questions
Remove Part 12 Activity Plan and Project Implementation Schedule

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1.0 LOCAL MINORITY/WOMEN BUSINESS ENTERPRISE PARTICIPATION:

1.1 Contractor shall comply with the City's Minority and Women Business Enterprise ("M/WBE") programs as set out in Chapter 15, Article V of the City of Houston Code of Ordinances, to the extent applicable. Contractor shall make good faith efforts to award subcontracts or Supply Agreements in at least 24% of the value of this Agreement to M/WBEs. Contractor acknowledges that it has reviewed the requirements for good faith efforts on file with the City's Office of Business Opportunity ("OBO"), and will comply with them, if applicable.

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PART 1: CDBG - PUBLIC SERVICES PROGRAM CHECKLIST

Agency Name: Amount of funds requested:

The following documents, in compliance with City, State and Federal regulations, must be submitted with all applications. Please use this checklist as a guide to completing your proposal. Place a check mark by the items included in the proposal. If you feel the item does not apply to your proposal, please indicate with "N/A." Additional justification must be provided within the documentation.

- One original and 4 copies of Parts 1 through 16
PART 1: Title Page
PART 2: CDBG – Public Services Program Checklist
PART 3: Proposal Content and Program Narrative
Introduction
Problem Statement/Demonstration of Need
Description of Program and Services
Program Objectives and Plans
Organizational Capacity and Capability
Anti-Discrimination Policy
Cash-Flow Reserve
Demonstration of Funding Need
Results and Evaluations
Consolidated Plan Consistency
PART 4: Detailed Project Budget
PART 5: Authorized Signatures
PART 6: Certification of Nonprofit Eligibility
PART 7: Accounting System
PART 8: Security Policy
PART 9: Assurances and Certification
PART 10: Board of Directors Roster
PART 11: Leveraging Funds
PART 12: Activity Plan and Project Implementation Schedule
PART 13: Certification Regarding Location of Facilities and Shelters
PART 14: Required Supportive Documentation



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REVISION:

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When issued, Letter(s) of Clarification shall automatically become a part of the solicitation documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. It is the responsibility of the respondent to ensure that it has obtained all such letter(s). By submitting a bid proposal on this project, respondents shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into their bid proposal.

If further clarification is needed regarding this solicitation, please contact me.

Sincerely,

Handwritten signature of Mike Laster

City of Houston, Housing and Community Development Purchasing Division (832) - 394-6204