



## CITY OF HOUSTON

Housing & Community Development

# Interoffice Memorandum

**To:** Mary Owens, Financial Analyst IV  
HCDD Finance

**From:** Brenda Scott, Deputy Assistant Director  
Planning & Grants Management

**Date:** February 14, 2013

**Subject:** **REQUEST TO MOVE \$106,050 CONTRACT FOR  
THE RESTORATION FUND MARKET VALUE  
ASSESSMENT FROM NSP1 ADMINISTRATION TO  
NSP3 ADMINISTRATION**

Please change the funding source for The Restoration Fund (TRF) contract providing a Market Value Assessment (MVA) from the NSP1 fund to the NSP3 fund. When the original PNFDF was completed, NSP1 was indicated and it should have been NSP3. The contract amount is \$106,050.00.

The change to the NSP1 Administration line item is a 10% reduction. The amount for TRF MVA contract (\$106,050) should be moved to the Demolition line item. This is a 7% increase. Since these changes are less than the 25% threshold to trigger a substantial amendment, no substantial amendment is required.

If you have any questions, please feel free to contact me.

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Brenda Scott, Deputy Assistant Director

Approved for Project Area:

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Joel North, Division Manager, Commercial Construction

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Date