



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 107110
 MASTERWORD SERVICES INC
 303 STAFFORD
 HOUSTON TX 77079
 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 4500295969-0 / 01/24/2019
 CoH Vendor Number 107110
 Page 1 of 3
 Buyer's Name Coryie J. Gilmore 457
 Buyer's Telephone Number 832-394-6306
 Buyer's Fax Number
 Buyer's E-mail Address Coryie.gilmore@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

Our reference: 2014-1191

Your person responsible: LUDMILA RUSAKOVA GOLOVINE

Your reference: 2014-1191

City of Houston
 Housing and Community Development Department
 COH Contact: Ellary Makuch 832-394-6261

Translation of Harvey Survey Tip Sheets

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91580 TYPING/WORD PROCESS Translation - English to French Release Order against contract 4600013020 Item 00020 **Translation of Program Interest Survey** Englist to FRENCH	227.32 / AU	227.32
	Gross Price		227.32 USD	1 AU	227.32
			Expected value of unplanned services:	227.32	
Delivery Date: 01/24/2019					



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PURCHASE ORDER

PO number/date 4500295969 -0 / 01/24/2019 Page 2 of 3

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
20	1.00	AU	91580 TYPING/WORD PROCESS Translation - English to Arabic Release Order against contract 4600013020 Item 00020 **Translation of Program Interest Survey** Englist to ARABIC	307.12 / AU	307.12
	Gross Price		307.12 USD	1 AU	1.000 307.12
			Expected value of unplanned services:	307.12	
			Delivery Date: 01/24/2019		
30	1.00	AU	91580 TYPING/WORD PROCESS Translation - English to Chinese Tradit Release Order against contract 4600013020 Item 00020 **Translation of Program Interest Survey** Englist to CHINESE TRADITIONAL	272.12 / AU	272.12
	Gross Price		272.12 USD	1 AU	1.000 272.12
			Expected value of unplanned services:	272.12	
			Delivery Date: 01/24/2019		
40	1.00	AU	91580 TYPING/WORD PROCESS Translation - English to Spanish Release Order against contract 4600013020 Item 00020 **Translation of Program Interest Survey** Englist to SPANISH LATIN AMERICAN	192.94 / AU	192.94
	Gross Price		192.94 USD	1 AU	1.000 192.94
			Expected value of unplanned services:	192.94	
			Delivery Date: 01/24/2019		
50	1.00	AU	91580 TYPING/WORD PROCESS Translation - English to Vietnamese Release Order against contract 4600013020 Item 00020 **Translation of Program Interest Survey** Englist to VIETNAMESE	254.20 / AU	254.20
	Gross Price		254.20 USD	1 AU	1.000 254.20
			Expected value of unplanned services:	254.20	



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PURCHASE ORDER

PO number/date 4500295969 -0 / 01/24/2019 Page 3 of 3

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
Delivery Date: 01/24/2019					
Total ****				USD	1,253.70
2014-1191 ORD PASSED 12/17/2014 EXECUTED					
BY MAYOR 1/13/2015 CS 1/20/2015					

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



FINANCE USE ONLY		PROCUREMENT USE ONLY	
Fund Number: 5030 Funding Source: DR - HARVEY Cost Center: 320030002 G/L Account: 522430 Business Area: 3200 Internal Order: A03200077-19 BFY: F42019 Grant: 32000077-2019 Funds Reservation: Funds Approval Mgr:		Status: Pending Purchase Order No#: Name of Vendor: Master Word Date Processed: Date Received: 1/16/19 Total Amount: \$1253. ⁷⁰ Procurement Staff: Coryie J. Gilmore 107630 Priority: Notify Department: Notify Department:	
Requestors Signature: <i>[Signature]</i> Date:		Supervising Manager (Purchase under \$5,000) Manager: <i>[Signature]</i> Date:	
Buyer's Signature: <i>[Signature]</i> Date: 1/22/19		Funds Approval Signature: <i>[Signature]</i> Date: 1/23/19	
Procurement DPU Signature: <i>[Signature]</i> Date: 1/22/19		(Purchase over \$5,000) CFO Signature: _____ Date: _____	
(Purchase over \$5,000) Assistant or Deputy Director: _____ Date: _____		Director Signature (Only Consultant Services) Director or Designee: _____ Date: _____	
Attachments			



Quote # 895734

Quote Date: 01/22/2019
 Client Name: Coryie Gilmore
 Company Name: City of Houston - Housing
 Service Type: Translation
 application checklist tip sheet 1.16.19.pdf Contact info and survey tip
 Project Name: sheet 1.16.19.pdf Overview and Priorities tip sheet 1.16.19.pdf
 Translation Estimate.msg

Scope of Work

- **Translation** of the documents provided to us from Source Language into Target Language. Translation will be performed by native speakers, professional translators, with experience in the appropriate subject matter.
- **Editing** of the translated documents by professional editors/translators for consistency in terminology, meaning, and style.
- **Proofreading** of the translated documents.
- Development of the **Translation Memory** (usually applicable for documents in source/native format) and Terminology (glossary) databases.
- **Project Management** of the entire process.
- **24/7 Project Management** assistance and availability.
- **Post-project assistance.** Should you have any questions regarding the translation or need to update the translated copy based on the changes in your original text, MasterWord is ready to provide our expert assistance around the clock (additional fees may apply).

Estimated Cost

Language Pair	Service	Unit	Rate	Quantity	Total
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Language Pair	Service	Unit	Rate	Quantity	Total
E-English - French	T-Translation	Word (s)	0.17	896	\$152.32
E-English - French	Formatting	Hour(s)	50	1.5	\$75.00
E-English - French Total:					\$227.32
E-English - Arabic	T-Translation	Word (s)	0.22	896	\$197.12
E-English - Arabic	Formatting	Hour(s)	55	2	\$110.00
E-English - Arabic Total:					\$307.12
E-English - Chinese Traditional	T-Translation	Word (s)	0.22	896	\$197.12
E-English - Chinese Traditional	Formatting	Hour(s)	50	1.5	\$75.00
E-English - Chinese Traditional Total:					\$272.12
E-English - S-Spanish Latin American	T-Translation	Word (s)	0.14	896	\$125.44
E-English - S-Spanish Latin American	Formatting	Hour(s)	45	1.5	\$67.50
E-English - S-Spanish Latin American Total:					\$192.94
E-English - Vietnamese	T-Translation	Word (s)	0.2	896	\$179.20
E-English - Vietnamese	Formatting	Hour(s)	50	1.5	\$75.00
E-English - Vietnamese Total:					\$254.20
Total:					\$1,253.70

Payment terms:

Unless otherwise indicated in the contract or a prepayment is necessary, payment of final invoice is due within 30 days of receipt. All past due invoices will incur a 1.8% late charge every 30 days until paid in full.

Gilmore, Coryie - HCD

From: Bontemps, Mayra - HCD
Sent: Friday, January 18, 2019 5:16 PM
To: Makuch, Ellary - HCD
Cc: Gilmore, Coryie - HCD
Subject: RE: urgent: translations

Ellary and Coryie,

Thank you for all your help on the translations. Please process the request for these translations as we have ongoing requests for the languages.

Thank you,

Mayra Guevara Bontemps
Assistant Director
Disaster Recover and Public Services

City of Houston
Housing and Community Development Dept.
We've moved - please note our new address!
2100 Travis Street | 9th Floor | Houston TX 77002
832.394.6115 (office)
832.394.6200 (main)
www.houstontx.gov/housing
Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

From: Makuch, Ellary - HCD
Sent: Thursday, January 17, 2019 11:22 AM
To: Bontemps, Mayra - HCD <Mayra.Bontemps@houstontx.gov>
Cc: Gilmore, Coryie - HCD <coryie.cook@houstontx.gov>
Subject: urgent: translations

Mayra, the tip sheets translation quote is \$1253.70 for three tip sheets into 5 languages. The survey translation quote (for the final version including everything that was updated) is \$3443.90. Note that we already approved \$1400 for the first survey version. The \$1253.70 and \$3443.90 are in addition to that. Procurement needs confirmation that we understand we are paying for the survey translation again, because there were too many changes to be an edit.

Please verify your approval to proceed with the second translation of the survey, and the tip sheets.

Thanks,

Ellary Makuch

Administration Manager
Disaster Recovery

City of Houston

Housing and Community Development Dept.

****We've moved - please note our new address!****

2100 Travis Street | 9th Floor | Houston TX 77002

832.394.6261 (office)

713.383.7271 (mobile)

www.houstontx.gov/housing

Follow us: [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)



HOMEOWNER ASSISTANCE PROGRAM (HoAP)

APPLICATION CHECKLIST

Use this checklist to help you figure out which documents you will need with your application.

- VALID PHOTO I.D.** *(one of the following)*
 - Driver's license
 - State-issued ID
 - Passport/passport card
 - Other official state or federal photo ID
- INCOME INFORMATION FOR ALL ADULT HOUSEHOLD MEMBERS (18+)**
 - Latest filed Federal Tax Return (IRS Form 1040, 1040A or 1040 EZ) OR
 - Other documents showing income:
 - Salary/Wage:* last 3 months paystubs OR signed statement from employer stating wage and frequency of payment
 - Benefits:* social security or disability, retirement, TANF, pension — including income benefit amount
 - Unemployment Income:* current letter of benefits—including amount
- PROOF OF OWNERSHIP** *(one of the following)*
 - Deed/title to ownership
 - Warranty deed
 - Fee simple title
 - 99-year leasehold interest as leasee
 - Proof of mortgage/home insurance
 - Property tax records (must have proper proof of payment)
 - Act of donation
- MANUFACTURED HOUSING UNIT OWNERSHIP** *(If applicable)*

Proof of structure ownership examples:

 - Statement of owner and location
 - Bill of sale
- PROPERTY TAX STATUS** *(one of the following)*
 - Current property tax payments
 - An approved payment plan/tax exemption
- PROOF OF PRIMARY RESIDENCY/OCCUPANCY** *(one of the following)*
 - Voter registration card
 - Homeowners insurance policy for damaged property
 - Texas driver's license or state-issued ID
 - Copy of utility bill or letter from company
 - Other verifiable government issued documentation
 - 2017 Homestead Tax Exemption

*All records must be dated July or August 2017 and **must match the name and damaged property address** on the application.*
- DISASTER ASSISTANCE PREVIOUSLY RECEIVED**

If you received Harvey-related assistance for damages from the storm from any source, you must provide documentation and information confirming damaged residence address, the amount received, and the use of those funds. Typical sources include:

 - FEMA (ICC, NFIP, HMGP, FEMA-IA)
 - Insurance
 - Any other sources of funds or assistance provided to repair the home (nonprofits, faith-based organizations, etc.)
 - If you are in the floodplain, you may be asked for proof of flood
- OTHER DOCUMENTS** *(If applicable)*
 - Proof of disability (if making modification requests)
 - Affidavit attesting child support payments are current or evidence of a payment plan

Call **832.393.0550** or visit a Housing Resource Center for assistance with your application or with questions about a document not listed here.



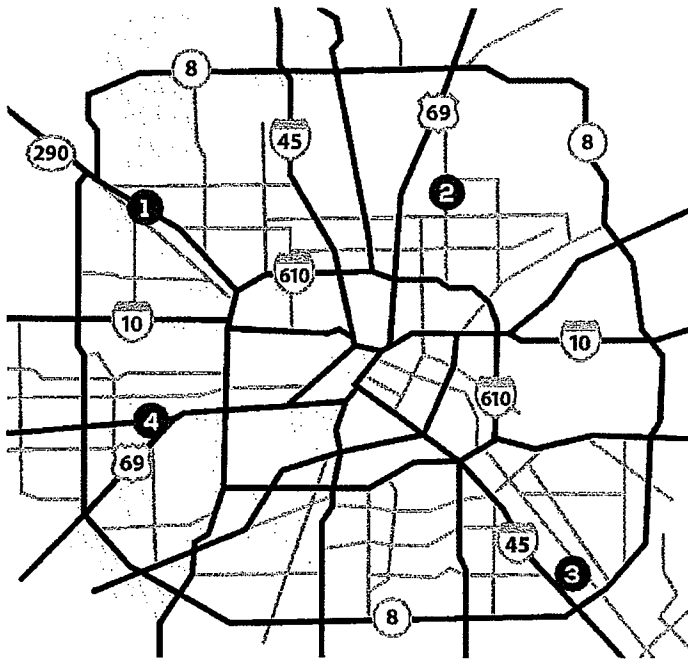


HOMEOWNER ASSISTANCE PROGRAM (HoAP)

CONTACT INFORMATION + SURVEY

RECOVERY.HOUSTONTX.GOV


**CALL
832.393.0550**



HOUSING RESOURCE CENTERS

- 1 Northwest Housing Resource Center**
13101 Northwest Freeway, Suite 101
Houston, TX 77040
- 2 Northeast Housing Resource Center**
9551 N. Wayside Dr. Houston, TX 77028
(North Wayside Sports & Recreation Center)
- 3 Southeast Housing Resource Center**
11550 Fuqua Street, 3rd Floor
Houston, TX 77034
- 4 Southwest Housing Resource Center**
6464 Savoy Drive, Suite 110
Houston, TX 77036

HOURS OF OPERATION:	MON 9 AM-6 PM	TUE 9 AM-6 PM	WED 10 AM-8 PM	THU 10 AM-8 PM	FRI 9 AM-6 PM	SAT 9 AM-3 PM	SUN Closed
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HARVEY RECOVERY SURVEY

RECOVERY.HOUSTONTX.GOV

The first step in getting help after Harvey is to complete the Harvey Recovery Survey to determine if there are programs you may qualify for. After you complete the survey, you may receive an invitation to apply to the specific program most relevant to you.





HOMEOWNER ASSISTANCE PROGRAM (HoAP)

HoAP OVERVIEW + PRIORITIES

WHAT IS THE CITY OF HOUSTON HOMEOWNER ASSISTANCE PROGRAM?

The **Homeowner Assistance Program (HoAP)** consists of five program options to assist Houston residents whose homes were damaged by Hurricane Harvey. If eligible, you may qualify to participate in one or more of the program options described below.



REIMBURSEMENT

If you have completed repairs on your home you may be eligible for reimbursement of some expenses. Any work considered for reimbursement must have been performed prior the date you submitted your application and must pass an environmental clearance and an on-site inspection.



CITY-MANAGED REHABILITATION AND RECONSTRUCTION

The City will use a pool of contractors to rehabilitate or reconstruct storm-damaged homes. The City will manage and complete the construction process on your behalf.



HOMEOWNER-MANAGED REHABILITATION

This option is only available if you have already started construction on your home and are under contract at the time of application, but need financial assistance and technical expertise to complete repairs.



ACQUISITION

If your home was substantially damaged, you may be eligible to have your property purchased by the City. You may also be eligible to apply for additional assistance to purchase a new home.



INTERIM MORTGAGE ASSISTANCE

If you are making both a mortgage payment on your storm-damaged home and making a rental payment for a temporary home, you may be eligible to receive up to 20 months of mortgage assistance.

ASSISTANCE PRIORITIES:

Because funding is limited, the Homeowner Assistance Program will have priorities for people who need the most help first. After completing the Harvey Recovery Survey, you will find out when you can apply. Not all homeowners who apply may receive assistance.

WANT MORE INFORMATION? CALL: 832.393.0550 VISIT: RECOVERY.HOUSTONTX.GOV

READY TO BEGIN THE APPLICATION PROCESS?

The first step in getting help after Harvey is to take the Harvey Recovery Survey to determine if there are programs you may qualify for. After you complete the survey, you may receive an invitation to apply to the specific program most relevant to you. VISIT: RECOVERY.HOUSTONTX.GOV

