



**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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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	
			<b>Delivery Date:</b> 09/30/2019		
<b>Total ****</b>				<b>USD</b>	<b>5,000.00</b>

**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*

*Jerry Adams*

*Ch. B. Brown*

Mayor

Chief Procurement Officer

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><b>CITY OF HOUSTON, TEXAS</b>  <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><b>SHAPE</b></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>
<b>Total</b>	<b>\$ <u>1,500</u></b>

**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>
<b>Total</b>	<b>\$ <u>2,795</u></b>

**Publicity**

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

**TOTAL EXPENSES \$ 5,000**