CITY OF HOUSTON

Housing & Community Development Department

Bill White

Mayor

Richard S. Celli
Director
601 Sawyer Street
Houston, Texas 77007

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www.houstonhousing.org

HOPWA (Housing Opportunities for Persons With AIDS) Providers

Re: Application for HOPWA Program Funds

Attached is the 2009 funding application and budget for the HOPWA Program. This letter serves as notification regarding the City of Houston Housing and Community Development Department "HCDD" and HUD funding requirements. The application submitted does not commit HCDD to award a contract, to pay costs incurred in preparation of this request, or to procure or contract for services or supplies. HCDD reserves the right to accept or reject any or all proposals to this request, or to negotiate with all qualified sources, or cancel in part, or in its entirety, the application, if it is in the best interest of HCDD.

Contract awards will begin at the conclusion of an agency's existing contract. Contract approval is contingent upon an agency complying with the following criteria:

1. Having corrected findings as outlined in the annual monitoring review (if applicable),
2. Being current with billing and monthly progress reporting documentation, and
3. Meeting and/or exceeding the scope of service for existing contract.

Failure to meet these requirements will delay the contract's development.

The application must be submitted with the following:

1. Two (2) copies of the application.
2. Submit a letter of request for continued funding to:
   Richard S. Celli
   Director, HCDD
   601 Sawyer, Suite 400
   Houston, Texas 77007
3. Submit a comprehensive budget outlining expenditures for a one-year period.
4. Submit the proper certification documents.

In addition, HCDD will prescribe to the following governing provisions and limitations, as applicable:

1. HCDD will negotiate with the Non-profit Organization to extend with additional funding or time to complete scope of service as available, any contract award as a result of this request.

2. HCDD will reduce the contract funding amount, if HCDD does not receive adequate funding from HUD.

3. Applicants shall not, under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of HCDD for the purpose of influencing favorable disposition toward its own proposal or any other proposal submitted hereunder.

Council Members: Toni Lawrence Jarvis Johnson Anne Clutterbuck Wanda Adams Michael Sullivan M.J. Khan, P.E. Pam Holm Adrian Garcia James Rodriguez Peter Brown Sue Lovell Melissa Noriega Ronald C. Green Jolanda Jones Controller: Annise D. Parker

4. News releases pertaining to any mater related to the selection process or award should not be made without prior written approval from HCDD.

5. All material furnished by an Applicant in its proposal shall become the property of HCDD and shall be considered public information.

6. Applicants will be required to assume full responsibility of all services, including that of any subcontractors.

7. The Applicant must include in the proposal the names of current subcontractors, their organizational and professional qualifications, résumé, and a detailed description of the work that is currently subcontracted. Any subcontracts funded hereunder must comply with 24 CFR, Part 84.

8. Applicants shall not restrict or eliminate competition or otherwise restrain trade. HCDD may reject proposals for violation of this provision. This restriction does not preclude joint ventures or subcontracts so long as the Proposer can submit documentation that it complied with 24 CFR, Part 84 in the procurement of such contracts.

9. HCDD's obligation hereunder depends upon availability of appropriated funds from HUD. No legal liability on HCDD for payment of any money shall arise unless and until HUD makes funds available to the HCDD for this program and HCDD notifies the Applicant of such allocation in writing.

10. Oral explanations or instructions given before the award of the contract shall not be binding. HCDD reserves the right to request revisions. HCDD may accept any proposal, or part thereof, whether or not negotiations subsequent to its receipt occur, unless HCDD receives a written notice to withdraw the proposal prior to award. If interested parties conduct subsequent negotiations, those shall not constitute a rejection or counteroffer on the part of the HCDD.

11. HCDD will complete the review and funding recommendation of the proposal within 60 days from the date a completed application is received, provided the proposal is complete and contains all information necessary to complete the review.

Projects submitted will be evaluated on a preliminary basis to determine if the project meets the following criteria:

- Funds are available for the type of project proposed.
- The project is compatible with the City's overall housing and supportive services goals and efforts as outlined in the Consolidated Action Plan.
- The project is, in the City's judgment, economically feasible and the costs are in line with fair market value or the project warrants expenditures in excess of fair market value.
- The proposed site and service area is within the limits of the City of Houston's EMSA, which consists of the cities of Houston, Baytown, and Pasadena; and the counties of Austin, Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, San Jacinto and Waller.

Please take time to review the attached documents. Your organization's Board Chair or Executive Director must sign all forms and return to HCDD. The HOPWA staff cannot move forward with contract execution until all forms have been returned and verified. We look forward to your continued efforts to make a difference.

Sincerely,

Public Services/HOPWA
City of Houston
Housing and Community Development Department

Keith W. Bynam

Keith W. Bynam
Division Manager