

CITY OF HOUSTON
Notice of Funding Availability (NOFA)
Housing & Community Development
Department (HCDD): Economic Development
SOLICITATION NO.: T29701

Date Issued: November 20, 2020

NOFA Conference: December 1, 2020 @ 3 P.M.
Available Virtually on Zoom

**Conference Questions
Deadline:** December 10, 2020 @ 5:00 P.M.

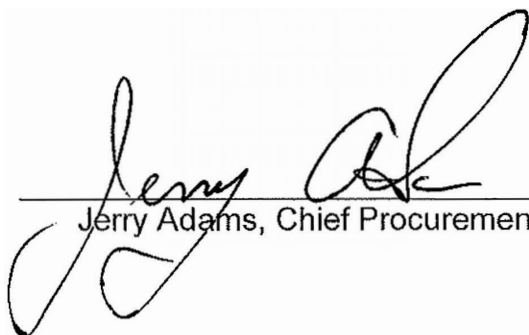
Solicitation Due Date: December 22, 2020 @ 3:00 P.M. CST

Solicitation Contact Person: Tywana Rhone
tywana.rhone@houstontx.gov
832-394-6204

Project Summary: HCDD is seeking to procure a nonprofit organization Partner Community Development Financial Institution (CDFI) with a 501(c)3 nonprofit status to administer a revolving loan program for small construction-sector business. The purpose of this program is to provide access to capital for eligible Houston small construction contractors. Applicants must demonstrate a capacity to implement and administer a revolving loan fund that enables targeted small businesses to successfully perform contracts and develop their business scale. The terms of the resulting Agreement(s) will be for a one (1) year period (12-months) with the option of an additional one (1) year extension at the discretion of HCDD.

NIGP Code: 918-38

MWBE Goal: 0%



Jerry Adams, Chief Procurement Officer

11 17 2020

Date

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INTRODUCTION

The Houston Economic Development Program (HEDP) Dream Fund Program aims to provide access to capital to Houston's construction-industry small businesses, which were disproportionately impacted by Hurricane Harvey. The Dream Fund Program shall establish a revolving loan fund to provide access to capital for small construction-sector businesses, including small contractors performing contracts for the City of Houston. The fund will provide capital loans and lines of credit that will enable small construction-sector businesses to successfully perform construction work and develop their business capacity. The terms of the resulting Agreement(s) will be for a one (1) year period (12-months) with the option of an additional one (1) year extension at the discretion of HCDD.

SOLICITATION SCHEDULE

Listed below are the important dates for this Notice of Funding Availability (NOFA).

<u>EVENT</u>	<u>DATE</u>
Date of NOFA Issued (need 2 weeks)	November 20, 2020
Pre-Proposal Conference	December 1, 2020
Questions from Proposers Due to City	December 10, 2020
Proposals Due from Proposers	December 22, 2020
Notification of Intent to Award (<i>Estimated</i>)	December 2020
Council Agenda Date (<i>Estimated</i>)	December 2020
Contract Start Date (<i>Estimated</i>)	January 2020

PROGRAM FUNDS

The City of Houston Housing and Community Development Department (HCDD) has identified a total of \$4,250,000.00 in CDBG-DR funds to be directed to the Dream Fund Program. Of this total, \$3,000,000.00 is allocated for the revolving loan fund, \$650,000.00 for interest buy-down of the fund, and \$600,000.00 allocated for programmatic support and administration.

APPLICABLE LAWS, REGULATIONS AND PROGRAM GUIDELINES

Applicants are encouraged to review the applicable regulations and laws found at the links below and the HCDD Economic Development Guidelines posted on our Harvey Disaster Recovery website <http://recovery.houstontx.gov>.

[84 F. R. 119 §IV. Basic Duplication of Benefits Calculation](#)

[83 F.R. 28](#) [Docket No. FR-6066-N-01] Allocations, Common Application, Waivers, and Alternative Requirements for 2017 Disaster Community Development Block Grant Disaster Recovery Grantees

[83 F.R. 157](#) [Docket No. FR-6109-N-01] Allocations, Common Application, Waivers, and Alternative Requirements for Community Development Block Grant Disaster Recovery Grantees

[24 CFR 570 Appendix A](#) Guidelines and Objectives for Evaluating Project Costs and Financial Requirements

[2 CFR §200.330](#)

PURPOSE

The HEDP Dream Fund program fulfills the aims of the City of Houston's contract with the General Land Office (GLO), which seeks to "facilitate disaster recovery, restoration, and economic revitalization and to affirmatively further fair housing...in areas affected by the Texas Hurricane Harvey."

The HEDP addresses the impact of Hurricane Harvey by assisting small businesses in the construction sector, which was impacted by the storm, and through the economic development strategy of small business development programming, which increases economic stability, job creation, and job retention, as noted in the City of Houston Local Action Plan (pg. 34).

SCOPE OF WORK

Administration

The selected CDFI shall administer the Dream Fund in partnership with the City of Houston, and shall undertake program outreach and marketing that is consistent with the program's strategic targeting of the small business construction sector. The intent is for the CDFI to offer loans at the lowest interest rate possible based on the availability of an interest buy-down grant allocation.

Collateral shall be required for all business loans and shall be determined on a case-by-case basis, paralleling the practice of the SBA and nonprofit lenders in the Houston area. Loans given to businesses by the CDFI will not be guaranteed by the City in case of loss.

Any program income generated from the revolving fund loan shall be used to support the CDFI's administrative role in building and servicing the loan portfolio. In its administrative role, during the administration of the initial disbursement as well as thereafter, the selected CDFI partner must comply with the terms and conditions agreed upon with the City of Houston in relation to the administration of the revolving fund agreement only.

Regarding the reuse of loan fund principle, the revolving structure is designed to redeploy funds after they have been repaid; when the funds are redeployed, the selected CDFI partner must reissue the funds consistent with the terms and conditions agreed upon with the City of Houston in relation to the administration of the revolving fund agreement only.

Underwriting Activities

The CDFI partner shall undertake objective underwriting using Applicants' financial reports such as cash flow, profit and loss statement, balance sheet, and debt-to-equity ratio reports. The

fund's credit structure shall incorporate the use of two credit facilities extended to qualified contractors: a Line of Credit of \$150,000 maximum to support cash flow needs, and a Term Loan of \$50,000 maximum for working capital needed for hiring, equipment and other resources necessary for supporting incremental work. The Dream Fund Program annual target is to approve a maximum of 60 applicants with access to loans and lines of credit within the course of the 2021 calendar year.

The underwriting activities provided by the CDFI partner are expected to comply with all applicable elements of the following federal underwriting requirements:

- Project costs are reasonable
- All sources of project financing are committed
- To the extent practicable, CDBG-DR funds are not substituted for non-Federal financial support
- Project is financially feasible
- To the extent practicable, the return on the owner's equity investment will not be unreasonably high
- To the extent practicable, CDBG-DR funds are disbursed on a pro rata basis with other financing provided to the project
- Ensuring Projects have appropriate collateralization and personal guaranties

Facilitation of Interest Buydown

The CDFI partner shall implement an interest-buy down component for the term loan facility.

Technical Assistance

The CDFI partner shall provide individual technical assistance and business development support for participant small businesses, with the aim of equipping them with the skills needed to better access capital through private and public-sector channels in the future.

Program Eligibility

The CDFI partner will comply with the HEDP's policies and procedures in order to conduct eligibility review of program applications and determine whether program Applicants are eligible for assistance in the form of small business loans.

National Objectives

Fundamental to eligibility is compliance with the National Objective standards required for all CDBG-DR funded activities. As expressed in the Federal Housing and Community Development Act of 1974, the "primary objective" of the general Community Development Block Grant (CDBG) program is "the development of viable urban communities by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low- and moderate income (LMI)."¹ To fulfill this aim, the U.S. Department of Housing and Urban Development (HUD) Community Block Grant Program policy guidance² outlines three National Objectives:

¹ Section 101 of the Act.

² https://www.hud.gov/sites/documents/DOC_17134.PDF

1. Benefit Low- and Moderate-Income Persons (LMI), or
2. Preventing or Eliminating Slum or Blight, or
3. Meeting an Urgent Need (UN)

All CDBG-DR funded activities must meet at least one of these three National Objectives.³

Reporting

The CDFI partner is expected to undertake reporting activities in compliance with the Program as established by the City. Reporting requirements shall include, but are not limited to:

- loan fund administration reports, and
- underwriting reports for each program participant that include financial analysis documentation and funding recommendation, and
- loan close out reports for each program participant.

ELIGIBILITY

501(c)(3). Must be A CDFI with current 501(c)(3) tax exempt status from the Internal Revenue Service and evidence of good standing with the Texas Secretary of State.

Compliance with Fair Housing. Applicants must not discriminate based on ethnicity, race, color, creed, religion, gender, national origin, age, disability, marital status, sexual orientation, gender identity, or Veteran's discharge status.

Good Standing. Applicants and Applicants' team members must be in good standing with HCDD on all previous grants, loans, or loan commitments.

SELECTION CRITERIA

Proposals will be reviewed and scored internally by a panel of HCDD and other city personnel based on the information provided. Scoring will be along the following evaluation criteria:

- Program administration budget proposal (10 points)
- Track record of work with targeted businesses (30 points)
- Experience working with government entities (30 points)
- Experience working with sectoral strategies for business development, especially construction sector businesses (20 points)
- Organizational capacity (10 points)

Proposals should be written in a manner that clearly addresses the CDFI's ability to satisfy the above criteria. Additional information about the criteria is presented in the following section.

Administration budget proposal (10 points)

Proposed administration budgets will be evaluated based on:

³ Public Law 115-56; FR 6066-N-01

- The extent to which the program budget supports the Scope of Services
- The facilitation of interest-buy down mechanism and resultant interest rate.
- Cost reasonableness of administration costs.
- Plans for continuation of services following discontinuation of CDBG-DR17 funding.

This activity will be scored in the following manner:

- 2 points will be awarded for every bulleted criteria element in the list above that has been satisfied by the CDFI.
- An additional 2 points will be awarded to the CDFI that the review panel agrees has best satisfied the bulleted criteria elements for this activity.

Track Record with Targeted Businesses (30 points)

The Applicant should demonstrate experience providing capital resources, business development support, and technical assistance to the Dream Fund Program targeted small business categories, including:

- Microenterprises
- Minority-owned businesses
- Women-owned businesses
- Low and Moderate Income (LMI) business owners

This activity will be scored in the follow manner:

- 6 points will be awarded for every bulleted criteria element in the list above that has been satisfied by the CDFI.
- An additional 6 points will be awarded to the CDFI that the review panel agrees has best satisfied the bulleted criteria elements for this activity.

Experience working with government entities (30 points)

Applicants should demonstrate experience with local, state, or federal funding programs, including programming with:

- The City of Houston
- Other municipalities or economic development entities
- Federal EDA, SBA, FEMA, or CDBG or CDBG-DR funding and small business programming

Applicants should describe past performance indicators for such experience, including the attainment of program objectives in a timely manner, the expenditure of funds at a reasonable rate in compliance with contract, and timely submission of reports.

This activity will be scored in the follow manner:

- 7 points will be awarded for every bulleted criteria element in the list above that has been satisfied by the CDFI.
- 9 points will be awarded to the CDFI that the review panel agrees has best satisfied the bulleted criteria elements for this activity.

Experience working with sectoral strategies for business development (20 points)

Applicants should describe any experience working with small construction sector businesses.

This activity will be scored in the follow manner:

- 10 points will be awarded if the CDFI has experience working with the small business construction sector.
- 4 points will be awarded if the CDFI has experience working with 5 or more businesses from the small business construction sector.
- An additional 6 points will be awarded to the CDFI that the review panel agrees has best satisfied the criteria elements for this activity.

Capacity (10 Points)

Applicants should provide documentation demonstrating that the resources needed to manage the proposed activity are available and ready. Applicant should describe capacity to not only administer the loan fund, but also provide technical assistance to small business participants as well.

This activity will be scored in the follow manner:

- 5 points will be awarded if the CDFI provides the documentation required to successfully evaluate this activity.
- 1 point will be awarded if the CDFI demonstrates the capacity to administer the loan fund.
- 1 point will be awarded if the CDFI demonstrates the capacity to provide technical assistance to the small business participants.
- An additional 3 points will be awarded to the CDFI that the review panel agrees has best satisfied the criteria elements for this activity.

APPLICATION SUBMISSION

The City of Houston as a unit of local government reserves the right to reject any and/or all proposals, reserves the right to waive any formalities or irregularities in the proposal or evaluation process, and reserves the right to award contract(s) in the best interest of the City of Houston.

Due Date

Proposals are due to the City of Houston by **3:00 p.m. on Tuesday, December 22, 2020**. Late proposals will not be accepted and will be returned, unopened, to the proposer at the proposer's expense.

Threshold Review

All applications will undergo a threshold review within 3 days of receipt of the application. HCDD staff will notify the applicant of any deficiencies within the application. The applicant will have five (5) business days to cure any deficiencies. Once an application has met threshold it may be scored by the committee.

Format

Applications consist of two parts:

1. Written proposal outlining the Applicant's ability to satisfy the criteria outlined above

2. Completed and signed (if applicable) application forms (see Appendixes)

HCDD expects applications to be complete, and in accordance with the following guidelines:

- Provide one hard copy in a binder and two (2) copies on two (2) jump drives. **Both the cover and spine of any hard copies need to be labeled with the name of the organization and applicant.**
- The City encourages applicants to print double-sided to conserve paper. If one document satisfies requirements in two sections *do not* include a second copy of the same document.
- All applications to be signed by the organization's Board Chair/Executive Director/President or Designee. Unsigned applications will not be accepted.
- Prior to the deadline, the Department will accept Applications from 8 a.m. to 5 p.m. each business day, excluding city holidays.

Applications will be accepted ONLY if addressed as follows:

Housing and Community Development Department
2100 Travis St., 9th Floor
Houston, TX 77002
Attn: Tywana Rhone

ALL APPLICATION SUBMISSIONS BECOME THE PROPERTY OF HCDD

No Contact Period

- 1.1 Neither Proposer(s) nor any person acting on Proposer(s)'s behalf shall attempt to influence the outcome of the award by the offer, presentation or promise of gratuities, favors, or anything of value to any appointed or elected official or employee of the City, their families or staff members. All inquiries regarding the solicitation are to be directed to the designated City Representative identified on the first page of the solicitation.
- 1.2 With the exception of Proposer's formal response to the solicitation and written requests for clarification during the period officially designated for such purpose by the City Representative, neither Proposer(s) nor persons acting on their behalf shall communicate with any appointed or elected official or employee of the City, their families, or staff through written or oral means in an attempt to persuade or attempt to persuade or influence the outcome of the award or to obtain or deliver information intended to or which could reasonably result in an advantage to any Proposer from the time of issuance of the solicitation through the pre-award phase and up to the date the City Secretary publicly posts notice of any City Council agenda containing the applicable award. However, nothing in this paragraph shall prevent a proposer from making public statements to the City Council convened for a regularly scheduled session after the official selection has been made and placed on the City Council agenda for action, or to a City Council committee convened to discuss a recommendation regarding the solicitation.

SPECIAL CONDITIONS

A. NOFA Conference

A NOFA Conference will be held at the date, time, and location indicated on the first page of the NOFA document. Interested Proposer(s) are encouraged to attend. It will be assumed that potential Proposer(s) attending this meeting have reviewed the NOFA in detail and are prepared to bring up any substantive questions not already addressed by the City.

B. Additional Information and Specification Changes

Requests for additional information and questions should be addressed to the Housing and Community Development, Procurement Division, Tywana Rhone, @832.394.6204 or e-mail (preferred method) tywana.rhone@houstontx.gov no later than 5:00 PM, CST December 10, 2020. The City of Houston shall provide written responses to all questions received in writing before the submittal deadline. Questions received from all Proposers shall be answered and sent to all who are listed as having obtained the NOFA. Proposers shall be notified in writing of any changes in the specifications contained in this NOFA.

C. Letter(s) of Clarification

1. All Letters of Clarification and interpretations to this Solicitation shall be in writing. Any Letter of Clarification(s) or interpretation that is not in writing shall not legally bind the City. Only information supplied by the City in writing or in this NOFA should be used in preparing Proposal responses.
2. The City does not assume responsibility for the receipt of any Letters of Clarification sent to Proposer(s).

D. Examination of Documents and Requirements

1. Each Proposer shall carefully examine all NOFA documents and familiarize themselves with all requirements prior to submitting a Proposal to ensure that the Proposal meets the intent of this NOFA.
2. Before submitting a Proposal, each Proposer shall be responsible for making all investigations and examinations that are necessary to ascertain conditions and affecting the requirements of this NOFA. Failure to make such investigations and examinations shall not relieve the Proposer from obligation to comply, in every detail, with all provisions and requirements of the NOFA.

E. Post-Proposal Discussions with Proposer(s)

It is the City's intent to commence final negotiation with the Proposer(s) deemed most advantageous to the City. The City reserves the right to conduct post-Proposal discussions with any Proposer(s).

F. Protests

Protests should be filed in accordance with the City of Houston Administrative Policy No. 5-12 <http://www.houstontx.gov/adminpolicies/5-12.pdf>

G. Cancellation

The City has sole discretion and reserves the right to cancel this NOFA, or to reject any or all Proposals received prior to contract award.

H. Executive Order 1-56 Zero Tolerance for Human Trafficking in City Service Contracts and Purchasing

The City has a zero tolerance for human trafficking and, per Executive Order 1-56, City funds shall not be used to promote human trafficking. City vendors are expected to comply with this Executive Order and notify the City's Chief Procurement Officer of any information regarding possible violation by the vendor or its subcontractors providing services or goods to the City. The Executive Order is available on the City's website: www.houstontx.gov/execorders/1-56.pdf

**Appendix A
Title Page**

Applicant (Offeror) Name and Address	Contact Person
Phone Number	Title and Number of NOFA
Contact Email Address	DUNS # and SAMS CAGE Code
Type of Project	Amount Requested
<p>Name & Title of Certifying Representative Note: <i>"Certifying Representative" means the individual who may legally submit proposals for the agency and enter into agreements with The City of Houston, i.e. the Chairman of the Board of a social service agency. You may identify a different "contact person."</i></p> <p>Name: _____ Title: _____</p>	

I hereby certify that all information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate to the best of my knowledge.

Signature of Certifying Representative	Date
Signature of Preparer	Date

Notarized by:

Appendix B
CERTIFICATION OF NONPROFIT ELIGIBILITY

Agencies that fit the following description are eligible to apply: A secular or religious organization described in Section 501c of the internal revenue code of 1954 which, a) is exempt from taxation under Subtitle A of the code; b) has an accounting system and a voluntary board; and c) practices nondiscrimination in the provision of assistance. In compliance with Title 26 U.S.C., subchapter F, tax exempt organizations, agency must supply a copy of its tax-exempt organization certification -- Internal Revenue Code 501c(3) with this application.

I hereby certify that this agency, _____
Name of Agency

is in compliance with the above.

Type Name of President of Board of Directors/Trustees

Signature of President of Board of Directors/Trustees

Date

Agency's Tax Exempt Number

Appendix C
SECURITY POLICY

Pursuant to regulations of the U.S. Department of Housing and Urban Development, grantees must maintain records necessary to document compliance with HUD guidelines found at Title 24 Code of Federal Regulations; Part 574. Because of this requirement, the Applicant must maintain all data in a safe and secure place.

The undersigned certifies that _____
(Name of Agency)

shall have in place a mechanism for keeping records, reports, and all data related to this project confidential and in a safe and secure place; that all file cabinets containing such data shall have a lock to which only the bookkeeper, executive director, and the project director shall have a key; that all files shall be kept under lock and key; and that all file cabinets containing these types of information shall not be located in the program areas.

Type Name of President of Board of Directors/Trustees

Signature of President of Board of Directors/Trustees

Date

Appendix D

ASSURANCES AND CERTIFICATIONS

The Applicant hereby certifies as applicable, that:

1. Within the designated population:
 - a. It will adhere to the requirements of the Fair Housing Act (42 U.S.C. 3601-20) and implementing regulation at 24 CFR Part 100; Executive Order 11063 and implementing regulations at 24 CFR Part 100; Executive Order 11063 and implementing regulations at 24 CFR Part 107; and Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and implementing regulations issued at 24 CFR Part 1;
 - b. It will comply with the Age Discrimination Act of 1975 (42 U.S.C. 6101-07) and implementing regulations at (24 CFR part 146), prohibiting discrimination on the basis of age; section 504 of the Rehabilitation Act of 1973 (29 U.S.C., 794) and implementing regulations at 24 CFR Part 8 prohibiting discrimination against handicapped individuals; and Executive Order 11063 and regulations under 24 CFR Part 107 prohibiting discrimination by race, color, creed, sex, or national origin;
 - c. It will adhere to the requirements, if applicable, of Section 3 of the Housing and Urban Development Act of 1968, (12 U.S.C. 1701a) regarding employment opportunities for lower-income residents of the project;
 - d. It will adhere to the requirements, if applicable, of Executive Orders 11625, 12432, and 12138, that grantee or project sponsor must make efforts to encourage the use of minority and women's business enterprises in connection with funded activities;
 - e. It will establish additional procedures to ensure that interested persons can obtain information concerning assistance under this program in cases where established procedures are unlikely to reach persons of any particular race, color, religion, sex, age, national origin, familial status, or handicap, who may qualify for assistance; and
 - f. It will comply with reasonable modification and accommodation requirements of the Fair Housing Act and, as appropriate, the accessibility requirements of the Fair Housing Act and Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act.
2. It will provide a drug-free workplace in accordance with Executive Order 1-31, the Mayor's Drug Detection and Deterrence Policy.
3. It will not use federally appropriated funds for lobbying the Executive or Legislative Branches of the Federal Government as required by Section 319 of the Department of Interior Appropriations Act (Pub. L. 101-121, as approved October 23, 1989).
1. It will implement provisions of 24 CFR Part 24 -- governing employment, engagement of services, awarding of contracts, or funding of any Applicants or sub-applicants/ subcontractors during any period of debarment, suspension, or ineligible status.

2. It will use procurement policies that adhere to state and federal procurement requirements.

6. CONFLICT OF INTEREST

a) In addition to the conflict of interest requirements in 24 CFR 85.36(b)(3), no employee, agent, consultant, officer, or elected or appointed official of the grantee or project sponsor who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who could participate in a decision-making process or gain inside information about such activities, may obtain a financial interest or benefit from the activity, or have an interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has family or business ties, during his or her tenure or for one year thereafter.

I hereby certify the correctness and truth of all information and documentation submitted as part of this proposal, to the best of my knowledge.

Typed Name of Chairperson of Board of Directors

Signature of Chairperson of Board of Directors

Date

**EXHIBIT I
ANTI-COLLUSION STATEMENT**

The undersigned, as Proposer, certifies that the only person or parties interested in this Proposal as principals are those named herein; that the Proposer has not, either directly or indirectly entered into any Agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the award of this Contract.

Date

Proposer Signature

EXHIBIT II CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE:

Chapter 176.006 of the Local Government Code (“the code”) requires a Vendor/Contractor to file a Conflict of Interest Questionnaire (CIQ) with the City.

NOTE: Vendors/Contractors or Agents should **not** complete the CIQ if a conflict, as described below, **does not exist. Only Vendors/Contractors or Agents that actually have a conflict, as described below, must file a CIQ.**

Who must file a CIQ?

A Vendor/Contractor or Agent of a Vendor/Contractor does not have to file a CIQ unless they intend to enter or is considering entering into a contract with the City or:

1. has an employment or other business relationship with the Local Government Officer/Family Member; or
2. has given the Local Government Officer/Family Member one or more gifts with the aggregate value exceeding \$250.00.

When must the Vendor/Contractor or Agent file a CIQ?

The completed CIQ must be filed with the City Chief Procurement Officer not later than the 7th business day after the date the Vendor/Contractor or Agent:

1. begins discussions or negotiations to enter into a contract with the City;
2. submits an application to the City in response to a request for proposals or bids, correspondence, or any other writing related to a potential contract with the City;
3. becomes aware of an employment or other business relations with the Local Government Officer/Family Member;
4. becomes aware that he/she has given one or more gifts to the Local Government Officer/Family Member that exceeds \$250.00; or
5. an event that would make the CIQ incomplete or inaccurate.

What is a business relationship?

Under Chapter 176, business relationship means a connection between two or more parties based on the commercial activity of one of the parties. The term does not include:

1. a transaction that is subject to a rate or fee regulation by a governmental entity;
2. a transaction conducted at a price and subject to terms available to the public; or
3. a purchase or lease of goods or services from a person who is chartered by a state or federal agency and is subject to regular examination and reporting to that agency.

The Conflict of Interest Questionnaire is available for downloading from the Texas Ethics Commission’s website at <http://www.ethics.state.tx.us/forms/CIQ.pdf> .

The Original Conflict of Interest Questionnaire shall be filed with the Finance Department, Strategic Procurement Division, ATTN: Jerry Adams, Chief Procurement Officer; 901 Bagby; Concourse Level; Houston, Texas 77002). Vendors and Contractors required to file shall include a copy of the form as part of the BID/Proposal package. **Any questions about filling out this form should be directed to your attorney.**

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

Yes No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes No

D. Describe each employment or business relationship with the local government officer named in this section.

4

Signature of person doing business with the governmental entity

Date

Adopted 06/29/2007