



THE COUNTY OF GALVESTON

RUFUS G. CROWDER, CPPO CPPB
PURCHASING AGENT

GWEN MCLAREN, CPPB
ASST. PURCHASING AGENT

COUNTY COURTHOUSE
722 Moody (21st Street)
Fifth (5th) Floor
GALVESTON, TEXAS 77550
(409) 770-5371

July 30, 2014

**RE: ADDENDUM #1
RFP #B141022A, CDBG-DRS Round 2 Rental Program for Galveston County, Texas**

To All Prospective Proposers,

Attached you will find rental needs assessment amended information for RFP # B141022A, CDBG-DRS Round 2 Rental Program for Galveston County, Texas.

The following items have been amended:

- **Special Provision Section:**
Item 65. Proposal Submissions: Page 32; Item #b. Proposed Project; sub-item 2.) AFFH and community feasibility; sub-item i.) Rent prioritization;
Sub-item i.) Rent prioritization, is to be removed in its entirety and replaced by the two-page attached document entitled Rental Need Assessment Houston-Galveston Area Council (H-GAC) & All Sub-recipients Within the COG.
- **Special Provisions Section:**
The following Special Note is made a part of the Special Provisions section:

The Special Provision section of this Request for Proposal solicitation and the exhibits attached herein are made a part of the entire agreement between the parties with respect to the subject matter of the Request for Proposal and Resultant Contract Agreement, and supersede the General Provisions, any prior negotiations, agreements and understandings with respect thereto.
- **General Provisions Section:**
Page 12, Item 37; Bid/Proposal Guarantee:
This paragraph does not apply to this Request for Proposal and is removed in its entirety. There is no requirement for a bid bond for this solicitation effort. See Special Provisions, page 33, Item 66, Bid / Proposal Guarantee Not Required.
- **General Provisions Section:**
Page 4, Item 13, Pass Through Cost Adjustments:
This section has been omitted in its entirety.

If you have any further questions regarding this proposal, please address them to the Galveston County Purchasing Agent at the address listed below or via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

July 30, 2014

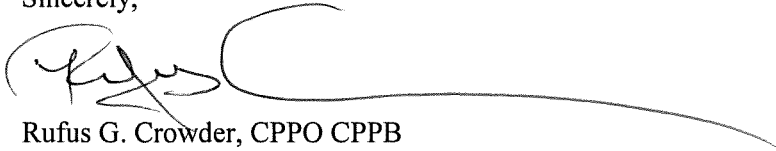
Page 2

RFP #B141022A CDBG-DRS Round 2 Rental Program for Galveston County, Texas

Rufus G. Crowder, CPPO CPPB
Galveston County Purchasing Agent
722 Moody, Fifth (5th) Floor
Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in black ink, appearing to read 'Rufus', followed by a long, sweeping horizontal line that extends to the right.

Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County

**RENTAL NEEDS ASSESSMENT
HOUSTON-GALVESTON AREA COUNCIL (H-GAC)
& ALL SUBRECIPIENTS WITHIN THE COG**

RENTAL SUMMARY INFORMATION:

The below Rental Needs Assessment figures represent the percentage of rental unit allocations for the Round 2 Rental Programs. The Texas General Land Office (GLO) utilized FEMA Household Damage Claims Data in determining a Council of Government's (COG's) targeted unit percentages within each Low or Moderate Income (LMI) Category.

Note: *The GLO will accept the Subrecipient's Needs Assessment figures if the Subrecipient has the unit makeup prior to either Hurricane Ike or Dolly damage, or has an approved Rental Needs Assessment. As a friendly reminder, Subrecipients must submit a final draft copy of the projects Land Use Restriction Agreement (LURA) prior to closing for GLO to review. The LURA must capture the needs assessment guidance and percentages required by each region. The City of Galveston and the City of Houston are excluded from following H-GAC's Rental Needs Assessment.*

H-GAC

RENTAL NEEDS ASSESSMENT CALCULATIONS

Updated April 15, 2014

TABLE I: FEMA CALCULATION DATA BY INCOME CATEGORIES	
LMI Category	LMI Category %
Very Low	35%
Low	22%
Moderate	11%
Non-LMI	32%
	100%

- A Subrecipient may over serve a lower income category by reallocating units from any higher income category.
- A Subrecipient can not over serve a higher income category from a lower income category.
- Non-LMI units do not have a minimum that need to be served and thus can be allocated amongst all three LMI categories.

A Subrecipient is strongly encouraged to strive for the percentage unit allocation levels identified in the COG Rental Needs Assessment Calculations (Table I). Rents will be calculated based on the AMI of the jurisdiction where the units are actually located. Subrecipient unit allocations that have been contractually defined or approved differently through a waiver must meet the LMI Category percentage breakdown for the Very Low, Low, and Moderate income categories as previously approved. Defining this requirement in the Subrecipient's NOFA and LURA will assure that these guidelines are followed and that the needs assessment figures are reached.

**RENTAL NEEDS ASSESSMENT
HOUSTON-GALVESTON AREA COUNCIL (H-GAC)
& ALL SUBRECIPIENTS WITHIN THE COG**

RENTAL METHODOLOGY:

In the case where there is an absence of a Rental Needs Assessment for a Subrecipient, the methodology for the needs assessment figures follows the process below:

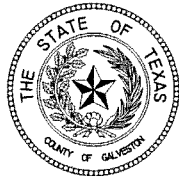
- 1) Calculate total units by LMI Category according to the respective LMI Category percentage (*Found in Table 1 above*).

ILLUSTRATION 1: EQUATION FOR TOTAL RENTAL UNIT ALLOCATION (ROUND 2)

Formula: LMI Category Unit Allocation
$RD2 \text{ Units} \times LMI \text{ Category } \% = LMI \text{ Category Unit Allocation}$

RD2 Units = Total Round 2 Unit Allocation

LMI Category % = FEMA Calculation by Income Category



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August 5, 2014

RE: ADDENDUM #2
RFP #B141022A, CDBG-DRS Round 2 Rental Program for Galveston County, Texas

To All Prospective Proposers,

The following information is being provided to aid in preparation of your proposal submittal(s):

Question #1: *Please confirm the expected award date after submittal of RFP? Does the County expect the award date to be sooner than the 90 day timeframe post application submission?*

Response: The County expects the award date to be much sooner than the 90 day period.

Question #2: *How many construction extensions are permissible after 12 months from the award date: How days are within each extension?*

Response: The rental program is expected to operate on the premise that construction will be completed within the allotted timelines. Any extensions after these periods will be handled on a case-by-case basis.

Question#3: *Please define the award date:*

Response: The Evaluation Committee will receive the proposals immediately after the RFP opening date. The timeline to finish their evaluation is uncertain at this time.

Question #4: *Is it possible to utilize CDBG funds for acquisition cost?*

Response: CDBG funds are not permissible for property acquisition, however, can be used for property rehabilitation and construction.

Question #5: *Please define the property eligibility requirement "sustain damage from Hurricane Ike and Dolly"?*

Response: The County is interested in responses that define what construction project in a particular area is being proposed as it directly relates to the damage in that same area sustained as a result of these storms. For example, how many persons were displaced and why the need is there?

August 5, 2014

Questions #6: *Please confirm if the CDBG award can be in the form of a loan? What are the terms & interest rate of loan?*

Response: The grant award can be in the form of a loan and yes it can be a forgivable loan. The terms and interest rates are not known at this time.

Questions#7: *Can the forgivable loan be a performance loan?*

Response: Question cannot be answered at this time.

As a reminder, all questions regarding this proposal must be submitted in writing to:

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Galveston, Texas 77550
E-mail: rufus.crowder@co.galveston.tx.us

If you have any further questions regarding this proposal, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at rufus.crowder@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5372.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County