



TEXAS GENERAL LAND OFFICE
GEORGE P. BUSH, COMMISSIONER

September 23, 2021

Keith Bynam, Interim Director
Housing and Community Development Department
City of Houston
2100 Travis Street, 9th Floor
Houston, Texas 77002

Re: City of Houston Multifamily Rental Program (MFRP) NOFA Review Contract #21-134-000-788

Dear Mr. Bynam:

The Texas General Land Office Community Development and Revitalization (GLO-CDR) division will be conducting a review over the City of Houston's Multifamily Rental Program (MFRP) with a specific focus on the Notice of Funding Availability (NOFA) process and subsequent awards resulting from that process. The objective of our review is to determine compliance with local, state, and federal guidelines and contract requirements.

The review will include the City's following solicitations: T28910, T29314, and T29924. We would appreciate your staff's assistance in providing the requested items outlined in the attached "Provided by Client (PBC) Listing" available for our review no later than **September 29, 2021**.

We anticipate the entrance conference for this review occurring on **September 29, 2021**. We will coordinate with the City on a convenient time and send a meeting invitation through Microsoft Teams.

The GLO-CDR appreciates the City of Houston's ongoing recovery efforts and dedicated service to your community. If you have any questions or concerns, please contact Anne Hoel at anne.hoel.glo@recovery.texas.gov or (737) 610-9590.

Sincerely,

Martin Rivera, Jr

Martin Rivera, Jr., Deputy Director
Monitoring & Quality Assurance
Community Development and Revitalization

Cc: Ray Miller, Assistant Director, Multifamily and Public Facilities
Derek Sellers, Deputy Director, Planning and Grants Management
Kennisha London, Division Manager, Grant Administration Section

Enclosure: City of Houston PBC Listing

Provided by Client (PBC) Listing

To better assist the City of Houston with preparations for our review, the Texas General Land Office, Community Development and Revitalization division (GLO-CDR) has organized the requested items in the tables below. The City of Houston should utilize these tables to identify any requested items that are not applicable to projects and provide commentary to substantiate that position. The completed tables will be used to inventory documents.

Monitoring and Quality Assurance (MQA) has created a "Box" link to upload the requested documentation for our review. *Please provide the documents as they become available.* The use of this resource will expedite the review process. Failure to provide documentation will result in a finding as per 2 CFR 200.333 Retention Requirements for Records.

Please submit files to the GLO-CDR using the following Box link:
<https://glotexasgov.app.box.com/f/21ef065cf3ce4e2795c74153fb6ea197>

PLEASE label your documents with the corresponding numbers next to the documents in the list below (i.e., A1, B2, etc.)

Policies and Procedures are due **September 27, 2021**.

Policies and Procedures
A1. Policies and Procedures related to the Multifamily Rental Program.
A2. Policies and Procedures related to the Notice of Funding Availability for MFRP to include Scoring and Selection Processes. (Flowcharts, etc.)
A3. Conflict of Interest Policy – Employees, Elected Officials

Notice of Funding Availability – Contract# 21-134-000-C788		
	N/A	Comments
B1. NOFA for MFRP		
Round 1 T28910:		
B2. Announcement of Funds		
B3. List of all Applicants		
B4. Scoring Summary including the detailed scoring of each member of the Scoring Committee		
B5. Applications Selected for Funding and all relevant documents for any deviations made from original scoring results. (emails, memos, etc.)		
B6. Documentation for Final Funding Awardees		

Round 2 T29314:		
B7. Announcement of Funds		
B8. List of all Applicants		
B9. Scoring Summary including the detailed scoring of each member of the Scoring Committee		
B10. Applications Selected for Funding and all relevant documents for any deviations made from original scoring results. (emails, memos, etc.)		
B11. Documentation for Final Funding Awardees		
Round 3 T29924:		
B12. Announcement of Funds		
B13. List of all Applicants		
B14. Scoring Summary including the detailed scoring of each member of the Scoring Committee		
B15. Applications Selected for Funding and all relevant documents for any deviations made from original scoring results. (emails, memos, etc.)		
B16. Documentation for Final Funding Awardees		

Multifamily Rental Program Reporting		
Items Requested	N/A	Comments
C1. Project Progress for Funded Applicants: Goals/Completions to Date		
Round 1 T28910		
Round 2 T29314		
Round 3 T29924		
C2. Project Summary Report(s) for Funded Applicants: Amount Awarded and Expenditures to Date		
Round 1 T28910		
Round 2 T29314		
Round 3 T29924		

NOTE: Failure to provide source documents will result in a finding [2 CFR 200.302(b)(3) Financial Management; 2 CFR 200.333 Retention Requirements for Records; 2 CFR 200.336 Access to Records].