



TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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February 21, 2016

512-475-3905

Email: rita.garza@tdhca.state.tx.us

Ms. Maria Allen
HHS Manager
City of Austin
Health and Human Service Department
P.O. Box 1088
Austin, TX 78767

RE: Approval to Use CSBG funds to Procure A Contractor to Serve as Fiscal Agent

Dear Ms. Allen:

The Texas Department of Housing and Community Affairs (the Department) has received the City of Austin's request for procurement approval to enter into contract with Easter Seals who will process payment requests for CSBG direct client assistance for 2017, a total of \$103,221 of CSBG funds will be expended for this purpose. The procurement included an option to renew. This approval serves to approve future renewals also.

The Department has reviewed your request and grants approval to proceed with procurement which will utilize CSBG contract funds. The Department was informed that Easter Seals was the only respondent to this opportunity. Please maintain all documentation of this procurement request, criteria for selection and related documents, interested parties, the respondent's bid packet, and Department approval to ensure compliance with all applicable procurement rules and regulations.

If you need guidance with the procurement process you may look at the Department's webpage located at <http://www.tdhca.state.tx.us/community-affairs/procurement/index.htm> . Please have all applicable documentation available for a future scheduled monitoring visit.

Sincerely,

Rita Gonzales-Garza
CSBG Program Coordinator

