



## TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS

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February 2, 2016

*Writer's direct phone # 512-475-3905*  
*Email: [rita.garza@tdhca.state.tx.us](mailto:rita.garza@tdhca.state.tx.us)*

Mr. Ricardo Martinez  
Executive Director  
Webb County Community Action Agency  
1110 Washington Street, suite #203  
Laredo, TX 78040-4443

Re: Request to Procure Goods and Services with 2015 Community Services Block Grant (CSBG) contract #61150002199

Dear Mr. Martinez:

The Texas Department of Housing and Community Affairs (the Department), Community Affairs Division, received the Webb County Community Action Agency's February 1, 2016 request to utilize CSBG funds to procure two vehicles. The aggregate amount is estimated to be \$59,917 and they are to be purchased through the State of Texas Cooperative Purchasing Program.

As you are aware, TAC Chapter 5, Subchapter A, §5.12 requires subrecipients purchasing personal property, equipment, goods or services in excess of \$5,000 to request prior written approval from the Department. Ensure that the Department's procurement rules and Office of Management and Budget regulations regarding procurement are followed.

The Department has reviewed the request and approves of the Webb County Community Action Agency's request to procure the referenced item. The Department appreciates your efforts to assist persons in your community.

Should you have any questions or need assistance, please do not hesitate to contact me at (512) 475-3905, e-mail [rita.garza@tdhca.state.tx.us](mailto:rita.garza@tdhca.state.tx.us).

Sincerely,

A handwritten signature in black ink that reads "Rita D. Gonzales-Garza".

Rita D. Gonzales-Garza  
CSBG Program Administrator  
Community Affairs Division

