

## City of Houston Mayor's Office of Trade and International Affairs

**Population:**

2,390,125 (No. 4)

**Govt Employees:**

21,000

**Address:**

Office of Trade and  
International Affairs  
901 Bagby  
4th Floor  
Houston, TX 77002

**Phone:**

(832) 393-0700

**E-Mail:**

[motia@houstontx.gov](mailto:motia@houstontx.gov)

**Capabilities Statement:**

[Link](#)

**Cage Code:**

644Y5

**UEI Number:**

CRZ1A1JTLQB6

**DUNS#**

12-474-2474

**Site:**

<https://www.houstontx.gov/motia/index.html>

**Mission:**

The Mayor's Office of Trade & International Affairs (MOTIA) is dedicated to the preservation, promotion and continued growth of Houston's standing as a renowned international city.

MOTIA's objectives include promoting Houston to the world, bringing Houston recognition as an international city, and bridging international barriers to help Houston's companies expand their business to embrace global partnerships and international trade.

To achieve these objectives, MOTIA provides assistance to foreign businesses looking to expand in the Houston market, arranging and managing incoming delegations, and partnering with local community organization to promote their international services.

**Contacts and Stakeholders Information:**

Gigi Lee - Chief of International Affairs  
(832) 393-0700 | [motia@houstontx.gov](mailto:motia@houstontx.gov)

Kay Elegbede - International Community Relations Manager

Toni Jenkins - Consular Relations Manager

Isabella Benavides - International Affairs Liaison

**Actsoft Workforce Manager for Gov:**

- DHS signed the Authority to Operate (ATO) on Sept 12, 2024
- FPS completed their internal ATO in June 2025
- WFM for Gov passed three (3) Third Party Assessor Organizations (3PAO) Audits, the Initial Audit and two Annual Audits
- WFM for Gov is GovRAMP Authorized