



-Memorandum-

Finance Department

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Date: May 13, 2020
To: Seguin City Council
Steve Parker, City Manager
From: Kathy I. Wood, Grants Administrator
Subject: Approval to Award Grant Administration Contract

The Texas Department of Agriculture, Texas Community Development Block Grant Program, has posted a Notice of Funding Opportunity for Fire, Ambulance, Service Truck (FAST) Grant program for which the Fire Department intends to apply.

One of the requirements of applying for this grant is that the grant administrator be TXCDBG Certified and be on the 2020 Pre-Qualified Administrative Services for TxCDBG website. The Purchasing Department solicited for Administrative Services from several listed pre-qualified organizations.

Langford Community Management Service, Inc. responded to the Solicitation for Administrative Services on April 27, 2020. Their scope of services includes the application preparation, implementation, and compliance with all state and federal grant guidelines. The amount of their services will be charged against the grant, if funded, and will not exceed 10% or \$35,000.

Staff requests approval of the resolution to contract with Langford Community Management Services, Inc.