



-Memorandum-

**Finance Department**

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**Date:** November 18, 2021

**To:** Seguin City Council  
Steve Parker, City Manager

**From:** Kathy I. Wood, Grants Administrator

**Subject:** **Addition of Dollar Amount to Grant Administration Contract**

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As part of the grant requirements for the City's General Land Office (GLO) Community Development Block Grant – Mitigation (CDBG-MIT), federal regulations require the dollar amount, not percentage amount, in the grant administration contract.

The City was required to enter into a grant administration contract with Langford Community Management Services prior to receiving our grant. The initial contract contained a percentage amount for the grant administration services, to be based upon the awarded amount. The grant was awarded for \$37,891,885.500.

Federal guidelines do not allow us to use a percentage (%) amount in contracts and must be a "firm fixed amount". For this reason, we are now seeking to amend the initial grant administration contract with the exact dollar amount to stay in compliance with federal guidelines.

Staff recommends approval and adoption of all GLO CDBG-MIT Resolutions presented.