



-Memorandum-

Finance Department

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Date: August 25, 2020

To: Seguin City Council
Steve Parker, City Manager

From: Kathy I. Wood, Grants Administrator

Subject: Approval to Award Grant Administration Contract

The Texas General Land Office (GLO), Texas Community Development Block Grant Program, posted a Notice of Funding Opportunity for the 2015 Floods Mitigation and Hurricane Harvey Mitigation competitions. The City intends to submit one application comprising four drainage projects for this competitive grant.

The City of Seguin has not previously received funding from the GLO. Twenty percent (20%) of the scoring rubric is weighted towards prior award experience. In late July, a Request for Quotes (RFQ) was posted for administrative services.

Langford Community Management Services, Inc. responded to the Solicitation for Administrative Services. Their scope of services includes the assistance with the applications, complete project environmental review and compliance activities, labor standards compliance, assistance with procurement of construction services, among other services.

Administrative fees are not paid if the grant does not receive funding. If funded, administrative services are included in the grant as an allowable indirect cost.

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