

REQUEST FOR PROPOSALS (RFP)

Grant Administration Services

Texas General Land Office (GLO) Disaster Recovery Reallocation Program (DRRP)

Project Overview

The City of Mission is soliciting proposals from qualified firms to provide grant administration services for the implementation of a Texas General Land Office (GLO) Disaster Recovery Reallocation Program (DRRP) project.

The City has been awarded grant funding through the Texas General Land Office (GLO) Disaster Recovery Reallocation Program (DRRP) for street improvements along Holland Avenue from Expressway 83 to 9th Street, including portions of Perez Street, Walsh Street, and 1st Street.

Scope of Services

The selected firm shall provide grant administration services including, but not limited to:

- Overall grant administration and project management.
- Coordination with the Texas General Land Office.
- Preparation and submission of reimbursement requests.
- Financial tracking and grant reporting.
- Maintenance of grant files and project records.
- Procurement and contract administration support.
- Environmental review coordination.
- Assistance with grant compliance, monitoring, and audits.
- Preparation of required reports and project closeout documentation.
- Technical assistance to City staff throughout project implementation.

Grant Compliance

The selected firm shall administer the project in accordance with all applicable federal, state, and local requirements, including:

- 2 CFR Part 200 (Uniform Guidance).
- Texas General Land Office DRRP requirements.

- Applicable CDBG-DR regulations.
- Procurement and financial management requirements.
- Environmental review requirements.
- Labor standards, Section 3, and Uniform Relocation requirements, as applicable.
- Recordkeeping, reporting, monitoring, and grant closeout requirements.

Qualifications

Respondents should demonstrate experience administering federally funded infrastructure grants, preferably Texas General Land Office CDBG-DR, CDBG-MIT, TxCDBG, or similar grant-funded projects.