
CITY OF PORT LAVACA

COUNCIL MEETING: MARCH 9, 2026

DATE: 03.03.2026

TO: JODY WEAVER, INTERIM CITY MANAGER

FROM: KATERYNA THOMAS, GRANTS & CIP COORDINATOR

SUBJECT: REVIEW OF PROPOSALS AND CONSIDERATION OF CONTRACT AWARD FOR GRANT ADMINISTRATION SERVICES CDBG-DR LOCAL COMMUNITY PROGRAM (LCP)

The City of Port Lavaca is considering submitting one or more grant application(s) to the Texas General Land Office (GLO) under the 2024 Community Development Block Grant – Disaster Recovery (CDBG-DR) Local Community Program (LCP). These funds are intended to support eligible activities related to disaster relief, long-term recovery, infrastructure restoration, and economic revitalization resulting from the 2024 Texas Severe Storms, Straight-line Winds, Tornadoes, and Flooding (DR-4781) and Hurricane Beryl (DR-4798). In preparation for these potential applications, the City issued a Request for Proposals (RFP) to procure qualified Grant Administration services in accordance with applicable state and federal procurement requirements.

The City received two (2) responsive proposals for Grant Administration services:

- GRANTWORKS, Inc.
- KSBR, LLC

Evaluation Process

Proposals were reviewed and evaluated by a Scoring Committee comprised of the following: Grants and CIP Coordinator Kateryna Thomas, Interim Finance Director Reyann Grimaldo, Interim City Manager Jody Weaver and Councilwoman Rose Stewart. Scores were provided based on criteria outlined in the RFP, including but not limited to experience with CDBG-DR programs, capacity to administer federally funded disaster recovery grants, project approach, past performance, and cost. A summary of evaluation scores is provided in the attached Score Summary.

Recommendation

The Scoring Committee has reviewed the proposals and evaluation results and recommends that City Council consider awarding a Grant Administration Services contract to KSBR, LLC, receiving the highest overall score, as reflected in the attached Score Summary, to assist the City with preparation and submission of CDBG-DR LCP application(s) and, if awarded, administration and implementation of one or more grant contracts.

Financial Implication

There is no immediate financial impact to the City at this time. Grant Administration costs are anticipated to be an eligible expense reimbursable through the CDBG-DR program, subject to grant award and GLO approval.

Review Score Summary and consider an Administration Services award contract to assist the City of Port Lavaca in its application(s) for CDBG-DR Local Community Program (LCP) and implementation of one or more contracts, if awarded.

Action Requested:

Consider the award of a Grant Administration Services contract to KSBR, LLC for the CDBG-DR Local Community Program (LCP).

Attachments:

Score Summary

References

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