

# Public Works

## STAFF REPORT



**SUBJECT:** TxCDBG Downtown Revitalization Program Application  
**MEETING:** Public Works Committee Meeting – 18 FEB 2025  
**DEPARTMENT:** Public Works  
**STAFF CONTACT:** Nick Williams

### RECOMMENDATION:

This item is an informational, non-action item.

Staff recommends support for the selection of a qualified consultant to assist with the no-cost application for the 2025-2026 Texas Community Development Block Grant (TxCDBG) Downtown Revitalization Program (DRP) operated by the Texas Department of Agriculture (TDA).

### BACKGROUND:

Staff proactively issued a Request for Qualifications (RFQ) to assist in the administration and implementation of a TxCDBG Downtown Revitalization project. Eligible activities include sidewalk rehabilitation, street reconstruction, street drainage improvements, and water/sewer improvements in support of the Downtown District.

The RFQ was advertised on February 13, 2025, and responses are due by February 27, 2025. The deadline for adoption of a resolution of support and submittal of the application is April 3, 2025.

A review committee will be formed to evaluate qualifications based on the criteria outlined in the RFQ. Selection criteria includes: Work Experience, Work Performance, and Capacity to Perform related to TxCDBG Downtown Revitalization Program projects, as well as Cost-Effectiveness.

The review committee will score each submission and, based on the evaluation process, provide a recommendation for the selection of a consultant.

If supported by committee and approved by council, staff would then negotiate a contract with the selected consultant for preparation of the grant application. Any formal contract would be presented to council for final consideration.

### FISCAL IMPACT SUMMARY:

This year, the maximum available award amount from the TDA for Downtown Revitalization is \$1,000,000.00.

If the city is not awarded or does not accept a grant, there are no fees to pay the grant administrator.

If the city is awarded and accepts the grant, the grant administrator's fee is paid from the awarded grant amount, up to \$60,000 or 10% of the total grant funds requested, whichever is less.

The grant has a minimum 2% matching requirement; however, the maximum scoring criteria points are awarded with a 5% match of \$50,000 for a full \$1,000,000 award amount.

### ALTERNATIVES:

The city could decline to participate in the grant program or decline to accept the grant if awarded.