

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: April 7, 2025

Topic:

Approve a professional services agreement with Langford Community Management Services for grant administration services related to the Community Development Block Grant – Disaster Recovery Reallocation Program (CDBG-DRRP) grant for an amount not-to-exceed 7.2% of the total estimated project cost, or \$108,000, therefor, and authorize the City Manager to execute any and all documents related to the services. These expenditures are to be paid from grant funds received from the Community Development Block Grant – Disaster Recovery Reallocation Program.

Background:

In October 2024, the General Land Office (GLO) released a call for projects to be submitted for consideration, scoring, and potential funding for the Disaster Recovery Reallocation Program (DRRP) by November 21, 2024. Staff utilized the draft Drainage Master Plan to identify a project that would be eligible for funding. The identified project was the “M118-01-01 Channel Improvements – Phase I” which includes widening and deepening the existing City drainage channel located south of Lizzie Lane and providing outfall connection to S. Persimmon Street.

On January 17, 2025, staff received an Invitation to Apply from the GLO to submit a formal application for the DRRP for a total identified grant amount not-to-exceed \$1,350,000 plus local match of \$150,000 for a project total of \$1,500,000. In accordance with the terms and conditions of the DRRP grant and 2 CFR 200 regulations, staff advertised a Request for Proposal for grant administration services for grant application assistance and management throughout the grant term, if awarded.

Staff received three (3) sealed proposals from qualified firms. Scoring was completed by a committee to determine the most qualified firm to complete the work and based on the review staff entered into contract negotiations with Langford Community Management Services.

Staff is recommending awarding a professional services agreement with Langford for application assistance and management throughout the grant term, if awarded, for the CDBG – DRRP grant. The agreement will include full-grant administration services including application assistance, environmental, procurement assistance, and administering and managing the grant funds, if awarded, to the City.

The total contract will not exceed 7.2%, or \$108,000, based on the estimated project cost included in the Invitation to Apply. All fees for grant administration will be paid from grant funds. A breakdown of the grant administration cost is reflected in the table below.

Identified Project	Potential Grant Amount	Local Match	Grant Administration Cost
M118-01-01 Channel Improvement – Phase I	\$1,350,000	\$150,000	\$108,000
Total Estimated Project Cost: \$1,500,000			
Total Grant Administration Cost: \$108,000 (7.2% of total project cost)			

Origination: Project Management

Recommendation:

Staff recommends approving a professional services agreement with Langford Community Management Services for grant administration services related to the Community Development Block Grant – Disaster Recovery Reallocation Program grant for an amount not-to-exceed 7.2% of the total estimated project cost, or \$108,000.

Party(ies) responsible for placing this item on agenda: Meagan Mageo

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: X No: _____ If yes, specify Account Number: #400-154-6409

If no, funds will be transferred from account: # _____ To Account: # _____

Signed: Meagan Mageo **Approved by:** _____
Staff Member Date City Manager Date