



Building a Better
Future Together

Welcome & Meeting Agenda: Project: CDM25-0567



- Introductions & Points of Contact
 - George West – Shirley Holm, Darrell Pullin, D'Ann Lane
 - Langford- Angela Sifuentes
 - Engineer- Grady Atkinson, Norman Ramirez

- Contract, Scope, & Budget Overview

- Review Schedule

- Reporting, Invoicing, & Closeout



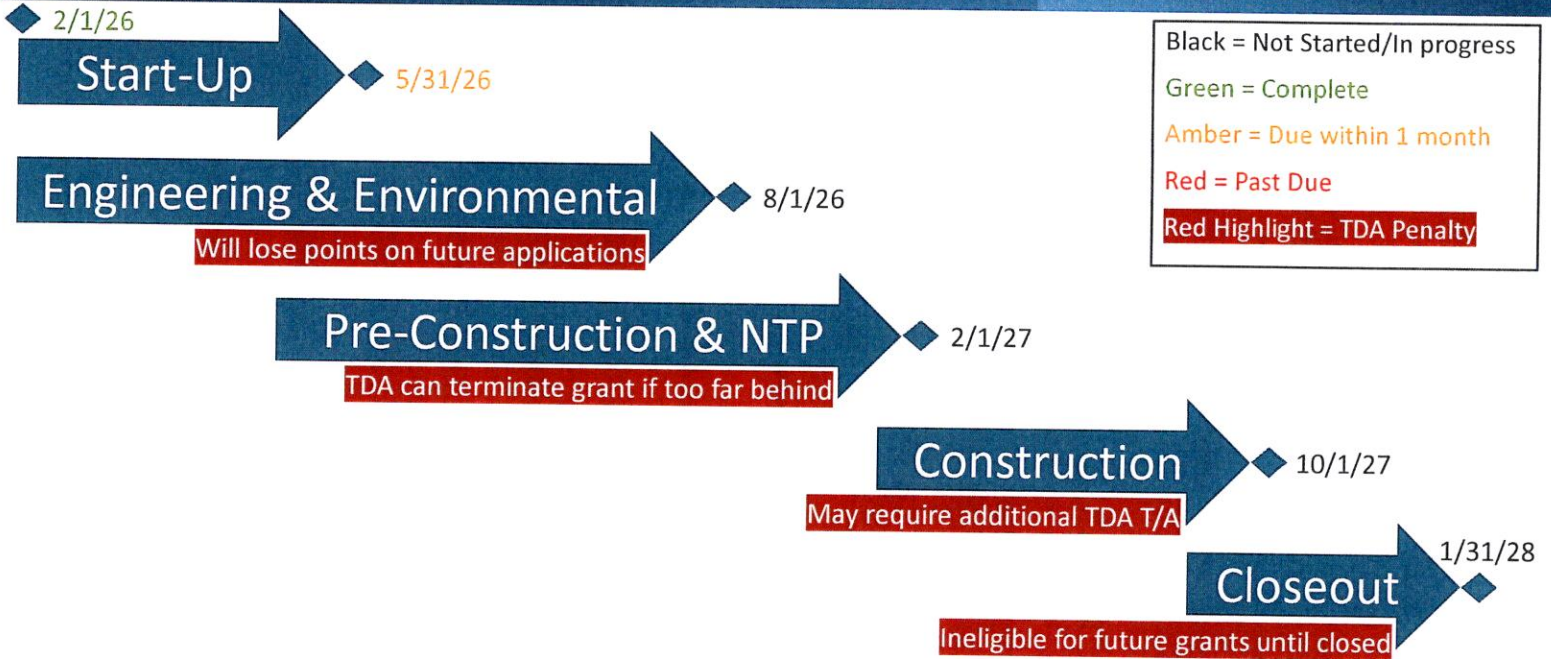
Texas Department of Agriculture (TDA) Grant Contract Overview- DRP 2026



- Scope:
- Reconstruct 1875 LF of 4 inch and 6 inch sidewalk including ramps
- Reconstruct 720 LF of curb and gutter with related pavement repair
- Install 22 EA street light fixtures
- ****Any changes will initiate an Environmental Review, Beneficiary Review, & Contract Amendment****

HUD Activity	Budget
03L	\$855,000.00
Engineering	\$85,000.00
Admin	\$60,000.00
Total Grant Awarded	\$1,000,000.00
Committed as Match	\$50,000.00

Contract Milestones: Feb 1st, 2026 – Jan 31st, 2028



Start-Up Milestones

Feb 1st, 2026 – May 31st, 2026



- Establish a File System: April 30th, 2026
 - Collect all Procurement Documents
- Submit Document Group A: May 31st, 2026
 - Signatory Resolution
 - Personnel Designations
 - Finance
 - Various Policies (CC 2/26)
 - Materials and Services Report (MSR)
 - Invoice 1
- Execute Engineering Contract: March 30th, 2026

Black = Not Started/In progress
Green = Complete
Amber = Due within 1 month
Red = Past Due
Red Highlight = TDA Penalty

Environmental Milestones

Feb 1st, 2026 – Aug 1st, 2026



- Environmental Record Review: Feb 1st - May 31st, 2026
- Public Notice & Comment Period: June 1st - June 30th, 2026
- Request Release of Funds (RROF) to TDA: July 1st - July 15th, 2026
- TDA Issues Authority to Use Grant Funds (AUGF): July 15th - July 31st, 2026

Every time the project footprint or construction activities change, the timeline starts over.

Construction Contracts Cannot be awarded, and properties cannot be acquired until the AUGF is issued by TDA.

Violation will result in Forfeiture & Re-payment of all grant funds!

Engineering Milestones: Feb 1st, 2026 – Aug 1st, 2026



- Preliminary Engineering: June 1st, 2026
- Final Engineering: July 7th, 2026
- Bid Specifications: July 21st, 2026
- Permits & Certifications: July 21st, 2026
- All Engineering and Environmental Complete: August 1st, 2026

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****Will lose points on future applications if the timeline is not met****

Pre-Construction Milestones July 1st, 2026- Feb 1, 2027



- Group B Documents Due (12 Month Report): Feb 1st, 2027
 - Environmental Review
 - Acquisition
 - Materials and Services Reports (MSRs)
 - Procurement Documents
 - Awarded Construction Contract
 - ***AUGF must be issued before the Construction Contract***
 - Site Signage
 - BABA Documentation
 - Payment Request

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TDA can terminate the grant if the timeline is not met

Construction Milestones

Feb 1st, 2027 – Oct 1st, 2027



- Notice to Proceed (NTP): Feb 1st, 2027

TDA can terminate the grant if the timeline is not met

- 50% Construction: June 1st, 2027

- Group C Documents: Sept 1st, 2027

- Materials and Services Reports (MSR)
- Change Orders & Amendments
- Payment Request

- 100% & Certificate of Construction Complete (COCC): Oct 1st, 2027

- Contactor has Paid All Bills
- Scope has been verified by Engineer

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Closeout Milestones

Oct 1st, 2027 – Jan 31st, 2028



- Final Construction Payment Request: November 1st, 2027
 - Submit Final Construction and Engineering Invoices
 - Final Materials and Services Report (MSR)
 - All Grant Reports
 - Monitoring Reports
 - Final Payment Request

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- Submit Project Completion Report: January 19th, 2028

Can not apply for more funds until grant is closed

Actions Questions or Concerns?



- Collect All Procurement Documents (Engineering and Administration)
- Verify all Contracts in Place
- Smartsheet invite (Admin to City)
- Send Copy of Slideshow