

Town of
Rancho Viejo
Texas



NOTICE OF A PUBLIC MEETING
TOWN OF RANCHO VIEJO
BOARD OF ALDERMEN
REGULAR MEETING
JUNE 13, 2023
6:00 P.M.

NOTICE is hereby given of a REGULAR MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, to be held on JUNE 13, 2023, at 6:00 P.M., in the TOWN MUNICIPAL OFFICE, 3301 CARMEN AVENUE, RANCHO VIEJO, TEXAS to consider the following items:

1. Call to Order
2. Roll Call
3. Invocation and Pledge
4. Public Comment
5. Approval of Minutes- Regular Meeting May 23, 2023
6. TOWN OF RANCHO SAVE A LIFE, Hands-On Practice for Both Hands-Only CPR and Stop the Bleed Techniques – Hosted by the Town of Rancho Viejo, Rotary Club of Rancho Viejo, and Valley Regional Medical Center – Announcement by Mariana Tumlinson
7. Consideration/Action on American Rescue Plan Act (ARPA) Administration Services Contract
8. Comprehensive Plan Update
9. Consideration/Action on Extension of Contract with Building Inspector
10. Authorization to Advertise for Bids for Depository Contract for Two Years with the Possibility of Three One Year Extensions at the Town’s Option
11. Town Administrator Report
 - a. April 2023 Financial Report
 - b. Building Permits Report
12. May 2023 Police Report – Police Chief
13. Adjourn

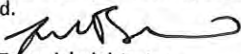


Fred Blanco, Town Administrator



State of Texas
County of Cameron
Town of Rancho Viejo

I, the undersigned authority, do hereby certify that the above NOTICE OF MEETING of the Board of Aldermen of the Town of Rancho Viejo, Texas is a true and correct copy of said NOTICE, which has been posted on the Window of the Town of Rancho Viejo Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas, a place convenient and readily accessible to the General Public, on June 9, 2023 at 5:00 P.M. and which will be continuously posted for a period of seventy-two (72) hours prior to the date and time said meeting was convened.



ATTEST: Fred Blanco, Town Administrator

1. Call to Order

by Mayor Guerrero

2. Roll Call

by Isabel Perales

Alderman Alfredo Hernandez

Alderman Mark Johnson

Alderwoman Laura Kaechele

Alderman Marcos Ricoy

Alderman Javier Vera

Legal Counsel, Daniel Rentfro, Jr.

Town Administrator, Fred Blanco

3. Invocation and Pledge

The pledge of allegiance to the United States Flag:

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

AND the pledge of allegiance to the Texas State Flag:

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

4. Public Comment

5. Approval of Minutes- Regular Meeting May 23, 2023

MINUTES OF A REGULAR MEETING
TOWN OF RANCHO VIEJO
BOARD OF ALDERMEN
MAY 23, 2023

A REGULAR MEETING of the BOARD OF ALDERMEN of the TOWN OF RANCHO VIEJO, TEXAS, was held on, May 23, 2023, at 6:00 P.M., in the TOWN MUNICIPAL OFFICE, 3301 CARMEN AVENUE, RANCHO VIEJO, TEXAS to consider the following items:

1. CALL TO ORDER:

The meeting was called to order by Mayor Guerrero at 6:00 PM.

2. ROLL CALL:

Roll call was made by Isabel Perales, Assistant Town Secretary. Members present at the meeting were: Alderman Alfredo Hernandez, Alderwoman Laura Kaechele, Alderman Mark Johnson, Alderman Marcos Ricoy, and Alderman Javier Vera.

A quorum was present at the meeting.

Legal counsel, Daniel Rentfro, Jr., Town Administrator, Fred Blanco, and Police Chief Robert R. Tyler were also present at the meeting.

Those present in the audience were:

Nelda Barrera	Alfredo Vera	DeeDee Arismendez
Maria V. Garza	Martin R. Garza	Rossana Bogorad
Sonia Faucher	Michael W. Stone	Jose Munoz

3. INVOCATION AND PLEDGE:

Mayor Guerrero led the group in the invocation and the pledge of allegiance to the American and Texas flags.

4. ACTION ON ISSUANCE OF CERTIFICATES OF ELECTION:

Mayor Guerrero issued the Certificates of Election to Alderman Marcos Ricoy and Alderman Javier Vera, and Judge Gonzalez issued the Certificate of Election to Mayor Maribel B. Guerrero.

5. ADMINISTER OATH OF OFFICE AND INSTALLATION OF ELECTED OFFICIALS:

Rancho Viejo Municipal Judge Javier Gonzalez administered the oath of office to Alderman Javier Vera, Alderman Marcos Ricoy, and Mayor Maribel B. Guerrero.

6. BEAUTIFICATION COMMITTEE CHAIR RECOGNITION – MARIA V. GARZA:

Mayor Guerrero thanked Maria V. Garza for her many years of service and numerous contributions to the Town in various capacities and through the Beautification Committee. She presented Mrs. Garza with a plaque on behalf of the Mayor and Board of Aldermen in recognition as Chair to the Beautification Committee from 2018 – 2023. Mrs. Garza has achieved so much in connection to Keep Texas Beautiful and the Great American Cleanup and contributed many hours to help beautify the Town of Rancho Viejo.

Mrs. Garza said she appreciated the recognition and thanked the Board. She also presented Fred Blanco,

Town Administrator, and Mayor Guerrero with a 2021 Governor's Community Achievement Award for Keep Texas Beautiful for 2nd place.

7 . PUBLIC COMMENT:

Motion was made by Alderwoman Kaechele, seconded by Alderman Vera, and unanimously carried, to open public comment.

Sonia Faucher talked about a dip in the street on Pizarro that has been fixed, she also mentioned that there is a blind spot on the curve of Pizarro for about 40-50', and she asked about a summary or status of the golf course rezone request.

Motion was made by Alderman Johnson, seconded by Alderman Ricoy, and unanimously carried, to close public comment.

8. APPROVAL OF MINUTES – REGULAR MEETING APRIL 11, 2023:

Motion was made by Alderman Vera, seconded by Alderwoman Kaechele, and unanimously carried, to approve the minutes of the Regular Meeting held on April 11, 2023, as written.

9. PRESENTATION AND CONSIDERATION OF ACCEPTANCE OF AUDIT REPORT FOR FISCAL YEAR ENDING SEPTEMBER 30, 2023:

Alfred Vera, of Cascos and Associates, went over the items in the audit report and commended the Town Administration for submitting audit information and answering questions in a timely manner. He mentioned that they held a workshop on May 22, 2023, and went over some items in the audit report and also mentioned that there were funds in the amount of \$100,000.00 earmarked and added to the street reserves.

Motion was made by Alderwoman Kaechele, seconded by Alderman Hernandez, and unanimously carried, to acknowledge receipt of the unmodified Audit Report for the Fiscal Year ending September 30, 2022.

10. CONSIDERATION CONSIDERATION/ACTION ON ENGINEERING CONTRACT AND SCHEDULE OF RATES:

Alderman Hernandez stated that he met with Alderman Johnson, Building Inspector Brent Cannon, Town Administrator Fred Blanco, and Jose Munoz from Guzman & Munoz Engineering to review the schedule of rates. He mentioned that the rates were not applied to a specific project but that there should be a scope and budget for any future projects.

Alderman Vera stated that there were no water services, those would go through VMUD#2. There were also some corrections to the contract, item# 6 "the Professional" should read "Town Engineer" and omit "Attachment C" on page 3. The attachments should only be attachments, A, B, D, E and F.

Motion was made by Alderwoman Kaechele, seconded by Alderman Johnson, and unanimously carried, to approve a contract with the corrections, for Town Engineering Services with Guzman & Munoz Engineering and the schedule of rates as submitted .

11. CONSIDERATION/ACTION ON COMPREHENSIVE PLANNING SERVICES CONTRACT:

Town Administrator Fred Blanco stated that GrantWorks, Inc. was approved for the Comprehensive Planning Services on March 14, 2023, and the plan is to develop a comprehensive plan for the Town of Rancho Viejo. Nelda Barrera from GrantWorks gave a brief update on their services and mentioned that there is a transition meeting scheduled for May 31, 2023, to introduce the Town Administrator, Fred Blanco to the GrantWorks team and point of contact, and to go over the process to start the development of a comprehensive plan.

Alderman Vera stated that there were some items in the contract to be corrected, page 3 under #6 A. 5. Primary Contact reads "City Secretary", to read "Town Administrator"; and page 5, item #14 reads "ETOWN" should read "Town of Rancho Viejo".

Motion was made by Alderwoman Kaechele, seconded by Alderman Vera, and unanimously carried, to approve and award the contract to GrantWorks, Inc. for the Comprehensive Planning Services.

12. DISCUSSION/CONSIDERATION/ACTION TO SELECT GRANTWORKS TO COMPLETE PROJECT IMPLEMENTATION FOR THE AMERICAN RESCUE PLAN ACT (ARP ACT) FUNDING ADMINISTERED BY THE U.S. DEPARTMENT OF THE TREASURY, OTHER FEDERAL OR STATE AGENCY AND FOR APPROVAL OF A RESOLUTION OF THE TOWN OF RANCHO VIEJO, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR AMERICAN RESCUE PLAN ACT (ARP ACT) PROGRAM(S):

Alderman Johnson asked about Section 2. to remove "ARPA team requests for negotiation" from future proposals.

Motion was made by Alderman Hernandez, seconded by Alderman Ricoy, and unanimously carried, to approve selecting GrantWorks, Inc. to complete project implementation for the American Rescue Plan Act (ARP Act) funding administered by the U.S. Department of the Treasury, other Federal or State Agency and for Approval of Resolution No. 381 - A RESOLUTION OF THE TOWN OF RANCHO VIEJO, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR AMERICAN RESCUE PLAN ACT (ARP ACT) PROGRAM(S).

13. CONSIDERATION/AUTHORIZATION FOR THE TOWN OF RANCHO VIEJO TO ISSUE REQUESTS FOR PROPOSALS (RFP) FOR EMPLOYEE HEALTHCARE BENEFITS:

Motion was made by Alderman Vera, seconded by Alderman Hernandez, and unanimously carried, to authorize the Town of Rancho Viejo to issue Requests for Proposals (RFP) for employee healthcare benefits.

14. REVIEW/APPROVAL OF INVESTMENT POLICY:

Motion was made by Alderman Vera, seconded by Alderman Hernandez, and unanimously carried, to approve the existing Investment Policy with no changes.

15. CONSIDERATION/ACTION ON AMENDMENT OF THE BANK DEPOSITORY CONTRACT WITH TEXAS REGIONAL BANK:

Alderman Johnson asked if the Town can only have one depository bank and suggested that the Town should request an auditing statement from Texas Regional Bank as included in the terms.

Motion was made by Alderman Vera, seconded by Alderman Johnson, and unanimously carried, to authorize the amendment to the existing contract, for Texas Regional Bank to pay an interest equal to 3.15% FIXED on all interest-bearing accounts.

16. CONSIDERATION/REAPPOINTMENT OF MEMBERS TO THE STRATEGIC PLANNING COMMITTEE:

Mayor Guerrero recommended the reappointment of Laura Kaechele as Chair to the Strategic Planning Committee.

Motion was made by Alderman Ricoy, seconded by Alderman Hernandez, and unanimously carried, to reappoint Laura Kaechele as Chair to the Strategic Planning Committee.

17. CONSIDERATION/REAPPOINTMENT OF MEMBERS TO THE BOARD OF ADJUSTMENTS AND APPEALS:

Mayor Guerrero recommended the reappointment of Jorge de la Garza as Chair and Todd Day as a member to the Board of Adjustments and Appeals.

Motion was made by Alderman Johnson, seconded by Alderman Hernandez, and unanimously carried, to reappoint Jorge de la Garza as Chair and Todd Day as a member to the Board of Adjustments and Appeals.

18. CONSIDERATION/REAPPOINTMENT OF MEMBERS TO THE BUILDING COMMITTEE:

Mayor Guerrero recommended the reappointment of Tim Trapp and Carlos Eduardo Richa as members to the Building Committee.

Motion was made by Alderman Johnson, seconded by Alderman Vera, and unanimously carried to reappoint Tim Trapp and Carlos Eduardo Richa as members to the Building Committee.

19. CONSIDERATION/ACTION ON A RESOLUTION OF THE TOWN OF RANCHO VIEJO, TEXAS FINDING THAT AEP TEXAS INC.'S APPLICATION TO AMEND ITS DISTRIBUTION COST RECOVERY FACTORS TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; AUTHORIZING PARTICIPATION WITH THE CITIES SERVED BY AEP TEXAS; AUTHORIZING HIRING OF LEGAL COUNSEL; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL:

Motion was made by Alderman Hernandez, seconded by Alderwoman Kaechele, and unanimously carried, to deny the rate increase and approve Resolution No. 382 - A RESOLUTION OF THE TOWN OF RANCHO VIEJO, TEXAS FINDING THAT AEP TEXAS INC.'S APPLICATION TO AMEND ITS DISTRIBUTION COST RECOVERY FACTORS TO INCREASE DISTRIBUTION RATES WITHIN THE CITY SHOULD BE DENIED; AUTHORIZING PARTICIPATION WITH THE CITIES SERVED BY AEP TEXAS; AUTHORIZING HIRING OF LEGAL COUNSEL; FINDING THAT THE CITY'S REASONABLE RATE CASE EXPENSES SHALL BE REIMBURSED BY THE COMPANY; FINDING THAT THE MEETING AT WHICH THIS RESOLUTION IS PASSED IS OPEN TO THE PUBLIC AS REQUIRED BY LAW; REQUIRING NOTICE OF THIS RESOLUTION TO THE COMPANY AND LEGAL COUNSEL.

20. DISCUSSION ON DATE FOR ORIENTATION MEETING FOR THE BOARD OF ALDERMEN:

The Mayor and Board asked Legal Counsel Daniel Rentfro for his recommendation, he advised that new Legislative updates are adopted in late summer. The Board would schedule an orientation then.

21. CONSIDERATION/APPROVAL OF A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO, TEXAS, FOR THE SUBMISSION OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR, HOMELAND SECURITY GRANTS DIVISION, OPERATION STONE GARDEN GRANT:

Motion was made by Alderman Hernandez, seconded by Alderman Johnson, and unanimously carried, to approve Resolution No. 383 - A RESOLUTION OF THE BOARD OF ALDERMEN OF THE TOWN OF RANCHO VIEJO, TEXAS, FOR THE SUBMISSION OF A GRANT APPLICATION TO THE OFFICE OF THE GOVERNOR, HOMELAND SECURITY GRANTS DIVISION, OPERATION STONE GARDEN GRANT.

22. RABIES VACCINATION CLINIC ANNOUNCEMENT:

Mayor Guerrero announced that this year's Rabies Vaccination Clinic will be held on Thursday, June 1, 2023, from 5:00 p.m. to 6:00 p.m. at the Town Hall. She added that there will be additional vaccines offered at a discounted price.

23. APRIL 2023 POLICE REPORT - CHIEF OF POLICE:

Police Chief Tyler presented the Police Report for April 2023, he also asked about a policy for removable street bumps.

24. ADJOURN INTO EXECUTIVE SESSION, AS AUTHORIZED BY SUBCHAPTER D OF CHAPTER 551 OF THE GOVERNMENT CODE TO DELIBERATE THE PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY:

Motion was made by Alderman Vera, seconded by Alderman Ricoy, and unanimously carried, to adjourn into executive session, as authorized by Subchapter D of Chapter 551 of the Government Code to deliberate the purchase, exchange, lease, or value of real property, at 7:31 PM.

The meeting was reconvened at 7:51 PM.

25. POSSIBLE ACTION ON MATTERS DISCUSSED IN EXECUTIVE SESSION:

Motion was made by Alderman Ricoy, seconded by Alderman Vera, and unanimously carried, to approve as discussed in Executive Session for the deliberation of purchase of potential real estate property through the Town of Rancho Viejo.

26. ADJOURN:

Motion was made by Alderman Kaechele, seconded by Alderman Johnson, and unanimously carried, to adjourn the meeting at 7:52 PM.

BY: _____
Fred Blanco, Town Administrator

APPROVED: _____
Maribel B. Guerrero, Mayor

DATE: _____

6. TOWN OF RANCHO SAVE A LIFE,
Hands-On Practice for both Hands-
Only CPR and Stop the Bleed
Techniques – Hosted by the Town
of Rancho Viejo, Rotary Club of
Rancho Viejo, and Valley Regional
Medical Center – Announcement by
Mariana Tumlinson

TOWN OF RANCHO VIEJO SAVE A LIFE

The power is in your hands.

Hosted by The Town of Rancho Viejo, Rotary Club of Rancho Viejo
and Valley Regional Medical Center



**Valley Regional
Medical Center**

According to the American Heart Association, Hands-Only CPR carried out by a bystander has been shown to be as effective as CPR with breaths in the first few minutes during an out-of-hospital sudden cardiac arrest for an adult victim. **You may increase a victim's chance of survival with Hands-Only CPR.**



According to the Department of Homeland Security, a person who is bleeding can die from blood loss within five minutes, therefore it is important to quickly stop the blood loss. Those nearest to someone with life threatening injuries are best positioned to provide first care. **You may be able to save a life by taking simple actions right after the trauma.**

Join us for a formal presentation followed by hands-on practice for both Hands-Only CPR and Stop the Bleed techniques.



Saturday, July 15, 2023

Town of Ranch Viejo Town Hall

3301 Carmen Avenue | Rancho Viejo

9:00 a.m. - 11:00 a.m.

7. Consideration/Action on American Rescue Plan Act (ARPA) Administration Services Contract

AMERICAN RESCUE PLAN ACT ADMINISTRATION SERVICES

THIS AGREEMENT, MADE THIS JUNE 13, 2023 BY AND BETWEEN THE CITY OF RANCHO VIEJO, TEXAS, hereinafter referred to as Client ("Client"), and GRANTWORKS, INC., Austin, Texas, hereinafter referred to as Consultant ("Consultant"), procured in conformance with Texas Government Code Chapter 2254, Subchapter A, "Professional Services".

PART I – GENERAL CONDITIONS

I. SCOPE OF BASIC SERVICES

Consultant agrees to render administration services for Client's American Rescue Plan Act of 2021 ("ARPA") award (the "Contract"), as administered by the U.S. Department of Treasury (the "Department"), as provided in the provisions titled, "Part III, Scope of Basic Services" and attached hereto and incorporated by reference herein (the "Services").

II. COMPENSATION AND METHOD OF PAYMENT

For and in consideration of the foregoing, Client agrees to pay Consultant a firm fixed price amount of Twenty-Four Thousand Seventy-Seven and no/100 Dollars, (\$24,077.00) in accordance with the following schedule. Consultant agrees to not charge Client more than such firm fixed price unless Client provides prior written consent to exceeding such firm fixed price. Listing of specific milestones shall not be construed as a representation or warranty, and Consultant makes no representations or warranties, that these milestones measure overall contract progress facilitated by the Consultant's performance of the services, and any particular milestone will be achieved or that any specific Department or other requirements ultimately will be met. The fee schedule shall be based upon identified contract milestones, as follows:

Milestone		Billable Amount	Project Deliverable
Project Selection completed	15%	\$3,612.00	List of projects created and assigned preliminary budgets
Policies/Procedures and/or implementation strategy established	16%	\$3,852.00	P&P documentation (where appropriate), procurement documents, documentation supporting eligibility of each expense / project
25% of allocated funds expended	16%	\$3,852.00	\$146,369.11 expended
50% of allocated funds expended	16%	\$3,852.00	\$292,738.22 expended
75% of allocated funds expended	16%	\$3,852.00	\$439,107.32 expended
All allocated funds expended	16%	\$3,852.00	\$585,476.43 expended
Transfer of all close-out docs	5%	\$1,205.00	All reports filed with TDEM / USDT, all docs and records transferred. Closeout meeting complete
Total of all milestones		\$24,077.00	

Note: Administrative Activities include General Administration, Financial Management, Basic Acquisition, and Construction Phase Management services as referenced in Part III—Scope of ARPA Administration Services.

III. ADDITIONAL SERVICES

Section II above discusses compensation for the administration of ARPA direct allocation under Subtitle M section 603 of the American Rescue Plan Act. Rates and/or Fee for application, administration, or management of activities funded under other provisions of the ARP Act will be negotiated and provided as an addendum to this contract.

Fees for any professional services required to carry out project-related activities that must be furnished by a third-party professional including but not limited to accountant, appraiser, archaeologist, architect, attorney, auditor, biologist or other natural scientist, engineer, historic preservationist, or surveyor, shall be in addition to the base fee payable to Consultant specified in Section II. Expenditures for such services shall require prior approval by Client.

IV. CHANGES AND AMENDMENTS

The Client may, from time to time, request changes in the scope of services of the consultant to be performed hereunder. Such changes, including any increase or decrease in the amount of the Consultant's compensation, must be mutually agreed upon by and between the Client and the Consultant and shall be incorporated in written amendments to this Agreement. If a change is requested but the parties cannot agree on the specific terms of such change, the parties may mutually agree to terminate this Agreement. Absent such agreement to terminate, the Agreement will continue without the change.

V. ASSIGNABILITY

Neither party shall assign any interest in this Agreement or transfer any interest in the same, without the prior written consent of the other party, not to be unreasonably withheld, provided, however, that claims for money by the Consultant from the Client under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished reasonably promptly to the Client.

VI. RECORDS AND AUDITS

During the term of this Agreement, the Consultant shall assist the Client in maintaining fiscal records and supporting documentation for all expenditures of funds made under the Contract. Such records must include data on racial, ethnic, and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the funds provided under the Contract. Client shall retain such records, and any supporting documentation, for the greater of three (3) years from closeout of the Contract or the period required by other applicable laws and regulations.

VII. MISCELLANEOUS PROVISIONS

- A. Governing Law and Venue.** This Agreement shall be governed and construed under and in accordance with the laws of the State of Texas, without regard to the conflicts of law provisions. The venue of any suit arising under the contract is fixed in any court of competent jurisdiction of Cameron County, Texas, unless the specific venue is otherwise identified in a statute which directly names or otherwise identifies its applicability to the Client.
- B. Binding Effect; No Third-Party Beneficiaries.** This Agreement shall inure to the benefit of, be binding upon, and be enforceable against, each Party and their respective successors, assigns, transferees and delegates.
- C. Severability.** If any provision of this Agreement is construed to be illegal or invalid, such construction will not affect the legality or validity of any of its other provisions. The illegal or invalid provision will be deemed severable and stricken from the contract as if it had never been incorporated herein, but all other provisions will continue in full force and effect.
- D. Attorneys' Fees.** If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees, costs, and necessary disbursement in addition to any other relief to which such party may be entitled.
- E. Provision of Information.** It is agreed that all information, data, reports and records and maps as are existing, available, and necessary for the carrying out of the work outlined in this Agreement shall be furnished to the Consultant by the Client and its agencies. No charge will be made to Consultant for such information and the Client and its agencies will cooperate with Consultant in every way possible to facilitate the performance of the work described in this Agreement.
- F. Local Program Liaison.** For purposes of this Contract, the Client shall designate an authorized person to serve as the Local Program Liaison and primary point of contact to the Consultant. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.

- G. Waiver of Consequential Damages.** Notwithstanding any other provision to the contrary herein, neither party shall be liable to the other for any indirect, incidental, special or consequential damages or loss of profits, anticipated or otherwise, or loss of revenues in connection with or arising out of, or in connection with, the subject matter of this Agreement.
- H. Limitation of Liability.** Each party agrees that, regardless of the type, nature or number of causes of action or claims by the Client (including without limitation claims for indemnity under this Agreement) or any third party claiming by, through or under the Client, the maximum amount of damages, individually or in the aggregate, that either party will be liable for or can be required to pay to the other or any other claimant is the amount of fees to be paid to the Consultant by the Client under this Agreement. The parties agree that this limitation of damages is reasonable and acknowledge that but for this limitation, neither party would enter into this Agreement.
- I. Entire Agreement.** This Agreement constitutes the sole and entire agreement of the parties with regard to contemporaneous understandings or written or oral agreements between the parties respecting the subject matter of this Agreement.
- J. Negotiated Terms.** The parties agree that the terms and conditions of this Agreement are the result of negotiations between the parties and that this Agreement shall not be construed in favor of or against either party by reason of the extent to which such party or its professional advisors participated in the preparation of this Agreement.
- K. Ownership of Work and Copyright.** The parties agree that immediately upon payment by the Client for a Project Deliverable, all of the Consultant's ownership rights to forms, reports, and other documents produced in whole or in part under this Agreement for such Project Deliverable shall be automatically transferred to the Client. No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Consultant.
- L. Remedies, Alternative Dispute Resolution, and Program Non-Compliance.** The parties hereto agree to resolve all disputes arising hereunder in accordance with this section. If a dispute arises out of or relates to this Agreement or any alleged breach hereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or ARPA program requirements, the party desiring to resolve such dispute shall deliver a written notice of the dispute, including the specific claim in the dispute to the other party. Following the delivery of such notice, the parties involved in the dispute shall meet at least twice within the thirty (30) day period commencing with the date of the notice and in good faith shall attempt to resolve such dispute through negotiation. If any dispute is not resolved or settled by the parties as a result of such negotiation, the parties in good faith shall submit the dispute to non-binding mediation before a retired judge of a federal district court or Texas district court or a similarly qualified, mutually agreeable individual in Austin, Texas. The parties shall bear the costs of such mediation equally. If the dispute is not resolved through such mediation, either party may proceed to file suit.
- M. Force Majeure.** A "Force Majeure Event" means any event or cause beyond a party's reasonable control (including without limitation, construction delays, fire, flood, rain, weather, casualty, explosions, damage by third parties whether negligently or intentionally caused, strikes, work stoppages, picketing, acts of God or other casualties, or the laws or actions of any governmental authority), as a result of which at any time a party is unable to perform any of its obligations under this Agreement. If a Force Majeure Event occurs during the term of this Agreement that prevents the Consultant from performing its obligations hereunder, the Consultant and the Client will in good faith mutually agree on one of the following alternatives: (1) extend the time for performance, or (2) terminate this Agreement and, as mutually agreed, cause the payment to Consultant of fees not yet paid for services performed prior to the occurrence of the Force Majeure Event or cause the refund to Client of fees previously paid for services that were not performed prior to the occurrence of the Force Majeure Event.
- N. GrantWorks recognizes and follows COVID- 19 guidance, recommendations and advice as set forth by the Texas Department of State Health Services, and the United States Center for Disease Control. Current guidelines for private, public, and nonprofit sectors are available at dshs.tex.gov/coronavirus and**

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus). GrantWorks will continue to prioritize the health and safety of employees, clients, vendors, and other stakeholders by encouraging the use of appropriate and recognized public health mitigating measures, such as mask wearing and social distancing, and by offering virtual meeting and work options throughout the life of the contract. GrantWorks aims to be sensitive to the individual needs of each community whilst recognizing the challenges posed by the pandemic.

PART II - TERMS AND CONDITIONS

1. **USE OF FUNDS.** a. Recipient understands and agrees that the funds disbursed under this award may only be used in compliance with section 603(c) of the Social Security Act (the "Act"), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing; b. Recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, and completion of such project.
2. **PERIOD OF PERFORMANCE.** The time of services of the Consultant shall commence no earlier than the date of this agreement. In any event, Consultant shall use commercially reasonable efforts to perform all services required and performed hereunder within either December 31, 2026, or the completion date of this program, whichever is sooner. Consultant shall issue and provide a copy of a Consultant's Certificate of Program Completion to the Client when the consultant is notified that Client has accepted the program.
3. **REPORTING.** Recipient agrees to comply with any reporting obligations established by the Treasury as they relate to this award.
4. **ACCESS TO RECORDS.** In accordance with 2 CFR 200.337, during the Agreement's time of performance the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives will have access to any books, documents, papers, and records maintained by the Consultant which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transcriptions.
5. **PRE-AWARD COSTS.** Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.
6. **ADMINISTRATIVE COSTS.** Recipient may use funds provided under this award to cover both direct and indirect costs.
7. **COST SHARING.** Cost sharing or matching funds are not required to be provided by the Recipient.
8. **CONFLICTS OF INTEREST.** Recipient understands and agrees it must maintain a conflict-of-interest policy consistent with 2 C.F.R. § 200.318(c) and that such conflict-of-interest policy is applicable to each activity funded under this award. Recipient and subrecipients must disclose in writing to the Treasury or the pass-through entity, as appropriate, any potential conflict of interest affecting the awarded funds in accordance with 2 C.F.R. § 200.112.
9. **COMPLIANCE WITH APPLICABLE RULES AND REGULATIONS.** a. Recipient agrees to comply with the requirements of section 603 of the Act, regulations adopted by Treasury pursuant to section 603(f) of the Act, and guidance issued by Treasury regarding the foregoing. Recipient also agrees to comply with all other applicable federal statutes, regulations, and executive orders, and Recipient shall provide for such compliance by other parties in any agreements it enters into with other parties relating to this award. b. Federal regulations applicable to this award include, without limitation, the following: i. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200, other than such provisions as Treasury may determine, are inapplicable to this Award and subject to such exceptions as may be otherwise provided by Treasury. Subpart F – Audit Requirements of the Uniform Guidance, implementing the Single Audit Act, shall apply to this award. ii. Universal Identifier and System for Award Management (SAM), 2 C.F.R. Part 25, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 25 is hereby incorporated by reference. iii. Reporting Subaward and Executive Compensation Information, 2 C.F.R. Part 170, pursuant to which the award term set forth in Appendix A to 2 C.F.R. Part 170 is hereby incorporated by reference. iv. OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Non-procurement), 2 C.F.R. Part 180, including the

requirement to include a term or condition in all lower tier covered transactions (contracts and subcontracts described in 2 C.F.R. Part 180, subpart B) that the award is subject to 2 C.F.R. Part 180 and Treasury's implementing regulation at 31 C.F.R. Part 19. v. Recipient Integrity and Performance Matters, pursuant to which the award term set forth in 2 C.F.R. Part 200, Appendix XII to Part 200 is hereby incorporated by reference. vi. Governmentwide Requirements for Drug-Free Workplace, 31 C.F.R. Part 20. vii. New Restrictions on Lobbying, 31 C.F.R. Part 21. viii. Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655) and implementing regulations. ix. Generally applicable federal environmental laws and regulations. c. Statutes and regulations prohibiting discrimination applicable to this award include, without limitation, the following: i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin under programs or activities receiving federal financial assistance; ii. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability; iii. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving federal financial assistance; iv. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance; and v. Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto.

- 10. REMEDIAL ACTIONS.** In the event of Recipient's noncompliance with section 603 of the Act, other applicable laws, Treasury's implementing regulations, guidance, or any reporting or other program requirements, Treasury may impose additional conditions on the receipt of a subsequent tranche of future award funds, if any, or take other available remedies as set forth in 2 C.F.R. § 200.339. In the case of a violation of section 603(c) of the Act regarding the use of funds, previous payments shall be subject to recoupment as provided in section 603(e) of the Act.
- 11. HATCH ACT.** Recipient agrees to comply, as applicable, with requirements of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328), which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by this federal assistance.
- 12. FALSE STATEMENTS.** Recipient understands that making false statements or claims in connection with this award is a violation of federal law and may result in criminal, civil, or administrative sanctions, including fines, imprisonment, civil damages and penalties, debarment from participating in federal awards or contracts, and/or any other remedy available by law.
- 13. PUBLICATIONS.** Any publications produced with funds from this award must display the following language: "This project [is being] [was] supported, in whole or in part, by federal award number [enter project FAIN] awarded to [name of Recipient] by the U.S. Department of the Treasury."
- 14. DEBTS OWED THE FEDERAL GOVERNMENT.** a. Any funds paid to Recipient (1) in excess of the amount to which Recipient is finally determined to be authorized to retain under the terms of this award; (2) that are determined by the Treasury Office of Inspector General to have been misused; or (3) that are determined by Treasury to be subject to a repayment obligation pursuant to section 603(e) of the Act and have not been repaid by Recipient shall constitute a debt to the federal government. b. Any debts determined to be owed to the federal government must be paid promptly by Recipient. A debt is delinquent if it has not been paid by the date specified in Treasury's initial written demand for payment, unless other satisfactory arrangements have been made or if the Recipient knowingly or improperly retains funds that are a debt as defined in paragraph 14(a). The Treasury will take any actions available to it to collect such a debt.
- 15. DISCLAIMER.** a. The United States expressly disclaims any and all responsibility or liability to Recipient or third persons for the actions of Recipient or third persons resulting in death, bodily injury, property damages, or any other losses resulting in any way from the performance of this award or any other losses resulting in any way from the performance of this award or any contract, or subcontract under this award.

b. The acceptance of this award by Recipient does not in any way establish an agency relationship between the United States and Recipient.

- 16. PROTECTIONS FOR WHISTLEBLOWERS.** a. In accordance with 41 U.S.C. § 4712, Recipient may not discharge, demote, or otherwise discriminate against an employee in reprisal for disclosing to any of the list of persons or entities provided below, information that the employee reasonably believes is evidence of gross mismanagement of a federal contract or grant, a gross waste of federal funds, an abuse of authority relating to a federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal contract (including the competition for or negotiation of a contract) or grant. b. The list of persons and entities referenced in the paragraph above includes the following: i. A member of Congress or a representative of a committee of Congress; ii. An Inspector General; iii. The Government Accountability Office; iv. A Treasury employee responsible for contract or grant oversight or management; v. An authorized official of the Department of Justice or other law enforcement agency; vi. A court or grand jury; or vii. A management official or other employee of Recipient, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct. c. Recipient shall inform its employees in writing of the rights and remedies provided under this section, in the predominant native language of the workforce.
- 17. TERMINATION OF AGREEMENT FOR CAUSE.** In accordance with 2 CFR 200 APPENDIX II (B), if the Consultant shall fail to fulfill in a timely and proper manner his/her obligations under this Agreement, or if the Consultant shall violate any of the covenants, agreements, or stipulations of this Agreement, the Client shall provide written notice to Consultant reasonably specifying the failure or violation. If Consultant fails to cure such failure or violation within five (5) business days of receiving such notice or, if the failure or violation is incapable of cure within such time frame, to begin to take actions to cure such failure or violation and to diligently pursue them to completion, Client thereupon shall have the right to terminate this Agreement immediately by giving written notice to the Consultant. Consultant shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. In such event, all finished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Consultant under this Agreement shall, at the option of the Client, become its property.
- 18. TERMINATION OF AGREEMENT FOR CONVENIENCE.** Either the Client or the Consultant may terminate this Agreement at any time by providing at least ten (10) day notice in writing to the other party to this Agreement. If the Agreement is terminated as provided herein, the Consultant will be paid for the time provided and expenses incurred up to the termination date. In such event, all finished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Consultant under this Agreement shall, at the option of the Client, become its property.
- 19. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689, 2 CFR part 180).** The Consultant certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally assisted programs under Executive Orders 12549 (1986) and 12689 (1989). The term "principal" for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Consultant. The Consultant understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."
- 20. FEDERAL COMPLIANCE.** During the term of this Agreement, the parties shall comply with all Federal laws, regulations, and rules including the following:

- a. CIVIL RIGHTS ACT OF 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program or activity receiving Federal financial assistance.
- b. Section 504 Rehabilitation Act of 1973, as amended. The Consultant agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.
- c. AGE DISCRIMINATION ACT OF 1975. The Consultant shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- d. SECTIONS 106(b), 102(a)(4) and A109 OF THE HOUSING & COMMUNITY DEVELOPMENT ACT OF 1974. Under Title VI of the Civil Rights Act of 1964, no person shall on the ground of race, color, religion, national origin or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this Title.
- e. EQUAL OPPORTUNITY CLAUSE. During the performance of this Agreement, the Consultant agrees as follows:
 - i. The Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 - ii. The Consultant will, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
 - iii. The Consultant will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Consultant's legal duty to furnish information.
 - iv. The Consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Consultant's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - v. The Consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity," and of the rules, regulations, and relevant orders of the Secretary of Labor.
 - vi. The Consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency

and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- vii.* In the event of the Consultant's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- viii.* The Consultant will include the portion of the sentence immediately preceding paragraph (i) and the provisions of paragraphs (i) through (vii) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Consultant will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

21. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS.

- a.* The Consultant must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.
- b.* Affirmative steps must include:
 - i.* Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - ii.* Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - iii.* Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - iv.* Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - v.* Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
 - vi.* Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

22. PATENT RIGHTS AND INVENTIONS. The Consultant shall comply with the requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract. (2 CFR 200 Appendix II (f) and Rights to Inventions in 37 CFR Part 401).

23. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. (2 CFR 200 Appendix II (B))

24. ENERGY EFFICIENCY. The Consultant shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with

the Energy Policy and Conservation Act (Pub. L. 94A 163, 89 Stat. 871). (2 CFR 200 APPENDIX II (H) and 42 U.S.C. 6201).

- 25. VERIFICATION NO BOYCOTT ISRAEL.** As required by Chapter 2271.002, Texas Government Code, the Consultant hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel", as defined by §808.001(1) of the Texas Government Code, means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.
- 26. NO FOREIGN TERRORIST ORGANIZATIONS.** Pursuant to Chapter 2252.152, Texas Government Code, the Consultant represents and certifies that, at the time of execution of this Agreement neither the Consultant, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

PART III - SCOPE OF BASIC SERVICES

Depending on the selected project(s), some provisions may not apply. The type(s) of project(s) selected will determine the type(s) of service(s) necessary to implement the project(s). See below for project types.

A. Projects with Beneficiaries including Households, Non-profits, Businesses, and Industries:

1. Identify the need for this program.
2. Project planning, design, and startup: Assist recipient with procuring necessary vendors as needed.
3. Intake meetings: Advertise, schedule, and conduct intake with interested potential beneficiaries. During intake meetings case managers will collect all available documentation necessary to determine eligibility.
4. Eligibility verification: Management staff will review all intake documentation and verify eligibility; If applicable, verify duplicative benefits (DOB); Maintain recipient data in a secure system and comply with all record-keeping requirements: Assistance package generation and approval; Review change requests and all required documentation related to any change requests; and Final Documentation of recipients: File, audit, and closeout; and Complete final audit to ensure all procedures were properly followed.

B. Premium Pay to Eligible Workers and Eligible Employers:

1. Identify the need for this program.
2. Project planning, design, and startup.
3. Advertise, schedule, and conduct intake with interested potential eligible employers: During intake meetings case managers will collect all available documentation necessary to determine eligibility.
4. Eligibility verification: Management staff will review all intake documentation and verify eligibility; If applicable, verify duplicative benefits (DOB); and Maintain recipient data in a secure system and comply with all record-keeping requirements.
5. Assistance package generation and approval.
6. Review change requests and all required documentation related to any change requests.
7. Final Documentation of recipients: File, audit, and closeout; and Complete final audit to ensure all procedures were properly followed.

C. Reconciliation of Revenue Reductions:

1. Identify the need for this program.

2. Project planning, design, and startup.
3. Calculate revenue loss in accordance with Department of Treasury guidance.
4. Review change requests and all required documentation related to any change requests.
5. Final Documentation of recipients.
6. File, audit, and closeout.
7. Complete final audit to ensure all procedures were properly followed.

D. Necessary Water, Sewer, or Broadband Infrastructure:

1. Identify the need for this program.
2. Project planning, design, and startup: Assist recipient with procuring necessary vendors as needed.
3. Assist with developing contract/bid packages that meet ARP program requirements.
4. Assist with monitoring and reporting contractor's performance.
5. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
6. Assist the recipient with vendor Draws/Close Out.
7. Compile and review for completeness contract/closeout packages that meet ARP program requirements.
8. Labor Standards duties (as required): Monitor compliance with all relevant labor standards regulations; and Maintain document files to support compliance.
9. Environmental Services: Review each project description to ascertain and/or verify the level of environmental review requirements; Prepare, complete, and submit required forms for environmental review and provide all documentation to support environmental findings; Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance; and Reporting.
10. Acquisition Duties: Submit acquisition reports and related documents; Establish acquisition files (if necessary); and Complete acquisition activities (if necessary).

E. General Administration

1. Provide general advice to the Client and its staff with respect to the implementation of the project and regulatory matters.
2. Furnish forms, policies, and procedures for implementation of the project.
3. Provide technical assistance to Client personnel who will be directly involved in the program for routine tasks, using the American Rescue Plan Act of 2021 ("ARPA") - Project Implementation Guidelines.
4. Assist Client in developing a record keeping system consistent with program guidelines, including the establishment and maintenance of program files.
5. Serve as liaison for the Client during normal monitoring visits by staff representatives from either the U.S. Department of Treasury ("USDT") or the state agency that oversees ARPA.
6. Prepare and submit to Department Client's required Periodic Progress Reports.
7. Assist Client in meeting 2 C.F.R. 200, Uniform Relocation Act, Section 504 of the Rehabilitation Act of 1973, as amended and other applicable requirements as may be required for participation in the ARPA program.
8. Assist Client in preparing Contract and/or Program Amendments and Modifications along with related documentation, public hearings, and notices as requested by Client.
9. Other general administration tasks not listed here that are requested by Client and agreed to in writing by Consultant.

F. Financial Management

1. Assist Client in establishing and maintaining a Direct Deposit account and/or separate local bank account, journals and ledgers.
2. Assist Client in submitting the Direct Deposit Authorization Form and/or Depository/Authorized Signatory form to Department.
3. Assist Client in preparation of drawdown requests from Department and disbursements of funds within the allotted time period.

G. Environmental Review

1. Assist Client in preparing environmental documents as necessary. Each ARP funded project shall, if applicable, be assessed to determine whether and/or to what extent environmental reviews may be required by local or state law. GrantWorks may assist in completing required environmental reviews once an assessment is completed.

H. Audit/Close-out Procedures

1. Prepare final Reports, including any General Report, Financial Reports and Completion Reports, as required.
2. Assist Client in responding to any monitoring and audit findings and resolving any third-party claims.

Additional General Terms Regarding Third-Party Services

Some services will be performed by third-party service providers. See Section IV of this Agreement regarding special services outside the scope of work.

Assistance by Consultant with (1) verification of equipment suppliers or other service contractors, (2) selection of bid award winners, or (3) any other activity relating to contractors, subcontractors, bid award winners or any other third party not directly engaged through a written agreement with Consultant to provide services required to be provided by Consultant under this Agreement (collectively "Third Parties") is not intended to be and shall not be construed as an endorsement, representation or warranty by Consultant of any kind relating to such Third Party Service Providers or of the quality of such Third Parties work, and all such endorsements, representations or warranties hereby are expressly disclaimed.

Assistance by Consultant with the fulfillment of any requirements imposed by Third Parties, governmental or otherwise, shall not be construed as a representation or warranty, and Consultant makes no representations or warranties, that any particular requirement will be achieved or met, and Consultant assumes no responsibility for the achievement or failure to achieve such requirements.

All assistance by Consultant described in this Agreement based on information provided by Third Parties shall be considered information provided by Client, and Consultant shall be entitled to rely on such information without any additional duty of inquiry or investigation.

PART IV - SIGNATURE TERMS AND CONDITIONS

This Agreement is subject to the provisions titled "Part I – General Conditions", "Part II Terms and Conditions" and "Part III Scope of Basic Services," which each are hereby incorporated by reference.

IN WITNESSETH HEREOF, the Client and the Consultant have executed this Agreement as of the effective date indicated above.

GrantWorks, Inc.
2201 Northland Drive
Austin, Texas 78756

City of Rancho Viejo, Texas
3301 Caameron Avenue
Rancho Viejo, Texas 78575

BY:

BY:

Bruce J. Spitzengel
President

Maribel B. Guerrero
Mayor

DATE: _____

DATE: _____

ATTEST:

BY: _____
Town Administrator

8. Comprehensive Plan Update

9. Consideration/Action on Extension of Contract with Building Inspector

AGREEMENT FOR BUILDING INSPECTOR SERVICES

AGREEMENT made on June 13, 2023, at Rancho Viejo, Texas, between THE TOWN OF RANCHO VIEJO, TEXAS, a municipal corporation, located at 3301 Carmen Avenue, Rancho Viejo, Texas 78575 (the "Client") and Brent Cannon, of 920 Balboa, Rancho Viejo, Texas 78575, the "Consultant".

Recitals

The Client is a Type A General Law Municipality, operating under the provisions of the Texas Local Government Code, and has its principal place of business at 3301 Carmen Avenue, Rancho Viejo, Texas 78575. The Client desires to engage the services of the Consultant, as an independent contractor and not as an employee, to fulfill the position of building inspector for the Client on the terms and conditions provided in this agreement.

The Consultant is a building construction professional properly qualified to practice in the State of Texas. Consultant desires to render professional building inspection services for the Client on the terms and conditions provided in this agreement.

THEREFORE, the Client engages the services of the Consultant. In consideration of the mutual promises contained in this contract, the parties agree as follows:

Term

1. This agreement is for a period of one year, commencing on June 13, 2023. It is renewable annually at the discretion of the Board of Aldermen. It may be terminated by mutual agreement upon a 30-day written notice, or under the provisions of Article 8 below.

Services

2. The services to be rendered by the Consultant to the Client consist of fulfilling the position of building inspector for the Client. Those services are more fully described in the job description attached hereto as Exhibit "A", which is incorporated herein by reference and made a part of this contract as fully as if set forth herein.

Use of Agents or Assistants

3. This job is personal to the Consultant, and he/she is not authorized to engage the services of any agents, assistants, persons, or corporations in its performance.

Equipment

4. The Consultant will furnish all equipment that may be necessary to perform the services required under this agreement.

Facilities

5. The Client will furnish all facilities during normal business hours, for use by the consultant as may be required for preparing reports, copying, and research.

Fee

6. For services to be rendered under this agreement, the Consultant will be entitled to inspection fees according to the fee schedule of Rancho Viejo.

Devotion of Time

7. The Consultant will devote the time that is reasonably necessary for a satisfactory performance to the performance of the Consultant's duties under this agreement. If the Client requires additional services not included under this agreement, the Consultant will make a reasonable effort to fit those additional services into the Consultant's time schedule without decreasing the effectiveness of the performance of duties required under this agreement. However, the availability of additional services is subject to the provisions for additional fees for additional services as discussed in Paragraph 5, above.

Termination

8. This Agreement may be terminated by Client upon (1) a finding by a majority of the Board of Aldermen, after notice and an opportunity to be heard, that Consultant has been guilty of incompetence, corruption, misconduct, or malfeasance in office, (2) a vote of no confidence approved by two-thirds of the Board of Aldermen, or (3) as stated in Section 1 above.

Entire Agreement

9. This agreement constitutes the sole and only agreement of the parties and supersedes any prior understandings or written or oral agreements between the parties respecting this subject matter.

Assignment

10. Neither this agreement nor any duties or obligations may be assigned by the Consultant without the prior written consent of the Client. In the event of an assignment by the Consultant to which the Client has consented, the assignee or the assignees' legal representative must agree in writing with the Client to personally assume, perform, and be bound by all the provisions of this agreement.

Successors and Assigns

11. Subject to the provisions regarding assignments, this agreement is binding on and inures to the benefit of the parties to it and their respective heirs, executors, administrators, legal representatives, successors, and assigns.

Attorney's Fees

12. If any action at law or in equity is brought to enforce or interpret the provisions of this agreement, the prevailing party is entitled to reasonable attorney's fees in addition to any other relief to which it [he or she or it] may be entitled.

Governing Law

13. This agreement, and the rights and duties of the parties under it, are governed by the laws of the State of Texas.

Amendment

14. This agreement may be amended by the mutual agreement of the parties to it, in writing to be attached to and incorporated in this agreement.

Legal Construction

15. In the event that any one or more of the provisions contained in this agreement is for any reason held to be invalid, illegal, or unenforceable in any respect, that invalidity, illegality, or unenforceability will not affect any other provisions, and the agreement will be construed as if the invalid, illegal, or unenforceable provision had never been contained in it.

Executed at the Town of Rancho Viejo, Texas, on the 13th day of June, 2023.

Building Inspector

Town of Rancho Viejo

Brent Cannon

Maribel B. Guerrero, Mayor

INSPECTION FEES

June-23

GENERAL

Foundation concrete/rebar (needs Forms Survey at Town Hall)	\$ 20-115	
Framing and roof	\$ 20-115	
Insulation	\$ 50	
Concrete flat work driveway and pipe - sidewalk	\$ 40	
Building Final and Certificate of Occupancy	\$ 20-115	

PLUMBING

In ground	\$ 20-115	
Rough-in	\$ 20-115	
Sewer tie in and water	\$ 40	
Final	\$ 20-115	

ELECTRICAL

Temporary Power	\$ 30	
Rough-in	\$ 20-115	
Working clearance	\$ 35	
Final	\$ 20-115	

HVAC

Rough-in and duct work	\$ 20-115	
Final	\$ 20-115	

ROOFING

Check material	\$ 25	
Final	\$ 25	

WALLS AND FENCES

Beginning	\$ 40	
Final	\$ 40	

RETAINING WALLS AND DOCKS

Beginning	\$ 30	
Final	\$ 30	

SWIMMING POOL

Initial	\$ 30	
Bonding and rebar (plumbing)	\$ 30	X3
Final	\$ 30	

SOLAR PANELS

Beginning	\$ 30-50	
Final	\$ 30-50	Page 1

SPRINKLER	\$ 25
GENERATOR	\$ 50
GAS LINE	\$ 25
PROPANE TANK	\$ 40
GAZEBO	\$ 40
MAILBOX	\$ 20
RED TAG	\$ 30
STOP WORK	\$ 60
Plus \$10.00 per permit issued	\$ 10
Plus mileage	

X-Small new up to 1,500 square feet of living area	\$ 20
Small new up to 2,000 square feet of living area	\$ 30-35
Medium new up to 3,000 square feet of living area	\$ 45-55
Large new up to 4,000 square feet of living area	\$ 65-75
X-Large new up to 5,000 square feet of living area	\$ 85-95
XX-Large new 5,001 square feet & over of living area	\$ 105-115

(square footage includes interior and exterior living areas)

10. Authorization to Advertise for Bids for Depository Contract for Two Years with the Possibility of Three One Year Extensions at the Town's Option

TOWN OF RANCHO VIEJO, TEXAS
REQUEST FOR APPLICATIONS FOR DEPOSITORY SERVICES
AND NOTICE OF MEETING TO CONSIDER APPLICATIONS
FOR TOWN DEPOSITORY

Applications for a Depository Services Contract with the Town of Rancho Viejo will be received by Maribel B. Guerrero, Mayor of the Town of Rancho Viejo, Texas at the Town Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575 until 2:00 P.M. on Thursday, July 6, 2023, pursuant to Chapter 105 of the Local Government Code. Applications received after the time announced will not be considered.

Applications will be opened and read aloud at 3:00 P.M. on Thursday, July 6, 2023, at the Town Municipal Office. Applications will be considered during the Regular Meeting of the Board of Aldermen scheduled for 6:00 P.M. on July 11, 2023, at the Town Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575.

Forms and specifications for Applications and Provisions may be obtained at the Town Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575 between 8:00 A.M. and 5:00 P.M., Monday through Friday or on our website at www.ranchoviejotexas.com.

Each Application shall be enclosed in a sealed envelope and shall be plainly marked on the outside of the envelope - "Depository Services, Town of Rancho Viejo, Texas".

Maribel B. Guerrero, Mayor
Town of Rancho Viejo

INSTRUCTIONS FOR APPLICANTS

The Town of Rancho Viejo will accept sealed Applications for a depository of Town funds until 2:00 P.M. on Thursday, July 6, 2023, at the Town Municipal Office, 3301 Carmen Avenue, Rancho Viejo, Texas 78575. Applications received after the time announced will not be considered. The Applications will be opened and read aloud at 3:00 P.M. on Thursday, July 6, 2023, at the Town Municipal Office. The Bid Proposals will be considered during the Regular Meeting of the Board of Aldermen scheduled for 6:00 P.M. on July 11, 2023, at the Town Municipal Office.

The term for the depository agreement is for two (2) years beginning October 1, 2023, and ending September 30, 2025, with the possibility of Three One Year Extensions at the Town's option.

All demand and time deposits will be deposited with the approved successful applicant on October 1, 2023, or as soon thereafter as the checks and deposit forms necessary to operate from such bank are provided to the Town of Rancho Viejo.

The depository will be selected under the applicable provisions of the Revised Civil Statutes of the State of Texas.

The Board of Aldermen of the Town of Rancho Viejo reserves the right to accept or reject any or all applicants and to waive all formalities.

Please attach a copy of your bank's most recent statement of financial conditions.

Maribel B. Guerrero, Mayor
Town of Rancho Viejo

11. Town Administrator Report
 - a. April 2023 Financial Report
 - b. Building Permits Report

12. May 2023 Police Report – Police Chief

13. Adjourn