



City of Shepherd

Citywide Riverine Flooding, Storms and/or Tornadoes Mitigation Project
Addressing Water Systems



CDBG-MIT – Regional Allocation
Project Proposal with Grant Management Plan

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Objectives and Goals

The goal of this citywide water systems mitigation project is to increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters, especially during flood events that occur with hurricanes, tropical storms and tropical depressions.

This goal will be achieved by meeting the following project objectives:

- Increase water production capacity
- Install water treatment system

As required by 30 TAC §291.93, a city must begin addressing additional water needs if it has reached 85% of its water production capacity. The City of Shepherd has a current capacity commitment of 1,164, or 83%, and is only 26 connections away from the 85% threshold.

In addition to the City being at 83% of water production capacity, water production is often impacted by storm events. This can include loss of electricity, damage or contamination of water production facilities and damage or contamination of water storage facilities.

The most feasible solution to mitigate against these negative impacts is to construct a new water well and water treatment plant.

Project Scope, Budget and Beneficiaries

This will be achieved with the construction of a new water well to include approximately 550 linear feet Pilot Test Hole, Mechanical Sieve Analysis, Electric Log Alignment Survey, Pump Test / Chemical Analysis, Surface Casing (22" X 25' Long), 450 linear feet of 12" Main Casing, 150 linear feet of 6" Blank Liner, 300 linear feet of 6" SS Screen, 300 linear feet of 18" Diameter Underream, Caliper Log Survey, Gravel Filter Pack, Well Development, 300 linear feet of Pump Setting, 300 linear feet of 6" Column Pipe, 10 Pump Stages, 5 Pump Motor Drives, Well Head Surface Block, and all associated appurtenances.

Construction will also include one (1) Chlorination / Phosphate System, Plant Piping & Valves, Electrical and Controls, Fencing and Gates, Emergency Power Generator, SCADA System, Water Distribution to Ex System, Highway Bores / System Interconnections, Access Drive, and all associated appurtenances.

These activities will take place just north of State Highway 150 at Temple Street (behind public baseball fields). Coordinates are 30.501258, -95.008426.

The budget includes \$1,568,350 for construction, \$3,500 for acquisition, \$235,030 for engineering, and \$157,120 for administration. This project will be funded with \$1,964,000 in grant funds from the Texas General Land Office under the CDBG-MIT Regional Allocation.

Benefitting from this project are all residents in the City of Shepherd. Population numbers issued by the U.S. Department of Housing and Urban Development (HUD) State of Texas - LMISD and Use of Standardized Area Median Income (AMI) Waiver indicate a population of 3,202 with 1,862, or 58.15%, being of low and moderate income.

Mitigation/Resiliency Measures

The City of Shepherd has had ongoing drainage issues throughout the City. In 2018, the City began a planning project which included Streets, Water, and Sewer infrastructure planning. The City paid engineering firm Goodwin-Lasiter-Strong, Inc., \$28,800 from City funds for a comprehensive plan to address the need throughout the City. Unfortunately, the needs addressed in the plan far surpass the financial ability of the City.

Project Development (including Citizen Participation, AFFH Considerations, etc.)

This project was developed with a focus on long-term planning and an integrated approach to housing, fair housing obligations, infrastructure, economic revitalization, and overall community resiliency.

- Housing
 - Short-term considerations include the negative inconveniences associated with construction activities as well as the positive impacts of address immediate concerns of regarding water production capacities.
 - Long-term considerations include water storage measures that will increase the availability of water even during shortages and the overall livability of the City as a whole.
- Infrastructure
 - Short-term considerations include addressing the water infrastructure to mitigate storm and flooding impacts.
 - Long-term considerations include design initiatives to lengthen the expected life of the improvements.
- Economic Revitalization
 - Short-term considerations include the negative inconveniences associated with construction activities, but these will be minimal since the project will be addressing water systems.
 - Long-term considerations include the overall livability of the City which can help attract additional businesses, industries, and most importantly, residents.
- Overall Community Resiliency
 - Short-term considerations include improved access for public safety response to daily needs such as fighting fires.
 - Long-term considerations include improved access for disaster response personnel as well as recovery activities.
- Affirmatively Furthering Fair Housing (AFFH) Considerations
 - Census data – Demographic information by census block group for the town/county. This may be presented as maps and/or in chart/table form with block groups identified. Include percent of population below poverty level, income, and ethnicity/race.
 - Census data, including Tables B01003, DP05, S1701 and HUD LMISD information were considered in the development of this project.
 - Crime rates – Include immediate and surrounding geographic areas.
 - Data from the Texas Department of Public Safety was reviewed for the entire DETCOG region as was considered in the development of this application.
Source:
https://www.dps.texas.gov/administration/crime_records/pages/crimestatistics.htm
 - Household sizes

- Census data, including Table S2501 was considered in the development of this project.
- Age group data
 - Census data, including Table S1701 and DP05 was considered in the development of this project.
- Jobs – Identify any large employment center(s)/opportunities.
 - This project will not negatively impact jobs but will provide a positive benefit since it is a sizable infrastructure construction project with needs for engineering services, administration services, acquisition, environmental services, and construction.
- Schools – Quality measures and demographics as compared to other area public schools.
 - Shepherd Elementary School, Shepherd Intermediate School, and Shepherd High School are all located within the city but will not be impacted by the project area.
 - There is no negative impact on schools as this project will benefit any schools within the proximity. However, temporary construction noise and other distracting aspects may need to be considered.
- Other education – Community colleges, technical schools, higher education, other opportunities.
 - There are no other educational facilities within Shepherd.
- Grocery stores – Identify nearest full-size grocery store(s), other desirable retail.
 - The nearest grocery store is McClain’s Food Market located in the project area.
- Health care facilities – Local clinic(s) and/or nearest hospital, e.g.
 - The nearest clinic is the Family Health Clinic located in the project area and the nearest hospital is Cleveland Emergency Hospital located 17 miles away.
- Public transportation – Nearest bus stop(s).
 - There is public transportation within the area.
- Library – Public library and available resources such as computer access.
 - The nearest library is the Shepherd Public Library located in the project area.
- Parks, athletic fields, playgrounds – Public recreation areas.
 - There are a few of these types of facilities within Shepherd. The most significant facility is the Shepherd baseball park next to the Shepherd Community Center/Emergency Shelter.
- Community facilities – Child care, senior centers, other community centers.
 - The nearest facility of this type is the Shepherd Community Center/Emergency Shelter located in the project area.
- Unsanitary facilities, industrial sites
 - None of Significance
- Environmental/health hazards – May overlap with negative uses
 - No long term negative environmental or health hazards are anticipated.
- Features undesirable for family life – Retail/business density, type of retail/businesses,
 - This project will have no negative impact on these concerns.
- Additional subsidized or low-income housing – Public housing and/or LIHTC developments, etc.
 - This project will have no negative impact on these concerns.
- Area revitalization – Identify economic trends in the area

- Steady growth is the norm for the DETCOG region. For example, in the last 10 years, Shepherd has grown approximately 19.2%.
- Government plans impacting the area – Identify pending or approved projects/plans/bonds
 - No impacts are anticipated
- Other development projects/investment – Identify public or private projects in the immediate or larger area which may affect the proposed project
 - No other projects are expected to impact or be impacted by this project.

Proposed Actions with Timelines

In order to meet the objectives and goals outlined above, the following actions will be undertaken:

- Procurement of Professional Service Providers (Grant Administration, Engineering) for application and implementation services
 - Completed prior to application development and submission
 - Responsible parties include City Secretary, Selection Committee, City Council
- Project Development
 - Completed prior to application development and submission
 - Responsible parties include Mayor, Public Works Director, City Secretary, City Council Members, Members of General Public, Lead Engineer, Grant Administration (GA) Project Manager
- Submission of all start-up documentation
 - To be completed within 90 days of GLO contract execution date
 - Responsible parties include GA Project Manager and GA Team
- Completion of Design
 - To be completed within 210 days of GLO contract execution date
 - Responsible parties include Lead Engineer and Engineering Team
- Completion of Environmental Review
 - To be completed within 240 days of GLO contract execution date
 - Responsible parties include GA Project Manager and GA Team
- Acquisition
 - No acquisition is anticipated for this project
 - If it is later determined that acquisition is needed, the responsible parties will include GA Project Manager and GA Team, with assistance from Lead Engineer and Engineering Team and Acquisition Specialist if needed.
- Procurement of Construction Contractor(s)
 - To be completed within 330 days of GLO contract execution date
 - Responsible parties include Lead Engineer and Engineering Team with coordination with GA Project Manager and GA Team, awarded by City Council.
- Construction Notice to Proceed
 - To be completed within 360 days of GLO contract execution date
 - Responsible parties include Lead Engineer
- Issuance of Certificate of Construction Completion
 - To be completed within 730 days of GLO contract execution date
 - Responsible parties include Lead Engineer
- Submission of Closeout Documentation
 - To be completed within 790 days of GLO contract execution date

- Responsible parties include GA Project Manager
- Issuance of Administrative Complete Letter
 - To be completed within 850 days of GLO contract execution date
 - Responsible parties include GA Project Manager and GLO

Project Implementation

Project implementation will include:

- overall tracking
- draw coordination
- procurement coordination
- progress reporting

The Grant Administration team will provide the following services to achieve successful project implementation:

a) General Administrative Duties:

- i. Ensure program compliance including all CDBG-MIT requirements and all parts therein, current Federal Register, etc.
- ii. Assist subrecipient in establishing and maintaining financial processes.
- iii. Obtain and maintain copies of the subrecipient's most current contract including all related change requests, revisions and attachments.
- iv. Establish and maintain record keeping systems.
- v. Assist subrecipient with resolving monitoring and audit findings.
- vi. Serve as monitoring liaison.
- vii. Assist subrecipient with resolving third party claims.
- viii. Report suspected fraud to the GLO.
- ix. Submit timely responses to the GLO requests for additional information.
- x. Complete draw request forms and supporting documents.
- xi. Facilitate outreach efforts, application intake, and eligibility review.
- xii. Utilize and assist with GLO's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.
- xiii. Submit change requests and all required documentation related to any change requests.
- xiv. Coordinate, as necessary, between subrecipient and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested.
- xv. May assist in public hearings.
- xvi. Will work with GLO's system of record.
- xvii. Provide monthly project status updates.
- xviii. Funding release will be based on deliverables identified in the contract.
- xix. Labor and procurement duties:
 - a. Provide all Labor Standards Officer (LSO) Services.
 - b. Ensure compliance with all relevant labor standards regulations.
 - c. Ensure compliance with procurement regulations and policies.
 - d. Maintain document files to support compliance.
- xx. Perform any other administrative duty required to deliver the project.
- xxi. Implementation and coordination of Affirmatively Furthering Fair Housing ("AFFH") requirements as directed by HUD and the GLO.

- xxii. Implementation and coordination of Section 504 requirements.
 - xxiii. Program compliance
- b) Construction Management
- i. The provider will assist the subrecipient in submitting/setting up project applications in the GLO's system of record.
 - ii. The provider may compile and collate complete contract/bid packages that meet GLO program requirements. The packages will contain supporting documentation that meets or exceeds the requirements of the GLO's program. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
 - iii. The provider may monitor, report, and evaluate contractor's performance; notify the subrecipient if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
 - iv. The provider may assist the subrecipient with project Activity Draws/Close Out.
 - v. The provider may assist the subrecipient by submitting all the necessary documentation for draws and to close a project activity in the GLO's system of record. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet GLO program requirements for draw requests. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
 - vi. The provider may assist the subrecipient in developing Architectural and Engineering plans with guidance from the GLO.
 - vii. Reassignment scope alignment (if necessary).
- c) Acquisition Duties:
- i. Submit acquisition reports and related documents.
 - ii. Establish acquisition files (if necessary).
 - iii. Complete acquisition activities (if necessary).
- d) Environmental Services
- i. Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
 - ii. If necessary, conduct tiered environmental review and submit broad and site-specific environmental reviews as required by 24 CFR Part 58.
 - i. Prepare, complete and submit HUD required forms for environmental review and provide all documentation to support environmental findings;
 - ii. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
 - iii. Be able to perform or contract special studies, additional assessments, or permitting to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead-based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.;
 - iv. Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;

- v. Maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization;
- vi. Complete and submit the environmental review into GLO's system of record;
- vii. At least one site visit to project location and completion of a field observation report;
- viii. Prepare and submit for publication all public notices including, but not limited to the Notice of Finding of No Significant Impact (FONSI), Request for Release of Funds floodplain/wetland early and final notices in required order and sequence;
- ix. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- x. Process environmental review and clearance in accordance with NEPA;
- xi. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- xii. Prepare and submit Monthly Status Report; and
- xiii. Participate in regularly scheduled progress meetings.

The Engineering team will perform the following duties:

- a) Coordinate, as necessary, between subrecipient and its service providers (i.e., Engineer, Environmental, Contracted Construction Company, Grant Administrator, etc.) and GLO. regarding project design services.
- b) Provide monthly project status updates.
- c) Funding release will be based on deliverables identified in the contract.
- d) Provide all project information necessary to ensure timely execution of the environmental review.
- e) Provide preliminary engineering, investigations, and drawings sufficient to achieve the preliminary design milestone, including at a minimum:
 - a. Cross sections/elevations
 - b. Project layout/staging areas
 - c. General notes
 - d. Special notes
 - e. Design details
 - f. Specifications
 - g. Utility relocation designs
 - h. Construction limits, including environmentally sensitive areas that should be avoided during construction
 - i. Required permits
 - j. Quantities
 - k. Estimate of construction costs to within +/- 25%
 - l. Schedules for design, permitting, acquisition and construction
- f) Design surveying, topographic and utility mapping.
- g) Perform subsurface explorations for project sites, as necessary.
- h) Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
- i) Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
- j) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.

- k) Submit all necessary deliverables to the appropriate entity for review and comment. Adjust project and/or design to satisfactorily address any comments, as necessary.
- l) Prepare plans and profiles, including vertical design information for the selected alternative.
- m) Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.
- n) Support subrecipient with acquisition or property/servitudes/right-of-way documentation as required by the City to facilitate the project, preparing right of way surveys and/or property boundary maps and legal descriptions of parcels to be acquired.
- o) Provide project schedules from cradle to grave in MS Project format or equal as approved by the subrecipient based on GLO guidance.
- p) Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones. Examples include, but are not limited to:
 - a. Cross sections/elevations
 - b. Project layout/staging areas
 - c. General notes
 - d. Special notes
 - e. Design details
 - f. Specifications
 - g. Utility relocation designs
 - h. Construction limits, including environmentally sensitive areas that should be avoided during construction
 - i. Required permits
 - j. Quantities
 - k. Estimate of construction costs to within +/- 20%
 - l. Schedules for design, permitting, acquisition and construction
- q) Provide information to appropriate individuals for the development of environmental fund release reports and floodplain maps.
- r) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- s) Provide hard copy, if necessary, reproducible plan drawings and bid documents, in addition to electronic copies to the subrecipient, upon design completion, and as requested during design. Electronic copies should be in the native format (AutoCAD DWG) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.
- t) Assist the subrecipient and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.
- u) Submit appropriate items and support subrecipient in the development of complete bid package.
- v) Prepare and assist subrecipient in the advertisements for bid solicitation.
- w) Support development and issuance of bid-related documents necessary to complete bid process (e.g., bid proposal form, bid addenda and supporting documentation).
- x) Attend and support subrecipient at pre-bid conference and bid opening.
- y) Support subrecipient with ongoing communication during bid process.
- z) Support subrecipient to complete bid tabulation and evaluation of responses and provide recommendation for award.
- aa) Support subrecipient to negotiate and finalize contract documents, including issuance of the Notice to Proceed, in accordance with program and subrecipient requirements.
- bb) Support subrecipient in the conducting of a preconstruction conference.

- cc) Ensure delivery of subrecipient project in accordance with contract.
- dd) Provide ongoing Construction Oversight Reports detailing the status of construction for subrecipient project.
- ee) Review all service provider submittals to ensure compliance with construction contract documents and provide recommendations to subrecipient.
- ff) Provide periodic and final inspections and tests reports, as required for the project.
- gg) Provide on-site supervision and oversight of construction activities at a minimum on a bi-weekly basis or as directed by the GLO or subrecipient.
- hh) Review Construction Change Orders and provide recommendation to subrecipient as to appropriate action.
- ii) Review invoice/draw requests and provide recommendation to subrecipient as to appropriate action, in compliance with the construction contract documents.
- jj) Obtain independent cost estimates for validation purposes, as required.
- kk) Review and respond to requests for information/clarification.
- ll) Support subrecipient with issue identification and claims resolutions.
- mm) Enter all requisite information into the GLO system of record in accordance with established policies and procedures.
- nn) Develop a final “as built” report of quantities, drawings, and specifications.
- oo) Issue to the subrecipient, for execution, a Certificate of Construction Completion within 30 days of final inspection approval.
- pp) Deliver “as-built” drawings to the subrecipient within 30 days of project completion.
- qq) Host and/or attend project coordination meetings in person, by phone, or by video conference, which may or may not fall during normal business hours.
- rr) Perform other contract management and construction oversight duties as required to ensure success of the subrecipient project.
- ss) Provide necessary certifications to regulatory agencies of project completion and compliance (ex. TCEQ).
- tt) Submit all final invoices within 60 days after contract or work order expiration.
- uu) Provide Geotechnical Investigations as may be required for a project.
- vv) Provide Detailed Surveying as may be required for a project.
- ww) Provide Site Specific Testing as may be required for a project.
- xx) Provide Archeological Studies as may be required for a project.
- yy) Provide Planning Studies as may be required for a project.
- zz) Provide Feasibility Studies as may be required for a project.
- aaa) Provide Legal documentation for property and/or easements to be acquired (i.e., field notes, etc.).
- bbb) Provide Phase I and Phase II environmental site assessments as requested.

Financial Management and Administration

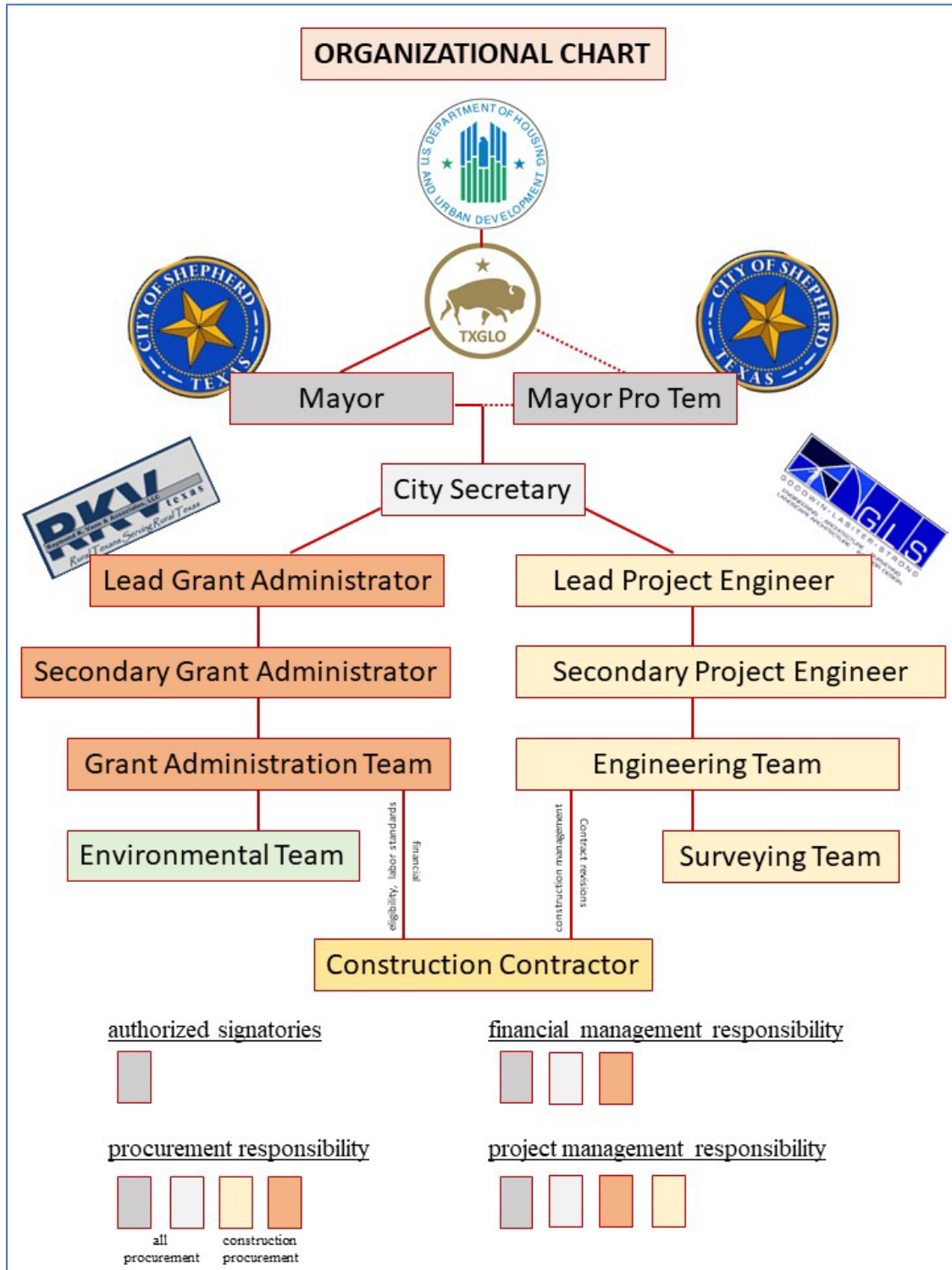
Financial management and contract administration will include:

- overall tracking
- draw processing
- procurement eligibility
- contract maintenance (amendments/revisions/etc.)

The Grant Administrator (GA) will provide the following financial and contract management services:

- a) Prepare draw paperwork for signatures and submit to GLO
- b) Assist subrecipient in timely disbursement of grant funds
- c) Prepare and submit all required reports (Section 3, Financial Interest, etc.).
- d) Assist subrecipient's auditor where needed.
- e) Assist subrecipient in clearing potential contractors through SAM.gov.
- f) Assist subrecipient in establishing and maintaining a bank account for program funds.
- g) Ensure that fraud prevention and abuse practices are in place and being implemented.
- h) Prepare and submit all closeout documents.
- i) Submit all invoices no later than 60 days after the expiration of the contract. All outstanding funds may be swept after 60 days. The provider may request an extension of this requirement in writing.
- j) Assist in preparation of contract revisions and supporting documents including but not limited to:
 - a. Amendments/modifications,
 - b. Change orders.

Organizational Chart



Stakeholders

Key stakeholders include:

- Contractual City Contact and Authorized Contractual/Financial Signatory
 - Charles Minton, Mayor
 - City of Shepherd
 - 936-628-3305
 - cos_cminton@yahoo.com
 - Mayor Minton entered office in November 2017. He immediately became involved with a CDBG project to reconstruct streets and is currently involved with two CDBG projects (one GLO and one TDA) for sewer improvements.
 - Time Commitment – 2 hours per week on average
- Additional Authorized Contractual/Financial Signatory
 - Mark Porter, Mayor Pro-Tem
 - City of Shepherd
 - 936-628-3305
 - Time Commitment – Minimal
- Main City Contact, Financial Management (Lead), Authorized Financial Signatory and Procurement (Lead)
 - Debra Hagler, City Secretary
 - City of Shepherd
 - 936-628-3305
 - cos_secretary@shepherdtx.org
 - Ms. Hagler has been instrumental in the successful implementation of a several CDBG projects. These include TxCDBG projects, Hurricane Ike 2.2 CDBG-DR shelter project, Hurricane Ike Round 1 CDBG-DR generators project, and a Hurricane Rita CDBG-DR generator project. Her duties included reconciliation of financial records, disbursement of funds, and overall internal management.
 - Time Commitment – 4 hours per week on average

Project Mangers

Project managers include:

- Lead Project Implementation Manager / Grant Administrator
 - Raymond K. Vann, President
 - Raymond K. Vann & Associates, LLC
 - 936-634-2550 ext. 101
 - rvann@rkvtx.com
 - 20 years CDBG experience including management of over 200 CDBG projects including 55 Hurricane Ike (Rounds 1, 2.1 and 2.2) CDBG-DR projects administered by GLO.
 - Time Commitment – 10 hours per week on average (adjustable as needed)
- Secondary Project Implementation Manager / Environmental
 - Fe Vann
 - Raymond K. Vann & Associates, LLC
 - 936-634-2550 ext. 102
 - fvann@rkvtx.com
 - 16 years CDBG experience including management of over 200 CDBG projects including 55 Hurricane Ike (Rounds 1, 2.1 and 2.2) CDBG-DR projects administered by GLO.
 - Time Commitment – 10 hours per week on average (adjustable as needed)

- Lead Project Engineering Manager
 - Pat G. Oates, P.E., Engineering Director
 - Goodwin-Lasiter-Strong, Inc.
 - 936-637-4900
 - poates@glstexas.com
 - Mr. Oates has 36 years of experience in the CDBG program and has provided engineering project management for hundreds of CDBG projects of all types.
 - Time Commitment – 10 hours per week on average (adjustable as needed)
- Secondary
 - Jed Morris, P.E., Engineer
 - Goodwin-Lasiter-Strong, Inc.
 - 936-637-4900
 - jmorris@glstexas.com
 - Mr. Morris has 23 years in CDBG experience.
 - Time Commitment – 16 hours per week on average (adjustable as needed)

Note: The above only reflects primary leadership. The grant administration team and engineering team will both draw from additional staff resources within their respective firms.

Changes in Personnel or Duties

When applicant or third-party provider personnel changes occur, the following steps will be taken:

- Review current staff levels and capacities
 - How will the change impact project implementation efficiency and timing?
 - Are adjustments needed?
 - What adjustments are needed?
 - How can these adjustments be achieved with minimal negative impact on project implementation?

When a current or new team member has a change in duty, the following steps will be taken:

- Evaluation of the team member
 - Does this member have the knowledge necessary to perform required duties?
 - If not, implement training of team member?
 - Re-evaluation of team member after training
 - Adjust as needed, including replacement of new team member.
- If the new team member is an elected official
 - Assist new team member in understanding the requirements of the CDBG program, current level of progress, and their responsibilities.
- If the new team member is a new employee of the subrecipient
 - Assist new team member in understanding the requirements of the CDBG program, current level of progress, and their responsibilities.
 - Offer training as needed

City’s CDBG Experience – Past 10 Years

The following CDBG projects have been successfully completed by the City of Shepherd.

Funding Year	2021
Year Completed	Currently Underway
Funding Agency	Texas General Land Office
Program	Community Development Block Grant
Fund Category	CDBG-MIT
Contract Number	22-085-061-D318
Activities	Citywide Sewer System Improvements, Engineering, Administration
Amount	\$4,200,000

Funding Year	2020
Year Completed	2021
Funding Agency	Texas General Land Office
Program	Community Development Block Grant
Fund Category	Disaster Recovery
Contract Number	20-065-014-C053
Activities	Sewer System Improvements, Engineering, Administration
Amount	\$109,768

Funding Year	2019
Year Completed	2021
Funding Agency	Texas Department of Agriculture
Program	Texas Community Development Block Grant (TxCDBG)
Fund Category	Community Development Fund
Contract Number	7219410
Activities	Sewer System Improvements, Engineering, Administration
Amount	\$275,000

Funding Year	2015
Year Completed	2017
Funding Agency	Texas Department of Rural Affairs
Program	Texas Community Development Block Grant (TxCDBG)
Fund Category	Community Development Fund
Contract Number	7215471
Activities	Street Improvements, Engineering, Administration
Amount	\$275,000

Funding Year	2012
Year Completed	2014
Funding Agency	Texas General Land Office

Program	Community Development Block Grant
Fund Category	Disaster Recovery
Contract Number	DRS220174/12-555-000-6839
Activities	Citywide Street Improvements, Engineering, Administration, Planning
Amount	\$713,502

Funding Year	2009
Year Completed	2012
Funding Agency	Texas Department of Rural Affairs
Program	Community Development Block Grant
Fund Category	Disaster Recovery
Contract Number	DRS010174
Activities	Shelter Construction, Sewer Improvements, Engineering, Administration
Amount	\$1,104,650

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SHEPHERD, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM MITIGATION (CDBG-MIT) APPLICATION TO THE TEXAS GENERAL LAND OFFICE (GLO) FOR THE HURRICANE HARVEY U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD) MOST IMPACTED AND DISTRESSED (MID) REGIONAL MITIGATION ALLOCATION; AND AUTHORIZING THE MAYOR AND MAYOR PRO TEM TO ACT AS THE CITY'S EXECUTIVE OFFICERS AND AUTHORIZED REPRESENTATIVES IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION PROGRAM.

WHEREAS, the City Council of the City of Shepherd desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low-to-moderate income; and


WHEREAS, certain conditions exist which represent a threat to the public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of Shepherd to apply for funding under the Community Development Block Grant Mitigation Regional Allocation program;


NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHEPHERD, TEXAS:

1. That a Community Development Block Grant Mitigation Regional Allocation program application is hereby authorized to be filed on behalf of the City with the Texas General Land Office.
2. That the application be for \$1,964,000.00 of grant funds to provide hurricane, tropical storm, tropical depression and/or riverine flooding mitigation related to the water system improvements.
3. That the City Council directs and designates the Mayor and Mayor Pro Tem as the City's Chief Executive Officers and Authorized Representatives to act in all matters in connection with this application and the City's participation in the Community Development Block Grant Mitigation Regional Allocation program.
4. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, labor standards, real property acquisition, and civil rights requirements.

Passed and approved this 10th day of October, 2022.



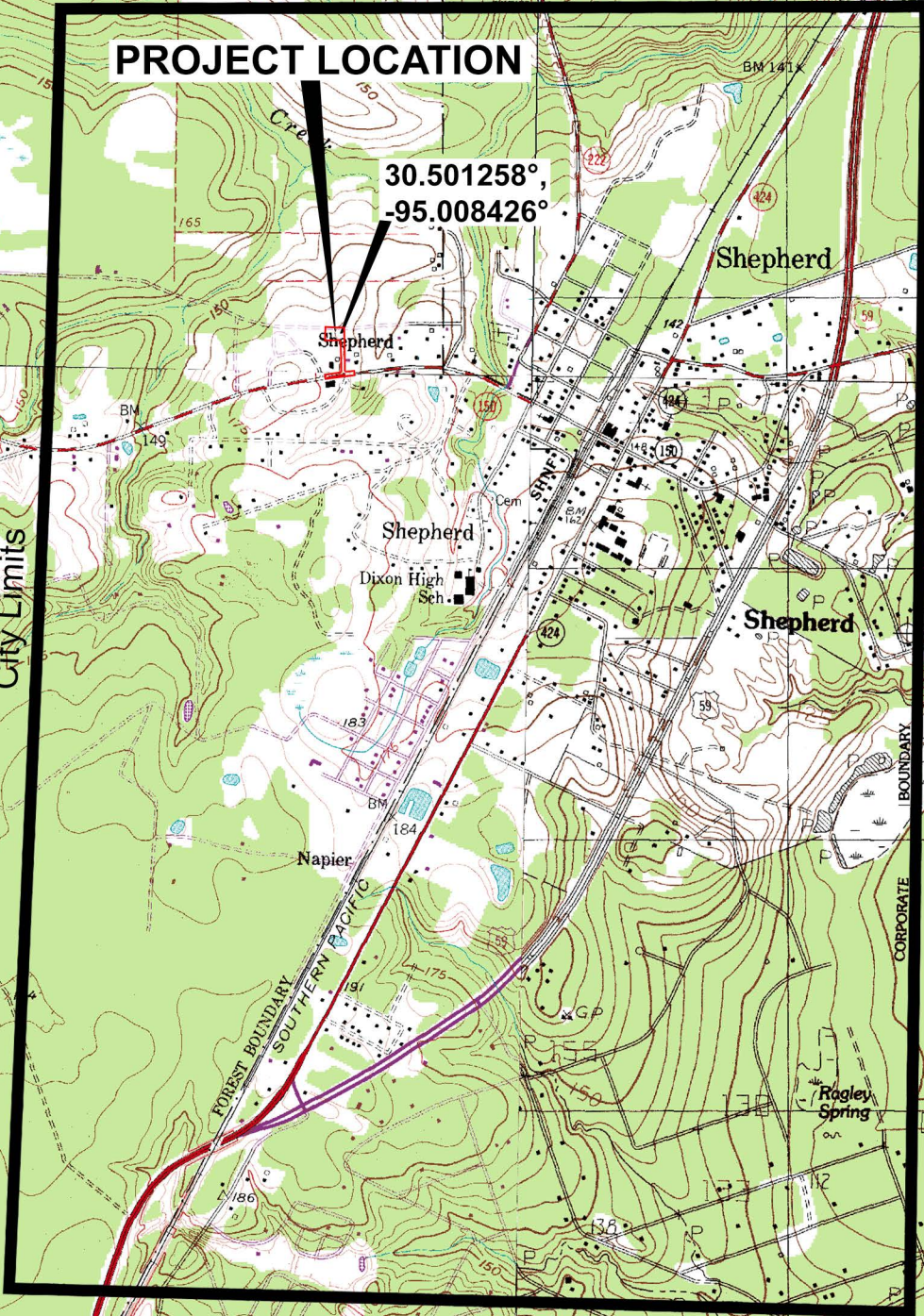
Debra Hagler, City Secretary
Shepherd, Texas



C. Mark Porter, Mayor Pro Tem
Shepherd, Texas

PROJECT LOCATION

30.501258°
-95.008426°



GOODWIN-LASITER-STRONG
TBPE FIRM 043
1609 S. Chestnut, Suite 202 Lufkin, TX 75901

GOODWIN · LASITER · STRONG
ENGINEERING · ARCHITECTURE · INTERIOR DESIGN · SURVEYING



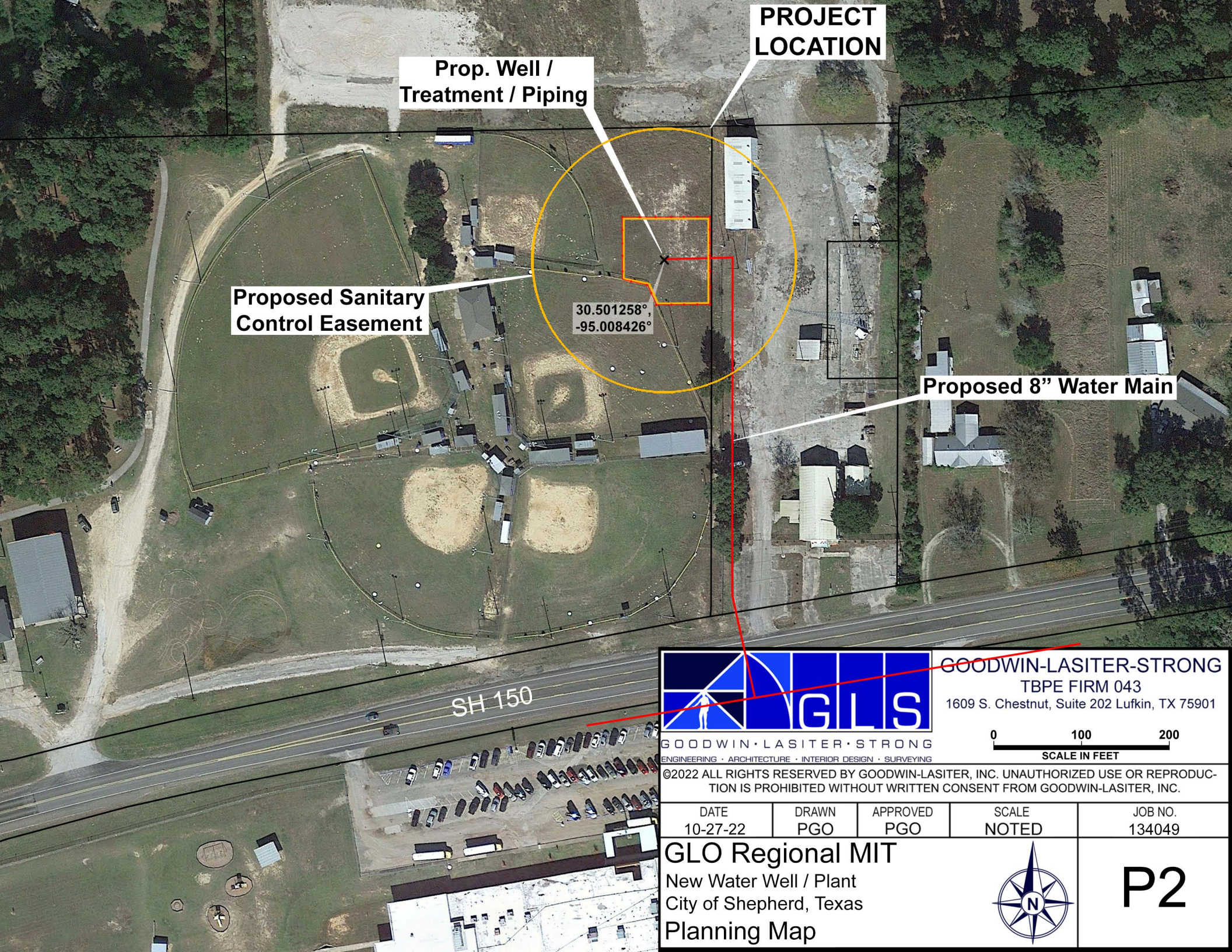
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DATE 10-27-22	DRAWN PGO	APPROVED PGO	SCALE NOTED	JOB NO. 134049
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GLO Regional MIT
New Water Well / Plant
City of Shepherd, Texas
Location Map



P1



PROJECT LOCATION

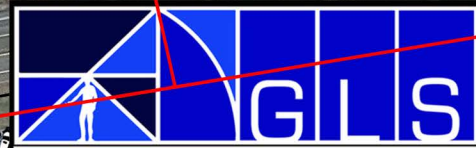
Prop. Well / Treatment / Piping

Proposed Sanitary Control Easement

30.501258°, -95.008426°

Proposed 8" Water Main

SH 150



GOODWIN-LASITER-STRONG
TBPE FIRM 043
1609 S. Chestnut, Suite 202 Lufkin, TX 75901

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DATE 10-27-22	DRAWN PGO	APPROVED PGO	SCALE NOTED	JOB NO. 134049
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GLO Regional MIT
New Water Well / Plant
City of Shepherd, Texas
Planning Map



P2



GLO Harvey Regional MIT: Budget Justification of Retail Costs

Cost Verification Controls must be in place to assure that construction costs are reasonable and consistent with market costs at the time and place of construction.

Applicant/Subrecipient:		City of Shepherd, Texas					
Site/Activity Title:		City Wide / Water Facilities Improvements					
Eligible Activity:		Water Improvements					
Materials/Facilities/Services	\$/Unit	Unit	Quantity	Construction	Acquisition	Total	
Mobilization & Set-Up	\$ 75,000.00	LS	1	\$ 75,000.00	\$ -	\$ 75,000.00	
Pilot Test Hole	\$ 150.00	LF	550	\$ 82,500.00	\$ -	\$ 82,500.00	
Mechanical Sieve Analysis	\$ 250.00	EA	12	\$ 3,000.00	\$ -	\$ 3,000.00	
Electric Log Alignment Survey	\$ 30.00	LF	550	\$ 16,500.00	\$ -	\$ 16,500.00	
Pump Test / Chemical Analysis	\$ 60,000.00	EA	1	\$ 60,000.00	\$ -	\$ 60,000.00	
Surface Casing (22" X 25' Long)	\$ 20,000.00	EA	1	\$ 20,000.00	\$ -	\$ 20,000.00	
Ream Well from Surface to Bottom	\$ 50.00	LF	550	\$ 27,500.00	\$ -	\$ 27,500.00	
12" Main Casing	\$ 250.00	LF	450	\$ 112,500.00	\$ -	\$ 112,500.00	
6" Blank Liner	\$ 150.00	LF	150	\$ 22,500.00	\$ -	\$ 22,500.00	
6" SS Screen	\$ 300.00	LF	60	\$ 18,000.00	\$ -	\$ 18,000.00	
18" Diameter Underream	\$ 300.00	LF	70	\$ 21,000.00	\$ -	\$ 21,000.00	
Caliper Log Survey	\$ 8,000.00	EA	1	\$ 8,000.00	\$ -	\$ 8,000.00	
Gravel Filter Pack	\$ 2,000.00	CY	8	\$ 16,000.00	\$ -	\$ 16,000.00	
Well Development	\$ 80,000.00	LS	1	\$ 80,000.00	\$ -	\$ 80,000.00	
Pump Setting	\$ 50.00	LF	300	\$ 15,000.00	\$ -	\$ 15,000.00	
6" Column Pipe	\$ 60.00	LF	300	\$ 18,000.00	\$ -	\$ 18,000.00	
Pump Stages	\$ 3,500.00	EA	10	\$ 35,000.00	\$ -	\$ 35,000.00	
Pump Motor Drive	\$ 8,000.00	EA	5	\$ 40,000.00	\$ -	\$ 40,000.00	
Well Head Surface Block	\$ 30,000.00	EA	1	\$ 30,000.00	\$ -	\$ 30,000.00	
				\$ -	\$ -	\$ -	
TOTAL	\$ 288,090.00			\$ 700,500.00	\$ -	\$ 700,500.00	

1. Identify and explain the annual projected operation and maintenance costs associated with the proposed activities.

Annual Projected Well O & M is \$ 2,000.

2. Identify and explain any special engineering activities.

Special engineering activities include design and boundary surveying for Sanitary Control Esement.



Seal (Page 1 of 2)

Date:	10/26/2022
Phone Number:	93-637-4900

Signature of Registered Engineer/Architect
 Responsible For Budget Justification:



GLO Harvey Regional MIT: Budget Justification of Retail Costs

Cost Verification Controls must be in place to assure that construction costs are reasonable and consistent with market costs at the time and place of construction.

Applicant/Subrecipient:		City of Shepherd, Texas					
Site/Activity Title:		City Wide / Water Facilities Improvements					
Eligible Activity:		Water Improvements					
Materials/Facilities/Services	\$/Unit	Unit	Quantity	Construction	Acquisition	Total	
Contractors Mobilization & Bonding	\$ 51,600.00	LS	1	\$ 51,600.00	\$ -	\$ 51,600.00	
Chlorination / Phosphphate System	\$ 150,000.00	LS	1	\$ 150,000.00	\$ -	\$ 150,000.00	
Plant Piping & Valves	\$ 70,000.00	LS	1	\$ 70,000.00	\$ -	\$ 70,000.00	
Electrical and Controls	\$ 30,000.00	LS	1	\$ 30,000.00	\$ -	\$ 30,000.00	
Fencing and Gates	\$ 45.00	LF	500	\$ 22,500.00	\$ -	\$ 22,500.00	
Emergency Power Generator	\$ 130,000.00	LS	1	\$ 130,000.00	\$ -	\$ 130,000.00	
SCADA System	\$ 190,000.00	EA	1	\$ 190,000.00	\$ -	\$ 190,000.00	
Water Distribution to Ex System	\$ 125.00	LF	850	\$ 106,250.00		\$ 106,250.00	
Highway Bores / System Interconnections	\$ 25,000.00	LS	1	\$ 25,000.00		\$ 25,000.00	
Access Drive	\$ 75.00	SY	1100	\$ 82,500.00		\$ 82,500.00	
Site Dress-Up, Seeding and Fertilize	\$ 6,500.00	LS	1	\$ 6,500.00	\$ -	\$ 6,500.00	
Easement Acquisition	\$ 3,500.00	LS			\$ 3,500.00	\$ 3,500.00	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
TOTAL	\$ 656,845.00			\$ 864,350.00	\$ 3,500.00	\$ 867,850.00	

1. Identify and explain the annual projected operation and maintenance costs associated with the proposed activities.

The projected annual operation and maintenance cost associated with the proposed activities on this page is \$ 7,500.

2. Identify and explain any special engineering activities.

Geotechnical / Bpundary and Design (Topo) Surveying.



Seal (Page 2 of 2)

Date:	10/26/2022
Phone Number:	936-637-4900

Signature of Registered Engineer/Architect
Responsible For Budget Justification:

Construction	\$ 1,568,350.00			
Acquisition	\$ 3,500.00			
Engineering	\$ 235,030.00			
Administration	\$ 157,120.00			
GRAND TOTAL				\$ 1,964,000.00