

## TRANSITION MEETING AGENDA (30 MINUTES)

### Attendees

1. Cesar Garcia – City Manager
2. Rick Sailler – Public Works Director
3. Kierra Nance – City Clerk
4. Suzy Kou - Finance Director
5. Ashton Crow – Client Services Manager
6. Roxy Sandoval – Application Specialist
7. Ainsley Escobar – Client Resources Manager

### TOPICS

1. Introductions – Ashton
2. City Data for application – Roxy
  - a. EIN – confirm 74-6012995
  - b. DUNS – confirm 074175282
  - c. SAM – expiration 08/15/2023
  - d. Current Audit – on city website CAFR 2021
3. Confirm contacts - Roxy
  - a. Confirm AO/signatories – Mayor and City Manager
  - b. Confirm Main Contact – Cesar Garcia, City Manager
  - c. Confirm meeting dates for City Council
    - i. Regular Council Meetings 2nd Monday @ 6PM
    - ii. Confirm deadline for agenda items for the council
4. CD Application Details
  - a. Application due April 3
  - b. Grant maximum: \$500,000
  - c. Match not required, however pts given for match based on pop. (La Marque - 20% = 50 points)
    - i. If applying for max, \$100,000 at the most
  - d. Public Hearing requirement – Before January 3, 2023 (2 points)
  - e. Letters of recommendation/support are not required
  - f. List of eligible projects and HGAC top priority scoring:
    - i. 1st Priority: Flood Drainage Improvements 50 points
    - ii. 2nd Priority: Water/Sewer Improvements 49 points
    - iii. 3rd Priority: Street Improvements 48 points
    - iv. Action item: Client to prepare wish list items, if not already prepared, and have ready for Scope Meeting
  - g. Other Scoring factors: poverty rate, previous funding, past performance, fair housing activities
5. Registration in TDA-GO! online application portal (if necessary)
  - a. TDA-GO sign up <https://tda-go.intelligrants.com/>
6. Finalize collection of RFP/RFQ documents - Roxy
  - a. List from Client Resources of any missing documents
  - b. Action Item: Return completed documents to Zach Johnson
7. Beneficiary Team/Survey Team
  - i. La Marque - LMI 53.99% city-wide

- ii. If project is a Target Area – surveys may be needed
8. Next meeting date/scope meeting – Roxy
  - a. LJA point of contact?

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QUESTIONS AND NOTES:

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ACTION ITEMS (IF APPLICABLE):

- Action Item 1 – Return RFP/RFQ documents
- Action Item 2 – Have wish list of projects ready for scope meeting with engineers