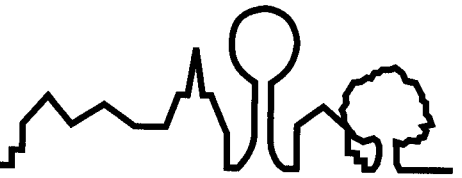


LANGFORD

COMMUNITY MANAGEMENT SERVICES

Serving Texas Cities and Counties



Judy Langford, President
Billy D. Langford, Vice President
Margaret J. Hardin, Secretary/Treasurer

May 8, 2003

Mayor Donald Hill
City of Taylor
400 Porter Street
Taylor, Texas 76574

RE: Contractual Agreement for Administrative Management Services to Implement the Texas Capital Fund Grant #721172.

Dear Mayor Hill:

Insofar as Langford Community Management Services was selected by the City, after taking proposals to administer its grant from the Texas Department of Agriculture (TDA), I am pleased to submit this contractual document to the City of Taylor.

Scope of Services

Langford Community Management Services will administer the grant funds in accordance with the Texas Community Development Program (TCDP) guidelines, in cooperation with TDA, and in compliance with all applicable state and federal statutes, terms, and conditions as per the attached list.

This contract for service shall include, as a minimum, the following:

1. General and specific administration of the grant as outlined in our proposal and made a part of this contract;
2. Assistance to the City in fiscal administration, equal opportunity compliance, and labor standards compliance;
3. Assistance with any acquisition/relocation items;
4. Any other duties relating to this project assigned by the City.

Method of Payment

The amount of \$50,000.00 (Fifty thousand dollars) in grant money will be paid to Langford Community Management Services for performing the above listed scope of services. Payments will be made by the City to Langford Community Management Services as follows:

Set-up Record Keeping System	\$3,000.00
Environmental	4,000.00
Special Conditions fulfilled	15,000.00
Quarterly Reports	3,000.00
Job & low/mod documentation	4,000.00
Bid letting award	1,800.00

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Phone: (512) 452-0432 Fax: (512) 452-5380

Construction compliance/Davis Bacon	4,200.00
TCF Agreement Documents	5,000.00
Close-out Documents(10%)	5,000.00
Final Close-out retainage (10%)	<u>5,000.00</u>
TOTAL	\$50,000.00

Additional Services

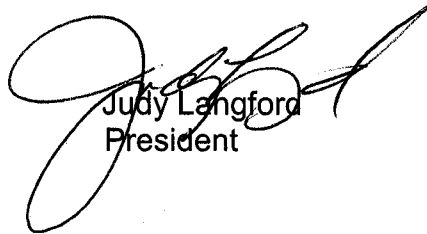
The City and Langford Community Management Services will negotiate a mutually acceptable amendment to this contract for any additional services above the normal day-to-day administration of this grant.

Special Provisions

1. Langford Community Management Services will work with City Manager Frank Salvato as the primary contact and local liaison.
2. This contract may be terminated by either party upon written notice to the other party at least thirty days prior to the effective termination date and upon payment of any and all fees due for work completed.

If you are in agreement with the terms of this contract, please sign below and return the signed copy to me.

Sincerely,



Judy Langford
President

Attachment

Accepted and agreed to this _____ day of _____, 2003, by:

Signed: _____
Mayor Donald Hill
City of Taylor

ATTACHMENT

STATE AND FEDERAL STATUTES, TERMS AND CONDITIONS APPLICABLE TO THE ADMINISTRATION OF THE CITY OF TAYLOR TEXAS COMMUNITY DEVELOPMENT PROGRAM FUNDS

1. Vernon's Annotated Texas Statutes, Article 66-4, Professional Services Procurement Act, which permits and outlines state requirements for municipalities and counties regarding procurement of professional services.
2. Executive Order 11246, paragraphs a-c: Equal Employment Opportunity.
3. Title VI of the Civil Rights Act, which requires that no one may be denied access to benefits from projects which receive federal assistance.
4. Section 109 of the Housing and Community Development Act of 1974: Nondiscrimination related to benefits from projects funded specifically under Title I of the Act.
5. Section 3 of the HUD Act of 1968, which requires that maximum effort be made to provide employment, training, and business opportunities to low income families and/or residents of the project area.
6. Access to Records, which requires that the contractor's records be open to inspection by any federal, state, or local agency that has monitoring responsibility for the TCDP-funded project.
7. Conflict of Interest, which provides guidelines for cases in which actual or potential conflicts of interest might occur.