

AGENDA ITEM 11

Consider approving Service Agreement with Leo Wood & Associates for the HUD Consolidated Plan, Urban County Program.

Leo Woods and Patrice Herschler addressed the court regarding the agreement to fund the maintenance of the HUD Consolidated Plan, Urban County Program. They sought 20% of the funds gained by the County through this plan as compensation for their work.

Moved: **Commissioner Boatright**

Seconded:

Motion: To table the agenda item.

Vote: Motion dies after failure to gain a second.

Moved: **Judge Doerfler**

Seconded: **Commissioner Hays**

Motion: To approve Service Agreement with Leo Wood & Associates for the HUD Consolidated Plan, Urban County Program, for 15% of the CDBG (Community Development Block Grant) annual allocation.

Vote: **2 – 1. Commissioner Boatright opposed. Commissioner Limmer was absent from the dais.**

< Attachment >



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SERVICE AGREEMENT

This service agreement (the "Agreement") is made and entered into by and between Wood & Associates (hereinafter referred to as the "Contractor") and Williamson County.

In consideration of the mutual promises herein contained, the parties hereto hereby agree as follows:

1) Scope of Services and Background

Williamson County is seeking to qualify as an Entitlement County with the U.S. Department of Housing and Urban Development (HUD) for the Urban County program. Upon federal approval and in accordance with federal regulations regarding Urban County requirements, Williamson County will develop and manage the HUD Consolidated Plan (the "Plan"). Through the cooperation and collaboration of Williamson County and participating cities (and ultimately as a result of the Plan), federal grant funding will become available to support the development and ongoing maintenance of a multi-year strategy on low to moderate income areas of the County.

As indicated in the Housing and Community Development Guidebook, HUD's Consolidated Plan, An Action Guide for involving Low Income Communities, [t]he Consolidated Plan is the effort to roll into one process and one document, the planning, application, and performance reporting requirements of five programs run by CPD (Community Planning and Development). This includes the following programs: CDBG (Community Development Block Grant, HOME (Home Investment Partnership Program), CHAS (Comprehensive Housing Affordability Strategy), ESG (Emergency Shelter Grant Program of the McKinney Homelessness Act) and HOPWA (Housing Opportunities for People with AIDS).

Once in place, the Plan tracks and monitors the progress of the approved work. Routine reporting and ongoing support from the Williamson County Commissioners to ensure commitment to the program is vital to the success of the Plan.

2) Tasks to be Performed

Contractor will provide consulting, grant writing, and grant management services that meet the specifications as indicated by the HUD program requirements for Williamson County. These include but are not limited to:

- a) Develop & Implement the Plan(s)
- 1) **Build the HUD Work Plan**
 - * Identify needs -
 - ** City meetings with impacted citizens
 - ** Development of the Action Plan
 - * Public Hearings for Proposed Consolidated Plan
 - * Developing the Final Consolidated Plan
 - * Annual Performance Report
- b) **Maintaining the Plan**
- 1) Plan monitoring and reporting
 - * Quarterly reporting to County Commissioners
 - * HUD reporting
 - * Ongoing project management of Williamson County priorities to ensure consistency with HUD Consolidated Plan and Strategy
 - 2) Funding/Processing payments
 - * Process HUD draw downs from US Treasury by County for funds based upon plan and priorities
 - * HUD reporting requirements
- 3) Budget

The overall budget for this contract is based upon allocations received from the U.S. Department of Housing and Urban Development under the Urban County program.

In accordance with federal regulations, the tasks identified in items 1 and 2 above are allowable Administrative costs that represent ~~20%~~ ^{15%} of the CDBG annual allocation.

Administrative cost categories associated with the other grant programs participating in the Plan may represent additional funding to support this contract.

- a) Payment
- 1) Fee Schedule. Payment for Services shall be in accordance with items 1 and 2 above.
 - 2) Terms. County shall be invoiced monthly for services rendered and costs incurred. Invoiced amount will be based upon annual administrative cost allowance divided evenly across twelve (12) months.

15%
of grant

4) Executed to be effective as of this 5th day of August, 2003.

Contractor:

Williamson County:

*15% of grant
grd L.W.*

By:

Leo Wood
Leo Wood,
Wood & Associates *9/29/03*

By:

John C. Doerfler 9-23-03
John C. Doerfler
County Judge

AGENDA ITEM 12

Consider designating any nomination for Williamson County Appraisal District Board of Directors.

Moved: **Judge Doerfler**

Seconded: **Commissioner Hays**

Motion: To designate Ercel Brashear for Williamson County Appraisal District Board of Directors.

Vote: **3 – 0. Commissioner Limmer was absent from the dais.**

AGENDA ITEM 13

Consider approving a resolution to reappoint Commissioner Greg Boatright to the Board of Directors of the Capital Area Housing Finance Corporation.

Moved: **Judge Doerfler**

Seconded: **Commissioner Hays**

Motion: To approve a resolution to reappoint Commissioner Greg Boatright to the Board of Directors of the Capital Area Housing Finance Corporation.

Vote: **3 – 0. Commissioner Limmer was absent from the dais.**

< Attachment >