



## MEMORANDUM

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Date: December 2, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

CC: Christina Bernaldi  
Finance Director

From: Carolyn Sheldon, Senior Grants Administrator

Subject: **File ID: 25-4766 Approving the option to renew the attached "Agreement Between the City of Key West and Langton Associates, Inc." for an additional two years**

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### **Introduction**

The City Manager's Office requests approval of the option to renew the attached "Agreement Between the City of Key West and Langton Associates, Inc." for grant writing and grant administration services for an additional two years to January 31, 2028 in accordance with Article 4 Term of Agreement.

### **Background**

The City issued Request for Proposals No. 22-005 for grant writing and grant administration services and opened six (6) responses on September 21, 2022. A Selection Committee evaluated and ranked the proposals at a public session on October 7, 2022. Based upon the criteria set forth in RFP 22-005 and the top two vendor submittals and presentations, the City Commission selected Langton Associates, Inc. as the top-ranked firm (Resolution 23-011, January 4, 2023). Resolution 24-124 passed and adopted by the City Commission on June 6, 2024 accepted the negotiated and executed contract with Langton Associates, Inc. The Term of the Agreement is for a period of

three (3) years from the February 1, 2023 effective date to January 31, 2026 with an option of a two (2) year renewal effective February 1, 2026 to January 31, 2028.

Under the 3-year term of this agreement, Langton Associates, Inc. has written 63 grants for the City with 20 grants awarded totaling \$10,207,625.34. Of the 63 grants, 15 requesting \$50,001,893.50 are pending review. An additional 2 grants requesting \$1,487,000.00 are currently being written. In addition, Langton has spent many hours researching and identifying potential grant opportunities for the City. Please see grant history for more details. Given the successes of Langton Associates, City Staff is seeking approval of the option to renew the agreement for an additional two (2) years.

### **Procurement**

Per the Agreement, FY 2026 Grant Writing, Purchase Order 105799, totals \$70,217.64 (calculated below) and FY 2026 Grant Administration, Purchase Order 105960, totals \$16,598.00 (under the not to exceed amount of \$148,320.00). Both are budgeted in Expense Account 0011900-5193100.

#### **FY 2026 Grant Writing**

\$22,947.00    4 months @ \$5,736.75 (last 4 months of Year 3 contract amt of \$68,841)

\$47,270.64    8 months @ \$5,908.83 (first 8 months of Year 4 contract amt of \$70,906)

**\$70,217.64**

#### **Not to Exceed contract amounts approved with Resolution 24-124:**

##### **Grant Writing**

<u>Year</u>	<u>Contract Dates</u>	<u>Amount</u>
1	2/1/23-1/31/24	\$ 64,890
2	2/1/24-1/31/25	\$ 66,836
3	2/1/25-1/31/26	\$ 68,841
4	2/1/26-1/31/27	\$ 70,906
5	2/1/27-1/31/28	<u>\$ 73,033</u>
		<b>\$344,506</b>

##### **Grant Administration**

<u>Year</u>	<u>Contract Dates</u>	<u>Amount</u>
1	2/1/23-1/31/24	\$148,320
2	2/1/24-1/31/25	\$148,320
3	2/1/25-1/31/26	\$148,320
4	2/1/26-1/31/27	\$148,320
5	2/1/27-1/31/28	<u>\$148,320</u>
		<b>\$741,600</b>

### **Recommendation**

The City Manager's Office recommends the Mayor and Commission approve the option to renew the attached "Agreement Between the City of Key West and Langton Associates, Inc." for grant writing and grant administration services for an additional two years to January 31, 2028, in accordance with Article 4 Term of Agreement.