

Application to Prequalify Grant Administrators TxDBG Cycle Type: 2017 Downtown & Main Street Programs

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| Firm Name: GrantWorks, Inc. | DUNS Number: 963746466 | Federal EIN: 76-0446220 |
| Prequalification Contact First, Last Name and Title: Brenna Minor, Vice President | Phone Number: +1 (512) 420-0303 | Prequalification Contact E-mail Address: grantworks@grantworks.net |
| Firm Web Address 2201 Northland Drive Austin, TX 78756 | Firm Mailing Address 2201 Northland Drive Austin, TX 78756 | Name of Firm's President/Managing Officer: Bruce Spitzengel |

Application for Prequalification to Provide Administrative Services

IMPORTANT: The term "respondent" refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. **TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

GrantWorks has over 35 years of grant writing and administrative experience. The firm was founded in 1979 as BJS Consulting and has since grown to include 60+ employees who have over 800 years of combined experience. We are highly skilled in application development, contract implementation, and stakeholder coordination. GrantWorks assists local governments with application preparation for numerous types of infrastructure projects including sidewalks, flood and drainage, street improvements, water storage, wastewater treatment plant facilities, and lift station improvements. In addition to our extensive history with the Texas Capital Fund and Community Development Block Grant program, GrantWorks provides grant writing, administration, and management services for TxDOT, Economic Development Administration, General Land Office, Federal Emergency Management Agency, Texas Water Development Board, Texas Parks & Wildlife, and TDHCA programs. As a small Texas-based business dedicated to the management of community development, disaster recovery, housing, and planning grant programs, GrantWorks provides quality guidance for every issue that arises in implementing grant funded projects.

2. Describe the respondent's experience with the Community Development Block Grant (CDBG) Program and in particular the state CDBG program.

Since 1979, GrantWorks has successfully assisted local governments with the Texas Community Development Block Grant (TxDBG) program, providing application and grant administration services. GrantWorks has completed more than 1,200 Community Development Block Grant projects in more than 300 cities and counties across the State. GrantWorks provided administration, management and/or planning services for each of the following types of TCF and CDBG funded programs:

- Texas Main Street/Downtown Revitalization Program —37 projects, \$5+ million
- Texas Capital Fund (Economic Development) — 86 projects for \$44+ million
- Community Development Fund—692 projects funded, \$231+ million
- Colonia Fund - Construction—96 projects administered, \$44+ million
- Colonia Fund - Planning—42 projects completed or underway
- Disaster Relief Fund—74 projects administered, \$21+ million
- Planning Grants—198 projects funded, completed or underway
- CDBG-Disaster Recovery — 92 projects, \$450+ million

3. Describe the respondent's experience with the Downtown Revitalization and Main Street (DRP/MS) programs.

GrantWorks is the leader in providing Downtown Revitalization Program/Main Street services in Texas. Over the past 17 years we have succeeded in securing and implementing over \$5.5 million in DRP/MS funding for 37 projects. GrantWorks is proud of our deep knowledge and tremendous success in the Downtown Revitalization and Main Street programs.

4. Describe the range of services that the respondent offers in-house and the services typically offered through subcontractors:

As demonstrated in this response, GrantWorks has completed work identical in scope and scale to that described in the RFQ. This work was accomplished with GrantWorks' own resources and without the use of subcontractors. We take pride in our work ethic and go above and beyond for our clients.

Application Services – GrantWorks will:

- Assist in preparing Program Year 2017 Texas Capital Fund DRP/MS applications for submission to the Texas Department of Agriculture - Office of Rural Affairs;
- Assist in identifying program-eligible projects that both meet program guidelines and meet local needs, thereby increasing the probability of funding;
- Assist in organizing and completing application requirements such as letters of support, citizen participation, documentation of beneficiaries, documentation of local matching funds, interlocal agreements and resolution, and
- Assist in responding to any TDA requests for clarification or supplemental application information.

Administrative Services – GrantWorks will:

- Guide and assist with financial management, record keeping, amendments, reporting, environmental clearance, civil rights, acquisition report, labor standards, contract closeout, and other aspects of program implementation.
- Work closely with contractors and provides technical assistance as needed in order to ensure their compliance with wage, overtime, and other labor-related requirements.
- Prepare all forms, notices, and agenda items and provide them to counties in advance.
- Communicate with the local governmental officials, project engineer, state staff, community leaders, and other stakeholders to ensure successful completion of the project.
- Attend the site visit, monitoring review, and public meetings as necessary.

5. Identify the geographic areas in which the respondent offers services.

GrantWorks currently serves all areas of the state. With 14 office locations throughout the state, GrantWorks is fully staffed and capable of providing quality service anywhere in Texas. Office locations include: Austin, Abilene, Alpine, Beeville, Dallas, Galveston, Houston, Huntsville, McAllen, New Ulm, Palestine, Rockport, San Angelo and Texarkana.

6. Describe the respondent's ability to devote the needed time to a project based on current workload.

Our firm is financially stable and has the capacity to perform the functions required by this RFQ. GrantWorks has a full-time staff of over 60 employees that can devote the necessary time to projects. Our employees are specialized in project and financial management as well as application development, environmental review, and labor standards compliance. Our team works with communities throughout each phase of the project. The GrantWorks team includes fifteen full-time grant project managers who can implement every type of development project. We take pride in our performance, helping to implement projects on time, within budget, and within State and Federal requirements.

7. Identify the total number of CDBG projects that the respondent developed and/or administered. Present an approximate cumulative total of projects which the respondent or personnel were instrumental in the development of the application and/or administration of the program following funding approval.

GrantWorks has provided application development, administration, management and/or planning services for over 1,200 projects funded through the TxCDBG program. Our dedicated team continues to be an integral part of every project we help develop and/or administer.

As the grant administrator, we take the lead in coordinating and expediting all grant activities. We strive to remain a cooperative, informed, and active member of the project development and implementation team throughout each phase of the project.

8. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data or are currently under contract with the respondent, and that can be used as references.

| Project Data and References | | Add Project |
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| Remove Project | Project Name | City of Boerne Texas Capital Fund Downtown Revitalization Program (TCF-DRP) 711232, 2012 |
| Facility Type and Use | | Sidewalk improvements |
| Project Location (Jurisdiction) | | City of Boerne downtown on South Main, East and West Theissen Streets |
| Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage | | 1,360 linear feet of four-inch sidewalks and two ADA ramps with handrails |
| Role & Responsibilities | | <p>In addition to our general administration services, GrantWorks assisted the City with items specific to implementing a Downtown Revitalization Program (DRP) project. As part of the application process, we scheduled and posted public hearings and obtained 31 business support letters required for funding.</p> <p>When project funding was obtained, we prepared the publications and resolutions for the Civil Rights obligations required to be passed by City Council. GrantWorks assisted the city and engineer in communications with the businesses located along the sidewalk route so that we could complete construction during a time frame that would cause the least disruption to the businesses.</p> <p>Duties performed as part of implementation included:</p> <ul style="list-style-type: none"> • Schedule and lead 4-month call • Review of project plans and bid documents • Review, prepare and submit all draw request to TDA. • Conduct on-site employee interviews during construction and obtain pictures of the progress • Assure the TDLR inspection was completed and approved for the project • Completed a final quantities Modification and Project Close-out Report and submitted to TDA |
| Project Cost | | \$224,283 |
| Financing/Funding Source | | Texas Department of Agriculture, TCF-DRP - \$150,000 City of Boerne general fund - \$74,283 |
| Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed | | The TCF-DRP contract commenced on February 1, 2012 and finished before the contract end date of January 31, 2014. The environmental review began in February 2012 and the City received its Authority to Use Grant Funds in July 2012. |
| Monitoring and Verification Methods | | GrantWorks coordinates with city officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress and completes ongoing reporting to ensure the project remains on schedule. |
| Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project). | | <p>Martha Drake, Director of Project Development – application development</p> <p>Michele Goerke, Senior Project Manager – grant administration</p> <p>Selena Gonzales-Kuglin, CD Coordinator –Start Up documentation</p> <p>Dana Scanes, Environmental Specialist</p> <p>Adam Schragin, Labor Standards Specialist -payroll review and labor standards coordination</p> <p>Betty Collier, Director of Client Services - client relations and employee interviews</p> |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | | Chris Turk, Planning Director 830-249-9511 cturk@ci.boerne.tx.us |

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| Remove Project | Project Name | City of Bay City Texas Capital Fund Main Street Program (TCF-MS) 7215202, 2015 |
| Facility Type and Use | Sidewalk improvements | |
| Project Location (Jurisdiction) | City of Bay City downtown area along 6th Street and Avenue E. | |
| Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage | 440 linear feet of brick paver sidewalks | |
| Role & Responsibilities | <p>As part of the application process, GrantWorks assisted the city with setting up and posting public hearings and obtained 62 business support letters required for funding. When project funding was obtained, we prepared the publications and resolutions for the Civil Rights obligations required to be passed by City Council. GrantWorks assisted the city and engineer in communications with the businesses located along the sidewalk route so that we could complete construction during a time frame that would cause the least disruption to the businesses.</p> <p>Duties performed as part of implementation included:</p> <ul style="list-style-type: none"> • Financial management and draw processing • Schedule and lead 4-month call • Review of project plans and bid documents • Attend the pre-construction meeting • Review, prepare and submit all draw requests to TDA • Conduct on-site employee interviews during construction and obtain pictures of the progress • Assure the TDLR inspection was completed and approved for the project • Prepare and submit a final quantities Modification and Project Completion Report to TDA <p>This project was completed 9 months ahead of schedule.</p> | |
| Project Cost | \$195,000 | |
| Financing/Funding Source | Texas Department of Agriculture, TCF-MS - \$150,000 City of Bay City general fund - \$45,000 | |
| Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed | The TCF-DRP contract commenced on February 16, 2016 and finished nine months ahead of schedule in May 2017. The environmental review began in April 2016 and the City received its Authority to Use Grant Funds on October 27, 2016. | |
| Monitoring and Verification Methods | GrantWorks coordinates with city officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress and completes ongoing reporting to ensure the project remains on schedule. | |
| Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project). | Martha Drake, Director of Project Development – application development Michele Goerke, Senior Project Manager Selena Gonzales-Kuglin, CD Coordinator –Start Up documentation Dana Scanes, Environmental Specialist Adam Schragin, Payroll Review Kelle Odom, Client Services | |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | Barry Calhoun, Public Works Director 979-245-2322 bcalhoun@cityofbaycity.org | |

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| Remove Project | Project Name | City of Emory Texas Capital Fund Downtown Revitalization Program (TCF-DRP) 7215322, 2015 |
| Facility Type and Use | | Sidewalk improvements |
| Project Location (Jurisdiction) | | Historic Commercial District on Main Street |
| Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage | | 260 linear feet of sidewalk, 230 linear feet of curb and 1 ADA accessible ramp with handrails. |
| Role & Responsibilities | | <p>As part of the application process, GrantWorks assisted the city with setting up and posting public hearings and obtained 20 business support letters required for funding. When project funding was obtained, we prepared the publications and resolutions for the Civil Rights obligations required to be passed by City Council. GrantWorks assisted the city and engineer in communications with the businesses located along the sidewalk route so that we could complete construction during a time frame that would cause the least disruption to the businesses.</p> <p>GrantWorks assisted the city with all administrative duties performed as part of implementation:</p> <ul style="list-style-type: none"> • Financial management and draw processing • Schedule and lead 4-month call • Review of project plans and bid documents • Attend the pre-construction meeting • Review, prepare and submit all draw requests to TDA • Conduct on-site employee interviews during construction and obtain pictures of the progress • Assure the TDLR inspection is complete and approved for the project |
| Project Cost | | \$195,000 |
| Financing/Funding Source | | Texas Department of Agriculture, TCF-DRP - \$150,000 City of Emory general fund - \$45,000 |
| Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed | | The TCF-DRP contract commenced on February 28, 2016 and construction began in March 2017. Construction is currently in progress and scheduled to complete on or before the February 27, 2018 end date. The environmental review began in April 2016 and the City received its Authority to Use Grant Funds on November 2, 2017. DRP projects often require that engineering plans are sent to the Texas Historical Commission for review which leads to a longer environmental clearance time line. |
| Monitoring and Verification Methods | | GrantWorks coordinates with city officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress and completes ongoing reporting to ensure the project remains on schedule. |
| Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project). | | Martha Drake, Director of Project Development – application development Mirenda Harris, Senior Client Services Consultant Selena Gonzales-Kuglin, CD Coordinator –Start Up documentation Janice Southworth, Administrative Assistant – payroll review and recordkeeping Dana Scanes, Environmental Specialist |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | | Mike Dunn, City Administrator 903-473-2465 x111 mdunn@emorytx.com |

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| Remove Project | Project Name | City of Centerville Texas Capital Fund Downtown Revitalization Program (TCF-DRP) 7214222, 2014 |
| Facility Type and Use | | Sidewalk improvements |
| Project Location (Jurisdiction) | | City of Centerville downtown on St. Mary Street from Commerce to Cass Street |
| Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage | | 322 linear feet of sidewalk, 63 linear feet of curb and gutter, 5 ADA ramps and 240 linear feet of handrails |
| Role & Responsibilities | | <p>As part of the application process, GrantWorks assisted the city with setting up and posting public hearings and obtained 37 business support letters required for funding. When project funding was obtained, we prepared the publications and resolutions for the Civil Rights obligations required to be passed by City Council. GrantWorks assisted the city and engineer in communications with the businesses located along the sidewalk route so that we could complete construction during a time frame that would cause the least disruption to the businesses.</p> <p>GrantWorks assisted the city with all administrative duties performed as part of implementation:</p> <ul style="list-style-type: none"> • Financial management and draw processing • Schedule and lead 4-month call • Review of project plans and bid documents • Attend the pre-construction meeting • Review, prepare and submit all draw requests to TDA • Conduct on-site employee interviews during construction and obtain pictures of the progress • Assure the TDLR inspection was completed and approved for the project • Prepare and submit the Project Completion Report |
| Project Cost | | \$195,000 |
| Financing/Funding Source | | Texas Department of Agriculture, TCF-DRP - \$150,000 City of Centerville Economic Development Corporation - \$45,000 |
| Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed | | The TCF-DRP project began on October 22, 2014 and construction was complete on March 22, 2016, seven months ahead of schedule. The environmental review began in January 2015 and the City received its Authority to Use Grant Funds in November 2015. GrantWorks coordinated with the engineer and THC to provide plans and receive an Antiquities Permit for this project. |
| Monitoring and Verification Methods | | GrantWorks coordinates with city officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress and completes ongoing reporting to ensure the project remains on schedule. |
| Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project). | | Martha Drake, Director of Project Development – application development Miranda Harris, Senior Client Services Consultant Selena Gonzales-Kuglin, CD Coordinator –Start Up documentation Janice Southworth, Administrative Assistant – payroll review and recordkeeping Dana Scanes, Environmental Specialist |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | | Noel Ray Goolsby, Mayor 903-536-2515 tbates@centervilletx.gov |

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| Remove Project | Project Name | City of Sinton Texas Capital Fund Downton Revitalization Program (TCF-DRP) 710162, 2010 |
| Facility Type and Use | | Sidewalk and Lighting improvements |
| Project Location (Jurisdiction) | | City of Sinton downtown area off of U.S. Highway 281 |
| Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage | | 4,441 square feet of concrete sidewalks, 682 linear feet of curb and gutter, 1,292 linear feet of concrete driveway, seven ADA ramps, and six streetlights |
| Role & Responsibilities | | <p>As part of the application process, GrantWorks assisted the city with setting up and posting public hearings and obtained business support letters required for funding. When project funding was obtained, we prepared the publications and resolutions for the Civil Rights obligations required to be passed by City Council. GrantWorks assisted the city and engineer in communications with the businesses located along the sidewalk route so that we could complete construction during a time frame that would cause the least disruption to the businesses.</p> <p>GrantWorks assisted the city with all administrative duties performed as part of implementation, including:</p> <ul style="list-style-type: none"> • Financial management and draw processing • Schedule and lead 4-month call • Review of project plans and bid documents • Attend the pre-construction meeting • Review, prepare and submit all draw requests to TDA • Conduct on-site employee interviews during construction and obtain pictures of the progress • Assure the TDLR inspection was completed and approved for the project • Prepare and submit the Project Completion Report |
| Project Cost | | \$195,000 |
| Financing/Funding Source | | Texas Department of Agriculture, TCF-DRP - \$150,000 City of Sinton general fund - \$45,000 |
| Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed | | The TCF-DRP contract commenced on October 22, 2010 and construction began in December 2011 with a completion date of May 2012, almost six months prior to the contract end date. The environmental review began in February 2011 and the City received its Authority to Use Grant Funds on March 31, 2011. |
| Monitoring and Verification Methods | | GrantWorks coordinates with city officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress and completes ongoing reporting to ensure the project remains on schedule. |
| Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project). | | <p>Martha Drake, Director of Project Development – application development</p> <p>Martha Arosemena, Associate Vice President of Community Development – grant administration</p> <p>Selena Gonzales-Kuglin, CD Coordinator –start up documentation</p> <p>Adam Schragin, Administrative Assistant – payroll review and recordkeeping</p> <p>Dana Scanes, Environmental Specialist</p> |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | | <p>John Hobson, City Manager</p> <p>Cathy Duhart, City Secretary</p> <p>361-364-2381</p> <p>City1395@sintontexas.org</p> |

9. Describe the experience, competence and training of personnel with respect to grant writing and administration, and related work. Use the following table to present background on personnel who will potentially be assigned responsibility for a core project task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

GrantWorks' core business includes providing a full complement of general grant administration and consultation services, including but not limited to: writing grant applications, preparing for TDA and HUD monitorings, and ensuring compliance with Citizen Participation and Fair Housing requirements. Our employees are extremely competent and highly trained.

GrantWorks ensures that its team is experienced, skilled, and well trained by providing numerous internal and external training and mentorship opportunities. Junior staff share offices with more seasoned staff. This facilitates ongoing training and allows the junior staff to learn by observing their office partners perform their day-to-day functions. Weekly departmental meetings are held to ensure that all employees are up-to-date on the latest State and Federal regulations, and staff meet with their individual managers on a regular basis. This ensures that projects move forward on schedule and within program guidelines.

GrantWorks also requires that all of its Project Managers and other implementation staff attend TDA Implementation Manual Workshops and webinars and that our application writers attend the agency's grant application workshops. We also take full advantage of additional TDA- and other agency-sponsored training opportunities such as CDBG Over Coffee.

We encourage our staff to develop and hone their skills by defraying the costs associated with seeking and maintaining job-related professional certifications. As a result, GrantWorks' project management and application staff include members of the American Institute of Certified Planners (AICP), Registered Mortgage Loan Originators (RMLOs), and a certified Project Management Professional (PMP).

| Personnel Profile(s) | | Add Personnel |
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| Remove Personnel | Full Name | Martha B. Drake |
| Potential Role | Downtown Revitalization/Main Street Grant Application Writer | |
| Base Location | Huntsville, TX | |
| Current Employment | Director of Project Development. | |
| Current job title | | |
| Company (if subcontractor) | Martha has worked in economic and community development since 1995. She joined GrantWorks in 1999 and quickly assumed leadership over application development in a wide variety of state and federal programs. Martha excels in assessing client needs in conjunction with application evaluation rules, giving her a project development record second-to-none in Texas. She has prepared and submitted 48 Downtown Revitalization applications since the program's inception in 2004 and 17 Main Street applications since 1999 | |
| Job responsibilities | | |
| Number of years with respondent | 17.5 years | |
| Previous Employment | Consultant, Raymond K. Vann & Associates, approximately 4 years. | |
| Job Title | | |
| Company name | | |
| Job responsibilities | | |
| Number of years with firm | | |
| Academic/Professional Qualifications | Bachelor of Science, Journalism, Sam Houston State University | |
| Degree/Discipline | TxCDBG Certified Administrator. | |
| College/University | | |
| Professional Affiliations | | |
| Technical Training | | |
| Accreditations | | |
| Overall | Martha has prepared more than 250 successful federal and state grant applications totaling more than \$70 million in infrastructure awards across Texas including 82 TCF infrastructure and/or real estate applications since 1999. | |
| Total Years or relevant experience | | |
| Other relevant experience or accomplishments | | |

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| Remove Personnel | Full Name | Michele Goerke |
| Potential Role Base Location | Senior Project Manager Austin, Texas | |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | <p>Senior CD Project Manager</p> <p>As CD Senior Project Manager Michele coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Her job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>Michele has 10 years of experience managing Texas Capital Fund projects including Downtown Revitalization and Main Street projects.</p> | |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Environmental Specialist and Contract Administrator for LCMS, 7 years | |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | TxCDBG Certified Administrator | |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Michele has over 12 years of experience with state and federal grant programs and has administered over \$5 million in Community Development Block Grants for various infrastructure improvement projects. Michele specializes in Texas Capital Fund economic development project administration, including grants for downtown improvements. She has also administered TxDOT and Texas Parks and Wildlife Park trail grants. | |
| Remove Personnel | Full Name | Robin Sisco |
| Potential Role Base Location | Downtown Revitalization/Main Street Grant Application Writer and Project Manager Austin, Texas | |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | <p>Grant Writer & Project Manager</p> <p>Robin coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for Downtown Revitalization Program and Main Street grant applications. Key tasks include gathering data, monitoring progress for key deadlines, and preparing application materials. In addition to grant writing, Robin also manages CD and economic development grant projects.</p> <p>As project manager, Robin coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Her job responsibilities include financial</p> | |

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| | <p>management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>11 years</p> |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | <p>Consultant at Langford Community Management Services (LCMS), 7 years Wrote applications and managed projects funded by the Texas HOME Program.</p> <p>Director of Regional Services, South Plains Council of Governments, 3 years Oversaw COG's CDBG application and implementation services for member localities.</p> |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | <p>Master of Public Administration, Texas Tech University Bachelor of Arts in Psychology, University of Texas at Austin TxCDBG Certified Administrator</p> |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | <p>Robin has 20 years of relevant experience in grant writing and grant administration.</p> |
| <input type="checkbox"/> Remove Personnel | Full Name Eric Hartzell, AICP |
| Potential Role Base Location | <p>Executive Vice President Project Application Development and Oversight Austin, Texas</p> |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | <p>Executive Vice President Eric brings more than 22 years of leadership in the fields of community and economic development, disaster recovery, affordable housing and urban planning to his role as GrantWorks' chief project development officer. His duties include guiding the firm's steady growth while improving quality and scope of services. Aside from his executive functions, Eric continues to play a direct role in creating and implementing dozens of federally funded projects including Downtown Revitalization Program and Main Street projects.</p> <p>22 years</p> |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | <p>CDBG Regional Coordinator at the Texas Department of Housing & Community Affairs, 1993-95 Managed all aspects of CDBG construction projects for 40 projects in the Houston-Galveston and Central Texas regions. Water Planner at the City of Austin, 1993</p> |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | <p>Master of Science in Community & Regional Planning, University of Texas at Austin Bachelor of Science in Geography, Ohio University Member of the American Planning Association American Institute of Certified Planners</p> |
| Overall Total Years or relevant experience | <p>Twenty-five years of experience with infrastructure and economic development project development and implementation.</p> |

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| Other relevant experience or accomplishments | |
| Remove Personnel Full Name | Betty Collier |
| Potential Role Base Location | Client Services and Project Development Rockport, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Director of Client Services Betty is directly involved with project development and coordinates with city officials, application writers, third party engineers, and other local entities. Betty assists with public outreach and facilitates client services by working with project managers, attending City Council and Commissioners' Court meetings, public hearings, pre-construction meetings, and performing employee interviews for labor standards compliance. 19 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | City Administrator, City of Bishop, Texas, 2 years City Secretary, City of Driscoll, Texas, 8 years. Oversaw all municipal functions including grant management. |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Bachelor of Arts, Texas A&I University, Kingsville, Texas Board Member of the Aransas County Historical Commission |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Twenty-nine years of experience with grants and economic development projects. TxCDBG Certified Administrator |
| Remove Personnel Full Name | Oralia Cardenas |
| Potential Role Base Location | Client Services and Project Development Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Senior Consultant Oralia is responsible for communicating and coordinating with local officials, engineers, and GrantWorks staff throughout each phase of a project. Responsibilities include assisting with project development, completing grant application reviews, attending public hearings, completing employee interviews for labor standards compliance, and representing GrantWorks at site visits and meetings with local officials. 5 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Director, Texas Department of Rural Affairs/Office of Rural Community Affairs (TxCDBG Program), 2001-2010 Manager, Texas Department of Housing and Community Affairs (TxCDBG and HOME), 1991-2001 Regional Coordinator, Texas Department of Commerce, 1988-1991 Contracts Manager, City of Edinburg (CDBG Entitlement), 1979-1988 |
| Academic/Professional Qualifications | Bachelor of Arts in Psychology, Pan American University, Edinburg, Texas TxCDBG Certified Administrator |

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| Degree/Discipline College/University Professional Affiliations Technical Training | |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Oralia has over 30 years of experience in community and economic development. She is highly skilled in application scoring criteria, programmatic compliance, and community outreach. |
| Remove Personnel Full Name | Kelle Stubblefield Odom |
| Potential Role Base Location | Application Development and Labor Standards Compliance Galveston, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Sr. Project Manager Kelle is responsible for communicating and coordinating with local officials, engineers, and GrantWorks staff throughout each phase of a project. Her responsibilities include assisting with project development, completing grant application reviews, attending public hearings, completing employee interviews for labor standards compliance, and representing GrantWorks at site visits and meetings with local officials. 4 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Project Manager at Langford Community Management Services (LCMS), 3 years Project Manager, CDBG Program, Office of Rural Community Affairs and Texas Department of Rural Affairs, 8.5 years Executive Assistant to Land Commissioner, Garry Mauro, Texas General Land Office, 9 years |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Bachelor of Business Administration, St. Edward's University, Austin, Texas Master of Business Administration, St. Edward's University, Austin, Texas TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Kelle has over 20 years of relevant experience. |
| Remove Personnel Full Name | Katie Dushkin |
| Potential Role Base Location | Application Services - Beneficiary Documentation; Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Director of Community Development Services Katie coordinates the collection of beneficiary information and analyzes data to determine project eligibility; assists in project application review for programmatic requirements; and, supervises and guides support staff with the preparation of start-up documentation, labor standards compliance, and other administrative tasks. 8 years |
| Previous Employment Job Title Company name | Financial Planner, Ameriprise Financial, 1 year |

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| Job responsibilities Number of years with firm | |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Bachelor of Business Administration, University of Texas at Austin TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Analyzed and documented beneficiary information to qualify over 100 communities for CDBG funding. Successfully closed over 40 grant awards from various funding agencies including Texas Department of Agriculture, U.S. Fish & Wildlife, Texas General Land Office, and Texas Comptroller of Public Accounts' State Energy Conservation Office. |
| Remove Personnel Full Name | Brenna Minor, AICP |
| Potential Role Base Location | Management and Project oversight Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Vice President Brenna oversees the Community Development staff of project managers, environmental specialists, field consultants and administrative assistants. She provides guidance and technical assistance to staff on a daily basis and conducts weekly meetings with project managers. She also provides internal training to all staff on compliance topics and coordinates grant administration efforts. Brenna has overseen Downtown Revitalization/ Main Street projects since 2007. 10 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Project Manager, GrantWorks, 2 years Brenna coordinated and expedited community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Master of Arts in Urban and Environmental Policy and Planning, Tufts University Bachelor of Arts in Political Science, Boston University Member of the American Planning Association and American Institute of Certified Planners TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Ten years of experience in government, planning and community development, including economic development. During her tenure as Vice President, GrantWorks has successfully provided grant management services for over 400 CDBG contracts throughout the State of Texas. Expertise in HUD CDBG policies and regulations including procurement, labor standards, acquisition and fair housing |

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| Remove Personnel | Full Name | Martha Arosemena, AICP, PMP |
| Potential Role Base Location | Grant Administrator and project oversight Austin, Texas | |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Associate Vice President for Community Development Martha is responsible for supervising and mentoring GrantWorks' 15-member Community Development team. In addition, Martha coordinates and expedites complex, multi-million dollar CDBG and state-funded projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. 12 years | |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Project Manager, Office of the Attorney General of Texas, 2 years Policy Implementation Specialist, TNRCC (TCEQ), 2 years Manager of Research and Training, Texas Association of Community Development Corporations, 2 years | |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Arts in Anthropology and Spanish, University of Texas at Austin Member of the American Planning Association and American Institute of Certified Planners Member of the Project Management Institute Project Management Professional Certification TxCDBG Certified Administrator | |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Martha has 16 years of community and economic development, planning, and project management experience and has successfully managed over 90 CDBG-funded projects through the entire grant administration cycle. Types of projects managed include the Downtown Revitalization Program, Texas Capital Fund economic development, public infrastructure, renewable energy, private property rehabilitation, and disaster recovery. Additionally, Martha has also completed 7 TxCDBG-funded Colonia Plans. | |
| Remove Personnel | Full Name | Mirenda White-Harris |
| Potential Role Base Location | Downtown Revitalization/Main Street Grant Application Writer and Project Manager Palestine, Texas | |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Program Manager & Senior Client Relations Consultant, As CD Project Manager, Mirenda coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. In addition to managing CD and economic development projects, Mirenda also writes grants for community and economic development projects. Mirenda coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for Downtown Revitalization Program and Main Street grant applications. Key tasks include gathering data, monitoring progress for key deadlines, and preparing application materials. | |

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| | 14.5 years total – 4 years with GrantWorks, Inc. and 10 + years with Kerbow and Associates. |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | 10 + years as a grant administrator with Kerbow and Associates |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Bachelor of Science in Sociology, The University of Texas at Tyler TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Mirenda has experience writing and managing Downtown Revitalization/Main Street projects. She is familiar with TDA's scoring criteria, the process of obtaining support letters for businesses, and coordination with THC and TDLR for project approvals. |
| Remove Personnel Full Name | Vicki Spiess |
| Potential Role Base Location | Downtown Revitalization/Main Street Grant Application Writer and Project Manager New Ulm, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | <p>Program Manager & Senior Client Relations Consultant,</p> <p>As CD Project Manager, Vicki coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>In addition to managing CD and economic development projects, Vicki also writes grants for community and economic development projects. Vicki coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for Downtown Revitalization Program and Main Street grant applications. Key tasks include gathering data, monitoring progress for key deadlines, and preparing application materials.</p> <p>26 years total – 4 years with GrantWorks, Inc. and 22 years with Kerbow and Associates.</p> |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | 22 years as a grant administrator with Kerbow and Associates |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations | Bachelor of Business Administration, Sam Houston State University TxCDBG Certified Administrator |

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| Technical Training Accreditations | |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Vicki has experience writing and managing Downtown Revitalization/Main Street projects. She is familiar with TDA's scoring criteria, the process of obtaining support letters for businesses, and coordination with THC and TDLR for project approvals. |
| Remove Personnel Full Name | Ahide Gutierrez |
| Potential Role Base Location | Project Manager Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | As CD Project Manager Ahide coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 2 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Master of Science in Community and Regional Planning, University of Texas at Austin TxCDBG Certified Administrator Fluent in Spanish |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | |
| Remove Personnel Full Name | Casey LeMay |
| Potential Role Base Location | Project Manager Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | CD Project Manager Casey coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 2 years |

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| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Instructor/Teacher, Austin Independent School District, 1.5 years |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Master of Science in Community and Regional Planning, University of Texas at Austin Juris Doctor, Levin College of Law, University of Florida Bachelor of Science in Business Administration, University of Florida TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Casey has 4 years of relevant community development experience and has experience managing successful Downtown Revitalization/Main Street projects. |
| <input type="checkbox"/> Remove Personnel | Full Name Cristal Funderburk |
| Potential Role Base Location | Senior Project Manager Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Senior Project Manager Cristal coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 6 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Bachelor of Arts in Geography, University of Texas at Austin TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | In her 6 years at GrantWorks, Cristal has successfully managed over 45 projects, including Texas Capital Fund, Community Development Fund, Colonia Fund Construction, Disaster Relief, and Disaster Recovery projects. She has experience managing Downtown Revitalization/Main Street projects. |
| <input type="checkbox"/> Remove Personnel | |

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| Full Name | Emily Phalan, AICP |
| Potential Role Base Location | Senior Project Manager Austin, TX |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Senior CD Project Manager As CD Project Manager, Emily coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, provide technical assistance, and serve as liaison during monitoring visits. She interprets government publications and regulations as they pertain to project implementation. She has also trained new employees in all aspects of project management responsibilities. Emily has experience managing various sidewalk improvement projects including those funded through TDA's Downtown Revitalization/Main Street programs as well as TxDOT's Transportation Alternatives Program and Safe Routes To School. 7 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Retail Assessment Intern, Downtown Austin Alliance, 1 year |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Arts in Geography and the Environment, University of Texas at Austin Member of the American Planning Association and American Institute of Certified Planners TxCDBG Certified Administrator TxDOT LGPP Certified, 2013-present |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | 7 years relevant experience in community development and project management. Successfully managed over 50 Federal and State projects Experience with TxCDBG, Texas Capital Fund, Downtown Revitalization/Main Street, public infrastructure construction, disaster recovery, parks, TxDOT, and coastal grant projects |
| Remove Personnel | Full Name |
| | Jeff Carrillo |
| Potential Role Base Location | Project Manager Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | CD Project Manager Jeff coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and |

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| | <p>fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>2 years</p> |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Reference Assistant at the Austin History Center, 3 years Library Assistant for Vanderbilt University – Owen School of Management, 2 years |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Arts in Fine Arts, University of Missouri at Columbia Member of the American Planning Association TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Jeff has managed over 35 projects within the TxCDBG, CDBG-DR, TxDOT Safe Routes to School, TxDOT County Transportation Infrastructure Fund, and Texas Capital Fund grants. He has experience managing Downtown Revitalization/Main Street projects. |
|  Full Name | Jerry A. Carvajal |
| Potential Role Base Location | Director of West Texas Services and Senior Project Manager Alpine, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Director of West Texas Services, Senior Project Manager Mr. Carvajal works closely with local governments to develop, coordinate, and expedite community development projects including TxCDBG application preparation and project implementation. He works directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Project Management responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 19.5 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | City Manager, City of Alpine, 1990-1997 Assistant City Manager, City of Alpine, 1984-1990 Community Development Director, City of Alpine, 1978-1984 |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations | Bachelor of Science, History, Sul Ross State University Master of Science, Political Science and Public Administration, Sul Ross State University TxCDBG Certified Administrator |

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| Technical Training Accreditations | |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Mr. Carvajal has over 39 years of relevant experience managing over 100 TxCDBG projects. |
| Remove Personnel Full Name | Katie Falgoust |
| Potential Role Base Location | Project Manager Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | CD Project Manager Katie coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. She has experience managing Downtown Revitalization/Main Street projects. 2.5 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Program Services Research Director, Project Coordinator, Placement Specialist for Goodwill Central Texas, 9 years Senior Environmental Organizer for St. Nicks Alliance, 2 years |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Arts in Sociology, Hendrix College Level I GIS Certificate, Austin Community College Member of the American Planning Association TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Two years of TxCDBG project management experience. Over ten years of experience in the non-profit sector as a supervisor, case manager and community organizer |
| Remove Personnel Full Name | Elizabeth Nguyen |
| Potential Role Base Location | Senior Project Manager Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Assistant Director of Disaster Recovery As CD Senior Project Manager Liz coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents |

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| | for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 10 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Grant Manager for the Fund for Public Health in New York, 2.5 years |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Fifteen years of relevant experience Managed over 100 TxCDBG projects as well as \$66 million in private and ARRA grants for the City of New York |
| Remove Personnel Full Name | Nate Buckley |
| Potential Role Base Location | Project Manager Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | CD Project Manager Nate coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 2.5 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Researcher for the Austin City Council 1 year |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Arts in Liberal Arts, Sarah Lawrence College |

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| Overall Total Years or relevant experience Other relevant experience or accomplishments | 3 years of relevant experience including 2 years managing TxDOT funded grant projects |
| Remove Personnel Full Name | Gary Smith |
| Potential Role Base Location | Application Writer Abilene, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Senior Program Manager; GrantWorks; Field Representative, Application Writer and Project Manager for various programs, including Texas CDBG, TxDOT projects, Texas Capital Fund, and HOME 4 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Project Facilitator; Urban Solutions Managed all aspects of CDBG-DR projects that resulted from Hurricanes Ike and Dolly 3 years |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | M.A. Political Science and M.P.A., Texas Tech University, Environmental & Natural Resource Planning |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Approximately 18 years of relevant experience in writing and administering grant programs, including CDBG; Helped develop more than 10 Tx-CDBG applications in the 2017-18 cycle; Reviewed, graded and recommended for award over 450 applications for rounds 1 and 2.1 for the 2008 CDBG Disaster Recovery program; helped develop the electronic application system first used in round 2.1. Wrote the Texas Method of Distribution (MOD) guidelines for Round 2.2. |
| Remove Personnel Full Name | Mary Alice Smith |
| Potential Role Base Location | Application Writer San Angelo, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Field Representative and Application Writer for various programs including Texas Capital Fund, Texas CDBG and Colonia-Fund Construction, TxDOT projects, and HOME 10 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Compliance Monitor/Auditor and Contract Manager State of Texas CDBG Program 19 years |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Texas CDBG Certified Administrator |

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| Overall Total Years or relevant experience Other relevant experience or accomplishments | Approximately 30 years of relevant experience in administering, auditing and writing for CDBG grant programs. |
| Remove Personnel | Full Name |
| | Dana Scanes |
| Potential Role Base Location | Environmental Specialist Galveston, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Environmental Specialist Dana implements NEPA environmental compliance for HUD-funded CDBG projects. Project types include Community Development Fund, Texas Capital Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Job responsibilities include GIS mapping, researching, and interpreting environmental compliance data to draft and compile Environmental Review Records; compliance with State and Federal laws such as Section 106 of the National Historic Preservation Act, the Clean Air Act, the Safe Drinking Water Act, Executive Orders 11988 and 11990, the Coastal Zone Management Act, and the Endangered Species Act; coordinating with State and Federal agencies to facilitate environmental review and clearance. 2 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Master of Science in Geography, Texas State University Bachelor of Science in Nursing, Baylor University |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | HUD environmental training, Austin, Texas, 2015 TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Dana has conducted over 120 NEPA Environmental Reviews for TxCDBG and other federally funded projects, including Downtown Revitalization/Main Street and Texas Capital Fund projects. Dana is well-versed in Part 58 compliance and has experience preparing environmental files for state and federal monitoring reviews. |
| Remove Personnel | Full Name |
| | Lauren Kotwal, AICP |
| Potential Role Base Location | Environmental Specialist Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Environmental Specialist Lauren implements NEPA environmental compliance for HUD-funded TxCDBG projects. Project types include Community Development Fund, Texas Capital Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Job responsibilities include researching and interpreting environmental compliance data to draft and compile Environmental Review Records; compliance with State and Federal laws such as Section 106 of the National Historic Preservation Act, the Clean Air Act, the Safe Drinking Water Act, Executive Orders 11988 and 11990, the Coastal Zone Management Act, and the Endangered Species Act; coordinating with State and Federal agencies to facilitate environmental review and clearance. 4 years |

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| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Planner III for the City of Austin Planning and Development Review Department, 1 year Senior Staff Environmental Planner at Cardno ENTRIX, 2 years Associate Planner at LSA Associates, 1.5 years |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Master of Arts in Urban & Environmental Policy and Planning, Tufts University Bachelor of Arts in Urban Studies and Planning, University of California, San Diego Member of the American Planning Association and American Institute of Certified Planners TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Lauren has four years of relevant community development experience. Lauren is well-versed in Part 58 compliance and has experience preparing environmental files for State and Federal monitoring reviews. |
| Remove Personnel Full Name | Adam Schragin |
| Potential Role Base Location | Labor Specialist and Administrative Assistant Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Labor Specialist Adam reviews payroll for Davis-Bacon compliance, coordinates with contractors, and assists with file maintenance in preparation for monitoring. 4 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Editor at MadeLoud, 3 Years |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Bachelor of Arts in English, University of Texas at Austin TxCDBG Certified Administrator |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | |
| Remove Personnel Full Name | Gilbert Garcia |
| Potential Role Base Location | Administrative Assistant Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | Administrative Assistant Gilbert assists project managers and clients in the completion of start-up documentation and file maintenance including document preparation and mailing, client communications, and reporting. 5 years |
| Previous Employment | |

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| Job Title Company name Job responsibilities Number of years with firm | |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Bachelor of Arts in Anthropology, University of Texas at Austin |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | Five years of community development and housing grant experience Licensed Residential Mortgage Loan Originator Notary Public Fluent in Spanish |
| Remove Personnel Full Name | Selena Gonzales-Kuglin |
| Potential Role Base Location | CD Coordinator and Document Preparation Austin, Texas |
| Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent | CD Coordinator Selena support the Community Development department and project managers by facilitating document preparation and database management; assists with start-up and civil rights compliance documentation; and, assists with file maintenance in preparation for monitoring and project close out. 5 years |
| Previous Employment Job Title Company name Job responsibilities Number of years with firm | Senior Map Analyst with CoreLogic Flood Services, 3 years Real Estate Representative for the Lower Colorado River Authority, 7 years Environmental Specialist-Intern for the Texas Commission on Environmental Quality, 1 year |
| Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations | Bachelor of Science in Geographic Information Science, Southwest Texas State University TxCDBG Certified Administrator Certificate of GIS from Southwest Texas State University |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | |

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

Our firm is committed and available to perform the functions required by this RFQ and the services represented in this response.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

| Small Business | Woman Owned | Minority Owned | Section 3 |
|---|---|---|---|
| <input checked="" type="radio"/> Yes <input type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No | <input type="radio"/> Yes <input checked="" type="radio"/> No |

Yes, GrantWorks is designated as a small business on the Texas Centralized Master Bidders List and meets the SBA small business definition.

12. State the respondent's policy regarding affirmative action.

All services performed by GrantWorks on behalf of local governments are provided without regard to race, national origin, religion, color, sex, age, familial status or disability. GrantWorks does not discriminate in employment opportunity in accordance with federal, state and local laws.

13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

In addition to our work with the Main Street and Downtown Revitalization Programs, GrantWorks has completed numerous sidewalk enhancement projects using Texas Department of Transportation funding such as Safe Routes to Schools, Transportation Alternatives Program, Transportation Enhancement Act for the 21st Century and Surface Transportation Environmental and Planning funds.

Our planning staff is also well-versed in sidewalk and downtown improvements which have been incorporated into numerous CDBG comprehensive plans and neighborhood enhancement plans.