

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

Program Year 2018

Firm Name: Langford Community Management Services, Inc.	DUNS Number: 604131664	Federal EIN: 742804904
Prequalification Contact First, Last Name and Title: Judy Langford, President	Phone Number: +1 (512) 452-0432	Prequalification Contact E-mail Address: Judy@LCMSinc.com
Firm Web Address: Under re-construction	Firm Mailing Address: 2901 CR 175, Leander, TX 78641	Name of Firm's President/Managing Officer: Judy Langford

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. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, 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.

Langford Community Management Services, Inc. (LCMS) has been serving Texas Cities and Counties and their grant writing and administration needs. LCMS incorporated as a Women-owned Business Enterprise (WBE) in 1997, having worked with numerous grants since 1983 as a sole proprietorship. LCMS became a certified HUB through the Secretary of State's office and has maintained that certification since 2009. As a Texas “home-grown” business, LCMS has chosen to concentrate in helping to strengthen Texas communities through community and economic development while advocating for affordable housing through local program development and statewide policy changes affecting Texas communities. With our roots in public service, LCMS strives to meet our clients' needs with the recognition that all local governments are in place to assist the public and provide basic services to sustain their communities.

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

LCMS has worked with the Texas Community Development Block Grant Program from its inception - 34 years. The firm has worked closely with the non-entitlement CDBG program and the many state agencies of which it has been a part. As a component of the program, LCMS has and continues to participate in the development of the consolidated and action plans for the program in reviewing and commenting on the plans. A majority of the LCMS staff are certified Grant Administrators for the TxCDBG Program.

3. Describe the respondent's experience with the following:

- a. Community wide infrastructure projects
- b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement
- c. Job creation programs, including TCF-Infrastructure/Real Estate
- d. Projects involving multiple funding sources

LCMS has administered over 350 TxCDBG projects, many of which were community wide infrastructure projects. We have administered as part of the 350, direct beneficiary projects such as first-time water and/or sewer projects. LCMS has written/administered and closed over 50 TCF projects including Main Street and Downtown Revitalization Projects. LCMS has administered numerous projects with multiple funding sources such as Hazard Mitigation Funds, FEMA PW funds, TWDB and various other state/federal sources.

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

LCMS has written and administered many millions of dollars in grants and loans from state and federal agencies, including the Texas Department of Agriculture (TDA), General Land Office (GLO), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Emergency Management (TDEM), Texas Department of Economic Development (TDED), Texas Parks and Wildlife (TPWD), Texas Department of Transportation (TxDOT), Texas Water Development Board (TWDB), Texas Water Commission (now Texas Commission on Environmental Quality-TCEQ), Department of Energy (DOE), State Energy Conservation Office (SECO), Housing and Urban Development (HUD), United States Department of Agriculture (USDA),

Texas Historical Commission (THC), U.S. Department of Justice (DOJ), Federal Emergency Management Agency (FEMA) and the Economic Development Administration (EDA).

Specifically with the TxCDBG Program our team stands ready to provide Cities and Counties with management services within each of the following areas:

Financial Management

Our firm is confident with the overall financial management of projects to include, but not limited to, creating and submitting drawdown requests for payment. Given our location in Austin, we are able to quickly hand-deliver draws to the State when they exceed the page limit allowed for email, without the delay of regular postal mail. Our financial recordkeeping is precise, documenting all grant and local funds requests and disbursements.

Recordkeeping Requirements

In order to maintain the records for all projects administered, we regularly conduct in-person site visits. During the visit, we check the status of the project site and review files on hand. LCMS also initiates phone calls, emails, and meetings. Our firm maintains recordkeeping requirements under the Davis-Bacon Act.

Environmental Clearance Procedures

LCMS has over 33 years of experience executing environmental clearance procedures from inception through completion, to include initiating the environmental process by coordinating contact with applicable state agencies, such as Texas Historical Commission, EPA, Tribal organizations and U.S. Fish and Wildlife Service, to completion of the Environmental Review Record. Our firm is knowledgeable with the provisions of a full Environmental Assessment (EA) and Categorical Exclusion (CE) and is capable of executing both to completion. For more than 6 years, LCMS has contracted with the Texas General Land Office as an Environmental Service Provider to complete the environmental assessments for the communities that were affected by Hurricanes Dolly and Ike and the Wildfires, increasing our knowledge of the regulations required for environmental approval.

Real Property Acquisition Procedures

LCMS prepares all necessary documents required by the agencies to complete and maintain the acquisition process. Our firm is experienced with Real Property Acquisition procedures, which include verifying that the acquisition of real property, easements and/or right-of-way for the projects are in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Clearance of Special Conditions

LCMS clears the Special Conditions of the CDBG contract through various methods that include initiating the Start-Up process, assuring required signage on the project site, confirming the accuracy of wage rates, and verifying final payrolls.

Equal Employment Opportunity Requirements

LCMS ensures our projects uphold EEO requirements by having cities/counties appoint a Civil Rights Officer and include all necessary publishing and inclusion of EEO requirements in all project documents.

Fair Housing Activities and Compliance

Local governments that receive Community Development Block Grants (CDBG) and HOME Investment Partnerships (HOME) are required to affirmatively further the purposes of the Fair Housing Act. LCMS assists the City/County with activities to accomplish Housing and Urban Development's Fair Housing goals.

Section 3 Requirements

HUD has increased its emphasis on compliance with Section 3 requirements to create jobs and economic opportunities. With that increased emphasis, TDA now requires that local governments provide outreach through the construction procurement and management. LCMS will assure the County compliance with these requirements.

Limited English Proficiency (LEP)

Each Grant Recipient must take reasonable steps to provide meaningful access to federally-funded programs (grants) for all persons with Limited English Proficiency (LEP). LCMS will assist the County with assuring compliance with making information accessible to all persons with Limited English Proficiency.

Labor Standards Monitoring

LCMS is experienced in the labor standards monitoring process through methods that include overseeing the pre-construction conference, verifying contractors adhere to Davis-Bacon wage rates, reviewing bid documents, placing advertisements, and reviewing contractors' payrolls for compliance.

Contract Close-out Assistance

LCMS is knowledgeable and experienced with the contract close-out assistance process, from verifying that funding was expended properly to preparing cities for desk reviews, holding final public hearings, and completing and submitting Project Completion Reports.

The above activities are continuously executed throughout the grant administration process for the grant projects LCMS currently administers.

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

<input checked="" type="checkbox"/>	AACOG	<input checked="" type="checkbox"/>	ATCOG	<input checked="" type="checkbox"/>	BVCOG	<input checked="" type="checkbox"/>	CAPCOG	<input checked="" type="checkbox"/>	CBCOG
<input checked="" type="checkbox"/>	CTCOG	<input type="checkbox"/>	CVCOG	<input checked="" type="checkbox"/>	DETCOG	<input checked="" type="checkbox"/>	ETCOG	<input checked="" type="checkbox"/>	GCRPC
<input checked="" type="checkbox"/>	HGAC	<input checked="" type="checkbox"/>	HOTCOG	<input checked="" type="checkbox"/>	LRGVDC	<input checked="" type="checkbox"/>	MRGDC	<input checked="" type="checkbox"/>	NCTCOG
<input checked="" type="checkbox"/>	NORTEX	<input checked="" type="checkbox"/>	PBRPC	<input checked="" type="checkbox"/>	PRPC	<input checked="" type="checkbox"/>	RGCOG	<input checked="" type="checkbox"/>	SETRPC
<input checked="" type="checkbox"/>	SPAG	<input checked="" type="checkbox"/>	STDC	<input checked="" type="checkbox"/>	TEXOMA	<input checked="" type="checkbox"/>	WCTCOG	<input checked="" type="checkbox"/>	Statewide

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

LCMS ranks our employees as our #1 asset. Our work with more than 75 communities would not be possible without the knowledge, experience and skills of our staff members. LCMS has in place a strong team with vast training and experience in the TxCDBG Program, as well as beneficial programs such as HOME through the Texas Department of Housing and Community Affairs. Our staff members are trained and certified through the Texas Department of Agriculture to be administrators of the TxCDBG Program. Many are GLO and CDBG-trained for environmental reviews, and trained and certified with the Texas Department of Transportation for administration of TxDOT projects. With a staff of eleven service-minded individuals, LCMS has the capacity to write and administer additional projects.

6. 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
Remove Project	Project Name	City of Devine	
Facility Type and Use		Water Transmission Line to improve transportation of water from City's wells to storage facility in town.	
Project Location (Jurisdiction)		City of Devine	
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Citywide service- 4,285 persons 6,397 linear feet of 12" water transmission line	
Role & Responsibilities		As the grant administrators on the project, we manage all aspects of the project. The only items the City must accomplish is signing the vouchers, writing the checks and attending progress meetings and bid openings. LCMS manages all other aspects of the project. (see answer to #4 above)	
Project Cost		\$275,000 CD grant / \$43,850.25 match	
Financing/Funding Source		Grant/City water-sewer Fund	
Method of Documenting Beneficiaries		Census Data	
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed		ERR - 10/15/15 start date - 4/21/16 AUGF issued Construction- 5/3/16 contract execution - 12/15/16 COCC Project was completed on schedule	

on schedule or delayed	
Monitoring and Verification Methods	Self Monitoring submitted 2/23/17
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Margaret Hardin - General administration of the project Melisa Durham - Completed environmental review Jessica Bickford - Labor Standards compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.	Dora Rodriguez, Interim City Administrator/City Secretary Phone: 830-663-2804 Email: secretary@cityofdevine.com
Remove Project	Project Name Bastrop County First Time Sewer for Stony Point Colonia
Facility Type and Use	First time sewer connections, service lines and sewer collection lines
Project Location (Jurisdiction)	First time sewer connections, service lines and sewer collection lines
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	36 households 1,569 LF 8" sewer line
Role & Responsibilities	As the grant administrators on the project, we manage all aspects of the project. The only items the County must accomplish is signing the vouchers, writing the checks and attending progress meetings and bid openings. LCMS manages all other aspects of the project. (see answer to #4 above)
Project Cost	\$275,000 CD grant / \$13,750 match
Financing/Funding Source	Grant / AQUA Water Supply (waived fees)/Force account for paving by County
Method of Documenting Beneficiaries	Door-to-door surveys
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ERR - 10/15/15 start date - 3/21/16 AUGF issued Construction- 6/6/16 contract execution - 1/11/17 COCC Project was completed on schedule
Monitoring and Verification Methods	Desk Monitoring held on 6/20/17
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Julie Hartley - General administration of the project Melisa Durham - Completed environmental review Jessica Bickford - Labor Standards compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.	Paul Pape, County Judge Phone: 512/332-7201 Email: paul.pape@co.bastrop.tx.us
Remove Project	Project Name City of Flatonia Water System Improvements
Facility Type and Use	Water distribution line
Project Location (Jurisdiction)	City of Flatonia
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	1,850 persons 3,800 LF of 8" waterline

Role & Responsibilities	As the grant administrators on the project, we manage all aspects of the project. The only items the City must accomplish is signing the vouchers, writing the checks and attending progress meetings and bid openings. LCMS manages all other aspects of the project. (see answer to #4 above)	
Project Cost	\$275,000 CD grant / \$22,700 match	
Financing/Funding Source	Grant / City water fund	
Method of Documenting Beneficiaries	Census Data	
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ERR - 10/15/15 start date - 4/20/16 AUGF issued Construction- 6/3/16 contract execution - 10/31/16 COCC Project was completed on schedule	
Monitoring and Verification Methods	Self Monitoring submitted 4/23/17	
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Julie Hartley - General administration of the project Judy Langford - General administration of the project Melisa Durham - Completed environmental review Jessica Bickford - Labor Standards compliance	
Contact Information Current phone and e-mail address of local government representatives you worked with.	Mark McLaughlin, City Manager Phone: 361/865-3548 Email: Manager@ci.flatonia.tx.us Melissa Brunner, City Secretary Phone: 361/865-3548 Email: mbrunner@ci.flatonia.tx.us	
Remove Project	Project Name	City of Lyford
Facility Type and Use	Sewer lift station	
Project Location (Jurisdiction)	City of Lyford	
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	1 Lift Station #5	
Role & Responsibilities	As the grant administrators on the project, we manage all aspects of the project. The only items the City must accomplish is signing the vouchers, writing the checks and attending progress meetings and bid openings. LCMS manages all other aspects of the project. (see answer to #4 above)	
Project Cost	\$230,870 Grant	
Financing/Funding Source	Grant	
Method of Documenting Beneficiaries	census	
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ERR - 10/15/15 start date - 4/4/16 AUGF issued Construction- 6/20/16 contract execution - Construction Complete on Lift Station Project was completed on schedule City requested and was approved to add a generator to the project.	
Monitoring and Verification Methods	Self Monitoring submitted 6/20/17	

Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Judy Langford - General administration of the project Julie Hartley - General administration of the project Melisa Durham - Completed environmental review Jessica Bickford - Labor Standards compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.		Lydia Moreno, City Secretary Phone: 956/347-3512 Email: Clyford@granderiver.net
Remove Project	Project Name	City of Nixon
Facility Type and Use		Downtown Sidewalks
Project Location (Jurisdiction)		City of Nixon
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		2,790 persons 886 LF of sidewalk 7 Street lights
Role & Responsibilities		As the grant administrators on the project, we manage all aspects of the project. The only items the City must accomplish is signing the vouchers, writing the checks and attending progress meetings and bid openings. LCMS manages all other aspects of the project. (see answer to #4 above)
Project Cost		\$195,237
Financing/Funding Source		\$150,000 DRP grant/\$45,237 local
Method of Documenting Beneficiaries		Census
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		ERR - 8/15/16 start date - 5/31/17 AUGF issued: Design must be complete for THC concurrence Construction- 6/20/17 contract execution - 11/9/17 COCC Project was completed on schedule
Monitoring and Verification Methods		Self Monitoring to be submitted February 2018
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Judy Langford - General administration of the project Julie Hartley - General administration of the project Melisa Durham - Completed environmental review Jessica Bickford - Labor Standards compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.		Harold Rice, City Manager (830) 582-1924 citymanager@gvec.net

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.

LCMS works with several sub-contractors for additional expertise including a number of engineering firms for Comprehensive Plans, two environmental firms when environmental reviews require more than an EA.		
Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Judy Langford

Potential Role	Grant Writer/Administrator
Base Location	Leander
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Consultant/President June 1991 to present Co-owner of Langford Community Management Services, Inc. Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Agriculture CDBG, Texas General Land Office – Disaster Recovery Division; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; Neighborhood Stabilization Program; U.S. Department of Energy – Energy Efficiency and Conservation Block Grant Program; State Energy Conservation Office; U.S. Department of Labor; U.S. Department of Justice, Texas Department of Economic Development; Texas Department of Emergency Management; Federal Emergency Management Agency; U.S. Department of Housing and Urban Development – Economic Development Initiative as well as private entities such as HNTB. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community. 27 Years with company
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Quality Assurance Director of Outpatient Services Kerrville State Hospital Developed and administered Quality Assurance Program for a 16 county catchment area of the Kerrville State Hospital with eight community based mental health centers. 4 Years with company
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelors of Science from the University of Texas WORKSHOPS and TRAININGS Texas Department of Agriculture Grant Application and Implementation Workshops General Land Office Disaster Recovery Program Training Texas Department of Transportation Grant Workshops Texas Safe Routes to School Grant Administration Workshops Texas Department of Housing and Community Affairs Grant Administration Workshops Texas Municipal League Annual Conferences CERTIFICATIONS Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified Texas Department of Agriculture Administration Certified
Overall Total Years or relevant experience Other relevant experience or accomplishments	27 years direct experience with the CDBG program
Remove Personnel	Full Name
	Margaret J. Hardin
Potential Role	Grant Writer/Administrator
Base Location	Leander

Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Consultant/Vice-President Co-owner of Langford Community Management Services, Inc. Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs – Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; and Texas Department of Transportation. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community. 23 years with company		
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Assistant City Manager/City Secretary City of Llano, Texas. Monitored daily operations of the city which included electric, water and sewer utilities, sanitation, parks, cemetery, streets, airport, and police. Responsible for budget preparation and financial management. Personnel director for a staff of approximately 40 employees. Conducted municipal elections, prepared council minutes, agendas, ordinances, resolutions and other governmental documents. 5 years with company		
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Austin Community College; 1978-1979 Clarendon Junior College; 1971 Texas Department of Rural Affairs Grant Application and Implementation Workshops Texas Department of Housing and Community Affairs Grant Workshops Texas Department of Transportation Grant Workshops Texas Safe Routes to School Grant Administration Workshops Texas Engineering Extension Service City Managers Problems Clinic Texas Municipal League Annual Conference Texas County Treasurers' Association Annual Conference Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified Texas County Treasurers' Certification Texas Department of Agriculture Administration Certified		
Overall Total Years or relevant experience Other relevant experience or accomplishments	28 years of overseeing CDBG projects as a consultant and as a City employee		
Remove Personnel	<table border="1"> <tr> <td>Full Name</td> <td>Julie Hartley</td> </tr> </table>	Full Name	Julie Hartley
Full Name	Julie Hartley		
Potential Role Base Location	Grant Writer/Administrator Leander		
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Management Consultant Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of Texas Community Development Program (TCDP) grant applications to the Texas Department of Agriculture and U.S. Department of Housing and Urban Development. Oversee financial management, monitor construction and engineering activities for		

	<p>grantees. Oversee and process certified payrolls for community projects. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.</p> <p>5 years with Company</p>		
Previous Employment Job Title Company name Job responsibilities Number of years with firm	<p>Federal Labor Standards Specialist, Texas Department of Housing & Community Affairs, Austin, TX</p> <p>March 2010 to July 2012: Reviewed and managed over 500 incoming payrolls weekly for the Weatherization and Energy Assistance Program utilizing American Recovery Act funds. Monitored the labor standards files of non-profits and community action agencies to verify compliance with the federal regulations of the Davis-Bacon Act.</p> <p>Program Specialist V, Texas Department of Rural Affairs, Austin, Texas</p> <p>November 1984 to October 2009: Regional Coordinator for the TxCDBG Program – managed contracts under the Texas Community Development Program. Coordinated and reported on acquisition, civil rights, minority business records and labor standards activities. Trained new employees – served as the trainer for TxCDBG employees and served as lead person for the Texas TCDP Implementation Manual Training.</p> <p>28 years total with the State of Texas and the CDBG program</p>		
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	<p>Bachelor of Education – Baylor University, Waco</p> <p>Texas Department of Agriculture Grant Application and Implementation Workshops</p> <p>U.S. Department of HUD Davis-Bacon Labor Standards Training</p> <p>U.S. Department of HUD “All the Right Moves” Acquisition and Relocation Training</p> <p>Texas Department of Agriculture Administration Certified</p>		
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>33 years of overseeing CDBG projects as a consultant and as a State employee</p>		
Remove Personnel	<table border="1"> <tr> <td>Full Name</td><td>Melisa Durham</td></tr> </table>	Full Name	Melisa Durham
Full Name	Melisa Durham		
Potential Role Base Location	<p>Environmental Specialist</p> <p>Leander</p>		
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>Environmental Specialist</p> <p>Prepare Environmental Review Records (ERR) for Texas Department of Agriculture's Office of Rural Affairs' Community Development projects administered by Langford and the General Land Office. The ERR includes research and determination of information as to whether the human environment would be negatively impacted by the project activities and outcome; publishing of Public Notices; Coordination with the Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, Texas Department of Agriculture, engineers, administrator and Grantee staff.</p> <p>Assist with writing of competitive grants on behalf of rural cities and counties throughout the State of Texas, and correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs – Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; as well as private entities such as HNTB. Continuously attend trainings,</p>		

	<p>seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.</p> <p>5 Years with company</p>		
Previous Employment Job Title Company name Job responsibilities Number of years with firm	<p>Office Manager, Frontera Administrative Services, Inc., Austin, Texas</p> <p>Co-managed grant projects funded through the Texas Department of Transportation Border Colonia Access Paving (BCAP), Texas Department of Agriculture Community Development (CDBG), and Texas Water Development Board Economically Distressed Areas Program (EDAP): Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.</p> <p>4 years with company</p>		
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	<p>The Office of Rural Affairs TxCDBG Administrator Certification Workshops</p> <p>Texas Municipal League Annual Conferences</p> <p>TDHCA 1st Thursday Eligibility Training for Affordable Housing Programs</p> <p>TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects</p> <p>Texas Department of Agriculture Administration Certified HUD Environmental Training Workshops</p> <p>The Office of Rural Affairs Implementation Workshops</p>		
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>8 years of overseeing CDBG projects as a consultant</p>		
Remove Personnel	<table border="1"> <tr> <td>Full Name</td><td>Jessica Bickford</td></tr> </table>	Full Name	Jessica Bickford
Full Name	Jessica Bickford		
Potential Role Base Location	<p>Labor Standards Officer</p> <p>Leander</p>		
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>Complete all Labor Standards requirements for CDBG project including review of payrolls, assisting with 10 Day calls, issuing Davis-Bacon Wage Rates. Assist with preparing Environmental Review Records (ERR) for Texas Department of Agriculture's Office of Rural Affairs' Community Development projects administered by Langford and the General Land Office. The ERR includes research and determination of information as to whether the human environment would be negatively impacted by the project activities and outcome; publishing of Public Notices; Coordination with the Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, Texas Department of Agriculture, engineers, administrator and Grantee staff.</p> <p>Assist with writing of competitive grants on behalf of rural cities and counties throughout the State of Texas, and correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs – Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas</p>		

	<p>Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; as well as private entities such as HNTB. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.</p> <p>5 years total with the CDBG program</p>
Previous Employment Job Title Company name Job responsibilities Number of years with firm	<p>Innovative Aftermarket Systems Inc., Austin, Texas</p> <p>Entered hundreds of different customer contracts a day into the system once we received contracts from the dealerships after customers bought cars with different types of coverage's.</p> <p>3 years with company</p>
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	<p>Leander High School, Leander TX</p> <p>Austin Community College, in process of obtaining Associates in Psychology</p> <p>The Office of Rural Affairs Implementation Workshops</p> <p>The Office of Rural Affairs TxCDBG Administrator Certification Workshops</p> <p>Texas Municipal League Annual Conferences</p> <p>HUD Foundations in Environmental Review Training 3-Day Workshop</p> <p>TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects</p> <p>Texas Capital Fund Downtown Revitalization and Main Street Implementation and Application Workshops</p> <p>Texas Department of Agriculture Administration Certified</p>
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>5 Years with CDBG Program</p>

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

LCMS stands ready to write and administer TxCDBG projects. With eleven staff members, the firm has the capacity and knowledge to write and administer TxCDBG projects.

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 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

LCMS has a staff of less than 50 persons qualifying it as as Small Business Enterprise. The firm is also a certified WBE through the Texas Comptroller Certificate/VID Number: 1742804904700.

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

LCMS is an equal opportunity employer. We are an all woman owned firm. We also have two bilingual (English & Spanish) staff members.

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

LCMS understands the need for the selected consulting firm to administer and manage the City/County grant program entirely. This is the stance our firm takes on all contracts. LCMS will organize the program in such a way that the City/County will ultimately be responsible only for internal processes, such as final review and approval of reimbursement requests. National Environmental Protection Agency (NEPA) standards including environmental reviews will be met. LCMS is very experienced with these reviews and the associated processes anticipated by federal programs. LCMS is also very experienced with Federal Labor Standard Regulations including the Davis-Bacon and Related Acts and will assure compliance with these regulations.