

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

Program Year 2018

Firm Name: Municipal Development Services	DUNS Number: 962872941	Federal EIN: 461354939
Prequalification Contact First, Last Name and Title: Kim Lacey	Phone Number: +1 (903) 715-2720	Prequalification Contact E-mail Address: kimalacey@gmail.com
Firm Web Address n/a	Firm Mailing Address P. O. Box 1705 Forney, Texas 75126	Name of Firm's President/Managing Officer: Kim Lacey

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.

Municipal Development Services has been in business since June, 1996. Shelly Green and Kim Lacey are the owners of the company and share over 60 years combined experience with the CDBG program. MDS has worked on over 108 Texas Capital Fund Projects and 8 Main Street/DRP Projects. MDS has also worked with the CDBG program through the Community Development Program on 30 projects.

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

Municipal Development Services began its operation concentrating on community development and economic development. The staff has worked not only on Texas Capital Fund Projects, but also on grant projects including water, wastewater, streets, drainage, housing rehabilitation, other community development programs, and Enterprise Zone and Project Applications. Municipal Development Services has also successfully written the only Defense Reinvestment Zone for a non-entitlement city or county in the State of Texas.

The firm presently employs an experienced professional staff of two persons. The project will be under the immediate direction of Ms. Kim Lacey and Ms. Shelly Green, owners and directors of the firm. Ms. Lacey and Ms. Green will be responsible for all phases of the project.

The firm maintains a full office for conducting its business affairs which is located in Forney, Texas. The office is fully equipped with the necessary equipment to operate the business.

The directors of Municipal Development Services have been preparing and administering grants since 1986. Since that time, the staff has been directly involved in the writing and/or administration of over one-hundred thirty (145) federally funded projects including Community Development and Texas Capital Fund projects.

MDS is proud of the strong professional reputation they have developed at all levels of government - local, state, and federal. The firm strives to provide personal and customized service and client satisfaction. The level of services provided by MDS will ensure that the City's grant program is successfully administered and fully carried out in accordance with the Texas Department of Agriculture rules and regulations.

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

Of the over 145 CDBG projects written and completed by Municipal Development Services, the majority have been through the Texas Capital Fund project. Approximately 30 of the projects have been Community Development and of these 30 projects,

eleven provided community wide benefit. The Texas Capital Fund and the Enterprise Project Programs have job creation as a component. MDS has also been involved in several projects that have utilized multiple funding sources. These sources have been local funds either from Industrial Development Corporations, bond money or other community sources.

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

All administrative services for CDBG projects are completed in house. We have never utilized subcontractors. We offer the following services:

A. Record Keeping: Assist the City in developing a recordkeeping system consistent with the program guidelines, including the establishment and maintenance of a filing system and establishing provisions for retaining records for a minimum of three (3) years.

B. Financial Management: Assist the City in proving its ability in managing the grant to the state's audit division and assist in the establishment of a simple but satisfactory grant accounting system; preparing the grantee's designated depository/ authorization signature form and submit to grantee for review, execution, and submission to Texas Department of Agriculture; assisting the City in establishing a bank account, journals, and ledgers to adequately track grant expenditures; reviewing surety bonding for individuals having access to project funds, accounting records, or checks related to contract funds; ordering all fund drawdowns on behalf of the City as they are needed in order to ensure orderly, timely payments to all contracting parties; submitting all interim financial reports as required.

C. Environmental Review: Assist City in the designation of an environmental review liaison and environmental certifying officer; establishing and maintain environmental review file records; preparing an environmental assessment; coordinating activities with other federal or state agencies responsible for implementing applicable laws; preparing public notices for publication and dissemination; preparing documentation for the environmental file documenting that all public comments were considered; re-evaluating the original environmental assessment and updating the file to reflect changes if the project is amended or changed; monitoring compliance with other applicable laws and authorities.

D. Special Conditions: Review all sections of the special conditions set forth in the contract from the Texas Department of Agriculture and assist the City in complying with all conditions.

E. Acquisition: Assisting the City in complying with the Uniform Relocation Assistance and Real Property Acquisition Policies Act for the acquisition of real property and easements needed for the grant project including, but not limited to, the following: (1) Prepare for distribution, and documentation of file, the preliminary acquisition notices to be forwarded to property owners informing them of the need to acquire their property and informing them of their rights; (2) Document file regarding evidence of receipt of the notices by property owners; (3) Prepare written offers to purchase property including a Statement of the Basis for Determination of Just Compensation for the offer; (4) Prepare for purchase and payment; (5) Assist in resolving any appeals related to acquisition matters, if applicable, and document file; (6) Maintain documentation of ownership for property and/or rights-of-way; (7) Maintain a separate acquisition file and checklist for each parcel of property acquired. Files shall include all documentation, including a survey, legal description, and the filed deed, for each parcel of real property acquired; (8) File reports with Texas Department of Agriculture as required.

F. Quarterly Reports: Prepare and maintain all required project reports including the Quarterly Progress Reports and Financial Reports as applicable

G. Construction: Provide the engineer/architect with bidding and contract documents, including sample bid advertisement as suggested by Texas Department of Agriculture; Obtain current wage rates and provide to engineer/architect for inclusion in bid documents; Review construction plans and specifications to verify compliance with Texas Department of Agriculture requirements, including performance statement as set forth in contract with state; Obtain original bid advertisement to verify compliance with minimum requirements; Make ten-day call to verify wage rates are current; Attend bid opening; Review bids with City and engineer/architect and make recommendations regarding procedures to be followed if bids are over budget; Obtain bid tabulation to document file; Assist City and Engineer/Architect in determining recommendation for award of contract; Obtain contractor clearance from state prior to awarding bid; Assist City in appointment of Labor Standards Officer.

H. Labor Standards Officer: (1) Schedule pre-construction conference; (2) Conduct pre-construction conference; (3) Provide contractor with forms to be used for preparing payroll; (4) Obtain information on subcontractors and obtain clearance from state on each subcontractor; (5) Prepare minutes of pre-construction conference; (6) Obtain copy of Notice to Proceed from engineer/architect for documentation of files; (7) Issue Labor Standards Record and submit to Texas Department of Agriculture; (8) Assist the engineer/architect and City in processing change orders; (9) Review pay estimates and prepare paperwork for payments.

I. Construction Compliance/Davis Bacon: (1) Insure employee interviews are completed; (2) Review weekly payrolls and notify

construction contractor in writing of payroll violations and take necessary steps to correct violations; (3) Compare employee interviews with payroll report to verify compliance; (4) Visit construction site to verify placement of required notices; (5) Prepare any necessary reports of overtime violations to HUD including a check from the construction contractor for liquidated damages.

J. Construction Completion: (1) Obtain certificate of construction completion and document files; (2) Prepare final wage compliance report and submit to Texas Department of Agriculture; (3) Review final pay estimate and prepare paperwork for payment; (4) Obtain set of as-built plans from engineer/architect for City's file.

K. Close-Out Documents: (1) Prepare the final performance report (Project Completion Report) along with the required close-out documents for submission to Texas Department of Agriculture; (2) Schedule close-out public hearing and prepare close-out public notice for publication; (3) Attend close-out public hearing and prepare summary of citizen comments received; (4) Attend close-out monitoring conducted by Texas Department of Agriculture and/or HUD; (5) Respond to any findings received from Texas Department of Agriculture and/or HUD.

L. Audit: (1) Provide the City's auditor with guidelines for conducting an official audit report of the grant funds; (2) Provide the City's auditor with all records pertaining to the grant; (3) Assist the City in resolving all audit findings, if applicable;

ADDITIONAL PROGRAM SERVICES

A. Procurement: (1) Assist the City in determining the type of procurement required for each service; (2) Prepare written selection criteria for engineering/architectural services and develop the Requests for Qualifications (RFQ) packets for engineering/architectural services; (3) Prepare the advertisement of RFQ for engineering/architectural services; (4) Prepare the RFQs for an adequate number of firms, mail certified/return receipt, or prepare certificate of mailing;

B. Fair Housing and Equal Opportunity: (1) Assist the City with compliance with applicable federal and state laws and regulations related to fair housing and equal employment opportunity; (2) Assist the City in conducting an activity to affirmatively further fair housing and document the files accordingly; (3) Assist the City in incorporating, implementing and documenting compliance with applicable equal employment opportunity provisions including personnel policies and practices, Affirmative Action/Section 3 Plan, and complaint procedures; (4) Assist the City in meeting 504 Requirements; (5) Assure that the construction contractor meets required non-discriminatory and equal opportunity regulations.

C. Amendments: (1) Determine if an amendment is needed and the type required; (2) If a Budget Amendment is required, Municipal Development Services will prepare all necessary items including the Revised Performance Statement, Budget Modification form, and letter for the signature of the chief elected official for submission to Texas Department of Agriculture; (3) If a Program Amendment is required, Municipal Development Services will prepare the Resolution to Authorize the Program Amendment, prepare the Public Notice advertisement for the Public Hearing, attend the public hearing, prepare the Change Order Approval Request form, prepare the Amendment Request form, and submit to Texas Department of Agriculture.

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

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

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

At this time, Municipal Development Services has ample time to devote to projects funded through the TxCDBG Program. We are currently administering 5 projects. All, except one, are underway and should be completed in the next 6 months.

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 Paris - Main Street Project	

Facility Type and Use	Main Street Sidewalk/ADA project
Project Location (Jurisdiction)	Paris, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	No houses served. This Main Street Project was of city-wide benefit. Each business in downtown potentially benefited from the project, however, there were approximately 23 buildings that had a direct benefit.
Role & Responsibilities	As defined and described in #4 above, the roles and responsibilities of Municipal Development Services for this project included: Record Keeping, Financial Management, Environmental Review, Special Conditions Compliance, Acquisition, Preparation of Quarterly Reports, Construction Compliance, Labor Standards Officer, Construction Compliance/Davis Bacon, Construction Completion Activities, Preparation of Close-Out Documents, Provided Audit Assistance, Procurement Assistance, Fair Housing and Equal Opportunity Assistance, Preparation of Amendments
Project Cost	\$195,000.00
Financing/Funding Source	Texas Capital Fund - \$150,000 \$45,000 - City of Paris
Method of Documenting Beneficiaries	Texas Department of Agriculture and American FactFinder documentation for project area
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Start: June, 2016 Clearance: 11/21/16 Start Date: 4/14/2017 Completion Date 1/21/2018
Monitoring and Verification Methods	Quarterly submittal of requested documents to TDA staff for desk review.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kim Lacey - wrote application, performed employee interviews, attended bid opening, attended City Council meetings Shelly Green - completed all administrative functions (Environmental Review), review of contractor payroll, quarterly reports, Civil Rights
Contact Information Current phone and e-mail address of local government representatives you worked with.	John Godwin, City Manager 903-784-9202 jgodwin@paristx.gov Carla Easton, City Engineer 903-784-9292 ceaston@paristx.gov
Remove Project	Project Name City of Hillsboro, IKO, Inc.
Facility Type and Use	Infrastructure Improvements
Project Location (Jurisdiction)	City of Hillsboro, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	No houses were part of this project. One manufacturing building was constructed. Water Improvements: 130 linear feet Sewer Improvements: 200 linear feet
Role & Responsibilities	As defined and described in #4 above, the roles and responsibilities of Municipal Development Services for this project included: Record Keeping, Financial Management, Environmental Review, Special Conditions Compliance, Acquisition, Preparation of Quarterly Reports, Construction Compliance, Labor Standards Officer, Construction Compliance/Davis Bacon, Construction Completion Activities, Preparation of Close-Out Documents, Provided Audit Assistance, Procurement Assistance, Fair Housing and Equal

	Opportunity Assistance, Preparation of Amendments
Project Cost	\$1,026,000
Financing/Funding Source	Texas Capital Fund: \$513,000 IKO, Inc. (benefiting business) \$513,000
Method of Documenting Beneficiaries	Family Income/Certification Forms
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Started: April, 2014 Cleared: 6/19/15 Infrastructure Construction started 12/18 and was completed in June, 2017 Certificate of Occupancy expected by June 30, 2017 Close out documents were submitted in October, 2017.
Monitoring and Verification Methods	Self Monitoring Review
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kim Lacey - Grant Writer and business liaison Shelly Green - Project Administrator (compliance, environmental review, quarterly reports)
Contact Information Current phone and e-mail address of local government representatives you worked with.	Frank Johnson City Manager, City of Hillsboro 254-582-2119 fjohnson@hillsborotx.gov Jerry Barker, Community Development and Finance 254-582-2119 jbarker@hillsborotx.gov
Remove Project	Project Name City of Commerce - Texas Capital Fund Infrastructure Grant - KLZ, Inc.
Facility Type and Use	Water and Sewer Improvements to benefit KLZ, Inc.
Project Location (Jurisdiction)	City of Commerce, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	KLZ, Inc. constructed on building for this project. Water: 353 linear feet of 12" water line Sewer: 381 linear feet of 8" sewer line Road: 568 linear feet
Role & Responsibilities	As defined and described in #4 above, the roles and responsibilities of Municipal Development Services for this project included: Record Keeping, Financial Management, Environmental Review, Special Conditions Compliance, Acquisition, Preparation of Quarterly Reports, Construction Compliance, Labor Standards Officer, Construction Compliance/Davis Bacon, Construction Completion Activities, Preparation of Close-Out Documents, Provided Audit Assistance, Procurement Assistance, Fair Housing and Equal Opportunity Assistance, Preparation of Amendments
Project Cost	\$1,500,000
Financing/Funding Source	Texas Capital Fund: \$750,000 \$750,000 - KLZ, Inc.
Method of Documenting Beneficiaries	Family Income/Size Certification Forms submitted to City and Administrator
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates	Started: January 18, 2016 Cleared: April 25, 2016 Construction start: 7/28/2016

-Describe if project was completed on schedule or delayed	Employees are being hired at this time. It is expected that this project will close prior to the end of the contract
Monitoring and Verification Methods	No monitoring conducted at this time.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kim Lacey - Grant Writer and business liaison Shelly Green - Project Administrator (compliance, environmental review, quarterly reports)
Contact Information Current phone and e-mail address of local government representatives you worked with.	Bonnie Hunter Commerce Economic Development Corporation bonnie.hunter@commercetx.org 903-886-1121
Remove Project	Project Name 2011 TCDP
Facility Type and Use	Sewer System Improvements
Project Location (Jurisdiction)	City of Bardwell
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	No Houses/Buildings 280 lf of 8" Sewer Line Grit Removal System at Sewer Treatment Plant
Role & Responsibilities	As defined and described in #4 above, the roles and responsibilities of Municipal Development Services for this project included: Record Keeping, Financial Management, Environmental Review, Special Conditions Compliance, Acquisition, Preparation of Quarterly Reports, Construction Compliance, Labor Standards Officer, Construction Compliance/Davis Bacon, Construction Completion Activities, Preparation of Close-Out Documents, Provided Audit Assistance, Procurement Assistance, Fair Housing and Equal Opportunity Assistance, Preparation of Amendments
Project Cost	\$288,750.00
Financing/Funding Source	\$275,000 TCDP/\$13,750 City of Bardwell
Method of Documenting Beneficiaries	City Wide Census Data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	4/2/12 7/9/12 3/18/13 and 8/6/13 Project delayed due to delivery of equipment.
Monitoring and Verification Methods	Monitoring visit by TDA staff.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kim Lacey - Grant Writer Shelly Green - Project Administrator (compliance, environmental review, quarterly reports)
Contact Information Current phone and e-mail address of local government representatives you worked with.	Ardeena Wood, City Secretary 97/624-5332 cityofbardwell@yahoo.com
Remove Project	Project Name 2009 TCDP Project
Facility Type and Use	Water System Improvements

Project Location (Jurisdiction)	City of Hackberry
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	3,240 lf of 8" Water Line 4 Fire Hydrants
Role & Responsibilities	As defined and described in #4 above, the roles and responsibilities of Municipal Development Services for this project included: Record Keeping, Financial Management, Environmental Review, Special Conditions Compliance, Acquisition, Preparation of Quarterly Reports, Construction Compliance, Labor Standards Officer, Construction Compliance/Davis Bacon, Construction Completion Activities, Preparation of Close-Out Documents, Provided Audit Assistance, Procurement Assistance, Fair Housing and Equal Opportunity Assistance, Preparation of Amendments
Project Cost	\$211,333.00
Financing/Funding Source	\$200,833.00 TxCDBG and \$11,000.00 Local Match
Method of Documenting Beneficiaries	Door-to-Door Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Initiated 6/9/15 Approved 2/27/15 Start Date 7/6/15 and End Date 7/22/16
Monitoring and Verification Methods	Monitor Visit for Desk Review at City
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kim Lacey - Grant Administrator Shelly Green - Grant Writer and Project Administrator (compliance, environmental review, quarterly reports)
Contact Information Current phone and e-mail address of local government representatives you worked with.	Brenda Lewallen, City Administrator 972/3223 cityadmin@cityofhackberry.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.

Kim Lacey has provided grant writing and administrative services for CDBG projects since 1986. She began as a Main Street Director and worked on some of the first economic development projects in Morris County, Texas. She was self-employed with a company named Economic Development Services, Inc. prior to beginning work with Governmental Service Agency in 1992. She has written and administered CDBG, Texas Capital Fund, and Planning Grants. She is also involved in writing Enterprise Project applications. She has worked with TxDOT projects for airports and SECO grants. She is currently a certified administrator for CDBG projects with TDA.

Shelly Green has been involved in writing and administering CDBG grants for over 28 years. She began assisting with the administration of these grants while as a City Secretary for the City of Forney, Texas. She then began work with Governmental Service Agency and worked on CDBG, HOME Program, Texas Capital Fund, Planning Grants, and Emergency Urgent Needs grants. She is currently a certified administrator with the Texas Department of Agriculture. Both Kim and Shelly have worked throughout the State of Texas - from Kingsville to Wichita Falls with over 40 client cities and counties over the past 20 years.

Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Kim Lacey

Potential Role Base Location	Application preparer and Co-administrator of grant administration Paris, Texas 75460
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Municipal Development Services Director n/a Application preparation, city/TDA liaison, co-grant administration 21
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Grant writer/administrator Economic Development Specialist Governmental Service Agency, Inc. Grant preparation and administration 3
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Arts: English/Communications East Texas State University Certified Administrator for Texas Community Development Block Grant Program
Overall Total Years or relevant experience Other relevant experience or accomplishments	23 years of grant writing and consulting with the Texas Capital Fund, Community Development Fund, and Enterprise Zone Program.
Remove Personnel	Full Name Shelly Green
Potential Role Base Location	Grant writer and administrator Forney, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Municipal Development Services Director n/a grant writer and administrator 20
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Community Development Specialist Governmental Service Agency, Inc. Grant writer and administrator 10
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Certified Municipal Clerk, North Texas State University Certified grant administrator through TDA for Community Development Block Grant Programs
Overall Total Years or relevant experience Other relevant experience or accomplishments	28 working with all CDBG applications (Emergency/Urgent Need, Community Development, Texas Capital Fund, Planning Grants, HOME Program)

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

At this time, the firm has sufficient time and resources to devote full-time assistance to the Main Street and Community Development Projects in hand. We will be available for all meetings and any other assistance as needed. We are committed to providing quality service as this is important to our reputation as consultants.

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 type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No

We currently have a staff of two, well qualified women employees.

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

As part of MDS' policies, if necessary to employ additional personnel, we will also take affirmative action as called for by applicable laws and Executive Orders to ensure that minority group individuals, females, disabled veterans, recently separated veterans, other protected veterans, Armed Forces service medal veterans, and qualified disabled persons are introduced into our workforce and considered for promotional opportunities.

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

Our combined experience with the CDBG program and our definition of roles within the company have been extremely successful in providing projects that have been completed in a timely manner with tremendous results. Due to the facts of our experience with the program and our repeat clients, we build a relationship with the community as well as the Texas Department of Agriculture during the application process which continues through the administrative process.