

Application to Prequalify Grant Administrators

TxCDBG Cycle Type: _____

Program Year 2018

Firm Name: Public Management Inc.	DUNS Number: 945630507	Federal EIN: 76-0361938
Prequalification Contact First, Last Name and Title: Patrick Wiltshire, President/CEO	Phone Number: +1 (281) 592-0439	Prequalification Contact E-mail Address: pwiltshire@publicmgt.com
Firm Web Address www.publicmgt.com	Firm Mailing Address P.O. Box 1827 Cleveland, TX 77328	Name of Firm's President/Managing Officer: Patrick Wiltshire

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.

Public Management, Inc., established in 1982, is a private consulting firm with over 30 years of experience operating in the state of Texas. With emphasis on assisting rural municipalities address their quality of life needs through planning, financing, and management initiatives, Public Management has developed a needs based approach to service delivery.

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

Our Firm has been assisting communities with the Texas Community Development Block Grant (TxCDBG) Program since 1982. Some of these projects include sewer, water, streets, drainage and planning. Beginning with few clients in south east Texas, Public Management has since grown its client base to over 80 communities in the south, south east, north central, and west Texas regions.

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

Public Management has over thirty years experience working with community wide infrastructure projects; ranging from water and sewer system improvements to street and drainage projects. We have managed many housing rehabilitation and reconstruction programs, including multi-million dollar disaster recovery housing projects. Our firm has completed large and small housing projects, at times managing the construction of over 100 homes. Public Management has managed multiple Texas Capital Fund projects and over the last several years has been contracted to manage at least two of these projects each year. Public Management routinely manages projects that have multiple funding sources, whether the funds come from local contributions or different agencies/entities. We strive to leverage funding in order to have our clients benefit from the most opportunity.

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

Public Management offers specialization in grant application preparation, project management, environmental services, acquisition services, contract management, labor standards and construction management compliance, and comprehensive planning and mapping. All services are performed in house.

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

<input type="checkbox"/> AACOG	<input type="checkbox"/> ATCOG	<input checked="" type="checkbox"/> BVCOG	<input type="checkbox"/> CAPCOG	<input type="checkbox"/> CBCOG
<input checked="" type="checkbox"/> CTCOG	<input checked="" type="checkbox"/> CVCOG	<input checked="" type="checkbox"/> DETCOG	<input checked="" type="checkbox"/> ETCOG	<input 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 type="checkbox"/> PRPC	<input type="checkbox"/> RGCOG	<input type="checkbox"/> SETRPC
<input checked="" type="checkbox"/> SPAG	<input 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.

Our entire team of professional planners and project managers offer a focused and unwavering commitment to complete this program to the full satisfaction of all parties. Our professional staff has the ability to handle a substantial workload due to the diversity of the organizational expertise. Many projects are completed using a "Team" system which allows greater flexibility of project management and service delivery. With this system, workloads are reduced and spread-out over the entire organization. Additionally, Public Management has the option to increase staff if needed in order to handle increased capacity.

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 Liberty 7216290, 2016 Community Development Fund
Facility Type and Use		Sewer Improvements
Project Location (Jurisdiction)		City of Liberty
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Install approximately 1,600 linear feet of 8 inch sewer line, manholes, service reconnections and pavement repair. Benefits 1,884 persons.
Role & Responsibilities		We assist the client with application preparation, project administration, coordination, environmental clearance procedures, procurement, bidding, contracting, financial management, record keeping, real property acquisition procedures, labor standards monitoring, staff training, force account, reporting, TDA liaison and contract close-out assistance.
Project Cost		\$451,210.00
Financing/Funding Source		\$350,000 in CDBG funding and \$101,210 in local funding.
Method of Documenting Beneficiaries		Public Management uses 2010 Census Data and the LMISD spreadsheet to determine the beneficiaries of the census block group that is to be served.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		The environmental review start date was January 24, 2017 and the site was environmentally cleared on March 20, 2017. The Construction started on December 18, 2017 and is anticipated to be complete on April 18, 2018. The project is on track to be completed by the contract end date.
Monitoring and Verification Methods		Public Management prepares and submits any necessary reports required by TDA during the course of the project – quarterly progress reports, project monitoring reports, and project completion reports.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Joy Rice, provides management and administrative services.
Contact Information Current phone and e-mail address of local government representatives		Gary Broz, City Manager gbroz@cityofliberty.org 936-336-3684

you worked with.	
Remove Project	Project Name City of Hico 7215302, 2015 CDBG-DRP
Facility Type and Use	Disaster Recovery Project for Sidewalk Improvements
Project Location (Jurisdiction)	City of Hico, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	The project addresses sidewalk improvements consisting of four hundred ninety linear feet (490 l.f.) of concrete sidewalks, three (3) ADA compliant ramps, one hundred linear feet (100 l.f.) of handrails, electrical improvements and necessary appurtenances in the City of Hico, Hamilton County, Texas, on Pecan Street from 1st Street to 2nd Street.
Role & Responsibilities	We assist the client with application preparation, project administration, coordination, environmental clearance procedures, procurement, bidding, contracting, financial management, record keeping, real property acquisition procedures, labor standards monitoring, staff training, force account, reporting, TDA liaison and contract close-out assistance.
Project Cost	Total project cost is \$120,000
Financing/Funding Source	\$84,000 in Grant related funding; \$36,000 in local funding
Method of Documenting Beneficiaries	Public Management uses 2010 Census Data and the LMISD spreadsheet to determine the beneficiaries of the census block group that is to be served.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The environmental review start date was May 15, 2016 and the site was environmentally cleared on November 21, 2016. The Construction started on March 2, 2017 and was completed on May 28, 2017. The project is on track to be completed by the contract end date.
Monitoring and Verification Methods	Public Management prepares and submits any necessary reports required by TDA during the course of the project – quarterly progress reports, project monitoring reports, and project completion reports.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Jake McAdams, provided management and administrative services.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Kari' Drueckhammer, City Secretary 254-796-4620 citysecretary@hico-tx.com
Remove Project	Project Name City of Sealy 7215082, 2015 TCF
Facility Type and Use	Texas Capital Fund- Prasek's Hillje Smokehouse, Inc.
Project Location (Jurisdiction)	City of Sealy, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	The purpose of this project is to extend water, sewer and gas utilities to a proposed commercial business, Prasek's Hillje Smokehouse (Prasek's). The utility extensions will consist of 690 L.F. of 12" sanitary sewer line and 3 manholes, 1245 L.F of 6" gas line and 2 valves and 660 L.F. of 12" water line, 2 valves and 2 fire hydrants. The project will also include a total of 1,320 L.F. of 6' wide sidewalk along FM 3538 and the IH-10 frontage road. Construction will include a 39,000 square feet retail facility. All work will occur in the City of Sealy, Austin County Texas at the intersection of IH-10 and FM 3538. All of the utilities will be extended along FM 3538.
	We assist the client with application preparation, project administration, coordination, environmental clearance procedures, procurement, bidding, contracting, financial

Role & Responsibilities	management, record keeping, real property acquisition procedures, labor standards monitoring, staff training, force account, reporting, TDA liaison and contract close-out assistance.
Project Cost	\$348,365.00
Financing/Funding Source	\$348,365 in CDBG funding; \$10,750,000 business match
Method of Documenting Beneficiaries	Public Management uses 2010 Census Data and the LMISD spreadsheet to determine the beneficiaries of the census block group that is to be served.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The environmental review start date was March 26, 2015 and the site was environmentally cleared on August 11, 2015. The Construction started on October 13, 2015 for public improvements and was completed on January 29, 2016, private improvements are complete. The project is on track to be completed by the contract end date and the Project Completion Report has been submitted to TDA.
Monitoring and Verification Methods	Public Management prepares and submits any necessary reports required by TDA during the course of the project – quarterly progress reports, project monitoring reports, and project completion reports.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Patrick K. Wiltshire and Joy Rice providing management and administrative services.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Dayl L. Cooksey, City Secretary 979-627-6105 dcooksey@ci.sealy.tx.us
Remove Project	Project Name City of Grandview Planning 7216034, Planning and Capacity Building
Facility Type and Use	Planning
Project Location (Jurisdiction)	City of Grandview, TX
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	1,520 beneficiaries
Role & Responsibilities	We assist the client with application preparation, project administration, coordination, financial management, record keeping, reporting, collect information for plan elements and make recommendations, prepare maps and visual aids and assess physical condition's in the city. TDA liaison and contract close-out assistance.
Project Cost	\$49,465
Financing/Funding Source	\$40,785 in Grant related funding; \$8,680 in local funding
Method of Documenting Beneficiaries	Public Management used a TDA Program Survey conducted and approved by TDA in 2015.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The environmental review was completed on October 3, 2016. Base Studies were completed January 11, 2018. The project is on track to be completed by the contract end date.
Monitoring and Verification Methods	Public Management prepares and submits any necessary reports required by TDA during the course of the project – quarterly progress reports, project monitoring reports, and project completion reports.

Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ken Coignet provides written plan information, administration and management services Tim Everitt provides graphics and mapping for the plan
Contact Information Current phone and e-mail address of local government representatives you worked with.	Bart Clark, Mayor 817-866-2699 bclark@cityofgrandview.org
<input type="button" value="Remove Project"/> Project Name	Zavala County Colonia Fund Construction 7215015
Facility Type and Use	CFC- First time sewer and sewer improvements
Project Location (Jurisdiction)	Loma Grande (Alta) Subdivision, Zavala County, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Zavala County, in conjunction with Crystal City, will provide first-time sewer service to thirty-seven households in the Loma Grande (Alta) Subdivision Colonia. Contractor shall install approximately 3,500 LF of 6" Bell Spigot Sewer pipe; 7,000 LF of 4" PVC Force Main; 1,500 LF of Service Lines; 15 EA of Standard Manholes; 1 EA of Lift Station; 1 EA of Brick valve box with cover.
Role & Responsibilities	We assist the client with application preparation, project administration, coordination, environmental clearance procedures, procurement, bidding, contracting, financial management, record keeping, real property acquisition procedures, labor standards monitoring, staff training, force account, reporting, TDA liaison and contract close-out assistance.
Project Cost	\$586,000.00
Financing/Funding Source	\$500,000 in Grant related funding; \$86,000 in local funding
Method of Documenting Beneficiaries	Public Management used a TDA Program Survey conducted and approved by TDA in 2017.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The environmental review was started on March 11, 2016 and completed on September 9, 2016. The construction began in June 2017 and is on track to be completed by the contract end date.
Monitoring and Verification Methods	Public Management prepares and submits any necessary reports required by TDA during the course of the project – quarterly progress reports, project monitoring reports, and project completion reports.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ken Coignet provides administrative and management services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Joe Luna, County Judge 830-371-3810 zcluna@yahoo.com

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.

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Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Patrick K. Wiltshire
Potential Role Base Location	President and Chief Executive Officer located in Cleveland, TX	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>January, 2014 through Present</p> <p>Supervisory authority over all Company operations including, but not limited to, project assignment and management; personnel policies; daily operational functions and policies; financial operations; and business development. The CEO will oversee short and long range strategic planning; enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation; as well as plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance. In addition, the CEO will oversee and work closely with the Chief Operating Officer, Chief Financial Officer, Business Development Director, and Marketing Coordinator to ensure the Vision and Mission of the Company is maintained in each operational function of the business. Finally, the CEO promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.</p> <p>Patrick has been with Public Management for 8 years.</p>	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	<p>December, 2009 through December 2013</p> <p>Project Manager and Compliance Specialist for Public Management, Inc.,</p> <p>Duties & Responsibilities: Develop grant applications and community/economic development opportunities for City and County governments; Manage numerous community, economic development, and housing grant programs; Administer proper reporting and guidelines necessary to fulfill state and federal regulations.</p>	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	<p>Texas A&M University – Corpus Christi, Corpus Christi, Texas</p> <p>M. A. Public Administration</p> <p>Areas of Concentration: Policy Analysis; Budgeting; Strategic Planning.</p> <p>Missouri Valley College, Marshall, Missouri</p> <p>B. A. Criminal Justice & Sociology</p> <p>Areas of Concentration: Sociology; Criminal Justice, English.</p>	
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Patrick has eight years experience working with Public Management and has developed applications for and managed projects from the following programs, including but not limited to:</p> <p>TxCDBG Community Development Fund, Texas Capital Fund, TxCDBG Planning and Capacity Building, Hurricane and Ike Disaster Recovery, Texas Water Development Board DWSRF and CWSRF, Natural Resource Conservation Service Grant, FEMA Public Assistance, HOME and Texas Small Cities Park Grant</p>	
Remove Personnel	Full Name	Kenneth Coignet
Potential Role Base Location	Vice President and Senior Planner located in San Antonio, TX	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>November, 1999 through Present</p> <p>The Planner is responsible for the successful completion of projects assigned by the COO. Specifically, the Planner is responsible for the research and development of planning material as set out in the specified needs of the client. The Planner will need to attend meetings, conduct outreach and engage client and community leaders on planning needs. The Planner will assess all available material, evaluate trends, develop comparative analysis, and finalize requested planning studies based on client needs.</p> <p>Ken has worked with Public Management for 19 years.</p>	

Previous Employment Job Title Company name Job responsibilities Number of years with firm	November, 1998 through October, 1999 Assistant Planner/Housing Specialist for Public Management, Inc., Accomplishments and Duties: Collected data and prepare reports, forms and studies for management and planning consultants. Assisted in developing graphics consisting of maps, graphs, brochures and related pictorial information. Assisted in the management of housing programs. Maintained selected files as directed by management and planning consultants. Prepared grant applications and correspondence for clients.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Southwest Texas State University, San Marcos, Texas M.A.G. Geography - Land/Area Development and Management Southwest Texas State University, San Marcos, Texas B.S. Geography
Overall Total Years or relevant experience Other relevant experience or accomplishments	Ken has nineteen years experience working with Public Management and has developed applications for and managed projects from the following programs, including but not limited to: TxCDBG Community Development Fund, Texas Capital Fund, TxCDBG Colonia Fund, HOME, TxCDBG Planning and Capacity Building, TxDot Infrastructure Fund and Texas Small Cities Park Grant
Remove Personnel	Full Name Nicholas Houston
Potential Role Base Location	Vice President and Chief Financial Officer located in Cleveland, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	January, 2016 through Present Supervisory authority over all financial operations, including but not limited to, financial policies, budget preparation and financial planning and forecasting, retirement and benefits development and implementation, oversees accounts receivable & accounts payable, directs investments and distributions, maintains past and current financial records for reporting, assists and develops audit and tax reporting. The CFO works closely with the CEO to develop financial operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change. In addition, the CFO develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion. Nic has worked with Public Management for 11 years.
Previous Employment Job Title Company name Job responsibilities Number of years with firm	November, 2006 through Present Project Manager and Compliance Specialist for Public Management, Inc., Accomplishments and Duties: Oversees financial and legal compliance issues for all community and economic development grant programs within the company. Implements and manages numerous community and economic development grant programs and housing grant programs.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Sam Houston State University, Huntsville, Texas B. B. A. Finance, Minor in Music Areas of Concentration: Banking, Personal Finance
Overall Total Years or relevant experience	Nic has eleven years experience working with Public Management and has developed applications for and managed projects from the following programs including but not limited

Other relevant experience or accomplishments	to: TxCDBG Community Development Fund, Texas Capital Fund, Hurricane Rita and Ike Disaster Recovery, HOME, Hazard Mitigation Grant Program and Texas Small Cities Park Grant
Remove Personnel	Full Name Joy Rice
Potential Role Base Location	Project Manager located in Cleveland, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	June, 2013 through Present Project Manager and Compliance Specialist for Public Management, Inc., Accomplishments and Duties: Oversees financial and legal compliance issues for all community and economic development grant programs within the company. Implements and manages numerous community and economic development grant programs and housing grant programs. Joy has worked with Public Management for 5 years.
Previous Employment Job Title Company name Job responsibilities Number of years with firm	June, 2010 through April, 2012 Special Projects Coordinator for Hawes Hill Calderon, LLP a special district planning and management consulting firm. Accomplishments and duties: Developed and implemented special projects in the East Aldine Management District. Managed budgetary expenditures.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	University of Houston, Houston, Texas M.A. Public Administration Areas of Concentration: Public Budgeting, Community Development University of Houston, Houston, Texas B.A. History, Minor Political Science Areas of Concentration: American History, Global Politics
Overall Total Years or relevant experience Other relevant experience or accomplishments	Joy has five years working with Public Management and has developed applications for and managed projects from the following programs, including but not limited to: TxCDBG Community Development Fund, Texas Capital Fund, Hurricane Ike Disaster Recovery, Texas Water Development Board DWSRF and CWSRF, Natural Resource Conservation Service Grant, FEMA Public Assistance and HOME
Remove Personnel	Full Name Jake McAdams
Potential Role Base Location	Regional Project Manager located in Granbury, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	July, 2015 through Present The Regional Project Manager is responsible for client relations, business development and overall project management in the regions which Public Management has satellite offices or business interest. In addition to these duties, the Regional Project Manager shall have all other duties associated to the Project Manager. Jake has worked with Public Management for 4 years.
Previous Employment Job Title Company name Job responsibilities Number of years with firm	February, 2014 through June, 2015 Project Manager and Compliance Specialist for Public Management, Inc., Accomplishments and Duties: Oversee financial and legal compliance issues for community and economic development grant programs within the company. Implements and manages numerous community and economic development grant programs and housing grant programs.
Academic/Professional	Stephen F. Austin State University, Nacogdoches, Texas M.A. History

Qualifications		M.A. Public History - Areas of Concentration: Public History, Suburban History
Degree/Discipline		
College/University		Stephen F. Austin State University, Nacogdoches, Texas
Professional Affiliations		B.A. History, Minor in Outdoor Recreation Management
Technical Training		Areas of Concentration: Public History, Activity Management
Accreditations		
Overall		Jake has four years experience working with Public Management and has developed applications for and managed projects from the following programs including but not limited to:
Total Years or relevant experience		
Other relevant experience or accomplishments		TxCDBG Community Development Fund, Texas Capital Fund, TxCDBG Planning and Capacity Building, HOME, Texas Water Development Board DWSRF and CWSRF and Texas Small Cities Park Grant
Remove Personnel	Full Name	Timothy Everitt
Potential Role		Graphics Manager, Assistant Planner and Labor Standards Officer located in Cleveland, Texas
Base Location		
Current Employment		January, 2003 through Present
Current job title		
Company (if subcontractor)		Graphics Manager for Public Management, Inc.,
Job responsibilities		Accomplishments and duties: In charge of all graphic productions. Produces mapping for several cities and counties for community and economic development projects. Designs and maintain local government client websites. See Public Management Listing of Projects. Maintains hardware and software performance on all office PCs
Number of years with respondent		Tim has worked with Public Management for 18 years.
Previous Employment		April, 2000 through December, 2002
Job Title		
Company name		CADD Operator/Administrative Assistant for Public Management, Inc.,
Job responsibilities		Accomplishments and duties: Produced mapping for several cities and counties for community and economic development projects. See Public Management Listing of Projects. Maintained hardware and software performance on all office PCs.
Number of years with firm		
Academic/Professional Qualifications		August, 1991 through May, 1994
Degree/Discipline		Helena Capital High School, Helena, Montana
College/University		High School Diploma
Professional Affiliations		Areas of Concentration: Manual and Computer Aided Drafting
Technical Training		March 5th and 6th, 2001
Accreditations		CompuMaster Solutions That Work, Houston, Texas
		Certificate of Attendance
		Areas of Concentration: How to Troubleshoot, Tune-up, and Maintain PCs
		ArcGIS I, ESRI
		Certificate of Completion
		Areas of Concentration: GIS Mapping
Overall		Tim has eighteen years experience working with Public Management and has developed mapping and visual aids for the following programs, including but not limited to:
Total Years or relevant experience		
Other relevant experience or accomplishments		TxCDBG Community Development Fund, Texas Capital Fund, TxCDBG Planning and Capacity Building, Hurricane and Ike Disaster Recovery, Texas Water Development Board DWSRF and CWSRF, Natural Resource Conservation Service Grant, FEMA Public Assistance, HOME and Texas Small Cities Park Grant
Remove Personnel	Full Name	Tiffany Hawthorne

Potential Role Base Location	Executive Assistant located in Cleveland, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>April, 2014 to present</p> <p>Executive Assistant of Public Management, Inc., Accomplishments and duties: Implement and manage all financial accounting including but not limited to; accounts payable, accounts receivable and payroll. Generate and submit all requests for proposals and respond to requests for proposals. Maintain accurate project list, manage all recordkeeping and invoice for monthly staff meeting. Manage employee attendance and keep track of employee documentation.</p> <p>Tiffany has worked with Public Management for 4 years.</p>
Previous Employment Job Title Company name Job responsibilities Number of years with firm	<p>August, 2013 through March, 2014</p> <p>Housing Assistant of Public Management, Inc., employed by Kingwood Personnel, a professional staffing agency Interacting with housing applicants to ensure proper documentation and information is gathered. Collecting, preparing, filing, organizing and checking paperwork. Making a variety of maps for applicants' files as well as for the Texas Historical Commission and the Texas General Land Office. Retaining clearances and documentation to proceed with projects. Updating program database with the correct information on a daily basis</p>
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	<p>San Jacinto College, Houston, TX Occupational Certificate in Management 2010 Certificate of Technology in Business Management 2012</p> <p>August, 2013 through April, 2015 Texas Department of Insurance, Houston, TX Property and Casualty Insurance License Life and Health Insurance License</p> <p>International Association for Continuing Education and Training, Houston, TX QuickBooks Certification</p>
Overall Total Years or relevant experience Other relevant experience or accomplishments	Tiffany has four years experience working with Public Management developing proposals, managing accounting, interfacing with clients and maintaining records.
Remove Personnel	Full Name
	Luke Rice
Potential Role Base Location	Assistant Project Manager located in Cleveland, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>October 2016 to Present</p> <p>Assistant Project Manager at Public Management Inc., Cleveland, Texas Accomplishments and Duties: Assist Project Managers in successfully administering federal funded projects. Maintain and gather data to procure more business and maintain client relations.</p> <p>Luke has worked with Public Management for one year.</p>
Previous Employment Job Title	March 2015-September 2015

Company name Job responsibilities Number of years with firm	Human Resources Associate at Cargill, Fort Morgan, Colorado Accomplishments and Duties: Managed Hiring Center that hired 20+ people per week, including all interviews, new hire paperwork, and orientation. Conduct investigations and make quick, high-impact decisions. Human Resources liaison for various departments including safety, occupational health, training, and production
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	C.T. Bauer College of Business University of Houston, Houston, Texas Bachelor of Business Administration in Management
Overall Total Years or relevant experience Other relevant experience or accomplishments	Luke has one year experience working with Public Management and has assisted in managing projects in the following programs: TxCDBG Community Development Fund, Hurricane Ike Disaster Recovery

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

Public Management will commit all available resources to ensure the project is successful and completed to the full satisfaction of all parties.

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

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

Public Management, Inc. maintains a policy of non-discrimination in all phases of employment and complies in full with all applicable laws. Specifically:

Equal Employment Opportunity

a) Public Management will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. Public Management will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Public Management agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b) Public Management will, in all solicitations or advertisements for employees placed by or on behalf of the Public Management; state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

c) Public Management will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

d) Public Management will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives

of the employers commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

e) Public Management will comply with all provisions of Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity" and of the rules, regulations, and relevant orders of the Secretary of Labor.

f) Public Management will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

Section 503 of the Rehabilitation Act (the "Act") - Handicapped Affirmative Action for Handicapped Workers

a) Public Management will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. Public Management agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment, upgrading, demotion or transfer, recruitment, advertising layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b) Public Management agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

c) In the event of Public Management's non-compliance with requirements of this clause, actions for non-compliance may be taken in accordance with rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

d) Public Management agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the company, provided by or through the employer. Such notices shall state the employers obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

e) Public Management will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the employer is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

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