

Firm Name: Traylor & Associates, Inc.	DUNS Number: 13-039-6385	Federal EIN: 75-1380234
Prequalification Contact First, Last Name and Title: Mark Taylor, Senior Vice President	Phone Number: +1 (903) 581-0500	Prequalification Contact E-mail Address: mark@grtraylor.com
Firm Web Address www.grtraylor.com	Firm Mailing Address P.O. Box 7035, Tyler, Texas 75711	Name of Firm's President/Managing Officer: Gary R. Traylor

**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.

The firm was founded in 1974 as a sole proprietorship by Mr. Thomas E. Barber, P.E. and operated under the name THOMAS E. BARBER & ASSOCIATES until 1978. Mr. Barber, an engineer by training and education, served as an Assistant Regional Administrator of HUD and Manager of HUD's Little Rock, Arkansas Area Office in the early 1970's.

The firm was organized to assist mid-sized cities and other smaller local governments whose lack of knowledge or understanding of government assistance programs prevented them from accessing these sources of financing, especially grants available through agencies of the state and federal government, for needed community projects.

In 1978, Mr. Barber formed a partnership with Mr. Gary R. Traylor, and the firm continued under the name BARBER-TRAYLOR & ASSOCIATES until 1981. During this period the firm experienced growth and opened a Field Office in West Texas.

In 1981, Mr. Barber and Mr. Traylor merged the firm with BARBER-BRANNON ENGINEERS, a firm owned jointly by Mr. Barber and another partner, and incorporated under the name BARBER-BRANNON-TRAYLOR, INC. The merger consolidated engineering, architectural, and planning/grant-related disciplines, making it possible to offer a full range of services to a growing number of local government clients. The firm also opened an engineering practice in Abilene, Texas, during this period. In 1984, the firm added a new member, Mr. David Todd, P.E., and briefly operated under the name BARBER, BRANNON, TRAYLOR, & TODD, Inc. On December 31, 1984, Mr. Barber, the Corporation's President, sold his interest to the other members of the firm, and retired.

The specialized application preparation and grant management functions of the firm were taken over by Mr. Traylor, and GARY R. TRAYLOR & ASSOCIATES, INC. was formed on January 1, 1985.

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

Traylor & Associates is the oldest grant management firm in the State of Texas having operated continuously since 1974. During the last 43 years our company has assisted cities and counties throughout the state in the application and administration of over 1,000 grant-funded projects comprising over \$500 Million (\$500,000,000) in federal/state funds. Our daily involvement with various state and federal agencies has allowed our staff to fully grasp the unique intricacies involved in the timely administration of government grants. The majority of these grants were funded through the HUD CDBG program. In addition to infrastructure projects we have provided grant administration on the rehabilitation or reconstruction of more than 4,000 single-family housing units.

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

Traylor & Associates has particular knowledge and experience in programs operated by the United States Department of Housing and Urban Development and designated state agencies administering HUD funds. Since 1974, the company has been engaged full-time in administering over 1,000 grant-funded projects, which includes community wide infrastructure projects, direct beneficiary projects (approximately seventy (70) different non-entitlement jurisdictions that resulted in the collective rehabilitation or reconstruction of over 4,050 single-family dwelling units), Texas Capital Fund job creation programs, and infrastructure/real estate projects, and many disaster related projects involving multiple funding sources.

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

Traylor & Associates offers the following in-house services: application preparation, financial management, recordkeeping requirements, environmental clearance procedures, real property acquisition procedures under the Uniform Act, EEO requirements, labor standards monitoring, and close-out assistance.

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

<input type="checkbox"/>	AACOG	<input 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 type="checkbox"/>	HOTCOG	<input type="checkbox"/>	LRGVDC	<input type="checkbox"/>	MRGDC	<input type="checkbox"/>	NCTCOG
<input 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 type="checkbox"/>	TEXOMA	<input 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.

While our company is large enough to provide the services requested, we are also small enough to provide the dedication and attention to detail needed in all grant-funded projects administered by our office. By mobilizing tenured staff to grantee locations, Traylor & Associates can provide an unparalleled level of service and responsiveness to the needs of our clients. Conference calls, online web meetings, and other secure FTP services are frequently utilized in the team coordination of field staff with personnel in the office, clients, engineering firms and agencies. If additional staffing is required onsite during the conduct of meetings or public forums, they can be mobilized in a timely manner.

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	<b>Project Name</b>	City of Alto - GLO: 15-272-000-9097 / DRS 230004-23259-1
Facility Type and Use		Street Improvements - Gas Line Relocation
Project Location (Jurisdiction)		Wells, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Gas line improvements along US Highway 69 from 1,100 linear feet south of Wells City Limits 10,560 linear feet north in Cherokee County; West Frank Edge from US Highway 69 to end of road approx. 1,055 linear feet; rectifier on southeast corner of East Second Street and Bonita Street; rectifier on Homer Avenue between West Fourth Street and First Street; and rectifier on Forest Road approx. 1,585 feet west of the Wells city limits.  Water and sewer facilities relocation constructed by the City of Wells is also in support of the TxDOT widening of US Highway 69 project located along US Highway 69 Angelina County Line to 2.9 miles north in Cherokee County approx. 15,312 linear feet.
Role & Responsibilities		Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions if necessary.
Project Cost		\$19,623,333: \$743,218 Grant Funds, TxDOT \$15,800,000 and USDA \$3,080,115

Financing/Funding Source	General Land Office / Texas Department of Transportation / USDA Rural Development
Method of Documenting Beneficiaries	Census
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: May 11, 2015 - December 4, 2015  Construction: March 18, 2016 (start date) and December 31, 2018 (end date) Project on schedule.
Monitoring and Verification Methods	Work with City staff and engineer to verify procurement scheduling of construction contractor (sealed bids) including approved bid package, appropriate Wage Decision, and project environmental clearance. Internal spreadsheets assist in oversight of project budgets, contract compliance, and necessary revisions.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Gary Traylor - Wrote application and oversight Mark Taylor - Financial draws, budgets and contract revisions Melinda Smith - Financial draws, budgets and contract revisions Kari Beth Smith - Environmental Review Christel Kiker - Labor Standards and reporting
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	The Honorable Jimmy Allen, Mayor altoch@consolidated.net 936-858-4711
Remove Project	<b>Project Name</b> City of Vidor - TxCDBG #7216471
Facility Type and Use	Sewer Improvements
Project Location (Jurisdiction)	Vidor, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	installation of 110 sewer yard service lines, boring, cleanouts, pavement repair, and all associated appurtenances
Role & Responsibilities	Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions if necessary.
Project Cost	\$330,000: \$275,000 Grant Funds and \$55,000 Other Funds
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Census
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: December 19, 2016 - March 30, 2017  Construction: September 6, 2017 (start date) Project on schedule.
Monitoring and Verification Methods	Work with City staff and engineer to verify procurement scheduling of construction contractor (sealed bids) including approved bid package, appropriate Wage Decision, and project environmental clearance. Internal spreadsheets assist in oversight of project budgets, contract compliance, and necessary revisions.
<b>Project Personnel</b> List all personnel associated with this project and their roles and	Mark Taylor - Wrote application and oversight Jill Hooks - Financial draws, budgets and contract revisions

responsibilities (only list those who may be assigned to a project).	Melinda Smith - Financial draws, budgets and contract revisions Christel Kiker - Environmental Review, Labor Standards, and reporting
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Mike Kunst, City Manager mkunst@cityofvidor.com 409-769-5473 ext. 140
<b>Remove Project</b> <b>Project Name</b>	City of Ennis - TCF #7215152
Facility Type and Use	Water, Sewer, and Street Improvements
Project Location (Jurisdiction)	Ennis, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	installation of 1,440 lf, of 12-inch water line, 3 fire hydrants, 2,145 lf of 10-inch sewer line, 240 lf of bore and casing, 400 lf of casing, connection to existing lift station, 6 manholes, 1,440 lf of 6-inch lime treated subgrade, lime road base, storm sewer pipe and inlets, and all associated appurtenances for water, sewer, and street improvements
Role & Responsibilities	Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions if necessary.
Project Cost	\$8,744,312.29: \$750,000 Grant Funds and \$7,994,312.29 Other Funds
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Census
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: September 29, 2015 - December 10, 2015  Construction: May 10, 2016 (start date) - January 24, 2017 (end date) Project complete.
Monitoring and Verification Methods	Work with City staff and engineer to verify procurement scheduling of construction contractor (sealed bids) including approved bid package, appropriate Wage Decision, and project environmental clearance. Internal spreadsheets assist in oversight of project budgets, contract compliance, and necessary revisions.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Gary Traylor - Wrote application and oversight Mark Taylor - Financial draws, budgets and contract revisions Wanda Vance - Financial draws, budgets and contract revisions Kari Beth Smith - Environmental Review Christel Kiker - Labor Standards, and reporting
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Robert Bolen, Public Works Director rbolen@ennistx.gov 972-878-1234
<b>Remove Project</b> <b>Project Name</b>	Clay County - TCF #7214292
Facility Type and Use	Other Public Facilities and Improvements
Project Location (Jurisdiction)	Henrietta, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	"minimum necessary" activities shall consist of Electrical Substation site development, Transformer, relay, T-Line Modification, as well as any additional activity to support the

	improvements
Role & Responsibilities	Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions if necessary.
Project Cost	\$1,500,000: \$750,000 Grant Funds and \$750,000 Other Funds
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Census
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: November 4, 2014 - January 15, 2015  Construction: February 11, 2015 (start date) - June 29, 2016 (end date) Project complete.
Monitoring and Verification Methods	Work with City staff and engineer to verify procurement scheduling of construction contractor (sealed bids) including approved bid package, appropriate Wage Decision, and project environmental clearance. Internal spreadsheets assist in oversight of project budgets, contract compliance, and necessary revisions.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Gary Traylor - Wrote application and oversight Mark Taylor - Financial draws, budgets and contract revisions Wanda Vance - Financial draws, budgets and contract revisions Kari Beth Smith - Environmental Review Christel Kiker - Labor Standards, and reporting
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	The Honorable Kenneth Liggett, County Judge cccudge@claycounty.com 940-538-4651
Remove Project	<b>Project Name</b> City of West Orange - TxCDBG #7216480
Facility Type and Use	Water Improvements
Project Location (Jurisdiction)	West Orange, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	installation of approximately 3,977 linear feet of 3-inch to 6-inch water line, boring, hydrants, service reconnections, pavement repair, and all associated appurtenances
Role & Responsibilities	Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions if necessary.
Project Cost	\$330,000: \$275,000 Grant Funds and \$55,000 Other Funds
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Census
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: January 18, 2017 - March 21, 2017  Construction: December 15, 2017 (start date) Project on schedule.
Monitoring and Verification Methods	Work with City staff and engineer to verify procurement scheduling of construction

	contractor (sealed bids) including approved bid package, appropriate Wage Decision, and project environmental clearance. Internal spreadsheets assist in oversight of project budgets, contract compliance, and necessary revisions.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Gary Traylor - Wrote application and oversight Mark Taylor - Financial draws, budgets and contract revisions Melinda Smith - Financial draws, budgets and contract revisions Christel Kiker - Environmental Review, Labor Standards, and reporting
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Michael Stelly, Interim Director of Public Works mstelly@cityofwestorange.com 409-883-7574

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.

Traylor & Associates has successfully written and administered more than 1,000 grants in the State of Texas. Our firm has the ability to brief and communicate effectively with local governing bodies such as jurisdictional, County and sub-county areas in preparing project analyses and assessments. Our staff has developed an understanding of data sources and can produce required demographic and economic documentation. After years of experience, we are familiar with the process of replicating application documents on a large scale. We also correspond daily with consulting engineers in the delivery of budget justifications, scope of work and project schedules.

Personnel Profile(s)		Add Personnel
Remove Personnel	<b>Full Name</b>	Gary R. Traylor
Potential Role	Base Location	Tyler, Texas
<b>Current Employment</b>	Current job title	President / CEO
	Company (if subcontractor)	n/a
	Job responsibilities	
	Number of years with respondent	43 years with Traylor & Associates
<b>Previous Employment</b>	Job Title	N/A
	Company name	
	Job responsibilities	
	Number of years with firm	
<b>Academic/Professional Qualifications</b>	Degree/Discipline	Bachelor of Science, Political Science
	College/University	University of Texas at Tyler
	Professional Affiliations	
	Technical Training	HUD and TDRA Application, Implementation and Environmental Workshops
	Accreditations	
<b>Overall</b>	Total Years or relevant experience	43 Years
	Other relevant experience or accomplishments	
Remove Personnel	<b>Full Name</b>	Mark Taylor
Potential Role	Base Location	Tyler, Texas
<b>Current Employment</b>		

Current job title	Senior Vice President / Director of Operations	
Company (if subcontractor)	n/a	
Job responsibilities		
Number of years with respondent	15 years with Traylor & Associates	
<b>Previous Employment</b>		
Job Title	State of Texas	
Company name	Department of Human Services	
Job responsibilities	Case Management	
Number of years with firm	12	
<b>Academic/Professional Qualifications</b>		
Degree/Discipline	Bachelor of Science, Business Management	
College/University	Le Tourneau University - Longview, Texas	
Professional Affiliations		
Technical Training	HUD and TDRA Application, Implementation and Environmental Workshops	
Accreditations	Licensed Residential Mortgage Loan Originator TxDOT Local Government Project Procedures Qualified Person	
<b>Overall</b>		
Total Years or relevant experience	27	
Other relevant experience or accomplishments		
Remove Personnel	<b>Full Name</b>	Melinda Smith
Potential Role	Project Management	
Base Location	Tyler, Texas	
<b>Current Employment</b>		
Current job title	Vice President / Project Manager	
Company (if subcontractor)	n/a	
Job responsibilities		
Number of years with respondent	6 months with Traylor & Associates	
<b>Previous Employment</b>		
Job Title	Vice President / Project Manager	
Company name	Amazing Grants	
Job responsibilities		
Number of years with firm	6 years	
<b>Academic/Professional Qualifications</b>		
Degree/Discipline	Texas A & M - Commerce/Real Estate	
College/University		
Professional Affiliations		
Technical Training	TxCDBG, HUD and GLO Application, Implementation and Environmental Workshops	
Accreditations	TxDOT Local Government Project Procedures Qualified Person	
<b>Overall</b>		
Total Years or relevant experience	7 years CDBG experience / 12 years legal real estate and accounting	
Other relevant experience or accomplishments		
Remove Personnel	<b>Full Name</b>	Wanda Vance
Potential Role	Project Management	
Base Location	Tyler, Texas	
<b>Current Employment</b>		
Current job title	Vice President / Project Manager	
Company (if subcontractor)	n/a	

Job responsibilities Number of years with respondent	13 years with Traylor & Associates
<b>Previous Employment</b> Job Title Company name Job responsibilities Number of years with firm	N/A
<b>Academic/Professional Qualifications</b> Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Business Management Tyler Junior College - Tyler, Texas  TDRA Implementation, HUD Environmental and TDA Workshops Homeland Security, Capacity Building & Source Water Protection Workshop Career Track Marketing Workshops & Career Track Management Workshop
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	13 years of CDBG Project Administration with Traylor & Associates
Remove Personnel	<b>Full Name</b> Jill Hooks
Potential Role Base Location	Project Management Kirbyville, Texas
<b>Current Employment</b> Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Vice President / Gulf Coast Project Manager n/a  10 years with Traylor & Associates
<b>Previous Employment</b> Job Title Company name Job responsibilities Number of years with firm	N/A
<b>Academic/Professional Qualifications</b> Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	HOME Application, Environmental & Implementation Workshops TDA & GLO CDBG Implementation & Application Workshops HUD Section 3 Compliance Workshop
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	10 years of experience with HOME and CDBG projects
Remove Personnel	<b>Full Name</b> Kari Beth Smith
Potential Role Base Location	Contracts and Environmental Services Tyler, Texas
<b>Current Employment</b> Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Compliance Coordinator n/a Preparation of contracts and environmental review records 17 years with Traylor & Associates
<b>Previous Employment</b>	



<b>Previous Employment</b>	
Job Title Company name Job responsibilities	
<b>Academic/Professional Qualifications</b>	
Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Dallas Baptist University - Dallas, Texas  TxCDBG Implementation and Application Workshops HUD & TDRA Environmental Training Workshops TxDOT Local Government Project Procedures Qualified Person
<b>Overall</b>	
Total Years or relevant experience Other relevant experience or accomplishments	17 years of CDBG experience
Remove Personnel	<b>Full Name</b> Christel Kiker
Potential Role Base Location	Labor Payroll and Environmental Services Tyler, Texas
<b>Current Employment</b>	
Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Administrative Assistant n/a  Reviews Davis Bacon Labor Payroll, HOME Environmental Services, assist with CDBG Environmental Services 5 years with Traylor & Associates
<b>Previous Employment</b>	
Job Title Company name Job responsibilities Number of years with firm	Store Manager Hastings Entertainment, Inc. Oversee day to day operations of store 15 Years
<b>Academic/Professional Qualifications</b>	
Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelors of Science - Psychology Sam Houston State University - Huntsville, Texas
<b>Overall</b>	
Total Years or relevant experience Other relevant experience or accomplishments	5 years experience with HOME and CDBG projects
Remove Personnel	<b>Full Name</b> Stacy Schaff
Potential Role Base Location	Project Management Tyler, Texas
<b>Current Employment</b>	
Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Project Manager n/a  1 year with Traylor & Associates
<b>Previous Employment</b>	
Job Title	Exploration Analyst/ Consultant

Company name	Self Energy Systems, LLC.
Job responsibilities	Analysis & Research for acquisition of mineral rights and agreements in exploration
Number of years with firm	
<b>Academic/Professional Qualifications</b>	
Degree/Discipline	Bachelor of Arts - Spanish & International Relations
College/University	Midwestern State University - Wichita Falls, Texas
Professional Affiliations	
Technical Training	
Accreditations	
<b>Overall</b>	
Total Years or relevant experience	1 year CDBG
Other relevant experience or accomplishments	
<b>Remove Personnel</b>	
<b>Full Name</b>	Keith Tijerina
Potential Role	Information Technology
Base Location	Tyler, Texas
<b>Current Employment</b>	
Current job title	Information Technology Coordinator
Company (if subcontractor)	n/a
Job responsibilities	Ensure computer network runs efficiently
Number of years with respondent	2 years with Traylor & Associates
<b>Previous Employment</b>	
Job Title	Owner
Company name	Power Up PC Repair
Job responsibilities	All phases of company operations
Number of years with firm	4 Years
<b>Academic/Professional Qualifications</b>	
Degree/Discipline	Computer Network Administration
College/University	Tyler Junior College, Tyler, Texas
Professional Affiliations	
Technical Training	
Accreditations	
<b>Overall</b>	
Total Years or relevant experience	10
Other relevant experience or accomplishments	

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

Traylor & Associates has the proven capacity required to meet the needs of the Grantee by maintaining a staff capable of providing services on time, in scope and under budget on a daily basis. This is emphasized in a CDBG track record spanning more than 43 years. Our experienced staff is well trained in all aspects of the Downtown Revitalization and Main Street CDBG Services including financial, acquisition, general administrative and labor standards duties.

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.

Traylor & Associates does not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. Traylor & Associates 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.

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

Traylor & Associates, Inc. is a small business firm that presently employs an experienced professional staff of seven persons and an additional three persons in supporting administrative positions.

Although staff size occasionally fluctuates according to overall business activity, the firm's professional staff has an average tenure of 10 years. Collectively, the existing seven professional staff members have over 80 years of experience in implementing community development, economic development, and housing, projects for communities throughout Texas.

Whenever the firm is employed to administer a project under a state or federal program, one of the firm's professional staff members is assigned to the project and is designated as the Project Manager.