

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

Program Year 2019

Firm Name: Grant Development Services, Inc.	DUNS Number: 016856446	Federal EIN: 74-2795956
Prequalification Contact First, Last Name and Title: Jere Gandolf Burrus, President	Phone Number: +1 (512) 707-0455	Prequalification Contact E-mail Address: gburrus@texasgrants.us
Firm Web Address under construction	Firm Mailing Address Post Office Box 33043 Austin, TX 78761	Name of Firm's President/Managing Officer: Gandolf Burrus, President

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.

Grant Development Services (GDS) is a 35-year old company that specializes in project design, grant writing, project management and complete administration of grant and local matching funds. GDS is not a grant factory representing hundreds of clients in an impersonal manner. GDS does its business in a personal and professional manner. You will enjoy working with us!

GDS focuses on developing long term relationships with communities one at a time. We strive to become a part of the communities that we represent, participating in the life of the community as well as attending meetings and hearings. Many of our clients have been with GDS for over 20 years. More than 90% of our business is direct referral from our clients.

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

Since its founding in 1983, GDS has administered over 210 federal and state grants from inception to clean close out audit. The majority of our work focuses on the programs offered through the Community Development Block Grant program. All of our personnel are Certified Administrators for the TxCDBG program and are also LGPPP Certified Administrators for TxDOT Local-let sidewalk construction projects.

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

GDS has more than 35 years experience.

The following is a list of the major programs for which GDS has provided successful grant writing and subsequent administration services. GDS has funded over 210 successful grant funded projects with a total value of over \$72,000,000. We have experience in utilizing volunteer labor to reduce the costs to communities in constructing their grant funded construction projects.

- a. Community wide infrastructure projects

- Texas Department of Agriculture/ Office of Rural Affairs. Community Development Block Grant funds for the construction of Water storage and distribution systems, Wastewater collection and Wastewater treatment systems. Projects in this program include both city-wide and target area infrastructure construction. These projects also include direct beneficiary activities such as first time sewer service installation.
- Texas Department of Agriculture/ Office of Rural Affairs Downtown Revitalization Program and Main Street (DRP /MS) projects for sidewalk construction. These projects provide both direct and area benefits. The sidewalk projects have a positive direct benefit to the the businesses by facilitating the entry of shoppers. The increased business frequently leads to job creation.
- Texas Department of Transportation for ISTEAs, TEAs, TEA-21, Category 7, Category 9, TEA-SA, TASA, TAP and SRTS funding FOR SIDEWALK construction.

- Texas Department of Agriculture/ Office of Rural Affairs Small Town Environmental Projects (STEP) Program for the construction of Wastewater and Water system improvements through Volunteer labor provides city-wide benefits. STEP projects combine CDBG funds with local labor as a source of matching funds. The volunteer labor is an alternative funding source that must be tracked and documented separately.
- Capital Area Metropolitan Planning Organization (CAMPO) for for TxDOT STPMM, Category 7, Category 9, TEA-SA funding FOR SIDEWALK construction. These projects provide linkages that can benefit an entire community depending upon the size of the city. Sidewalks that pass directly in front on existing businesses provide a direct benefit to those merchants.
- State Commission on Fire Protection grants and/or low interest loans to purchase fire fighting equipment and training. The firefighters who receive training gain a direct benefit. The benefit of having properly trained firefighters is a benefit the entire community.
- Killeen Temple Metropolitan Planning Organization (KTMPO) for for TxDOT STPMM, Category 7, Category 9, TEA-SA funding FOR SIDEWALK construction.
- Texas Parks and Wildlife Department grants to construct or improve recreational facilities grants.
- Lower Colorado River Authority for recreation facilities.
- Texas Water Development Board for loans and grants for water and wastewater systems.
- USDA funds for loans and grants for water and wastewater systems.

b. Direct beneficiary projects

- Texas Department of Housing and Community Affairs HOME Partnership Program for the construction and rehabilitation of owner occupied and rental housing. We have experience in HOME projects that provide a direct benefit to the recipients of new or rehabilitated housing

c. Job creation programs

- Economic Development Administration funds to create or retain private sector employment
- Texas Department of Agriculture/ Office of Rural Affairs Downtown Revitalization Program and Main Street (DRP /MS) projects for sidewalk construction. These projects provide both direct and area benefits. The sidewalk projects have a positive direct benefit to the the businesses by facilitating the entry of shoppers. The increased business frequently leads to job creation.

d. Projects involving multiple funding sources

We have experience administering projects with multiple sources of funding including:

- EDC funds with DRP funds
- Economic Development Corporations or donation of real property to be used in lieu of cash match
- LCRA with TPWD funds
- County Bond funds with CAMPO or TxDOT funds
- TWDB funds with CDBG funds
- USDA funds with CDBG funds

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

The following is a list of the major programs for which GDS has provided successful grant writing and subsequent administration services. GDS has funded over 210 successful grant funded projects with a total value of over \$72,000,000. We have significant experience in utilizing volunteer labor and force account labor to reduce the costs to communities in constructing their grant funded construction projects.

- Texas Department of Agriculture/ Office of Rural Affairs. Community Development Block Grant funds for the construction of Water storage and distribution systems, Wastewater collection and Wastewater treatment systems.
- Texas Department of Agriculture/ Office of Rural Affairs Downtown Revitalization Program and Main Street (DRP /MS) projects for sidewalk construction
- Texas Department of Transportation for ISTE, TEA, TEA-21, Category 7, Category 9, TEA-SA, TASA, TAP and SRTS funding FOR SIDEWALK construction
- Texas Department of Agriculture/ Office of Rural Affairs Small Town Environmental Projects (STEP) Program for the construction of Wastewater and Wastewater system through Volunteer labor
- Capital Area Metropolitan Planning Organization (CAMPO) for for TxDOT STPMM, Category 7, Category 9, TEA-SA funding FOR SIDEWALK construction
- Texas Department of Housing and Community Affairs HOME Partnership Program for the construction and rehabilitation of owner occupied and rental housing
- Department of Commerce grants and/or low interest loans to companies seeking to create jobs by facility expansion or opening new facilities

• Killeen Temple Metropolitan Planning Organization (KTMPO) for for TxDOT STPMM, Category 7, Category 9, TEA-SA funding FOR SIDEWALK construction

- State Commission on Fire Protection grants and/or low interest loans to purchase firefighting equipment and training;
- Texas Parks and Wildlife Department grants to construct or improve recreational facilities
- Economic Development Administration funds to create or retain private sector employment
- Lower Colorado River Authority for recreation facilities
- Texas Water Development Board for loans and grants for water and wastewater systems

GDS goes beyond the minimum requirements of the CDBG program and provides 100% of the administrative services required to successfully complete grant funded activities in a manner that fulfills all the requirements and meets all time lines of the TxCDBG program by carefully implementing the following SCOPE OF SERVICES:

A. Project Management

1. Develop a recordkeeping system consistent with program guidelines, including the establishment of a filing system.
2. Maintenance of filing system.
3. Provide general advice and technical assistance to the City/County personnel on implementation of project and regulatory matters.
4. Assist in the procurement of professional consulting engineering services through the request for proposal process, if applicable, and as required by the TxCDBG regulations.
5. Furnish City/County with necessary forms and procedures required for implementation of project.
6. Assist the City/County in meeting all special condition requirements that may be stipulated in the contract between the City/County and TDA.
7. Prepare and submit to TDA documentation necessary for amending the TxCDBG contract.
8. Conduct re-assessment of environmental clearance for any program amendments.
9. Prepare and submit quarterly reports (progress and minority hiring).
10. Prepare Financial Information Report or City/County.
11. Establish procedures to document expenditures associated with local administration of the project.
12. Provide guidance and assistance to City/County regarding acquisition of property:
 - Submit required reports concerning acquisition activities to TDA;
 - Establish a separate acquisition file for each parcel of real property acquired;
 - Determine necessary method(s) for acquiring real property;
 - Prepare correspondence to the property owners for the City/County's signature to acquire the property or to secure an easement; and
 - Assist the City/County in negotiation with property owner(s).
13. Maintain TxCDBG Property Management register for any property/equipment purchased or leased.
14. Serve as liaison for the City/County during any monitoring visit by staff representatives from either TDA or the U.S. Department of Housing and Urban Development (HUD).

B. Financial Management

1. Assist the City/County in proving its ability to manage the grant funds to the state's audit division.
2. Assist the City/County in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals and ledgers.
3. Assist the City/County in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to TDA.
4. Prepare all fund draw-downs on behalf of the City/County in order to ensure orderly, timely payments to all contracting parties within the allotted time period.
5. Review invoices received for payment and file back-up documentation.
6. Provide general advice and technical assistance to City/County personnel on implementation of project and regulatory matters.
7. Assist the City/County in establishing procedures to handle the use of any TxCDBG program income.

C. Environmental Review

1. Prepare environmental assessment.
2. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.
3. Document consideration of any public comments.
4. Prepare any required re-assessment of environmental assessment.
5. Prepare Request for Release of Funds and certifications to be sent to TDA.

D. Acquisition

1. Prepare required acquisition reports(s).
2. Obtain documentation of ownership for City/County-owned property and/or Right of Way (ROWs).
3. Maintain a separate file for each parcel of real property acquired.
4. Determine necessary method(s) for acquiring real property.
5. Prepare correspondence with property owners.
6. Assist City/County in negotiations with property owner(s).
7. Prepare required acquisition reports and submit to TDA.

E. Construction Management

1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable).
 - Assist City/County in determining whether and/or what TxCDBG contract activities will be carried out in whole or in part via force account labor.
 - Assist City/County in determining whether or not it will be necessary to hire temporary employees to specifically carry out TxCDBG contract activities.
 - Assist City/County in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.
2. Assist City/County in documenting compliance with all federal and state requirements related to equal employment opportunity.
3. Assist City/County in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.
4. Provide assistance to or act as local labor standards officer. Notify TDA in writing of name, address, and phone number of appointed labor standards compliance officer.
5. Request wage rates from TDA.
6. Provide sample TxCDBG contract documents to engineer.
7. Advertise for bids.
8. Make ten-day call to TDA.
9. Verify construction contractor eligibility with TDA.
10. Review construction contract.
11. Conduct pre-construction conference and prepare minutes.
12. Submit any reports of additional classification and rates to TDA.
13. Issue Notice of Start of Construction to TDA.
14. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.
15. Process change orders approved by City/County and the project engineer and submit to TDA prior to execution with the construction contractor.
16. Obtain Certificate of Construction Completion/Final Wage Compliance Report and submit to TDA.
17. Provide general advice and technical assistance to City/County personnel on implementation of project and regulatory matters.

F. Fair Housing / Equal Opportunity

1. Assist the City/County in developing, implementing and documenting new activities to affirmatively further fair housing during the contract period.
2. Maintain documentation of all project beneficiaries by ethnicity and gender.
3. Assist with the development and administration of the Citizen Participation Plan per 24 CFR Part 91, including grievance procedures.
4. Assist with Section 3 requirements per 24 CFR Part 135.
5. Prepare all Section 504 requirements per 24 CFR Part 8.
6. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.
7. Ensure adoption of Excessive Force provision per 24 CFR Part 91.
8. Ensure the adequate publication of required notices.

G. Relocation

1. Prepare and submit local relocation guidelines to TDA for approval.
2. Assist City/County in identifying individuals to be relocated and prepare appropriate notices.
3. Interview relocatees and identify assistance needs.
4. Maintain a relocation record for each individual/family.
5. Provide education/assistance to relocatees.
6. Inventory local available housing resources and maintain a referral list.

- 7. Issue appropriate notices to relocatees.
- 8. Ensure that all payments are made in a timely manner.

H. Rehabilitation of Private Property

- 1. Prepare and submit local rehabilitation guidelines to TDA for approval.
- 2. Assist City/County in establishing escrow account and obtaining TDA approval.
- 3. Develop outreach and necessary application processing/verification forms.
- 4. Screen applicants.
- 5. Prepare work write-ups and cost estimates.
- 6. Issue Notice to Proceed to construction contractor(s).
- 7. Conduct interim/final inspections, process final contract documents, and maintain a record of beneficiaries.
- 8. Maintain client files following TDA requirements.

I. Audit / Close out Procedures

- 1. Prepare the final Project Completion Report, including the General Report, Recipient Beneficiary Report, Final Financial Interest Report, and any required documentation regarding citizen participation/equal rights/fair housing and Certificate of Completion.
- 2. Assist City/County in resolving any monitoring and audit findings.
- 3. Assist City/County in resolving any third party claims.
- 4. Provide auditor with TxCDBG audit guidelines.

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

<input type="checkbox"/>	AACOG	<input type="checkbox"/>	ATCOG	<input type="checkbox"/>	BVCOG	<input checked="" type="checkbox"/>	CAPCOG	<input type="checkbox"/>	CBCOG
<input checked="" type="checkbox"/>	CTCOG	<input type="checkbox"/>	CVCOG	<input type="checkbox"/>	DETCOG	<input type="checkbox"/>	ETCOG	<input type="checkbox"/>	GCRPC
<input checked="" type="checkbox"/>	HGAC	<input checked="" type="checkbox"/>	HOTCOG	<input type="checkbox"/>	LRGVDC	<input type="checkbox"/>	MRGDC	<input checked="" 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 checked="" type="checkbox"/>	WCTCOG	<input checked="" type="checkbox"/>	Statewide

We offer services statewide.
Frequent regions are indicated above.

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

100% of GDS' core business is focused on developing successful grant applications and, once funding is received, providing all the administrative services required to implement the construction projects. We have a solid 35-year record of clean CDBG close out audits that document our capability to manage projects within all programmatic guidelines.

7. Is the respondent a TxCDBG certified administrator? Yes, certified 2018
 If "No", provide most recent year of certification: No, will become certified if selected

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

Project Data and References		Add Project
Remove Project	Project Name	City of Dripping Springs on behalf of Dripping Springs Water Supply Corporation North Forty Target Area CDBG Project # 7215129
Facility Type and Use		Water lines and Water System Improvements - replacement of aged and deteriorated water distribution lines

Project Location (Jurisdiction)	City of Dripping Springs, Hays County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	5,980 l.f. water line, fire hydrants, service reconnections and pavement repair
Role & Responsibilities	Developed grant application and successfully administered the project
Project Cost	\$ 275,000 CD grant + \$126,030 DSWSC Match
Financing/Funding Source	CDBG Grant / Dripping Springs Water Supply Corporation Funds
Method of Documenting Beneficiaries	Door to door survey approved by TDA
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental: Began 02.25.16 End 05.23.16 (required Environmental Assessment) Construction: Began 10.12.2016 Complete 05.28.17 Completed 4 months ahead of schedule
Monitoring and Verification Methods	Self Review completed July 2017. TDA Financial review completed July 2017
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	J Gandolf Burrus, General Administration of the project Attending Council meetings, coordinating change orders, coordinating all land acquisition and relocation documentation, all project reporting, serves as Labor Standards Officer for each project. Conduct construction site visits and take photographs of progress. Katerina Rice Dittmore, Financial Officer Providing financial control for the project, coordinating the completion of all special conditions, reviews of all project invoices, processing draw requests, securing approval of all contract modifications and conducting close out activities and audit. Latrice Hertzler, President Future-Link Technologies. Environmental Officer Conducts all communication with TDA Environmentalist and all other "Interested Parties". Completing all environmental requirements from initial research through publication notices including FONSI and Notice of Release of Funds. In addition, preparing any required environmental documentation for any change orders or amendments during the project. Kris Hyatt, Secretary and associate payroll reviewer. Ms. Hyatt performs an initial assessment to determine if land acquisition is required. If acquisition is required, she coordinates with the project engineer to identify the properties required and secures information on them from the County Tax Assessor. If land acquisition is not required, she files appropriate documentation with TDA. The Dripping Springs project did not require land acquisition. Ms. Hyatt coordinates all written and e mail correspondence with client cities, contractors and engineers. She reviews all payrolls to confirm compliance with Davis bacon Wage Rate requirements. When necessary, she requests additional wage descriptions from the Department of Labor. Prepares required documentation for city review and signature. Tracks delivery and receipt of all correspondence with TDA.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Michelle Fischer, City Administrator Phone: 512-858-4725 Email:mfischer@cityofdrippingsprings.com

Remove Project	Project Name	City of Carmine Water System Project CDBG #7214071
Facility Type and Use		Improvements to the municipal water treatment and storage facility including new road bore to connect both halves of the water system.
Project Location (Jurisdiction)		City of Carmine, Fayette County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		City wide benefit provided by constructing high service pump station, replacement of centrifugal pumps, replacement of pressure tank, new chlorination system, electrical controls, 245 LF road bore and 300 LF of 8" water line.
Role & Responsibilities		Developed grant application and successfully administered the project.
Project Cost		\$ 275,000 CD grant + \$13,750 City Match
Financing/Funding Source		CDBG Grant / City of Carmine
Method of Documenting Beneficiaries		Door to door TDA income survey conducted by GDS
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental: Began 11/11/2014 End 03/17/2015 (required Environmental Assessment) Construction: Began 09/18/2015 Complete 08/17/2016 Project was completed one month ahead of schedule and under budget.
Monitoring and Verification Methods		TDA Desk Review 11.30.16
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		<p>J Gandolf Burrus, General Administration of the project Attending Council meetings, coordinating change orders, coordinating all land acquisition and relocation documentation, all project reporting, serves as Labor Standards Officer for each project. Conduct construction site visits and take photographs of progress.</p> <p>Katerina Rice Dittmore, Financial Officer Providing financial control for the project, coordinating the completion of all special conditions, reviews of all project invoices, processing draw requests, securing approval of all contract modifications and conducting close out activities and audit.</p> <p>Latrice Hertzler, President Future-Link Technologies. Environmental Officer Conducts all communication with TDA Environmentalist and all other "Interested Parties". Completing all environmental requirements from initial research through publication notices including FONSI and Notice of Release of Funds. In addition, preparing any required environmental documentation for any change orders or amendments during the project.</p> <p>Kris Hyatt, Secretary and associate payroll reviewer. Ms. Hyatt performs an initial assessment to determine if land acquisition is required. If acquisition is required, she coordinates with the project engineer to identify the properties required and secures information on them from the County Tax Assessor. If land acquisition is not required, she files appropriate documentation with TDA. Ms. Hyatt coordinates all written and e mail correspondence with client cities, contractors and engineers. She reviews all payrolls to confirm compliance with Davis bacon Wage Rate requirements. When necessary, she requests additional wage descriptions from the Department of Labor. Prepares required documentation for city review and signature. Tracks delivery and receipt of all correspondence with TDA.</p>

Contact Information Current phone and e-mail address of local government representatives you worked with.	Wade Eilers, Mayor City of Carmine supervised the project City Hall phone 979 2783273 E-Mail address w5ten@industryinet.com
Remove Project	Project Name City of Cresson Old Town Target Area Water System Improvements Project #7214100
Facility Type and Use	Replacement of undersized and unlooped water lines to address inadequate water pressure as per TCEQ. Also, installation of one new water service connection.
Project Location (Jurisdiction)	City of Cresson , Hood, Parker, and Johnson Counties
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	3,341 l.f. water line, with road bore, nine fire hydrants, service reconnections, pavement repair and one new water service connection
Role & Responsibilities	Developed grant application and successfully administered the project
Project Cost	\$ 275,000 CD grant / \$50,250 City Match
Financing/Funding Source	CDBG Grant / City of Cresson General Funds
Method of Documenting Beneficiaries	Door to door survey conducted by GDS and approved by TDA
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental: Began 11.17.2014 End 3.16.2015 (required Environmental Assessment) Construction: Began 8.31.2015 End 12.11.16 Project finished 10 months early
Monitoring and Verification Methods	TDA Desk Review 03.22.16
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	J Gandolf Burrus, General Administration of the project Attending Council meetings, coordinating change orders, coordinating all land acquisition and relocation documentation, all project reporting, serves as Labor Standards Officer for each project. Conduct construction site visits and take photographs of progress. Katerina Rice Dittmore, Financial Officer Providing financial control for the project, coordinating the completion of all special conditions, reviews of all project invoices, processing draw requests, securing approval of all contract modifications and conducting close out activities and audit. Latrice Hertzler, President Future-Link Technologies. Environmental Officer Conducts all communication with TDA Environmentalist and all other "Interested Parties". Completing all environmental requirements from initial research through publication notices including FONSI and Notice of Release of Funds. In addition, preparing any required environmental documentation for any change orders or amendments during the project. Kris Hyatt, Secretary and associate payroll reviewer. Ms. Hyatt performs an initial assessment to determine if land acquisition is required. If acquisition is required, she coordinates with the project engineer to identify the properties required and secures information on them from the County Tax Assessor. If land acquisition is not required, she files appropriate documentation with TDA. Ms. Hyatt coordinates all written and e mail correspondence with client cities, contractors and engineers. She reviews all payrolls to confirm compliance with Davis bacon Wage Rate requirements. When necessary, she requests additional wage descriptions from the Department of Labor. Prepares required documentation for city review and signature. Tracks delivery and receipt of all correspondence with TDA.
Contact Information	Mayor WR Cornett

Current phone and e-mail address of local government representatives you worked with.	Phone: 817-396-4729 Email: cityofcresson@windstream.net
Remove Project	Project Name City of Johnson City Sewer Collection System Improvements Project
Facility Type and Use	Replacement of main sewer collection line benefiting the entire city
Project Location (Jurisdiction)	Johnson City, Blanco County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installation of 1,985 l.f of 18" main sewer collection lines, 10 manholes, and service reconnections
Role & Responsibilities	Developed grant application and successfully administered the project
Project Cost	\$275,000 CDBG grant + \$79,578 City of Johnson City match
Financing/Funding Source	CDBG Grant / City of Johnson City
Method of Documenting Beneficiaries	Census Data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental assessment began 12/06/2013 and was completed 12/17/2014 Construction began on 11/03/2014 and was completed on 07/23/2015 Project was completed 4 months ahead of schedule
Monitoring and Verification Methods	TDA Desk Audit complete 08.25.2015
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	J Gandolf Burrus, General Administration of the project Attending Council meetings, coordinating change orders, coordinating all land acquisition and relocation documentation, all project reporting, serves as Labor Standards Officer for each project. Conduct construction site visits and take photographs of progress. Katerina Rice Dittmore, Financial Officer Providing financial control for the project, coordinating the completion of all special conditions, reviews of all project invoices, processing draw requests, securing approval of all contract modifications and conducting close out activities and audit. Latrice Hertzler, President Future-Link Technologies. Environmental Officer Conducts all communication with TDA Environmentalist and all other "Interested Parties". Completing all environmental requirements from initial research through publication notices including FONSI and Notice of Release of Funds. In addition, preparing any required environmental documentation for any change orders or amendments during the project. Kris Hyatt, Secretary and associate payroll reviewer. Ms. Hyatt performs an initial assessment to determine if land acquisition is required. If acquisition is required, she coordinates with the project engineer to identify the properties required and secures information on them from the County Tax Assessor. If land acquisition is not required, she files appropriate documentation with TDA. Ms. Hyatt coordinates all written and e mail correspondence with client cities, contractors and engineers. She reviews all payrolls to confirm compliance with Davis Bacon Wage Rate requirements. When necessary, she requests additional wage descriptions from the Department of Labor. Prepares required documentation for city review and signature. Tracks delivery and receipt of all correspondence with TDA.
Contact Information Current phone and e-mail address of	Dawn Capra, Mayor 830-868-7111

local government representatives you worked with.	Mayor City of Johnson City mayor@johnsoncitytx.org
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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.

GDS employees only senior level staff to manage all grant funded projects.
We do not send temporary workers, interns or helpers to conduct meetings with our clients.

GDS works with sub-contractors on an as needed basis, depending upon the needs of the client. This includes environmentalists, biologists, archaeologists, CAD operators, inspectors, engineers, architects and landscape architects.

Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Jere Gandolf Burrus
Potential Role	Base Location	Lead Grant Administrator Base location is Austin, Texas
Current Employment	Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	President Grant Development Services. 36 years Responsibilities: Lead Administrator, Labor Standards Officer, Acquisition Coordinator, representative to City Council. Manages Engineer and construction contractors to ensure compliance with grant requirements and grant deadlines. Responsible for the development of competitive grant applications. Coordinates application design elements with Mayor, City staff and Project Engineer. Ensures all elements meet grant eligibility requirements and are project has the highest probability of securing a funding award.
Previous Employment	Job Title Company name Job responsibilities Number of years with firm	University of Texas at Austin Director of Management Training Supervised staff of five trainers. Developed and implemented management development and evaluation programs. Two years
Academic/Professional Qualifications	Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	University of Texas at Austin Director of Management Training Supervised staff of five trainers. Developed and implemented management development and evaluation programs. Two years
Overall	Total Years or relevant experience Other relevant experience or accomplishments	38 years in grant management and construction financing.
Remove Personnel	Full Name	Katerina Rice Dittimore

Potential Role Base Location	Financial Management Base Location Austin Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Financial Officer Grant Development Services Management of all financial records, Lead scheduler, develops and tracks all transfers and draws, implements civil rights requirements, coordinates required Council approvals for contract awards and grant required policies. Develops reports and documentation for project close out and audit. Supervises all activities and team members during the development of grant funding applications. Responsible for ensuring all publication time-lines and documentation requirements are met. Secures all required documentation from outside parties. Reviews all final grant application submission documents, assures timely application submission. 25 years with Grant Development Services
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Habitat For Humanity, Austin Texas Executive Director. 4.5 years Texas Housing Agency (Currently: Texas Department of Housing and Community Affairs) Executive Assistant in Bond Development/ Single Family Grant Manager 5 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Academic: University of Texas at Austin Bachelor of Arts Major: Marketing and International Business Professional: Certified TxCDBG Administrator for over 10 years Certified in multiple TxDOT disciplines related to Local Let (LGPPP management method) for TxDOT Sidewalk Transportation Enhancement Projects
Overall Total Years or relevant experience Other relevant experience or accomplishments	35 years in grant management and construction financing.
Remove Personnel	Full Name
	Latrice Hertzler
Potential Role Base Location	Environmental Austin Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	President Future-Link Technologies: subcontractor Environmental Officer GDS has utilized Future-Link Technologies as the certified environmental officer for all of our construction projects since 2003. 17 years GDS has partnered with our subcontractor Future-link Technologies for more than 17 years, to secure completed environmental evaluations of all our grant funded construction projects. Future Link Technologies, Inc. (FLT) is owned and operated by Latrice Hertzler, Environmental Consultant. FLT is a certified Historically Underutilized Business (HUB), woman owned business and a Certified Disadvantaged Business (DBE) that has provided environmental consulting, reviews and technology services for small businesses and local governments since 2002. Conducts all necessary research to secure Environmental Study Classification/ Level of

	review from TDA. Prepares Environmental Review Records (ERR). Determine impacts related to flora, fauna, floodplain issues, historical and human environments. Coordination with Project Engineer and City staff. Responsible for publishing all required Public Notices. Coordination with required "Interested Parties" such as the Tribal Councils, Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, Texas Department of Agriculture.
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Texas Commission of Environmental Quality Office or Permitting, Remediation and Registration Working for Deputy Director at executive level, actively assisted in the overall management of waste, water, wastewater, air and remediation authorizations (and related programs) including overlapping enforcement and planning matters. 5 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Academic: BS University of Texas at Austin Environmental Science Masters in Public Administration Certified to to preform project reviews involving TCEQ, EPA, Clean Air Act (CAA), Clean Water Act (CWA), National Environmental Policy Act (NEPA), Comprehensive Environmental Response, Compensation and Liability Act (CERCLA, or Superfund), Safe Drinking Water Act (SDWA), Resource Conservation and Recovery Act (RCRA), Endangered Species Act (ESA), and Emergency Planning and Right-To-Know-Act (EPCRA). Citations for quality of work: FLT has been cited by both TDA and the General Land Office (GLO) for the high quality of the environmental assessments it produces. Charlie Stone, former Executive Director of TDA wrote: "Your diligence, work ethic, communication, efficiency and judgment has been exemplary and instrumental to the success of this program. Throughout the course of the Disaster Recovery Program, no other Environmental Service provider, regardless of size, has completed more projects, or kept a better record of on time submissions. The Department needs good contractors and you and your firm are outstanding examples for other contractors to emulate." Kelly Warner, Environmental Oversight Manager for the Texas GLO program wrote: "The Bastrop ERR is by far, the best ERR I have ever reviewed in this program. Job well done! Your responses were thoughtful and precise."
Overall Total Years or relevant experience Other relevant experience or accomplishments	22 years experience in environmental science, permitting and compliance
Remove Personnel	Full Name Kristie Sorenson-Hyatt
Potential Role Base Location	Assistant Land Acquisition Specialist, Assistant Labor Specialist and Secretary Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Assistant Land Acquisition Specialist, Assistant Labor Specialist and Secretary 9 years with Grant Development Services Performs an initial land acquisition assessment for review. Coordinates with the project

engineer to verify the properties required and secures County Tax records for property values/ id. Prepares all land acquisition correspondence in accordance with the Uniform Act for review. Responsible for delivery of final documents and follow up. Coordinates with City staff in recording of any signed legal documents. Assists in filing all TDA required land reports.

Payroll reviewer. Payroll Liaison with client cities, contractors and engineers. Establishes contact with new construction contractors and provides labor set up records and reports for use by contractor. Provides any necessary federal labor review training to construction contractors and sub contractors. Secures necessary corrections of payroll reports and prepares any liquidated damage correspondence for review. Secured TDA review of additional wage descriptions from the Department of Labor.

Licensed Texas Real Estate Broker
Eva Street Properties
Owner of a small boutique real estate firm. Responsible for financial management of the company and the preparation and filing of all documentation required for the sale or purchase of property. Reviews all land acquisition activities to ensure compliance with the Uniform Act (URA).

Previous Employment
Job Title
Company name
Job responsibilities
Number of years with firm

Licensed Texas Real Estate Broker 33 years
Eva Street Properties
Owner of a small boutique real estate firm. Responsible for financial management of the company and the preparation and filing of all documentation required for the financing, sale or purchase of property.

Academic/Professional Qualifications
Degree/Discipline
College/University
Professional Affiliations
Technical Training
Accreditations

BS South Dakota State University

Overall
Total Years or relevant experience
Other relevant experience or accomplishments

Ms. Hyatt has 33 years experience in managing the finances, taxes, payrolls and all aspects of property acquisition and financial management.

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

GDS has a highly qualified staff that is prepared and capable of successfully developing application and then providing the administrative services required for implementation that leads directly to a clean close out audit.

GDS has the capacity to undertake and successfully complete new CDBG Projects during 2018 and 2019, as well as future funding cycles.

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

Additional Information: Subcontractor certified as HUB/ DBE: Future Link Technologies.
Future Link Technologies is woman-owned, all employees are female.

For the past 17 years, GDS has partnered with Future Link Technologies, Inc (FLT) as our subcontractor Environmentalist. FLT is owned and operated by Ms. Latrice Hertzler, Environmental Consultant and is a certified Historically Underutilized Business (HUB), woman owned business and a Certified Disadvantaged Business (DBE).

GDS President Gandolf Burrus has also completed training on the Federal Disadvantaged Business Enterprise Program.

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

GDS is an Equal Opportunity Employer.

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

GDS removes most of the work of grant administration from the shoulders of the client's staff personnel. Our motto is to make your job easier. In many cases, our communities have only a Mayor and part time City Secretary, with a part time outside contractor as the water/ wastewater operator.

In all cases, whether a city is large or small, GDS completes all required administration documents as "signature ready" for our clients; freeing client staffs for other local duties. The client's responsibility is to review the documents, sign and return to GDS.

GDS delivers to the individual funding agencies. Hand delivering documents provides GDS an opportunity to update Agency grant management staff regarding the individual project. This interaction keeps our projects fresh in the agency staff's mind and facilitates more efficiency in discussion of change orders, amendments and other issues that could impact the successful completion of a project.

GDS maintains an awareness of each client's staffing levels, management styles and needs. GDS makes time to travel and meet personally with our clients: staff, Mayors and City Councils throughout the duration of the entire project. Our approach and communication channels are adapted to meet our client's specific needs and preferences.

GDS recommends contacting the community leadership referenced in this document to hear first hand about the commitment, dedication, friendliness, CDBG program institutional knowledge and professionalism that characterizes GDS.