

Firm Name: GrantWorks, Inc.	DUNS Number: 963746466	Federal EIN: 76-0446220
Prequalification Contact First, Last Name and Title: Brenna Minor, Vice President	Phone Number: +1 (512) 420-0303	Prequalification Contact E-mail Address: grantworks@grantworks.net
Firm Web Address www.grantworks.net	Firm Mailing Address 2201 Northland Drive Austin, TX 78756	Name of Firm's President/Managing Officer: Bruce Spitzengel

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.

GrantWorks has nearly 40 years of grant writing and administrative experience. The firm was founded in 1979 as BJS Consulting and has since grown to include over 100 employees who have over 800 years of combined experience. We are highly skilled in application development, contract implementation, and stakeholder coordination.

GrantWorks assists local governments with application preparation for numerous types of infrastructure projects including flood and drainage, street improvements, water storage, wastewater treatment plant facilities, sidewalks, and lift station improvements.

In addition to decades of experience assisting communities apply for and implement Community Development Block Grant-funded projects, GrantWorks provides grant writing, administration, and management services for TxDOT, Economic Development Administration, General Land Office, Federal Emergency Management Agency, Texas Department of Emergency Management, Texas Water Development Board, Texas Parks & Wildlife, and TDHCA programs.

As a small Texas-based business dedicated to the management of community development, disaster recovery, housing, and planning grant programs, GrantWorks provides quality services that help ensure projects are successfully completed.

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

GrantWorks has successfully assisted local governments with the Texas Community Development Block Grant (TxCDBG) program since the program's inception, providing both application and grant administration services to hundreds of communities throughout Texas. GrantWorks has completed more than 1,200 Community Development Block Grant projects in more than 300 cities and counties across the State. GrantWorks provided administration, management and/or planning services for each of the following types of CDBG funded programs:

- Community Development Fund—771 projects funded, \$246+ million
- Texas Main Street/Downtown Revitalization Program —41 projects, \$6+ million
- Texas Capital Fund (Economic Development) — 90 projects for \$49+ million
- Colonia Fund - Construction—98 projects administered, \$45+ million
- Colonia Fund - Planning—45 projects completed or underway
- Disaster Relief Fund—75 projects administered, \$22+ million
- Planning Grants—214 projects funded, completed or underway
- CDBG-Disaster Recovery — 100+ projects, \$430+ million

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

a. Community wide infrastructure projects

GrantWorks, Texas' top administrator, has implemented nearly 700 Community Development Fund contracts for hundreds of local governments, most of which were for community infrastructure activities. Our staff works directly with cities and counties to identify and implement infrastructure improvements including wastewater treatment plant rehabilitation, water production, treatment, distribution and storage facilities, water and sewer line installation, flood and drainage improvements, and road repairs. We are dedicated to community development through public works construction and believe these improvements are essential to strengthening Texas communities.

b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement

GrantWorks has extensive experience implementing direct beneficiary projects. Our success builds upon conducting a detailed analysis of each locality's potential project type, location, and beneficiaries. Managing direct beneficiary projects requires completing both the typical administrative tasks for other CDBG projects as well as providing specialized services such as first-time service beneficiary tracking, project-related Spanish translation, site-specific environmental assessments for individual households, and coordination with third-party service providers such as WCIDs, water supply corporations, and private service providers. GrantWorks' experience with direct beneficiary projects includes:

- First-time sewer service –90+ projects managed for over \$38 million
- First-time water service -- 50 projects managed for over \$20 million
- On-site sewer facility replacement –30+ projects managed for over \$10 million
- Housing Rehabilitation -- 30 projects managed for over \$8 million

c. Job creation programs, including TCF-Infrastructure/Real Estate

GrantWorks is skilled at implementing economic development programs and is the top Texas Capital Fund (TCF) program application and administration management firm. We have managed 88 TCF projects totaling over \$46 million. GrantWorks assists local governments and economic development corporations apply on behalf of a wide range of businesses for a variety of infrastructure and real estate development needs. We understand the complexities of the program and are able to assist communities successfully complete their TCF projects.

d. Projects involving multiple funding sources

GrantWorks is experienced in applying for and managing projects utilizing multiple funding sources. We understand the budget constraints local governments face and often create strategies to "leverage" other available funds to maximize grant funding potential. Our expertise in federal, state, and local regulations allows our team to effectively and efficiently manage projects that comply with all applicable programmatic requirements. GrantWorks has provided grant writing, administration, and management services for projects that have combined CDBG funding with the many programs and funding agencies including: FEMA Public Assistance, NRCS's Emergency Watershed Protection (EWP) program, TWDB's Economically Distressed Areas Program (EDAP), GLO's Coastal Erosion Planning & Response Act (CEPRA) program, USDA's Rural Utilities Service, and Economic Development Administration programs.

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

As demonstrated in this response, GrantWorks has completed work identical in scope and scale to that described in the RFQ. This work was accomplished with GrantWorks' own resources and without the use of subcontractors. We take pride in our work ethic and in our ability to provide our clients with value added services.

Application Services – GrantWorks will:

- Assist in preparing applications for submission to the Texas Department of Agriculture - Office of Rural Affairs;
- Assist in identifying program-eligible projects that both meet program guidelines and meet local needs, thereby increasing the probability of funding;
- Assist in organizing and completing application requirements such as letters of support, citizen participation, documentation of beneficiaries, documentation of local matching funds, interlocal agreements and resolution, and
- Assist in responding to any TDA requests for clarification or supplemental application information.

Administrative Services – GrantWorks will:

- Guide and assist with financial management, record keeping, amendments, reporting, environmental clearance, civil rights,

acquisition report, labor standards, contract closeout, and other aspects of program implementation.

- Work closely with contractors and provides technical assistance as needed in order to ensure their compliance with wage, overtime, and other labor-related requirements.
- Prepare all forms, notices, and agenda items and provide them to counties in advance.
- Communicate with the local governmental officials, project engineer, state staff, community leaders, and other stakeholders to ensure successful completion of the project.
- Attend the site visit, monitoring review, and public meetings as necessary.

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

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

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

Our firm is financially stable and has the capacity to perform the functions required by this RFQ. GrantWorks has a full-time staff of over 100 employees that can devote the necessary time to projects. Our employees are specialized in project and financial management as well as application development, environmental review, and labor standards compliance. Our team works with communities throughout each phase of the project. The GrantWorks team includes fifteen full-time project managers who can implement every type of development project. We take pride in our performance, helping to implement projects on time, within budget, and within State and Federal requirements.

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	East Kerr County/ Center Point Wastewater Collection Project
Facility Type and Use		New wastewater collection system pipelines, lift stations, improvements to an existing wastewater treatment plant, and first-time sewer service connections
Project Location (Jurisdiction)		Kerr County and Kendall County
Project Size		96,200 LF of 6-15 inch gravity wastewater pipes, 12,000 LF of 6-8- inch pressurized force main pipes, 2,800 LF of 12-inch HDPE pipe installed by horizontal directional drilling, lift stations, and wastewater treatment plant improvements
-Number of Houses/Buildings		
-Total Linear Feet/Square Footage		
Role & Responsibilities		GrantWorks assisted the County in seeking additional funding from the Texas Department of Agriculture for first-time sewer service connections. Throughout the course of the project, GrantWorks assists the County with project management, financial management, construction phase management, and connection assistance services. Responsibilities include reviewing construction pay estimates, engineering invoices, and inspection services invoices, maintaining a grant ledger, and submitting monthly payment requests to TDA and the Texas Water Development Board. Other responsibilities include taking minutes of monthly conference calls and in-person progress meetings; preparing and submitting Disadvantaged Business Enterprise (DBE), American Iron and Steel, and Davis-Bacon Wage Rate forms; reviewing weekly payrolls, conducting compliance follow-ups, and performing monthly employee interviews to evaluate David-Bacon wage compliance.

	GrantWorks assists the County with completing income surveys for residents in the East Kerr County project area; facilitating public outreach efforts including developing flyers and mail-outs; communicating directly with potential applicants; reviewing applications for eligibility; and coordinating the connection approval process.
Project Cost	\$32,961,891
Financing/Funding Source	Texas Water Development Board \$31,461,891 (Clean Water State Revolving Fund, Clean Water State Revolving Fund Principal Forgiveness, and Economically Distressed Areas Program (EDAP)) Texas Department of Agriculture \$1,500,000 (Colonia Economically Distressed Areas Program (CEDAP) and Colonia Fund: Construction)
Method of Documenting Beneficiaries	Income-eligible activity, GrantWorks will verify low and moderate income status for all benefiting households during implementation.
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 commenced in May 2016 and was completed in June 2016. Construction began in July 2017 and is currently underway. This phase of the project is on schedule to meet the November 2019 deadline.
Monitoring and Verification Methods	GrantWorks coordinates with County officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress. GrantWorks' staff use internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that all documentation is submitted correctly and on-time.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Katie Falgoust, project management Cesar Acosta, project management Eric Hartzell, project development Brenna Minor, project oversight Mary Alice Smith, client services Lauren Kotwal, environmental compliance Kirk Dibbens, beneficiary documentation Nancy Pearsall, beneficiary tracking Adam Schragin, Labor standards compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.	Charlie Hastings, County Engineer, (830) 896-9046, chastings@co.kerr.tx.us Tom Moser, Kerr County Commissioner Precinct 2, (830) 792-2214, tmoser@co.kerr.tx.us
Remove Project	Project Name Jim Wells County CFC 7215025
Facility Type and Use	First Time Water Service
Project Location (Jurisdiction)	Alice Acres, Jim Wells County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	First-time water service: 7,130 linear feet of 8" to 10" water line, 14 fire hydrants, valves, fittings, pavement repair and associated appurtenances serving 139 people; first-time water connections for 46 households
Role & Responsibilities	GrantWorks assisted the County with completing income surveys for residents in the Alice Acres area; facilitated public outreach efforts including developing flyers and mail-outs; communicated directly with potential applicants; reviewed applications for eligibility; and coordinated the connection approval process. After bidding it was found that the necessary private property rehab water improvements were more extensive than originally estimated. In order to use its funds effectively, GrantWorks assisted the County in seeking and obtaining a budget modification to move funds from the water improvements budget line

	<p>item into the private property rehab water improvements budget line item. GrantWorks coordinated the process by drafting letters, re-evaluating the environmental review and verifying beneficiaries, thereby allowing the county to make additional needed water improvements in the colonia. GrantWorks additionally assisted the County in documentation of construction and administration force account work in the amount of \$25,000.</p>
Project Cost	\$519,041.23
Financing/Funding Source	Texas Department of Agriculture, TxCDBG Colonia Fund Construction – \$494,041.23 Jim Wells County, force account – \$25,000.00
Method of Documenting Beneficiaries	GrantWorks conducted income surveys to document LMI status and household size. In addition, account holders' lists and inspection reports were used to verify and document total beneficiaries.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TxCDBG contract commenced in November 2015. The environmental review began in April 2016 and the County received its Authority to Use Grant Funds in June 2016. Construction began in January 2017 and was completed on November 14, 2017, within the original contract end date of November 19, 2017.
Monitoring and Verification Methods	GrantWorks coordinates with county officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress and completes ongoing reporting to ensure the project remains on schedule. GrantWorks' staff use internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that all documentation is submitted correctly and on-time.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ahide Gutierrez, project management Eric Hartzell, project development Martha Arosemena, project oversight Dana Scanes, environmental compliance Nancy Pearsall, beneficiary tracking Adam Schragin, labor standards compliance Betty Collier, client services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Commissioner Pct. 1 Margie Gonzalez, margieh.gon@co.jim-wells.tx.us 361.668.5763
Remove Project	Project Name City of Rice Disaster Relief 7216037
Facility Type and Use	Reconstruct streets and base repair
Project Location (Jurisdiction)	Fulton, Rusk, and Dallas Streets. City of Rice, TX
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	3,000 Linear Feet Road Reconstruction
Role & Responsibilities	GrantWorks assisted the City with all application and environmental needs. Before bidding, it was found that the necessary water improvements were going to be covered by a coinciding FEMA grant. In order to maximize the City's DR funds, GrantWorks assisted the City in seeking and obtaining a budget modification to move funds from the water improvements into the street improvements budget line item. GrantWorks coordinated the process by drafting letters, re-evaluating the environmental review and verifying beneficiaries, thereby allowing the city to make additional needed street improvements in the city.
Project Cost	\$430,736.20
Financing/Funding Source	Texas Department of Agriculture, TxCDBG Disaster Relief – \$350,000.00 City of Rice local contribution – \$80,736.20

Method of Documenting Beneficiaries	
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TxCDBG contract commenced in May 2016. The city received its Authority to Use Grant Funds in July 2016. Construction began in February 2017 and was completed in April 2017 prior to the May 2017 deadline.
Monitoring and Verification Methods	GrantWorks coordinates with city officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress and completes ongoing reporting to ensure the project remains on schedule. GrantWorks' staff use internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that all documentation is submitted correctly and on-time. Once all work is completed, the Project Manager prepares the file for final monitoring by the Texas Department of Agriculture by adhering to the checklist distributed by TDA.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Casey LeMay – project management Martha Drake – project development Martha Arosemena – project oversight and guidance Dana Scanes – environmental compliance Shirleen Bonnacci – client services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Tonya Roberts, City Secretary, troberts@ricetx.gov, 903.326.7500
<input type="button" value="Remove Project"/> Project Name	Jeff Davis County 7215259
Facility Type and Use	Sewer Improvements
Project Location (Jurisdiction)	City of Fort Davis, Jeff Davis County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installation of one sewer sludge drying bed, piping and all associated appurtenances
Role & Responsibilities	GrantWorks assisted the City with all application and environmental needs. GrantWorks also successfully managed the grant through bidding, construction, and closeout.
Project Cost	\$168,638.00
Financing/Funding Source	Texas Department of Agriculture, TxCDBG Community Development Fund – \$168,638.00
Method of Documenting Beneficiaries	
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TxCDBG contract commenced in October 2015. The environmental review began in July 2016 and the County received its Authority to Use Grant Funds in September 2016. Construction began in December 2016 and was completed on April 10, 2017, before the October 14, 2017 contract end date.
Monitoring and Verification Methods	GrantWorks coordinated with county officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracked construction progress and completed ongoing reporting to ensure the project remained on schedule. GrantWorks' staff used internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that all documentation was submitted correctly and on-time.

Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Jerry Carvajal – project development, project management, and client services Gilbert Garcia –start up documentation Dana Scanes - environmental compliance Adam Schragin - labor standards compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.	County Judge Jeanette Duer, jdcjclerk@hotmail.com, 432.426.3968 Judge’s Clerk Pam Mills, jdcjclerk@hotmail.com, 432.426.3968
<input type="checkbox"/> Remove Project	Project Name City of Bay City Texas Capital Fund Main Street Program (TCF-MS) 7215202, 2015
Facility Type and Use	Sidewalk improvements
Project Location (Jurisdiction)	City of Bay City downtown area along 6th Street and Avenue E.
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	440 linear feet of brick paver sidewalks
Role & Responsibilities	As part of the application process, GrantWorks assisted the city with setting up and posting public hearings and obtained 62 business support letters required for funding. When project funding was obtained, GrantWorks prepared the publications and resolutions for the Civil Rights obligations required to be passed by City Council. GrantWorks assisted the city and engineer in communications with the businesses located along the sidewalk route so that we could complete construction during a time frame that would cause the least disruption to the businesses. Duties performed as part of implementation included: <ul style="list-style-type: none"> • Financial management and draw processing • Schedule and lead 4-month call • Review of project plans and bid documents • Attend the pre-construction meeting • Review, prepare and submit all draw requests to TDA • Conduct on-site employee interviews during construction and obtain pictures of the progress • Assure the TDLR inspection was completed and approved for the project • Prepare and submit a final quantities Modification and Project Completion Report to TDA This project was completed 9 months ahead of schedule.
Project Cost	\$195,000
Financing/Funding Source	Texas Department of Agriculture, TCF-MS - \$150,000 City of Bay City general fund - \$45,000
Method of Documenting Beneficiaries	Citywide benefit, utilized LMISD data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TCF-DRP contract commenced on February 16, 2016 and finished nine months ahead of schedule in May 2017. The environmental review began in April 2016 and the City received its Authority to Use Grant Funds on October 27, 2016.
Monitoring and Verification Methods	GrantWorks coordinates with city officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress and completes ongoing reporting to ensure the project remains on schedule.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who	Martha Drake - project development Michele Goerke - project management Gilbert Garcia –start up documentation Dana Scanes – environmental compliance

may be assigned to a project).	Adam Schragin, labor standards compliance Kelle Odom, client services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Barry Calhoun, Public Works Director 979-245-2322 bcalhoun@cityofbaycity.org

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.

Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Bruce Spitzengel
Potential Role	Base Location	President Business Development, Project Application Coordination and Oversight Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>Bruce founded the Houston, Texas-based firm that eventually became GrantWorks in 1979. The firm has since grown to include 60+ employees in fourteen offices, with headquarters located in Austin, Texas. GrantWorks is the most successful provider of local government grant services in Texas due to Bruce's expertise in HUD/CDBG, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.</p> <p>In addition to business development, Bruce continues to play a direct role in creating federally funded projects including CDBG infrastructure, CDBG-Disaster Recovery, and multifamily affordable housing. Bruce has assisted countless communities in developing complicated CDBG projects; his significant knowledge base gained from over 40 years of grant and CDBG experience.</p>	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	<p>Assistant Planning Director and CDBG Manager-Pasadena, Texas Director of Planning and CDBG Manager-Texas City, Texas</p>	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	<p>Master of Arts, Geography, Kansas State University Bachelor of Arts, Kansas State College TxCDBG Certified Administrator.</p>	
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Under Bruce's leadership, GrantWorks has grown to become a full service project management firm, specializing in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$1 billion in grant funding for 350+ local government clients.</p>	
Remove Personnel	Full Name	Eric Hartzell, AICP
Potential Role	Base Location	Executive Vice President Project Application Development and Oversight Austin, Texas
Current Employment	Executive Vice President	

Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Eric brings more than 24 years of leadership in the fields of community and economic development, disaster recovery, affordable housing and urban planning to his role as GrantWorks' chief project development officer. His duties include guiding the firm's steady growth while improving quality and scope of services. Aside from his executive functions, Eric continues to play a direct role in creating and implementing dozens of federally funded projects including Colonia Construction Fund, Community Development Fund, Downtown Application to Prequalify Grant Administrators Page 9 of 33 GrantWorks, Inc. Revitalization Program, Main Street, and Disaster Relief projects. 24 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	CDBG Regional Coordinator at the Texas Department of Housing & Community Affairs, 1993-95 Managed all aspects of CDBG construction projects for 40 projects in the Houston-Galveston and Central Texas regions. Water Planner at the City of Austin, 1993
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Community & Regional Planning, University of Texas at Austin Bachelor of Science in Geography, Ohio University Member of the American Planning Association American Institute of Certified Planners TxCDBG Certified Administrator.
Overall Total Years or relevant experience Other relevant experience or accomplishments	Twenty-five years of experience with infrastructure and economic development project development and implementation.
Remove Personnel Full Name	Brenna Minor, AICP
Potential Role Base Location	Management and Project oversight Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Vice President Brenna oversees the Community Development staff of project managers, environmental specialists, field consultants and administrative assistants. She provides guidance and technical assistance to staff on a daily basis and conducts weekly meetings with project managers. She also provides internal training to all staff on compliance topics and coordinates grant administration efforts. Brenna has overseen CDBG projects since 2007. 12 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Project Manager, GrantWorks, 2 years Brenna coordinated and expedited community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Arts in Urban and Environmental Policy and Planning, Tufts University Bachelor of Arts in Political Science, Boston University Member of the American Planning Association and American Institute of Certified Planners TxCDBG Certified Administrator

Overall Total Years or relevant experience Other relevant experience or accomplishments	Twelve years of experience in government, planning and community development, including economic development. During her tenure as Vice President, GrantWorks has successfully provided grant management services for over 400 CDBG contracts throughout the State of Texas. Expertise in HUD CDBG policies and regulations including procurement, labor standards, acquisition and fair housing
Remove Personnel	Full Name Martha Arosemena, AICP, PMP
Potential Role Base Location	Grant Administrator and project oversight Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Vice President Martha is responsible for supervising and mentoring GrantWorks' 15-member Community Development team. In addition, Martha coordinates and expedites complex, multi-million dollar CDBG and state-funded projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. 14 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Project Manager, Office of the Attorney General of Texas, 2 years Policy Implementation Specialist, TNRCC (TCEQ), 6 years Manager of Research and Training, Texas Association of Community Development Corporations, 2 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Arts in Anthropology and Spanish, University of Texas at Austin Member of the American Planning Association and American Institute of Certified Planners Member of the Project Management Institute Project Management Professional Certification TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Martha has 18 years of community and economic development, planning, and project management experience and has successfully managed over 90 CDBG-funded projects through the entire grant administration cycle. Types of projects managed include the Downtown Revitalization Program, Texas Capital Fund economic development, public infrastructure, renewable energy, private property rehabilitation, and disaster recovery. Additionally, Martha has also completed 7 TxCDBG-funded Colonia Plans.
Remove Personnel	Full Name Katie Dushkin
Potential Role Base Location	Application & Project Services; Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Associate Vice President of Project Services Katie coordinates the collection of beneficiary information and analyzes data to determine project eligibility; assists in project application review for programmatic requirements; and, supervises and guides support staff with the preparation of start-up documentation, labor standards compliance, and other administrative tasks. 10 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	CD Project Manager, GrantWorks, 5 years Labor Standards Specialist, GrantWorks, 1 year Financial Planner, Ameriprise Financial, 1 year
Academic/Professional Qualifications	Bachelor of Business Administration, University of Texas at Austin TxCDBG Certified Administrator

Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Analyzed and documented beneficiary information to qualify over 100 communities for CDBG funding. Successfully managed and closed over 50 grant awards from various funding agencies including Texas Department of Agriculture, U.S. Fish & Wildlife, Texas General Land Office, and Texas Comptroller of Public Accounts' State Energy Conservation Office.
Remove Personnel	Full Name Betty Collier
Potential Role Base Location	Client Services and Project Development Rockport, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Director of Client Services Betty is directly involved with project development and coordinates with city officials, application writers, third party engineers, and other local entities. Betty assists with public outreach and facilitates client services by working with project managers, attending City Council and Commissioners' Court meetings, public hearings, pre-construction meetings, and performing employee interviews for labor standards compliance. 20 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	City Administrator, City of Bishop, Texas, 2 years City Secretary, City of Driscoll, Texas, 8 years. Oversaw all municipal functions including grant management.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Arts, Texas A&I University, Kingsville, Texas Board Member of the Aransas County Historical Commission
Overall Total Years or relevant experience Other relevant experience or accomplishments	Thirty years of experience with state and federally funded projects. TxCDBG Certified Administrator
Remove Personnel	Full Name Robin Alexander
Potential Role Base Location	Application Writer and Project Manager Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Grant Writer & Project Manager Robin coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for several state and federal funded grant programs including Colonia Construction Fund, Community Development Fund, Downtown Revitalization Program, Main Street, and Disaster Relief grant applications. Key tasks include gathering data, monitoring progress for key deadlines, and preparing application materials. In addition to grant writing, Robin also manages CD and economic development grant projects. As project manager, Robin coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Her job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with

	stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 12 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Consultant at Langford Community Management Services (LCMS), 7 years Wrote applications and managed projects funded by the Texas HOME Program. Director of Regional Services, South Plains Council of Governments, 3 years Oversaw COG's CDBG application and implementation services for member localities.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Public Administration, Texas Tech University Bachelor of Arts in Psychology, University of Texas at Austin TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Robin has 21 years of relevant experience in grant writing and grant administration.
Remove Personnel Full Name	Oralia Cardenas
Potential Role Base Location	Client Services and Project Development Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Consultant Oralia is responsible for communicating and coordinating with local officials, engineers, and GrantWorks staff throughout each phase of a project. Responsibilities include assisting with project development, completing grant application reviews, attending public hearings, completing employee interviews for labor standards compliance, and representing GrantWorks at site visits and meetings with local officials. 6 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Director, Texas Department of Rural Affairs/Office of Rural Community Affairs (TxCDBG Program), 2001-2010 Manager, Texas Department of Housing and Community Affairs (TxCDBG and HOME), 1991-2001 Regional Coordinator, Texas Department of Commerce, 1988-1991 Contracts Manager, City of Edinburg (CDBG Entitlement), 1979-1988
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Arts in Psychology, Pan American University, Edinburg, Texas
Overall Total Years or relevant experience Other relevant experience or accomplishments	Oralia has over 30 years of experience in community and economic development. She is highly skilled in application scoring criteria, programmatic compliance, and community outreach.
Remove Personnel Full Name	Martha B. Drake

Potential Role Base Location	Grant Application Writer Huntsville, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Director of Project Development. Martha has worked in economic and community development since 1995. She joined GrantWorks in 1999 and quickly assumed leadership over application development in a wide variety of state and federal programs including TxCDBG, Economic Development Administration, Texas Parks and Wildlife, U.S. Fish and Wildlife Service, and TxDOT funded programs. Martha excels in assessing client needs in conjunction with application evaluation rules, giving her a project development record second-to-none in Texas. 19 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Consultant, Raymond K. Vann & Associates, approximately 4 years.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Science in Journalism, Sam Houston State University TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Martha has prepared more than 250 successful federal and state grant applications totaling more than \$70 million in infrastructure awards across Texas including 82 TCF infrastructure and/or real estate applications since 1999.
Remove Personnel	Full Name Kelle Stubblefield Odom
Potential Role Base Location	Application Development and Labor Standards Compliance Galveston, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Project Manager Kelle is responsible for communicating and coordinating with local officials, engineers, and GrantWorks staff throughout each phase of a project. Her responsibilities include assisting with project development, completing grant application reviews, attending public hearings, completing employee interviews for labor standards compliance, and representing GrantWorks at site visits and meetings with local officials. 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Project Manager at Langford Community Management Services (LCMS), 3 years Project Manager, CDBG Program, Office of Rural Community Affairs and Texas Department of Rural Affairs, 8.5 years Executive Assistant to Land Commissioner, Garry Mauro, Texas General Land Office, 9 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	BBA and MBA from St. Edward's University, Austin, Texas
Overall	While working for the Texas Department of Rural Affairs, Kelle managed over 440 CDBG

Total Years or relevant experience Other relevant experience or accomplishments	projects totaling approximately \$121,000,000 ensuring compliance with federal HUD regulations; providing guidance and technical assistance to grantees, reviewing payment requests, quarterly progress reports, modifications and amendments. Kelle organized the annual Texas CDBG Project Implementation Manual Workshops that presented the State and Federal policies and procedures to grantees, grant administrators, and engineers across the state.
Remove Personnel	Full Name Mirenda White-Harris
Potential Role Base Location	Grant Application Writer and Project Manager Palestine, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>Program Manager & Senior Client Relations Consultant,</p> <p>As CD Project Manager, Mirenda coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>In addition to managing CD and economic development projects, Mirenda also writes grants for community and economic development projects. Mirenda coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for Downtown Revitalization Program and Main Street grant applications. Key tasks include gathering data, monitoring progress for key deadlines, and preparing application materials.</p> <p>15 years total – 5 years with GrantWorks, Inc. and over 10 years with Kerbow and Associates.</p>
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Over 10 years as a grant administrator with Kerbow and Associates
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Science in Sociology, The University of Texas at Tyler TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Mirenda has over 10 years of experience in community and economic development. Mirenda has experience writing and managing Downtown Revitalization/Main Street projects. She is familiar with TDA's scoring criteria, the process of obtaining support letters for businesses, and coordination with THC and TDLR for project approvals.
Remove Personnel	Full Name Vicki Spiess
Potential Role Base Location	Grant Application Writer and Project Manager New Ulm, Texas
Current Employment	As CD Project Manager, Vicki coordinates and expedites community development

<p>Current job title Company (if subcontractor) Job responsibilities Number of years with respondent</p>	<p>projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>In addition to managing CD and economic development projects, Vicki also writes grants for community and economic development projects. Vicki coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for Downtown Revitalization Program and Main Street grant applications. Key tasks include gathering data, monitoring progress for key deadlines, and preparing application materials.</p> <p>27 years total – 5 years with GrantWorks, Inc. and 22 years with Kerbow and Associates.</p>
<p>Previous Employment Job Title Company name Job responsibilities Number of years with firm</p>	<p>22 years as a grant administrator with Kerbow and Associates</p>
<p>Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations</p>	<p>Bachelor of Business Administration, Sam Houston State University.</p>
<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Vicki has 27 years of experience in community and economic development. She has experience writing and managing Downtown Revitalization/Main Street projects. She is familiar with TDA's scoring criteria, the process of obtaining support letters for businesses, and coordination with THC and TDLR for project approvals.</p>
<p>Remove Personnel</p>	<p>Full Name Shirleen Bonacci</p>
<p>Potential Role Base Location</p>	<p>Client Services Consultant Austin, Texas</p>
<p>Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent</p>	<p>Client Services Consultant, GrantWorks, Inc. Responsibilities include helping Cities and Counties find grants that help them meet their goals to improve their communities. Assist with Employee Interviews; Job-site compliance; gather documents; attend meetings. 9 years</p>
<p>Previous Employment Job Title Company name Job responsibilities Number of years with firm</p>	<p>Project Manager, HOME division, GrantWorks, Inc., 5 years Construction, Job-site and contract compliance; Homeowner Application Intake; Grant Application writer; City Council and Commissioner's Court meetings; Close-outs.</p>
<p>Academic/Professional Qualifications Degree/Discipline</p>	<p>English and Speech at the University of Arizona, Tucson and SBVC, San Bernardino, CA. Contract Law; Ethics; Real Estate Law at Claremont College</p>

College/University Professional Affiliations Technical Training Accreditations	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 30 years of experience working with federal, state and local municipalities. Experienced in HUD and ADA requirements, local, state, and federal residential and commercial building and fire codes.
Remove Personnel	Full Name Kathy Boyles
Potential Role Base Location	Application Development Texarkana
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Client Services Consultant Kathy is responsible for client relations in Northeast Texas. She is directly involved with project development and coordinates with city officials, application writers, third party engineers, and other local entities. Kathy assists with public outreach and facilitates client services by working with project managers, attending City Council and Commissioners' Court meetings, public hearings, pre-construction meetings 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Grant Consultant, Lucas Consulting, 15 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Journalism, University of Texas at Austin Licensed Residential Mortgage Loan Originator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Kathy has 20 years experience in writing and administering grant programs including CDBG and HOME.
Remove Personnel	Full Name Martha Brown
Potential Role Base Location	Application Development Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Application Specialist Martha works directly with local governments to assess local needs that could be addressed using federal Community Development Block Grant (CDBG) funds available through several state agencies and coordinates the application process. Her job responsibilities include advising clients regarding project eligibility, program requirements, timelines, and available funds, creating and tracking moderately complex application documents including narratives, budgets, schedules, tables, checklists, public hearing notices, resolutions, and agenda items. Less than one year
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Senior Planner, Travis County CDBG Office, Project Development and Implementation, Planning and Reporting, Fair Housing, 8 years

Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations		Master of Public Affairs, University of Texas at Austin, LBJ School of Public Affairs
Overall Total Years or relevant experience Other relevant experience or accomplishments		Martha has 15 years of relevant experience, working on community development and affordable housing projects in a variety of capacities for nonprofits and units of local government including the City of San Francisco Mayor's Office of Housing and Travis County. In her capacity as a Senior Planner for Travis County CDBG Office she was the primary author of key reporting and policy documents, including 5 Year Consolidated Plans, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports (CAPERs), a Language Access Plan, Citizen Participation Plans and a Primary Survey methodology. In addition, she assisted in developing the Method of Distribution (MOD) for Travis County's CDBG-DR allocation for the May and October 2015 floods. Finally, she assisted in developing and implementing CDBG funded projects including land acquisition for affordable housing, public service projects, owner occupied home repair, and street improvements.
Remove Personnel	Full Name	Debbie Carter
Potential Role Base Location		Application Development Marble Falls, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent		Application Coordinator Debbie coordinates the demographic data research for a number of Regional Review Committees and works with application writers, local governments stakeholders and others to ensure timely completion of applications and scoring criteria. Less than one year
Previous Employment Job Title Company name Job responsibilities Number of years with firm		Grant Administrator, Burnet County, 8 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations		Bachelors in Sociology/Criminology and a Masters in Sociology, Ohio University.
Overall Total Years or relevant experience Other relevant experience or accomplishments		Debbie has over 20 years in non-profit and local government grant experience. As the Grant Administrator for Burnet County, she successfully helped manage over \$1 million a year in state, federal and local foundation grants.
Remove Personnel	Full Name	Jerry A. Carvajal
Potential Role Base Location		Director of West Texas Services and Senior Project Manager Alpine, Texas
Current Employment Current job title Company (if subcontractor)		Director of West Texas Services, Senior Project Manager Jerry works closely with local governments to develop, coordinate, and expedite community development projects including TxCDBG application preparation and project

Job responsibilities Number of years with respondent	implementation. He works directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Project Management responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 21 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	City Manager, City of Alpine, 1990-1997 Assistant City Manager, City of Alpine, 1984-1990 Community Development Director, City of Alpine, 1978-1984
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Science, History, Sul Ross State University Master of Science, Political Science and Public Administration, Sul Ross State University
Overall Total Years or relevant experience Other relevant experience or accomplishments	Mr. Carvajal has over 39 years of relevant experience managing over 100 TxCDBG projects
Remove Personnel	Full Name Anthony Covacevich
Potential Role Base Location	Field Representative and Project Oversight Rio Grande Valley, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Consultant Anthony coordinates agenda items with City staff, attends meetings with elected officials and consulting engineers. He performs site visits for CDBG projects. He attends city meetings for procurement, pre-construction and compliance issues, conducts site visits for Davis Bacon and other federal compliance requirements. 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	City Manager of the City of Weslaco, 2003-2009 Hidalgo Co. Urban County Director, 1988-2000
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Arts- Pan American University, 1976 Urban Fellows Program, Bucknell University, Penn., 1981-1982 TxCDBG Certified Administrator TDLR Registered Accessibility Specialist Member of the Accessibility Professionals Association
Overall Total Years or relevant experience Other relevant experience or	Anthony has over 35 years in municipal and CDBG/HUD experience. He has experience in the acquisition and administration of Section 108, Urban Development Action Grants, Colonia, Small Cities Grants, Entitlement Grants, Rental Rehab and Housing Finance

accomplishments	Corporation funding. He has municipal government experience in the areas of planning, industrial, airport and City Management.	
Remove Personnel	Full Name	Chuck Lucas
Potential Role Base Location	Senior Consultant Texarkana, TX	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Consultant Chuck provides consulting services to communities regarding grant applications. Assistance provided consists of researching available funding opportunities on behalf of communities, including providing assistance in the identification and preparation of financial assistance applications to a variety of State and Federal agencies. 10 years	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	<p>City of Nash, Texas – Economic Development Director/Interim City Manager (5 Years) Served as Economic Development Director for successful 4A EDC with larger business park; recruited and attracted numerous new business to Nash Business Park; spearheaded successful beer/wine sales election (1st in East Texas), assisted in several EDA and TCF projects. Several 1 year as interim City Manager of small community of 3,000 persons.</p> <p>Community Development Director - Lucas Consulting, Inc. (25 Years) Principal in consulting firm providing planning, community development, economic development, and affordable housing services to local governments. Provide outreach to communities, negotiate contracts for consulting services, assist in the identification of community needs and opportunities, develop strategies to address needs. Coordinate and implement program activities, monitor for compliance with state/federal regulations, provide fiscal and supervisory controls. Prepare grant/loan packages, prepare project estimates, monitor financial process and oversee construction progress. Develop comprehensive plans, capital improvements programs, community planning studies, technical and housing studies, environmental assessments for cities and counties. Present and expedite solutions to implement community development projects.</p>	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	B.A. in Geography, West Virginia University Master of Urban & Regional Planning, Virginia Tech American Institute of Certified Planners (retired)	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Has over 40 Years of relevant experience in Community Development, Housing, Economic Development and Urban Planning.	
Remove Personnel	Full Name	Cloy A. Richards, CPM
Potential Role Base Location	Client Services West Tawakoni, Texas	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Consultant Cloy provides support during the application process including coordinating with clients and engineers in project development, attending council meetings, and conducting public hearings. 6 years	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	<p>City Manager, City of Merkel, Texas, 6 years City Administrator, City of West Tawakoni, 6 years Editor-Publisher, The Merkel Mail, 28 years United States Air Force, 4 years</p>	

Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations		Texas Certified Public Manager, Texas State University Former member of State and National Affiliations of the Association of Certified Public Managers, the Texas Press Association and the National News Photographers Association Former Chairman (3 years) Local Official Advisory Task Force to the TCEQ Former Board Member (6 years) Association of Rural Communities in Texas Former Member- Texas Housing Forum Former Member Local Official Advisory Task Force- Texas State Affordable Housing Association Citizen of the Year in Merkel, Texas in 1989 and 1999
Overall Total Years or relevant experience Other relevant experience or accomplishments		For the past six years, Cloy has written CDBG applications, traveled in support of CDBG applications, conducted public hearings, conducted income surveys to determine eligibility. He has also coordinated project development between Cities, Counties, and third party engineers, supported other CDBG and Disaster relief applications and support of project management as assigned. Since 1978, Cloy has been a regular participant in countless meetings of units of local, county and state government as a reporter, city council member, Mayor, City Manager, and City Administrator.
Remove Personnel	Full Name	Roxy Sandoval
Potential Role Base Location		Application Specialist Corpus Christi, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent		Application Specialist Roxy's responsibilities include working with various cities and counties to provide general advice and technical assistance in preparing Community Development applications in conformance with TxCDBG program requirements. Less than one year
Previous Employment Job Title Company name Job responsibilities Number of years with firm		Grants Administrator/Coordinator, Sixteen (16) years with Nueces County As Grants Administrator and Grants Coordinator for Nueces County, her responsibilities were to develop grant proposals to secure state, federal and/or foundation grants. She also administered and monitored all approved grant projects, assuring compliance with federal and state grantor-agency legislation, guidelines, and requirements. Roxy helped facilitate, coordinate, and implement all contracts including grant awards, consultant, engineering and construction contracts. Specifically, she has 16 years managing Colonia Construction Fund projects, including conducting outreach for first-time water connections and On-Site Septic Facilities and documenting benefit to the colonia residents. Roxy coordinated and worked directly with County Commissioners, their colonia constituents, Texas CDBG staff, third-party project engineers and any other stakeholders. Her job responsibilities included financial management, preparation and submittal of draw requests, acquisition activities and reporting. Roxy also coordinated civil rights and fair housing requirements, prepared and submitted modification or amendment requests, reviewed construction contract documents for CDBG compliance, verified contractor eligibility, served as Labor Standards Officer, attended all pre-construction conferences and provided instruction to contractors, coordinated and conducted employee interviews, prepared the final Project Completion Report, and served as liaison during monitoring visits.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations		Masters of Science in Health and Kinesiology, Texas A&M University-Kingsville TxCDBG Certified Grant Administrator

Overall		<p>Rozy has over seventeen years of professional grant writing and project management experience including managing well over 100 projects. Notable grant projects awarded and managed include the following:</p> <ul style="list-style-type: none"> Coastal Bend Veterans Cemetery (\$18 million-dollar federal project) Nueces County Regional Fairgrounds (\$4.5 million in federal grants) South Texas Jail Diversion Program (\$1.2 million federal grant) Nueces County Colonias Projects (\$5 million in state grants) Nueces County Park Projects (\$5.4 million in state grants) Nueces County Disaster Recovery (\$2 million in state and federal funds) Nueces County Coastal Projects (\$3.5 million in state and federal funds)
Total Years or relevant experience Other relevant experience or accomplishments		
Remove Personnel	Full Name	Michelle Sims
Potential Role Base Location		Beneficiary Specialist, Senior Project Manager Austin, TX
Current Employment		Senior Project Manager/Beneficiary Specialist Michelle previously worked with GrantWorks from 2006 – 2009 and recently rejoined the team. Primary responsibilities include monitoring project specifications for all potential grant applications to determine beneficiary needs. If income surveys are required for a project area, Michelle coordinates with the survey team to schedule surveys, capture data, and generate required documentation to support low-to-moderate income calculations. Her previous experience with GrantWorks included a wide spectrum of CDBG activities, including CD and Planning grant application development, CD project management, environmental and startup documentation requirements, and procurement. 4 years
Current job title Company (if subcontractor) Job responsibilities Number of years with respondent		
Previous Employment		
Job Title Company name Job responsibilities Number of years with firm		
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations		B.S. in Journalism, Texas A&M University
Overall		Michelle has more than 12 years of experience implementing various grant programs at the state and local level. Her organizations skills and attention to detail enable her to successfully manage all aspects of grant development and project implementation.
Total Years or relevant experience Other relevant experience or accomplishments		
Remove Personnel	Full Name	Gary Smith
Potential Role Base Location		Application Writer Abilene, Texas
Current Employment		Senior Program Manager and Application Writer Gary provides consulting services to communities regarding grant applications and management. The assistance provided consists of researching available funding opportunities on behalf of communities for applications to a variety of State and Federal agencies. Gary assists with application development for various programs, including Texas
Current job title Company (if subcontractor) Job responsibilities Number of years with respondent		
Previous Employment		
Job Title Company name Job responsibilities Number of years with firm		

	CDBG, TxDOT projects, Texas Capital Fund, and HOME. 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Project Facilitator; Urban Solutions Managed all aspects of CDBG-DR projects that resulted from Hurricanes Ike and Dolly 3 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	M.A. Political Science and M.P.A., Texas Tech University, Environmental & Natural Resource Planning TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Gary has over 18 years of relevant experience in writing and administering grant programs, including CDBG. He helped develop more than 10 TxCDBG applications in the 2017-18 cycle; reviewed and recommended for award over 450 applications for Rounds 1 and 2.1 for the 2008 CDBG Disaster Recovery program; and helped develop the electronic application system first used in Round 2.1. Gary also wrote the Texas Method of Distribution (MOD) guidelines for Round 2.2.
Remove Personnel Full Name	Mary Alice Smith
Potential Role Base Location	Application Writer San Angelo, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Mary provides consulting services to communities regarding grant applications and management. She assists with application development for various programs, including Texas CDBG, Colonia-Fund Construction, TxDOT projects, Texas Capital Fund, and HOME. 11 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Compliance Monitor/Auditor and Contract Manager State of Texas CDBG Program 19 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Mary has pproximately 30 years of relevant experience in administering, auditing and writing for CDBG grant programs.
Remove Personnel Full Name	Janice Southworth
Potential Role Base Location	CD Administrative Assistant Palestine, TX
Current Employment Current job title	CD Administrative Assistant Janice is responsible for providing support services to the company. She is responsible for

Company (if subcontractor) Job responsibilities Number of years with respondent	coordinating documents regarding Community Development, Disaster Recovery, and Downtown Revitalization projects. Her responsibilities include application organization, following through on all requests, and coordinating documentation required from clients. She works closely with clients to ensure all documents are received and accurate. Janice has also worked with construction contractors regarding labor standards, payrolls and assembling documents in association with various projects. 10 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Senior Executive Assistant for Verizon (and various other positions) for 30 years.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Graduate of San Angelo Business College TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Janice has ten years combined experience with Kerbow & Associates and GrantWorks working on CDBG grant programs.
Remove Personnel Full Name	Mary Kay Thomas
Potential Role Base Location	Application Writer Big Sandy, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Consultant Mary Kay provides consulting services to communities regarding grant applications and project administration. Assistance provided consists of researching available funding opportunities on behalf of communities, including providing assistance in the identification and preparation of financial assistance applications to a variety of State and Federal agencies. Over 1 year
Previous Employment Job Title Company name Job responsibilities Number of years with firm	President, Amazing Grants, since 2002. Job Responsibilities: Project administration, client relations. Senior Vice President, Governmental Consulting Firm, 15 years. Project management, grant consultation, grant writing.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	University of Arkansas, Fayetteville, AR – Bachelor of Science in Education TxCDBG Certified Grant Administrator TxDOT Local Government Projects Program – Qualified Persons
Overall Total Years or relevant experience Other relevant experience or accomplishments	Mary Kay has over 30 years of experience in grant writing and grant management.
Remove Personnel Full Name	Kirk Dibbens

Potential Role Base Location	LMI Survey Crew Leader Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	LMI Survey Crew Leader Kirk leads the survey team that assists in qualifying projects through income surveys to document low-to-moderate income beneficiaries. 10 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Kirk has over 10 years of experience with CDBG beneficiary documentation and is highly skilled in income survey methodology and beneficiary requirements.
Remove Personnel	Full Name Carlos Beceiro, AICP
Potential Role Base Location	Lead Planner Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Associate VP of Planning Services Directs the activities of the Planning Department 12 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Community and Regional Planning, University of Texas at Austin Member of the American Planning Association and American Institute of Certified Planners
Overall Total Years or relevant experience Other relevant experience or accomplishments	Carlos has 12 years of experience with infrastructure and land use planning. Since joining GrantWorks in 2006, he has developed more than 30 comprehensive plans for cities and counties. He specializes in infrastructure and housing planning for colonias as well as economic development in small town markets. He has written 8 colonia plans funded by the TxCDBG Colonia Planning Fund.
Remove Personnel	Full Name Danielle Rojas

Potential Role Base Location	Planner Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Assistant Director of Planning Services Danielle's focus is on administrative and programmatic tasks and on heading up the training of the 7-member Planning team. She is also responsible for working with clients to discuss and develop comprehensive plans. In addition to local stakeholder engagement, Danielle is responsible for developing studies of several key issue areas including: population change, economic development, recreation and open space, housing, and land use. 3 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Zoning & Land Use Paralegal at Pennington LLP Danielle's key responsibilities included regulatory research, analysis, monitoring, reporting, and drafting; application development and submission to municipal representatives; project management (intra/inter firm); and public outreach and engagement (including presentations to, and workshops with, public officials). 1 year, 7 months
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	M.S. Community and Regional Planning, The University of Texas at Austin M.A. Latin American Studies, The University of Texas at Austin TxCDBG Certified Administrator APA Member
Overall Total Years or relevant experience Other relevant experience or accomplishments	Danielle has five years of experience working in the professional planning field. Since joining GrantWorks in 2016, she had completed eight comprehensive plans and several parks master plans. Danielle is also the contributing author of several affordable housing policy and practice studies, including studies of several colonias and informal homestead subdivisions located throughout Texas.
Remove Personnel	Full Name Donna M Johnson
Potential Role Base Location	Housing Rehab Specialist Beeville, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Associate Vice President Housing Services Responsible for the overall implementation of the HOME Program, CDBG Housing Rehabilitation, and Client Relations 15 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Science, Trinity
Overall	Donna has over fifteenths years of experience working as a Housing Specialist with

Total Years or relevant experience Other relevant experience or accomplishments	GrantWorks since 2003 and is responsible for oversight of construction for more than 700 homes rehabilitated and reconstructed (new home construction) utilizing her substantial construction management knowledge and experience. She formerly worked for Vann & Associates grant management firm.
Remove Personnel	Full Name Emily Phalan, AICP
Potential Role Base Location	Grant administrator and project oversight Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Director of Community Development Emily assists with supervising and mentoring GrantWorks' Community Development team and supervises and guides support staff with the preparation of start-up documentation and other administrative tasks. In addition, Emily coordinates and expedites complex, multi-million dollar CDBG and state-funded projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. 9 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	CD Project Manager, GrantWorks, 8 years Emily coordinated and expedited community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. She interprets government publications and regulations as they pertain to project implementation. She has also trained new employees in all aspects of project management responsibilities. Emily has experience managing various sidewalk improvement projects including those funded through TDA's Downtown Revitalization/Main Street programs as well as TxDOT's Transportation Alternatives Program and Safe Routes To School. Retail Assessment Intern, Downtown Austin Alliance, 1 year
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Arts in Geography and the Environment, University of Texas at Austin Member of the American Planning Association and American Institute of Certified Planners TxCDBG Certified Administrator TxDOT LGPP Certified, 2013-present
Overall Total Years or relevant experience Other relevant experience or accomplishments	9 years relevant experience in community development and project management. Successfully managed over 800 Federal and State projects Experience with TxCDBG, Texas Capital Fund, Downtown Revitalization/Main Street, public infrastructure construction, disaster recovery, parks, TxDOT, and coastal grant projects
Remove Personnel	Full Name Cristal Funderburk
Potential Role Base Location	Grant administrator and project oversight Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Assistant Director Community Development Cristal assists with supervising and mentoring GrantWorks' Community Development team and supervises and guides support staff labor standards compliance. In addition, Cristal administers CDBG and state-funded projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. 7 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	CD Project Manager, GrantWorks, 6 years Cristal coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing

	system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Arts in Geography, University of Texas at Austin TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	In her 8 years at GrantWorks, Cristal has successfully managed over 45 projects, including Texas Capital Fund, Downtown Revitalization/Main Street, Community Development Fund, Colonia Fund Construction, Disaster Relief, and Disaster Recovery projects.
Remove Personnel	Full Name Jeff Carrillo
Potential Role Base Location	Grant administrator and project oversight Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Assistant Director of Community Development Jeff assists with supervising and mentoring GrantWorks' Community Development team. In addition, Jeff administers CDBG and state-funded projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. 4 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	CD Project Manager, GrantWorks, 4 years Jeff coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. Reference Assistant at the Austin History Center, 3 years Library Assistant for Vanderbilt University – Owen School of Management, 2 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Arts in Fine Arts, University of Missouri at Columbia Member of the American Planning Association TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Jeff has managed over 35 projects within the TxCDBG, CDBG-DR, TxDOT Safe Routes to School, TxDOT County Transportation Infrastructure Fund, and Texas Capital Fund grants. He also has experience managing direct beneficiary projects.
Remove Personnel	Full Name Cesar Acosta

Potential Role Base Location	Project Manager Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>CD Project Manager Cesar coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA as well as the GLO, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>He also has experience managing Colonia Fund Construction projects and first-time connection projects, including conducting outreach for first-time connections and On-Site Septic Facilities and documenting benefit to the colonia residents. Less than one year</p>
Previous Employment Job Title Company name Job responsibilities Number of years with firm	<p>Field Director, Evolve Austin, 2 years Cesar trained and led a team of 5-8 canvassers to engage community members in Austin about the city's initiative to rewrite the city's land development code and educate them on how changes could impact the community and the history behind the effort, helped write the messaging for the campaign and how to encourage participation in the rewrite process, met with community leaders and advocacy groups to coordinate joint workshops and discussions on land use and upcoming changes to the city's land development code.</p>
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	<p>Master of Science in Community and Regional Planning, University of Texas at Austin TxCDBG Certified Grant Administrator Fluent in Spanish</p>
Overall Total Years or relevant experience Other relevant experience or accomplishments	Six years of community outreach and organizing experience working with diverse populations in English and Spanish
Remove Personnel	Full Name
	Karen Blaney
Potential Role Base Location	Project Manager Austin TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>CD Project Manager Karen coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. Less than one year.</p>
Previous Employment Job Title	<p>Program Coordinator, City of Austin Watershed Protection. Initiating project management oversight for ongoing and future projects within the Policy &</p>

Company name Job responsibilities Number of years with firm	Planning Division of the Watershed Protection Department. (6 mo) Director, Austin 2030 District, SPEER. Creating an innovative, private-sector led collaboration around energy and water efficiency for downtown Austin. Relationship management, program development, strategy, and recruitment. (2 yrs) Assistant Manager, Office of Sustainability, University of Texas at Austin. Primary manager for internal grant program, responsible for committee coordination, project planning, budgets, and reporting. (5 yrs)
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	MA English, The Pennsylvania State University BA English, Austin College Environmental Leadership Program, National Fellow 2014 Project Management Institute
Overall Total Years or relevant experience Other relevant experience or accomplishments	Karen has 15 plus years of experience managing a variety of projects for nonprofit and state institutions, including development of budgets, human resources and timesheet tracking, coordination of stakeholders, presentations, and writing reports. Projects included installation of permanent energy/water conservation assets as well as outreach, education and employment programs. She also has over 6 years of managing corporate and higher education grants from the application process through implementation and closeout.
Remove Personnel	Full Name Michele Goerke
Potential Role Base Location	Senior Project Manager Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior CD Project Manager As CD Senior Project Manager Michele coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Her job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Environmental Specialist and Contract Administrator for LCMS, 7 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	TxCDBG Certified Administrator
Overall Total Years or relevant experience	Michele has over 13 years of experience with state and federal grant programs and has administered over \$5 million in Community Development Block Grants for various

Other relevant experience or accomplishments	infrastructure improvement projects. Michele specializes in Texas Capital Fund economic development project administration, including grants for downtown improvements. She has also administered TxDOT and Texas Parks and Wildlife Park trail grants.	
Remove Personnel	Full Name	Ahide Gutierrez
Potential Role Base Location	Senior Project Manager Austin, Texas	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior CD Project Manager Ahide coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 4 years	
Previous Employment Job Title Company name Job responsibilities Number of years with firm		
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Community and Regional Planning, University of Texas at Austin TxCDBG Certified Administrator Fluent in Spanish	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Ahide has 4 years of relevant community development experience and has experience managing successful CDBG funded projects.	
Remove Personnel	Full Name	Amanda Hoque
Potential Role Base Location	Project Manager Austin, TX	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	CD Project Manager Amanda coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits Less than one year	
Previous Employment Job Title Company name	Graduate Research Assistant; The Institute for Sustainable Communities; Community Outreach in Urban Planning projects; 2 years.	

Job responsibilities Number of years with firm	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master's of Urban Planning & B.S in Community Development; Texas A&M University TxCDBG Certified Grant Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Amanda has over 2 years of relevant CDBG experience and has managed 18 projects.
Remove Personnel	Full Name Jennifer Horton
Potential Role Base Location	Project Manager Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	CD Project Manager As a community development project manager, Jenny works directly with stakeholders (local government, state coordinators, engineers, and administrators) to coordinate and deliver community development projects in rural Texan communities. She has experience with CDBG funding from her work as a research specialist with Travis County HHS Research and Planning, specifically around grant applications and evaluating deliverables. Less than one year
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Quality Manager and Senior Risk Analyst, Accenture, 3 years Managed and controlled quality for a large social media project as well as managed team of 10 analysts. Including her years as an analyst, was with that social media project.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Social Work with a focus on community administrated leadership and nonprofit governance portfolio, University of Texas at Austin, Steve Hicks School of Social Work and LBJ School of Public Affairs. Bachelor of Arts in Sociology and Anthropology, Hendrix College, Arkansas.
Overall Total Years or relevant experience Other relevant experience or accomplishments	Jenny has 2 years of experience with delivery of social services through local government through field work and research work with Travis County HHS Research and Planning. She has worked for 3 years on graduate academic work focusing on community administrated leadership and governance. She has extensive analytical and coordination experience from various positions (organizing, coordinating, research) totaling around a decade. Additionally, she served as an AmeriCorps State and Vista volunteer coordinator for 2 years with Circle of Sisters in California and the Clinton Foundation in Arkansas respectively.
Remove Personnel	Full Name Elizabeth Nguyen
Potential Role Base Location	Senior Project Manager Austin, Texas
Current Employment Current job title	Assistant Director of Disaster Recovery Liz coordinates and expedites community development projects, working directly with the

Company (if subcontractor) Job responsibilities Number of years with respondent	local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 10 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Grant Manager for the Fund for Public Health in New York, 2.5 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Sixteen years of relevant experience Managed over 100 TxCDBG projects as well as \$66 million in private and ARRA grants for the City of New York
Remove Personnel Full Name	Rachel Nolley
Potential Role Base Location	Project Manager Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	CD Project Manager Rachel coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 1 year
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Chapter Operations Manager, Amigos de las Americas, 3.5 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations	Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Science in Business Management and Marketing, University of South Carolina at Columbia

Technical Training Accreditations	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Rachel has managed 18 CDBG projects, provided technical assistance to multiple nonprofit boards, and worked as a community organizer in previous positions.
Remove Personnel	Full Name Hillary Sotello
Potential Role Base Location	Project Manager Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	CD Project Manager Hillary coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. Less than one year
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Assistant Project Manager, Company: Rand Construction Corporation Job Duties: Provided construction management oversight, including client relationships, managing scope, schedule, estimating projects, budget, deliverables and change orders for various construction and rehabilitation projects, monitored construction progress and quality, facilitated and/or coordinated resolutions to questions or other construction issues, reviewed RFI's, Submittals and Change Orders, participated in project meetings and planning sessions, served as a liaison with client, staff and construction management teams, coordination and issue resolution with design firms, provided on-site supervision when needed. Duration with firm: 3.5 Years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Arts in Geography; University of Texas at Austin TxCDBG Certified Grant Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Hillary has 8 years of relevant project management experience and is currently serving on a board of directors as a director for a local MUD
Remove Personnel	Full Name Nancy Pearsall
Potential Role Base Location	Community Development Coordinator Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Community Development Coordinator Nancy supports the GrantWorks team of Community Development project managers with administrative tasks related to infrastructure, housing, planning, and hazard mitigation grants. She prepares documentation for submission to the Texas Department of Agriculture and General Land Office in support of project deliverables. Nancy also tracks financial disbursements made to CDBG localities, manages company database, provides assistance with special projects, and offers client support. Less than one year
Previous Employment	Resource Development Grants Manager, Integral Care, 2 years

Job Title Company name Job responsibilities Number of years with firm	<p>Raised nearly \$2.4 million towards construction of Housing First Oak Springs, a holistic recovery housing solution for formerly homeless individuals. Created and managed pipeline of public and private fundraising prospects where none previously existed. Identified and researched grant prospects while submitting high-quality grant proposals and stewarding donors as appropriate.</p> <p>Administrative Coordinator, St. Edward's University, 1.5 years Supported the Assistant to the President with a variety of tasks, including: accounting, room reservations, catering, event planning, Board of Trustee meetings, retreats and more. Crafted correspondence and requests for information and materials with a wide variety of external agencies, especially Trustees.</p> <p>Grants and Research Manager, KLRU-TV, Austin PBS, 2.5 years Built and managed a portfolio of 300 foundation prospects for fundraising purposes. Increased foundational giving by 39% and raised \$600K in 3 years. Served as liaison between Board members, donors and KLRU staff. Collaborated with internal department heads to identify funding needs, and matched projects to potential funding sources.</p>
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	BA, Studio Art – University of Texas at Austin, 2003 Grantsmanship Center – 5-Day Training Completed TxCDBG Certified Grant Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	10 years of grants research, cultivation, writing/solicitation and management experience in the Austin, TX in the nonprofit sector including higher education, public arts/media, health and human services.
Remove Personnel	Full Name Adam Schragin
Potential Role Base Location	Community Development Coordinator Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Community Development Coordinator Adam supports the GrantWorks team of project managers and application writers with administrative tasks related to CDBG and disaster recovery projects. Adam helps coordinate field representative tasks during the application process and provides assistance with special projects, and offers client support. 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Labor Specialist, GrantWorks, 5 years Adam reviewed payroll for Davis-Bacon compliance, coordinated with contractors, and assisted with file maintenance in preparation for monitoring. Editor at MadeLoud, 3 Years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Arts in English, University of Texas at Austin
Overall Total Years or relevant experience Other relevant experience or accomplishments	Adam has over 5 years of relevant CDBG experience specializing in labor standards and client support.

Remove Personnel	Full Name	Jill Hooks
Potential Role Base Location		Labor Standards Specialist Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent		Labor Standards Specialist Jill reviews payroll for Davis-Bacon compliance, coordinates with contractors, and assists with file maintenance in preparation for monitoring. Less than 1 year
Previous Employment Job Title Company name Job responsibilities Number of years with firm		Client Services / Project Assistant / Vice President Project Manger / Labor Standards Officer at Gary R.Traylor & Associates, 11 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations		TxCDBG Certified Grant Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments		Jill has over 11 years of relevant CDBG experience specializing in labor standards and client support including HOME-funded activities at her previous role with Gary R.Traylor & Associates, Inc.
Remove Personnel	Full Name	Lauren Stanley
Potential Role Base Location		Administrative Support Big Sandy, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent		Administrative Assistant Lauren provides assistance on administrative tasks related to infrastructure, housing, planning, and hazard mitigation grants. She prepares documentation for submission to the Texas Department of Agriculture and General Land Office in support of project deliverables. Lauren provides assistance with special projects, technical support, and offers client relations support. One year
Previous Employment Job Title Company name Job responsibilities Number of years with firm		Administrative Assistant, Amazing Grants, since July 2017. Job Responsibilities: Financial management, client relations, technical support, administrative support.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations		Kilgore College, Kilgore, TX – Associate of Arts in English, Associate of Applied Science in Paralegal Studies
Overall Total Years or relevant experience		Lauren has over 3 years of relevant CDBG experience specializing in client support.

Other relevant experience or accomplishments	
Remove Personnel	Full Name Lauren Kotwal, AICP
Potential Role Base Location	Senior Environmental Specialist Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Environmental Specialist Lauren implements NEPA environmental compliance for HUD-funded TxCDBG projects. Project types include Community Development Fund, Texas Capital Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Job responsibilities include researching and interpreting environmental compliance data to draft and compile Environmental Review Records; compliance with State and Federal laws such as Section 106 of the National Historic Preservation Act, the Clean Air Act, the Safe Drinking Water Act, Executive Orders 11988 and 11990, the Coastal Zone Management Act, and the Endangered Species Act; coordinating with State and Federal agencies to facilitate environmental review and clearance 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Planner III for the City of Austin Planning and Development Review Department, 1 year Senior Staff Environmental Planner at Cardno ENTRIX, 2 years Associate Planner at LSA Associates, 1.5 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Arts in Urban & Environmental Policy and Planning, Tufts University Bachelor of Arts in Urban Studies and Planning, University of California, San Diego Member of the American Planning Association and American Institute of Certified Planners
Overall Total Years or relevant experience Other relevant experience or accomplishments	Lauren has five years of relevant community development experience. Lauren is well-versed in Part 58 compliance and has experience preparing environmental files for State and Federal monitoring reviews.
Remove Personnel	Full Name Sam Abbott
Potential Role Base Location	Environmental Specialist Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Environmental Specialist Sam implements NEPA environmental compliance for HUD-funded TxCDBG projects. Project types include Community Development Fund, Texas Capital Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Sam reviews projects and their potential environmental impacts to determine whether they meet federal, state, and local environmental standards, to ensure that the proposed projects do not negatively impact the surrounding environment. This process involves consultation with applicable federal and state agencies for compliance and coordination of public notices. She comes from a background in environmental compliance and remediation, and has approximately 7 months of experience performing environmental reviews with GrantWorks. In her time at GrantWorks, she has performed environmental reviews for CDBG and CDBG-DR projects regulated/administered by the Texas Department of Agriculture and the Texas General Land Office. Less than one year
Previous Employment	Remediation Project Manager, Texas Commission on Environmental Quality, 1.5 years.

Job Title Company name Job responsibilities Number of years with firm	Sam was responsible for oversight of environmental remediation projects including review and preparation of technical reports, providing state regulatory guidance, and maintaining databases and project files. Staff Geoscientist, Tetra Tech, Inc., 3 years Sam was responsible for collecting and reporting environmental data and maintaining compliance with state environmental regulations.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	M.S. Geography, Texas State University (2016) B.S. Geology, University of Texas (2011) Licensed Professional Geoscientist (Texas)
Overall Total Years or relevant experience Other relevant experience or accomplishments	Sam has over 5 years of full-time professional experience in environmental compliance and remediation in the State of Texas. She has performed environmental reviews for approximately 25 CDBG and CDBG-DR projects in various stages of the review process. Additionally, as a project manager at the TCEQ, she managed approximately 30 corrective action and Superfund projects.
Remove Personnel	Full Name Suzy Riley
Potential Role Base Location	Environmental Specialist Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Environmental Specialist Suzy implements NEPA environmental compliance for HUD-funded TxCDBG projects. Project types include Community Development Fund, Texas Capital Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Job responsibilities include researching and interpreting environmental compliance data to draft and compile Environmental Review Records; compliance with State and Federal laws such as Section 106 of the National Historic Preservation Act, the Clean Air Act, the Safe Drinking Water Act, Executive Orders 11988 and 11990, the Coastal Zone Management Act, and the Endangered Species Act; coordinating with State and Federal agencies to facilitate environmental review and clearance 2 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Research Assistant, Central Texas Sustainability Indicators Project, 4 months Intern, Code Studio, 1 year
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Arts in History, Auckland University, Auckland, New Zealand TxCDBG Certified Administrator, Texas Department of Agriculture, 2009-2012
Overall Total Years or relevant experience Other relevant experience or accomplishments	Suzy has six years of relevant community development experience. Prior to becoming an environmental specialist, Suzy was a Community Development Project Manager at GrantWorks for three years. In this role, Suzy worked directly with the local government contact, the Texas CDBG staff, project engineers and any other stakeholders. She managed financial and technical project requirements to meet strict thresholds, and interpreted government publications and regulations as they pertained to project implementation.

Suzy has successfully managed over 30 Federal and State projects for communities throughout Texas. She has experience with disaster recovery, public infrastructure construction, parks, and coastal projects.

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

Our firm is committed and available to perform the functions required by this RFQ and the services represented in this response.

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

Yes, GrantWorks is designated as a small business on the Texas Centralized Master Bidders List and meets the SBA small business definition.

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

All services performed by GrantWorks on behalf of local governments are provided without regard to race, national origin, religion, color, sex, age, familial status or disability. GrantWorks does not discriminate in employment opportunity in accordance with federal, state and local laws.

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

GrantWorks is Texas' leading homegrown grant management firm, specializing in state and federal programs used by local governments for housing, infrastructure, recovery, mitigation, planning, and economic development. The breadth of our experience gives us a solid working knowledge of program-specific requirements and cross-cutting federal regulations including but not limited to 2 CFR 200. Our Texas roots enable us to effectively and efficiently support both local governments and relevant State agencies and successfully implement programs within federal and Texas statutory framework.