

Application to Prequalify Grant Administrators TxCDBG Cycle Type: 2017-18 Colonia Fund: Construction

Firm Name: GrantWorks, Inc.	DUNS Number: 963746466	Federal EIN: 76-0446220
Prequalification Contact First, Last Name and Title: Eric Hartzell, Executive Vice President	Phone Number: +1 (512) 420-0303	Prequalification Contact E-mail Address: eric@grantworks.net
Firm's Web Address: www.grantworks.net	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.

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 over 35 years of grant writing and administrative experience. The firm was founded in 1979 as BJS Consulting and has since grown to include 60+ employees who have over 750 years of accumulated 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 first-time water and sewer service, on-site sewer facilities, housing rehabilitation, flood and drainage, street improvements, water storage, wastewater treatment plant facilities, and lift station improvements.

In addition to our extensive history with the Community Development Block Grant program, GrantWorks provides grant writing, administration, and management services for General Land Office, Federal Emergency Management Agency, Texas Water Development Board, Economic Development Administration, Texas Parks & Wildlife, TDHCA, and TxDOT programs.

As a small Texas-based business dedicated to the management of community development, disaster recovery, housing, and planning grant programs, GrantWorks provides quality guidance for every issue that arises in implementing grant funded projects.

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

Since 1979, GrantWorks has successfully assisted local governments with the Texas Community Development Block Grant (TxCDBG) program, providing application and grant administration services. 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:

- Colonia Fund - Construction—96 projects administered, \$44+ million
- Colonia Fund - Planning—42 projects completed or underway
- Community Development Fund—692 projects funded, \$231+ million
- Disaster Relief Fund—74 projects administered, \$21+ million
- Planning Grants—198 projects funded, completed or underway
- Texas Capital Fund (Economic Development) — 86 projects for \$44+ million
- Texas Main Street/Downtown Revitalization Program —37 projects, \$5+ million
- CDBG-Disaster Recovery — 92 projects, \$400+ million

3. Describe the respondent's experience with the Colonia Fund-Construction (CFC) program.

GrantWorks is the undisputed leader in providing Colonia Fund-Construction services in Texas. Over the past 17 years we have succeeded in securing and implementing \$44 million in CFC funding for 96 projects in more than 25 counties. This includes more than half of all State-awarded CFC project funding since 2005.

The CFC is a competitive grant program. Nine out of every 10 CFC applications written by GrantWorks since 2012 was funded by TDA. Our funding success builds upon detailed analysis of each county's potential project types, locations, and beneficiaries.

Managing CFC involves both the typical administrative tasks for other CDBG projects and specialized tasks such as beneficiary tracking and documentation for first-time service, septic tank replacement, housing rehabilitation; colonia area boundary definition and profiling; Spanish translation; and coordinating with third-party service providers such as WCIDs, water supply corporations, cities, and private service providers. GrantWorks is proud of our deep knowledge and tremendous success in the Colonia Fund.

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 go above and beyond for our clients.

Application Services – GrantWorks will:

- Assist in preparing Program Year 2017-2018 Colonia Fund-Construction 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 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.

As needed, GrantWorks also completes door-to-door surveys in order to verify income-eligibility. GrantWorks' capacity to obtain and verify beneficiary documentation is not surpassed by any other consultant. We also assist communities with the extensive documentation needed for first-time service connections and On-site Sewer Facility (OSSF) improvements. These services include but are not limited to public outreach, public notices, and application intake sessions as well as going door-to-door to obtain income surveys.

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

GrantWorks currently serves all areas of the state including counties in regions eligible for CFC funding. With 13 office locations throughout the state, GrantWorks is fully staffed and capable of providing quality service anywhere in Texas. Office locations include Rockport, San Angelo, Alpine, and McAllen.

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 60 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 county officials and their unincorporated communities throughout each phase of the project. The GrantWorks team includes fifteen full-time grant 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. Identify the total number of CDBG projects that the respondent developed and/or administered. Present an approximate cumulative total of projects which the respondent or personnel were instrumental in the development of the application and/or administration of the program following funding approval.

GrantWorks has provided application development, administration, management and/or planning services for over 1,200 projects funded through the TxCDBG program. Our dedicated team continues to be an integral part of every project we help develop and/or administer.

As the grant administrator, we take the lead in coordinating and expediting all grant activities. We strive to remain a cooperative, informed, and active member of the project development and implementation team throughout each phase of the project.

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	Aransas County CFC 7215065 (2015)
Facility Type and Use		Sewer Improvements and First Time Sewer Service
Project Location (Jurisdiction)		Smith and Wood colonia, served by City of Rockport
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		2,007 linear feet of 8 to 12 inch sewer line and first-time sewer service for 20 households
Types of Measures		In addition to our general administration services, GrantWorks assists the County with items specific to implementing this first-time sewer project. We facilitate public outreach efforts, including flyers and multiple mailouts, communicate with potential applicants, review connection assistance applications, verify eligibility status, and coordinate the approval process. GrantWorks coordinated the submittal of a modification to reconcile the quantity of sewer line after design was completed by the engineer.
Project Cost		\$479,516.00
Financing/Funding Source		Texas Department of Agriculture, TxCDBG Colonia Fund-Construction – \$456,681.00 City of Rockport, In-kind – \$22,835.00
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 March 2016, and the County received its Authority to Use Grant Funds in September 2016. Construction began in February 2017 and is expected to be completed by August 2017, prior to the contract 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 and completes ongoing reporting to ensure the project remains on schedule. Throughout construction, our labor standards specialist tracks contractor payroll compliance.
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 Manager Selena Gonzales-Kuglin, CD Coordinator –Start Up documentation Dana Scanes & Lauren Kotwal, Environmental Specialists Adam Schragin, Payroll Review Betty Collier, Application Writer and Client Services
Contact Information Current phone and e-mail address of local government representatives you worked with.		Judge Burt Mills, (361) 790-0100, thecountyjudge@aransascounty.org Linda Garcia, Judge’s Assistant, (361) 790-0100, lgarcia@aransascounty.org
Remove Project	Project Name	Bee County CFC 713065 (2013)
Facility Type and Use		Water Improvements and First Time Water Service
Project Location (Jurisdiction)		Pawnee colonia, served by El Oso WSC

Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	16,000 linear feet of 3" to 6" water line, bore, valves, fittings, pavement repair and associated appurtenances serving 48 people; first-time water connections for 11 households.
Types of Measures	GrantWorks assisted the County with completing income surveys for residents in the Pawnee 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 water improvements were more extensive than originally estimated. In order to use funds effectively, GrantWorks assisted the County in seeking and obtaining a budget modification to move funds allocated to private property rehabilitation into the water improvements budget. GrantWorks coordinated the process by drafting letters, re-evaluating the environmental review and verifying beneficiaries, enabling the county to make additional needed water improvements in the colonia.
Project Cost	\$526,679.80
Financing/Funding Source	Texas Department of Agriculture, TxCDBG Colonia Fund-Construction – \$500,000.00 El Oso Water Supply Corporation, waived fees – \$22,000.00 Bee County, local cash match - \$4,679.80
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TxCDBG CFC contract commenced in January 2014. The environmental review began in May 2014 and the County received its Authority to Use Grant Funds in August 2014. Construction began in March 2015 and was completed on January 14, 2016, before the January 22, 2016 contract end date.
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).	Eric Hartzell, Application Writer Cristal Funderburk, Senior Project Manager Betty Collier, Client Services Selena Gonzales-Kuglin, CD Coordinator –Start Up documentation Dana Scanes, Environmental Specialist Adam Schragin, Payroll Review
Contact Information Current phone and e-mail address of local government representatives you worked with.	Judge Stephanie Moreno, stephanie.moreno@co.bee.tx.us, 361/621-1550 Candy Estrada, Judge's Assistant, candy.estrada@co.bee.tx.us, 361/621-1550
Remove Project	Project Name
	Jim Wells County CFC 713085 (2013)
Facility Type and Use	Water and Sewer Improvements, First Time Water Service and On-Site Sewer Facilities
Project Location (Jurisdiction)	All Jim Wells County colonia areas including Risinger Road colonia, Alice Acres, English Acres, CR 149, CR 112-115, JW Owens, Green Acres/Westover, Owl Ranch/Amargosa, K-Bar Ranch, K-Bar J Estates, Coyote Acres, Goldapp, Loma Linda East, Vally-Hi Acres Area, Rozypal Estates, Town of Sandia, Shady Acres, Sandia Mobile Home Park, Mi Tierra, Orange Valley Estates, Loma Alta Ranch Area, Agua Dulce Ranch Area, Westdale Estates Areas, Casa Linda Area, Sandy Bluff/Rolling Acres Area, Orange Grove Villa, Aimee Acres/La Carmelita Area, Rolling Acres Estates Area, Orange Blossom Area, Orange Acres, Heritage Acres, South Paloma Estates Area, Yucca Acres, Town of Alfred, Palo Hueco/Hollow Tree Area, Paisano Mobile Home Park, Del Norte Mobile Home Park, A&M Mobile Home Park, Kiesling's/Howell Addition Area, Bentonville Acres Area, Springfield Area, CR 137/Hwy 44 Area, Hilltop Estates, Rancho Alegre, Collin's Townsite,

	665 Site, Bentonville Area, CR 130/Hwy 281 Area, Meadow Ridge, Green Acres/Westover Estates, Ben Bolt, CR 483/FM 2508 Area, and Palito Blanco colonias
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	5,557 linear feet of 6 inch water line, first-time water service for 5 households, and replacement of on-site sewer septic systems for 17 households.
Types of Measures	In addition to our general administration services, GrantWorks assisted the County with items specific to implementing this first-time water project and replacement of on-Site sewer septic systems. We facilitated public outreach efforts, including flyers and multiple mailouts; communicated with potential applicants, reviewed connection assistance and OSSF applications, verified eligibility status, coordinated the approval process, and assisted with the documentation of force account and waived fees as match. GrantWorks also scheduled and facilitated a local intake session for OSSF applicants.
Project Cost	\$499,714.99
Financing/Funding Source	Texas Department of Agriculture, TxCDBG Colonia Fund-Construction – \$499,714.99 Jim Wells County, In-kind- \$4,409.99 City of San Diego, In-kind – \$21,627.17
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 January 2014. The environmental review began in April 2014 and the County received its Authority to Use Grant Funds in July 2014. Construction began in January 2015 and the contract was extended 6 months due to heavy flooding in the area that delayed construction. The flood events received a disaster declaration by the Governor of Texas on May 29, 2015. The project was completed in July 2016, prior to the new contract 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 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. This project was recently monitored by TDA with no findings.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Eric Hartzell, Application Writer Lauren Kotwal, Project Manager Ahide Gutierrez, Project Manager Selena Gonzales-Kuglin, CD Coordinator –Start Up documentation Dana Scanes, Environmental Specialist Adam Schragin, Payroll Review Betty Collier, Client Services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Judge Pedro Trevino, Jr, (361) 668-5706 , pedro.trevino@co.jim-wells.tx.us Isabel Trevino, Judge's Assistant, (361) 668-5706 , isabel.trevino@co.jim-wells.tx.us
Remove Project	Project Name Kerr County CFC 7214025 (2014)
Facility Type and Use	Sewer Improvements and First Time Sewer Service
Project Location (Jurisdiction)	Eastern Kerrville South colonia, served by City of Kerrville
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	335 linear feet of 8-inch sewer line, bore, manholes, pavement repair, lift station upgrade, and permanent generator for 51 households
	Along with our general administration services, GrantWorks assisted the County with items specific to implementing this first-time sewer project. Activities included communicating with property owners, reviewing connection assistance applications, verifying eligibility status, informing the households of the account set-up process, and documenting the

Types of Measures	active accounts for project completion. GrantWorks assisted the County with drafting an amendment to add a permanent generator at the lift station site in order to meet TCEQ requirements, and performed the required re-evaluation of the environmental assessment. Our project manager also assisted the County with a request to use force account labor, documentation of employee time for 15 personnel, and documentation of equipment use.
Project Cost	\$531,936
Financing/Funding Source	Texas Department of Agriculture, TxCDBG Colonia Fund-Construction – \$500,000 Kerr County – \$31,936 (cash and in-kind/force account)
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 began in November 2014. The environmental review began in February 2015 and the County received environmental clearance in April 2015. Construction began in December 2015 and was completed in October 2016, prior to the 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 to ensure the project remained on schedule and within budget. All reporting requirements were met. TDA reviewed the financial management records and the self-monitoring checklist and determined the grant funds were properly administered. The project was successfully closed in January 2017 with no findings.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Eric Hartzell, Application Writer Katie Falgoust, Project Manager Selena Gonzales-Kuglin, CD Coordinator –Start Up documentation Dana Scanes, Environmental Specialist Adam Schragin, Payroll Review Betty Collier, Client Services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Tom Moser, Commissioner Pct. 2, (830) 792-2214, tmoser@co.kerr.tx.us Charlie Hastings, County Engineer, (830) 896-9046, chastings@co.kerr.tx.us Judge Tom Pollard, (830) 792-1122, cojduge@co.kerr.tx.us
<input type="checkbox"/> Remove Project	Project Name Tom Green County CFC 7214105 (2014)
Facility Type and Use	Water Improvements and First Time Water Service
Project Location (Jurisdiction)	Carlsbad colonia, served by Concho Rural Water Supply Corporation
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	1 water well; 8,000 linear feet of 8" water line; rehabilitation of 2 ground storage tanks and 1 hydropneumatic tank; 2,610 linear feet of 4" water line; and 4 first-time water service lines. These improvements serve 443 residents of the Carlsbad colonia.
Types of Measures	GrantWorks assisted the County with completing income surveys of Carlsbad residents within the target 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. When bids received were under budget, GrantWorks coordinated the amendment 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.
Project Cost	\$512,400.99
Financing/Funding Source	Texas Department of Agriculture, TxCDBG Colonia Fund-Construction – \$484,200.99 Tom Green County Fresh Water District No. 1, waived fees – \$1,700.00 Tom Green County Fresh Water District No. 1, local cash match - \$22,804.00

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 2014. The environmental review began in January 2015 and the County received its Authority to Use Grant Funds in July 2015. Construction began in February 2016 and was complete by the November 2016 contract end date. The project remained on schedule despite a slight delay in starting the environmental review due to regulatory changes at HUD.
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. This project was monitored and received no findings from 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).	Cristal Garcia Funderburk, Senior Project Manager Selena Gonzales-Kuglin, CD Coordinator –Start Up documentation Dana Scanes, Environmental Specialist Adam Schragin, Payroll Review Mary Alice Smith, Application Writer and Client Services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Sandi Kenney, County Judge Chief Deputy, 325-653-3318, Sandi.kenney@co.tom-green.tx.us

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.

GrantWorks' core business includes providing a full complement of general grant administration and consultation services, including but not limited to: writing grant applications, preparing for TDA and HUD monitorings, and ensuring compliance with Citizen Participation and Fair Housing requirements. Our employees are extremely competent and highly trained.

GrantWorks ensures that its team is experienced, skilled, and well trained by providing numerous internal and external training and mentorship opportunities. Junior staff share offices with more seasoned staff. This facilitates ongoing training and allows the junior staff to learn by observing their office partners perform their day-to-day functions. Weekly departmental meetings are held to ensure that all employees are up-to-date on the latest State and Federal regulations, and staff meet with their individual managers on a regular basis. This ensures that projects move forward on schedule and within program guidelines.

GrantWorks also requires that all of its Project Managers and other implementation staff attend TDA Implementation Manual Workshops and that our application writers attend the agency's grant application workshops. We also take full advantage of additional TDA- and other agency-sponsored training opportunities such as CDBG Over Coffee.

We encourage our staff to develop and hone their skills by defraying the costs associated with seeking and maintaining job-related professional certifications. As a result, GrantWorks' project management and application staff include members of the American Institute of Certified Planners (AICP), Registered Mortgage Loan Originators (RMLOs), and a certified Project Management Professional (PMP).

Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Eric Hartzell, AICP
Potential Role Base Location	Executive Vice President Project Application Development and Oversight Austin, Texas	
Current Employment Current job title Company (if subcontractor) Job responsibilities	Executive Vice President Eric brings more than 22 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	

Number of years with respondent	<p>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 Fund-Construction infrastructure projects.</p> <p>Eric has written over 100 Colonia Fund-Construction projects, more than any other grant administrator in the state.</p> <p>22 years</p>		
Previous Employment Job Title Company name Job responsibilities Number of years with firm	<p>CDBG Regional Coordinator at the Texas Department of Housing & Community Affairs, 1993-95</p> <p>Managed all aspects of CDBG construction projects for 40 projects in the Houston-Galveston and Central Texas regions.</p> <p>Water planner at the City of Austin, 1993</p>		
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	<p>Master of Science in Community & Regional Planning, University of Texas at Austin</p> <p>Bachelor of Science in Geography, Ohio University</p> <p>Member of the American Planning Association</p> <p>American Institute of Certified Planners</p>		
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>25 years of experience with infrastructure and community development project planning, development and implementation.</p> <p>Expert in CDBG colonia project development, including beneficiary documentation.</p> <p>The leader in successful Colonia Fund-Construction application development in the State of Texas.</p>		
Remove Personnel	<table border="1"> <tr> <td>Full Name</td> <td>Robin Sisco</td> </tr> </table>	Full Name	Robin Sisco
Full Name	Robin Sisco		
Potential Role Base Location	<p>Colonia Grant Application Writer and Project Manager</p> <p>Austin, Texas</p>		
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>Grant Writer & Project Manager</p> <p>Coordinate with counties, municipalities, water supply corporations, utility districts, and other local entities to develop projects for Colonia and Community Development 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 Colonia grant projects.</p> <p>11 years</p>		
Previous Employment Job Title Company name Job responsibilities Number of years with firm	<p>Consultant at Langford Community Management Services (LCMS), 7 years</p> <p>Wrote applications and managed projects funded by the Texas HOME Program</p> <p>Director of Regional Services, South Plains Council of Governments, 3 years</p> <p>Oversaw COG's CDBG application and implementation services for member localities.</p>		
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	<p>Master of Public Administration, Texas Tech University</p> <p>Bachelor of Arts in Psychology, University of Texas at Austin</p> <p>TxCDBG Certified Administrator</p>		
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Robin has 20 years of relevant experience in grant writing and grant administration.</p>		

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 county officials, application writers, third party engineers, water supply corporations, and other local entities. Betty assists with public outreach and helps identify first-time water and sewer projects. She also 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. 19 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		Twenty-nine years of experience with grants and community development projects. Betty has assisted in the development of dozens of Colonia Fund-Construction infrastructure projects and is highly skilled in income survey coordination and beneficiary documentation requirements. TxCDBG Certified Administrator
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. 5 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		Bachelor of Arts in Psychology, Pan American University, Edinburg, Texas TxCDBG Certified Administrator

Technical Training Accreditations	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Oralia has over 30 years of experience in community and economic development, including the Colonia Fund since its inception. While working with the State of Texas CDBG Program, Oralia assisted in the development of the Colonia Fund program. She is highly skilled in application scoring criteria, programmatic compliance, and community outreach.
Remove Personnel	Full Name Katie Dushkin
Potential Role Base Location	Application Services - Beneficiary Documentation Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Director of Community Development 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. 8 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Financial Planner, Ameriprise Financial, 1 year
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Business Administration, University of Texas at Austin TxCDBG Certified Administrator
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 closed over 40 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 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. 8 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	
Overall Total Years or relevant experience Other relevant experience or accomplishments	8 years of experience with CDBG beneficiary documentation Highly skilled in income survey methodology and beneficiary requirements.
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 TxCDBG Colonia Fund projects since 2007. 8 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 American Institute of Certified Planners TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Ten years of experience in government, planning and community 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	Associate Vice President for Community Development 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.

	12 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), 2 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 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 16 years of community development, planning, and project management experience and has successfully managed over 90 CDBG-funded projects through the entire grant administration cycle. Projects managed include private property rehabilitation, public infrastructure, downtown revitalization, economic development, renewable energy, and disaster recovery. Additionally, Martha has also completed 7 TxCDBG-funded Colonia Plans.
Remove Personnel	Full Name Ahide Gutierrez
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 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. Ahide has experience managing Colonia Fund-Construction projects and first-time connection projects including conducting public outreach for first-time connections, Housing Rehabilitation and On-Site Septic Facilities (OSSF), as well as documenting beneficiary information in order to meet the national objective. 2 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations	Master of Science in Community and Regional Planning, University of Texas at Austin TxCDBG Certified Administrator Fluent in Spanish

Technical Training Accreditations	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Ahide has two years' experience working with Colonia grants and is currently administering three active first-time service projects. She has successfully completed two first-time service projects including one that involved the installation of 17 OSSF replacements. Additionally, Ahide is skilled in force account documentation and management.
Remove Personnel	Full Name Casey LeMay
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 Casey 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. 2 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Instructor/Teacher, Austin Independent School District, 1.5 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 Juris Doctor, Levin College of Law, University of Florida Bachelor of Science in Business Administration, University of Florida TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Casey has 4 years of relevant community development experience. He is experienced in Colonia grants including the management of a complex project consisting of four different project activities. He has coordinated with all stakeholders and collected required beneficiary documentation from residents.
Remove Personnel	Full Name Cristal Funderburk
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 Project Manager 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

	<p>final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>Cristal has experience managing Colonia Fund-Construction projects and first-time connection projects, including conducting outreach for first-time connections, housing rehabilitation and On-Site Septic Facilities. She is also skilled in documenting benefit to the colonia residents. She is an expert in Labor Standards requirements and payroll compliance.</p> <p>6 years</p>
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 Arts in Geography, University of Texas at Austin TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	In her 6 years at GrantWorks, Cristal has successfully managed over 50 projects, including Colonia Fund-Construction, Community Development Fund, Texas Capital Fund, Disaster Relief, and Disaster Recovery projects.
Remove Personnel	Full Name Emily Phalan, AICP
Potential Role Base Location	Senior Project Manager Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>Senior CD Project Manager</p> <p>As CD Project Manager, Emily 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, provide technical assistance, and serve as liaison during monitoring visits. 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.</p> <p>Emily has experience managing several 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.</p> <p>7 years</p>
Previous Employment Job Title Company name Job responsibilities	Retail Assessment Intern, Downtown Austin Alliance, 1 year

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 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
Overall Total Years or relevant experience Other relevant experience or accomplishments		7 years relevant experience in community development and project management. Successfully managed over 50 Federal and State projects. Experience with TxCDBG, colonia, public infrastructure construction, disaster recovery, parks, TxDOT, and coastal grant projects.
Remove Personnel	Full Name	Jeff Carrillo
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 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. Jeff 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. 2 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm		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.
Remove Personnel	Full Name	Jerry A. Carvajal
Potential Role		Director of West Texas Services and Senior Project Manager

Base Location	Alpine, Texas		
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Director of West Texas Services, Senior Project Manager Mr. Carvajal works closely with local governments to develop, coordinate, and expedite community development projects including TxCDBG application preparation and project 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. 19.5 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 TxCDBG Certified Administrator		
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 including 14 CDBG Colonia Fund-Construction projects. He has experience with first-time water and sewer service projects including outreach for first-time connections and On-Site Septic Facilities as well as documenting benefits to the colonia residents.		
Remove Personnel	<table border="1"> <tr> <td>Full Name</td> <td>Katie Falgoust</td> </tr> </table>	Full Name	Katie Falgoust
Full Name	Katie Falgoust		
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 Katie 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. She 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.		

	2.5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Program Services Research Director, Project Coordinator, Placement Specialist for Goodwill Central Texas, 9 years Senior Environmental Organizer for St. Nicks Alliance, 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 Sociology, Hendrix College Level I GIS Certificate, Austin Community College Member of the American Planning Association TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Two years of TxCDBG project management experience. Over ten years of experience in the non-profit sector as a supervisor, case manager and community organizer.
Remove Personnel	Full Name Elizabeth Nguyen
Potential Role Base Location	Senior Project Manager Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Assistant Director of Disaster Recovery As CD Senior Project Manager Liz 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. She 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. 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	Fifteen years of relevant experience

Total Years or relevant experience Other relevant experience or accomplishments	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
	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 she 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. Michele has experience managing first-time connection projects, including conducting outreach for first-time connections. 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Environmental Specialist and Contract Administrator for Langford Community Management Services, 7 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	Michele has over 12 years of experience with state and federal grant programs and has administered over \$5 million in CDBG Community Development Block Grants for various infrastructure improvement projects as well as TxDOT and Texas Parks and Wildlife Park and Trail grants.
Remove Personnel	Full Name
	Nate Buckley
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 Nate 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,

	<p>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>2.5 years</p>
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Researcher for the Austin City Council 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, Sarah Lawrence College
Overall Total Years or relevant experience Other relevant experience or accomplishments	3 years of relevant experience including 2 years managing TxDOT funded grant projects
Remove Personnel Full Name	Gary Smith
Potential Role Base Location	Client Services and Application Writer Abilene, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Program Manager Field Representative, Application Writer and Project Manager for various programs, including Texas CDBG, CDBG Colonia, TxDOT projects, Texas Capital Fund, and HOME 4 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
Overall Total Years or relevant experience Other relevant experience or accomplishments	Approximately 18 years of relevant experience in writing and administering grant programs, including CDBG. Helped develop more than 10 TxCDBG applications in the 2017-18 cycle. Reviewed, graded and recommended for award over 450 applications for rounds 1 and 2.1 for the 2008 CDBG Disaster Recovery program; helped develop the electronic application system first used in round 2.1; and wrote the Texas Method of Distribution (MOD) guidelines for Round 2.2.
Remove Personnel Full Name	Mary Alice Smith
Potential Role Base Location	Client Services and Application Writer San Angelo, Texas

Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Field Representative and Application Writer for various programs, including Texas CDBG, CDBG Colonia, TxDOT projects, Texas Capital Fund, and HOME 10 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	Texas CDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Approximately 30 years of relevant experience in administering, auditing and writing for CDBG grant programs, including Colonia Fund-Construction projects.
Remove Personnel	Full Name Dana Scanes
Potential Role Base Location	Environmental Specialist Galveston, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Environmental Specialist Dana implements NEPA environmental compliance for HUD-funded CDBG projects. Project types include Community Development Fund, Texas Capital Fund, Colonia Fund-Construction, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Job responsibilities include GIS mapping, 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	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Geography, Texas State University Bachelor of Science in Nursing, Baylor University HUD environmental training, Austin, Texas, 2015 TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or	Dana has conducted over 120 NEPA Environmental Reviews for TxCDBG and other federally funded projects. Dana is well-versed in Part 58 compliance and has experience preparing environmental

accomplishments	files for state and federal monitoring reviews.
Remove Personnel	Full Name Lauren Kotwal, AICP
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 Lauren implements NEPA environmental compliance for HUD-funded TxCDBG projects. Project types include Community Development Fund, Texas Capital Fund, Colonia Fund-Construction, 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 4 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Project Manager, GrantWorks, 2 years 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 American Institute of Certified Planners TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Lauren has four years of relevant community development experience, including management of Colonia Fund-Construction projects. Lauren is well-versed in Part 58 compliance and has experience preparing environmental files for State and Federal monitoring reviews.
Remove Personnel	Full Name Adam Schragin
Potential Role Base Location	Labor Specialist and Administrative Assistant Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Labor Specialist Adam reviews payroll for Davis-Bacon compliance, coordinates with contractors, and assists with file maintenance in preparation for monitoring. In addition to labor standards compliance, Adam assists interested parties in applying for On-Site Septic Facilities assistance by answering questions, tracking documentation, and verifying information. 4 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Editor at MadeLoud, 3 Years
Academic/Professional Qualifications	Bachelor of Arts in English, 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	4 years
Remove Personnel	Full Name Gilbert Garcia
Potential Role Base Location	Administrative Assistant Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Administrative Assistant Gilbert assists project managers and clients in the completion of start-up documentation and file maintenance including document preparation and mailing, client communications, and reporting. He assists interested parties in applying for On-Site Septic Facilities (OSSF) and first-time water and sewer service assistance by conducting application intakes, answering questions, tracking documentation, and verifying information. 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Henry Flores, Mad House Development Gilbert assisted an affordable housing development team. 1 year
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Arts in Anthropology, University of Texas at Austin Five years of community development and housing grant experience Licensed Residential Mortgage Loan Originator Notary Public Fluent in Spanish
Overall Total Years or relevant experience Other relevant experience or accomplishments	6 years
Remove Personnel	Full Name Selena Gonzales-Kuglin
Potential Role Base Location	CD Coordinator and Document Preparation Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	CD Coordinator Selena supports the Community Development department and project managers by facilitating document preparation and database management; assists with start-up and civil rights compliance documentation; and, assists with file maintenance in preparation for monitoring and project close out. 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Senior Map Analyst with CoreLogic Flood Services, 3 years Real Estate Representative for the Lower Colorado River Authority, 7 years Environmental Specialist-Intern for the Texas Commission on Environmental Quality, 1 year

Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Science in Geographic Information Science, Southwest Texas State University TxCDBG Certified Administrator Certificate of GIS from Southwest Texas State University
Overall Total Years or relevant experience Other relevant experience or accomplishments	5 years relevant experience
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 Vice President of Planning Services Directs the activities of the Planning Department 3 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Director of Planning, Manager, and Planner, GrantWorks, 8 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 Member of the American Planning Association American Institute of Certified Planners
Overall Total Years or relevant experience Other relevant experience or accomplishments	Carlos has 10 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	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 14 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Donna formerly worked for Raymond K Vann & Associates grant management firm, 2 years.
Academic/Professional	Bachelor of Science, Trinity University

Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Donna has been working as a Housing Specialist with 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.
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10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

As demonstrated by our extensive history working with state and federal grants, GrantWorks has the ability to perform the functions required by this RFQ and the services represented in this response. GrantWorks has more than 60 employees to meet the grant-related service needs of our client local governments, including a dedicated project application team and 15 project managers committed to TxCDBG implementation. Since 2000, our team has applied for and successfully completed nearly 100 CFC projects. Success is based upon seasoned, knowledgeable application writers dedicated to creating fundable applications and experienced, skilled project managers committed to implementing projects from start to finish.

GrantWorks has the capacity and experience to meet a county's CFC project application and implementation needs within the established timeframe. GrantWorks has a proven track record of customer service and is dedicated to improving the quality of life in Texas colonia communities.

11. Is the respondent certified as a small business, minority- or woman- owned business enterprise, and/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

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.

In addition to our extensive history with the Colonia Fund – Construction program, in the last decade our company has provided Colonia Planning services to 36 colonia eligible counties. Often these studies lead to official designation of previously- unidentified colonias and documentation of needs to be addressed with future CFC projects. GrantWorks' extensive knowledge of colonias and their infrastructure needs provides an added level of expertise during project development.

We believe it is in your best interests to select GrantWorks, with our unmatched knowledge and understanding of the Colonia Fund-Construction program, as your service provider.