

# Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

Firm Name: Ark-Tex Council of Governments	DUNS Number: 021797241	Federal EIN: 75-11562575
Prequalification Contact First, Last Name and Title: Toni Lindsey, Regional Development Coordinator	Phone Number: +1 (903) 255-3529	Prequalification Contact E-mail Address: tlindsey@atcog.org
Firm Web Address www.atcog.org	Firm Mailing Address 4808 Elizabeth Street, Texarkana, Te	Name of Firm's President/Managing Officer: Chris Brown, Executive Director

## 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.

Since 1969 Ark-Tex Council of Governments (ATCOG) has been administering state and federal grants for the 10 county region composed of the counties of Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River, Titus, and Miller County, Arkansas. Annually ATCOG administers over 16 million dollars in state and federal grants in the areas of 9-1-1 Operations and GIS Mapping, Homeland Security, HHSC (Area Agency on Aging), TxDOT and FTA, Economic Development Administration, and other grants from TDA, HUD, and USDA.

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

ATCOG has successfully applied for and administered TxCDBG grants within each of the Nine (9) Texas counties in the region, since these grants first became available through Texas Department of Agriculture (TDA). Over the past 50 years, ATCOG's experience in administering state funds (including Texas Capital Fund grants, TxCDBG grants, STEP grants, and Disaster Recovery grants) has assisted cities and counties in obtaining funds for eligible community projects. This has improved infrastructure in local communities, strengthened overall economic development, increased opportunities to develop stable employment for the citizens in our region, and helped rebuild communities.

3. Describe the respondent's experience with the following:

- a. Community wide infrastructure projects

ATCOG and its multi-disciplinary staff, has been successful in providing administrative assistance and grant writing for programs that serve low-to-moderate income families living in our rural non-entitlement communities. We have experience in community wide infrastructure projects through the disaster grants we've written and administered. ATCOG has participated in each of these programs with the intent of reducing the financial impact on these economically distressed areas and to improve the viability of economic improvement in the region we serve.

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

ATCOG has assisted multiple communities in direct beneficiary projects through the TxCDBG grants, which focused on street and sewer improvements, and STEP grants, which focused on water systems.

- c. Job creation programs, including Texas Capital Fund - Infrastructure/Real Estate

ATCOG has written and administered grants through the Texas Capital Fund for utilities system improvements, with the purpose of building economic development and providing jobs to low to moderate residents.

- d. Projects involving multiple funding sources

ATCOG staff work continually to maximize community resources to insure that the cities and counties are aware of various possibilities available for funding. The Regional Development Department leads the economic and community development grant administration through the TxCDBG program, as well as through EDA, EPA, USDA, FEMA and state grant programs. Projects with EDA, EPA, USDA, and/or FEMA as well as TDA are all communicated and utilized in the best interest of the communities; many times various funding sources are utilized together to meet the needs of a specific city/county (community).

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

ATCOG has trained and certified grant management staff to address project needs in our region. ATCOG further promotes economic development as a Certified Development Company for the SBA offering 504 loans, and through several Revolving Loan Fund's to assist small businesses with low-interest funding. ATCOG writes and administers grants and performs the Environmental Review Records required for TDA, EDA, USDA, TXDOT and other available funding sources. ATCOG typically uses subcontractors to provide SBA environmental requirements, professional underwriting, engineering, architecture, and construction services.

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

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

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

ATCOG maintains a fiscally conservative organization, and successfully manages to carry out its objectives, with each department managing its workload. The Regional Development Department of ATCOG employs specialists in grant writing, administration, and environmental review that have received training and certification through TDA and the TxCDBG program. These individuals are dedicated to engaging, initiating, maintaining and completing contracts from all economic development funding sources, including special emphasis on TDA opportunities. As the workload increases, additional staff will be hired to ensure ATCOG devotes the time and resources to each project it requires to achieve its objectives effectively, efficiently, and timely.

7. Is the respondent a TxCDBG certified administrator?  Yes, certified 2019  
 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	<b>Project Name</b>	City of Avery - Street Improvements
Facility Type and Use		Street Improvements
Project Location (Jurisdiction)		Red River County - City of Avery
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		21,450 linear feet of street and drainage improvements (Colorado Street/SanAntonio Drive) 593 total beneficiaries
Role & Responsibilities		Grant Writing and Administration, Environmental Review
Project Cost		\$288,750 with local match of \$13,750
Financing/Funding Source		Texas Department of Agriculture, TxCDBG
Method of Documenting Beneficiaries		Survey
<b>Project Schedule</b> -Environmental Review Start and End Dates		Environmental Review Start 1/12/2017 and End 6/17/2017. Construction Start and End -- 05/21/2018 - 09/14/2018

-Construction Start and End Dates -Describe if project was completed on schedule or delayed	ATCOG had an internal staff transition causing the first phase of the project to be a few weeks behind schedule.
Monitoring and Verification Methods	Internal Desk Review/Monitoring
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Toni Lindsey, Grant Administrator Vickie Williamson, Grant Administrator (no longer employed at ATCOG) April Carl, Grant Administrator (no longer employed at ATCOG) Don Shipp, Environmental Review
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Deborah Crouch, Secretary 903-684-3825 cityofavery@yahoo.com
Remove Project	<b>Project Name</b> Bowie County
Facility Type and Use	Electric, Water, and Sewer systems improvements
Project Location (Jurisdiction)	Bowie County, ATCOG region
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Beneficiaries - 1 New Company hiring at least 42 new employees Services from established connecting points to 1 Business
Role & Responsibilities	Grant writing, Grant Administration
Project Cost	\$8,750,000
Financing/Funding Source	Texas Capital Fund - \$750,000
Method of Documenting Beneficiaries	Hiring Survey
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review Start 8/18/15 - End 9/20/16 November, 2017 - June 30, 2019 Project received rain delay extension. Completed as per expected date.
Monitoring and Verification Methods	In process
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Toni Lindsey, Grant Administration Vickie Williamson, Grant Writing and Administration (no longer employed at ATCOG)
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Bobby Howell 903-628-6718 countyjudge@txkusa.com
Remove Project	<b>Project Name</b> Harrison County, Leigh Water Supply Corporation
Facility Type and Use	Water supply corporation - water system improvements
Project Location (Jurisdiction)	Harrison County, ETCOG region
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	35,000 linear feet of water main 119 Beneficiaries

Role & Responsibilities	Grant writing, administration, environmental review record
Project Cost	\$195,095.10
Financing/Funding Source	TxCDBG STEP Grant
Method of Documenting Beneficiaries	Survey
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review Start and End - 5/9/2014 - 8/7/2014 Construction Start and End - 9/23/2014 - 4/20/2016 Project was delayed due to three separate flooding events and unusual amounts of rain.
Monitoring and Verification Methods	Desk Review
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Genevieve Burtchell, Grant Administration (no longer employed at ATCOG) Vickie Williamson, Grant Administration (no longer employed at ATCOG) Paul Prange, Environmental Review
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Hugh Taylor, County Judge Charlene Graff, Administrative Assistant 903-935-8401 charleneg@co.harrison.tx.us
Remove Project	<b>Project Name</b> Hurricane Ike Disaster Recovery
Facility Type and Use	Council of Governments - Disaster Recovery use of funds
Project Location (Jurisdiction)	Bowie and Cass Counties, ATCOG region
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	13 Jurisdictions
Role & Responsibilities	Grant Recipient, Grant Writing, Grant Administration, Environmental Review Record
Project Cost	\$1,164,673
Financing/Funding Source	TxCDBG Disaster Recovery Grant
Method of Documenting Beneficiaries	Followed disaster guidelines
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review Start and End Dates - 05/04/2010-09/07/2010 Construction Start and End Dates - 7/29/2011 - 12/31/2012 On Schedule
Monitoring and Verification Methods	Desk Review
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Genevieve Burtchell, Grant Administration Paul Prange, Environmental Review

<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	City of Texarkana City of Maud City of Redwater City of Omaha	City of Linden City of Bloomburg Western Cass WSC City of Naples	City of Atlanta City of Avinger City of Lone Star City of Hughes Springs	City of Wake Village
Remove Project	<b>Project Name</b>	Harrison County, Caddo Lake Water Supply Company		
Facility Type and Use		Water Supply Corporation and use for water system improvements		
Project Location (Jurisdiction)		Harrison County, ETCOG region		
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		11,280 feet of water main installed 138 Beneficiaries		
Role & Responsibilities		Grant Writer, Administrator, Environmental Review Record		
Project Cost		\$350,000.00		
Financing/Funding Source		TxCDBG STEP Grant		
Method of Documenting Beneficiaries		Survey		
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Start and End Dates - 12/11/2012 - 3/11/2013* Construction Start and End Dates - 9/1/2014 - 01/26/2015 *Project was delayed because the Texas Historical Commission requested and Archaeology Survey which took months after the ERR was submitted to complete.		
Monitoring and Verification Methods		Desk Review		
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Genevieve Burtchell, Grant Administrator Vickie Williamson, Grant Administrator Paul Prange, Environmental Review		
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.		Hugh Taylor, County Judge Charlene Graff, Administrative Assistant 903-935-8401 charleneg@co.harrison.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 **key** personnel who will potentially be assigned responsibility for a core project task.

ATCOG has developed and administered grants in our region since its inception in 1969. Throughout the history of the agency it is reasonable to estimate over 500 contracts have been administered throughout the departments of the agency.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	<b>Full Name</b>	Toni Lindsey
Potential Role	Grant Writer/Grant Administration	
Base Location	Texarkana, Texas	
<b>Current Employment</b>	Ark-Tex Council of Governments	
Current job title	Regional Development Coordinator	
Job responsibilities	<ul style="list-style-type: none"> <li>• Monitor and evaluate program operations as they relate to production, grant administration and reporting</li> <li>• Assist in preparing department budget and monitoring</li> <li>• Develop and maintain working relationships with elected officials, funding agencies, regional partners, local economic development corporations, special purpose districts, county personnel and commissioners, city personnel and council members, engineers, contractors, and water supply districts</li> <li>• Coordinate with county judges and commissioners' courts, city personnel and city councils, water supply corporations, engineers, contractors, and federal/state agency personnel to prepare, submit and administer grants</li> <li>• Provide technical assistance as needed to members, special purpose districts, and other political subdivisions</li> <li>• Provide review of designated grant applications submitted to ATCOG through Executive Order 12372, Review of Federal Programs</li> <li>• Collaborate with the NETEDD Board for the CEDS and regional initiatives promoting economic development, community development, and quality of life in the ATCOG region</li> <li>• Serve on regional committees and boards to develop partnerships and further advance the opportunities for the Northeast Texas region and ATCOG</li> <li>• Prepare and/or supervise submission of the Hazard Mitigation Plan grants and assist with individual county Hazard Mitigation Plans to TDEM/FEMA</li> <li>• Prepare and deliver presentations to various organizations educating on the Regional Development Department's work and assistance, as well as the other programs of ATCOG</li> <li>• Schedule and prepare documentation for ATCOG Board Meetings, NETEDD Board Meetings, various regional meetings, and staff meetings</li> <li>• Attend meetings, trainings, and seminars related to regional development as needed</li> </ul>	
Number of years with respondent	2 years	
<b>Overall</b>	<ul style="list-style-type: none"> <li>• Served over 26 years with a non-profit organization providing support services to individuals in the Ark-Tex community.</li> <li>• Over 12 years Accounting, Management, and Direct Oversight of Program Financial Compliance, Grants, and Internal Controls.</li> </ul>	
Total Years or relevant experience		
Other relevant experience or accomplishments	<p>Academic/Professional Qualifications</p> <ul style="list-style-type: none"> <li>• Environmental and TxCDBG Certified through Texas Department of Agriculture</li> <li>• Texas A &amp; M University - 21 hours toward Masters in Adult Education</li> <li>• Texas A &amp; M University - Bachelor of Applied Arts &amp; Sciences - Business Administration</li> <li>• HUD Certified Professional of Occupancy since 04/2017</li> </ul>	
<p><i>NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.</i></p>		
Remove Personnel	<b>Full Name</b>	Chris Brown
Potential Role	Executive Director	
Base Location	Texarkana/Sulphur Springs, Texas	
<b>Current Employment</b>	Ark-Tex Council of Governments	
Current job title	Executive Director	
Job responsibilities	<ul style="list-style-type: none"> <li>• Budget planning and preparation</li> <li>• Manages day to day operations and oversight</li> <li>• Responsible for strategic planning and implementation</li> <li>• Directs Program Heads, approves expenses and adheres to program rules</li> </ul>	
Number of years with respondent		

	<ul style="list-style-type: none"> <li>• National Association of Development Organizations Board of Directors Executive Committee</li> <li>6 years Executive Director, 11 years ATCOG Board of Directors/Executive Committee</li> </ul>
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	Served over 19 years in local and regional government organizations. 3 years Hopkins County Judge 8 1/2 years City of Sulphur Springs - City Council (Mayor 1yr, Mayor Pro Tem 2 yr) 3 years City of Sulphur Springs Planning and Zoning Board - Chaired the Tax Increment Finance Board, a collaborative effort of the county, city and hospital to launch an economic development and revitalization effort for the downtown area. -- Involved in many other areas of industrial and retail growth planning and implementation. + experience listed above.  Bachelors of Science - Construction Engineering Texas A&M - Commerce Real Estate Broker Texas Association of Counties Leadership Class Fellow - Texas Judicial Academy
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*NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.*

Remove Personnel	<b>Full Name</b>	Don Shipp
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Potential Role	Environmental Review/ Grant Administration
Base Location	

<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Hazard Mitigation Planner/Environmental <ul style="list-style-type: none"> <li>• Develops and implements activities required by the Hazard Mitigation Grant Program (HMGP).</li> <li>• Performs Environmental Reviews for Regional Development Department grants.</li> <li>• Develops the Hazard Mitigation Action Plan (HMAP) for the ATCOG region.</li> <li>• Works with cities and counties in ATCOG region to develop the HMAP in accordance with FEMA and DEM guidelines.</li> <li>• Works with city and county officials to establish the Hazard Mitigation Team (HMT) to serve as advisory committee during development and approval of HMAP.</li> <li>• Conducts comprehensive hazard analysis with the HMT.</li> <li>• Works with city and county officials to recruit and involve local corporate, private sector groups, and civic organizations in assisting the communities in reducing the level of risk to hazards.</li> <li>• Coordinates public out-reach in order to gain grass roots support for identified and proposed mitigation actions and public support to sustain risk reduction programs.</li> <li>• Identifies past mitigation actions taken to reduce the level of risk by the region and an evaluation of their effectiveness.</li> <li>• Identifies long-term hazard mitigation goals and strategies of the region that will be covered by the HMAP.</li> <li>• Facilitates the approval process and adoption of the HMAP by the cities, counties, and ATCOG Board of Directors.</li> <li>• Submits draft of HMAP to Regional Liaison Officer not later than 45 days before project completion date for review and determination of compliance with State of Texas requirements.</li> <li>• Coordinates, schedules, and attends various meetings, seminars, and training sessions.</li> <li>• Prepares and delivers presentations and training on hazard mitigation to ATCOG Board of Directors, Commissioner's Courts, City Councils, committees, and other outside groups.</li> <li>• Assists in preparation of quarterly progress and financial reports and any other reports required.</li> </ul>
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	Academic/Professional Qualifications <ul style="list-style-type: none"> <li>• Environmental and TxCDBG Certified through Texas Department of Agriculture</li> <li>• MA from University of North Texas, Communications Theory</li> <li>• Special studies in Institutional Advancement: University of Georgia, University of</li> </ul>
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Chicago, and Notre Dame University  
 • Specialized training in Leadership and Human Relations

*NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.*

Remove Personnel	<b>Full Name</b>	Melody Harmon
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Potential Role	504/RLF / Grant Administration
Base Location	Texarkana, Texas

<b>Current Employment</b>	Economic Development Coordinator
Current job title	<ul style="list-style-type: none"> <li>• Maintains working relationships with elected officials, funding agencies, regional partners, local economic development corporations, special purpose districts, county personnel and commissioners, city personnel and council members.</li> <li>• Process approved RLF and SBA 504 financing including appraisal reviews, environmental reviews, legal reviews, documentation, loan closings and funding.</li> <li>• Insure the maintenance and retention of all files.</li> <li>• Assist in the regulatory compliance and reporting with all loan grant programs including, but not limited to, EDA, USDA, EPA, and Chapman.</li> <li>• Assist with the development, writing, and administration of various grants.</li> <li>• Collaborates with the NETEDD Board for the CEDS and regional initiatives promoting economic development, community development, and quality of life in the ATCOG region.</li> <li>• Assist in business development, branding, and name recognition of the Economic Development programs.</li> <li>• Serves on economic committees and boards to develop partnerships and further advance the opportunities for the Northeast Texas region and ATCOG, as well as to offer planning expertise and knowledge of programs.</li> <li>• Prepare and deliver presentations to various organizations educating on Economic Development Department and other departments at ATCOG</li> </ul>
Job responsibilities	
Number of years with respondent	

<b>Overall</b>	Over 24 years' combined experience in management, business, and community services
Total Years or relevant experience	Academic/Professional Qualifications <ul style="list-style-type: none"> <li>• Environmental and TxCDBG Certified through Texas Department of Agriculture</li> <li>• MS from University of Central Arkansas, Health Science</li> <li>• Specialized training in Leadership and Human Relations</li> <li>• Credit Risk Management Training through NADCO &amp; Financial pre-requisite courses</li> </ul>
Other relevant experience or accomplishments	

*NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.*

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

ATCOG strives to assist the communities throughout its region to become as successful and prosperous as possible. We work with them on many, diverse projects, but see the use of funds through the TxCDBG program as vital to our small communities to address their community development needs. They do not have the funding to repair major breakdowns in their infrastructure and depend on this program to meet the needs of their residents. Additionally, ATCOG is completely committed to finding ways to improve the economic development future of both individual communities and the region as a whole. We see the TxCDBG program as a valuable resource to achieve the objectives throughout the region and are available and committed to each project we undertake.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

Small Business		Woman Owned		Minority Owned		Section 3	
<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input 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