

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

Firm Name: David J Waxman, Inc.	DUNS Number: 193282761	Federal EIN: 74-1880744
Prequalification Contact First, Last Name and Title: David Waxman, Vice President	Phone Number: +1 (409) 384-3458	Prequalification Contact E-mail Address: davidjwaxman@sbcglobal.net
Firm Web Address n/a	Firm Mailing Address P. O. Box 900, Jasper, TX 75951	Name of Firm's President/Managing Officer: Charlotte E. Waxman, President

Application for Prequalification to Provide Administrative Services

IMPORTANT: The term "respondent" refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

Since 1976 the firm of Semetko & Waxman, now David J. Waxman, Inc., has provided grant application services and grant administration services to cities and counties in the SETRPC and DETCOG regions. The staff of David J. Waxman, Inc. has over 141 combined years of experience in planning; environmental; economic development; project management; labor compliance; technology-based project implementation; and local, regional, state and federal programs that will be an asset in successful implementing public infrastructure projects under the CDBG Program, as well as Housing Programs. We have worked with USDA Rural Development, CDBG, Disaster Assistance/GLO, FEMA, EDA, and other funding agencies. Our firm does not charge for grant preparation/application services.

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

Our firm has written and managed successfully over 200 CDBG Projects dealing with water, sewer, on-site sewer, economic development, sewer treatment, water treatment/wells, and Senior Citizen Centers under the State of Texas CDBG since 1983. We have performed every aspect of the implementation of these projects and closed them out. It was our idea to bring the two year funding cycle to Texas as a way to assist the State in grant management cost saving. We prototyped for the State the use of CDBG funds for small businesses in both Tyler and Newton Counties. Further, from 1975 on we worked with counties so that they would be a regular participant in CDBG.

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

- a. Community wide infrastructure projects

Many of our prior CDBG grants serve city wide such as current Sewer Treatment Plant in Garrison and water filtration project in Timpson.

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

We have rehabbed over 350 homes under the CDBG Project to meet Sec. 8 requirements as well as over 15 on-site sewer projects.

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

Our firm has worked with CDBG since its inception with such Economic Development Projects as the Roy O. Martin Company, ConAgra, Trinity Industries as well as the creation of Vocational Technical Schools in Polk County and Nacogdoches County for training.

- d. Projects involving multiple funding sources

Outside funding services include local funds, foundations, disaster funds, and USDA/Rural Development Funds, EDA Funds, as well as other Federal agencies.

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

David J. Waxman, Inc. provides a complete range of services to CDBG clients which includes: 1. project design 2. the rating of activities 3. census data and surveying 4. records 5. fiscal 6. acquisition 7. environmental 8. construction management 9. procurement 10. labor standards 11. E. D. requirements 12. close-outs 13. all other required activities such as audit.

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

<input type="checkbox"/> AACOG	<input type="checkbox"/> ATCOG	<input type="checkbox"/> BVCOG	<input type="checkbox"/> CAPCOG	<input type="checkbox"/> CBCOG
<input type="checkbox"/> CTCOG	<input type="checkbox"/> CVCOG	<input checked="" 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 checked="" 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.

Because we close our projects in a timely fashion, we have the current ability to begin work on any project at any time.

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	Project Name	PROJECT 1 - Jasper Co. Water Distribution System Improvements - Evadale
Facility Type and Use		Water Line Replacement - potable water from Evadale Water Control & Improvement District
Project Location (Jurisdiction)		County of Jasper, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		6,550 linear feet of six inch (6") water line and Water Plant #3 improvements
Role & Responsibilities		Environmental Review, Program Management, Financial Management, Labor Compliance, and Project Closeout.
Project Cost		\$284,664.90
Financing/Funding Source		CDBG Grant Funds from HUD passed through TDA and local County funds
Method of Documenting Beneficiaries		Door to door surveys.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review: Start - 10/15/2015 End - 9/07/2016 Construction: Start 1/03/2017 End - 10/20/2017 Project is on schedule
Monitoring and Verification Methods		Agency program monitoring of financial records and overall program.

Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		David J. Waxman - Program and Financial Management and Project Oversight Randy Blanks - Project Manager, Environmental Review, Financial & Program management. Gerald Wesley McPhail - Environmental Review, Labor and Section 3 Compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.		Mark Allen, Jasper Co. Judge, mark.allen@co.jasper.tx.us (409) 384-2612 Vance Moss, Jasper Co. Commissioner Precinct 4, vance.moss@co.jasper.tx.us. (409) 994-5711
Remove Project	Project Name	PROJECT 2 - Sewer Improvements At Plant
Facility Type and Use		Sewer Plant - Sewer Processing for City of Pinehurst, TX
Project Location (Jurisdiction)		City of Pinehurst, TX - Wastewater Treatment Plant located at 300 Gull Street, Pinehurst, TX.
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		1 Sewer Plant, approximately 4.033 acres, serving City of Pinehurst, TX
Role & Responsibilities		Environmental Review, Program Management, Financial Management, Labor Compliance, and Project Closeout.
Project Cost		\$312,214.00
Financing/Funding Source		CDBG Grant Funds from HUD passed through TDA and City of Pinehurst Local Funds
Method of Documenting Beneficiaries		Census tract review conducted on-line
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review: Start 10/15/2015 End 5/31/2016 Construction: Start 12/28/2016 End 2/11/2017 Project completed on schedule
Monitoring and Verification Methods		Agency program monitoring of financial records and overall program.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		David J. Waxman - Program and Financial Management and Project Oversight Randy Blanks - Project Manager, Environmental Review, Financial & Program management. Gerald Wesley McPhail - Environmental Review, Labor and Section 3 Compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.		Robbie Hood, City Manager, City of Pinehurst, TX r_hood@cityofpinehurst.com (409) 886-3873
Remove Project	Project Name	PROJECT 3 - Senior Citizens' Center
Facility Type and Use		Senior Citizens' Center
Project Location (Jurisdiction)		Polk County, TX - Project located at 605 East Abbey, Livingston, TX
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		1 Building, 2,100 square feet
Role & Responsibilities		Environmental Review, Worked with Architect and Committee on Preliminary Design, Program Management, Financial Management, Labor Compliance, and Project Closeout.
Project Cost		\$405,126.79

local government representatives you worked with.	Johnna Gibson, Mayor, City of Corrigan, cityofcorrigan@sbcglobal.net (936) 398-4126 Darrian Hudman, City Manager, Corrigan, corriganmgr@sbcglobal.net (936) 398-5363
Remove Project	Project Name PROJECT 5 - On Site Sewer Improvements
Facility Type and Use	Residential On Site Sewer Facilities
Project Location (Jurisdiction)	County of Orange, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	23 On Site Sewer Systems located at 23 low to moderate income residences in unincorporated areas of Orange County, Texas.
Role & Responsibilities	Environmental Review, Worked with County Committee on intake and review of homeowner applications, Program Management, Financial Management, Labor Compliance, and Project Closeout.
Project Cost	\$288,750.00
Financing/Funding Source	CDBG Grant Funds from HUD passed through TDA and local Orange County funds.
Method of Documenting Beneficiaries	Homeowner applications reviewed, including proof of income, and number of individuals per household
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental: Start 10/15/2015 End 2/24/2017 Construction: Start 4/14/2017 End Construction is ongoing Project is on schedule
Monitoring and Verification Methods	Agency program monitoring of financial records and overall program.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	David J. Waxman - Program and Financial Management and Project Oversight Randy Blanks - Project Manager, Environmental Review, Financial & Program management. Gerald Wesley McPhail - Environmental Review, Labor and Section 3 Compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.	Joel Ardoin, Orange Co. Environmental Health & Code Compliance Director, jardoin@co.orange.tx.us (409) 745-1463

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.

The staff of David J. Waxman, Inc. has over 141 combined years of experience in planning; environmental; economic development; project management; labor compliance; technology-based project implementation; and local, regional, state and federal programs that will be an asset in successful implementing public infrastructure projects under the CDBG Program, as well as Housing Programs. The firm has subject matter experts in all areas, but practices a team approach where all staff members participate in project management from inception to implementation to closeout.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	David J. Waxman
Potential Role Base Location	Application Preparation, Grant Administration, Environmental, Acquisition and Financial Jasper, TX	
Current Employment	Vice-President, David J. Waxman, Inc.	

Current job title	Oversee all aspects of business operation and client services	
Job responsibilities	Founded David J. Waxman, Inc. in 1976	
Number of years with respondent	44 years	
Overall		
Total Years or relevant experience	Over 40 years experience with grant application and administration with various funding sources	
Other relevant experience or accomplishments		
<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>		
Remove Personnel	Full Name	Charlotte E. Waxman
Potential Role	Labor Compliance, Section 3, EEO	
Base Location	Jasper, TX	
Current Employment		
Current job title	President, David J. Waxman, Inc.	
Job responsibilities	Principal/owner David J. Waxman, Inc. since 1978	
Number of years with respondent	Oversee Labor Compliance 42 years	
Overall		
Total Years or relevant experience	Over 40 years experience in Labor Compliance	
Other relevant experience or accomplishments		
<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>		
Remove Personnel	Full Name	Lesley A. Waxman
Potential Role	Application Preparation, Grant Administration, Procurement, Citizen Participation	
Base Location	Jasper, TX	
Current Employment		
Current job title	Principal/Grant Administrator	
Job responsibilities	Oversee all operations of the firm	
Number of years with respondent	24 years	
Overall		
Total Years or relevant experience	Over 20 years experience with grant application and administration with various funding sources	
Other relevant experience or accomplishments		
<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>		
Remove Personnel	Full Name	Randy E. Blanks
Potential Role	Application preparation, Grant administration, Environmental, Financial	
Base Location	Jasper, TX	
Current Employment		
Current job title	Grant Administrator	
Job responsibilities	Manage CDBG, TCF and EDA grants	
Number of years with respondent	32 years	
Overall		
Total Years or relevant experience	Over 40 years of experience in Grant Application and Administration with various funding sources	
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.

Remove Personnel	Full Name	Susan P. Stover
Potential Role Base Location	Application preparation, Grant administration, Acquisition, Financial Jasper, TX	
Current Employment Current job title Job responsibilities Number of years with respondent	Grant Administrator Manage Disaster Recovery grants, assist with management of CDBG grants, conduct acquisition activities 12 years	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 30 years experience in project management and customer relationship management.	

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	Full Name	Gerald Wesley McPhail
Potential Role Base Location	Application preparation, Labor compliance, Environmental Jasper TX	
Current Employment Current job title Job responsibilities Number of years with respondent	Labor Relations Advisor, Section 3 Coordinator Manage all labor requirements for all CDBG and Disaster Recovery Grants, manage all section 3 requirements for all CDBG and Disaster Recovery Grants 10 years	
Overall Total Years or relevant experience Other relevant experience or accomplishments	14 years experience with labor compliance/construction related work	

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	Full Name	LaDonna R. Floyd
Potential Role Base Location	Application preparation, grant administration, Fair Housing, Citizen Participation, Financial Jasper, TX	
Current Employment Current job title Job responsibilities Number of years with respondent	Grant Administrative Support Office management, Draw processing for CDBG and Disaster Recovery grants, Application Preparation, manage publications, maintain current EEO, Fair Housing, Civil Rights requirements for clients 8 years	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 30 years experience in working with municipal government and grant administration	

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.

David J Waxman is ready and willing to take on new clients and new projects.
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11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

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

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

Our Firm is an Equal Opportunity Employer and we implement the E.O. requirements o the fullest extent for every grant we administer.

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

We finish what we start. This can be a costly endeavor but our first responsibility is to our clients.