

Firm Name: JET Development LLC	DUNS Number: 059857861	Federal EIN: 38-3821625
Prequalification Contact First, Last Name and Title: Janay Tieken, Owner	Phone Number: +1 (940) 391-9363	Prequalification Contact E-mail Address: janay@jetdevelopmentllc.com
Firm Web Address www.jetdevelopmentllc.com	Firm Mailing Address 2149 Pembroke Place, Denton, 76205	Name of Firm's President/Managing Officer: Janay Tieken

## 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.

JET Development LLC has been incorporated since 2010. Janay Tieken began providing grant writing and administration services with the City of Lewisville in 1999. In October 2010, Ms. Tieken started JET Development LLC and has written and managed grants for Texas Water Development Board, Texas Department of Housing and Community Affairs, Office of the Governor (VOCA, Juvenile Justice Grants), HUD (CDBG and HOME), TxDOT (transit and traffic safety grants), Federal Transit Administration, Texas Soil and Water Conservation Service, as well as FEMA grants (SAFER grant and HSGP)

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

Ms. Tieken has overseen the CDBG entitlement program for the City of McKinney since 2010. In 2019, Ms. Tieken wrote a successful grant application for \$852,300 in state CDBG-DR funds for the City of Gonzales.

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

- a. Community wide infrastructure projects

Ms. Tieken managed the CDBG funded infrastructure program for the City of Fort Worth from 2006 - 2009. Management of the grant, including procurement and compliance, provided CDBG funded infrastructure, including sidewalks. As a employee of the City of McKinney, Ms. Tieken completed many community-wide projects including the implementation of a Community Revitalization Plan in 2016.

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

Ms. Tieken oversees the CDBG funded housing rehabilitation program for the City of McKinney. As part of this program, each property and beneficiary (ies) must qualify for the program.

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

Ms. Tieken has experience with CDBG funded job creation, retention and job training programs. She is knowledgeable on measuring the public benefit derived under these projects.

- d. Projects involving multiple funding sources

Ms. Tieken has extensive experience managing grant funded projects utilizing multiple funding sources. For example, the Transit Program for the McKinney Urban Transit District utilizes Job Access Reverse Commute (JARC) funds, TxDOT transit funds and FTA 5307 funds, not to mention local match from participating jurisdictions.

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

All administrative services for TxCDBG projects will be completed in house. Subcontracts are sometimes utilized for GIS, environmental review and community participation services. The following services will be provided for each project:

1. Grant writing services may include but not limited to:

Preparation and submittal of all completed grant forms by the deadline; determination of low to mod beneficiaries; coordination of preliminary engineering report

2. Administrative services may include but are not limited to:

Provision of general advice and technical assistance on regulatory matters and implementing project activities included in the approved grant application in conformance with TxCDBG requirements;

Assistance in the procurement process - Provide the engineer/architect with bidding and contract documents, including sample bid advertisement as suggested by the Texas Department of Agriculture; obtain current wage rates and provide to engineer/architect for inclusion in bid documents; review construction plans and specifications to verify compliance with TDA requirements, including performance statement as set forth in contract with TDA; attend bid opening and review bids to ensure compliance; maintain documentation of bid process; disbarment check for selected contractor, as well as all required licenses;

Financial Management: Assist the City in setting up compliant financial management and grant tracking systems; oversight of all fund draw downs on behalf of the City in order to ensure timely payments to all contracted parties; submitting all required financial reports.

Programmatic reports: Prepare, submit and maintain all required programmatic reports.

Project oversight: Assist the City in developing and keeping a project schedule consistent with grant milestones; assist with coordination of all public hearings and resident notifications, including the enforcement of compliance requirements. Act as a liaison between the local government, construction contractors, and TDA to ensure an efficient, smoothly managed program;

Assistance in the environmental review process for the proposed project, including preparing and submitting necessary documentation to the appropriate agency for clearance or approval; and preparing Request for Release of Funds and required certifications and submitting them to TDA;

Assistance in meeting all special requirements stipulated in the grant contract;

Prepare and submit any program amendments, including re-assessments if environmental clearances, as necessary during the duration of the project;

Closeout documentation: prepare final Project Completion Report, along with required closeout documentation for submission to TDA; prepare summary of any citizen comments received; attend closeout monitoring conducted by TDA; respond to any requests for additional information

Other possible services may include:

Assistance in developing, implementing and documenting new activities to affirmatively further fair housing during the grant term; Provide guidance regarding real property acquisition activities and assistance in meeting real property acquisition/URA requirements, including preparation of correspondence to property owners, and preparation of required reports to TDA;

In conjunction with local government, promote services to ensure community awareness and encourage participation of eligible applicants for housing rehabilitation projects;

Determine eligibility of applicants and dwellings, where appropriate (NEPA)

Develop, process and qualify applicants for housing rehabilitation assistance;

Prepare loan/grant documents on qualified applicants and submit completed loan/grant document package to local government for review and approval;

Prepare approved loans/grants to closing;

Perform all necessary code enforcement responsibilities for qualified applicant families, including rehabilitation evaluations, prepare work write ups and necessary plans to accomplish the work for housing rehabilitation programs;

Provide guidance regarding federal labor standards and assistance in meeting Davis Bacon Act and related federal labor laws; Provide guidance regarding lead-based paint requirements and assistance in meeting related laws and regulations; Provide guidance and assistance regarding TCEQ regulations relating to on-site sewer facility installations; and Monitor the work of authorized contractors and subcontractors.

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 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 checked="" type="checkbox"/> Statewide

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

At this time, one CDBG-DR infrastructure program in being completed. Ms. Tieken has ample time to devote to projects funded through the TxCDBG program and maintains a workload that allows for exemplary work on all funded projects.

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	West Wise Special Utility District
Facility Type and Use		WWSUD Water Treatment Plant
Project Location (Jurisdiction)		Decatur, Texas
Project Size		4,206 residents; 986 ac/ft annually
-Number of Houses/Buildings		
-Total Linear Feet/Square Footage		
Role & Responsibilities		The roles and responsibilities for this project included the compilation and submission of all documents for grant application, beneficiary survey, communications plan, procurement of engineering and construction services; loan closing; assist City in developing a design and construction schedule consistent with TWDB milestones and budget; compilation/tracking/oversight of all draw down requests and programmatic reporting. Project closeout will be included after construction complete.
Project Cost		\$13, 430,000.
Financing/Funding Source		Texas Water Development Board, DWRLF
Method of Documenting Beneficiaries		Census information
Project Schedule		Loan closed in January 2018. Design complete December 2019. Environmental review ongoing. Estimated construction completion June 2020.
-Environmental Review Start and End Dates		
-Construction Start and End Dates		
-Describe if project was completed on schedule or delayed		
Monitoring and Verification Methods		self monitoring review
Project Personnel		Janay Tieken - grant writer and project administrator

List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	James Ward, West Wise SUD General Manager, jlwestwise@wccs.net; 940.683.5507
<b>Remove Project</b> <b>Project Name</b>	City of Gonzales Wastewater Line Replacement
Facility Type and Use	Infrastructure - Wastewater line replacement
Project Location (Jurisdiction)	City of Gonzales
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	4,520 linear feet of wastewater line.
Role & Responsibilities	The roles and responsibilities for this project included the compilation and submission of all documents for grant application, including LM beneficiary identification, public hearings, procurement of engineering and construction services; assist City in developing a design and construction schedule consistent with GLO milestones and budget; compilation/tracking/oversight of all draw down requests, programmatic and financial reporting. Project closeout will be included after construction complete.
Project Cost	\$852,300
Financing/Funding Source	CDBG-DR - Texas General Land Office
Method of Documenting Beneficiaries	LMISD
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Grant application recommended for funding December 2019. Environmental review process will begin when grant is executed. Construction will start after environmental review completion.
Monitoring and Verification Methods	self monitoring 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).	Suzanne Wachal - GIS mapping Cat Garth - grant writing and research
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Tim Patek, City Manager, City of Gonzales 830-672-2815. tpatek@gonzales.texas.gov

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.

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<b>Key Personnel Profile(s)</b>		<b>Add Personnel</b>
<b>Remove Personnel</b> <b>Full Name</b>	Janay Tieken	



Potential Role	Grant Writer and administrator
Base Location	Denton, Texas
<b>Current Employment</b>	JET Development LLC - 2010
Current job title	Principal
Job responsibilities	Oversee grant writing and administration for clients
Number of years with respondent	
<b>Overall</b>	City of McKinney 2009 - present; Housing and Community Development Manager; Grant Administrator.
Total Years or relevant experience	City of Fort Worth - 2005-2009 Project Development Coordinator (CDBG and HOME)
Other relevant experience or accomplishments	18 years working with CDBG program, TDHCA (housing rehab), FEMA, FTA, NRCS, and EPA

*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.

Ms. Tieken, along with additional JET resources, has sufficient time and resources to devote to new projects, as well as the completion of existing projects. She is available for on-site meetings as needed. Ms. Tieken provides quality service and enjoys an excellent reputation for responsiveness among her clients and peers.

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

Certified through NTRCA WBE/SBE and State of Texas HUB

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

It is the policy of JET Development LLC to provide equal employment opportunities without regard to race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected characteristic under applicable law.

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

Ms. Tieken's has a long, successful history of grant writing and administration, as well as project oversight and compliance. Our grant funded projects are successful, compliant, with timely reporting and satisfied clients, as well as funders.