

# Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

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| Firm Name:<br>Langford Community Management Services, Inc.   | DUNS Number:<br>604131664                                  | Federal EIN:<br>742804904                                    |
| Prequalification Contact First, Last Name and Title:<br>Judy Langford, President   | Phone Number:<br>+1 (512) 452-0432                         | Prequalification Contact E-mail Address:<br>Judy@LCMSinc.com |
| Firm Web Address:<br><a href="https://langford-community-management.business">https://langford-community-management.business</a> | Firm Mailing Address:<br>2901 CR 175, Leander, Texas 78641 | Name of Firm's President/Managing Officer:<br>Judy Langford  |

## 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.

Langford Community Management Services, Inc. (LCMS) has been serving Texas cities and counties and their grant writing and administration needs for more than 36 years. LCMS incorporated as a Woman-Owned Business Enterprise (WBE) in 1997, having worked with numerous grants since 1983 as a sole proprietorship. LCMS became a certified HUB through the Secretary of State's office and has maintained that certification since 2009. As a Texas "home-grown" business, LCMS has chosen to concentrate in helping to strengthen Texas communities through community and economic development while advocating for affordable housing through local program development and statewide policy changes affecting Texas communities. With our roots in public service, LCMS strives to meet our clients' needs with the recognition that all local governments are in place to assist the public and provide basic services to sustain their communities.

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

LCMS has worked with the Texas Community Development Block Grant Program from its inception - over 36 years. The firm has worked closely with the non-entitlement CDBG program and the many state agencies of which it has been a part. As a component of the program, LCMS has and continues to participate in the development of the consolidated and action plans for the program in reviewing and commenting on the plans. A majority of the LCMS staff are certified Grant Administrators for the TxCDBG Program.

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

#### a. Community wide infrastructure projects

LCMS has administered over 350 TxCDBG projects, many of which were community-wide infrastructure projects. We have administered, as part of the 350, direct-beneficiary projects such as first-time water and/or sewer projects. LCMS has written/administered and closed over 50 TCF projects, including Main Street and Downtown Revitalization Program projects. LCMS has administered numerous projects with multiple funding sources such as Hazard Mitigation Funds, FEMA PW funds, TWDB and various other state/federal sources.

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

LCMS is completing housing rehabilitation through the CDBG program. We have also worked with the TDHCA HOME Program for over twenty years. On staff, we have two licensed Real Estate Mortgage Loan Officers for housing transactions.

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

LCMS has been assisting communities create economic opportunities for their citizens since the Texas Capital Fund was first introduced. LCMS works closely with cities and counties through the Program's incentives to encourage and create jobs for Low-to-Moderate Income beneficiaries, enhancing the community and increasing economic development. LCMS has had the pleasure of assisting a diverse array of businesses, local governments and Economic Development Corporations for a variety of real estate and infrastructure applications and with funding administration. Given the very specific requirements of the Texas Capital Fund Program, we have the knowledge, background and trained staff to assist communities successfully navigate the program and complete the projects.

d. Projects involving multiple funding sources

In working closely with many cities and counties frequently during the Disaster Recovery process, LCMS has developed an extensive knowledge of the disaster recovery programs available and how they may complement each other to best serve the communities and extend available dollars. We have managed numerous projects with three or more funding sources maintaining the projects to meet each sources' different requirements, including Hazard Mitigation Funds, FEMA PW funds, TWDB and various other state/federal sources.

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

LCMS has written and administered many millions of dollars in grants and loans from state and federal agencies including the Texas Department of Agriculture (TDA), General Land Office (GLO), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Emergency Management (TDEM), Texas Department of Economic Development (TDED), Texas Parks and Wildlife (TPWD), Texas Department of Transportation (TxDOT), Texas Water Development Board (TWDB), Texas Water Commission (now Texas Commission on Environmental Quality - TCEQ), Department of Energy (DOE), State Energy Conservation Office (SECO), Housing and Urban Development (HUD), United States Department of Agriculture (USDA), Texas Historical Commission (THC), U.S. Department of Justice (DOJ), Federal Emergency Management Agency (FEMA), and the Economic Development Administration (EDA).

Specifically with the TxCDBG Program, our team stands ready to provide cities and counties with management services within each of the following areas:

**Financial Management**

Our firm is confident with the overall financial management of projects to include, but is not limited to, creating and submitting drawdown requests for payment. Given our close proximity to Austin, we are able to quickly hand-deliver draws to the State when they exceed the page limit allowed for email, without the delay of regular postal mail. Our financial record-keeping is precise, documenting all grant and local match funds' requests and disbursements.

**Record-keeping Requirements**

In order to maintain the records for all projects administered, we regularly conduct in-person site visits. During the visit, we check the status of the project site and review files on hand. LCMS also initiates phone calls, emails, and meetings. Our firm maintains record-keeping requirements under the Davis-Bacon Act.

**Environmental Clearance Procedures**

LCMS has over 36 years of experience executing environmental clearance procedures from inception through completion, which includes initiating the environmental process by coordinating contact with applicable state agencies, such as Texas Historical Commission, Environmental Protection Agency, Tribal organizations, and U.S. Fish and Wildlife Service, to completion of the Environmental Review Record. Our firm is knowledgeable with the provisions of a full Environmental Assessment (EA) and Categorical Exclusion (CE) and is capable of executing both to completion. For more than 6 years, LCMS has contracted with the Texas General Land Office as an Environmental Service Provider, to complete the environmental assessments for the communities that were affected by Hurricanes Dolly and Ike, and the Wildfires, increasing our knowledge of the regulations required for environmental approval.

**Real Property Acquisition Procedures**

When it is necessary for a client to obtain easements or acquire property, LCMS prepares all necessary documents required by the agencies to complete and maintain the acquisition process. Our firm is experienced with Real Property Acquisition procedures, which included verifying that the acquisition of real property, easements and or right-of-way for the projects are in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

**Clearance of Special Conditions**

LCMS clears the Special Conditions of the CDBG contract through various methods that include initiating the Start-Up process, assuring required signage on the project site, confirming the accuracy of wage rates, and verifying final payrolls.

**Equal Employment Opportunity Requirements**

LCMS ensures our projects uphold EEO requirements by having cities/counties appoint a Civil Rights Officer and include all necessary publishing/posting, and inclusion of EEO requirements in all project documents.

**Fair Housing Activities and Compliance**

Local governments that receive Community Development Block Grants (CDBG) and HOME Investment Partnerships grants are required to affirmatively further the purposes of the Fair Housing Act. LCMS assists the city/county with activities to accomplish

Housing and Urban Development's Fair Housing goals.

Section 3 Requirements

HUD has increased its emphasis on compliance with Section 3 requirements to create jobs and economic opportunities for low income persons and businesses. With that increased emphasis, TDA now requires that local governments provide outreach through construction procurement and management. LCMS will assure compliance with these requirements.

Limited English Proficiency

Each grant recipient must take reasonable steps to provide meaningful access to federally-funded programs (grants) for all persons with Limited English Proficiency (LEP). LCMS will assist the city/county with assuring compliance with making information accessible to all persons with Limited English Proficiency.

Labor Standards Monitoring

LCMS is experienced in the labor standards monitoring process through the methods that include overseeing the pre-construction conference, verifying contractors adhere to Davis-Bacon wage rates, reviewing bid documents, placing advertisements, and reviewing contractors' payrolls for compliance.

Contract Close-out Assistance

LCMS is knowledgeable and experienced with the contract close-out assistance process, from verifying that funding was expended properly, to preparing cities and counties for monitoring reviews, holding final public hearings, and completing and submitting Project Completion Reports.

All afore-mentioned activities are continuously executed throughout the grant administration process for the projects LCMS currently administers.

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

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

LCMS currently works in the following Regions: AACOG, BVCOG, CAPCOG, CTCOG, CBCOG, DETCOG, GCRPC, HOTCOG, H-GAC, LRGVDC, MRGDC, NORTEX, NCTCOG, TEXOMA and WCTCOG. The firm will consider working in any region in Texas.

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

LCMS ranks our employees as our #1 asset. Our work with serving more than 80 communities would not be possible without the knowledge, experience and skills of our staff members. LCMS has in place a strong team with vast training and experience in the TxCDBG Program, as well as beneficial programs such as HOME through the Texas Department of Housing and Community Affairs. Our staff members are trained and certified through the Texas Department of Agriculture to be administrators of the TxCDBG Program. Many are GLO and CDBG-trained for environmental reviews, and trained and certified with the Texas Department of Transportation for administration of TxDOT projects. With a staff of thirteen service-minded individuals, LCMS has the capacity to write grant applications and administer additional projects. We also work with several sub-contractors for additional expertise, including engineering firms for Comprehensive Plans, and two environmental firms when environmental reviews require more than an EA.

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

NA

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

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| Remove Project   | <b>Project Name</b> | Bertram Water and Sewer System Improvements  |
| Facility Type and Use  |                     | Replacement of water lines and rehabilitation of a lift station  |
| Project Location (Jurisdiction)  |                     | City of Bertram  |
| <b>Project Size</b><br>-Number of Houses/Buildings<br>-Total Linear Feet/Square Footage  |                     | Target area - benefits 60 persons<br>3,607 linear feet of 4", 6" and 8" water line, including boring, valves, hydrants and all related appurtenances; seal lift station wet well and all associated appurtenances; acquisition of easement.  |
| Role & Responsibilities  |                     | As the grant administrators on this project, we manage all aspects of the project. The only items the City must accomplish is reviewing prepared documents, council action on activities as necessary, signing the contractual documents and payment vouchers, writing checks to vendors, and attending progress meetings, bid openings and pre-construction conference. |
| Project Cost   |                     | \$381,944.67   |
| Financing/Funding Source   |                     | \$300,000 CD grant funds/\$81,944.67 City of Bertram funds   |
| Method of Documenting Beneficiaries  |                     | Door-to-door household income survey   |
| <b>Project Schedule</b><br>-Environmental Review Start and End Dates<br>-Construction Start and End Dates<br>-Describe if project was completed on schedule or delayed |                     | Environmental Review: Start date 7/26/2017; AUGF issued 3/5/2018<br>Construction: Start date 11/1/2018; Certificate of Construction Completion 5/14/2019<br>Project completed well before TDA contract end date of 11/30/2019  |
| Monitoring and Verification Methods  |                     | Self-monitoring review on 10/29/2019   |
| <b>Project Personnel</b><br>List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).   |                     | Margaret Hardin - General Administration of project<br>Melisa Durham - Environmental Review<br>Kelley Myers - Labor Standards Compliance   |
| <b>Contact Information</b><br>Current phone and e-mail address of local government representatives you worked with.  |                     | Georgina Hernandez, City Administrator/Secretary<br>ghernandez@cityofbertram.org<br>Phone: (512) 355-2197  |
| Remove Project   | <b>Project Name</b> | Rockdale SNF, LLC dba Renaissance Villa (a skilled nursing facility)   |
| Facility Type and Use  |                     | Installation of sewer system improvements to support new nursing home  |
| Project Location (Jurisdiction)  |                     | City of Rockdale   |
| <b>Project Size</b><br>-Number of Houses/Buildings<br>-Total Linear Feet/Square Footage  |                     | Nursing home facility; creation of 24 jobs, of which 13 will be LMI.<br>1,800 linear feet of 4" to 6" sewer line, one lift station, 5 manholes, electrical power, related appurtenances and abandonment of existing lift station.  |
| Role & Responsibilities  |                     | As the grant administrators on this project, we manage all aspects of the project. The only items the City must accomplish is reviewing prepared documents, council action on activities as necessary, signing the contractual documents and payment vouchers, writing checks to vendors, and attending progress meetings, bid openings and pre-construction conference. |
| Project Cost   |                     | \$451,008 for sewer improvements; \$4,500,001.00 nursing home facility   |
| Financing/Funding Source   |                     | \$450,000 TCF grant/ \$1,008 City of Rockdale funds/ \$4,500,001 Renaissance Villa funds   |
| Method of Documenting Beneficiaries  |                     | Creation of 24 jobs - individual beneficiary surveys at time of hire   |

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| <b>Project Schedule</b><br>-Environmental Review Start and End Dates<br>-Construction Start and End Dates<br>-Describe if project was completed on schedule or delayed | Environmental Review: Start date 4/19/2017; AUGF issued 7/18/2017<br>Construction: Start date 8/27/2018<br>Project construction 85% complete   |
| Monitoring and Verification Methods  | To be monitored  |
| <b>Project Personnel</b><br>List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).   | Cynthia (Cindy) Metro - General Administration of project<br>Melisa Durham - Environmental Review<br>Kelley Myers - Labor Standards compliance   |
| <b>Contact Information</b><br>Current phone and e-mail address of local government representatives you worked with.  | Chris Whittaker, Rockdale City Manager<br>cwhittaker@rockdalecityhall.com<br>Phone: (512) 446-2511   |
| Remove Project   | Project Name   |
|  | Cisco Water Treatment Plant  |
| Facility Type and Use  | Reconstruction of Water Treatment Plant facilities damaged by flooding in 2016   |
| Project Location (Jurisdiction)  | City of Cisco  |
| <b>Project Size</b><br>-Number of Houses/Buildings<br>-Total Linear Feet/Square Footage  | Citywide benefit - benefits 3,525 persons<br>WTP improvements included a new soil nail wall, new retaining wall and site grading improvements, new chain link fencing, and the repair of the existing ground storage tank (clearwell), disinfected and placed back in service. The Texas Water Development Board and ECWAG provided additional WTP improvements.         |
| Role & Responsibilities  | As the grant administrators on this project, we manage all aspects of the project. The only items the City must accomplish is reviewing prepared documents, council action on activities as necessary, signing the contractual documents and payment vouchers, writing checks to vendors, and attending progress meetings, bid openings and pre-construction conference. |
| Project Cost   | \$593,610  |
| Financing/Funding Source   | \$350,000 CD grant funds/\$243,610 City of Cisco funds   |
| Method of Documenting Beneficiaries  | Census Data  |
| <b>Project Schedule</b><br>-Environmental Review Start and End Dates<br>-Construction Start and End Dates<br>-Describe if project was completed on schedule or delayed | Environmental Review: Start date 8/8/2017; AUGF issued 11/2/2017<br>Construction: Start date 11/6/2017; End date 12/31/2018 for TxCDBG Funds<br>Project has been completed.  |
| Monitoring and Verification Methods  | On-site monitoring review on 9/26/2019   |
| <b>Project Personnel</b><br>List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).   | Judy Langford - General Administration of project<br>Janell Foster - assisted with General Administration of project<br>Melisa Durham - Environmental Review<br>Kelley Myers - Labor Standards compliance  |
| <b>Contact Information</b><br>Current phone and e-mail address of local government representatives you worked with.  | Darwin Archer, City Manager<br>citymanager@cityofcisco.com<br>Phone: (254) 442-2111  |

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| Remove Project   | <b>Project Name</b> | Natalia Downtown Revitalization Program  |
| Facility Type and Use  |                     | Sidewalks and Lighting in the downtown area  |
| Project Location (Jurisdiction)  |                     | City of Natalia  |
| <b>Project Size</b><br>-Number of Houses/Buildings<br>-Total Linear Feet/Square Footage  |                     | 1,152 linear feet of concrete sidewalk, 8 ADA ramps, 272 linear feet of handrails, 2 street lights, and necessary appurtenances  |
| Role & Responsibilities  |                     | As the grant administrators on this project, we manage all aspects of the project. The only items the City must accomplish is reviewing prepared documents, council action on activities as necessary, signing the contractual documents and payment vouchers, writing checks to vendors, and attending progress meetings, bid openings and pre-construction conference. |
| Project Cost   |                     | \$216,666  |
| Financing/Funding Source   |                     | \$166,666 DRP grant/\$50,000 local match from the City and the Natalia Municipal Development District  |
| Method of Documenting Beneficiaries  |                     | Census data  |
| <b>Project Schedule</b><br>-Environmental Review Start and End Dates<br>-Construction Start and End Dates<br>-Describe if project was completed on schedule or delayed |                     | Environmental Review: Start date 5/14/2018; AUGF issued 11/27/2018<br>Construction: Start date 5/20/2019<br>Project is nearing completion  |
| Monitoring and Verification Methods  |                     | To be monitored  |
| <b>Project Personnel</b><br>List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).   |                     | Cynthia (Cindy) Metro - General Administration of project<br>Melisa Durham - Environmental Review<br>Kelley Myers - Labor Standards compliance   |
| <b>Contact Information</b><br>Current phone and e-mail address of local government representatives you worked with.  |                     | Lisa Hernandez - City Administrator/Secretary<br>cityadmin@cityofnatalia.com<br>Phone: (830) 663-2926  |
| Remove Project   | <b>Project Name</b> | City of Hallettsville Water Improvement Project  |
| Facility Type and Use  |                     | Water line replacement on South Texana, Moore and Bedford Streets  |
| Project Location (Jurisdiction)  |                     | City of Hallettsville  |
| <b>Project Size</b><br>-Number of Houses/Buildings<br>-Total Linear Feet/Square Footage  |                     | 56 Beneficiaries<br>3021.25 linear feet of 2" & 6" water lines, gate valves, hydrants, service reconnections, pavement repair & associated appurtenances   |
| Role & Responsibilities  |                     | As the grant administrators on this project, we manage all aspects of the project. The only items the City must accomplish is reviewing prepared documents, council action on activities as necessary, signing the contractual documents and payment vouchers, writing checks to vendors, and attending progress meetings, bid openings and pre-construction conference. |
| Project Cost   |                     | \$302,500.00   |
| Financing/Funding Source   |                     | \$275,000 CD grant funds/\$27,500 City of Hallettsville funds  |
| Method of Documenting Beneficiaries  |                     | TxCDBG Survey  |

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| <b>Project Schedule</b><br>-Environmental Review Start and End Dates<br>-Construction Start and End Dates<br>-Describe if project was completed on schedule or delayed | -Environmental started February 1, 2019 and concluded with AUGF dated 4/4/19<br>-Construction started 9/30/19 and concluded 1/9/20<br>-The project started on schedule and ran smoothly. It was completed prior to the construction contract end-date of 1/28/20 and well before the TDA contract end-date of 10/31/20. |
| Monitoring and Verification Methods  | Pending, to be completed at TDA's request   |
| <b>Project Personnel</b><br>List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).   | Janell Foster - General Administrator of project<br>Melisa Durham - Environmental Review<br>Kelley Myers - Labor Standards compliance   |
| <b>Contact Information</b><br>Current phone and e-mail address of local government representatives you worked with.  | Grace Ward, City Administrator<br>cityadmin@cityofhallettsville.org<br>(361) 798-3681   |

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.

In addition to the thirteen dedicated and experienced employees of LCMS, our firm works with several sub-contractors for additional expertise, including a number of engineering firms for Comprehensive Plans, and two environmental firms when environmental reviews require more than an EA.

| Key Personnel Profile(s)  |  | Add Personnel |
|---|--|---------------|
| Remove Personnel  | Full Name  | Judy Langford |
| Potential Role  | Grant Writer/Administrator   |               |
| Base Location   | Leander  |               |
| <b>Current Employment</b><br>Current job title<br>Job responsibilities<br>Number of years with respondent | Consultant/President<br>June 1991 to present<br>Co-owner of Langford Community Management Services, Inc.<br>Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Agriculture CDBG, Texas General Land Office-Disaster Recovery Division, Texas Parks & Wildlife Department, Texas Historical Commission, Texas Department of Economic Development, Texas Department of Transportation, Neighborhood Stabilization Program, U.S. Department of Energy - Energy Efficiency and Conservation Block Grant Program, State Energy Conservation Office, U.S. Department of Labor, U.S. Department of Justice, Texas Department of Economic Development, Texas Department of Emergency Management, Federal Emergency Management Agency, U.S. Department of Housing and Urban Development - Economic Development Initiative, as well as private entities such as HNTB. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Conduct public hearings for grant programs at city council and commissioners' court meetings as needed. Insure the communities that we represent comply with applicable State and Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public |               |

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|   | works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.  |
|   | 28 years with company  |
| <b>Overall</b><br>Total Years or relevant experience<br>Other relevant experience or accomplishments  | Quality Assurance Director of Outpatient Services<br>Kerrville State Hospital<br>Developed and administered Quality Assurance Program for a 16-county catchment area of the Kerrville State Hospital with eight community-based mental health centers.<br>4 years with company<br><br>27 years direct experience with the CDBG program<br><br>Bachelor of Science from the University of Texas<br><br>WORKSHOPS and TRAININGS:<br>Texas Department of Agriculture Grant Application and Implementation Workshops<br>General Land Office Disaster Recovery Program Training<br>Texas Department of Transportation Grant Workshops<br>Texas Safe Routes to School Grant Administration Workshops<br>Texas Department of Housing and Community Affairs Grant Administration Workshops<br>Texas Municipal League Annual Conferences<br>CERTIFICATIONS:<br>Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified<br>Texas Department of Agriculture Administration Certified  |
| 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<br>Margaret J. Hardin  |
| Potential Role<br>Base Location   | Grant Writer/Administrator<br>Leander  |
| <b>Current Employment</b><br>Current job title<br>Job responsibilities<br>Number of years with respondent   | Consultant/Vice President<br>Co-owner of Langford Community Management Services, Inc.<br>Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs - Disaster Recovery Division, Texas Department of Agriculture CDBG, Texas Parks & Wildlife Department, Texas Historical Commission, Texas Department of Transportation, State Energy Conservation Office, U.S. Department of Housing and Urban Development - Economic Development Initiative. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Conduct public hearings for grant programs at city council and commissioners' court meetings as needed. Insure the communities that we represent comply with applicable State and Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.<br><br>24 years with company |
| <b>Overall</b><br>Total Years or relevant experience  | Assistant City Manager/City Secretary<br>City of Llano, Texas  |



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| Other relevant experience or accomplishments | <p>Monitored daily operations of the city which included electric, water and sewer utilities, sanitation, parks, cemetery, streets, airport and police. Responsible for budget preparation and financial management. Personnel director for a staff of approximately 40 employees. Conducted municipal elections, prepared council minutes, agendas, ordinances, resolutions, and other governmental documents.</p> <p>5 years with company</p> <p>28 years of overseeing CDBG projects as a consultant and as a city employee</p> <p>Austin Community College, 1978-1979<br/>Clarendon Junior College, 1971</p> <p>WORKSHOPS:<br/>Texas Department of Rural Affairs Grant Application and Implementation Workshops<br/>Texas Department of Housing and Community Affairs Grant Workshops<br/>Texas Department of Transportation Grant Workshops<br/>Texas Safe Routes to School Grant Administration Workshops<br/>Texas Engineering Extension Service - City Managers' Problems Clinic<br/>Texas Municipal League Annual Conference<br/>Texas County Treasurers' Association Annual Conference</p> <p>CERTIFICATIONS:<br/>Texas Department of Agriculture Administration Certified<br/>Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified<br/>Texas County Treasurers' Certification</p> |
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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.*

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| Remove Personnel  | Full Name   | Janell Foster |
| Potential Role  | Grant Writer/Administrator  |               |
| Base Location   | Leander   |               |
| <b>Current Employment</b><br>Current job title<br>Job responsibilities<br>Number of years with respondent | <p>Management Consultant</p> <p>Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of Texas Community Development Block Grant (TxCDBG) Program grant applications to the Texas Department of Agriculture and U.S. Department of Housing and Urban Development. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Conduct public hearings for grant programs at city council and commissioners' court meetings as needed. Insure the communities that we represent comply with applicable State &amp; Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Build and maintain solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.</p> <p>2 years with company</p> |               |
| <b>Overall</b><br>Total Years or relevant experience<br>Other relevant experience or accomplishments      | <p>1 year of overseeing CDBG projects as consultant</p> <p>Bachelor of Science in Business Management, National American University</p> <p>WORKSHOPS:<br/>TDA's Texas Community Development Block Grant Implementation Workshops<br/>Unified Hazard Mitigation Assistance: Developing Quality Application Elements—2018<br/>Texas Emergency Management Conference—2018</p>  |               |

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| Intro to Unified Hazard Mitigation Assistance (HMA)—2018<br>Intro to Hazard Mitigation—2018<br>Procurement Disaster Assistance Training (PDAT)—2018<br>Basic GMS (Grant Management System)—2018<br>Capital Area Council of Governments Criminal Justice Grant Writing—2017<br>Local Mitigation Planning Certification—2017<br><b>CERTIFICATIONS:</b><br>Texas Department of Agriculture Administration Certified |
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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  | Full Name   | Melisa Durham |
| Potential Role  | Environmental Specialist  |               |
| Base Location   | Leander   |               |
| <b>Current Employment</b><br>Current job title<br>Job responsibilities<br>Number of years with respondent | Environmental Specialist<br>Prepare Environmental Review Records (ERR) for Texas Department of Agriculture's Office of Rural Affairs' Community Development projects administered by Langford and the General Land Office. The ERR includes research and determination of information as to whether the human environment would be negatively impacted by the project activities and outcome, publishing of public notices, coordination with the Texas Historical Commission, Texas Coastal Program, U.S. Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, Texas Department of Agriculture, engineers, administrators and Grantee staff.<br><br>Assist with writing of competitive grants on behalf of rural cities and counties throughout the State of Texas, and correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs - Disaster Recovery Division, Texas Department of Agriculture, Texas Parks & Wildlife Department, Texas Historical Commission, Texas Department of Economic Development, Texas Department of Transportation, as well as private entities such as HNTB. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Build and maintain solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.<br><br>6 years with company |               |
| <b>Overall</b><br>Total Years or relevant experience<br>Other relevant experience or accomplishments      | Office Manager<br>Frontera Administrative Services, Inc., Austin, Texas<br>Co-managed grant projects funded through the Texas Department of Transportation Border Colonia Access Paving (BCAP), Texas Department of Agriculture Community Development (CDBG), and Texas Water Development Board Economically Distressed Areas Program (EDAP). Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Insure the communities that we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars and workshops to keep current on applicable rules and regulations within each grant program. Build and maintain solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works and economic development programs to develop plans   |               |

and strategies which better assist them in meeting the needs of their community.  
4 years with company

10 years of overseeing CDBG projects as a consultant

WORKSHOPS:  
Office of Rural Affairs TxCDBG Administrator Certification Workshops  
TDHCA 1st Thursday Eligibility Training for Affordable Housing Programs  
TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects  
Office of Rural Affairs Implementation Workshops

CERTIFICATIONS:  
Texas Department of Agriculture Administration Certified

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 | Cynthia (Cindy) Metro |
|------------------|-----------|-----------------------|

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|----------------|-----------------------|
| Potential Role | Management Consultant |
| Base Location  | Leander               |

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|---------------------------------|--|
| Current Employment              | Management Consultant  |
| Current job title               | Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of Texas Community Development Block Grant (TxCDBG) Program grant applications to the Texas Department of Agriculture and U.S. Department of Housing and Urban Development. Oversee financial management, monitor construction and engineering activities for grantees. Conduct public hearings for grant programs at city council and commissioners' court meetings as needed. Insure the communities that we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Build and maintain solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community. |
| Job responsibilities            |  |
| Number of years with respondent | 2 years with company   |

|  |   |
|--|---|
| Overall                                      | Section 504 Coordinator/Dyslexia Contact Teacher  |
| Total Years or relevant experience           | Pflugerville Independent School District, Pflugerville, Texas   |
| Other relevant experience or accomplishments | Facilitate Section 504 meetings, mediations, and due process hearings for students with disabilities. Collaborate with staff in implementing effective learning and instruction plans. Conduct training and professional development of staff, related to students with disabilities. Provide written notice to parents/guardians regarding their students' status, such as evaluations, identifications and placements and other actions taken by the school. Effectively communicate with parents, staff, legal counsel, and advocacy organizations to achieve student success. Ensure compliance with federal, state and district policies; oversee legal meetings regarding mandates. Collect and maintain accurate records for students with disabilities. Administer dyslexia/dysgraphia evaluations for students and articulate the results of the reports to the Section 504 and Special Education committees. Provide consultation and instruction to the Response to Intervention Team to educate staff on issues with students with disabilities. Assist and collaborate with staff in implementing effective intervention plans for dyslexia/dysgraphia students. Adapt the scope and sequence of curriculum to meet the instructional needs of students. Conduct, organize and maintain student progress monitoring; implemented the Strategic Instruction Model - Inference Strategy, which resulted in students increasing their correct answers on the state test by 70%. |
|  | 13 years with company   |

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| 2 years of overseeing CDBG projects as consultant<br><br>Bachelor of Science in Business Administration, Central Michigan University<br><br>WORKSHOPS:<br>Texas Department of Agriculture TxCDBG Implementation Workshop<br>CERTIFICATIONS:<br>Texas Department of Agriculture Administration Certified<br>Texas Engineering Extension Service - Texas Department of Transportation LGPP<br>Qualified |
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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   | Full Name  | Kelley Myers |
| Potential Role     | Labor Standards Officer  |              |
| Base Location      | Leander  |              |
| Current Employment | Labor Standards Officer<br>Complete Labor Standards requirements for CDBG projects including review of payrolls, conduct 10-day calls, issue Davis-Bacon Wage Determinations, and interview construction workers. Correspondence with payroll supervisors of construction companies to assure compliance with Davis-Bacon Act. Schedule and conduct meetings with staff about labor standards status on projects.<br><br>Assist with front office duties, answering phones, transferring calls, and greeting visitors.<br><br>1-1/2 years with company   |              |
| Overall            | Kitting and Final Assembly Lead<br>Stealth Products, LLC, Austin, Texas<br>Received, processed and tracked client orders, following up on entire distribution process. Created and maintained inter-department inventory control system. Supervised department productivity, streamlining distribution and management of sales orders. Financial administrative duties to include data entry, billing, filing, and client communication.<br><br>7 years with company<br><br>1-1/2 years with CDBG program<br><br>WORKSHOPS:<br>Texas Department of Agriculture TxCDBG Implementation Workshop<br>CERTIFICATIONS:<br>Texas Department of Agriculture Administration Certified |              |

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.

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| LCMS stands ready to write and administer TxCDBG projects. With thirteen staff members, the firm has the capacity and knowledge to write and administer TxCDBG 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 |

LCMS has a staff of less than 50 persons qualifying it as a Small Business Enterprise. The firm is also a certified WBE through the Texas Comptroller Certificate/VID Number: 1742804904700.

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

LCMS is an equal opportunity employer. We are a 100% woman-owned firm. We also have bilingual (English and Spanish) staff members.

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

LCMS understands the need for the selected consulting firm to administer and manage the City/County grant program entirely. This is the stance our firm takes on all contracts. LCMS will organize the program in such a way that the City or County will ultimately be responsible only for internal processes, such as final review and approval of reimbursement requests. National Environmental Protection Agency (NEPA) standards, including environmental reviews, will be met. LCMS is very experienced with these reviews and the associated processes anticipated by federal programs. LCMS is also very experienced with Federal Labor Standard Regulations, including the Davis-Bacon and Related Acts and will assure compliance with these regulations.