

# Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

Firm Name: Panhandle Regional Planning Commission	DUNS Number: 078550019	Federal EIN: 75 131 7291
Prequalification Contact First, Last Name and Title: Dustin Meyer, Local Government Services Director	Phone Number: +1 (806) 372-3381	Prequalification Contact E-mail Address: dmeyer@theprpc.org
Firm Web Address www.theprpc.org	Firm Mailing Address P.O. Box 9257, Amarillo, TX 79105	Name of Firm's President/Managing Officer: Kyle Ingham

## 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.

The Panhandle Regional Planning Commission was established in 1969 by the local governments of the Texas Panhandle under Chapter 391 of the Texas Local Government Code. Since that time PRPC has written applications for funding assistance and administered both federal and state grant programs for internal programs and for over one hundred separate political subdivisions in the region. In its fifty year history PRPC has written thousands of grant applications and administered hundreds of grant projects funded by federal agencies such as the US Department of Housing and Urban Development (HUD), the Federal Emergency Management Agency (FEMA), and the U.S. Economic Development Administration (EDA) as well as many state agencies such as the Texas Workforce Commission, Texas Water Development Board (TWDB), Texas Department of Transportation (TxDOT), Texas Department of Agriculture (TDA) and all of its predecessors with the CDBG program, U.S. Department of Homeland Security, and a myriad of other state and federal agencies.

PRPC is a political subdivision of the State of Texas and, as such, has provided grant writing and grant administration services to the sixty-three cities, twenty-six counties and other political subdivisions of the Texas Panhandle through interlocal agreements authorized under Chapter 791 of the Texas government code and encouraged by 2 CFR 200.318(e) on the federal level. In each of PRPC's fifty years the organization has written and administered both federal and state programs internally and contractually for local political subdivisions in the region.

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

The Panhandle Regional Planning Commission (PRPC) has been involved with the Community Development Block Grant Non-Entitlement program since before it came into its current form with regional allocations in 1983. Prior to 1983, PRPC assisted communities in preparing applications for submission to the Dallas Areas Office of HUD for broader competitions. Since 1983, PRPC has assisted the Cities and Counties in the Texas Panhandle in preparing applications to the CDBG program based on regional allocations and administering projects funded in the region. Since 1983 PRPC has administered over 300 CDBG projects and developed more than 700 applications. In that time about \$75 million of CDBG funds has been brought into the Texas Panhandle through projects PRPC helped write and administer.

Over the past ten years, the period overseen by the current administrator, PRPC has successfully administered over seventy CDBG projects with none being terminated by the funding agency. In that same time PRPC has helped write over 150 applications for communities in the region. In the past five years, PRPC has administered thirty-seven separate projects with only one even necessitating an extension - of only three months due to significant weather and flooding events. Each year current members of the PRPC staff in the Local Government Services Department receive all required training and certifications provided by the funding agency.

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

- a. Community wide infrastructure projects

As stated above, PRPC has been intimately working with the Community Development Block Grant program for more than thirty years and has written and administered projects of all kinds, including community-wide infrastructure projects. These projects

range from constructing wastewater treatment facilities to the erection of new water towers and standpipes. While not all CDBG project are a community-wide benefit, a large portion of the 300 projects PRPC has been involved with have seen a community wide benefit. Since 1983, PRPC has administered twenty projects that have improved or constructed a new sewer treatment facility, thirty-three projects constructing new ground water storage tanks, twenty-nine projects constructing or rehabilitating elevated water storage tanks and sixty-three projects improving or installing new water wells. PRPC has also administered 138 projects replacing or installing new water line and forty-five projects replacing or installing new sewer line.

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

PRPC does have experience administering projects with direct beneficiary as well as housing rehabilitation projects. While these projects are not as common as the community-wide benefit, in 2002 PRPC wrote an application and administered a project for the City of Happy for home repairs associated with a CDBG disaster relief project. Additionally, in the 2017/2018 CDBG application cycle, PRPC assisted a community with an application for on-site sewer facility replacement.

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

PRPC staff has also worked with the Texas Capital Fund program since its inception including the Downtown and Main Street program. PRPC has written and administered at least seven Texas Capital fund projects and seven Downtown Revitalization projects over the past fifteen years with each successfully being completed within original contractual parameters. All five staff members in the Local Government Services Department received training on the 2019 Downtown Revitalization/Mainstreet program as part of the TxDBG Implementation Manual Training to ensure that current program standards and requirements are understood and implemented into the organization's Standard Operating Procedures.

d. Projects involving multiple funding sources

PRPC recognizes the importance of grant funds to the communities of the Texas Panhandle as well as the need to leverage grant funds with other funding sources to allow for large scale comprehensive projects. PRPC works with many funding agencies to build projects for communities; these partnerships allow for complete projects that include and encourage private business investment and private citizen donations. PRPC routinely administers projects that incorporate funding from multiple sources.

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

The Panhandle Regional Planning Commission is Council of Governments in the State of Texas under Chapter 391 of the Texas Local Government Code. As such, the organization provides communities and residents of the region with significantly more services than only grant writing and grant administration. PRPC is broken into the following twelve program areas:

1. Area Agency on Aging
2. Workforce Development
3. Dispute Resolution
4. Regional 9-1-1
5. Regional Services
6. Local Government Services
7. Criminal Justice
8. Economic Development
9. Regional Emergency Preparedness
10. Regional Transportation Planning
11. Regional Water Planning
12. Solid Waste Management

The grant writing and grant administration services pertinent to the CDBG program are housed in the Local Government Services Department along with Contract City Management, Regional Water Planning, Regional Transportation Planning, Texas Revenue Recovery Association, and Economic Development. The grant writing and grant administration is all conducted in-house by PRPC Staff as that is the most direct way that the organization can benefit the communities seeking assistance in this area. The direct specifics that PRPC provides related to grant writing and administration include, but are not limited to:

1. Grant availability research
2. Grant eligibility analysis
3. Consultation regarding funding options
4. Project Development
5. Meeting Pre-application requirements
6. Grant application writing
7. Development and compilation of required attachments

8. Assistance in application submission
9. Assistance in acceptance of funding contract
10. Negotiation & clarification on application inquiries
11. Procurement of Engineering Services
12. Procurement of Construction Services
13. Procurement of Professional Services
14. Environmental Assessment
15. Davis-Bacon Requirements
16. Quarterly Reporting
17. Annual Reporting
18. Financial Draws
19. Financial Reporting
20. Communication with funding agency
21. Property Aquisitions
22. Public Hearings
23. Closeout Paperwork
24. Fair Housing Activities
25. Public Notices
26. Document Organization
27. Expertise in Application Manuals
28. Expertise in Implementation Guides

PRPC is available to assist any political subdivision in the Texas Panhandle with any of the grant programs offered by TDA upon request.

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 checked="" 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

The Panhandle Regional Planning Commission serves the top twenty-six Counties of the Texas Panhandle and the municipalities located within those counties. The service area is approximately 26,000 square miles and entails the following Counties:

Armstrong, Briscoe, Carson, Castro, Childress, Collingsworth, Dallam, Deaf Smith, Donley, Gray, Hall, Hansford, Hartley, Hemphill, Hutchinson, Lipscomb, Moore, Ochiltree, Oldham, Parmer, Potter, Randall, Roberts, Sherman, Swisher, & Wheeler Counties. PRPC also has the capacity and ability to provide services out of the region in cooperation with sister Councils of Governments through mutual agreement in specialized cases.

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

The Panhandle Regional Planning Commission has dedicated multiple employees to the Community Development Block Grant program for over thirty years. The Executive Director has over fifteen years experience with the program.

The department budgets employee time in a manner to have the capacity to write up to forty applications in a given year and administer up to thirty projects simultaneously at any given time. Over the past thirty years, PRPC has developed an internal process to accurately account for the time that each application and administration contract will take and has excelled in projecting time and staffing needs to appropriately execute all contracts. Additionally, PRPC has established a fund that provides for three years staffing capacity so that all existing contracts can be fulfilled even with the expiration of the CDBG program at any time. This ensures that all contracts will be fully executed to the benefit of grant recipients despite any future funding shortfalls.

PRPC currently has a standard workload with the capacity to add up to twenty new CDBG administration and forty application contracts annually without having to add additional staff. Further, PRPC has many staff members dedicated to the application and administration of grants with other federal agencies that can be moved into the CDBG area under the guidance of CDBG trained staff to assist with excess CDBG work. The Regional Services Department of PRPC has another individual with over

fifteen years of experience with the CDBG program that can be tapped as needed to assist with projects. Given the twenty-six county region in which PRPC works there is no concern over expanding workload beyond capacity.

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>	CDBG #7218451 - City of Borger
<b>Facility Type and Use</b>		Street Improvements
<b>Project Location (Jurisdiction)</b>		City of Borger
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		This project includes constructing eight storm water inlets, six junction boxes, 1,675 linear feet of 18" to 48" storm sewer pipe, stabilization of 595 linear feet of storm sewer line, pavement repair, and all associated appurtenances.
<p><b>A. Project Management</b></p> <ol style="list-style-type: none"> <li>1. Develop a record-keeping system consistent with program guidelines, including the establishment and maintenance of a filing system.</li> <li>2. Provide general advice and technical assistance to the City of Borger personnel on implementation of project and regulatory matters.</li> <li>3. Assist in the procurement of professional consulting engineering services through the request for proposal process, if applicable, and as required by the TxCDBG regulations.</li> <li>4. Furnish the City of Borger with necessary forms and procedures required for implementation of project.</li> <li>5. Assist the City of Borger in meeting all special condition requirements that may be stipulated in the contract between the City of Borger and the Texas Department of Agriculture (TDA).</li> <li>6. Prepare and submit to TDA documentation necessary for amending the TXCDBG contract, if required.</li> <li>7. Conduct required re-assessment of environmental clearance for any program amendments.</li> <li>8. Prepare and submit quarterly reports (progress and minority hiring).</li> <li>9. Prepare Recipient Disclosure Report form for the City of Borger signature and submittal.</li> <li>10. Establish procedures to document expenditures associated with local administration of the project.</li> <li>11. Provide guidance and assistance to the City of Borger regarding acquisition of property. <ul style="list-style-type: none"> <li>• Submit required reports concerning acquisition activities to TDA</li> <li>• Establish a separate acquisition file for each parcel of real property acquired</li> <li>• Determine necessary method(s) for acquiring real property</li> <li>• Prepare correspondence to the property owners for the City of Borger's signature to acquire the property or to secure an easement</li> <li>• Assist the City of Borger in negotiation with property owner(s)</li> </ul> </li> <li>12. Serve as liaison for the City of Borger during any monitoring visit by staff representatives from either TDA or the United States Department of Housing and Urban Development.</li> </ol> <p><b>B. Financial Management</b></p> <ol style="list-style-type: none"> <li>1. Assist the City of Borger in proving its ability to manage the grant funds to the State's audit division.</li> <li>2. Assist the City of Borger in establishing and maintaining a bank account (Direct Deposit</li> </ol>		

Role & Responsibilities	<p>account) and/or separate local bank account, journals and ledgers.</p> <ol style="list-style-type: none"> <li>3. Assist the City of Borger in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to TDA.</li> <li>4. Review invoices received for payment and file back-up documentation.</li> <li>5. Prepare all fund drawdowns on behalf of the City of Borger in order to ensure orderly, timely payments to all contracting parties within the allotted time period.</li> <li>6. Provide general advice and technical assistance to the City of Borger personnel on implementation of project and regulatory matters.</li> <li>7. Assist the City of Borger in establishing procedures to handle the use of any TXCDBG program income.</li> </ol> <p>C. Environmental Review</p> <ol style="list-style-type: none"> <li>1. Prepare environmental assessment.</li> <li>2. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.</li> <li>3. Document consideration of any public comments.</li> <li>4. Prepare any required re-assessment of environmental assessment.</li> <li>5. Ensure compliance with EO 11988 projects in flood plains.</li> <li>6. Prepare Request for Release of Funds and certifications to be sent to TDA.</li> </ol> <p>D. Acquisition</p> <ol style="list-style-type: none"> <li>1. Prepare required acquisition reports(s).</li> <li>2. Obtain documentation of ownership for the City of Borger-owned property and/or ROWs.</li> <li>3. Maintain a separate file for each parcel of real property acquired.</li> <li>4. Determine necessary method(s) for acquiring real property.</li> <li>5. Prepare correspondence with property owners.</li> <li>6. Assist the City of Borger in negotiations with property owner(s).</li> <li>7. Prepare required acquisition reports and submit to TDA.</li> </ol> <p>E. Construction Management</p> <ol style="list-style-type: none"> <li>1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable). <ul style="list-style-type: none"> <li>• Assist the City of Borger in determining whether and/or what TXCDBG contract activities will be carried out in whole or in part via force account labor.</li> <li>• Assist the City of Borger in determining whether or not it will be necessary to hire temporary employees to specifically carryout TXCDBG contract activities.</li> <li>• Assist the City of Borger in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.</li> </ul> </li> <li>2. Assist the City of Borger in documenting compliance with all federal and state requirements related to equal employment opportunity.</li> <li>3. Assist the City of Borger in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.</li> <li>4. Provide assistance to or act as local labor standards officer. Notify TDA in writing of name, address, and phone number of appointed labor standards compliance officer.</li> <li>5. Request wage rates from TDA.</li> <li>6. Provide sample TXCDBG contract documents to engineer.</li> <li>7. Advertise for bids.</li> <li>8. Make ten-day call to TDA.</li> <li>9. Verify construction contractor eligibility with TDA.</li> <li>10. Review construction contract.</li> <li>11. Conduct pre-construction conference and prepare minutes.</li> <li>12. Submit any reports of additional classification and rates to TDA.</li> <li>13. Issue Notice of Start of Construction to TDA.</li> <li>14. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.</li> <li>15. Process and submit change orders to TDA prior to execution.</li> </ol>
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	<p>16. Obtain Certificate of Construction Completion/Final Wage Compliance Report and submit to TDA.</p> <p><b>F. Fair Housing/Equal Opportunity</b></p> <ol style="list-style-type: none"> <li>1. Assist the City of Borger in developing, implementing and documenting new activities to affirmatively further fair housing activities during the contract period.</li> <li>2. Maintain documentation of all project beneficiaries by ethnicity and gender.</li> <li>3. Prepare Section 3 and Affirmative Action Plan.</li> <li>4. Prepare all Section 504 requirements.</li> <li>5. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.</li> </ol> <p><b>G. Audit/Close-out Procedures</b></p> <ol style="list-style-type: none"> <li>1. Prepare the final Project Completion Report, Recipient Disclosure/Update Report, and Certificate of Construction Completion.</li> <li>2. Assist the City of Borger in resolving any monitoring and audit findings.</li> <li>3. Assist the City of Borger in resolving any third party claims.</li> </ol>
Project Cost	\$727,791
Financing/Funding Source	HUD: \$275,000; City's Matching Funds: \$452,791
Method of Documenting Beneficiaries	The City utilized block group LMISD data to document beneficiaries.
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The environmental review began on 2/26/19 and ended on 5/2/19. Construction began on 12/12/19 and is ongoing. All project benchmarks are on schedule.
Monitoring and Verification Methods	This project is active and ongoing, so it has not yet been monitored.
<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).	Alex Guerrero is the grant administrator for this project and is overseeing every aspect from start-up to closeout.
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Eddie Edwards - City Manager, (806) 273-0905, eedwards@borgertx.gov
Remove Project	<b>Project Name</b> CDBG #7218222 - City of Wheeler Downtown Revitalization
Facility Type and Use	Sidewalk Improvements
Project Location (Jurisdiction)	City of Wheeler
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	This project entails constructing 9,815 linear feet of concrete flatwork; 1,050 linear feet of curb and gutter; 240 linear feet of hand railing; ADA accessible ramps; concrete retaining wall; guardrails; pavement striping; and necessary appurtenances.
	<p><b>A. Project Management</b></p> <ol style="list-style-type: none"> <li>1. Develop a record-keeping system consistent with program guidelines, including the establishment and maintenance of a filing system.</li> <li>2. Provide general advice and technical assistance to the City of Wheeler personnel on implementation of project and regulatory matters.</li> <li>3. Assist in the procurement of professional consulting engineering services through the</li> </ol>

<p>Role &amp; Responsibilities</p>	<p>request for proposal process, if applicable, and as required by the TxCDBG regulations.</p> <ol style="list-style-type: none"> <li>4. Furnish the City of Wheeler with necessary forms and procedures required for implementation of project.</li> <li>5. Assist the City of Wheeler in meeting all special condition requirements that may be stipulated in the contract between the City of Wheeler and the Texas Department of Agriculture (TDA).</li> <li>6. Prepare and submit to TDA documentation necessary for amending the TXCDBG contract, if required.</li> <li>7. Conduct required re-assessment of environmental clearance for any program amendments.</li> <li>8. Prepare and submit quarterly reports (progress and minority hiring).</li> <li>9. Prepare Recipient Disclosure Report form for the City of Wheeler signature and submittal.</li> <li>10. Establish procedures to document expenditures associated with local administration of the project.</li> <li>11. Provide guidance and assistance to the City of Wheeler regarding acquisition of property. <ul style="list-style-type: none"> <li>• Submit required reports concerning acquisition activities to TDA</li> <li>• Establish a separate acquisition file for each parcel of real property acquired</li> <li>• Determine necessary method(s) for acquiring real property</li> <li>• Prepare correspondence to the property owners for the City of Wheeler's signature to acquire the property or to secure an easement</li> <li>• Assist the City of Wheeler in negotiation with property owner(s)</li> </ul> </li> <li>12. Serve as liaison for the City of Wheeler during any monitoring visit by staff representatives from either TDA or the United States Department of Housing and Urban Development.</li> </ol> <p><b>B. Financial Management</b></p> <ol style="list-style-type: none"> <li>1. Assist the City of Wheeler in proving its ability to manage the grant funds to the State's audit division.</li> <li>2. Assist the City of Wheeler in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals and ledgers.</li> <li>3. Assist the City of Wheeler in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to TDA.</li> <li>4. Review invoices received for payment and file back-up documentation.</li> <li>5. Prepare all fund drawdowns on behalf of the City of Wheeler in order to ensure orderly, timely payments to all contracting parties within the allotted time period.</li> <li>6. Provide general advice and technical assistance to City of Wheeler personnel on implementation of project and regulatory matters.</li> <li>7. Assist the City of Wheeler in establishing procedures to handle the use of any TXCDBG program income.</li> </ol> <p><b>C. Environmental Review</b></p> <ol style="list-style-type: none"> <li>1. Prepare environmental assessment.</li> <li>2. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.</li> <li>3. Document consideration of any public comments.</li> <li>4. Prepare any required re-assessment of environmental assessment.</li> <li>5. Ensure compliance with EO 11988 projects in flood plains.</li> <li>6. Prepare Request for Release of Funds and certifications to be sent to TDA.</li> </ol> <p><b>D. Acquisition</b></p> <ol style="list-style-type: none"> <li>1. Prepare required acquisition reports(s).</li> <li>2. Obtain documentation of ownership for City of Wheeler-owned property and/or ROWs.</li> <li>3. Maintain a separate file for each parcel of real property acquired.</li> <li>4. Determine necessary method(s) for acquiring real property.</li> </ol>
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	<p>5. Prepare correspondence with property owners.</p> <p>6. Assist the City of Wheeler in negotiations with property owner(s).</p> <p>7. Prepare required acquisition reports and submit to TDA.</p> <p><b>E. Construction Management</b></p> <p>1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable).</p> <ul style="list-style-type: none"> <li>• Assist the City of Wheeler in determining whether and/or what TXCDBG contract activities will be carried out in whole or in part via force account labor.</li> <li>• Assist the City of Wheeler in determining whether or not it will be necessary to hire temporary employees to specifically carryout TXCDBG contract activities.</li> <li>• Assist the City of Wheeler in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.</li> </ul> <p>2. Assist the City of Wheeler in documenting compliance with all federal and state requirements related to equal employment opportunity.</p> <p>3. Assist the City of Wheeler in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.</p> <p>4. Provide assistance to or act as local labor standards officer. Notify TDA in writing of name, address, and phone number of appointed labor standards compliance officer.</p> <p>5. Request wage rates from TDA.</p> <p>6. Provide sample TXCDBG contract documents to engineer.</p> <p>7. Advertise for bids.</p> <p>8. Make ten-day call to TDA.</p> <p>9. Verify construction contractor eligibility with TDA.</p> <p>10. Review construction contract.</p> <p>11. Conduct pre-construction conference and prepare minutes.</p> <p>12. Submit any reports of additional classification and rates to TDA.</p> <p>13. Issue Notice of Start of Construction to TDA.</p> <p>14. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.</p> <p>15. Process and submit change orders to TDA prior to execution.</p> <p>16. Obtain Certificate of Construction Completion/Final Wage Compliance Report and submit to TDA.</p> <p><b>F. Fair Housing/Equal Opportunity</b></p> <p>1. Assist the City of Wheeler in developing, implementing and documenting new activities to affirmatively further fair housing activities during the contract period.</p> <p>2. Maintain documentation of all project beneficiaries by ethnicity and gender.</p> <p>3. Prepare Section 3 and Affirmative Action Plan.</p> <p>4. Prepare all Section 504 requirements.</p> <p>5. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.</p> <p><b>G. Audit/Close-out Procedures</b></p> <p>1. Prepare the final Project Completion Report, Recipient Disclosure/Update Report, and Certificate of Construction Completion.</p> <p>2. Assist the City of Wheeler in resolving any monitoring and audit findings.</p> <p>3. Assist the City of Wheeler in resolving any third party claims.</p>
<b>Project Cost</b>	\$399,766
<b>Financing/Funding Source</b>	HUD: \$250,000; City's Matching Funds: \$149,766
<b>Method of Documenting Beneficiaries</b>	The project beneficiaries were documented through 2014 TxCDBG Income surveys which were approved by TDA in 2015.
<b>Project Schedule</b> -Environmental Review Start and End Dates	The environmental review began on 8/26/19; it was submitted to TDA and approved the same day which aligned with the project's milestone date. Construction will start in May 2020, which is in line with the project's milestones.



-Construction Start and End Dates -Describe if project was completed on schedule or delayed	
Monitoring and Verification Methods	This project is active and ongoing, so it has not yet been monitored.
<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).	Alex Guerrero is the grant administrator for this project and is overseeing every aspect from start-up to closeout.
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Bob McCain, City Mayor, (806) 826-3222 Kristi Petit, City Secretary, (806) 326-3222, cityoffice@wheelertexas.org
Remove Project	<b>Project Name</b> CDBG #7217179 - Hall County
Facility Type and Use	Water Improvements
Project Location (Jurisdiction)	Hall County
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	This project included the installation of six water meters, approximately 12,050 linear feet of 2" water line, 4,000 of 3" water line, 750 linear feet of 6" water line, valves, fittings, and all associated appurtenances.
	<p><b>A. Project Management</b></p> <ol style="list-style-type: none"> <li>1. Develop a record-keeping system consistent with program guidelines, including the establishment and maintenance of a filing system.</li> <li>2. Provide general advice and technical assistance to Hall County personnel on implementation of project and regulatory matters.</li> <li>3. Assist in the procurement of professional consulting engineering services through the request for proposal process, if applicable, and as required by the TxCDBG regulations.</li> <li>4. Furnish Hall County with necessary forms and procedures required for implementation of project.</li> <li>5. Assist Hall County in meeting all special condition requirements that may be stipulated in the contract between Hall County and the Texas Department of Agriculture (TDA).</li> <li>6. Prepare and submit to TDA documentation necessary for amending the TXCDBG contract, if required.</li> <li>7. Conduct required re-assessment of environmental clearance for any program amendments.</li> <li>8. Prepare and submit quarterly reports (progress and minority hiring).</li> <li>9. Prepare Recipient Disclosure Report form for Hall County signature and submittal.</li> <li>10. Establish procedures to document expenditures associated with local administration of the project.</li> <li>11. Provide guidance and assistance to Hall County regarding acquisition of property. <ul style="list-style-type: none"> <li>• Submit required reports concerning acquisition activities to TDA</li> <li>• Establish a separate acquisition file for each parcel of real property acquired</li> <li>• Determine necessary method(s) for acquiring real property</li> <li>• Prepare correspondence to the property owners for Hall County's signature to acquire the property or to secure an easement</li> <li>• Assist Hall County in negotiation with property owner(s)</li> </ul> </li> <li>12. Serve as liaison for Hall County during any monitoring visit by staff representatives from either TDA or the United States Department of Housing and Urban Development.</li> </ol> <p><b>B. Financial Management</b></p> <ol style="list-style-type: none"> <li>1. Assist Hall County in proving its ability to manage the grant funds to the State's audit division.</li> <li>2. Assist Hall County in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals and ledgers.</li> </ol>

<p>Role &amp; Responsibilities</p>	<ol style="list-style-type: none"> <li>3. Assist Hall County in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to TDA.</li> <li>4. Review invoices received for payment and file back-up documentation.</li> <li>5. Prepare all fund drawdowns on behalf of Hall County in order to ensure orderly, timely payments to all contracting parties within the allotted time period.</li> <li>6. Provide general advice and technical assistance to Hall County personnel on implementation of project and regulatory matters.</li> <li>7. Assist Hall County in establishing procedures to handle the use of any TXCDBG program income.</li> </ol> <p>C. Environmental Review</p> <ol style="list-style-type: none"> <li>1. Prepare environmental assessment.</li> <li>2. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.</li> <li>3. Document consideration of any public comments.</li> <li>4. Prepare any required re-assessment of environmental assessment.</li> <li>5. Ensure compliance with EO 11988 projects in flood plains.</li> <li>6. Prepare Request for Release of Funds and certifications to be sent to TDA.</li> </ol> <p>D. Acquisition</p> <ol style="list-style-type: none"> <li>1. Prepare required acquisition reports(s).</li> <li>2. Obtain documentation of ownership for Hall County-owned property and/or ROWs.</li> <li>3. Maintain a separate file for each parcel of real property acquired.</li> <li>4. Determine necessary method(s) for acquiring real property.</li> <li>5. Prepare correspondence with property owners.</li> <li>6. Assist Hall County in negotiations with property owner(s).</li> <li>7. Prepare required acquisition reports and submit to TDA.</li> </ol> <p>E. Construction Management</p> <ol style="list-style-type: none"> <li>1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable). <ul style="list-style-type: none"> <li>• Assist Hall County in determining whether and/or what TXCDBG contract activities will be carried out in whole or in part via force account labor.</li> <li>• Assist Hall County in determining whether or not it will be necessary to hire temporary employees to specifically carryout TXCDBG contract activities.</li> <li>• Assist Hall County in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.</li> </ul> </li> <li>2. Assist Hall County in documenting compliance with all federal and state requirements related to equal employment opportunity.</li> <li>3. Assist Hall County in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.</li> <li>4. Provide assistance to or act as local labor standards officer. Notify TDA in writing of name, address, and phone number of appointed labor standards compliance officer.</li> <li>5. Request wage rates from TDA.</li> <li>6. Provide sample TXCDBG contract documents to engineer.</li> <li>7. Advertise for bids.</li> <li>8. Make ten-day call to TDA.</li> <li>9. Verify construction contractor eligibility with TDA.</li> <li>10. Review construction contract.</li> <li>11. Conduct pre-construction conference and prepare minutes.</li> <li>12. Submit any reports of additional classification and rates to TDA.</li> <li>13. Issue Notice of Start of Construction to TDA.</li> <li>14. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.</li> <li>15. Process and submit change orders to TDA prior to execution.</li> <li>16. Obtain Certificate of Construction Completion/Final Wage Compliance Report and</li> </ol>
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	<p>submit to TDA.</p> <p><b>F. Fair Housing/Equal Opportunity</b></p> <ol style="list-style-type: none"> <li>1. Assist Hall County in developing, implementing and documenting new activities to affirmatively further fair housing activities during the contract period.</li> <li>2. Maintain documentation of all project beneficiaries by ethnicity and gender.</li> <li>3. Prepare Section 3 and Affirmative Action Plan.</li> <li>4. Prepare all Section 504 requirements.</li> <li>5. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.</li> </ol> <p><b>G. Audit/Close-out Procedures</b></p> <ol style="list-style-type: none"> <li>1. Prepare the final Project Completion Report, Recipient Disclosure/Update Report, and Certificate of Construction Completion.</li> <li>2. Assist Hall County in resolving any monitoring and audit findings.</li> <li>3. Assist Hall County in resolving any third party claims.</li> </ol>
<b>Project Cost</b>	\$288,750
<b>Financing/Funding Source</b>	HUD: \$275,000; County's Matching Funds: \$13,750
<b>Method of Documenting Beneficiaries</b>	Project beneficiaries were documenting through 2014 TxDBG Income Surveys and were approved by TDA on 2/19/15.
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	<p>The environmental review began on 5/5/18 and ended on 6/1/18 which adhered to the project's milestone date.</p> <p>Construction started on 11/9/18 and was completed on 2/26/19, which was more than four months ahead of schedule.</p>
<b>Monitoring and Verification Methods</b>	This project was self-monitored with acceptance/TDA approval on 10/11/19.
<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).	Dustin Meyer was the grant administrator for the project and oversaw every aspect from start-up to closeout. Alex Guerrero assisted Dustin Meyer with this project by providing administrative support with regards to the environmental review, financial management, and contract management.
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Ray Powell, Hall County Judge, (806) 259-2511, cjhall@amaonline.com
<div>Remove Project</div> <b>Project Name</b>	CDBG #7218191 - Hartley County
<b>Facility Type and Use</b>	Water Improvements
<b>Project Location (Jurisdiction)</b>	Hartley County
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	This project includes painting the interior and exterior of an elevated storage tank.
	<p><b>A. Project Management</b></p> <ol style="list-style-type: none"> <li>1. Develop a record-keeping system consistent with program guidelines, including the establishment and maintenance of a filing system.</li> <li>2. Provide general advice and technical assistance to Hartley County personnel on implementation of project and regulatory matters.</li> <li>3. Assist in the procurement of professional consulting engineering services through the request for proposal process, if applicable, and as required by the TxDBG regulations.</li> <li>4. Furnish Hartley County with necessary forms and procedures required for</li> </ol>

<p>Role &amp; Responsibilities</p>	<p>implementation of project.</p> <ol style="list-style-type: none"> <li>5. Assist Hartley County in meeting all special condition requirements that may be stipulated in the contract between Hartley County and the Texas Department of Agriculture (TDA).</li> <li>6. Prepare and submit to TDA documentation necessary for amending the TXCDBG contract, if required.</li> <li>7. Conduct required re-assessment of environmental clearance for any program amendments.</li> <li>8. Prepare and submit quarterly reports (progress and minority hiring).</li> <li>9. Prepare Recipient Disclosure Report form for Hartley County signature and submittal.</li> <li>10. Establish procedures to document expenditures associated with local administration of the project.</li> <li>11. Provide guidance and assistance to Hartley County regarding acquisition of property. <ul style="list-style-type: none"> <li>• Submit required reports concerning acquisition activities to TDA</li> <li>• Establish a separate acquisition file for each parcel of real property acquired</li> <li>• Determine necessary method(s) for acquiring real property</li> <li>• Prepare correspondence to the property owners for Hartley County's signature to acquire the property or to secure an easement</li> <li>• Assist Hartley County in negotiation with property owner(s)</li> </ul> </li> <li>12. Serve as liaison for Hartley County during any monitoring visit by staff representatives from either TDA or the United States Department of Housing and Urban Development.</li> </ol> <p><b>B. Financial Management</b></p> <ol style="list-style-type: none"> <li>1. Assist Hartley County in proving its ability to manage the grant funds to the State's audit division.</li> <li>2. Assist Hartley County in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals and ledgers.</li> <li>3. Assist Hartley County in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to TDA.</li> <li>4. Review invoices received for payment and file back-up documentation.</li> <li>5. Prepare all fund drawdowns on behalf of Hartley County in order to ensure orderly, timely payments to all contracting parties within the allotted time period.</li> <li>6. Provide general advice and technical assistance to Hartley County personnel on implementation of project and regulatory matters.</li> <li>7. Assist Hartley County in establishing procedures to handle the use of any TXCDBG program income.</li> </ol> <p><b>C. Environmental Review</b></p> <ol style="list-style-type: none"> <li>1. Prepare environmental assessment.</li> <li>2. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.</li> <li>3. Document consideration of any public comments.</li> <li>4. Prepare any required re-assessment of environmental assessment.</li> <li>5. Ensure compliance with EO 11988 projects in flood plains.</li> <li>6. Prepare Request for Release of Funds and certifications to be sent to TDA.</li> </ol> <p><b>D. Acquisition</b></p> <ol style="list-style-type: none"> <li>1. Prepare required acquisition reports(s).</li> <li>2. Obtain documentation of ownership for Hartley County-owned property and/or ROWs.</li> <li>3. Maintain a separate file for each parcel of real property acquired.</li> <li>4. Determine necessary method(s) for acquiring real property.</li> <li>5. Prepare correspondence with property owners.</li> <li>6. Assist Hartley County in negotiations with property owner(s).</li> <li>7. Prepare required acquisition reports and submit to TDA.</li> </ol> <p><b>E. Construction Management</b></p>
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	<ol style="list-style-type: none"> <li>1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable). <ul style="list-style-type: none"> <li>• Assist Hartley County in determining whether and/or what TXCDBG contract activities will be carried out in whole or in part via force account labor.</li> <li>• Assist Hartley County in determining whether or not it will be necessary to hire temporary employees to specifically carryout TXCDBG contract activities.</li> <li>• Assist Hartley County in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.</li> </ul> </li> <li>2. Assist Hartley County in documenting compliance with all federal and state requirements related to equal employment opportunity.</li> <li>3. Assist Hartley County in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.</li> <li>4. Provide assistance to or act as local labor standards officer. Notify TDA in writing of name, address, and phone number of appointed labor standards compliance officer.</li> <li>5. Request wage rates from TDA.</li> <li>6. Provide sample TXCDBG contract documents to engineer.</li> <li>7. Advertise for bids.</li> <li>8. Make ten-day call to TDA.</li> <li>9. Verify construction contractor eligibility with TDA.</li> <li>10. Review construction contract.</li> <li>11. Conduct pre-construction conference and prepare minutes.</li> <li>12. Submit any reports of additional classification and rates to TDA.</li> <li>13. Issue Notice of Start of Construction to TDA.</li> <li>14. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.</li> <li>15. Process and submit change orders to TDA prior to execution.</li> <li>16. Obtain Certificate of Construction Completion/Final Wage Compliance Report and submit to TDA.</li> </ol> <p><b>F. Fair Housing/Equal Opportunity</b></p> <ol style="list-style-type: none"> <li>1. Assist Hartley County in developing, implementing and documenting new activities to affirmatively further fair housing activities during the contract period.</li> <li>2. Maintain documentation of all project beneficiaries by ethnicity and gender.</li> <li>3. Prepare Section 3 and Affirmative Action Plan.</li> <li>4. Prepare all Section 504 requirements.</li> <li>5. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.</li> </ol> <p><b>G. Audit/Close-out Procedures</b></p> <ol style="list-style-type: none"> <li>1. Prepare the final Project Completion Report, Recipient Disclosure/Update Report, and Certificate of Construction Completion.</li> <li>2. Assist Hartley County in resolving any monitoring and audit findings.</li> <li>3. Assist Hartley County in resolving any third party claims.</li> </ol>
<b>Project Cost</b>	\$307,500
<b>Financing/Funding Source</b>	HUD: \$275,000; County's Matching Funds: \$32,500
<b>Method of Documenting Beneficiaries</b>	Project beneficiaries were documented using 2014 TxCDBG income surveys which were approved by TDA on 1/30/15.
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The environmental review began on 3/1/19 and ended on 4/25/19. Project construction began on 12/15/19 and ended on 1/15/20. The environmental review was completed before the milestone date and construction was completed more than four months early.
<b>Monitoring and Verification Methods</b>	This project is in the process of being closed out and has not been called for 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).	Dustin Meyer is the grant administrator for this project and is overseeing every aspect from start-up to closeout.
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Ronnie Gordon, Hartley County Judge, (806) 235-3442, ronnie.gordon@co.hartley.tx.us
<div>Remove Project</div> <b>Project Name</b>	CDBG #7217190 - City of Hedley
<b>Facility Type and Use</b>	Water Improvements
<b>Project Location (Jurisdiction)</b>	City of Hedley
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	This project rehabilitated one water standpipe, installed safety and access equipment, interior coating, and all associated appurtenances. A lift station was also repaired as part of the project.
	<p><b>Project Management</b></p> <ol style="list-style-type: none"> <li>1. Develop a record-keeping system consistent with program guidelines, including the establishment and maintenance of a filing system.</li> <li>2. Provide general advice and technical assistance to the City of Hedley personnel on implementation of project and regulatory matters.</li> <li>3. Assist in the procurement of professional consulting engineering services through the request for proposal process, if applicable, and as required by the TxCDBG regulations.</li> <li>4. Furnish the City of Hedley with necessary forms and procedures required for implementation of project.</li> <li>5. Assist the City of Hedley in meeting all special condition requirements that may be stipulated in the contract between the City of Hedley and the Texas Department of Agriculture (TDA).</li> <li>6. Prepare and submit to TDA documentation necessary for amending the TXCDBG contract, if required.</li> <li>7. Conduct required re-assessment of environmental clearance for any program amendments.</li> <li>8. Prepare and submit quarterly reports (progress and minority hiring).</li> <li>9. Prepare Recipient Disclosure Report form for the City of Hedley signature and submittal.</li> <li>10. Establish procedures to document expenditures associated with local administration of the project.</li> <li>11. Provide guidance and assistance to the City of Hedley regarding acquisition of property. <ul style="list-style-type: none"> <li>• Submit required reports concerning acquisition activities to TDA</li> <li>• Establish a separate acquisition file for each parcel of real property acquired</li> <li>• Determine necessary method(s) for acquiring real property</li> <li>• Prepare correspondence to the property owners for the City of Hedley's signature to acquire the property or to secure an easement</li> <li>• Assist the City of Hedley in negotiation with property owner(s)</li> </ul> </li> <li>12. Serve as liaison for the City of Hedley during any monitoring visit by staff representatives from either TDA or the United States Department of Housing and Urban Development.</li> </ol> <p><b>B. Financial Management</b></p> <ol style="list-style-type: none"> <li>1. Assist the City of Hedley in proving its ability to manage the grant funds to the State's audit division.</li> <li>2. Assist the City of Hedley in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals and ledgers.</li> <li>3. Assist the City of Hedley in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized</li> </ol>

Role & Responsibilities	<p>Signatory form to TDA.</p> <ol style="list-style-type: none"> <li>Review invoices received for payment and file back-up documentation.</li> <li>Prepare all fund drawdowns on behalf of the City of Hedley in order to ensure orderly, timely payments to all contracting parties within the allotted time period.</li> <li>Provide general advice and technical assistance to the City of Hedley personnel on implementation of project and regulatory matters.</li> <li>Assist the City of Hedley in establishing procedures to handle the use of any TXCDBG program income.</li> </ol> <p>C. Environmental Review</p> <ol style="list-style-type: none"> <li>Prepare environmental assessment.</li> <li>Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.</li> <li>Document consideration of any public comments.</li> <li>Prepare any required re-assessment of environmental assessment.</li> <li>Ensure compliance with EO 11988 projects in flood plains.</li> <li>Prepare Request for Release of Funds and certifications to be sent to TDA.</li> </ol> <p>D. Acquisition</p> <ol style="list-style-type: none"> <li>Prepare required acquisition reports(s).</li> <li>Obtain documentation of ownership for the City of Hedley-owned property and/or ROWs.</li> <li>Maintain a separate file for each parcel of real property acquired.</li> <li>Determine necessary method(s) for acquiring real property.</li> <li>Prepare correspondence with property owners.</li> <li>Assist the City of Hedley in negotiations with property owner(s).</li> <li>Prepare required acquisition reports and submit to TDA.</li> </ol> <p>E. Construction Management</p> <ol style="list-style-type: none"> <li>Establish procedures to document expenditures associated with local construction of the project (if force account is applicable). <ul style="list-style-type: none"> <li>Assist the City of Hedley in determining whether and/or what TXCDBG contract activities will be carried out in whole or in part via force account labor.</li> <li>Assist the City of Hedley in determining whether or not it will be necessary to hire temporary employees to specifically carryout TXCDBG contract activities.</li> <li>Assist the City of Hedley in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.</li> </ul> </li> <li>Assist the City of Hedley in documenting compliance with all federal and state requirements related to equal employment opportunity.</li> <li>Assist the City of Hedley in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.</li> <li>Provide assistance to or act as local labor standards officer. Notify TDA in writing of name, address, and phone number of appointed labor standards compliance officer.</li> <li>Request wage rates from TDA.</li> <li>Provide sample TXCDBG contract documents to engineer.</li> <li>Advertise for bids.</li> <li>Make ten-day call to TDA.</li> <li>Verify construction contractor eligibility with TDA.</li> <li>Review construction contract.</li> <li>Conduct pre-construction conference and prepare minutes.</li> <li>Submit any reports of additional classification and rates to TDA.</li> <li>Issue Notice of Start of Construction to TDA.</li> <li>Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.</li> <li>Process and submit change orders to TDA prior to execution.</li> <li>Obtain Certificate of Construction Completion/Final Wage Compliance Report and submit to TDA.</li> </ol>
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	<p><b>F. Fair Housing/Equal Opportunity</b></p> <ol style="list-style-type: none"> <li>1. Assist the City of Hedley in developing, implementing and documenting new activities to affirmatively further fair housing activities during the contract period.</li> <li>2. Maintain documentation of all project beneficiaries by ethnicity and gender.</li> <li>3. Prepare Section 3 and Affirmative Action Plan.</li> <li>4. Prepare all Section 504 requirements.</li> <li>5. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.</li> </ol> <p><b>G. Audit/Close-out Procedures</b></p> <ol style="list-style-type: none"> <li>1. Prepare the final Project Completion Report, Recipient Disclosure/Update Report, and Certificate of Construction Completion.</li> <li>2. Assist the City of Hedley in resolving any monitoring and audit findings.</li> <li>3. Assist the City of Hedley in resolving any third party claims.</li> </ol>
Project Cost	\$253,655
Financing/Funding Source	HUD: \$236,155; City's Matching Funds: \$17,500
Method of Documenting Beneficiaries	Project beneficiaries were documented through a TxCDBG Income Survey conducted city-wide in 2015.
<p><b>Project Schedule</b></p> <p>-Environmental Review Start and End Dates</p> <p>-Construction Start and End Dates</p> <p>-Describe if project was completed on schedule or delayed</p>	<p>The environmental review was started on 3/23/18 and ended on 5/7/18.</p> <p>Construction began on 1/28/19 and ended on 8/2/19.</p> <p>The environmental review was finished a month early and construction was completed on time.</p>
Monitoring and Verification Methods	This project has not been called for monitoring at this time.
<p><b>Project Personnel</b></p> <p>List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).</p>	Kurt Grant was the grant administrator for this project and oversaw every aspect from start-up to closeout.
<p><b>Contact Information</b></p> <p>Current phone and e-mail address of local government representatives you worked with.</p>	<p>Carrie Butler, Mayor, (806) 856-5241</p> <p>Kim Davis, City Secretary, (806) 856-5241, cityofhedley@yahoo.com</p>

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 Local Government Services (LGS) department of PRPC has five staff members currently working on CDBG projects. These staff members hold five bachelor's degrees and one Certified Public Manager's certificate. LGS staff administer over twenty-five different projects annually from multiple funding agencies. The Executive Director adds another fifteen years of experience with CDBG and has overseen the successful completion of over seventy CDBG projects and over 150 applications in the past ten years. All LGS staff attends TDA CDBG implementation workshops annually and participates in at least two webinar trainings each year related to specific performance areas of focus.

PRPC does not utilize subcontracts on CDBG application development or project administration.

PRPC does not have any branch offices. However, multiple sister Councils of Government (COGs) do provide CDBG application and administration services. Discussions have occurred related to the fact that in a dire emergency interlocal agreements with sister COGs could be utilized to contract assistance on the CDBG program to access other highly trained CDBG professionals. However, to this point this option has never been necessitated.



Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Dustin Meyer
Potential Role	Local Government Services Director	
Base Location	Amarillo, TX	
Current Employment	Local Government Service Director	
Current job title	Six years with PRPC	
Job responsibilities	Dustin oversees all projects and programs within the Local Government Services Department at PRPC. These programs include Regional Water Planning, Economic Development, Contract City Management, Texas Revenue Recovery Association, Public Transportation Planning, Rural Planning Organizations (transportation), Community Development Block Grants, Strategic Planning, and other special contracts within the region. Through his tenure with PRPC Dustin has overseen millions of dollars in grants from multiple agencies.	
Number of years with respondent		
Overall	Dustin oversees all projects and programs within the Local Government Services Department at PRPC. This is inclusive of administering between fifteen and twenty grant projects, he has successfully closed out all of the projects he has overseen in the last five years. Familiarity with everything from procurement to Davis-Bacon and all non-discrimination & fair housing standards is part of his daily responsibilities.	
Total Years or relevant experience	In 2018 Dustin was selected by the National Association of Development Organizations (NADO) Research Foundation for the second class of the Training Program for Emerging Leaders (TPEL), a leadership training program funded by the Austin Regional Office of the U.S. Economic Development Administration. Additionally, Dustin's work on the Potter County Strategic Plan won a 2018 NADO Innovation Award.	
Other relevant experience or accomplishments	Dustin was also selected to participated in the pilot self monitoring program for Texas Department of Agriculture for the CDBG program.	
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	Kyle Ingham
Potential Role	Executive Director	
Base Location	Amarillo, TX	
Current Employment	Executive Director	
Current job title	Seventeen combined years with PRPC	
Job responsibilities	Through his tenure with PRPC Kyle has overseen millions of dollars in grants from many agencies. Provides oversight for all departments housed at PRPC, including regular contact with agencies associated. He has directly managed many projects and worked with the CDBG program as it has moved through at least four different state agencies and departments. Kyle receives CDBG training annually along with professional development from the Texas Municipal League, Texas Association of Regional Councils, and the Texas Association of Counties. Through these training opportunities and relationships with the Cities and Counties of the Texas Panhandle, Kyle keeps his finger on the pulse of the region as it relates to local needs and desires.	
Number of years with respondent		
Overall	Kyle has overseen the administration of over seventy TxCDBG projects and 150 applications in a twenty year career working with public grants programs. He is trained and practiced in many Council of Governments related programs and in City Management. He has worked with over five federal agencies and five state agencies in administering grant-related projects. In no instances has a funding agency terminated a contract under Kyle's oversight.	
Total Years or relevant experience		
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	<b>Full Name</b>	Alex Guerrero
Potential Role Base Location	Community & Economic Development Program Specialist Amarillo, TX	
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	<p>Community &amp; Economic Development Program Specialist One and a half years with PRPC</p> <p>Performs complex planning, research, consultative, technical and program administration work. Assists in managing and administering between six to eight TxCDBG grant funded projects, including other programs such as the FAST Fund and Downtown Revitalization projects. Has prepared and written more than six grant applications for multiple agencies on behalf of the communities in our region. Directly involved in reviewing a total of eight projects for closeout and approval of self-monitoring. Prepares documentation for said projects for review by the Director. Alex is responsible for helping to ensure each is meeting deadlines according to specific contract dates. Alex is also responsible for the majority of payables for the department and for processing pay requests for projects. Other work involves providing consultative, technical and planning services to communities, agencies, economic development corporations, etc.</p>	
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	<p>In the year and a half time Alex has spent with PRPC, he has worked on numerous projects and has increased his knowledge with the TxCDBG program. He is currently assisting with eight projects that are underway by performing project management tasks and maintaining grant files. Alex has experience with a variety of TxCDBG programs including Community Development, Downtown Revitalization, FAST Fund projects. He has also assisted the regional transportation planner in the department with efforts to maximize public transit as an area of interest.</p>	

*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>	Kurt Grant
Potential Role Base Location	Local Government Services Specialist Amarillo, TX	
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	<p>Local Government Services Specialist Two and a half years with PRPC</p> <p>Maintains current knowledge of laws, regulation, assistance programs and financing methods in a variety of economic and community development subject areas. Conducts meetings with local and state officials. Provides consultative and technical assistance to local governments on various programs operated by the PRPC. Handles complex financial projects and processes pay requests for the Local Governments Services Department. Provides Consultative services to the Panhandle region on the Texas Revenue Recovery Association program and maintains the current systems used to collect on delinquent residents. Provides contract city management services to the Village of Timbercreek Canyon. Organizes and accounts for multiple Panhandle associations.</p>	
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	<p>In the time Kurt has spent with the PRPC, he has worked on numerous projects and is increasing his knowledge of the CDBG program. He is currently assisting with five projects that are underway by performing administrative tasks and maintaining grant files. Kurt has experience with a variety of TxCDBG programs including Community Development and Downtown Revitalization projects.</p>	

*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>	Krishna (Katie) Perkins
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Potential Role Base Location	Local Government Services Specialist Amarillo, TX
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Local Government Services Specialist Eight months with PRPC  Performs complex planning, consultative, technical, and program administration tasks in support of communities in the region. Manages or assists with administration of four current TxCDBG grant funded projects across multiple programs. Prepares and submits documentation for review by Director. Assists with city management services relating to grant programs in the area. Coordinates and manages planning and demonstration projects related to transportation in the region. Prepares and submits quarterly grant reports relating to individual programs. Provides technical and administrative assistance to local governments and area transportation officials in the field of local and state government.
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	In the last eight months Katie has spent with PRPC, she has worked on numerous projects and is becoming increasingly familiar with the TxCDBG program. She is currently managing or assisting on four projects. She is performing project management tasks and maintaining grant files. Katie has also assisted with regional transportation and water planning as part of her duties in the department.
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 Paige Witthar
Potential Role Base Location	Community & Economic Development Program Specialist Amarillo, TX
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Community & Economic Development Program Specialist One and a half years with PRPC  Administers grant programs for cities, counties, and other public entities in the community and economic development field. Maintains current knowledge of laws, regulations, assistance programs and financing methods in a variety of economic and community development subject areas. Provides technical and administrative assistance to local governments and area economic development entities in the field of economic development and local government. Collects, organizes and analyzes data required in the development and implementation of municipal, county and economic development programs. Prepares proposals for grants and contracts related to economic development and assists local entities in the implementation of such grants and contracts. Prepares grant applications and ensures grants are properly administered. Provides administrative services for the Panhandle Economic Development Advisory Committee (EDAC).
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	In the time Paige has worked at PRPC, she has prepared twelve grant applications, including ten applications for TxCDBG programs (Community Development, FAST Fund, and TCF Downtown Revitalization Program) for cities throughout the Texas Panhandle. She is currently assisting with a project that is underway by performing administrative tasks and maintaining grant files.
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.

The Panhandle Regional Planning Commission has forty-two full-time employees working in multiple areas of serving the local governments and residents of the Texas Panhandle. Of those forty-two, the Executive Director has seventeen years of experience with the Community Development Block Grant Program. Additionally, other personnel in the building has over fifteen years of experience with the CDBG program and is available for additional assistance as needed.

Annually, PRPC budgets appropriate staffing time to the development of applications and administration of contracts well in

excess of current CDBG demands. Additionally, PRPC maintains a three-year contingency plan that ensures no matter what fiscal circumstances arise with the CDBG program that staffing can be maintained to continue administering current contracts and wrap up any outstanding applications.

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

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

The PRPC Personnel Manual, as Amended 1/26/12, states in section 2.08 on page 3 of the document, "Affirmative Action: The PRPC will take affirmative action to see that applicants are employed, and employees are treated during their employment, without discrimination based on race, age, religion, color, disability, national origin, or sex. In addition, the PRPC will seek actively to include qualified members of minority groups in applicant pools. (Legal reference: U.S. Executive Order 11246; U.S. Rehabilitation Act of 1973, as amended; U.S. Americans with Disabilities Act of 1990).

It is also important to note that PRPC has structured its required Board of Director's composition to include minority elected representatives and other minority representatives outside of any requirements to do so to ensure that the governing body of the political subdivision is representative of the region PRPC serves.

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

The Panhandle Regional Planning Commission is a Council of Governments created by the political subdivisions of the Texas Panhandle under Chapter 391 of the Texas Local Government Code. As such, PRPC is a political subdivision created to meet the needs of localities in the twenty-six county region. This is often done through the process of Interlocal agreements authorized under Chapter 791 of the Texas Government Code. Please note that Section 791.001 states, "Purpose: The purpose of this chapter is to increase the efficiency and effectiveness of local governments by authorizing them to contract, to the greatest possible extent, with one another and with agencies of the state." 2 CFR 200.318(e) on the federal level also encourages the use of interlocal agreements between political subdivisions by stating, "To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal government, the non-Federal entity is encouraged to enter into state and local inter-entity agreements where appropriate for procurement of use of common goods and services."

Statements in the 9/27/16 TDA Pre-Application Procurement Q&A as well as in the 2018 Addendum No. 1 to the RFQ for grant administrators for the Tx CDBG program indicate that Councils of Governments are allowed to enter into interlocal agreement with political subdivisions for application development and project administration services without going through a pre-procurement process or pre-application procurement. Cited, "The Interlocal Cooperation Act (Chapter 791 of the Texas Government Code) authorizes governmental entities to enter into agreements to provide services, which does not require competitive procurement. The recommendation to procure grant administration services prior to preparing an application applies to the competitive procurement process. The inter-local agreements traditionally used by members of Councils of Government fall under the category of subrecipient agreements (ex. the COG is a subrecipient of the City designated by the agreement to provide administrative services). As such, the requirements that apply to competitive procurement of services are not applicable.

PRPC has chosen to respond to this Request for Qualifications to ensure that the quality of the organization is duly noted in accordance with TDA desires and recommendations as PRPC has one of the best CDBG application and project administration staffs in the State of Texas as the proven record of projects in the region shows. There is no reason that the organization should not be listed with other firms providing similar services. PRPC does however maintain that it retains the right and authority to enter into interlocal agreement with any political subdivision in the State of Texas for the provision of professional services at any time for any purpose independent of this pre-qualification process.