

Firm Name: Provision Specialized Resources, LLC	DUNS Number: 011-96-7565	Federal EIN: 35-2571198
Prequalification Contact First, Last Name and Title: Alice Ashley, Principal in Charge	Phone Number: +1 (225) 405-1926	Prequalification Contact E-mail Address: aliceashley@provisionsr.com
Firm Web Address www.provisionsr.com	Firm Mailing Address 3698 Vernon Dr. Zachary, LA 70791	Name of Firm's President/Managing Officer: Alice Ashley

**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.

Opening in 2012, though changing names in 2016 to Provision Specialized Resources, LLC expanding their skill sets and putting a team together of various subject matter experts with over sixty years of grant application, administration, environmental, and project management experience. Provision is an Economically Disadvantaged Women-Owned Small Business, Hudson Initiative, and Small and Emerging Business.

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

Provision team has preformed grant administration with various funding streams including and not limited to CDBG, LCDBG, CDBG-DR, EDA, and USDA Rural Development grant programs.

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

a. Community wide infrastructure projects

Provision is currently working on a CDBG funded, infrastructure project in Galveston County. That includes but not limited to, removal and replacement of 1,600 L.F. of PCB wastewater lines. Replacement and placement of thirty-eight aged stormwater grate inlets as well as adding new as needed. Provision is in charge of all Grant Administration, Procurement, Financial, and Project Management.

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

Working with the GLO-CDR PREPS and DAHLR project for emergency housing rehabilitation a direct beneficiaries housing rehabilitation related to Hurricane Harvey. This project involved nearly 300-400 homes, basic health and safety infrastructure and sewer project components and are not only community wide but statewide. As well as the DAHLR program that included major rehabilitation of homes that had severe damage to due to flooding.

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

During the PREPS and DAHLR programs Provision created approximative 20-30 damage inspector positions. As well as, Vanguard and Tidal Basin keeping approximately 50-100 FEMA liaisons in the field.

d. Projects involving multiple funding sources

Provision is amidst an Economic Development Rezone, Restructure, and Rebuild project that is encompassing three cities as well as three towns. This project is being funded by EDA, CDBG, USDA Rural Community Grants, as well as Regional Planning Authority Grant Funding. To later involve an FAA and Main Street Program.

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

The Provision team began working in the Grant Administration field for over seven-years with a team of individuals possessing over sixty years of combined experience. As part of the project, we have developed an efficient process for collecting information, including, information request forms, letters, and databases. We have the resources at our fingertips necessary for

data collection in the field, including GIS, digital cameras, GPS units, AutoCAD, and ArcView software.

Program Administration:

- Preparing for and Conducting Public Meetings
- Preparation of Environmental Review Records (ERRs)
- CDBG Program Compliance
- Preparation of Annual and Five-Year Plans, and Reports
- Compliance with Local, State, and Federal Procurement Regulations
- Labor Compliance
- Internal and External Program Monitoring
- Provide CDBG Staff Training
- Development and Implementation of CDBG Programs
- Consult with the staff on a weekly basis, or as needed.

Provision does not typically use subcontractors.

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

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

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

Our expansive reach, robust network of partners, years of experience and stellar reputation as a leader in the field enables us to employ a targeted range of strategies to address the subtle and obvious issues often worsened by emergencies. We combine innovative and proven methods with Local, State and Federal efforts to influence change at all levels.

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>	Westlawn Subdivision Stormwater Management
Facility Type and Use		Residential Neighborhood
Project Location (Jurisdiction)		La Marque, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Approximately 70 residential homes Remove and Replace 1,200 L.F. of RCP stormwater pipe, replacing and adding a total of 38 storm grates, widening approx. 2,000 L.F. of ditches.
Role & Responsibilities		Administration and Project Management
Project Cost		\$1.4M
Financing/Funding Source		CDBG
Method of Documenting Beneficiaries		TxGLO, TigerWeb, US Census, American Fact Finder
<b>Project Schedule</b>		Environmental 2/2020-5/2020

-Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Construction 8/2020-1/2022 On-Going
Monitoring and Verification Methods	Financial Management and Auditing working alongside the city, consistent communication between engineering, environmental, and construction.
<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).	Alice Ashley- Administrative and Project Management Ken Walker- Administrative Jeff Hanks- Project Manager Ann Slater- Environmental
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Chaise Cary c.cary@cityoflamarque.com (281) 733-1716
<input type="button" value="Remove Project"/> <b>Project Name</b>	Economic Development/Grant Administration/Strategy
Facility Type and Use	Master Plan/Rebuild Strategy/Infrastructure Grant for a 180 home neighborhood development
Project Location (Jurisdiction)	East Feliciana Parish
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Approximately 21,000 residents. Construction of 180 homes, approx, 2,000-3,000 sq. ft. per home.
Role & Responsibilities	Grant Administrator, Procurement, Strategic Planning, Beneficiary Campaign
Project Cost	TBD
Financing/Funding Source	CDBG, EDA, FAA, USDA, Regional Planning Commission
Method of Documenting Beneficiaries	N/A
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Project Began 10/2019 Approx. Completion 10/2024
Monitoring and Verification Methods	Engineering Designs, EPA Smart Growth Procedures, and other funding entities required regulations.
<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).	Alice Ashley- Technical Writing, Financial, Administrative, Project Management Kenneth Walker- Master Plan, Strategic Smart Growth, Procurement, Technical Writing Ann Slater- Environmental
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Matthew Peterson (225) 405-8901 matthew@efpedd.com
<input type="button" value="Remove Project"/> <b>Project Name</b>	Grant Writing, Policy Writing and Implementation
Facility Type and Use	Various
Project Location (Jurisdiction)	Ysleta del Sur Pueblo

<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	To be determined, various ongoing tribal projects.
Role & Responsibilities	Grant Writing, Policy Writing and Implementation
Project Cost	Percentage Based
Financing/Funding Source	Federal Entities (HUD, FEMA, DOJ, DNR)
Method of Documenting Beneficiaries	As set forth per funding entities.
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	On-Going
Monitoring and Verification Methods	As set forth per funding entities.
<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).	Alice Ashley- Writing, training, implementation Ken Walker- Writing, training, implementation
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	John Moro j.moro@ysletadelsurpueblo.com (915) 859-7913
<b>Remove Project</b>	<b>Project Name</b>
	Mahan Park
Facility Type and Use	Boat ramp renovation with the addition of a second boat ramp, parking, lighting, picnic areas.
Project Location (Jurisdiction)	La Marque, Tx
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	City Wide Benefit
Role & Responsibilities	Administration, Project Management, and Closeout
Project Cost	\$700,000
Financing/Funding Source	Texas Parks and Recreation
Method of Documenting Beneficiaries	N/A
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	4/2020-4/2022
Monitoring and Verification Methods	As per Texas Parks and Recreation procedures.
<b>Project Personnel</b> List all personnel associated with this project and their roles and	Alice Ashley- Grant Writer, Administrator, and Project Manager Ken Walker- Technical Writer Jeff Hanks- Project Manager

responsibilities (only list those who may be assigned to a project).	Ann Slater- Environmental
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Chaise Cary c.cary@cityoflamarque.com (281) 733-1716

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 Provision staff has gained experience in various project types through their time spent working with numerous state and regional agencies within Texas and across the U.S.. Many of those years of experience were in leadership and supervisory positions. From recovery administrators to mitigation administrators, our staff has held positions that demand intimate understanding of the programs they were responsible for and performed exceptionally well. Certified as experts in their respective fields, the Provision staff has met all training requirements for certification and the years of experience alone in grant administration provide the best education available.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	<b>Full Name</b>	Alice Ashley
Potential Role Base Location	Project Manager/Grant Administrator/Financial/Labor and Procurement/URA's Zachary, Louisiana; El Paso, Houston, Center, Bryan, La Marque, Texas	
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Principal in Charge Operations, Project Management, Grant Administration, Labor Standards Officer Nine-Years	
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	14+ years of experience in the fields of real estate, homeowner financing, risk mitigation, housing recovery, staffing, disaster response, training, and preparation. Served as a proposal and grant writer for over eleven years in many fields, including education, industrial, governmental (Federal, State, Counties, Parishes, Municipalities) private sector, non-profit organizations, and mega-industry. Created time-lines, written, edited, and formatted text for proposals as well as managed the final production; 16+ years of experience in the areas of real estate, homeowner financing, hazard mitigation, public infrastructure, housing recovery, staffing, disaster response and education. Exceptional liaison between her clients and the various governmental entities. An extensive operating history with CDBG grant monies, Project Manager of an \$8 million- dollar procurement through the Office of Community Development-Disaster Recovery Unit, 100 percent fully funded by Community Development Block Grant funding following Hurricanes Katrina, Rita, Isaac, and Gustav. Additionally, Ms. Ashley has vast amounts of experience with the Texas General Land Office; procuring three contracts with over a one-billion dollar allocations—Grant Administration, Professional Engineering Services, as well Environmental Services. Certified Grant Administrator, CDBG, Texas Department of Agriculture, Office of Rural Affairs	

*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>	Kenneth Walker
Potential Role Base Location	Technical Lead/Grant Administrator/Financial/Procurement/URA's/ Louisiana	
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Provision Specialized Resources, LLC Sr. Grant Administrator 1-Year Grant Writer, Researcher, Strategic Development, Technical	

<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	Having 12+ years of experience in the fields of early childhood and K-12 education, college access, workforce development, adult literacy, direct service financial literacy, economic/ community development, health, food security, returning citizens services, and non-profit operation. Experienced at program design and start-up business operation, Mr. Walker has built numerous skills that not only maintain, but grow, operations such as program management, fundraising, succession planning, and visibility enhancement. Mr. Walker brings an unwavering passion for helping nonprofits and communities succeed in achieving their missions and works tirelessly alongside them to turn missions into results. Mr. Walker has worked effectively with a range of small and mid-size organizations at the local, regional and national levels with personal contributions to procurement efforts leading to over \$35 million in funding being generated for those organizations. A student of the proposal production and the pursuit of grants, Mr. Walker has made it a duty to ensure his writing and proposals are innovative, relevant, compelling, and attractive to funders. Following recent trends in the utilization of data and evidence-based information, Mr. Walker is an avid researcher that ensures to include these elements in each proposal response to add to the quality of any completed product. Excellent organizational skills to ensure deadlines are met beforehand and create the capacity to take on multiple projects simultaneously.
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*NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.*

Remove Personnel	<b>Full Name</b>	Ann Slater
Potential Role Base Location	Environmental/Industry Subject Matter Expert Baton Rouge, LA	
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Provision Specialized Resources, LLC Environmental/Industry Subject Matter Expert URA; Water; Wastewater; Permitting; Stormwater; Environmental Assessments, Environmental Review Records 4-Years	

<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	26 years of experience in the environmental field, as a regulatory permit writer and as a consultant. Written hundreds of wastewater discharge permits for industrial facilities in Louisiana as well as prepared permit applications for industrial clients as a consultant. Ms. Slater has conducted environmental compliance audits at a variety of industrial facilities. These audits have included oil & gas, shipyard, pipeline, rubber manufacturing, refining and chemical manufacturing facilities. Also has prepared storm water pollution prevention plans (SWPPP) for industrial clients and applications for municipal separate storm sewer system (MS4) permits for municipalities, and conducted environmental monitoring for a major bridge construction project in accordance with storm water regulations.
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*NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.*

Remove Personnel	<b>Full Name</b>	Jeff Hanks
Potential Role Base Location	Construction and Project Management Center, Bryan, Houston, El Paso, Lufkin, Galveston Texas	
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Provision Specialized Resources, LLC Project Manager 4-years	

<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	Over 20 years of experience in the fields of construction management, field inspections, real estate valuation, damage assessment, investment risk, and arbitration. Experienced in commercial, industrial, residential, and business personal property. Previously working for Chambers, Newton, Angelina, and Jasper counties' in various fields of expertise. Conducted damage evaluation of commercial property, oil & gas operations and industrial
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property following Hurricane Rita and damage evaluation of residential property following Hurricanes Harvey and Irma. Mr. Hanks has been a construction manager on various milestone-based project holding accountability to contractors with the understanding of various materials such as environmental, architectural, and engineering reports and blueprints.

*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.

Our firm’s philosophy is that the best products are not produced in volume, but quality. We qualify the number of ongoing projects to ensure we deliver the bandwidth to commit the proper resources to effectively execute each job. Our commitment to exceed expected quality and accountability standards while being inclusive of the affected community’s needs and concerns regarding the planning process, implementation, and evaluation of our response distinguishes us from other firms.

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

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

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

Provision Specialized Resources, LLC., does not discriminate against applicants and employees, clients, potential clients, or any other individual based on race, color, religion, gender (including gender transformation), sexual orientation, citizenship, or national origin (including membership in a Native American tribe), age (who are at least 40 years old), or disabilities. Furthermore, Provision believes in equal pay and work for men and women and do not use genetic information for employment decisions.

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

You will not only find that Provision is qualified to perform the required services, but that we are a certified Hudson Initiative, Small and Emerging business, as well an Economically- Disadvantaged Women-Owned Small Business (EDWOSB), (WOSB), soon to be “DBE” certified. We are an innovative firm with team members who become part of your team to assure success, launch the application process, execute administration, and project management, and end with financial closeout. Our Statement of Qualifications includes the history and background of the company and resumes of the key team members to aid in the appreciation of the experience and knowledge that Provision’s team brings to the table. Our team is consistently training to stay abreast of the ever-changing requirements of the application process as well as the grant administration and project management.