

Application to Prequalify Planning Services Providers

TxCDBG Cycle Type: 2020

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

Application for Prequalification to Provide Planning 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 Planning 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 planning services.

Langford Community Management Services, Inc. (LCMS) has been serving Texas cities and counties and their grant writing and administration needs for more than 36 years. The firm has provided assistance with TDA Comprehensive Plans for over 20 years. LCMS incorporated as a Woman-Owned Business Enterprise (WBE) in 1997, having worked with numerous grants since 1983 as a sole proprietorship. LCMS became a certified HUB through the Secretary of State's office and has maintained that certification since 2009. As a Texas "home-grown" business, LCMS has chosen to concentrate in helping to strengthen Texas communities through community and economic development while advocating for affordable housing through local program development and statewide policy changes affecting Texas communities. With our roots in public service, LCMS strives to meet our clients' needs with the recognition that all local governments are in place to assist the public and provide basic services to sustain their communities.

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

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

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

a. Comprehensive plans

LCMS has developed, written and completed numerous Comprehensive Plans for Cities. We work with each city's engineer as a subcontractor to assist with the development of these plans, particularly for the maps and utilities. Comprehensive planning is an attempt to establish guidelines for the future growth of a community. As the term "comprehensive" suggests, we work with each City in an all-inclusive approach to addressing the issue of communities' future growth. The comprehensive plan as part of the finalization of the document is formally adopted by council through this process. The plan then serves as a policy guide to decisions about community development.

b. Community development plans

According to HUD, community development programs/plan(s): Seek to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income persons. LCMS assists cities in the "Community Development" portion of the Comprehensive Plan through a public participation process and interactive form of town or neighborhood planning and design in with diverse members of the community. These "stakeholders" contribute to the formulation of goals, objectives, planning, fund/resource identification and direction, planned project implementations and reevaluation of documented local planning policy. This process creates local ownership of the community as a means to harness physical development activities in support of community-defined goals. At a minimum, it seeks community consensus for proposed allocations of scarce resources among competing demands.

- c. Functional plans (e.g. housing, land use, economic development, open space, energy use, flood plain/wetlands, etc.)

For over 36 years, LCMS has prepared stand alone Open Space Master Park Plans approved by Texas Parks and Wildlife. Housing Land Use, Economic Development, energy use and floodplain/wetlands maps are developed in cooperation with the planning team for the City and with the City's identified engineering firm.

- d. Economic development plans

LCMS has worked with a number of Economic Development Corporations to assist with the development of site plans and updates to their economic development plan as needed. The Economic Development portion of the Comprehensive Plan is created through the use of a plan committee where some stakeholders have been identified as economic development leaders for the city. The economic development plan provides a comprehensive overview of the economy, sets policy direction for economic growth, and identifies strategies, programs, and projects to improve the economy.

- e. Other plans/studies (e.g. neighborhood plans, capital improvement programs, individual project planning, environmental/historic preservation, etc.)

LCMS has worked closely with Cities and the preparation of Capital Improvement Programs. Frequently, grant funded projects/applications are part of the CIP. We have prepared many environmental and historic preservation plans/programs/grant projects. LCMS has also developed through extensive local input, Hazard Mitigation Plans which identify potential hazards for the community.

- f. Policy planning-management-capacity building activities

Policies are the guidelines/set of principles which guide the concerned authority in its course of action. Planning is about making plans on how to achieve the objective. Policy is the guideline to achieve the objective. Plan is a course of action intended for future. Policy is a set of rules and regulations. LCMS holds numerous planning meetings during the Comprehensive Planning process to assure these activities are completed.

- g. Grant writing/administration activities

LCMS has administered over 350 TxCDBG projects, many of which were community-wide infrastructure projects. We have administered, as part of the 350, direct-beneficiary projects such as first-time water and/or sewer projects. LCMS has written/administered and closed over 50 TCF projects, including Main Street and Downtown Revitalization Program projects. LCMS has administered numerous projects with multiple funding sources such as Hazard Mitigation Funds, FEMA PW funds, TWDB and various other state/federal sources. LCMS is completing housing rehabilitation through the CDBG program. We have also worked with the TDHCA HOME Program for over twenty years. On staff, we have two licensed Real Estate Mortgage Loan Officers for housing transactions. LCMS has been assisting communities create economic opportunities for their citizens since the Texas Capital Fund was first introduced. LCMS works closely with cities and counties through the Program's incentives to encourage and create jobs for Low-to-Moderate Income beneficiaries, enhancing the community and increasing economic development. LCMS has had the pleasure of assisting a diverse array of businesses, local governments and Economic Development Corporations for a variety of real estate and infrastructure applications and with funding administration. Given the very specific requirements of the Texas Capital Fund Program, we have the knowledge, background and trained staff to assist communities successfully navigate the program and complete the projects. In working closely with many cities and counties frequently during the Disaster Recovery process, LCMS has developed an extensive knowledge of the disaster recovery programs available and how they may complement each other to best serve the communities and extend available dollars. We have managed numerous projects with three or more funding sources maintaining the projects to meet each sources' different requirements, including Hazard Mitigation Funds, FEMA PW funds, TWDB and various other state/federal sources.

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

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

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

Financial Management

Our firm is confident with the overall financial management of projects to include, but is not limited to, creating and submitting

drawdown requests for payment. Given our close proximity to Austin, we are able to quickly hand-deliver draws to the State when they exceed the page limit allowed for email, without the delay of regular postal mail. Our financial record-keeping is precise, documenting all grant and local match funds' requests and disbursements.

Record-keeping Requirements

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

Environmental Clearance Procedures

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

Real Property Acquisition Procedures

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

Clearance of Special Conditions

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

Equal Employment Opportunity Requirements

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

Fair Housing Activities and Compliance

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

Section 3 Requirements

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

Limited English Proficiency

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

Labor Standards Monitoring

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

Contract Close-out Assistance

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

All afore-mentioned activities are continuously executed throughout the grant administration process for the projects LCMS Housing and Urban Development's Fair Housing goals.

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Contract Close-out Assistance

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

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

(MIGHT ADD SERVICES PROVIDED THROUGH SUBCONTRACTORS)

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

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

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

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

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

7. Is the respondent a TxCDBG certified administrator?

- ☒ Yes, certified in 2019 and can provide administrative services for planning contracts.
- ☐ No, but can provide administrative services for planning contracts and will become certified.
- ☐ No, and does not offer administrative services for planning contracts.

If "No", provide most recent year of certification (as applicable):

NA

8. Using the table below, provide detailed information on up to five planning services projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent; in particular, planning projects supported by federal funds or those subject to federal requirements). Only include projects that were conducted in the last five (5) years or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
Remove Project	Project Name	City of Lyford Comprehensive Plan
Project Type		Comprehensive Plan
Project Location (Jurisdiction)		City of Lyford
Project Description		Preparation of a Comprehensive Plan containing the City's official policies on land use, transportation, housing, environment and utilities. Its policies apply to both public and private properties.
Roles & Responsibilities		LCMS in partnership with K. Friese & Associates and Cruz-Hogan Consultants met with the planning committee to develop the plan. A windshield survey of the housing stock was completed. Presentation of the plan was made to the City Commission and adopted.
Project Cost		\$29,415
Financing/Funding Source		TDA grant and local funds
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed		Start: 10/15/14 End: 10/14/16 Project completed on schedule
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Judy Langford - LCMS, management and preparation of plan Chris Stewart - K. Friese & Associates, development of plan Orlando Cruz, P.E. - Cruz-Hogan Consultants, map preparation and utility reviews
Contact Information Current phone and e-mail address of local government representatives you worked with.		Lydia Moreno, City Administrator cityoflyford@lyfordtx.us (956) 347-3512
Remove Project	Project Name	City of Flatonia Comprehensive Plan
Project Type		Comprehensive Plan
Project Location (Jurisdiction)		City of Flatonia
Project Description		Flatonia's Comprehensive Plan provides a guide for the physical development of the community by identifying characteristics and features which influence the community growth patterns. Included in this plan is an analysis of Flatonia's historical patterns of development in the areas of housing, population, land use, and projections for the City's future. Attention is given to the adequacy of each of these major elements for future development needs and how these facilities will affect and be affected by future growth. The plan also suggests appropriate objectives which would assist in meeting the community's goals regarding future growth and development.
Roles & Responsibilities		LCMS in partnership with K. Friese & Associates and Cruz-Hogan Consultants met with the planning committee to develop the plan. A windshield survey of the housing stock was completed. Presentation of the plan was made to the City Council and adopted.
Project Cost		\$44,055

Financing/Funding Source	TDA and local funds	
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	Start: 1/1/18 End: 12/31/19 Project completed on schedule	
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Judy Langford - LCMS - management and preparation of plan Harry Salvato - LCMS - development of plan Joseph Willrich, P.E. - BEFCO Engineering, map preparation and utility reviews	
Contact Information Current phone and e-mail address of local government representatives you worked with.	Melissa Brunner, City Secretary mbrunner@ci.flatonix.tx.us 361-865-3548	
Remove Project	Project Name	City of Natalia Comprehensive Plan
Project Type	Comprehensive Plan	
Project Location (Jurisdiction)	City of Natalia	
Project Description	Local government direction and guidance takes the form of comprehensive planning and land use regulations. By developing and implementing a comprehensive plan, capital improvement program, and land use control ordinances, the local policy makers may give direction in the physical development of the community. The City of Natalia in cooperation with LCMS, M&S Engineering and local leaders developed the Comprehensive Plan	
Roles & Responsibilities	LCMS in partnership with M&S Engineering met with the leaders of the community appointed by council(planning committee) to develop the plan. A windshield survey of the housing stock was completed. Presentation of the plan was made to the City Council and adopted.	
Project Cost	\$45,986	
Financing/Funding Source	TDA grant and Local Funds	
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	Start: 10/14/16 End: 10/13/18 Project was completed on schedule	
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Judy Langford - LCMS - management and preparation of plan Paula Rodriguez - LCMS - development of plan M&S Engineering - map preparation and utility reviews	
Contact Information Current phone and e-mail address of local government representatives you worked with.	Lisa S. Hernandez, TRMC City Administrator/City Secretary cityadmin@cityofnatalia.com (830) 663-2926	

9. Describe the experience, competence and training of personnel with respect to provision of planning services, and related work. Use the following table to present background on **key** personnel who will potentially be assigned responsibility for a core project task.

In addition to the seventeen dedicated and experienced employees of LCMS, our firm works with several sub-contractors for additional expertise, including a number of engineering firms for Comprehensive Plans, and two environmental firms when environmental reviews require more than an EA. The Comprehensive Plans contain the city's official policies on land use, transportation, housing, environment, and utilities.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Judy Langford
Potential Role	Grant Writer/Administrator	
Base Location	Leander	
Current Employment	Consultant/President	
Current job title	June 1991 to present	
Job responsibilities	Co-owner of Langford Community Management Services, Inc.	
Number of years with respondent	Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Agriculture CDBG, Texas General Land Office-Disaster Recovery Division, Texas Parks & Wildlife Department, Texas Historical Commission, Texas Department of Economic Development, Texas Department of Transportation, Neighborhood Stabilization Program, U.S. Department of Energy - Energy Efficiency and Conservation Block Grant Program, State Energy Conservation Office, U.S. Department of Labor, U.S. Department of Justice, Texas Department of Economic Development, Texas Department of Emergency Management, Federal Emergency Management Agency, U.S. Department of Housing and Urban Development - Economic Development Initiative, as well as private entities such as HNTB. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Conduct public hearings for grant programs at city council and commissioners' court meetings as needed. Insure the communities that we represent comply with applicable State and Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.	
	28 years with company	
Overall	Quality Assurance Director of Outpatient Services	
Total Years or relevant experience	Kerrville State Hospital	
Other relevant experience or accomplishments	Developed and administered Quality Assurance Program for a 16-county catchment area of the Kerrville State Hospital with eight community-based mental health centers. 4 years with company 27 years direct experience with the CDBG program Bachelor of Science from the University of Texas WORKSHOPS and TRAININGS: Texas Department of Agriculture Grant Application and Implementation Workshops General Land Office Disaster Recovery Program Training Texas Department of Transportation Grant Workshops Texas Safe Routes to School Grant Administration Workshops Texas Department of Housing and Community Affairs Grant Administration Workshops Texas Municipal League Annual Conferences CERTIFICATIONS: Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified Texas Department of Agriculture Administration Certified	

NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.

Remove Personnel	Full Name	Donna J. Chatham
Potential Role	Planner, Grant Administrator	
Base Location	Leander	
Current Employment	Local government specialist consultant with Langford Community Management Services	
Current job title	Planner	
Job responsibilities		
Number of years with respondent	5 years with company	
Overall	<p>City Planner and Comprehensive Planner with the City of Wichita Falls, City Planner and Grant Administrator with the City of Mesquite, Executive Director of Housing Issues Task Force with City of Denver, Colorado; Lead negotiator with Chairman directives regarding committee bills, interim charge research and reports, directed committee procedures and staff with the Texas House Committee on Urban Affairs, 76-77th Legislature; As Executive Director of the Association of Rural Communities in Texas (ARCIT), built consensus with statewide advocate groups, rural cities/counties/EDCs, lead advocate and negotiator for statewide rural local government membership to Texas Legislature/agencies, managed working issue committees with membership to gain statewide consensus of issue, cultivated relationships with key state agencies to monitor, review and negotiate programs/policies affecting local governments, held regional meetings throughout the state to educate and gain consensus on statewide rural issues while including panels with 10 state/federal agencies; Managed committee staff to assure compliance of procedural rules developed comparative bill analysis and negotiated on appointed local government legislation with the Texas Senate Intergovernmental Relations Committee.</p> <p>Bachelors in Political Science from Midwestern State University, Wichita Falls Masters in City Management/City Planning from University of Texas, Arlington</p> <p>WORKSHOPS AND TRAINING 40 hours Mediation Training, Dispute Center for Resolution, Austin</p> <p>ASSOCIATIONS International City Management Association American Planning Association Texas Association of Texas Executives</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 planning services.

Remove Personnel	Full Name	Margaret J. Hardin
Potential Role	Grant Writer/Administrator	
Base Location	Leander	
Current Employment	Consultant/Vice President	
Current job title	Co-owner of Langford Community Management Services, Inc.	
Job responsibilities	Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs - Disaster Recovery Division, Texas Department of Agriculture CDBG, Texas Parks & Wildlife Department, Texas Historical Commission, Texas Department of Transportation, State Energy Conservation Office, U.S. Department of Housing and Urban Development - Economic Development Initiative. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Conduct public hearings for grant programs at city council and	
Number of years with respondent		

	<p>commissioners' court meetings as needed. Insure the communities that we represent comply with applicable State and Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.</p> <p>24 years with company</p>
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Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Assistant City Manager/City Secretary City of Llano, Texas Monitored daily operations of the city which included electric, water and sewer utilities, sanitation, parks, cemetery, streets, airport and police. Responsible for budget preparation and financial management. Personnel director for a staff of approximately 40 employees. Conducted municipal elections, prepared council minutes, agendas, ordinances, resolutions, and other governmental documents. 5 years with company</p> <p>28 years of overseeing CDBG projects as a consultant and as a city employee</p> <p>Austin Community College, 1978-1979 Clarendon Junior College, 1971</p> <p>WORKSHOPS: Texas Department of Rural Affairs Grant Application and Implementation Workshops Texas Department of Housing and Community Affairs Grant Workshops Texas Department of Transportation Grant Workshops Texas Safe Routes to School Grant Administration Workshops Texas Engineering Extension Service - City Managers' Problems Clinic Texas Municipal League Annual Conference Texas County Treasurers' Association Annual Conference</p> <p>CERTIFICATIONS: Texas Department of Agriculture Administration Certified Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified Texas County Treasurers' Certification</p>
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NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.

Remove Personnel	Full Name	Janell Foster
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Potential Role	Grant Writer/Administrator
Base Location	Leander

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Management Consultant Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of Texas Community Development Block Grant (TxCDBG) Program grant applications to the Texas Department of Agriculture and U.S. Department of Housing and Urban Development. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Conduct public hearings for grant programs at city council and commissioners' court meetings as needed. Insure the communities that we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Build and maintain solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works and economic development programs to develop plans and strategies which better assist them in meeting the needs of their</p>
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	community.
	2 years with company
Overall Total Years or relevant experience Other relevant experience or accomplishments	1 year of overseeing CDBG projects as consultant Bachelor of Science in Business Management, National American University WORKSHOPS: TDA's Texas Community Development Block Grant Implementation Workshops Unified Hazard Mitigation Assistance: Developing Quality Application Elements—2018 Texas Emergency Management Conference—2018 Intro to Unified Hazard Mitigation Assistance (HMA)—2018 Intro to Hazard Mitigation—2018 Procurement Disaster Assistance Training (PDAT)—2018 Basic GMS (Grant Management System)—2018 Capital Area Council of Governments Criminal Justice Grant Writing—2017 Local Mitigation Planning Certification—2017 CERTIFICATIONS: Texas Department of Agriculture Administration Certified
NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.	
Remove Personnel	Full Name Cynthia (Cindy) Metro
Potential Role Base Location	Grant Writer/Administrator Leander
Current Employment Current job title Job responsibilities Number of years with respondent	Management Consultant Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of Texas Community Development Block Grant (TxCDBG) Program grant applications to the Texas Department of Agriculture and U.S. Department of Housing and Urban Development. Oversee financial management, monitor construction and engineering activities for grantees. Conduct public hearings for grant programs at city council and commissioners' court meetings as needed. Insure the communities that we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Build and maintain solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community. 2 years with company
Overall Total Years or relevant experience Other relevant experience or accomplishments	Section 504 Coordinator/Dyslexia Contact Teacher Pflugerville Independent School District, Pflugerville, Texas Facilitate Section 504 meetings, mediations, and due process hearings for students with disabilities. Collaborate with staff in implementing effective learning and instruction plans. Conduct training and professional development of staff, related to students with disabilities. Provide written notice to parents/guardians regarding their students' status, such as evaluations, identifications and placements and other actions taken by the school. Effectively communicate with parents, staff, legal counsel, and advocacy organizations to achieve student success. Ensure compliance with federal, state and district policies; oversee legal meetings regarding mandates. Collect and maintain accurate records for students with disabilities. Administer dyslexia/dysgraphia evaluations for students and articulate the results of the reports to the Section 504 and Special Education committees. Provide consultation and instruction to the Response to Intervention Team to educate staff on issues with students with disabilities. Assist and collaborate with staff in implementing effective intervention plans for dyslexia/dysgraphia students. Adapt the scope and

sequence of curriculum to meet the instructional needs of students. Conduct, organize and maintain student progress monitoring; implemented the Strategic Instruction Model - Inference Strategy, which resulted in students increasing their correct answers on the state test by 70%.

13 years with company

2 years of overseeing CDBG projects as consultant

Bachelor of Science in Business Administration, Central Michigan University

WORKSHOPS:
Texas Department of Agriculture TxCDBG Implementation Workshop

CERTIFICATIONS:
Texas Department of Agriculture Administration Certified
Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified

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 planning services.

Remove Personnel	Full Name	Melisa Durham
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Potential Role	Environmental Specialist
Base Location	Leander

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

4 years with company

10 years of overseeing CDBG projects as a consultant

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

CERTIFICATIONS:
 Texas Department of Agriculture Administration Certified

NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.

Remove Personnel	Full Name	Paula Rodriguez
Potential Role	Planner	
Base Location	Harlingen Office	
Current Employment	Grant Writer/Administrator Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agencies with a primary focus on Texas Water Development Board, the Texas Department of Agriculture and the General Land Office - 1 year	
Current job title		
Job responsibilities		
Number of years with respondent		
Overall	Planning & Community Development Director City of La Feria	
Total Years or relevant experience	January 2012 through December 2017 - Assisted the La Feria City Manager and City Commission in the preparation, processing, and coordination of applications through various state and federal agencies for the betterment of the city and the citizens of La Feria. Agencies included Texas Water Development Board, Texas Department of Agriculture, Texas General Land Office, HUD, FEMA, and USDA Rural Development. Prepared and submitted the applications to the various agencies. Responded to requests for additional information. Reviewed and made recommendation regarding construction plans to the City Manager. Promptly responded to all instructions and inquiries from the funding agencies. Processed and submitted all pay estimates and reimbursement requests. Performed construction inspections. Prepared and submitted all project close-out documentation to the funding agencies.	
Other relevant experience or accomplishments	Prepared and completed annexation proceedings. Reviewed and approved all permit applications. Responded to all citizen comments and inquiries. Headed and worked closely with two City boards, the La Feria Zoning Board of Adjustments and the La Feria Planning and Zoning Commission.	
	USDA Rural Development Area Loan Specialist (Community Programs & Community Facilities)	
	February 1980 through December 2011 Duties: Assisted rural communities and rural water supply corporations in the preparation and processing of applications for long term, low interest loans and grants to finance the acquisition, construction, and improvement of water storage, treatment, and distribution facilities; wastewater collection, collection, treatment, and disposal facilities; solid waste collection and disposal facilities; storm water collection, transmission, and disposal facilities; Community facilities such as health care facilities, city halls, police stations, fire stations, street improvements, museums, libraries, and distance learning and telemedicine infrastructure, police cars, and fire trucks.	
	Reviewed the pre-applications, applications, budgets, audits, and financial information and	

made recommendation for approval. Reviewed and made recommendations regarding construction plans to the USDA RD State Office engineers. Reviewed and closed loans in accordance with loan closing instructions prepared by the Office of General Counsel. Processed and approved all pay estimates for each project. Performed construction inspections and assisted with the final inspections of the projects.

Education
 Texas A&M University College Station, TX
 B.S. Agriculture Education
 M.S. Agriculture Education
 Certified Floodplain Manager, Texas Floodplain Management Association

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 planning services.

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

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

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

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

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

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

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

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

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