

Application to Prequalify Planning Services Providers

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 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.

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. Panhandle Regional Planning Commission has also worked with its communities to create a variety of both regional and community-specific comprehensive plans over its fifty year history. PRPC is responsible for regional planning for: water, transportation, economic development, criminal justice, emergency preparedness, solid waste management, etc. 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. Comprehensive plans

Panhandle Regional Planning Commission has worked with its communities to create a variety of comprehensive plans over its fifty year history. The Local Government Services Staff has facilitated strategic plans for Potter County (2018), the City of Wheeler (2015/2016), the Plemons-Eagle Neighborhood Association (2014), the City of Tulia (2014), the Canadian Economic Development Corporation (2012), and the City of Spearman (2009) in the last ten years. Additionally, PRPC handles a variety of regional planning. As the Economic Development District for the Texas Panhandle, PRPC is responsible for compiling the Comprehensive Economic Development Strategies plan for the region. Similarly, as the lead agency in the region for TxDOT, PRPC is responsible for the Regionally Coordinated Transportation Plan. Panhandle Regional Planning Commission is also the fiscal agent and political subdivision for the Panhandle Water Planning Group. The Panhandle Water Planning Group (PWPG) has contracted with PRPC to provide administrative, financial, and management services since its inception in 1997. In that time, four regional water plans have been created and included in the State Water Plan. PWPG is currently working on its fifth regional water plan.

b. Community development plans

PRPC has worked with numerous communities in its region to devise strategic community development plans, including Potter County (2018), the City of Wheeler (2015/2016), the City of Tulia (2014), and the City of Spearman (2009). Each of these Strategic Plans is used to set priorities, focus energy and resources, strengthen operations, ensure that City employees and other stakeholders are working toward common goals, establish agreement around intended outcomes/results, and assess and adjust the municipality's direction in response to a change environment. Through this disciplined effort, fundamental decisions and actions are produced that shape and guide what each of these entities are, who they serve, why they do it, and create a vision for the future.

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

Within the last fifteen years, Panhandle Regional Planning Commission has worked with seventeen communities across the Texas Panhandle to research, facilitate, and create individual Master Parks Plans so the municipalities can plan their recreational priorities for ten years. The adopted Master Parks Plans also serve as an outline for potential Texas Parks and Wildlife recreation funding. These Master Parks Plans have resulted in Texas Parks & Wildlife funded projects across the Panhandle including aquatic facilities and walking trails.

d. Economic development plans

PRPC has facilitated economic development plans on both macro and micro level across the region for many years. PRPC conducted its last rewrite of the Comprehensive Economic Development Strategies (CEDS) in 2016, with annual updates in 2017, 2018, and 2019. The document is developed to be a strategy-driven plan for economic development in the Texas Panhandle. The CEDS process includes several forms of stakeholder engagement with economic leaders across the twenty-six county region, SWOT analysis, and research on the economic issues facing the communities in the region. PRPC has also worked with Economic Development Corporations in the Panhandle to design and facilitate strategic planning sessions for community specific strategic plans, such as the one for Canadian EDC in 2012.

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

PRPC worked with the Plemons-Eagle Neighborhood Association in 2014 to put together a strategic plan for the neighborhood. PRPC facilitated meetings of association board members and neighborhood residents and helped the association devise strategies for addressing the key issues board members and residents had devised.

f. Policy planning-management-capacity building activities

The Panhandle Regional Planning Commission (PRPC) is the fiscal agent and political subdivision for the Panhandle Water Planning Group. The PRPC has been involved in Regional Water Planning since the inception of Senate Bill 1 in 1997. Senate Bill 1 mandated that the state of Texas undertake a comprehensive water planning process designed to assist water users and providers in planning for and meeting future water demands and needs. That process was delegated to the regions throughout the state to accomplish. The Panhandle Water Planning Group (PWPG) has contracted with PRPC to provide administrative, financial, and management services since its inception in 1997. The Panhandle Water Planning Group is comprised of twenty-one counties in the Texas Panhandle. The Panhandle Water Planning Area was formed pursuant to Senate Bills 1 and 2 of the 75th Legislature of the State of Texas, which require all areas of the state of Texas to conduct a comprehensive water planning program. The plans that were created and adopted in 2001 as a result of this legislation are the most detailed and encompassing regional level water plans created to date. In 2006, the Panhandle Water Planning Group conducted a comprehensive update to that original 2001 plan and work is currently being completed on the 2021 Regional Water Plan. Current activities include work on population projections and water use projections for the planning horizon. As in the last several plans, a volunteer board composed of twenty-two voting members is tasked with not only preparing the plan, but also of protecting the interests of all water users and water use groups within the region. These

individuals serve without compensation and represent professional water supply and management entities, the public, municipalities, counties, agricultural, environmental, higher education, electric generation, small business, and industrial concerns.

The water plan is developed in accordance with the Planning Guidelines set forth in 31 Texas Administrative Code 357.7 and all applicable rules. As required by rule, the plan is organized into eleven chapters:

1. Planning Area Description;
2. Current and Projected Population and Water Demand;
3. Evaluation of Regional Water Supplies;
4. Identification of Water Needs;
5. Water management Strategies;
6. Impacts of the Regional Water Plan;
7. Drought Response Information, Activities and Recommendations
8. Regulatory, Administrative and Legislative Recommendations;
9. Water infrastructure Funding Recommendations;
10. Plan Adoption and Public Participation
11. Implementation and Comparison to Previous Regional Water Plan

g. Grant writing/administration activities

Panhandle Regional Planning Commission has assisted the municipalities and counties in its region with grant writing and administration services for over thirty years. PRPC has written more than 700 CDBG applications and administered over 300 CDBG projects since 1983. Additionally, PRPC has provided Panhandle communities with grant writing and administration activities for funding through a variety of federal and state agencies including the Economic Development Administration, Texas Parks & Wildlife, Texas Department of Transportation, and the Federal Railroad Administration.

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

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 Local Government Services Department at PRPC is built to have the expertise and flexibility to assist the communities in the region with a wide range of the needs based on the priorities of Panhandle communities. Local Government Services handles application development, project administration, regional planning, community planning, interim city management, and facilitating the hiring process for city officials. 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. The department adjusts employees' application and project load when a community comes to the COG with interest in planning activities. 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 state or federal funding at any time. This ensures that all contracts will be fully executed to the benefit of its communities 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. In the Regional Services Department of PRPC is 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 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):

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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	Potter County Strategic Plan
Project Type		Strategic Plan
Project Location (Jurisdiction)		Potter County
Project Description		<p>Phase I: In 2017 and 2018, the Panhandle Regional Planning Commission led Potter County, Texas through the development of the county's first comprehensive Strategic Plan. Potter County is the largest county (121,073) in the Texas Panhandle, a region consisting of 26,000 square mile area with an economy based largely on agriculture and service industries. PRPC Staff held the expertise and neutrality to bring the perceived competing interests in the county into a room multiple times over the course of a year to iron out differences and find common ground. After an extensive process of fact finding and analysis of budgets and program deliverables, fifty-three specific need areas were identified that fit under seven broad categories ranging from fire protection to personnel management to communications. A working group of seven elected and appointed leaders was tasked with defining the language associated with the fifty-three needs identified. Over the course of six meetings, the group developed a seventy-page pre-planning document that established both the language and evidence of need associated with each topic. Next, the pre-planning document was issued to a Strategic Planning Team of sixteen individuals, including the leadership of each department and the County Commission, to begin the formal planning process. Each participant ranked each of the fifty-three needs and PRPC Staff tabulated the results to identify the top twenty needs facing the County. From there, the Strategic Planning Team took two full work days to work through the top twenty issues and develop a series of viable strategies with associated funding streams and responsible parties to address the needs facing the community. In the end, a fifty-page strategic plan was developed that addresses the economic development, infrastructure, communication, and organizational needs of the largest county in the region. PRPC staff organized and facilitated a planning process between elected and appointed leaders in the county that had not come together for discussions in decades. As a result of the project, leaders in the county now work together with a unified vision armed with a series of proven, innovative strategies to meet the needs of the people they serve.</p> <p>Phase II: PRPC facilitated four quarterly meetings to begin the implementation of the County's strategic plan.</p>
		<p>Phase I: 1. Researched topics facing Potter County in the next ten years. The research included: review of existing plans, analysis of recent survey results, interviews with key County leaders, and group discussion with high level County employees. 2. Development of the Planning Team (10-20) including the County Judge, County Commissioners, Department Heads, Partner Agency Leaders, and Others deemed appropriate by County leadership. 3. Developed Planning Preparatory Documents. The planning preparatory documents</p>

Roles & Responsibilities	<p>included a matrix of issues facing the County, process description, explanation of research to date, strategic direction planning agenda.</p> <p>4. Individual Prioritization Process - This process incorporated recording each planning team member issues of concern (ranked). The issues included components of i. Infrastructure ii. Training iii. Financial Planning iv. Facilities v. Departmental Specifics vi. Courts vii. Other. The rankings were compiled and tabulated, then the group address the issues in priority order of average ranking of all planning team members.</p> <p>5. Community Assessment - Conducted Strength, Weakness, Opportunity, and Threat (SWOT Analysis)</p> <p>6. Guided participants through issue worksheets for each issue of concern. These actions included:</p> <ul style="list-style-type: none"> a. Identifying Needs <ul style="list-style-type: none"> i. Quantifiable data used to substantiate need b. Establishing a Goal <ul style="list-style-type: none"> i. How will the need be ultimately resolved? c. Establishing Objectives <ul style="list-style-type: none"> i. Quantifiable targets to be met that show the Goal is being reached d. Developing Strategies <ul style="list-style-type: none"> i. Identifying potential strategies to address the identified Need e. Identifying Funding Sources & Responsibilities <ul style="list-style-type: none"> i. Note potential funding sources to be used in implementing strategies <p>7. Facilitated the Development of a Vision Statement</p> <p>Phase II:</p> <p>Administration of Quarterly Meetings</p> <ul style="list-style-type: none"> 1. Corresponded with Potter County officials to develop Agenda Items 2. Met with key County Officials to identify areas of focus 3. Scheduled and facilitated meetings 4. Prepared Pre-Meeting Materials for Quarterly Meetings 5. Developed and maintained a record of the minutes 6. Developed Agenda Packets to distribute to the Strategic Planning Committee 7. Complied with open meetings
Project Cost	Phase I (Strategic Plan Development): \$20,000 Phase II (Quarterly Meetings): \$4,000
Financing/Funding Source	County funds
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	Phase I: April 27, 2017 through April 30th, 2018 Phase II: November 1, 2018 through November 1, 2019 Both phases of the project were 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).	Kyle Ingham and Dustin Meyer led County leaders and personnel through both phases of the process.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Nancy Tanner, County Judge, (806) 379-2250, nancytanner@co.potter.tx.us
<div>Remove Project</div> Project Name	Texas Panhandle Comprehensive Economic Development Strategies (CEDS)
Project Type	Comprehensive/Economic Development Plan
Project Location (Jurisdiction)	Texas Panhandle (Inclusive of Twenty-Six County and Sixty-Three Municipalities)
Project Description	The Comprehensive Economic Development Strategies (CEDS) is a dynamic economic development plan for the region which paints an accurate picture of the region's current

	economic condition and establishes a framework for economic improvement across the region.
Roles & Responsibilities	PRPC is responsible for engaging stakeholders and researching economic issues and data to produce a dynamic economic development plan. PRPC holds quarterly Economic Development Advisory Committee meetings to garner information about the economic activities going on regionally. The committee is comprised of economic development leaders representing all twenty-six counties in the region. PRPC researches statistical updates annually and conducts more detailed research when redrafting the plan every five years.
Project Cost	The preparation of the CEDS is an indirect cost of PRPC's responsibilities as the Economic Development District (EDD). \$116,667 is budget annually for EDD activities.
Financing/Funding Source	U.S. Economic Development Administration - \$70,000 per year; PRPC - \$46,667 per year
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	Comprehensive Economic Development Strategies planning is ongoing. Every five years, a full redraft of the plan is done and the plan is updated annually with figures and any key developments that have occurred in the last year. The last full redraft was done in 2016 with updates in 2017, 2018, and 2019. Website: http://theprpc.org/Programs/EconomicDevelopment/2019%20CEDS%20Draft.pdf
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Dustin Meyer oversees the five-year rewrite and annual update of the Comprehensive Economic Development Strategies (CEDS). Paige Witthar assists with collecting research, stakeholder engagement, writing, and Economic Development Advisory Committee planning.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Kristen Moudy Economic Development Advisory Committee Chair Wheeler EDC and Chamber of Commerce Director (806) 826-3408 rkmoudy@gmail.com
Remove Project	Project Name
	2017-2021 Regionally Coordinated Transportation Plan
Project Type	Comprehensive/Functional Plan
Project Location (Jurisdiction)	Texas Panhandle (Inclusive of Twenty-Six County and Sixty-Three Municipalities)
Project Description	PRPC engages service providers and stakeholders to form the region's transportation plan for the twenty-six county region.
Roles & Responsibilities	PRPC responsibilities include updating baseline data, evaluating gaps in regional transportation services, creating performance measures, and creating goals and objectives.
Project Cost	Funding for regional transportation activities ranges from \$25,000 to \$50,000 annually
Financing/Funding Source	Texas Department of Transportation
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	The Regionally Coordinated Transportation Plan is ongoing. Every five years a rewrite of the plan is done with updates annually. The last Regionally Coordinated Transportation Plan was done in 2017 with updates in 2018 and 2019. Website: http://www.tprompt.org/documents/2017%20Regionally%20Coordinated%20Public%20Transportation%20Plan%205Year.PDF
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Dustin Meyer oversees the five-year rewrite and annual update of the Regionally Coordinated Transportation Plan. Katie Perkins assists with collecting research, stakeholder engagement, writing, and Panhandle Regional Organization to Maximize Public Transportation (PROMPT) planning.
Contact Information	Richard Neill, Local Public Transportation Coordinator (TxDOT Amarillo office), (806)

Current phone and e-mail address of local government representatives you worked with.	356-3218
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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.

The Local Government Services (LGS) department of PRPC has five staff members currently work on CDBG projects, regional planning, and contracted community-specific plans. 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 webinar trainings and conferences each year related to specific performance areas of focus.

PRPC does not utilize subcontracts on CDBG application development and project administration. Some planning services are subcontracted to subject matter experts (i.e. water planning) but no CDBG planning is subcontracted. When a board decides to use a consultant for a subcontract, PRPC guides the group through the RFP/RFQ process to ensure proper procurement practices are followed.

PRPC does not have any branch offices. However, multiple sister Councils of Government (COGs) do provide planning in addition to 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 planning 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		
Number of years with respondent	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.	
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.	
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	Paige Witthar
Potential Role	Community & Economic Development Program Specialist	
Base Location	Amarillo, TX	
Current Employment	Community & Economic Development Program Specialist	
Current job title	One and a half years with PRPC	
Job responsibilities		
Number of years with respondent	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).	
Overall	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 planning services.		
Remove Personnel	Full Name	Krishna (Katie) Perkins
Potential Role	Local Government Services Specialist	
Base Location	Amarillo, TX	
Current Employment	Local Government Services Specialist	

Current job title Job responsibilities Number of years with respondent	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.
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Overall 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.
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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	Kurt Grant
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Potential Role Base Location	Local Government Services Specialist Amarillo, TX
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Current Employment Current job title Job responsibilities Number of years with respondent	Local Government Services Specialist Two and a half years with PRPC 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.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	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.
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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	Alex Guerrero
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Potential Role Base Location	Community & Economic Development Program Specialist Amarillo, TX
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Current Employment Current job title Job responsibilities Number of years with respondent	Community & Economic Development Program Specialist One and a half years with PRPC 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
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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.

Overall
 Total Years or relevant experience
 Other relevant experience or accomplishments

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.

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.

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 fifteen 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.