

Application to Prequalify Grant Administrators

Firm Name: GrantWorks, Inc.	DUNS Number: 963746466	Federal EIN: 76-0446220
Prequalification Contact First, Last Name and Title: Mirenda Harris, Vice-President of Application	Phone Number: +1 (903) 530-0224	Prequalification Contact E-mail Address: grantworks@grantworks.net
Firm Web Address www.grantworks.net	Firm Mailing Address 2201 Northland Dr., Austin, TX 78756	Name of Firm's President/Managing Officer: Bruce Spitzengel, President

Application for Prequalification to Provide Administrative Services

IMPORTANT: The term “respondent” refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

GrantWorks has 43 years of grant application, grant administration, and project management experience. The firm that has become GrantWorks was established in 1979 as Bruce J. Spitzengel Consulting and incorporated in 1994 as Housing Services, Inc. The firm's corporate name changed to GrantWorks, Inc. in 1998.

The firm founded in 1979 has since grown to include over 350 employees who are highly skilled in application development, contract implementation, and stakeholder coordination. GrantWorks assists local governments with application preparation for numerous infrastructure projects, including flood and drainage, street improvements, water storage, wastewater treatment plant facilities, sidewalks, and lift station improvements. As a Texas-based business dedicated to community development, economic development, disaster recovery, housing, hazard mitigation, and planning grant programs, GrantWorks provides quality services to help communities complete projects.

In addition to decades of experience assisting communities to apply for and implement Community Development Block Grant (CDBG) funded projects, GrantWorks provides grant application, grant administration, and project management services for the Economic Development Administration (EDA), Federal Emergency Management Agency (FEMA), Texas General Land Office (GLO), Texas Department of Transportation (TxDOT), Texas Division of Emergency Management (TDEM), Texas Water Development Board (TWDB), Texas Parks & Wildlife Department (TPWD), and Texas Department of Housing & Community Affairs (TDHCA) programs.

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

GrantWorks has successfully assisted local governments with the Texas Community Development Block Grant (TxCDBG) program since the program's inception, providing both application and grant administration services to hundreds of communities throughout Texas. The company has completed over 1,800 CDBG projects in more than 400 cities and counties across the State.

GrantWorks provided administration, management and/or planning services for each of the following types of CDBG-funded programs:

- Community Development Fund: 940+ projects funded, \$283+ million
- Texas Main Street/Downtown Revitalization Program: 54+ projects, \$10+ million
- Texas Capital Fund (Economic Development): 90+ projects for \$50+ million
- Colonia Fund - Construction: 115+ projects administered, \$54+ million
- Colonia Fund - Planning: 50+ projects completed or underway, \$3+ million
- Disaster Relief Fund: 75+ projects administered, \$24+ million
- Planning Grants: 229+ projects funded, completed, or underway, 8+ million
- CDBG-Disaster Recovery: 244+ projects, \$5+ billion
- CDBG-DR Housing Buyout & Acquisitions: 16 projects funded, \$59+ million

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

a. Community wide infrastructure projects

As Texas' top grant administrator, GrantWorks has implemented over 940 Community Development Fund contracts for hundreds of local governments, most of which were for community infrastructure activities. Our staff works directly with cities and counties to identify and implement infrastructure improvements, including wastewater treatment plant rehabilitation; water production, treatment, distribution, and storage facilities; water and sewer line installation; flood and drainage improvements; and road repairs and improvements. We are dedicated to community development through public works construction and believe these improvements are essential to strengthening Texas communities and making them more resilient.

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

GrantWorks has extensive experience in implementing direct beneficiary projects. Our success builds upon a detailed analysis of each locality's potential project type, location, and beneficiaries. Managing direct beneficiary projects requires completing both the typical administrative tasks for other CDBG projects as well as providing specialized services such as first-time service beneficiary tracking, project-related Spanish translation, site-specific environmental assessments for individual households, and coordination with third-party service providers such as water control and supply improvement districts (WCIDs), water supply corporations, and private service providers. GrantWorks' experience with direct beneficiary projects include:

- First-time Sewer Service: 90+ projects managed for over \$38 million
- First-time Water Service: 50+ projects managed for over \$20 million
- On-site Sewer Facility Replacement: 30+ projects managed for over \$10 million
- Housing Rehabilitation: 30+ projects managed for over \$8 million

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

GrantWorks is skilled at implementing economic development programs and is the top Texas Capital Fund (TCF) program application and administration management firm. We have managed over 90 TCF projects totaling over \$50 million. GrantWorks assists local governments and economic development corporations apply on behalf of a wide range of businesses for various infrastructure and real estate development needs. We understand the complexities of the program and can assist communities to successfully complete their TCF projects.

d. Projects involving multiple funding sources

GrantWorks has extensive experience applying for and managing projects using multiple funding sources. We understand local governments' budget constraints and often create strategies to leverage other available funds to maximize grant funding potential. Our expertise in federal, state, and local regulations allows our team to effectively and efficiently manage projects that comply with all applicable programmatic requirements. GrantWorks has provided grant writing, administration, and management services for projects that have combined CDBG funding with the many programs and funding agencies, including FEMA Public Assistance, NRCS's Emergency Watershed Protection (EWP) program, TWDB's Economically Distressed Areas Program (EDAP), GLO's Coastal Erosion Planning & Response Act (CEPRA) program, USDA's Rural Utilities Service, and EDA Economic Adjustment Assistance (EAA) programs.

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

As demonstrated in this response, GrantWorks has completed work identical in scope and scale to that described in the RFQ. We accomplished this work with company resources and without the use of subcontractors. We take pride in our work ethic and our ability to provide our clients with value-added services.

Application Services – GrantWorks will:

- Assist in preparing applications for submission to the Texas Department of Agriculture - Office of Rural Affairs
- Assist in identifying program-eligible projects that meet both program guidelines and local needs, thereby increasing the probability of funding
- Assist in organizing and completing application requirements such as letters of support, citizen participation, documentation of beneficiaries, documentation of local matching funds, interlocal agreements, and resolutions
- Assist in responding to any TDA requests for clarification or supplemental application information

Administrative Services – GrantWorks will:

- Guide and assist with financial management, record-keeping, amendments, reporting, environmental clearance, civil rights, acquisition reports, labor standards, contract closeout, and other aspects of program implementation
- Work closely with contractors and provide technical assistance as needed to ensure their compliance with wage, overtime, and other labor-related requirements
- Prepare all forms, notices, and agenda items and provide them in advance
- Communicate with the local governmental officials, project engineers, state staff, community leaders, and other stakeholders to

ensure the successful completion of the project
 • Attend the site visit, monitoring review, and public meetings as necessary

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

With 9 primary offices and 45 field locations across the state, GrantWorks offers services throughout Texas.

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

Our firm, which celebrates its 43rd year in 2022, is financially stable and can perform the functions required by this RFQ. GrantWorks has over 350 full-time employees that can devote the necessary time to projects. Our employees specialize in project management, financial management, application development, environmental review, and labor standards compliance. Our teams work with communities throughout each phase of the project. The GrantWorks Team includes 150 full-time project managers who can implement every type of development project. We take pride in our performance, helping implement projects on time, within budget, and within state and federal requirements.

7. Is the respondent a TxCDBG certified administrator? Yes, certified
 If "No", provide most recent year of certification: No, will become certified if selected

N/A

8. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
Remove Project	Project Name	East Kerr County/Central Point Wastewater Collection Project
Facility Type and Use		New wastewater collection system pipelines, lift stations, improvements to an existing wastewater treatment plant, and first-time sewer service connections.
Project Location (Jurisdiction)		Kerr County and Kendall County, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		96,000 linear feet of 6-15 inch gravity wastewater pipes, 12,000 linear feet of 6-8 inch pressurized force main pipes, 2,800 linear feet of 12 inch HDPE pipe installed by horizontal directional drilling, lift stations, and wastewater treatment plant improvements.
Role & Responsibilities		GrantWorks assisted the County to seek additional funding from the TDA for first-time sewer service connection. Throughout the project, GrantWorks assisted the County with project management, financial management, construction phase management, and connection assistance services. Our responsibilities included reviewing construction pay estimates, engineering and inspection service invoices, grant ledger maintenance, and monthly payment requests to TDA and TWDB. Other responsibilities included taking minutes at monthly conference calls and in-person progress meetings; preparing and submitting Disadvantage Business Enterprise (DBE), American Iron & Steel, and Davis-Bacon wage rate forms; reviewing weekly payrolls, conducting compliance follow-ups, and performing monthly employee interviews to evaluate Davis-Bacon wage compliance.
Project Cost		\$33,260,891
Financing/Funding Source		TWDB \$30,860,891 (\$5,110,000 from Kerr County Combination Tax and Surplus Revenue Certificates of Obligation, \$11,700,273 in loan forgiveness from the Clean Water State Revolving Fund, and a grant of \$14,050,618 from the Economically Distressed Areas Program).

	TDA \$2,400,000 (Colonia Economically Distressed Areas Program (CEDAP) and Colonia Fund - Construction)
Method of Documenting Beneficiaries	Income-eligible activity included GrantWorks verifying low and moderate-income status for all benefiting households during the implementation.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The Environmental Review commenced in May 2016 and completed in June 2016. Construction began in June 2017 with the construction of the wastewater treatment plant (WWTP). Sewer line installation and connections with 54 LMI connections completed in November 2019 with the 2015 TDA Colonia fund project. A total of 232 sewer connections were completed in Phase I using TWDB and TDA funding. Phases II and III mainline construction will be completed in Summer 2022 and homeowner connections will be completed by Spring 2023.
Monitoring and Verification Methods	GrantWorks coordinated with County officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracked construction progress. GrantWorks used internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that we submitted all documentation correctly and on-time.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Eric Hartzell, AICP, Executive Vice President - Project Development Cristal Funderburk, Director of Community Development - Project Oversight Rosie Daly, Project Manager - Grant Administration and Project Management Mary Alice Smith, Client Services Manager - Client Services Suzy Riley, Environmental Coordinator - Environmental Compliance Kirk Dibbens, Income Survey Specialist - Beneficiary Documentation Wesley McPhail, Labor Standards Manager - Labor Standards
Contact Information Current phone and e-mail address of local government representatives you worked with.	Charles Hastings, County Engineer Kerr County Telephone: (830) 896-9046 Email: chastings@co.kerr.tx.us Beck Gipson, Commissioner Precinct 2 Kerr County Telephone: (830) 792-2214 Email: bgipson@co.kerr.tx.us Jonathan Letz, Commissioner Precinct 3 Kerr County Telephone: (830) 792-2216 Email: jletz@co.kerr.tx.us
Remove Project	Project Name Contract No. 7219120: FM 1164 Area Sewer System Improvements, East Bernard, Texas
Facility Type and Use	First-time sewer service connections
Project Location (Jurisdiction)	City of East Bernard, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	2,000 linear feet of 8-inch PVC sewer lines, manholes, and associated appurtenances
Role & Responsibilities	GrantWorks assisted the City with acquisition, project management, financial management, construction management, and connection assistance services. Our responsibilities included reviewing construction pay estimates, engineering and inspection service invoices, grant ledger maintenance, and monthly payment requests to TDA and TWDB. Other responsibilities included taking minutes at monthly conference calls and in-person progress meetings; preparing and submitting Davis-Bacon wage rate forms; reviewing weekly payrolls, conducting compliance follow-ups, and performing monthly employee interviews to evaluate Davis-Bacon wage compliance.
Project Cost	\$378,778

Financing/Funding Source	TDA Community Development Fund - \$350,000 City of Bernard Match Contribution - \$17,500 Additional Local Contribution - \$11,278
Method of Documenting Beneficiaries	Income-eligible activity included GrantWorks verifying low and moderate-income status for all benefiting households during the implementation.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TDA TxCDBG contract began in January 2020. The Environmental Review began in February 2020 and the County received its Authority to Use Grant Funds on April 16, 2020 which was updated on July 21, 2020. Construction began on August 16, 2021 and was completed on December 29, 2021, before the December 31, 2021 contract end date. As of March 2022, the construction was complete, COCC/As-Builts have been received, and the closeout process is underway.
Monitoring and Verification Methods	GrantWorks coordinated with City officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracked construction progress. GrantWorks used internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that we submitted all documentation correctly and on time.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	John Groberg, Community Development Regional Manager - Project Oversight Cliff Calley, Project Manager - Grant Administration and Project Management Justin Thornton, Senior Environmental Specialist/Team Lead - Environmental Compliance Jill Hooks, Labor Standards Specialist - Labor Standards
Contact Information Current phone and e-mail address of local government representatives you worked with.	Audrey Scarce, City Secretary City of East Bernard Telephone: (979) 335-6558 Email: ebcityhall@gmail.com
Remove Project	Project Name
	Contract No. 7219261: Water System Improvements, Matagorda County, Texas
Facility Type and Use	Replace existing water lines with new water lines
Project Location (Jurisdiction)	City of Markham, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	7,000 linear feet of 3-inch and 6-inch water lines, service reconnections, and associated appurtenances
Role & Responsibilities	GrantWorks provided grant management, financial management, project management, construction management, and reconnection assistance services. Responsibilities included reviewing construction pay estimates and engineering and inspection services invoices, maintaining the grant ledger, and submitting monthly payment requests to TDA. GrantWorks also assisted with a contract modification request to TDA.
Project Cost	\$367,500
Financing/Funding Source	TDA Community Development Fund - \$350,000 Matagorda County Match Contribution - \$17,500
Method of Documenting Beneficiaries	GrantWorks conducted income surveys in the project area to document LMI status and household size.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TDA TxCDBG contract began in January 2020. The Environmental Review also began in January 2020 and the City received its Authority to Use Grant Funds in June 2020. Construction began in February 2021 and was completed in December 2021, before the December 31, 2021 contract end date. GrantWork has submitted the Project Completion Report.
Monitoring and Verification Methods	GrantWorks coordinated with County officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracked construction progress and completed ongoing reporting to ensure the

	project remained on schedule. GrantWorks used internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that we submitted all documentation correctly and on time.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Allison Long, AICP, Senior Project Manager - Project Oversight Sean Conway, Project Manager - Grant Administration and Project Management Wesley McPhail, Labor Standards Manager - Labor Standards Sergio Sena, Labor Standards Specialist - Labor Standards
Contact Information Current phone and e-mail address of local government representatives you worked with.	Kristen Kubecka, County Auditor Matagorda County Telephone: (979) 241-0120 Email: kkubecka@co.matagorda.tx.us
Remove Project	Project Name
	Contract Number: 7218179: Water System Improvements, Grapeland, Texas
Facility Type and Use	Added automated controls to signal low and high water levels in the water well pumps at Water Plant No. 1 on the north side and Water Plant No. 2 on the south side of the City
Project Location (Jurisdiction)	City of Grapeland, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	300 linear feet of 6-inch and 8-inch PVC water line; 10 service reconnections; 6 connections to the existing water main; 334 square yards of street repair; one extension to the water storage tank inlet; a water level control system; and the necessary valves, hydrants, and appurtenances
Role & Responsibilities	GrantWorks provided grant management, project management, financial management, and environmental evaluation and consultation to reestablish the citywide loop in the water system and make upgrades to its two ground storage tanks to improve water quality and create a more efficient approach to filling the tanks.
Project Cost	\$275,000
Financing/Funding Source	TDA Community Development Fund - \$275,000
Method of Documenting Beneficiaries	GrantWorks identified beneficiaries through the 2010 Census LMISD data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The City's water improvement project had an initial environmental review lead time of 8 months and a construction lead time of 12 months. GrantWorks' efforts in expediting the Environmental Review and the steady day-to-day administration of the program helped facilitate the timely delivery of this project to nearly five months ahead of schedule. The Environmental Review was started on November 1, 2018 and was completed on May 2, 2019. The City received its Authority to Use Grant Funds on May 20, 2019. Construction was started on August 12, 2019 and was completed on January 21, 2019. During construction, GrantWorks determined the project required two additional gate valves to prevent an interruption of service to the community. These "hot tap" gate valves needed the City to install special equipment, which resulted in a significant increase in pricing. Because the City awarded the project over-budget, we decided to reduce the line's total footage via a Performance Statement Modification request, with the City committing additional local funds. We used the potential cost savings resulting from the quantity reduction to offset the increased cost of the two 6-inch, and two 8-inch gate valves ("hot tap" valves) needed to facilitate the construction of the proposed 100 feet of 6-inch and 8-inch water main. In effect, modifying the scope allowed the City to use their local commitment of funds more effectively.
Monitoring and Verification Methods	GrantWorks coordinated with County officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracked construction progress and completed ongoing reporting to ensure the project remained on schedule. GrantWorks used internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that we submitted all documentation correctly and on time.

Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	John Groberg, Community Development Regional Manager - Grant Administration, Project Management, and Project Oversight Jennifer Horton, Quality & Training Manager - Grant Administration and Project Management Jill Hooks, Labor Standards Specialist - Labor Standards
Contact Information Current phone and e-mail address of local government representatives you worked with.	Kevin Watts, Director of Public Works City of Grapeland Telephone: (903) 394-9173 Email: grapelandpublicworks@gmail.com Nikky Nivens, City Secretary City of Grapeland Telephone: (936) 687-2115 Email: cityofgrapeland@yahoo.com
Remove Project	Project Name Contract No. 7217222: Texas Capital Fund Main Street (TCF-MS) Program Sidewalk Improvements, Bay City, Texas
Facility Type and Use	Sidewalk improvements
Project Location (Jurisdiction)	City of Bay City downtown area along 6th Street and Avenue H
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	287 linear feet of sidewalk demolition, 970 linear feet of new 4-inch thick steel reinforced concrete and brick paver border sidewalks and 19 ADA compliant pedestrian intersection ramps, drainage improvements incidental to sidewalk construction, demolition, and appurtenances
Role & Responsibilities	As part of the application process, GrantWorks assisted the City with setting up and posting public hearings and obtaining 62 business support letters required for the funding. When the project funding was awarded, GrantWorks prepared the publications and resolutions for the civil rights obligations required to be passed by the City Council. GrantWorks assisted the City and project engineering to communicate with businesses located along the sidewalk route so that we could complete construction during a time frame that would cause the least disruptions to the businesses. GrantWorks performed the following services as part of the implementation: <ul style="list-style-type: none"> • Financial management and draw processing • Schedule and lead 4-month call • Review project plans and bid documents • Attend the pre-construction meeting • Review, prepare, and submit all draw requests to TDA • Conduct on-site employee interviews during construction and obtain progress photographs • Ensure the TDRL inspection was completed and approved for the project • Prepare and submit a Project Completion Report to TDA
Project Cost	\$325,000
Financing/Funding Source	TDA TCF-MS Fund - \$250,000 City of Bay City General Fund - \$75,000
Method of Documenting Beneficiaries	GrantWorks method of documenting beneficiaries projects citywide benefit using LMISD data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TCF-MS contract commenced on March 1, 2018 with a February 29, 2020 end date. The Environmental Review began in April 2018 and the City received its Authority to Use Grant Funds in June 2018. The City awarded the construction contract for this project in January 2019. Construction finished ahead of schedule in June 2019. We submitted all closeout items to TDA before the contract end date.
Monitoring and Verification Methods	GrantWorks coordinated with County officials and key personnel to monitor the project for

	programmatic compliance and adherence to local, state, and federal laws. The project manager tracked construction progress and completed ongoing reporting to ensure the project remained on schedule. GrantWorks used internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that we submitted all documentation correctly and on time.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Michele Goerke, Senior Project Manager - Grant Administration and Project Management Suzy Riley, Environmental Coordinator - Environmental Compliance Kirk Dibbens, Income Survey Specialist - Beneficiary Documentation Melissa Brightwell, PMP, Community Development Regional Manager - Labor Standards Kelly Odom, Director of Client Services - Client Services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Barry Calhoun, Director of Public Works City of Bay City Telephone: (979) 245-2322 Email: bcalhoun@cityofbaycity.org

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

GrantWorks has over 42 years of grant writing and administrative experience with a growing base of employees. Currently, our team has over 350+ full-time employees based in 9 primary offices and 65 field locations across Texas for accessibility for all communities. The breakdown of personnel on various teams that work on and support Texas CDBG and CDBG grant projects includes:
<ul style="list-style-type: none"> • Application Services Team - 22 staff • Client Services Team - 17 staff • Community Development Team - 54 staff • Environmental Team - 9 staff • Labor Standards Team - 7 staff • Planning Team - 9 staff

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Bruce Spitzengel
Potential Role	Base Location	Business Development, Project Application Coordination and Oversight, and Executive Management and Oversight Austin, Texas
Current Employment	Current job title Job responsibilities Number of years with respondent	<p>Bruce Spitzengel is the President of GrantWorks. He has worked with grants since 1975, first as the planning director for Texas City, then as assistant planning director for Pasadena, TX. In 1979, he founded a Texas-based firm that eventually became GrantWorks. The firm has grown to include 350+ employees in 9 primary offices, 65 field locations, and headquarters in Austin, TX. GrantWorks is the most successful provider of local government grant services in Texas due to Bruce's expertise in HUD CDBG, CDBG-DR, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.</p> <p>Under Bruce's leadership, GrantWorks has grown to become a full-service project management firm. GrantWorks specializes in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. Bruce has assisted countless communities in developing complicated projects; his significant knowledge base gained over 43 years of grant management experience.</p> <p>Number of Years with GrantWorks: 43 years</p>
Overall	Under Bruce's leadership, GrantWorks has grown to become a full-service project	

Total Years or relevant experience Other relevant experience or accomplishments	<p>management firm. The firm specializes in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$7 billion in grant funding for 650+ local government clients.</p> <p>Bruce has over 47 years of experience in the field and the following academic qualifications:</p> <ul style="list-style-type: none"> • MA, Urban Geography & City Planning, Kansas State University, Manhattan, KS, 1975 • BA, Geography, Kansas State University, Manhattan, KS, 1973
--	---

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

Remove Personnel	Full Name	Mirenda Harris
------------------	------------------	----------------

Potential Role Base Location	Project Development, Application Writer, and Management Palestine, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Mirenda Harris is the Vice President of Application Services at GrantWorks. Mirenda leads and manages our team of successful grant application writers and administrative staff. This team prepares and submits applications for multiple grant program funds, including those from TDA, GLO, TDHCA, and EDA program funds. These programs include but are not limited to TDA's Colonia Construction Fund (CCF), Texas CDBG, Texas Capital Fund (TCF), Downtown Revitalization/Main Street (DRP/MS), Fire Ambulance & Service Truck (FAST), GLO's CDBG-DR and CDBG-Mitigation (CDBG-MIT), and TDHCA's CDBG-Coronavirus (CDBG-CV). Mirenda also reviews application guidelines, trains staff, communicates information, and coordinates with application writers to prepare and submit fund applications for local governments.</p> <p>Mirenda is familiar with federal and state grant administrative and procurement procedures. As a Community Development Project Manager, she coordinated and expedited community development projects, working directly with the local government contact, Texas CDBG staff, third-party project engineers, and other stakeholders.</p> <p>Years with GrantWorks: 9 years</p>
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Mirenda has 19 years of experience writing and managing approximately 200 community development, economic development, and other grant applications. She is familiar with TDA's scoring criteria, obtaining support letters from businesses, and coordinating with the Texas Historical Commission (THC) and Texas Department of Licensing & Regulations (TDLR) for project approvals.</p> <p>Mirenda has the following academic qualifications:</p> <ul style="list-style-type: none"> • BS, Sociology, University of Texas, Tyler, TX, 1994 • TxCDBG Certified Administrator, TDA, 2020
--	--

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

Remove Personnel	Full Name	Shawna McElfish
------------------	------------------	-----------------

Potential Role Base Location	Project Development, Application Writer, and Management Whitehouse, Texas
---------------------------------	--

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Shawna is the Director of Application Services at GrantWorks. She has over 7 years of grant administration and project management experience. Shawna helps to manage our team of successful grant application writers and administrative staff. This team prepares and submits applications for multiple grant program funds, including those from TDA, GLO, TDHCA, and EDA. These programs include but are not limited to TDA's CCF, CDBG, TCF, DRP/MS, FAST, GLO's CDBG-DR and CDBG-MIT, and TDHCA's CDBG-CV. Shawna prepares application guidelines, trains application staff, communicates information, and coordinates with application writers to prepare and submit funding applications for local</p>
---	--

governments.

Shawna was promoted to Director of Application Services in August 2021, and she currently helps manage the daily operations of the application writers and administrative staff. She is familiar with federal and state grant administrative and procurement procedures. As an Application Specialist, Shawna has written grants for community and economic development projects and worked directly with local government contacts, Texas CDBG staff, third-party project engineers, and other stakeholders.

Years with GrantWorks: 2 years

Overall
 Total Years or relevant experience
 Other relevant experience or accomplishments

Shawna has 7 years of experience writing and managing 60 community development, economic development, and other grant applications and projects. On past projects, she ensured compliance with state and federal laws concerning all aspects of grants, held public hearings, and attended council meetings. Other responsibilities included preparing environmental review records and managing all grants, including financial management. She is familiar with TDA's scoring criteria, obtaining support letters from businesses, and coordinating with the THC and TDLR for project approvals.

In addition to her work experience, Shawna has the following academic qualifications:

- Coursework, Southwestern Adventist University, Keene, TX
- TxCDBG Certified Administrator, TDA, 2021

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

Remove Personnel	Full Name	Annette Bargainer
------------------	------------------	-------------------

Potential Role	Project Developer and Application Writer
Base Location	Georgetown, Texas

Current Employment
 Current job title
 Job responsibilities
 Number of years with respondent

At GrantWorks, Annette Bargainer is an Application Specialist. Annette has 21 years of grant application experience. She researches, develops, and writes competitive grant applications for projects ranging from \$50,000 to over \$1 million on behalf of cities and counties throughout Texas. Her responsibilities include working with cities and counties to prepare applications according to all grant program requirements. She provides general advice and technical assistance to ensure the entity selects the most fundable project. She completes and submits applications to the proper funding program on or before the deadline. Annette specializes in preparing grant applications for TDA, GLO, EDA, TxDOT, and TPWD funding sources.

Years with GrantWorks: 2 years

Overall
 Total Years or relevant experience
 Other relevant experience or accomplishments

Annette has 21 years of experience as an application writer. He academic qualifications include:

- BJ, Journalism, University of Texas, Austin, TX, 1991
- TxCDBG Certified Administrator, TDA, 2021

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

Remove Personnel	Full Name	Olivia Baumgardner
------------------	------------------	--------------------

Potential Role	Project Developer and Application Writer
Base Location	Austin, Texas

Current Employment
 Current job title
 Job responsibilities
 Number of years with respondent

Olivia Baumgardner is an Application Specialist with four years of community development experience along with four years of grant application writing experience. At GrantWorks, Olivia works to identify potential grant opportunities and assess their utility and feasibility given local government clients' needs and capacities. Olivia meets with clients, coordinates the application process, creates and compiles application documents, and works under tight deadlines. She interacts with public officials, business owners, engineers, the public, and other involved parties via telephone, email, and in-person for public input and

	<p>information gathering. Olivia specializes in preparing TDA TxCDBG and GLO CDBG-MIT applications.</p> <p>Before coming to GrantWorks, Olivia worked at a regional planning commission writing state and federal grants for a seven-county region in southeastern Illinois. During her tenure at the commission, she served as the main grant writer and handled all environmental clearances needed for those grants. Olivia understands community needs and how to best relay those needs in all grant applications that she writes. With her experience as a director, she also understands how to manage time and the importance of organization.</p> <p>Years with GrantWorks: 1 year</p>
--	---

Overall	Olivia has 4 years of experience as an application writer.
Total Years or relevant experience	
Other relevant experience or accomplishments	<p>She has the following academic qualifications:</p> <ul style="list-style-type: none"> • BS, Communication Studies, Southern Illinois University, Carbondale, IL, 2016

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

Remove Personnel	Full Name	Martha Brown
-------------------------	------------------	--------------

Potential Role	Project Developer and Application Writer
Base Location	Austin, Texas

Current Employment	Martha Brown is an Application Specialist. She works directly with local governments to assess local needs that could be addressed using federal CDBG funds available through several state agencies and coordinates the application process. Since joining GrantWorks in 2018, she has worked directly with multiple local governments in Texas to assess local needs. Martha advises clients regarding project eligibility/fundability, program requirements, timelines, and available funds and creates application documents including narratives, budgets, schedules, tables, checklists, public hearing notices, resolutions, and agenda items. She has successfully written applications for GLO Hurricane Harvey CDBG-DR allocations and TDA's TxCDBG grant funding available through the CD and CCF programs.
Current job title	
Job responsibilities	
Number of years with respondent	Years with GrantWorks: 4 years

Overall	Martha has 18 years of relevant experience, working on community development and affordable housing projects in various capacities for nonprofits and local government units, including the City of San Francisco Mayor's Office of Housing and Travis County. In her capacity as a Senior Planner for Travis County CDBG Office, she was the primary author of key reporting and policy documents, including Five Year Consolidated Plans, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports, Language Access Plan, Citizen Participation Plans, and Primary Survey methodology. Martha also helped develop the Method of Distribution (MOD) for Travis County's CDBG-DR allocation for the May and October 2015 floods. Finally, she assisted in developing and implementing CDBG funded projects, including land acquisition for affordable housing, public service projects, owner-occupied home repair, and street improvements.
Total Years or relevant experience	
Other relevant experience or accomplishments	<p>Martha has 18 years of relevant experience and the following academic qualifications:</p> <ul style="list-style-type: none"> • MPA, Public Affairs, University of Texas, Austin, TX • BA, History, Temple University, Temple, TX • Housing Development Finance Professional, National Development Council

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

Remove Personnel	Full Name	Lauren Cargill
-------------------------	------------------	----------------

Potential Role	Project Developer and Application Writer
----------------	--

Base Location	Corpus Christi, Texas		
Current Employment Current job title Job responsibilities Number of years with respondent	<p>With one year of experience, Lauren Cargill is an Application Specialist at GrantWorks. She has experience writing across various platforms, including technical writing, nonprofit grant writing, and editing. Lauren has strong written and verbal communication skills and public speaking skills. She has experience researching best practices for inter-organizational collaboration and enjoys collaborating within a team to achieve common goals and solve problems. Lauren is also comfortable operating in both support and leadership roles.</p> <p>As an Application Specialist, Lauren works with multiple local governments in Texas to develop grant applications. She advises clients about project eligibility/fundability, program requirements, timelines, and available funds. She creates application documents, including narratives, budgets, schedules, tables, checklists, public hearing notices, resolutions, and agenda items.</p> <p>Years with GrantWorks: 1 year</p>		
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Lauren has one year of relevant experience, working on community development and affordable housing applications for a variety of local governments. Her academic qualifications include:</p> <ul style="list-style-type: none"> • MA, Technical Communications, Texas Tech University, Lubbock, TX, 2020 • BA, English Language & Literature, Texas Tech University, Lubbock, TX, 2017 • TxCDBG Certified Administrator, TDA, 2021 		
<p><i>NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.</i></p>			
Remove Personnel	<table border="1"> <tr> <td data-bbox="261 911 492 968">Full Name</td> <td data-bbox="492 911 1572 968">Parker Harrison</td> </tr> </table>	Full Name	Parker Harrison
Full Name	Parker Harrison		
Potential Role Base Location	Project Developer and Application Writer Austin, Texas		
Current Employment Current job title Job responsibilities Number of years with respondent	<p>Parker Harrison is an Application Specialist with GrantWorks. He works with multiple local governments in Texas to develop grant applications. Parker advises clients regarding project eligibility/fundability, program requirements, timelines, and available funds and creates application documents including narratives, budgets, schedules, tables, checklists, public hearing notices, resolutions, and agenda items.</p> <p>For the last 10 years, Parker Harrison has managed activities funded through TDA CDBG. He also has 15 years of experience managing HOME funds through public jurisdictions and TDHCA. Activities include homeowner rehabilitation and reconstruction projects, substandard structure code enforcement and demolition, and the first-time homebuyer down payment and closing cost assistance program.</p> <p>Years with GrantWorks: 2 years</p>		
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Before joining GrantWorks, Parker worked as a Community Development Manager/Administrator where he took the lead on public facility projects, working closely with city departments, engineers, and construction contractors. In every instance, working for local municipalities, he created or secured a grant management system that met each organization's needs. Parker ensured each jurisdiction's funding was used for the communities in need with each years' Action Plan and each awarded sub-recipient met all requirements and national objectives. He confirmed that communities and awarded contractors followed all laws and regulations for all public facility activities for each project, including the Davis Bacon Act and Section 3. He also verified that each community completed and filed environmental reviews accordingly.</p> <p>In addition to 15 years of community development experience, Parker's academic qualifications include:</p> <ul style="list-style-type: none"> • BA, Exercise Science, Schreiner University, Kerrville, TX, 1998 • TxCDBG Certified Administrator, TDA, 2021 		

- Licensed Real Estate Broker # 523978
- Licensed Lead Risk Assessor # 2071047
- Certified Residential Code Inspector # 8468370
- Certified Building Official # 8252079

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

Remove Personnel	Full Name	Lenore Hellman
------------------	------------------	----------------

Potential Role Base Location	Project Developer and Application Writer Austin, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	<p>As an Application Specialist, Lenore Hellman creates Excel and Google sheet databases to manage grant application processes. She assists and writes applications for TDA and the GLO mitigation and community development grants. Lenore also researches upcoming mitigation and community development trends.</p> <p>Lenore is an exemplary writer, planner, and accountant with adeptness in prioritizing and delegating project tasks. She pays attention to detail and is exceptionally organized. She knows human behavior and performance, multiple languages, and social media. Lenore also has experience working in nonprofit and business environments.</p> <p>Years with GrantWorks: 3 years</p>
---	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Lenore has 3 years of relevant grant writing and application development experience. She also has the following academic qualifications:</p> <ul style="list-style-type: none"> • MR, Social Anthropology, University of St. Andrew's, St. Andrew's, Scotland, 2016 • BA, Deaf Studies, Gallaudet University, Washington, DC, 2015 • TxCDBG Certified Administrator, TDA, 2021
--	--

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

Remove Personnel	Full Name	Evan Humphries
------------------	------------------	----------------

Potential Role Base Location	Project Developer and Application Writer Austin, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Evan Humphries is an Application Specialist at GrantWorks. She has over 10 years of civil infrastructure proposal and project coordination experience in the public and private sectors. Evan works with cities and counties to prepare applications for submission for state and federal funding. Her projects include disaster recovery, community development, and infrastructure improvement activities. She assists with meeting application guidelines and requirements, coordinates with engineers to define and clarify project scope, and works with clients to craft compelling project narratives. Evan is familiar with working in the online portals for application submission and relevant local, state, and federal policies related to seeking public funding.</p> <p>Years with GrantWorks: 1 year</p>
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Evan also has a total of 10 years of technical writing experience. Before joining GrantWorks, she also worked in aviation and then performed research for state and federal transportation agencies, examining highway and aviation pavement construction, maintenance, and budgeting. She managed submissions to various governmental and non-governmental sources for funding across multiple fields.</p> <p>Evan's academic qualifications include:</p> <ul style="list-style-type: none"> • MS, Industrial Technology, Texas State University, San Marcos, TX, 2015 • MA, Communication Studies, Texas State University, San Marcos, TX, 2008 • BA, Communication Studies, Texas State University, San Marcos, TX, 2006 • TxCDBG Certified Administrator, TDA, 2021
--	--

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

Remove Personnel	Full Name	Roxana Sandoval
------------------	------------------	-----------------

Potential Role Base Location	Project Developer and Application Writer Corpus Christi, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	At GrantWorks, Roxana Sandoval is an Application Specialist. Roxana’s responsibilities include working with various cities and counties by providing general advice and technical assistance in preparing community development applications in conformance with TxCDBG program requirements. She also ensures to submit completed applications to the TDA on or before the application deadline. Years with GrantWorks: 2 years
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	Roxana has a total of 19 years of relevant application development experience. Before joining GrantWorks, Roxana was Grants Administrator and Grants Coordinator for Nueces County where her responsibilities included developing grant proposals to secure state, federal, and/or foundation grants. She administered and monitored all approved grant projects, assuring compliance with federal and state grantor-agency legislation, guidelines, and requirements. She also helped facilitate, coordinate, and implement all contracts, including grant awards, consultant, engineering, and construction contracts. Roxana also has 16 years of managing CCF projects, including conducting outreach for first-time water connections and on-site septic facilities and documenting benefits to the colonia residents. She coordinated and worked directly with County Commissioners, their colonia constituents, Texas CDBG staff, third-party project engineers, and other stakeholders. Her job responsibilities included financial management, preparation and submittal of draw requests, acquisition activities, and reporting. She also coordinated civil rights and fair housing requirements, prepared and submitted modification or amendment requests, reviewed construction contract documents for CDBG compliance, verified contractor eligibility, served as Labor Standards Officer, attended all pre-construction conferences and provided instruction to contractors, coordinated and conducted employee interviews, prepared the final Project Completion Report, and served as a liaison during monitoring visits. Notable grant projects awarded and managed: <ul style="list-style-type: none"> • Coastal Bend Veterans Cemetery (\$18 million federal project) • Nueces County Regional Fairgrounds (\$4.5 million in federal grants) • South Texas Jail Diversion Program (\$1.2 million federal grant) • Nueces County Colonias Projects (\$5 million in state grants) • Nueces County Park Projects (\$5.4 million in state grants) • Nueces County Disaster Recovery (\$2 million in state and federal funds) • Nueces County Coastal Projects (\$3.5 million in state and federal funds)
--	--

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

Remove Personnel	Full Name	Kelle Odom
------------------	------------------	------------

Potential Role Base Location	Client Services and Project Development Bastrop, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	Kelle Odom is the Director of Client Services and oversees a team of Client Services Managers and Consultants and GrantWorks’ relationship with its clients. She maintains high retention rates, developing long-term relationships with repeat clients. Kelle also manages the company’s accounts and communicates with clients to ensure their satisfaction. Her responsibilities include tracking data about accounts and intervening when problems occur. She leads marketing efforts and outreach. She manages staff, clients, and processes for accounts and policies for all accounts.
---	---

	<p>As a GrantWorks' Project Manager and Application Manager, Kelle coordinated with local government clients throughout Texas to plan and develop approximately 40 federally funded infrastructure and economic development grant projects each year. She developed grant applications for the State's TxCDBG program and CDBG-DR programs. She assessed damages, gathered data and resources, and developed fundable projects to address local needs and recovery responses. Kelle also provided client services for 20 counties, including conducting pre-construction conferences, employee interviews, public hearings, commissioner's court, and city council presentations.</p> <p>Years with GrantWorks: 9 years</p>
--	---

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Kelle Odom has over 30 years of business management experience in both the public and private sectors. Kelle joined GrantWorks in 2013, bringing 20 years of grant management experience. She previously worked with the GLO's and TDRA's CDBG-DR program, and a private grant management consulting firm. Her academic qualifications include:</p> <ul style="list-style-type: none"> • MBA, Business Administration, St. Edward's University, Austin, TX, 2001 • BBA, Business Administration, St. Edward's University, Austin, TX, 1999
---	---

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

Remove Personnel	Full Name	Oralia Cardenas
------------------	------------------	-----------------

Potential Role	Client Services and Project Development
Base Location	McAllen, Texas

<p>Current Employment Current job title Job responsibilities Number of years with respondent</p>	<p>As a Senior Client Services Manager, Oralia works in the marketing area, which involves opening new market opportunities for GrantWorks and establishing and maintaining client relationships in the LRGVDC, MRGVDC, RGCOG, and STDC regions. Her work involves fieldwork assisting communities to develop eligible projects, attending meetings with local elected officials, completing employee interviews, and completing site visits. During application cycles, Oralia reviews and provides comments on RFP responses, attends public hearings, helps resolve issues, and reviews completed grant applications to ensure eligibility and compliance with CDBG national objectives. Oralia has worked directly with cities and counties in the CBCOG and LRGVDC regions communicating with communities during the development of GLO's CDBG-DR and CDBG-MIT projects. She is highly skilled in application scoring criteria, programmatic compliance, and community outreach.</p> <p>Years with GrantWorks: 10 years</p>
---	--

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Oralia Cardenas has worked with community and economic development grant programs since 1979, gaining significant experience from the entitlement level, the State entitlement program, and the State of Texas Ike/Dolly Disaster Recovery Program. She has 36+ years of experience in community and economic development programs managing a multi-million-dollar state CDBG program. She has high-level experience managing a \$3.1 million disaster recovery program that involved creating a new division, developing action plans and amendments, developing policies and procedures, and coordinating with the Governor's office and HUD.</p> <p>Her academic qualifications include:</p> <ul style="list-style-type: none"> • BA, Arts, Pan American University, Edinburg, TX, 1977 • TxCDBG Certified Administrator, TDA, 2021
---	---

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

Remove Personnel	Full Name	Samantha Chumley
------------------	------------------	------------------

Potential Role	Client Services and Project Development
Base Location	Lubbock, Texas

<p>Current Employment Current job title</p>	<p>Samantha Chumley is a Client Services Manager involved in opening new market opportunities for GrantWorks and establishing and maintaining client relationships in the</p>
--	---

Job responsibilities Number of years with respondent	CVCOG, PBRPC, SPAG, and WCTCOG regions. She assists communities to develop eligible projects, attends meetings with local elected officials, completes employee interviews, and completes site visits. Samantha reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers to keep abreast of funding opportunities and program changes. She also identifies and reviews local government needs and priorities that can be addressed through various funding opportunities and coordinates project development meetings and attends applicable stakeholder meetings. Years With GrantWorks: 1 year
---	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	Samantha has 1 year of relevant experience. Her academic qualifications include: • BS, Agricultural Communications, Texas Tech University, Lubbock, TX, 2019
--	---

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

Remove Personnel	Full Name	Anthony Covacevich
------------------	------------------	--------------------

Potential Role Base Location	Client Services, Field Representative, and Project Oversight Weslaco, Texas
---------------------------------	--

Current Employment Current job title Job responsibilities Number of years with respondent	Anthony Covacevich is a Senior Consultant at GrantWorks. He coordinates agenda items with city staff, attends meeting with elected officials, and consulting engineers. Anthony performs site visits for CDBG and hazard mitigation projects. He also attends city meetings for procurement, pre-construction, and compliance issues, and conducts site visits for Davis Bacon and other federal compliance requirements. Work With GrantWorks: 9 years
---	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	Anthony has over 46 years of municipal and CDBG experience. He also has experience in the acquisition and administration of Colonia, Entitlement, Section 108, Small City, Rental Rehabilitation and Housing Finance Corporation, and Urban Development Action grants. Anthony's municipal government experience includes airport, industrial, planning and city management. His academic qualifications include: • MPA, Public Administration, Bucknell University, Lewisburg, PA • BA, Political Science, Pan American University, Edinburg, TX, 1976
--	--

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

Remove Personnel	Full Name	Stephanie Fontenot
------------------	------------------	--------------------

Potential Role Base Location	Client Services and Project Development League City, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	At GrantWorks, Stephanie Fontenot is a Client Services Manager involved in opening new market opportunities and establishing and maintaining client relationships in the BVCOG and HGAC regions. She assists communities to develop eligible projects, attends meetings with local elected officials, completes employee interviews, and completes site visits. Stephanie reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers to keep abreast of funding opportunities and program changes. She also identifies and reviews local government needs and priorities that can be addressed through various funding opportunities and coordinates project development meetings and attends applicable stakeholder meetings. Years with GrantWorks: <1 year
---	---

Overall	Stephanie has 4 years of relevant experience. Her academic qualifications include:
----------------	--

Total Years or relevant experience Other relevant experience or accomplishments	<ul style="list-style-type: none"> • MA, Communication Studies, Stephen F. Austin University, Nacogdoches, TX, 2015 • BA, Mass Communications, Stephen F. Austin University, Nacogdoches, TX, 2012
--	--

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

Remove Personnel	Full Name	Kassidy Kruse
------------------	------------------	---------------

Potential Role Base Location	Client Services and Project Development League City, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Kassidy Kruse is a Client Services Manager involved in opening new market opportunities at GrantWorks and establishing and maintaining client relationships in the CTCOG and NCTCOG regions. She assists communities to develop eligible projects, attends meetings with local elected officials, completes employee interviews, and completes site visits. Kassidy reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers to keep abreast of funding opportunities and program changes. She also identifies and reviews local government needs and priorities that can be addressed through various funding opportunities and coordinates project development meetings and attends applicable stakeholder meetings.</p> <p>Years with GrantWorks: <1 year</p>
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Kassidy has 2 years of relevant experience. Her academic qualifications include:</p> <ul style="list-style-type: none"> • MBA, Business Administration, Stephen F. Austin State University, Nacogdoches, TX, In Progress (May 2023) • BBA, Business Administration, Stephen F. Austin State University, Nacogdoches, TX, 2019
--	--

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

Remove Personnel	Full Name	Deborah Milbern
------------------	------------------	-----------------

Potential Role Base Location	Client Services and Project Developer Wichita Falls, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Deborah Milbern is a Client Services Manager involved in opening new market opportunities at GrantWorks and establishing and maintaining client relationships in the TEXOMA and NORTEX regions. She assists communities to develop eligible projects, attends meetings with local elected officials, completes employee interviews, and completes site visits. Deborah reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers to keep abreast of funding opportunities and program changes. She also identifies and reviews local government needs and priorities that can be addressed through various funding opportunities and coordinates project development meetings and attends applicable stakeholder meetings.</p> <p>Years with GrantWorks: <1 year</p>
---	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Before joining GrantWorks, Deborah spent 27 years with the Nortex Regional Planning Commission where she managed complex grant applications and community development projects from award to closeout.</p>
--	---

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

Remove Personnel	Full Name	Roy Nolan
------------------	------------------	-----------

Potential Role Base Location	Client Services and Project Developer Driftwood, Texas
---------------------------------	---

Current Employment	Roy Nolan is a Client Services Manager involved in opening new market opportunities at
---------------------------	--

Current job title Job responsibilities Number of years with respondent	GrantWorks and establishing and maintaining client relationships in the AACOG and CAPCOG regions. He assists communities to develop eligible projects, attends meetings with local elected officials, completes employee interviews, and completes site visits. Roy reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers to keep abreast of funding opportunities and program changes. He also identifies and reviews local government needs and priorities that can be addressed through various funding opportunities and coordinates project development meetings and attends applicable stakeholder meetings. Years with GrantWorks: <1 year
--	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	With over 25 years of management experience, Roy has served as a senior business and technology executive with international expertise in global management consulting, business operations, business development, and information technology. He has specific industry experience in healthcare, technology, telecommunications, utilities, engineering/construction, and financial services. His academic qualifications include: <ul style="list-style-type: none"> • MBA, Finance, Golden Gate University, San Francisco, CA, 1991 • BS, Statistics, California State University East Bay, Hayward, CA, 1976
--	--

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

Remove Personnel	Full Name	Carlos Becerio, AICP
------------------	------------------	----------------------

Potential Role Base Location	Lead Senior Planner Austin, Texas
---------------------------------	--------------------------------------

Current Employment Current job title Job responsibilities Number of years with respondent	With over 16 years of planning experience, Carlos Becerio is the Vice President of Planning and a Certified Planner. He has successfully written over 40 CDBG-funded plans for cities and counties. Carlos has also prepared applications for the TxCDBG Planning and Capacity Building Fund and the Colonia Planning Fund. His organizational efforts ensure that the department's planning and mapping documents are of the highest possible quality. Grantworks' plans regularly go above and beyond what is required by state and federal guidelines. As Vice President of Planning Services, Carlos supervises and mentors Grantworks' nine-member Planning Services Team. He also manages various CDBG and state-funded projects, including Municipal Comprehensive Plans, Colonia Plans, and Hazard Mitigation Action Plans. Years with GrantWorks: 16 years
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	Carlos has 16 years of relevant planning experience. His academic qualifications include: <ul style="list-style-type: none"> • MS, Community and Regional Planning, University of Texas, Austin, TX, 2006 • BA, Archeology, University of Texas, Austin, TX, 1993 • Certified Planner, American Institute of Certified Planners (AICP), 2012 • TxCDBG Certified Administrator, TDA, 2021
--	--

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

Remove Personnel	Full Name	Danielle Rojas, AICP
------------------	------------------	----------------------

Potential Role Base Location	Planner Austin, Texas
---------------------------------	--------------------------

Current Employment Current job title Job responsibilities Number of years with respondent	Danielle Rojas is the Assistant Director of Planning Services. Danielle has 8 years of professional planning experience. Her experience includes nearly 2 years of work explicitly focused on land-use regulatory policy and over 6 years developing comprehensive plans for cities and towns throughout Texas. Danielle is also a contributing author to 2 major housing policy research initiatives, including a study of occupancy changes in Texas Colonias funded by the Ford Foundation.
---	--

	<p>As the Assistant Director of the Planning Services at GrantWorks, Danielle is responsible for administrative and programmatic tasks, including training the planning team and supervising staff work to meet internal and client goals. Assisting the Vice President of Planning, Danielle administers the contract startup process for Texas CDBG planning grants and ensures compliance with changing federal and state guidelines. Danielle also continues her work with clients to discuss and develop comprehensive plans.</p> <p>Years with GrantWorks: 6 years</p>
--	--

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Danielle has 7 years of relevant planning experience. Since joining GrantWorks in 2016, she has completed over 15 comprehensive plans and several park master plans. Her academic qualifications include:</p> <ul style="list-style-type: none"> • MS, Community and Regional Planning, University of Texas, Austin, TX, 2013 • MA, Latin American Studies, University of Texas at Austin, TX, 2013 • BA, International Relations, Florida State University, Tallahassee, FL, 2008 • Certified Planner, American Institute of Certified Planners (AICP) • TxCDBG Certified Administrator, TDA, 2021
---	---

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

Remove Personnel	Full Name	Robin Alexander, RMLLO
-------------------------	------------------	------------------------

Potential Role	Senior Project Manager and Project Oversight
Base Location	Austin, Texas

<p>Current Employment Current job title Job responsibilities Number of years with respondent</p>	<p>At GrantWorks, Robin Alexander is the Vice President of Community Development. Robin has 30 years of public service experience in Texas since receiving her Master of Public Administration degree in 1992. She has spent much of her career working with state and federal grant programs. She has successfully supervised more than \$120 million in grant projects for over 70 local governments. Robin has written applications for and managed community development, economic development, disaster recovery, housing, and planning grants through various TxCDBG and HOME programs. She also has experience guiding city and county clients through the property acquisition process required under the Uniform Relocation Act (URA) for grant-funded projects.</p> <p>Robin manages and provides oversight and support for the GrantWorks' Community Development Team. She oversees the development of standard operating procedures and internal process improvements, and trains, supervises, and mentors staff. She also assists communities with project implementation and helps her team to coordinate with local governments to implement projects for state and federal funded grant programs including TDA CCF, CDBG, and DRP/MS, and GLO CDBG-DR, CDBG-MIT, and CDBG-CV.</p> <p>Years with GrantWorks: 16 years</p>
---	--

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Robin has 30 years of public service experience in Texas. Before rejoining GrantWorks in 2013, Robin provided HOME Program coordination and implementation services for local government clients in Austin (2005-2013) and TxCDBG-funded planning and grant management services at GrantWorks (1998-2005). Her academic qualifications include:</p> <ul style="list-style-type: none"> • MPA, Community & Economic Development, Texas Tech University, Lubbock, TX, 1992 • BA, Psychology & Sociology, University of Texas, Austin, TX, 1989 • Residential Mortgage Loan Originator, NMLS License No. 441391 • TxCDBG Certified Administrator, TDA, 2020
---	---

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

Remove Personnel	Full Name	Maureen Mahoney
-------------------------	------------------	-----------------

Potential Role	Senior Project Manager and Project Oversight
Base Location	Austin, Texas

Current Employment	Maureen Mahoney is an Associate Vice President of Community Development at
---------------------------	--

Current job title Job responsibilities Number of years with respondent	<p>GrantWorks. Maureen has over 42 years of grant management experience. She joined GrantWorks in January 2021 as an Application Specialist after 14 years with the State of Texas. GrantWorks promoted Maureen to Associate Vice President in February 2022 because of her experience. Maureen works with local governments to develop projects and grant applications that address needed water, wastewater, street, and drainage system improvements and bolster rural economic development for various programs.</p> <p>Maureen assists the Vice President to manage and oversee the activities of the GrantWorks' Community Development Team. She helps with the development of standard operating procedures and internal process improvements, and trains, supervises, and mentors staff. She also assists communities with project implementation and helps her team to coordinate with local governments to implement projects for state and federal funded grant programs including TDA CCF, CDBG, and DRP/MS, and GLO CDBG-DR, CDBG-MIT, and CDBG-CV.</p> <p>Years with GrantWorks: 1 year</p>
--	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Maureen has 42 years of relevant grant application, administration, and management experience. Her academic qualifications include:</p> <ul style="list-style-type: none"> • BS, Business Administration & Management, William Woods College, Fulton, MO, 1982
--	--

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

Remove Personnel	Full Name	Cristal Funderburk
------------------	------------------	--------------------

Potential Role Base Location	Senior Project Manager and Project Oversight Austin, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Cristal Funderburk is a Director of Community Development. She assists the Vice President and Associate Vice President with standard operating procedures and internal process improvements. She also trains, supervises, and mentors staff, and manages support staff who specialize in labor standards compliance. In addition, Cristal administers CDBG and state-funded projects, working directly with local governments, TxCDBG staff, third-party project engineers, and other stakeholders.</p> <p>As a CD Project Manager, Cristal coordinates and expedites coastal, community development, disaster recovery, infrastructure, parks, and housing rehabilitation projects. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 10 years</p>
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>In her 10 years at GrantWorks, Cristal has successfully managed over 50 projects totaling \$30 million for Texas communities. These projects include CD, CCF, CDBG, DRP/MS, TCF, disaster relief, hazard mitigation, and housing rehabilitation. Her academic qualifications include:</p> <ul style="list-style-type: none"> • BA, Geography, University of Texas, Austin, TX, 2010 • TxCDBG Certified Administrator, TDA, 2021
--	--

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

Remove Personnel	Full Name	Jeff Carrillo
------------------	------------------	---------------

Potential Role Base Location	Senior Project Manager and Project Oversight Austin, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	<p>Jeff Carrillo is a Director of Community Development. He assists the Vice President and Associate Vice President with standard operating procedures and internal process improvements. He also trains, supervises, and mentors staff. In addition, Jeff administers CDBG and state-funded projects, working directly with local governments, TxCDBG staff, third-party project engineers, and other stakeholders.</p> <p>As a CD Project Manager, Jeff coordinates and expedites coastal, community development, disaster recovery, infrastructure, parks, and housing rehabilitation projects. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 8 years</p>

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>With 8 years of relevant experience, Jeff has successfully managed over 50 federally funded projects, shepherding them through the entire grant administration cycle, from contract execution to state monitoring and closeout. CDBG-funded grants managed, include TDA CD, CCF, and DRP/MS, GLO CDBG-DR and CDBG-MIT, and TxDOT Texas Infrastructure Fund (TIF) grants.</p> <p>His academic qualifications include:</p> <ul style="list-style-type: none"> • MS, Community & Regional Planning, University of Texas, Austin, TX, 2014 • BA, Fine Arts, University of Missouri, Columbia, MO, 2001 • TxCDBG Certified Administrator, TDA, 2021
--	--

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

Remove Personnel	Full Name	Regan Lenehan
------------------	------------------	---------------

Potential Role Base Location	Senior Project Management and Project Oversight Austin, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	<p>Regan is a Director of Community Development. She assists the Vice President and Associate Vice President with standard operating procedures and internal process improvements. She currently trains and oversees a team of Community Development Project Managers, providing technical assistance on CDBG grants funded by the TDA and GLO. She specializes in CD, CCF, DRP/MS, and disaster recovery/mitigation contracts. In addition, Regan administers CDBG and state-funded projects, working directly with local governments, TxCDBG staff, third-party project engineers, and other stakeholders.</p> <p>Regan Lenehan has been a valued member of the GrantWorks Community Development Department since 2004. She began her career as a Project Manager, focusing on public infrastructure and economic development projects. As a Project Manager, Regan coordinates and expedites coastal, community development, disaster recovery, infrastructure, parks, and housing rehabilitation projects. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences</p>

	and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Years with GrantWorks: 8 years
--	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	With 18 years of relevant experience, Regan has successfully managed over 75 federally funded projects from contract execution to closeout. Her experience includes public infrastructure, private property rehabilitation, economic development, main street, and disaster recovery grant management. She has also managed TIF and Safe Routes to School grants through the TxDOT. Her academic qualifications include: <ul style="list-style-type: none"> • MS, Community & Regional Planning, University of Texas, Austin, TX, 2004 • BA, Latin American Studies, Vassar College, Poughkeepsie, NY, 1997 • TxCDBG Certified Administrator, TDA 2021
--	---

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

Remove Personnel	Full Name	Jerry Carvajal
-------------------------	------------------	----------------

Potential Role Base Location	Director of West Services and Senior Project Manager Alpine, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	Jerry Carvajal is the Director of West Services and Senior Project Manager at GrantWorks. Jerry works closely with local governments to develop, coordinate, and expedite community development projects, including, TxCDBG application preparation and project implementation. He works directly with local government, TxCDBG staff, third-party project engineers, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Years with GrantWorks: 25 years
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	Jerry has over 43 years of relevant experience managing over 100 TxCDBG projects.
--	---

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

Remove Personnel	Full Name	Karen Blaney
-------------------------	------------------	--------------

Potential Role Base Location	Senior Project Manager and Project Oversight Austin, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	Karen Blaney is a Regional Community Development Manager at GrantWorks. As a Senior Project Manager, Karen coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing
---	---

	<p>construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Karen has over 15 years of experience managing a wide variety of projects for nonprofit and state institutions, including budgets, human resources and timesheet tracking, stakeholder coordination, presentation preparation, and report writing. Projects included installation of permanent energy/water conservation assets and outreach, education, and employment programs. She also has over 6 years managing corporate and high education grants from the application process through to implementation and closeout.</p> <p>Years with GrantWorks: 4 years</p>
--	--

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Karen has 20 years of relevant project management experience. She has experience with the FEMA Public Assistance and Hazard Mitigation Grant Program, Texas CDBG and CDBG-DR, and RESTORE Act grants programs. Before joining GrantWorks, Karen worked on a broad spectrum of sustainability and infrastructure projects with the University of Texas at Austin, SPEER, and the City of Austin Watershed Protection Department. Her academic qualifications include:</p> <ul style="list-style-type: none"> • MA, English, Pennsylvania State University, State College, PA, 1999 • BA, English, Austin College, Sherman, TX, 1997 • TxCDBG Certified Administrator, TDA, 2021
---	--

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

Remove Personnel	Full Name	Melissa Brightwell, PMP
------------------	-----------	-------------------------

Potential Role	Senior Project Manager and Project Oversight
Base Location	Austin, Texas

<p>Current Employment Current job title Job responsibilities Number of years with respondent</p>	<p>Melissa Brightwell is a Regional Community Development Manager at GrantWorks. As a Senior Project Manager, Melissa coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 3 years</p>
---	---

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Melissa has over 8 years of project management experience. Her project management history includes community development infrastructure projects. On these projects, she managed waterline replacement, street improvements, and regulatory projects in the medical device industry where she managed ISO 13485 quality system implementation and 510(k) submissions to the FDA.</p> <p>Melissa's academic qualifications include:</p> <ul style="list-style-type: none"> • BBA, International Business, University of Texas, Austin, TX, 2012 • BA, Spanish, University of Texas, Austin, TX, 2012 • Certified Project Management Professional, Project Management Institute, 2017 • TxCDBG Certified Administrator, TDA, 2021
---	--

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

Remove Personnel	Full Name	Rosie Daly
------------------	------------------	------------

Potential Role Base Location	Senior Project Manager and Project Oversight Austin, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Rosie is a Regional Community Development Manager at GrantWorks. As a Senior Project Manager, Rosie coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Rosie has specialized experience management CCF and/or first-time connection projects. These project include conducting outreach for first-time connections and/or on-site septic facilities and documenting benefits to Colonias residents.</p> <p>Years with GrantWorks: 3 years</p>
---	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Collectively, Rosie has over 12 years of experience in grant-funded project implementation and project management. She has managed projects ranging from direct client services, county resource coordination for housing and homelessness, administration of workforce advancement program, and implementation of community development infrastructure projects. Her academic qualification include:</p> <ul style="list-style-type: none"> • BA, Studio Arts, Hope College, Holland, MI • TxCDBG Certified Administration, TDA, 2021
--	---

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

Remove Personnel	Full Name	John Groberg
------------------	------------------	--------------

Potential Role Base Location	Senior Project Manager and Project Oversight Austin, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	<p>John Groberg is a Regional Community Development Manager at GrantWorks. As a Senior Project Manager, John coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Year with GrantWorks: 1 year</p>
---	--

Overall Total Years or relevant experience Other relevant experience or	<p>John has 11 years of relevant project management experience. Before joining GrantWorks, John accrued 10 years of project management experience in geophysical exploration, working on projects throughout the continental US, Alaska, South America, and Asia. John</p>
--	--

accomplishments	<p>also spent several years as a Project Manager in commercial construction.</p> <p>His academic qualifications include:</p> <ul style="list-style-type: none"> • MS, Community & Regional Planning, University of Texas, Austin, TX, 2018 • BA, Studio Art, Colorado College, CO, 2013 • Urban Design Studio, Danish Institute for Study Abroad, Denmark, Spring 2012 • TxCDBG Certified Administrator, TDA, 2021
-----------------	--

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

Remove Personnel	Full Name	Matthew Russo
-------------------------	------------------	---------------

Potential Role Base Location	Senior Project Manager and Project Oversight Austin, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Matthew Russo is a Community Development Regional Manager at GrantWorks. As a Senior Project Manager, Matthew coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>While with GrantWorks, he has managed 27 projects totaling \$14+ million for Texas communities. His project management experience includes CD, FAST, disaster recovery, and mitigation hazard projects. He has been trained by experienced staff to adhere to strict thresholds from the start of the grant through completion.</p> <p>Year with GrantWorks: 1 year</p>
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Matthew has 5 years of relevant project management experience. His academic qualifications include:</p> <ul style="list-style-type: none"> • MS, Public Administration, Wright State University, Dayton, OH, 2014 • BA, History, Ohio State University, Columbus, OH, 2010 • TxCDBG Certified Administrator, TDA, 2021
--	--

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

Remove Personnel	Full Name	Ryan Sunvison
-------------------------	------------------	---------------

Potential Role Base Location	Senior Project Manager and Project Oversight Austin, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Ryan Sunvison is a Regional Community Development Manager at GrantWorks. As a Senior Project Manager, Ryan coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring</p>
---	---

	visits. Year with GrantWorks: 3 years
Overall Total Years or relevant experience Other relevant experience or accomplishments	Ryan has a total of 6 years of relevant environmental and project management experience. Before joining GrantWorks, Ryan spent almost 3 years with the Texas Commission on Environmental Quality (TCEQ) as an Environmental Investigator reviewing highly complex Edwards Aquifer Protection Program (EAPP) applications, including geologic assessments, construction drawings, calculations, and engineering plans and specifications for compliance with TCEQ rules and regulations. Other qualifications include: • BS, Environmental Studies, Texas A&M University, College Station, TX, 2016 • TxCDBG Certified Administrator, TDA, 2021
<i>NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.</i>	
Remove Personnel	Full Name Michele Goerke
Potential Role Base Location	Senior Project Manager Austin, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	Michele Goerke is a Senior Community Development Project Manager at GrantWorks. As a Senior Project Manager, Michele coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Michele has over 16 years of experience with state and federal grant programs and has administered over \$21 million of CDBG for various infrastructure projects. Years with GrantWorks: 9 years
Overall Total Years or relevant experience Other relevant experience or accomplishments	Michele has years of relevant project management experience. She specializes in TCF economic development grant administration, including grants for downtown improvements. She has also administered EDA, TDEM, TxDOT, and TPWD grants. Michele is a TDA TxCDBG Certified Administrator.
<i>NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.</i>	
Remove Personnel	Full Name Ana Gomez-Sanchez
Potential Role Base Location	Senior Project Manager Austin, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	Ana Gomez-Sanchez is a Senior Community Development Project Manager at GrantWorks. As a Senior Project Manager, Ana coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences

	<p>and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Ana has successfully managed federally funded projects totaling more than \$27.5 million for communities across Texas. She has experience with public infrastructure, hazard mitigation, disaster response, recovery projects, and emergency preparedness projects in the United States and Latin America.</p> <p>Year with GrantWorks: 2 years</p>
--	--

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Ana has 8 years of relevant project management experience. Before joining GrantWorks, Ana worked with CohnReznick. She oversaw more than 50 projects for the State of Texas FEMA Hazard Mitigation Grants Program (HMGP). She managed financial and technical project requirements to ensure compliance with state and federal regulations, including 2 CFR 200 Uniform Guidance. Other qualifications include:</p> <ul style="list-style-type: none"> • MS, Community & Regional Planning, University of Texas, Austin, TX, 2010 • BA, Political Science & International Affairs, Florida State University, Tallahassee, FL, 2005 • TxCDBG Certified Administrator, TDA, 2021
---	--

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

Remove Personnel	Full Name	Allison Long, AICP
------------------	------------------	--------------------

Potential Role	Senior Project Manager
Base Location	Austin, Texas

<p>Current Employment Current job title Job responsibilities Number of years with respondent</p>	<p>Allison Long is a Senior Community Development Project Manager at GrantWorks. As a Senior Project Manager, Allison coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 2 years</p>
---	---

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Allison manages federal, state, and local grant-funded public infrastructure construction projects. These projects typically are for the construction of improvements to public water and wastewater systems but may include road, drainage, building, park, or housing improvement activities and can also be related to disaster recovery.</p> <p>Allison's academic qualifications include:</p> <ul style="list-style-type: none"> • MS, Community & Regional Planning, University of Texas, Austin, TX, 2017 • BS, Sociology, Belmont University, Nashville, TN, 2012 • Certified Planner, American Institute of Certified Planners, 2021 • TxCDBG Certified Administrator, TDA, 2021
---	--

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

Remove Personnel	Full Name	Vicki Spiess
------------------	------------------	--------------

Potential Role	Senior Project Manager
----------------	------------------------

Base Location	New Ulm, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	<p>Vicki Spiess is a Senior Community Development Project Manager at GrantWorks. As a Senior Project Manager, Vicki coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>In addition to managing CD and economic development projects, Vicki also writes grants for community and economic development projects. Vicki coordinates with municipalities, chambers of commerce, local businesses, economic development corporations and other local entities to develop projects from DRP/MS grant applications. Key tasks include gathering data, monitoring progress for key deadlines, and preparing application materials.</p> <p>Years with GrantWorks: 9 years</p>

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Vicki has 31 years of experience writing applications and managing CDBG and DRP/MS projects. Vicki Spiess began her career with Kerbow & Associates Consulting in 1991, where she managed over 200 grants, including CD, TCF, disaster recovery, and urgent needs projects.</p> <p>Other qualifications include:</p> <ul style="list-style-type: none"> • BA, Business Administration, Sam Houston State University, Houston, TX, 1990 • TxCDBG Certified Administrator, TDA, 2020
--	---

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

Remove Personnel	Full Name	Mac Bruce
------------------	-----------	-----------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Mac Bruce is a Community Development Project Manager at GrantWorks. As a Project Manager, Mac coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 1 year</p>
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Mac has over 6 years of project management and project development experience. At GrantWorks, he is managing projects totaling over \$2.25 million, funded through the GLO and TDA. Mac's academic qualifications include:</p> <ul style="list-style-type: none"> • MS, Community & Regional Planning, University of Texas, Austin, TX, 2020 • BA, English, Rhodes College, Memphis, TN, 2011 • TxCDBG Certified Administrator, TDA, 2021
--	---

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

Remove Personnel	Full Name	Cliff Calley
Potential Role Base Location		Project Manager Wimberley, Texas
Current Employment Current job title Job responsibilities Number of years with respondent		Cliff Calley is a Community Development Project Manager at GrantWorks. As a Project Manager, Cliff coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Years with GrantWorks: 1 year
Overall Total Years or relevant experience Other relevant experience or accomplishments		Cliff has 9 years of relevant project management experience. Before joining GrantWorks, Cliff worked with agencies to help manage process and facilitate various contracts for the GLO, TCEQ, University of Texas, and Railroad Commission of Texas. He assisted with the creation, review, execution, and implementation of different presentations, policies, and procedures. Through his work experience, Cliff worked closely with contracts ranging from \$100,000 to \$80 million. Cliff's academic qualifications include: <ul style="list-style-type: none"> • BS, Public Administration, Texas State University, San Marcos, TX, 2013 • TxCDBG Certified Administrator, TDA, 2021

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

Remove Personnel	Full Name	Eric Castro, PMP
Potential Role Base Location		Project Manager New Braunfels, Texas
Current Employment Current job title Job responsibilities Number of years with respondent		Erica Castro is a Community Development Project Manager at GrantWorks. As a Project Manager, Erica coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Years with GrantWorks: 1 year
Overall Total Years or relevant experience Other relevant experience or accomplishments		Erica has 5 years of relevant project management experience in the state grant and commercial construction industries. Erica has provided remote and on-site support for over \$10 million in projects for various clients throughout Texas and the United States. She has extensive experience in providing solutions for her clients and recognizes the importance of client satisfaction, timely deadlines, and project schedules. Her academic qualifications

include:

- BS, Environmental Engineering Technology, Texas State University, San Marcos, TX, 2013
- Certified Project Management Professional, Project Management Institute, 2021
- TxCDBG Certified Administrator, TDA, 2021

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

Remove Personnel	Full Name	Sean Conway
------------------	------------------	-------------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment	<p>Sean Conway is a Community Development Project Manager at GrantWorks. As a Project Manager, Sean coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 1 year</p>
Current job title	
Job responsibilities	
Number of years with respondent	

Overall	<p>Sean has 5 years of project management experience. His academic qualifications include:</p> <ul style="list-style-type: none"> • MS, Community & Regional Planning, University, Austin, TX, 2021 • BA, Economics, Saint Mary's College of California, Moraga, CA, 2016 • TxCDBG Certified Administrator, TDA, 2021
Total Years or relevant experience	
Other relevant experience or accomplishments	

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

Remove Personnel	Full Name	Robert Davila
------------------	------------------	---------------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment	<p>Robert Davila is a Community Development Project Manager at GrantWorks. As a Project Manager, Robert coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 3 years</p>
Current job title	
Job responsibilities	
Number of years with respondent	

Overall	<p>Robert has 3 years of project management experience. His responsibilities include managing grants under the GLO and TDA, including DRP/MS and Colonia projects. Other qualifications include:</p> <ul style="list-style-type: none"> • MS, Community & Regional Planning, University of Texas, Austin, TX, 2019 • BA, Urban Studies, University of Texas, Austin, TX, 2016 • TxCDBG Certified Administrator, TDA, 2021
Total Years or relevant experience	
Other relevant experience or accomplishments	

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

Remove Personnel	Full Name	Monika Gehl, AICP, LEED GA
------------------	------------------	----------------------------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment	<p>Monika Gehl is a Community Development Project Manager at GrantWorks. As a Project Manager, Monika coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 1 year</p>
Current job title	
Job responsibilities	
Number of years with respondent	

Overall	<p>Monika has 5 years of project management experience. Monika manages several CDBG-funded grants focused on community development through both the TDA and GLO. She also recently managed a disaster mitigation project through CDBG grants. Monika has assisted projects through start-ups, monitoring, and contract closeout. Her other qualifications include:</p> <ul style="list-style-type: none"> • MS, Community & Regional Planning, University of Texas, Austin, TX, 2021 • BS, Urban & Environmental Planning, University of Virginia, VA, 2017 • LEED Green Associate, US Green Building Council, 2017 • Certified Planner, American Institute of Certified Planners (AICP), 2021 • TxCDBG Certified Administrator, TDA, 2021
Total Years or relevant experience	
Other relevant experience or accomplishments	

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

Remove Personnel	Full Name	Aeli Gladstein
------------------	------------------	----------------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment	<p>Aeli Gladstein is a Community Development Project Manager at GrantWorks. As a Project Manager, Aeli coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 1 year</p>
Current job title	
Job responsibilities	
Number of years with respondent	

Overall	<p>Aeli has 7 years of project management and environmental planning experience. He has managed projects totaling \$55 million, funded through a variety of agencies including the GLO and TDA. Other qualifications include:</p> <ul style="list-style-type: none"> • MS, City & Regional Planning, Pratt Institute, Brooklyn, NY, 2021 • MS, Sustainable Environmental Systems, Pratt Institute, Brooklyn, NY, 2017
Total Years or relevant experience	
Other relevant experience or accomplishments	

- BA, Arts & Humanities, University of Maryland, College Park, MD, 2003
- TxCDBG Certified Administrator, TDA, 2021

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

Remove Personnel	Full Name	Anthony Gonzales
------------------	------------------	------------------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment	<p>Anthony Gonzales is a Community Development Project Manager at GrantWorks. As a Project Manager, Anthony coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 3 years</p>
Current job title	
Job responsibilities	
Number of years with respondent	

Overall	<p>Anthony has 5 years of relevant experience managing large and small-scale projects, coordinating with stakeholders and subcontractors, and developing stakeholder engagement plans. His academic qualifications include:</p> <ul style="list-style-type: none"> • BS, Geography, Texas State University, San Marcos, TX, 2016 • Lean Six Sigma Green Belt Certificate (ICGB), New Horizons Computer Learning Centers, February 2020 • TxCDBG Certified Administrator, TDA, 2021 • Microsoft Office Specialist Master Certification (MOS), Microsoft, Certificate No. 17833693
Total Years or relevant experience	
Other relevant experience or accomplishments	

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

Remove Personnel	Full Name	Julianna Greenberg
------------------	------------------	--------------------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment	<p>Julianna Greenberg is a Community Development Project Manager at GrantWorks. As a Project Manager, Julianna coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 1 year</p>
Current job title	
Job responsibilities	
Number of years with respondent	

Overall	<p>Julianna has 3 years of relevant project management experience. She has managed projects totaling over \$30 million, funded through a variety of agencies including the GLO,</p>
Total Years or relevant experience	

Other relevant experience or accomplishments	TDA, TDEM, and FEMA. Other qualifications include: <ul style="list-style-type: none"> • BS, Biological Sciences: Ecology & Evolution, University of Maryland, College Park, MD, 2019 • TxCDBG Certified Administrator, TDA, 2021
--	--

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

Remove Personnel	Full Name	Harley Guarnera
------------------	------------------	-----------------

Potential Role Base Location	Project Manager Austin, Texas
---------------------------------	----------------------------------

Current Employment Current job title Job responsibilities Number of years with respondent	Harley Guarnera is a Community Development Project Manager at GrantWorks. As a Project Manager, Harley coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Years with GrantWorks: 1 year
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	Harley has 3 years of project management experience. Harley has worked directly with an abundance of grants including, but not limited to, NOAA, CDBG and HOME. She also has experience working with floodplain mapping, housing, homeless shelters, and community engagement. Other qualifications include: <ul style="list-style-type: none"> • MS, Urban Planning, Texas A&M University, College Station, Texas, 2022 • BS, Urban & Regional Planning, Texas A&M University, College Station, TX, 2018
--	---

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

Remove Personnel	Full Name	Mitch Hendrick
------------------	------------------	----------------

Potential Role Base Location	Project Manager Austin, Texas
---------------------------------	----------------------------------

Current Employment Current job title Job responsibilities Number of years with respondent	Mitch Hendrick is a Community Development Project Manager at GrantWorks. As a Project Manager, Mitch coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Years with GrantWorks: 1 year
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	Mitch has 4 years of relevant project management experience. He is currently managing over \$20 million in grant projects through TDA and GLO. Projects consist of sidewalk improvements, water and sewer improvements, and drainage infrastructure improvements requiring property acquisition. Other qualifications include:
--	--

- MS, Urban Planning, University of Louisville, Louisville, KY, 2017
- BA, Criminal Justice, Illinois State University, Normal, IL, 2013
- TxCDBG Certified Administrator, TDA, 2021

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

Remove Personnel	Full Name	Melinda Kapelka
------------------	------------------	-----------------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Melinda Kapelka is a Community Development Project Manager at GrantWorks. As a Project Manager, Melinda coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>She assists municipalities with the execution and implementation of mitigation, disaster recovery, and community development grants. Fields of specialization include civil rights and citizen participation which ensures that all individuals in the community have equitable and informed opportunities to take part in the grant process</p> <p>Years with GrantWorks: 1 year</p>
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Melinda has 3 years of grant management and project management experience. Before joining GrantWorks, Melinda spent several years working as a Contract Specialist with TDA. The experience of managing over 100 contracts simultaneously gave her valuable insight into the inner workings of a State agency. Melinda's qualifications include:</p> <ul style="list-style-type: none"> • MA, Communication, Texas State University, San Marcos, TX, 2000 • BA, Communication, Texas State University, San Marcos, TX, 2002
--	--

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

Remove Personnel	Full Name	Sam Lilley
------------------	------------------	------------

Potential Role	Project Manager
Base Location	Houston, Texas

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Sam Lilley is a Community Development Project Manager at GrantWorks. As a Project Manager, Sam coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 1 year</p>
---	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	Sam has 1 year of project management and 13 years of environmental compliance, preliminary site assessment, and disaster recovery field experience. Before joining GrantWorks, he worked on projects in the public and private sectors dealing with regulatory compliance, natural resource management and protection, construction and environmental disaster recovery, construction permitting, construction oversight, and remediation activities involving water, soil, and air sampling. Other qualifications include: <ul style="list-style-type: none"> • BS, Environmental Science, University of Texas of the Permian Basin, Odessa, TX, 2007 • TxCDBG Certified Administrator, TDA, 2021
--	---

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

Remove Personnel	Full Name	Michaela Mangum
-------------------------	------------------	-----------------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment Current job title Job responsibilities Number of years with respondent	Michaela Mangum is a Community Development Project Manager at GrantWorks. As a Project Manager, Michaela coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Years with GrantWorks: 1 year
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	Michaela has 2 years of relevant project management experience. Her academic qualifications include: <ul style="list-style-type: none"> • MS, Disaster Science & Management, University of Delaware, Newark, DE • BS, Political Science, Appalachian State University, Boone, NC • TxCDBG Certified Administrator, TDA, 2021
--	--

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

Remove Personnel	Full Name	Carlissa Miller
-------------------------	------------------	-----------------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment Current job title Job responsibilities Number of years with respondent	Carlissa Miller is a Community Development Project Manager at GrantWorks. As a Project Manager, Carlissa coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Years with GrantWorks: <1 year
---	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	Carlissa has a total of 7 years of contract and project management experience. Other qualifications include: <ul style="list-style-type: none"> • MS, Management & Leadership, Western Governors University, Salt Lake City, UT, 2021 • BS, Business Management, Western Governors University, Salt Lake City, UT, 2019
--	--

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

Remove Personnel	Full Name	Viviana Ortiz
Potential Role	Project Manager	
Base Location	Austin, Texas	

Current Employment Current job title Job responsibilities Number of years with respondent	Viviana Ortiz is a Community Development Project Manager at GrantWorks. As a Project Manager, Viviana coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Years with GrantWorks: 1 year
---	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	Viviana has a total of 5 years of project management experience. Before joining GrantWorks, Viviana was a Project Manager in the medical device industry where she developed and maintained medical device compliance. Her academic qualifications include: <ul style="list-style-type: none"> • BA, Political Science and Government, University of Texas, Austin, TX, 2017 • Lean Six Sigma Yellow Belt Certification, August 2020
--	---

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

Remove Personnel	Full Name	Kevin Pell
Potential Role	Project Manager	
Base Location	Austin, Texas	

Current Employment Current job title Job responsibilities Number of years with respondent	Kevin Pell is a Community Development Project Manager at GrantWorks. As a Project Manager, Kevin coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Kevin currently manages numerous CDBG-funded grants, including TDA CD and DRP/MS and GLO CDBG-DR projects. Years with GrantWorks: 1 year
---	--

Overall Total Years or relevant experience	Kevin has 4 years of relevant project management experience. He has successfully managed state and federally funded projects from contract execution to monitoring and
--	--

Other relevant experience or accomplishments	project closeout. Other qualifications include: <ul style="list-style-type: none"> • BA, Sociology, Texas A&M University, College Station, TX, 2016 • TxCDBG Certified Administrator, TDA, 2021
--	---

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

Remove Personnel	Full Name	Minnie Pilli
------------------	------------------	--------------

Potential Role Base Location	Project Manager Austin, Texas
---------------------------------	----------------------------------

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Minnie Pilli is a Community Development Project Manager at GrantWorks. As a Project Manager, Minnie coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Minnie currently manages numerous CDBG-funded grants, including TDA CD and DRP/MS and GLO CDBG-DR and CDBG-MIT projects.</p> <p>Years with GrantWorks: 1 year</p>
---	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Minnie has 5 years of relevant project management experience. Other qualifications include:</p> <ul style="list-style-type: none"> • BA, Government, University of Texas, Austin, TX, 2008 • TxCDBG Certified Administrator, TDA, 2021
--	---

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

Remove Personnel	Full Name	Calvin Poznik
------------------	------------------	---------------

Potential Role Base Location	Project Manager Austin, Texas
---------------------------------	----------------------------------

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Calvin Poznik is a Community Development Project Manager at GrantWorks. As a Project Manager, Calvin coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. His job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits. Calvin currently manages numerous CDBG-funded grants, including TDA CD and DRP/MS and GLO CDBG-DR and CDBG-MIT projects.</p> <p>Years with GrantWorks: 2 years</p>
---	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Calvin has 5 years of grant and project management experience. He has processed and disbursed more than \$16 million in federal grant funds. Before joining GrantWorks, Calvin also facilitated the closeout of 295 sub-grants across 10 major disasters for state and local governments. Other qualifications include:</p>
--	--

- BS, Emergency Management & Homeland Security, University of Akron, Akron, OH, 2016
- Certificate, Geographic & Land Information Systems, University of Akron, Akron, OH, 2016
- TxCDBG Certified Administrator, TDA, 2021

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

Remove Personnel	Full Name	Shirley Rempe
------------------	------------------	---------------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment	<p>Shirley Rempe is a Community Development Project Manager at GrantWorks. As a Project Manager, Shirley coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 1 years</p>
Current job title	
Job responsibilities	
Number of years with respondent	

Overall	<p>Shirley has over 6 years of experience managing a wide range of capital improvement and infrastructure projects including flood and drainage infrastructure, pedestrian and bicycle improvements, tree planting and urban greening, solar installation and energy efficiency retrofits, public art, and parks development. She has worked with localities, public agencies, and community-based groups providing direct technical assistance navigating a wide range of federal and state grant programs across multiple states. Her expertise spans a variety of grant programs and project types and includes administrative process planning, coordinating community outreach and engagement, and grant compliance review with special attention to confirming guiding regulations and setting up systems within new and first-year grants.</p> <p>Other qualifications include:</p> <ul style="list-style-type: none"> • MS, Urban Planning, University of Michigan, Ann Arbor, MI, 2015 • BA, Individualized Studies, New York University, New York, NY, 2008 • TxCDBG Certified Administrator, TDA, 2021
Total Years or relevant experience	
Other relevant experience or accomplishments	

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

Remove Personnel	Full Name	Rachel Thomas
------------------	------------------	---------------

Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment	<p>Rachel Thomas is a Community Development Project Manager at GrantWorks. As a Project Manager, Rachel coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews,</p>
Current job title	
Job responsibilities	
Number of years with respondent	

	<p>preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Rachel has experience administering CDBG and CDBG-DR grants as well as conducting NEPA environmental reviews.</p> <p>Years with GrantWorks: 2 years</p>
--	---

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Rachel has a total of 3 years of environmental and project management experience. Other qualifications include:</p> <ul style="list-style-type: none"> • MS, Community & Regional Planning, University of Texas, Austin, TX, 2019 • BA, Geography & Sustainability, Miami University, Oxford, OH, 2016 • TxCDBG Certified Administrator, TDA, 2021
---	--

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

Remove Personnel	Full Name	Kat White, LEED GA
------------------	------------------	--------------------

Potential Role Base Location	Project Manager Austin, Texas
---------------------------------	----------------------------------

<p>Current Employment Current job title Job responsibilities Number of years with respondent</p>	<p>Kat White is a Community Development Project Manager at GrantWorks. As a Project Manager, Kat coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility, serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 1 year</p>
---	---

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Kat has 3 years of relevant project management experience. Before joining GrantWorks, she provided environmental consulting services for infrastructure projects in the City of Austin. She has a background in environmental science, communication, and public affairs. Other qualifications include:</p> <ul style="list-style-type: none"> • MPA, Local Environmental Policy, University of Texas, TX, Texas, 2019 • BS, Environmental Science, Baylor University, Waco, TX, 2017 • LEED Green Associate, US Green Building Council, 2020 • Certified Erosion, Sedimentation, & Stormwater Inspector #5679, 2019
---	---

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

Remove Personnel	Full Name	Christina Wirsching, PhD, AICP
------------------	------------------	--------------------------------

Potential Role Base Location	Project Manager Austin, Texas
---------------------------------	----------------------------------

<p>Current Employment Current job title Job responsibilities Number of years with respondent</p>	<p>Christina Wirsching is a Community Development Project Manager at GrantWorks. As a Project Manager, Christina coordinates and expedites community development projects, working directly with the local governments, Texas CDBG staff, third-party project engineer, and other stakeholders. Her job responsibilities include managing projects and finances, preparing and submitting draw requests, performing acquisition activities and reporting, establishing and maintaining a filing system, submitting all required reports to TDA, coordinating with stakeholders, coordinating civil rights and fair housing requirements, preparing and submitting modification or amendment requests, reviewing construction contract documents for CDBG compliance, verifying contractor eligibility,</p>
---	--

	<p>serving as a Labor Standards Officer, attending pre-construction conferences and providing instruction to contractors, coordinating and conducting employee interviews, preparing the final Project Completion Report, and serving as a liaison during monitoring visits.</p> <p>Years with GrantWorks: 1.5 years</p>
--	--

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Christina has 1.5 year of relevant project management experience. Other qualifications include:</p> <ul style="list-style-type: none"> • PhD, Community & Regional Planning, University of Texas, Austin, TX, 2018 • MS, Community & Regional Planning, University of Texas, Austin, TX, 2011 • BA, Geography, University of Texas, Austin, TX, 2005 • Certified Planner, American Institute of Planners (AICP), 2021 • TxCDBG Certified Administrator, TDA, 2021
---	---

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

Remove Personnel	Full Name	Wesley McPhail
------------------	------------------	----------------

Potential Role Base Location	Labor Standards Manager Newton, Texas
---------------------------------	--

<p>Current Employment Current job title Job responsibilities Number of years with respondent</p>	<p>Wesley McPhail serves as the Labor Standards Manager on TxCDBG projects funded by HUD and administered by the GLO and TDA for cities and counties. He ensures project contractors provide payrolls and related paperwork in a timely manner and often guides contractors to assist them in submitting their payrolls and understanding all applicable labor standards requirements. He also works with project managers to ensure that agency reports and other program documents are completed and submitted.</p> <p>Wesley has helped the labor team update internal procedures to better track the submission and processing of labor standards paperwork. This includes updating the payroll packet for TxDOT TIF and TDA projects, ensuring that contractors are provided the most up-to-date guidance concerning their responsibilities on construction projects. These updates also better assist contractors in their understanding of labor standards requirements. Wesley has helped the labor team develop advice to help project managers, engineers, and contractors work under contracts that contain dual wage decisions.</p> <p>Wesley's extensive experience monitoring labor standards on large, multi-contractor projects led to him being assigned as the LSM on upcoming projects with multiple funding sources, including a project in Kerr County with combined funding administered through TDA's CEDAP and Colonia programs and TWDB, along with additional upcoming EDA and TxDOT projects. He has also assisted the environmental team with initial environmental reviews for four GLO administered Hurricane Harvey infrastructure recovery projects in the cities of Aransas Pass, Palacios, and Port Lavaca, and Colorado County.</p> <p>Years with GrantWorks: 2 years</p>
---	--

<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Wesley has 12 years of relevant experience working on Davis-Bacon labor standards. He ensures that project contractors provide payrolls and related paperwork in a timely manner and often guides contractors to assist them in submitting their payrolls and understanding all applicable labor standards requirements. Other qualifications include:</p> <ul style="list-style-type: none"> • TxCDBG Certified Administrator, TDA, 2021
---	---

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

Remove Personnel	Full Name	Jill Hooks
------------------	------------------	------------

Potential Role Base Location	Labor Standard Specialist Kirbyville, Texas
---------------------------------	--

Current Employment	Jill Hooks serves as the Labor Standards Specialist on TxCDBG projects funded by HUD
---------------------------	--

Current job title Job responsibilities Number of years with respondent	and administered by the GLO and TDA. Her work ensures that project contractors provide payrolls and related paperwork quickly. She often guides contractors to help them submit their payrolls and understand all applicable labor standards requirements. She also works with project managers to ensure that agency reports and other program documents are completed and submitted. Jill has helped the labor team update internal procedures to better track the submission and processing of labor standards paperwork. This includes updating the payroll packet for TxDOT TIF and TDA projects, ensuring that contractors are provided the most up-to-date guidance concerning their responsibilities on construction projects. These updates also better assist contractors in their understanding of labor standards requirements. Jill has helped the labor team develop advice to help project managers, engineers, and contractors work under contracts that contain dual wage decisions. Years with GrantWorks: 3 years
--	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	Jill has 14 years of relevant labor standards experience. Before joining GrantWorks, Jill worked as a Project Manager and Labor Standards Officer for 11 years. As the Labor Standards Officer, Jill was responsible for Section 3 reporting and requirements. She helped prepare CDBG applications, maintained financial and grantee grant files, prepared quarterly reports, worked with project engineering firms, closed out grant files, and prepared files for HUD and GLO grant monitoring. She also conducted pre-construction conferences with contractors, prepared and submitted grant documents to state agencies on behalf of cities and counties, conducted public hearings, presented at city council meetings, and served as the payroll officer. Other qualifications include: • TxCDBG Certified Administrator, TDA, 2021
--	---

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

Remove Personnel	Full Name	Cynthia Vallejo-Zbranak, CFM
------------------	------------------	------------------------------

Potential Role Base Location	Senior Environmental Manager Austin, Texas
---------------------------------	---

Current Employment Current job title Job responsibilities Number of years with respondent	Cynthia Vallejo-Zbranak is an Associate Vice President of Environmental Services. She joined GrantWorks in 2019 after retiring from the State of Texas. She has 27+ years of experience with federally funded programs, including environmental compliance for various HUD-funded programs and project management with the Texas CDBG program. Cynthia brings an in-depth knowledge of the federal regulations for environmental compliance and project implementation of the CDBG program. Since 2019, Cynthia has acted as an embedded employee of the Texas General Land Office. Working in the environmental division, she provides technical assistance to staff and grantees, performs environmental reviews, and conducts training on the GLO's compliance standards. Years with GrantWorks: 3 Years
---	---

Overall Total Years or relevant experience Other relevant experience or accomplishments	As the Senior Environmental Specialist at the TDHCA, Cynthia created strategies and guidance to achieve environmental compliance more effectively and efficiently. With the Texas CDBG program, Cynthia served in multiple project management roles that gave her direct experience and insight that provided a broader perspective of the program. In her tenure with these agencies, Cynthia created policy, developed application guides, implementation manuals, and scoring criteria, wrote standard operating procedures (SOPs), conducted community workshops, provided training, and managed projects. Cynthia's academic qualifications include: • BBA, Business Administration, Texas State University, San Marcos, TX, 1989 • Certified Floodplain Manager, Association of State Floodplain Managers, 2021
--	--

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

Remove Personnel	Full Name	Brice Bloomer, CFM
------------------	------------------	--------------------

Potential Role	Environmental Manager
Base Location	Austin, Texas

Current Employment Current job title Job responsibilities Number of years with respondent	Brice Bloomer is an Environmental Manager. He implements NEPA environmental compliance for HUD-funded TxCDBG projects including CD, TCF, CCF, and HOME. His job responsibilities include researching and interpreting environmental compliance data to draft and compile Environmental Review Records, including Tiered Reviews; compliance with state and federal laws such as Section 106 of the National Historic Preservation Act, the Clean Air Act, the Safe Drinking Water Act, Executive Orders 11988 and 11990, the Coastal Zone Management Act, and the Endangered Species Act; and coordinating with state and federal agencies to facilitate environmental review and clearance. Years with GrantWorks: 3 years
---	--

Overall Total Years or relevant experience Other relevant experience or accomplishments	Brice has a total of 6 years of relevant environmental experience. Before joining GrantWorks, Brice gained 3 years of relevant NEPA environmental compliance experience. He successfully completed over 120 NEPA Reports as well as environmental assessments, migratory bird studies, biological assessments and over 100 Phase I ESAs. He has experience with disaster recovery, public infrastructure construction, and environmental compliance requirements for HUD-funded housing, parks, and coastal projects. Other qualifications include: <ul style="list-style-type: none"> • BS, Environmental Studies, Texas A&M University, College Station, TX, 2016 • TxCDBG Certified Administrator, TDA, 2021 • Certified Floodplain Manager, Association of State Floodplain Managers, 2021
--	---

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

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

GrantWorks is committed and available to perform the functions required by this RFQ and the services represented in this response. We have committed full-time employees and years of experience to undertake any project.

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 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

GrantWorks is designated as a small business on the Texas Centralized Master Bidders List and meets the SBA small business definition.

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

We perform GrantWorks services on behalf of local governments and state agencies without regard to race, national origin, religion, color, sex, gender identity, sexual orientation, age, familial status, or disability. GrantWorks does not discriminate in employment opportunities in accordance with federal, state, and local laws.

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

GrantWorks is Texas' leading grant management firm, specializing in state and federal programs used by local and state governments for housing, recovery, mitigation, infrastructure, planning, and economic development. The breadth of our experience gives us a solid working knowledge of program-specific requirements and cross-cutting federal regulations, including

but not limited to 2 CFR 200. Our Texas roots enable us to effectively and efficiently support both local governments and relevant state agencies and successfully implement programs within federal and Texas statutory frameworks.