

Firm Name: A & J Howco Services, Inc	DUNS Number: 039581835	Federal EIN: 75-2795757
Prequalification Contact First, Last Name and Title: Kay Howard, President	Phone Number: +1 (806) 797-4299	Prequalification Contact E-mail Address: kay@howco.net
Firm Web Address www.howco.net	Firm Mailing Address 8207 Hudson Ave, Ste C, Lubbock, TX	Name of Firm's President/Managing Officer: Kay Howard, 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.

A & J Howco Services, Inc. has been in business since 1993. Kay Howard, President of A & J Howco Services, Inc. has over 35 years of experience in Community Development Block Grant programs. Her experience includes coordinating over 325 funded applications for the Texas Department of Agriculture and the Texas Department of Housing and Community Affairs. As CEO, she oversees project administration. The firm is considered a "woman-owned" business based on its incorporation under the federal and state regulations.

Howco's team interacts with various governmental agencies, non-profit organizations and private foundations regarding potential resource for funds. Our combined 60 plus years of experience provides particular knowledge in programs operated by the State of Texas. A vast majority of our work has been for cities, counties and school districts. We realize that each entity is unique with specific needs. To accommodate their necessities, we implement our experience with a large array of strategies to locate resources for small communities.

Our firm provides application preparation and grant administration for many different types of CDBG infrastructure projects, including water, sewer, and drainage/street improvements. Additionally, Howco Services helps with various other projects, such as TDHCA HOME-Rehabilitation and Reconstruction, Texas Parks & Wildlife Parks, Disaster Grants, Texas Capital Fund including Main Street and Downtown Revitalization, Planning Grants and Renewable Energy grants.

Specifically, Howco provides assistance for entities to conduct needs assessments to identify fundable programs. Services include, but are not limited to, developing reviews of available funding sources; preparing organizational background statements, formatting letters of intent to submit to grant agencies; design and complete grant proposals (electronic, forms or letter format); monitoring status of submitted grant applications; attending meetings with client staff, governmental officials, and board members; and preparing status reports for clients and agencies. Howco offers grant administration services for complex projects. Our firm will serve as the facilitator to keep the project moving forward, meeting milestones, and report to the funding agency.

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

A & J Howco Services has had the privilege of assisting entities around the State of Texas with over 325 CDBG funded projects. We prepare the application and once funded, we remain faithful with the administration services until the project completion.

Our team's daily involvement includes the development of projects for submission of grant application(s), initiation of project files and accounting systems, prepare and re-evaluate environmental review records, document equal opportunity and civil rights compliance, research the city or county records for acquisition procedures, implement acquisition of real property, review procurement and contract policies, conduct labor standards review of construction contractors, counsel with auditors in regards to the Single Audit Act, prepare contract amendments and budget modifications, submit all closeout documentation and special reports, interact with regional coordinator(s), auditor(s), monitor(s), and specialist(s) and oversee all CDBG Programs. A & J

Howco Services strives to complete projects in a timely manner and within budget. Rare occasions have made it necessary for a contract to be extended due to unforeseen circumstances.

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

- a. Community wide infrastructure projects
- b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement
- c. Job creation programs, including TCF-Infrastructure/Real Estate
- d. Projects involving multiple funding sources

During the past 25 years, A & J Howco Services provided application assistance and grant management for community wide infrastructure as well as area specific (target) projects. The types of construction projects are water and wastewater treatment facilities, water storage facilities and wells, county roads and renewable energy projects for a pilot water treatment program and water wells. In natural disasters, Howco provided housing rehabilitation services through CDBG as well as TDHCA programs. Job creation project included a railway spur for a Texas company that refurbishes railroad cars. Due to funding constraints for TDA projects, many of the cities and counties (sponsored for water supply corporations) require funding from Texas Water Development Board and United States Department of Agriculture. Howco provides environmental, construction contract management and labor standard reviews on these construction projects for the other funding source as needed.

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

A & J Howco Services, Inc. offers grant application preparation and administration of grants from beginning to end, including procurement of professional services, financial management, environmental reviews ranging from exempt to environmental assessments, civil rights requirements including equal opportunity and fair housing, labor standards, contract modifications and amendments and all additional requirements, pertaining to the Texas Department of Agriculture's grants. Howco's fees average 12% to 14%, not to exceed \$50,000. For example, the fee for a CDBG award of \$275,000.00 would be \$30,250.00. Typically, awarded planning grants are subcontracted to planning and engineering firms. We subcontract park, foundation and other non-profit applications and various other work to consultants who specialize in such fields. Special studies required for environmental reviews, such as Archaeological surveys, Wetland Delineations, Phase I or II, ESA, etc. are subcontracted to firms with expertise in such areas. Howco Services has subcontracted engineering firm, Enprotec Hibbs & Todd for a Horned Lizard Survey, as required for an environmental review; Hicks & Company for required Archaeology survey; and Public Management, Inc and Jacob & Martin for CDBG planning Grants. Additionally, Howco contracts with Todd Cave, Cave Consulting, for Environmental Reviews, IT services, web site design, and Google applications.

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

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

A & J Howco Services, Inc. may serve the entire State of Texas. However, we primarily work in the council of government areas of West Central Texas, Central Texas, North Central Texas, Nortex, South Plains, Permian Basin, and Concho Valley.

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

The goal of A & J Howco Services, Inc. is to effectively and efficiently administer to the needs of our clients. When providing grant management services, we consider ourselves an extra employee of the city or county. As that employee, we seek to work efficiently, establishing trust and goodwill with the entity. All employees of A & J Howco Services, Inc. are trained in each area of CDBG Grants. We work together, as a team, to ensure that the clients' needs and requirements are met. Each employee of A & J Howco Services, Inc. participates in every project, focusing on their area of expertise. Our team communicates with each other to ensure progress and success of each project. Howco Services is administering grants in various stages. Our current workload includes 24 active CDBG grants. Our firm has the staff and ability to take on new or additional projects.

7. Is the respondent a TxCDBG certified administrator?  Yes, certified 2018

If "No", provide most recent year of certification:

No, will become certified if selected

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

Project Data and References		Add Project
Remove Project	<b>Project Name</b>	Strawn & Mingus, TxCDBG 721548
Facility Type and Use		Water Improvements, Install new Waterline and Wells for an additional source of water
Project Location (Jurisdiction)		Strawn
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		The project will serve 817 persons, install 85,000 linear feet of 8-inch water line, including boring and encasement, 3 wells, and a pump station.
Role & Responsibilities		Administer grant from procurement through closeout, including Performance Statement modifications, full environmental assessment, Construction Contract Change Orders, Fair Housing and Civil Rights Compliance, Acquisition, Financial Management of Grant and Match funds, Labor Standards compliance, Reporting requirements, Self-monitoring review assistance and financial desk review for TDA, assist the City with Closeout including Final public hearing and project completion reports.
Project Cost		\$2,132,500.00
Financing/Funding Source		TxCDBG/HUD, TWDB, City of Strawn, City of Mingus
Method of Documenting Beneficiaries		An approved TxCDBG Survey was used to identify beneficiaries.
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review: start 02/15/16 - Authority to Use Grant Funds on 08/19/16. Construction: 09/01/17 to ongoing Project is ongoing. The contract end date was extended due to acquisition issues.
Monitoring and Verification Methods		Project is in progress. It is unknown if it will be selected for a full Desk Review by TDA or Self-Monitoring Desk Review. A & J Howco Services, inc. will compile any necessary records to assist and complete the final review.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Kay Howard: President and Project Manager, Procurement, Desk Review Lisette M Howard: Civil Rights Compliance, Environmental Review, Financial Management, Closeout requirements Jan Torres: Labor Standards Compliance, Reporting Requirements (Annual Reports) Becky Bixler: Records Maintenance
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.		Danny Miller, City Secretary, City of Strawn, 254-672-5311, city@strawntx.com
Remove Project	<b>Project Name</b>	Graford TxCDBG 7216191
Facility Type and Use		Water & Sewer Improvements, Replace water lines and sewer manhole.
Project Location (Jurisdiction)		Graford, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		The project served the entire City of Graford, 591 persons. The project replaced over 5,000 linear feet of water line, boring, hydrants, and one manhole.

Role & Responsibilities	Administer grant from procurement through closeout, including Performance Statement modifications, full environmental assessment, Construction Contract Change Orders, Fair Housing and Civil Rights Compliance, Acquisition, Financial Management of Grant and Match funds, Labor Standards compliance, Reporting requirements, Self-monitoring review assistance and financial desk review for TDA, assist the City with Closeout including Final public hearing and project completion reports.
Project Cost	\$288,750.00
Financing/Funding Source	CDBG/HUD and City of Graford
Method of Documenting Beneficiaries	An approved TxCDBG survey
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Assessment: 11/22/2016 - Authority to Use Grant Funds 05/31/2017 Construction Start: 10/30/17 Project was completed 9 months ahead of schedule. Due to the availability of grant funds, the City was able to add on some additional water line. The project was completed on 09/28/17 and closed out in October 2018.
Monitoring and Verification Methods	A self-certification review was done by Howco, and approved by TDA.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kay Howard: President and Project Manager, Procurement, Desk Review Lisette M Howard: Civil Rights compliance, Environmental Review, Financial Management, Closeout requirements Jan Torres: Labor Standards Compliance, Reporting Requirements (Annual Reports)
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Cindy Perry, City Secretary, (940) 664-2125, graford@uwmail.com
<input type="checkbox"/> Remove Project	<b>Project Name</b> Coleman, TxCDBG 7216252
Facility Type and Use	Downtown-Sidewalk Improvements
Project Location (Jurisdiction)	City of Coleman
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Replace approximately 550 linear feet of sidewalk, curb and gutter, ADA compliant ramps, handrails, and appurtenances.
Role & Responsibilities	Administer grant from procurement through closeout, including Performance Statement modifications, full environmental assessment, construction contract Change Orders, Fair Housing and Civil Rights Compliance, Financial Management of Grant and Match funds, Labor Standards compliance including Force Account labor, Reporting requirements, desk review, and assist the City with Closeout requirements, including Final public hearing and project completion reports.
Project Cost	\$325,000
Financing/Funding Source	CDBG Funds from TDA/HUD and City of Coleman
Method of Documenting Beneficiaries	2010 Census Data
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: 04/01/17 to 11/01/17. Construction Start: 03/06/18 Project is completed and beginning closeout procedures. Will be completed on time.

Monitoring and Verification Methods	This project is in progress. It is unknown if it will be selected for a full Desk Review by TDA or Self-Monitoring Desk Review. A & J Howco Services, Inc. will compile any necessary records to assist and complete the final review.	
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kay Howard: President and Project Manager, Procurement, Desk Review Lisette M Howard: Civil Rights compliance, Environmental Review, Financial Management, Closeout requirements, In-kind/Force Account labor. Jan Torres: Labor Standards Compliance, Reporting Requirements	
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Karen Langley, City Secretary, 325-625-4116, karenl@web-access.net	
<input type="checkbox"/> Remove Project	<b>Project Name</b>	City of Slaton, TxCDBG 7216420
Facility Type and Use	Water Improvements	
Project Location (Jurisdiction)	City of Slaton	
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	The project will benefit 5,970 persons and install approximately 8,420 linear feet of 8-inch to 12-inch water line, boring, meter, valves, and appurtenances.	
Role & Responsibilities	Administer grant from procurement through closeout, including Performance Statement modifications, full environmental assessment, construction contract Change Orders, Fair Housing and Civil Rights Compliance, Financial Management of Grant and Match funds, Labor Standards compliance, Force Account, Reporting requirements, desk review, and assist the City with Closeout procedures, including Final public hearing and project completion reports.	
Project Cost	\$609,211.43	
Financing/Funding Source	TDA/HUD and local match through the City of Slaton	
Method of Documenting Beneficiaries	2010 Census Data	
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review, 12/01/16 to 05/03/17 Construction, 10/12/17 to 09/13/18 The project is complete. The City installed the waterline via force account (city forces). The project was completed on time.	
Monitoring and Verification Methods	The project was selected for a self-monitoring desk review, which was submitted in December 2018. There were no known findings at the time of submission.	
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kay Howard: President and Project Manager, Procurement, Desk Review Lisette M Howard: Civil Rights compliance, Environmental Review, Financial Management, Closeout requirements, In-kind/Force Account labor. Jan Torres: Labor Standards Compliance, Reporting Requirements (Quarterly and Annual Reports)	
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Mike Lamberson, City Administrator, (806) 828-2000, mlamberson@cityofslaton.com D.W. Englund, Mayor, (806) 828-2000	
<input type="checkbox"/> Remove Project	<b>Project Name</b>	City of Lamesa TxCDBG 7216280
Facility Type and Use	Water Improvements, Water line Replacement	
Project Location (Jurisdiction)	City of Lamesa	



<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	The City replaced approximately 3,424 linear feet of 6-inch water lines, hydrants and appurtenances.
<b>Role &amp; Responsibilities</b>	Administer grant from procurement through closeout, including Performance Statement modifications, full environmental assessment, construction contract Change Orders, Fair Housing and Civil Rights Compliance, Financial Management of Grant and Match funds, Labor Standards compliance, Reporting requirements, desk review, and assist the City with Closeout requirements, including Final public hearing and project completion reports.
<b>Project Cost</b>	\$350,000
<b>Financing/Funding Source</b>	THD/HUD
<b>Method of Documenting Beneficiaries</b>	The City conducted a door-to-door survey
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: 12/20/16 to 04/07/17 Construction, 06/05/17 to current Project was completed 9 months ahead of schedule. Due to the availability of grant funds, the City added on an additional street and completed the work with city forces (force account). The additional work was completed 08/25/18, prior to the contract end date of 09/14/18.
<b>Monitoring and Verification Methods</b>	The project was selected for an interim self-monitoring desk review, which was completed with no findings. The remaining documents are being compiled for submission to TDA.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kay Howard: President and Project Manager, Procurement, Desk Review Lisette M Howard: Civil Rights compliance, Environmental Review, Financial Management, Closeout requirements, In-kind/Force Account labor. Jan Torres: Labor Standards Compliance, Reporting Requirements (Annual Reports)
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Shawna Burkhart, City Manager, (806) 872-2124, sburkhart@ci.lamesa.tx.us Josh Stevens, Mayor, (806) 872-2124

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 personnel who will potentially be assigned responsibility for a core project task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

A & J Howco Services, Inc also works with Public Management, Inc. for Planning Grants and Texas Capital Fund grants for job creation in Texas Communities.

Personnel Profile(s)		Add Personnel
Remove Personnel	<b>Full Name</b>	Anita Kay Howard
Potential Role	Base Location	President and CEO of A & J Howco Services, Inc. Lubbock, Texas
<b>Current Employment</b> Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	A & J Howco Services, Inc. Chief Executive Officer As a principal in the company with over 38 years of solid experience in Community Development Block Grant programs. Job responsibilities are focused on development of grant application and review, preparation and tabulation of beneficiary survey data and project administration. Other duties include overall project administration with emphasis on financial management and environmental studies.	
<b>Previous Employment</b> Job Title Company name Job responsibilities	Gary R. Traylor & Associates Senior Vice President Provide grant application and administration services to West Texas clients 12 years	

Number of years with firm	
<b>Academic/Professional Qualifications</b> Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	<p>Graduated from Lubbock High School. Attended Oklahoma City Community College and Texas Tech University.</p> <p>Served as Secretary/Treasurer of Dillard Electric Company, Inc., an electrical construction company from 1974 to 1981.</p> <p>Served as Vice President - Project Manager of Traylor &amp; Associates from 1981 to 1993.</p> <p>President of A &amp; J Howco Services, Inc. from 1993 to present.</p> <p>Elected President and Treasurer of American Business Women's Association, Temprano Chapter.</p> <p>Selected as one of the top 10 Women Entrepreneur in Lubbock in 1996.</p> <p>Certified to Administer TxCDBG projects.</p>
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	38
Remove Personnel	<b>Full Name</b> Lisette Howard
Potential Role Base Location	Project Manager McKinney, Texas
<b>Current Employment</b> Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>Project Manager</p> <p>Job Responsibilities includes oversees and manages project from beginning to end, including civil rights &amp; fair housing compliance, financial management, contract modifications, labor standards review, acquisition procedures, in-kind/force account requirements and closeout for all CDBG, Colonia, Capital Fund, DRP and Disaster Grants. Has extensive experience with environmental reviews.</p> <p>Member of A &amp; J Howco Services for 13 years.</p>
<b>Previous Employment</b> Job Title Company name Job responsibilities Number of years with firm	<p>Human resources assistant at Sul Ross State University. 2006-2008</p> <p>Duties included payroll assistance, transcript assistant, records management, and communication services.</p> <p>Office Manager at Backyard Brilliance, 2004-2006</p> <p>Duties included accounts payable/receivables, scheduling, advertising &amp; marketing, supplies and inventory.</p>
<b>Academic/Professional Qualifications</b> Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	<p>Graduate, PSJA North High School, Pharr, Texas, 1997</p> <p>Graduate, Bachelor of Science - Community Health, Texas A &amp; M University, 2002</p> <p>Graduate, Master of Science, Kinesiology, University of North Texas, 2006</p> <p>Certified to Administer TxCDBG projects.</p>
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	13 years experience with A & J Howco Services.
Remove Personnel	<b>Full Name</b> Janet (Jan) Torres
Potential Role Base Location	Lubbock, Texas Project Manager
<b>Current Employment</b> Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	<p>Project Manager</p> <p>Job Responsibilities include communication with engineers, contractors, city/county personnel regarding the enforcement of Labor Standards requirements as outlined by the State of Texas. These include compliance with Davis Bacon requirements and related Acts Provisions and Procedures, construction management and labor standards review of all projects and the preparation of reports to the required agencies. Jan also oversees our</p>

	HOME program. 5 years with Howco.
<b>Previous Employment</b> Job Title Company name Job responsibilities Number of years with firm	Children's Pastor/Academic Dean of Bible School Harvest Church Plan teaching curriculum, organization of activities, maintain records, files, verbal and written communication. 18 Years Social Worker I, II, Supervisor I Missouri Division of Family Services, Child Protective Unit Contact with families and community resources, preparation of Court and other reports, maintain caseload, verbal and written communications 5 years Program Director I, II, Kansas City YMCA and YWCA Plan programs for youth and women, oversee Child Care programs, budget, record keeping, written and verbal communication
<b>Academic/Professional Qualifications</b> Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Graduate, Smith-Cotton High School, Sedalia, Missouri Graduate, Concordia University, Seward, Nebraska, Bachelors in Social Work Graduate, Rhema Bible Training Center, Broken Arrow, Oklahoma, Theological Studies Graduate, International College of Excellence, Lubbock, Texas, Masters in Theology Certified to Administer TxCDBG projects.
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	5 years experience with A & J Howco Services, Inc. 15 years experience in the administrative field of social services and non-profit sectors with an understanding of the needs of people as well as the community. Directorship roles for the YWCA, YMCA and Division of Family Services in Missouri and 20 years of non-profit church service in the Lubbock area.
Remove Personnel	<b>Full Name</b> Peggy York
Potential Role Base Location	Goldthwaite, Texas
<b>Current Employment</b> Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Peggy York Consulting - Subcontractor
<b>Previous Employment</b> Job Title Company name Job responsibilities Number of years with firm	Peggy York Consulting to the present. Peggy York has 22 years relevant experience, including CDBG grants for the city of Goldthwaite, Texas. Job Responsibilities include research, write and administer grants for non-profit organizations including City and County Libraries, Parks, Fire Departments, Health Care Facilities, School Districts, Museums and other non-profits. Assist non-profits in obtaining a 501 (c) 3 status from the Internal Revenue Service. Assist organizations in submitting applications to the Texas Historical Commission for Subject Markers and Recorded Texas Historic Landmark Markers.
<b>Academic/Professional Qualifications</b> Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Texas Tech University, Lubbock, Tx - Bachelor of Arts, Political Science 1994 Completed 15 hours of Graduate-Level coursework in Public Administration Offices Held Director/Vice President - San Saba Chamber of Commerce, San Saba, Texas Conducted Workshops on "How to Secure Funding" at the following Conference: National Telephone Cooperative Association - Chicago, Illinois, November, 1998 Telecommunications Infrastructure Fund Board - Austin, Texas, December 1998 Foundation for Rural Education Development - Kansas City, Missouri, November 1999 Certified to Administer TxCDBG projects.



**Overall**  
 Total Years or relevant experience  
 Other relevant experience or accomplishments

Health Care - Cross Timbers Health Clinic, DeLeon, Texas, Goldthwaite, Texas and San Saba, Texas. Project - Install a distance learning network and local area network. Source of Funding was the Telecommunications Infrastructure Fund Board (TIF). Grant amounts were \$112,010 and \$447,400.

Library - Rylander Memorial Library, San Saba, Texas. Project - Install a local area network. Source of Funding was the TIF. Grant amounts were \$8,757 and \$28,492.

Fire Department - Star Volunteer Fire Department, Star, Texas. Project - Construct a new fire station. Source of Funding was the Lower Colorado River Authority (LCRA). Grant amount was for \$23,765. Melvin Volunteer Fire Department, Melvin, Texas. Project - Renovate and expand fire station. Source of Funding was the GR White Foundation, Dodge Jones Foundation, LCRA. Grant amounts were \$5,000, \$10,000 and \$15,000.

Nonprofit Organizations - Elm Grove Community Club, Elm Grove, Texas. Project - Renovate building. Source of Funding was LCRA. Grant amount was \$4,998. Mills County Historical Museum, Goldthwaite, Texas. Project - Renovate museum building. Source of Funding was LCRA. Grant amount was \$8,250. Richland Springs Preservation Society, Richland Springs, Texas. Project - Secure a Subject Marker and Recorded Texas Historic Landmark Marker from the Texas Historical Commission. Project - Restore Historic Bank Building. Source of Funding was Texas Historical Foundation and LCRA. Grant amounts were \$3,000 and \$5,000.

Community Network - Grandview Community Network, Grandview, Texas. Project - Planning Grant. Source of Funding was TIF. Grant amount was \$10,000

School Districts - Priddy Independent School District, Priddy, Texas. Project - Construct a new gymnasium. Source of Funding was LCRA and Dodge Jones Foundation. Grant amounts were \$25,000 and \$50,000. Brookesmith Independent School District, Brookesmith, Texas. Project - Construct a community recreational center. Source of Funding was LCRA. Grant amount was \$25,000. Star Independent School District, Star, Texas. Project - Renovate gymnasium. Source of Funding was Texas Education Agency. Grant amount was \$126,000. Project - Construct an activities center. Source of Funding was LCRA. Grant amount was \$15,000. Info-Net Consortium (12 School Districts in Central Texas). Project - Install a distance-learning network. Source of Funding was Rural Utility Service. Grant amount was \$463,040. Project - Install a local area network. Source of Funding was Texas Education Agency. Grant amount was \$1,600,000. Project - Technology Infrastructure. Source of Funding was TIF. Grant amount was \$1,000,000+.

<b>Remove Personnel</b>	<b>Full Name</b>	Becky Bixler
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Potential Role	Contract Review, Desk Review, File Management, Labor Standards
Base Location	Lubbock, Texas

<b>Current Employment</b>	Records Management Specialist
Current job title	Validation of Documentation Accuracy including Contract Review, Labor Standards and Desk Review
Company (if subcontractor)	Desk Review
Job responsibilities	13 years
Number of years with respondent	

<b>Previous Employment</b>	N/A
Job Title	
Company name	
Job responsibilities	
Number of years with firm	

<b>Academic/Professional Qualifications</b>	Graduated Marfa High School
Degree/Discipline	Attended business college courses
College/University	
Professional Affiliations	
Technical Training	
Accreditations	

<b>Overall</b>	13 years
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Total Years or relevant experience Other relevant experience or accomplishments	
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10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

A & J Howco Services is ready and able at any time to undertake new projects.
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11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

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

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

A & J Howco Services, Inc is an Equal Opportunity Employer
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13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

A & J Howco Services ensures quality control of grants. We abide by the rules and regulations prescribed by federal and state agencies and pride ourselves on the successful completion of a grant. Most of all, a friend is a valued possession. Our clients are more than just a contract, more than just business, they are our friends and neighbors.
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