

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

Program Year 2019

Firm Name: Ark-Tex Council of Governments	DUNS Number: 021797241	Federal EIN: 75-11562575
Prequalification Contact First, Last Name and Title: Toni Lindsey, Regional Development Coordinator	Phone Number: +1 (903) 255-3529	Prequalification Contact E-mail Address: tlindsey@atcog.org
Firm Web Address www.atcog.org	Firm Mailing Address 4808 Elizabeth Street, Texarkana, TX	Name of Firm's President/Managing Officer: Chris Brown, Executive Director

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.

Since 1969 Ark-Tex Council of Governments (ATCOG) has been administering state and federal grants for the 10 county region composed of the counties of Bowie, Cass, Delta, Franklin, Hopkins, Lamar, Morris, Red River, Titus, and Miller County, Arkansas. Annually ATCOG administers over 16 million dollars in state and federal grants in the areas of 9-1-1 Operations and GIS Mapping, Homeland Security, HHSC (Area Agency on Aging), TxDOT and FTA, Economic Development Administration, and other grants from TDA, HUD, and USDA.

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

ATCOG has successfully applied for and administered TxCDBG grants within each of the 9 counties in the region, since these grants first became available through Texas Department of Agriculture (TDA). Over the past 50 years, ATCOG's experience in administering state funds has assisted cities and counties in obtaining funds for eligible community projects. This has improved infrastructure in local communities, strengthened overall economic development, and increased opportunities to develop stable employment for the citizens in our region.

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

ATCOG and its multi-disciplinary staff, has been successful in providing administrative assistance and grant writing for programs that serve low-to-moderate income families living in our rural non-entitlement communities. We have experience in community wide infrastructure projects through the disaster grants we've written and administered. We have assisted multiple communities in direct beneficiary projects through the TxCDBG grants, which focused on street and sewer improvements, and STEP grants, which focused on water systems. We have written and administered grants through the Texas Capital Fund for utilities system improvements, with the purpose of building economic development and providing jobs to low to moderate residents. ATCOG has participated in each of these programs with the intent of reducing the financial impact on these economically distressed areas and to improve the viability of economic improvement in the region we serve.

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

ATCOG has trained and certified grant management staff to address project needs in our region. The Regional Development Department leads the economic and community development grant administration through the TxCDBG program, as well as through EDA, EPA, USDA, FEMA and state grant programs. ATCOG further promotes economic development as a Certified Development Company for the SBA offering SBA 504 loans, and through several RLF's to assist small businesses with funding. ATCOG writes and administers grants and performs the Environmental Review Record required. ATCOG typically uses subcontractors to provide professional engineering, architecture, and construction services.

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

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

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

ATCOG maintains a fiscally conservative organization, and successfully manages to carry out its objectives, with each department managing its workload. The Regional Development Department of ATCOG employs specialists in grant writing, administration, and environmental review that have received training and certification through TDA and the TxCDBG program. These individuals are dedicated to engaging, initiating, maintaining and completing contracts from all economic development funding sources, including special emphasis on TDA opportunities. As the workload increases, additional staff will be hired to ensure ATCOG devotes the time and resources to each project it requires to achieve its objectives effectively, efficiently, and timely.

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

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	City of Avery - Street Improvements
Facility Type and Use		Street Improvements
Project Location (Jurisdiction)		Red River County - City of Avery
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		21,450 linear feet of street and drainage improvements (Colorado Street/SanAntonio Drive) 593 total beneficiaries
Role & Responsibilities		Grant Writing and Administration, Environmental Review
Project Cost		\$288,750 with local match of \$13,750
Financing/Funding Source		Texas Department of Agriculture, TxCDBG
Method of Documenting Beneficiaries		Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review Start 1/12/2017 and End 6/17/2017. Construction Start and End -- 05/21/2018 - 09/14/2018 ATCOG had an internal staff transition causing the first phase of the project to be a few weeks behind schedule.
Monitoring and Verification Methods		Internal Desk Review/Monitoring
Project Personnel List all personnel associated with this project and their roles and		Toni Lindsey, Grant Administrator Vickie Williamson, Grant Administrator April Carl, Grant Administrator Don Shipp, Environmental Review

responsibilities (only list those who	
Contact Information Current phone and e-mail address of local government representatives you worked with.	Deborah Crouch, Secretary 903-684-3825 cityofavery@yahoo.com
<input type="checkbox"/> Remove Project	Project Name Bowie County
Facility Type and Use	Electric, Water, and Sewer systems improvements
Project Location (Jurisdiction)	Bowie County, ATCOG region
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Beneficiaries - 1 New Company hiring at least 42 new employees Services from established connecting points to 1 Business
Role & Responsibilities	Grant writing, Grant Administration
Project Cost	\$8,750,000
Financing/Funding Source	Texas Capital Fund - \$750,000
Method of Documenting Beneficiaries	Hiring Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review Start 8/18/15 - End 9/20/16 November, 2017 - present
Monitoring and Verification Methods	In process
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Toni Lindsey, Grant Administration Vickie Williamson, Grant Writing and Administration
Contact Information Current phone and e-mail address of local government representatives you worked with.	Judge James Carlow 903-628-6718 countyjudge@txkusa.com
<input type="checkbox"/> Remove Project	Project Name Harrison County, Leigh Water Supply Corporation
Facility Type and Use	Water supply corporation - water system improvements
Project Location (Jurisdiction)	Harrison County, ETCOG region
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	35,000 linear feet of water main 119 Beneficiaries
Role & Responsibilities	Grant writing, administration, environmental review record
Project Cost	\$195,095.10
Financing/Funding Source	TxCDBG STEP Grant
Method of Documenting Beneficiaries	Survey
Project Schedule -Environmental Review Start and	Environmental Review Start and End - 5/9/2014 - 8/7/2014

End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Construction Start and End - 9/23/2014 - 4/20/2016 Project was delayed due to three separate flooding events and unusual amounts of rain.		
Monitoring and Verification Methods	Desk Review		
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Genevieve Burtchell, Grant Administration Vickie Williamson, Grant Administration Paul Prange, Environmental Review		
Contact Information Current phone and e-mail address of local government representatives you worked with.	Hugh Taylor, County Judge Charlene Graff, Administrative Assistant 903-935-8401 charleneg@co.harrison.tx.us		
Remove Project	Project Name	Hurricane Ike Disaster Recovery	
Facility Type and Use	Council of Governments - Disaster Recovery use of funds		
Project Location (Jurisdiction)	Bowie and Cass Counties, ATCOG region		
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	13 Jurisdictions		
Role & Responsibilities	Grant Recipient, Grant Writing, Grant Administration, Environmental Review Record		
Project Cost	\$1,164,673		
Financing/Funding Source	TxCDBG Disaster Recovery Grant		
Method of Documenting Beneficiaries	Followed disaster guidelines		
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review Start and End Dates - 05/04/2010-09/07/2010 Construction Start and End Dates - 7/29/2011 - 12/31/2012 On Schedule		
Monitoring and Verification Methods	Desk Review		
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Genevieve Burtchell, Grant Administration Paul Prange, Environmental Review		
Contact Information Current phone and e-mail address of local government representatives you worked with.	City of Texarkana City of Maud City of Redwater City of Omaha	City of Linden City of Bloomburg Western Cass WSC City of Naples	City of Atlanta City of Avinger City of Lone Star City of Hughes Springs City of Wake Village
Remove Project	Project Name	Harrison County, Caddo Lake Water Supply Company	
Facility Type and Use	Water Supply Corporation and use for water system improvements		
Project Location (Jurisdiction)	Harrison County, ETCOG region		
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	11,280 feet of water main installed 138 Beneficiaries		

Role & Responsibilities	Grant Writer, Administrator, Environmental Review Record
Project Cost	\$350,000.00
Financing/Funding Source	TxCDBG STEP Grant
Method of Documenting Beneficiaries	Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Start and End Dates - 12/11/2012 - 3/11/2013* Construction Start and End Dates - 9/1/2014 - 01/26/2015 *Project was delayed because the Texas Historical Commission requested and Archaeology Survey which took months after the ERR was submitted to complete.
Monitoring and Verification Methods	Desk Review
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Genevieve Burtchell, Grant Administrator Vickie Williamson, Grant Administrator Paul Prange, Environmental Review
Contact Information Current phone and e-mail address of local government representatives you worked with.	Hugh Taylor, County Judge Charlene Graff, Administrative Assistant 903-935-8401 charleneg@co.harrison.tx.us

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.

ATCOG has developed and administered grants in our region since its inception in 1969. Throughout the history of the agency it is reasonable to estimate over 500 contracts have been administered throughout the departments of the agency.

Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Toni Lindsey
Potential Role	Base Location	Grant Writer/Grant Administration Texarkana, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Ark-Tex Council of Governments Regional Development Coordinator <ul style="list-style-type: none"> • Monitor and evaluate program operations as they relate to production, grant administration and reporting • Assist in preparing department budget and monitoring • Develop and maintain working relationships with elected officials, funding agencies, regional partners, local economic development corporations, special purpose districts, county personnel and commissioners, city personnel and council members, engineers, contractors, and water supply districts • Coordinate with county judges and commissioners' courts, city personnel and city councils, water supply corporations, engineers, contractors, and federal/state agency personnel to prepare, submit and administer grants • Provide technical assistance as needed to members, special purpose districts, and other political subdivisions • Provide review of designated grant applications submitted to ATCOG through Executive Order 12372, Review of Federal Programs • Collaborate with the NETEDD Board for the CEDS and regional initiatives promoting economic development, community development, and quality of life in the ATCOG region • Serve on regional committees and boards to develop partnerships and further advance the opportunities for the Northeast Texas region and ATCOG 	

	<ul style="list-style-type: none"> • Prepare and/or supervise submission of the Hazard Mitigation Plan grants and assist with individual county Hazard Mitigation Plans to TDEM/FEMA • Prepare and deliver presentations to various organizations educating on the Regional Development Department's work and assistance, as well as the other programs of ATCOG • Schedule and prepare documentation for ATCOG Board Meetings, NETEDD Board Meetings, various regional meetings, and staff meetings • Attend meetings, trainings, and seminars related to regional development as needed <1 year
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Chief Financial Operating Officer Opportunities, Inc. <ul style="list-style-type: none"> • Supervised program, compliance, and financial operations. • Administered EHS and HUD federal grants; ECI State funded program; ICF/ID Medicaid program. • Monitored new financial and compliance regulation. • Trained and evaluated employees. • Conducted internal control audits • Prepared Annual Program and Financial Plans • Prepared Board Presentations. 12+ years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Academic/Professional Qualifications <ul style="list-style-type: none"> • Texas A & M University - 21 hours toward Masters in Adult Education • Texas A & M University - Bachelor of Applied Arts & Sciences - Business Administration • HUD Certified Professional of Occupancy since 04/2017
Overall Total Years or relevant experience Other relevant experience or accomplishments	<ul style="list-style-type: none"> • Served over 26 years with a non-profit organization providing support services to individuals in the Ark-Tex community. • Over 12 years Accounting, Management, and Direct Oversight of Program Financial Compliance, Grants, and Internal Controls.
Remove Personnel	Full Name Chris Brown
Potential Role Base Location	Executive Director Texarkana/Sulphur Springs, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Ark-Tex Council of Governments Executive Director <ul style="list-style-type: none"> • Principal policy advisor to the ATCOG Board of Directors and Executive Committee • Budget planning and preparation • Manages day to day operations and oversight • Responsible for strategic planning and implementation • Directs Program Heads, approves expenses and adheres to program rules • National Association of Development Organizations Board of Directors Executive Committee 4 1/2 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	County Judge Hopkins County, Texas <ul style="list-style-type: none"> • Chief Elected Official of the County • Budget planning and preparation • Presided over Commissioners Court, Probate and Mental Health Courts • Lead CEO, Northeast Texas Workforce Development Board, NADO Board of Directors 4 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations	Bachelors of Science - Construction Engineering Texas A&M - Commerce Real Estate Broker Texas Association of Counties Leadership Class Fellow - Texas Judicial Academy

Technical Training Accreditations	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Served over 18 years in local and regional government organizations. 3 yrs City of Sulphur Springs Planning and Zoning Board 8 1/2 years City of Sulphur Springs - City Council (Mayor 1yr, Mayor Pro Tem 2 yr) - Chaired the Tax Increment Finance Board, a collaborative effort of the county, city and hospital to launch an economic development and revitalization effort for the downtown area. -- Involved in many other areas of industrial and retail growth planning and implementation. + experience listed above.
Remove Personnel	Full Name Don Shipp
Potential Role Base Location	Environmental Review
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Hazard Mitigation Planner/Environmental <ul style="list-style-type: none"> • Develops and implements activities required by the Hazard Mitigation Grant Program (HMGP). • Performs Environmental Reviews for Regional Development Department grants. • Develops the Hazard Mitigation Action Plan (HMAP) for the ATCOG region. • Works with cities and counties in ATCOG region to develop the HMAP in accordance with FEMA and DEM guidelines. • Works with city and county officials to establish the Hazard Mitigation Team (HMT) to serve as advisory committee during development and approval of HMAP. • Conducts comprehensive hazard analysis with the HMT. • Works with city and county officials to recruit and involve local corporate, private sector groups, and civic organizations in assisting the communities in reducing the level of risk to hazards. • Coordinates public out-reach in order to gain grass roots support for identified and proposed mitigation actions and public support to sustain risk reduction programs. • Identifies past mitigation actions taken to reduce the level of risk by the region and an evaluation of their effectiveness. • Identifies long-term hazard mitigation goals and strategies of the region that will be covered by the HMAP. • Facilitates the approval process and adoption of the HMAP by the cities, counties, and ATCOG Board of Directors. • Submits draft of HMAP to Regional Liaison Officer not later than 45 days before project completion date for review and determination of compliance with State of Texas requirements. • Coordinates, schedules, and attends various meetings, seminars, and training sessions. • Prepares and delivers presentations and training on hazard mitigation to ATCOG Board of Directors, Commissioner's Courts, City Councils, committees, and other outside groups. • Assists in preparation of quarterly progress and financial reports and any other reports required.
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Program Director, Safety Officer, Patient Advocate, Living Hope <ul style="list-style-type: none"> • As hospital Safety officer, wrote, and developed policy and procedure that complied with state and federal regulations. • 62 Bed Inpatient facility Program Director, Renew Senior Behavioral Health, Texarkana, Texas (Charter Behavioral Health through September, Christus St. Michael Health System) Program Director, Claycare, Inc, Horizon Health Corp., Denton, Texas • 26 bed inpatient, 15 slot partial day geriatric psych program, Denton, Texas.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations	Academic/Professional Qualifications <ul style="list-style-type: none"> • MA from University of North Texas, Communications Theory • Special studies in Institutional Advancement: University of Georgia, University of Chicago, and Notre Dame University • Specialized training in Leadership and Human Relations

Technical Training Accreditations	• Training through TxCDBG on Environmental Review Records
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Overall Total Years or relevant experience Other relevant experience or accomplishments	10+ years
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10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

ATCOG strives to assist the communities throughout its region to become as successful and prosperous as possible. We work with them on many, diverse projects, but see the use of funds through the TxCDBG program as vital to our small communities to address their community development needs. They do not have the funding to repair major breakdowns in their infrastructure and depend on this program to meet the needs of their residents. Additionally, ATCOG is completely committed to finding ways to improve the economic development future of both individual communities and the region as a whole. We see the TxCDBG program as a valuable resource to achieve the objectives throughout the region and are available and committed to each project we undertake.

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

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

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

ATCOG is committed to maintaining and promoting equal opportunities for all qualified employees, applicants for employment, and program services for clients without regard to their race, creed, color, religion, national origin, sex, age, genetic information, disability or any other protected characteristic. ATCOG's commitment, in this regard, creates a positive obligation on the part of all management and participants for the adoption of and compliance with this affirmative action policy. Affirmative action includes, but is not limited to hiring, placement, employment upgrading, promotions or transfers, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and services provided to clients. In addition, ATCOG will actively seek qualified members of minority groups and other protected classes in its services to clients and application and hiring practices.

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

ATCOG Regional Planning & Development staff assists localities in the preparation of many different federal and state grants for the improvement of quality of life, safety, and community/economic development. With so many departments serving so many different community concerns, we are able to collaborate and partner easily with other organizations and funding agencies to ensure services are not duplicated or overlooked. We can assist our communities in finding the most efficient and effective methods to achieve their goals. Additionally, we operate three revolving loan funds that can be utilized to assist small businesses in locating or expanding into downtown areas.