

Firm Name: Grant Development Services, Inc.	DUNS Number: 016856446	Federal EIN: 74-2795956
Prequalification Contact First, Last Name and Title: Jere Gandolf Burrus, President	Phone Number: +1 (512) 707-0455	Prequalification Contact E-mail Address: gburrus@texasgrants.us
Firm Web Address under construction	Firm Mailing Address PO Box 33043 Austin, TX 78764	Name of Firm's President/Managing Officer: Gandolf Burrus, 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.

Grant Development Services (GDS) is a 38-year old company that specializes in project design, grant writing, project management and complete administration of grant and local matching funds. GDS is not a grant factory representing hundreds of clients in an impersonal manner. GDS does its business in a personal and professional manner. You will enjoy working with us!

GDS focuses on developing long term relationships with communities one at a time. We strive to become a part of the communities that we represent, participating in the life of the community as well as attending meetings and hearings. Many of our clients have been with GDS for over 20 years. More than 90% of our business is direct referral from existing clients.

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

Since its founding in 1983, GDS has administered over 220 federal and state grants from inception to clean close out audit. The majority of our work focuses on the programs offered through the Community Development Block Grant program. All of our full-time personnel are Certified Administrators for the TxCDBG program and are also LGPPP Certified Administrators for TxDOT Local-let sidewalk construction projects.

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

a. Community wide infrastructure projects

GDS has more than 38 years experience. The following is a list of the major programs for which GDS has provided successful grant writing and subsequent administration services. GDS has funded over 220 successful federally funded projects with a total value of over \$78,000,000. We have experience in utilizing volunteer labor to reduce the costs to communities in constructing their grant funded construction projects.

- Texas Department of Agriculture/ Office of Rural Affairs. Community Development Block Grant funds for the construction of Water storage and distribution systems, Wastewater collection, Wastewater treatment systems and Community Centers. Projects in this program include both city-wide and target area infrastructure construction. These projects also include direct beneficiary activities such as first time sewer service installation.
- Texas Department of Agriculture/ Office of Rural Affairs Downtown Revitalization Program and Main Street (DRP /MS) projects for sidewalk construction. These projects provide both direct and area benefits. The sidewalk projects have a positive direct benefit to the the businesses by facilitating the entry of shoppers. The increased business frequently leads to job creation.
- Texas Department of Transportation for ISTE, TEA, TEA-21, Category 7, Category 9, TEA-SA, TASA, TAP, TA and SRTS funding FOR SIDEWALK construction.
- Texas Department of Agriculture/ Office of Rural Affairs Small Town Environmental Projects (STEP) Program for the construction of Wastewater and Water system improvements through Volunteer labor provides city-wide benefits. STEP projects combine CDBG funds with local labor as a source of matching funds. The volunteer labor is an alternative funding source that must be tracked and documented separately.
- Capital Area Metropolitan Planning Organization (CAMPO) for for TxDOT STPMM, Category 7, Category 9, TEA-SA funding

FOR SIDEWALK construction. These projects provide linkages that can benefit an entire community depending upon the size of the city. Sidewalks that pass directly in front on existing businesses provide a direct benefit to those merchants.

- State Commission on Fire Protection grants and/or low interest loans to purchase fire fighting equipment and training. The firefighters who receive training gain a direct benefit. The benefit of having properly trained firefighters is a benefit the entire community.
- Killeen Temple Metropolitan Planning Organization (KTMPO) for for TxDOT STPMM, Category 7, Category 9, TEA-SA funding FOR SIDEWALK construction.
- Texas Parks and Wildlife Department grants to construct or improve recreational facilities grants.
- Lower Colorado River Authority for recreation facilities.
- Texas Water Development Board for loans and grants for water and wastewater systems.
- USDA funds for loans and grants for water and wastewater systems.

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

- Texas Department of Housing and Community Affairs HOME Partnership Program for the construction and rehabilitation of owner occupied and rental housing. We have experience in HOME projects that provide a direct benefit to the recipients of new or rehabilitated housing. We have constructed new affordable housing in Tolar, Texas and provided Owner-Occupied Rehabilitation funds for the City of Carmine
- Texas Department of Agriculture/ Office of Rural Affairs for the construction of first time water and sewer connections.

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

- Economic Development Administration funds to create or retain private sector employment
- Texas Department of Agriculture/ Office of Rural Affairs Downtown Revitalization Program and Main Street (DRP /MS) projects for sidewalk construction. These projects provide both direct and area benefits. The sidewalk projects have a positive direct benefit to the the businesses by facilitating the entry of shoppers. The increased business frequently leads to job creation.

d. Projects involving multiple funding sources

We have experience administering projects with multiple sources of funding including:

- EDC funds with DRP funds
- Economic Development Corporations or donation of real property to be used in lieu of cash match
- LCRA with TPWD funds
- County Bond funds with CAMPO or TxDOT funds
- TWDB funds with CDBG funds
- USDA funds with CDBG funds

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

The following is a list of the major programs for which GDS has provided successful grant writing and subsequent administration services. GDS has funded over 220 successful grant funded projects with a total value of over \$78,000,000. We have significant experience in utilizing volunteer labor and force account labor to reduce the costs to communities in constructing their grant funded construction projects. GDS' services are not complete until the final monitoring phase has been completed and all questions answered to TDA staff's satisfaction. Any required additional documents and phone calls are expeditiously resolved.

- Texas Department of Agriculture/ Office of Rural Affairs. Community Development Block Grant funds for the construction of Water storage and distribution systems, Wastewater collection and Wastewater treatment systems.
- Texas Department of Agriculture/ Office of Rural Affairs Downtown Revitalization Program and Main Street (DRP /MS) projects for sidewalk construction
- Texas Department of Transportation for ISTE, TEA, TEA-21, Category 7, Category 9, TEA-SA, TASA, TAP, TA and SRTS funding FOR SIDEWALK construction
- Texas Department of Agriculture/ Office of Rural Affairs Small Town Environmental Projects (STEP) Program for the construction of Wastewater and Wastewater system through Volunteer labor
- Capital Area Metropolitan Planning Organization (CAMPO) for for TxDOT STPMM, Category 7, Category 9, TEA-SA funding FOR SIDEWALK construction
- Texas Department of Housing and Community Affairs HOME Partnership Program for the construction and rehabilitation of owner occupied and rental housing
- Department of Commerce grants and/or low interest loans to companies seeking to create jobs by facility expansion or opening new facilities
- Killeen Temple Metropolitan Planning Organization (KTMPO) for for TxDOT STPMM, Category 7, Category 9, TEA-SA funding FOR SIDEWALK construction
- State Commission on Fire Protection grants and/or low interest loans to purchase firefighting equipment and training;

- Texas Parks and Wildlife Department grants to construct or improve recreational facilities
- Economic Development Administration funds to create or retain private sector employment
- Lower Colorado River Authority for recreation facilities
- Texas Water Development Board for loans and grants for water and wastewater systems

GDS goes beyond the minimum requirements of the CDBG program and provides 100% of the administrative services required to successfully complete grant funded activities including participating in person at the close out audit. GDS successfully completes grant project in a manner that fulfills all the requirements and meets all time lines of the Granting Agency's program by carefully implementing the following SCOPE OF SERVICES:

Grant writing services include, but not be limited to:

- a. Preparation and submittal of all completed grant forms by the appropriate deadline;
- b. Determination of low-to-moderate income beneficiaries
- c. Coordination with preliminary engineering report.
- d. Publishing and assisting in conduct of all public hearing, and public meetings.
- e. Conducting door to door income survey and tabulation if required to establish beneficiary documentation.

Administrative Management services shall include, but not limited to:

A. Project Management

1. Develop a record keeping system consistent with program guidelines, including the establishment of a filing system.
2. Maintenance of filing system.
3. Provide general advice and technical assistance to the City/County personnel on implementation of project and regulatory matters.
4. Assist in the procurement of professional consulting engineering services through the request for proposal process, if applicable, and as required by the TxCDBG regulations.
5. Furnish City/County with necessary forms and procedures required for implementation of project.
6. Assist the City/County in meeting all special condition requirements that may be stipulated in the contract between the City/County and TDA.
7. Prepare and submit to TDA documentation necessary for amending the TxCDBG contract.
8. Conduct re-assessment of environmental clearance for any program amendments.
9. Prepare and submit quarterly reports (progress and minority hiring).
10. Prepare Financial Information Report or City/County.
11. Establish procedures to document expenditures associated with local administration of the project.
12. Provide guidance and assistance to City/County regarding acquisition of property:
 - Submit required reports concerning acquisition activities to TDA;
 - Establish a separate acquisition file for each parcel of real property acquired;
 - Determine necessary method(s) for acquiring real property;
 - Prepare correspondence to the property owners for the City/County's signature to acquire the property or to secure an easement; and
 - Assist the City/County in negotiation with property owner(s).
13. Maintain TxCDBG Property Management register for any property/equipment purchased or leased.
14. Serve as liaison for the City/County during any monitoring visit by staff representatives from either TDA or the U.S. Department of Housing and Urban Development (HUD).

B. Financial Management

1. Assist the City/County in proving its ability to manage the grant funds to the state's audit division.
2. Assist the City/County in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals and ledgers.
3. Assist the City/County in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to TDA.
4. Prepare all fund draw-downs on behalf of the City/County in order to ensure orderly, timely payments to all contracting parties within the allotted time period.
5. Review invoices received for payment and file back-up documentation.
6. Provide general advice and technical assistance to City/County personnel on implementation of project and regulatory matters.
7. Assist the City/County in establishing procedures to handle the use of any TxCDBG program income.

C. Environmental Review

1. Prepare environmental assessment.
2. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for

implementing applicable laws.

3. Document consideration of any public comments.
4. Prepare any required re-assessment of environmental assessment.
5. Prepare Request for Release of Funds and certifications to be sent to TDA.

D. Acquisition

1. Prepare required acquisition reports(s).
2. Obtain documentation of ownership for City/County-owned property and/or Right of Way (ROWs).
3. Maintain a separate file for each parcel of real property acquired.
4. Determine necessary method(s) for acquiring real property.
5. Prepare correspondence with property owners.
6. Assist City/County in negotiations with property owner(s).
7. Prepare required acquisition reports and submit to TDA.

E. Construction Management

1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable).
 - Assist City/County in determining whether and/or what TxCDBG contract activities will be carried out in whole or in part via force account labor.
 - Assist City/County in determining whether or not it will be necessary to hire temporary employees to specifically carry out TxCDBG contract activities.
 - Assist City/County in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.
2. Assist City/County in documenting compliance with all federal and state requirements related to equal employment opportunity.
3. Assist City/County in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.
4. Provide assistance to or act as local labor standards officer. Notify TDA in writing of name, address, and phone number of appointed labor standards compliance officer.
5. Request wage rates from TDA.
6. Provide sample TxCDBG contract documents to engineer.
7. Advertise for bids.
8. Make ten-day call to TDA.
9. Verify construction contractor eligibility with TDA.
10. Review construction contract.
11. Conduct pre-construction conference and prepare minutes.
12. Submit any reports of additional classification and rates to TDA.
13. Issue Notice of Start of Construction to TDA.
14. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.
15. Process change orders approved by City/County and the project engineer and submit to TDA prior to execution with the construction contractor.
16. Obtain Certificate of Construction Completion/Final Wage Compliance Report and submit to TDA.
17. Provide general advice and technical assistance to City/County personnel on implementation of project and regulatory matters.

F. Fair Housing / Equal Opportunity

1. Assist the City/County in developing, implementing and documenting new activities to affirmatively further fair housing during the contract period.
2. Maintain documentation of all project beneficiaries by ethnicity and gender.
3. Assist with the development and administration of the Citizen Participation Plan per 24 CFR Part 91, including grievance procedures.
4. Assist with Section 3 requirements per 24 CFR Part 135.
5. Prepare all Section 504 requirements per 24 CFR Part 8.
6. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.
7. Ensure adoption of Excessive Force provision per 24 CFR Part 91.
8. Ensure the adequate publication of required notices.

G. Relocation

1. Prepare and submit local relocation guidelines to TDA for approval.
2. Assist City/County in identifying individuals to be relocated and prepare appropriate notices.

3. Interview relocatees and identify assistance needs.
 4. Maintain a relocation record for each individual/family.
 5. Provide education/assistance to relocatees.
 6. Inventory local available housing resources and maintain a referral list.
 7. Issue appropriate notices to relocatees.
 8. Ensure that all payments are made in a timely manner.
- H. Rehabilitation of Private Property
1. Prepare and submit local rehabilitation guidelines to TDA for approval.
 2. Assist City/County in establishing escrow account and obtaining TDA approval.
 3. Develop outreach and necessary application processing/verification forms.
 4. Screen applicants.
 5. Prepare work write-ups and cost estimates.
 6. Issue Notice to Proceed to construction contractor(s).
 7. Conduct interim/final inspections, process final contract documents, and maintain a record of beneficiaries.
 8. Maintain client files following TDA requirements.
- I. Audit / Close out Procedures
1. Prepare the final Project Completion Report, including the General Report, Recipient Beneficiary Report, Final Financial Interest Report, and any required documentation regarding citizen participation/equal rights/fair housing and Certificate of Completion.
 2. Assist City/County in resolving any monitoring and audit findings.
 3. Assist City/County in resolving any third party claims.
 4. Provide auditor with TxCDBG audit guidelines.

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

<input type="checkbox"/>	AACOG	<input type="checkbox"/>	ATCOG	<input type="checkbox"/>	BVCOG	<input checked="" 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 checked="" type="checkbox"/>	HGAC	<input checked="" type="checkbox"/>	HOTCOG	<input type="checkbox"/>	LRGVDC	<input type="checkbox"/>	MRGDC	<input checked="" 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 checked="" type="checkbox"/>	Statewide

We offer services statewide.

The Regions in which we most frequently practice are indicated above.

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

100% of GDS' core business is focused on developing successful grant applications and, once funding is received, providing all the administrative services required to implement the construction projects. We have a solid 38-year record of clean CDBG close out audits that document our capability to manage projects within all programmatic guidelines.

7. Is the respondent a TxCDBG certified administrator? Yes, certified 2019
- 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	Walnut Springs Water System Improvements #7217490
Facility Type and Use		Municipal Water Distribution System
Project Location (Jurisdiction)		City of Walnut Springs Bosque County
Project Size		Replacement of 1,500 LF 8" water pipeline, 3,105 LF 6" water pipeline, (1) fire hydrant, (1)

-Number of Houses/Buildings -Total Linear Feet/Square Footage	road bore, (1) system electrical controls. Citywide benefit
Role & Responsibilities	Developed grant application and successfully administered the project
Project Cost	\$ 325,121
Financing/Funding Source	\$300,000 CDBG + \$15,000 City and \$10,121 City overmatch
Method of Documenting Beneficiaries	Census data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review Began 02-13-17 End (submittal) 04-13-2017 Construction Began 06-21-19 Complete 10-15-19 TxDOT Permit Issuance required 6 months to secure Project completed on time, no extensions requested or required.
Monitoring and Verification Methods	TDA Desk Review 01.03.2020
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	J Gandolf Burrus, General Administration of the project Attending Council meetings, coordinating change orders, coordinating all land acquisition and relocation documentation, all project reporting, serves as Labor Standards Officer for each project. Conduct construction site visits and take photographs of progress. Katerina Rice Dittmore, Financial Officer Providing financial control for the project, coordinating the completion of all special conditions, reviews of all project invoices, processing draw requests, securing approval of all contract modifications and conducting close out activities and audit. Latrice Hertzler, President Future-Link Technologies. Environmental Officer Conducts all communication with TDA Environmentalist and all other "Interested Parties". Completing all environmental requirements from initial research through publication notices including FONSI and Notice of Release of Funds. In addition, preparing any required environmental documentation for any change orders or amendments during the project. Kris Hyatt, Secretary, Land Acquisition Specialist and associate payroll reviewer. Ms. Hyatt performs an initial assessment to determine if land acquisition is required. If acquisition is required, she coordinates with the project engineer to identify the properties required and secures information on them from the County Tax Assessor. If land acquisition is not required, she files appropriate documentation with TDA. This project did not require land acquisition. Ms. Hyatt coordinates all written and e mail correspondence with client cities, contractors and engineers. She reviews all payrolls to confirm compliance with Davis Bacon Wage Rate requirements. When necessary, she requests additional wage rates from the Department of Labor. Tracks delivery and receipt of all federal labor standards correspondence with TDA.
Contact Information Current phone and e-mail address of local government representatives you worked with.	254 797-3721 Larry Stafford Mayor Cheri Bucino, City Secretary cityhall@cityofwalnutsprings.org
Remove Project	Project Name Carmine Water Improvements Project #7218051
Facility Type and Use	Municipal Water Distribution System Improvements
Project Location (Jurisdiction)	Carmine Texas Fayette County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Replacement of water lines 3,850 l.f. of 8" water lines, gate valves, hydrants, and electrical SCADA controls. Citywide benefit.

Role & Responsibilities	Developed grant application and successfully administered the project
Project Cost	\$315,000
Financing/Funding Source	\$300,000 CDBG + \$15,000 City
Method of Documenting Beneficiaries	US Census Data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Began 10/31/2018 Completed 02/22/2019 Construction Began 08/08/19 Completed (Scheduled to be complete in March 2020)
Monitoring and Verification Methods	Desk Review is the expected level of monitoring based on risk assessment of low.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	J Gandolf Burrus, General Administration of the project Attending Council meetings, coordinating change orders, coordinating all land acquisition and relocation documentation, all project reporting, serves as Labor Standards Officer for each project. Conduct construction site visits and take photographs of progress. Katerina Rice Dittmore, Financial Officer Providing financial control for the project, coordinating the completion of all special conditions, reviews of all project invoices, processing draw requests, securing approval of all contract modifications and conducting close out activities and audit. Latrice Hertzler, President Future-Link Technologies. Environmental Officer Conducts all communication with TDA Environmentalist and all other "Interested Parties". Completing all environmental requirements from initial research through publication notices including FONSI and Notice of Release of Funds. In addition, preparing any required environmental documentation for any change orders or amendments during the project. Kris Hyatt, Secretary, Land Acquisition specialist and associate payroll reviewer. Ms. Hyatt performs an initial assessment to determine if land acquisition is required. If acquisition is required, she coordinates with the project engineer to identify the properties required and secures information on them from the County Tax Assessor. If land acquisition is not required, she files appropriate documentation with TDA. Ms. Hyatt coordinates all written and e mail correspondence with client cities, contractors and engineers. She reviews all payrolls to confirm compliance with Davis bacon Wage Rate requirements. When necessary, she requests additional wage rates from the Department of Labor. Prepares required federal labor standards documentation for city review and signature.
Contact Information Current phone and e-mail address of local government representatives you worked with.	(979) 278-3273 w5ten@industryinet.com Mayor Wade Eilers
Remove Project	Project Name
	Evant Waterwater Treatment Plant Improvements #7218141
Facility Type and Use	Municipal Wastewater Plant (Citywide)
Project Location (Jurisdiction)	Evant Hamilton and Coryell Counties
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Rehabilitation of the WWTP to improve sewage treatment and comply with TCEQ requirements. Contractor shall install a new influent bar screen, one (1) aerator, sitework, and all associated appurtenances. Citywide benefit.
Role & Responsibilities	Developed grant application and successfully administered the project
Project Cost	\$288,750

Financing/Funding Source	275,000 CDBG Grant + \$13,750 City Match Funds
Method of Documenting Beneficiaries	Door to Door Income
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Began 12/13/2018 Completed 04/08/2019 Construction Began 12/26/19 Completed (Scheduled to be complete in June 2020)
Monitoring and Verification Methods	Desk Review is the expected level of monitoring based on risk assessment of low.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	J Gandolf Burrus, General Administration of the project Attending Council meetings, coordinating change orders, coordinating all land acquisition and relocation documentation, all project reporting, serves as Labor Standards Officer for each project. Conduct construction site visits and take photographs of progress. Katerina Rice Dittmore, Financial Officer Providing financial control for the project, coordinating the completion of all special conditions, reviews of all project invoices, processing draw requests, securing approval of all contract modifications and conducting close out activities and audit. Latrice Hertzler, President Future-Link Technologies. Environmental Officer Conducts all communication with TDA Environmentalist and all other "Interested Parties". Completing all environmental requirements from initial research through publication notices including FONSI and Notice of Release of Funds. In addition, preparing any required environmental documentation for any change orders or amendments during the project. Kris Hyatt, Secretary, Land Acquisition specialist and associate payroll reviewer. Ms. Hyatt performs an initial assessment to determine if land acquisition is required. If acquisition is required, she coordinates with the project engineer to identify the properties required and secures information on them from the County Tax Assessor. If land acquisition is not required, she files appropriate documentation with TDA. Ms. Hyatt coordinates all written and e mail correspondence with client cities, contractors and engineers. She reviews all payrolls to confirm compliance with Davis bacon Wage Rate requirements. When necessary, she requests additional wage rates from the Department of Labor. Prepares required federal labor standards documentation for city review and signature.
Contact Information Current phone and e-mail address of local government representatives you worked with.	(254) 471-3135 coevant@centex.net Sterling Manning, Mayor Pat Parr, City Secretary

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.

<p>GDS employees only senior level staff to manage all grant funded projects. We do not send temporary workers, interns or helpers to conduct meetings with our clients.</p> <p>GDS works with sub-contractors on an as needed basis, depending upon the needs of the client. This includes environmentalists, biologists, archaeologists, CAD operators, inspectors, engineers, architects and landscape architects. GDS works with these and other specialists through subcontracts. Our subcontractors are also a benefit to GDS in that they provide us ongoing informal support that keeps us aware of rule changes and deadlines.</p>

Key Personnel Profile(s)	Add Personnel
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Remove Personnel	Full Name	Jere Gandolf Burrus
Potential Role Base Location	President Grant Development Services, Lead Grant Administrator, writer, editor Base location is Austin, Texas	
Current Employment Current job title Job responsibilities Number of years with respondent	<p>President Grant Development Services</p> <p>Gandolf Burrus is the Founder and has been President of Grant Development Services for 38 years.</p> <p>Responsibilities: Company President, Lead Administrator, Labor Standards Officer, Acquisition Coordinator, representative to City Council. Manages Engineer and construction contractors to ensure compliance with grant requirements and grant deadlines.</p> <p>Responsible for the development of competitive grant applications and the development of Staff. Coordinates application design elements with Mayor, City staff and Project Engineer. Ensures all elements meet grant eligibility requirements and are project has the highest probability of securing a funding award.</p>	
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>38 years with Grant Development Services</p> <p>Gandolf Burrus has written over 220 successful grant applications and then provided administration serves to ensure a clean close out audit. He has significant experience in various construction technologies including: water and sewer lines, water and sewer treatment facilities, commercial buildings, and historic restoration.</p> <p>Gandolf Burrus has been TDA certified as a grant administrator since the 1980's. He is also holds several Certifications from TxDOT including: Local Government Project Planning Procedures, Crosswalk Design, and A Red Cross Certification in Lifesaving</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>		
Remove Personnel	Full Name	Katerina Rice Dittmore
Potential Role Base Location	Financial Management Base Location Austin Texas	
Current Employment Current job title Job responsibilities Number of years with respondent	<p>Financial Officer Grant Development Services</p> <p>Management of all financial records, Lead scheduler, develops and tracks all transfers and draws, implements civil rights requirements, coordinates required Council approvals for contract awards and grant required policies. Develops reports and documentation for project close out and audit.</p> <p>Supervises all activities and team members during the development of grant funding applications. Responsible for ensuring all publication time-lines and documentation requirements are met. Secures all required documentation from outside parties. Reviews all final grant application submission documents, assures timely application submission.</p> <p>30 years with Grant Development Services</p>	
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>30 years with Grant Development Services, 38 years grant writing & Management</p> <p>Ms Dittmore has significant experience in both construction management and financial administration having served as Executive Director of the Habitat for Humanity in Austin Texas. She also has 5 years banking experience from her five years with the Texas Housing Agency (Currently: Texas Department of Housing and Community Affairs) as an Executive Assistant in Bond Development and as the Single Family Grant Manager.</p>	

Katerina Dittmore has been TDA certified as a grant administrator since the 1990's. She also holds several Certifications from TxDOT including: Local Government Project Planning Procedures, and Crosswalk Design.

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	Latrice Hertzler
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Potential Role Base Location	Environmentalist Based in Austin Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	<p>Ms Hertzler is an Environmental Consultant and is the Founder and President of Future Link Technologies, Inc. (FLT). FLT is a certified Historically Underutilized Business (HUB), Woman Owned Business (WOB) and a Certified Disadvantaged Business Enterprise (DBE) that has provided environmental consulting, reviews and technology services for small businesses and local governments since 2002.</p> <p>Duties: Ms Hertzler Conducts all necessary research to secure Environmental Study Classification/ Level of review from TDA. Prepares Environmental Review Records (ERR). Determine impacts related to flora, fauna, floodplain issues, historical and human environments. Coordination with Project Engineer and City staff. Responsible for publishing all required Public Notices. Coordination with required "Interested Parties" such a the Tribal Councils, Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, Texas Department of Agriculture.</p> <p>Ms Hertzler has been working with GDS to complete all environmental clearance activities for more than 20 years.</p>
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Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Ms Hertzler's experience spans more than 30 years. She has conducted over 500 environmental reviews. Her secret to success is the knowledge and experience with technology, environmental programs and regulations which established the foundation for the development of a proprietary data mining system current used by FLT staff for environmental data gathering, research and analysis.</p> <p>Areas of expertise: Government Programs Project Management, Phase I/II Site Assessments and NEPA Review, Government Information Systems, Geographic Information Systems. Some examples of areas of expertise includes State Implementation Plan (SIP) HRVOC, MACT standards, air standard permits and permits by rule, compliance history, Air emissions regulations, Cattle and Animal Feeding Operations (CAFO), Wastewater treatment (TPDES & NPDES), MSW Site Operating Plans, Recycling, and CINWL regulations, and hazardous waste regulations.</p> <p>Ms Hertzler is Certified to perform project reviews for TxDOT, TWDB, TCEQ, GLO and TDA CDBG including NEPA, Phase I/II studies. Her work conforms to the federally recognized and mandated requirements for a variety of agencies including TXDoT, TDA, TGLO, TWDB, PEC, FHWA, HUD, EPA, DOE, TCEQ, USCOE, THC, etc. for significant data gathering projects for analysis and process improvements.</p> <p>CERTIFICIATIONS/QUALIFICATIONS/HONORS STATE OF TEXAS: Excellence in Executive Leadership Training Management and Leadership Awards Project Management (Pending Certification) Texas State University Distinguished Alumni Achievement Award (2019) Certified TxDOT Local Government Project Procedures Qualification Class Code : LGP101_RVS_74445 Certified TxDOT Environmental Process for Local Governments Class Code : ENV429_RVS_76033 Council Member Texas State University – Liberal Arts Program Team & Productivity Awards</p>
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Customer Satisfaction Awards
 TCEQ Employee of the Year 1999
 Published - Management Auditing
 Formally trained in GIS and CAD
 Trained in various Small Business Operations & Software

Citations for quality of work: Ms Hertzler has been cited by both TDA and the General Land Office (GLO) for the high quality of the environmental assessments work product.

Charlie Stone, former Executive Director of TDA wrote:
 "Your diligence, work ethic, communication, efficiency and judgment has been exemplary and instrumental to the success of this program. Throughout the course of the Disaster Recovery Program, no other Environmental Service provider, regardless of size, has completed more projects, or kept a better record of on time submissions. The Department needs good contractors and you and your firm are outstanding examples for other contractors to emulate."

Kelly Warner, Environmental Oversight Manager for the Texas GLO program wrote:
 "The Bastrop ERR is by far, the best ERR I have ever reviewed in this program. Job well done! Your responses were thoughtful and precise."

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	Kris Sorenson-Hyatt
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Potential Role Base Location	Assistant Land Acquisition Specialist Assistant Labor Specialist and Secretary Based in Austin, TX
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Current Employment Current job title Job responsibilities Number of years with respondent	Assistant Land Acquisition Specialist, Assistant Labor Specialist and Secretary Performs an initial land acquisition assessment for review. Coordinates with the project engineer to verify the properties required and secures County Tax records for property values/ id. Prepares all land acquisition correspondence in accordance with the Uniform Act for review. Responsible for delivery of final documents and follow up. Coordinates with City staff in recording of any signed legal documents. Assists in filing all TDA required land acquisition reports. Payroll reviewer. Payroll Liaison with client cities, contractors and engineers. Establishes contact with new construction contractors and provides labor set up records and reports for use by contractor. Provides any necessary federal labor review training to construction contractors and sub contractors. Secures necessary corrections of payroll reports and prepares any liquidated damage correspondence for review. Secured TDA review of additional wage descriptions from the Department of Labor. 10 years with Grant Development Services
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Overall Total Years or relevant experience Other relevant experience or accomplishments	10 years with Grant Development Services 33 year Licensed Texas Real Estate Broker Eva Street Properties Owner of a small boutique real estate firm. Responsible for financial management of the company and the preparation and filing of all documentation required for the sale or purchase of property. Reviews all land acquisition activities to ensure compliance with the Uniform Act (URA). Ms. Hyatt has 33 years experience in managing the finances, taxes, payrolls and all aspects of property acquisition and financial management.
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NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.

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

GDS carefully evaluates the work load of staff before replying to an RFQ. We only respond to those projects that we are certain can be successfully completed within the grant time-line.

GDS has a highly qualified staff that is prepared and capable of successfully developing application and then providing the administrative services required for implementation that leads directly to a clean close out audit. GDS has the capacity to undertake and successfully complete new CDBG Projects during 2020 and 2021, as well as future funding cycles.

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 type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No

Additional Information: Subcontractor certified as HUB/ DBE: Future Link Technologies.
Future Link Technologies is woman-owned, all employees are female.
For the past 17 years, GDS has partnered with Future Link Technologies, Inc (FLT) as our subcontractor Environmentalist. FLT is owned and operated by Ms. Latrice Hertzler, Environmental Consultant and is a certified Historically Underutilized Business (HUB), woman owned business and a Certified Disadvantaged Business (DBE)

GDS President Gandolf Burrus has also completed training on the Federal Disadvantaged Business Enterprise Program.

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

GDS is an Equal Opportunity Employer.
GDS President Gandolf Burrus has completed training on the Federal Disadvantaged Business Enterprise Program.

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

GDS removes most of the work of grant administration from the shoulders of the client's staff personnel. Our motto is to make your job easier. In many cases, our communities have only a Mayor and part time City Secretary, with a part time outside contractor as the water/ wastewater operator.

In all cases, whether a city is large or small, GDS completes all required administration documents as "signature ready" for our clients; freeing client staffs for other local duties. The client's responsibility is to review the documents, sign and return to GDS.

GDS delivers to the individual funding agencies. Hand delivering documents provides GDS an opportunity to update Agency grant management staff regarding the individual project. This interaction keeps our projects fresh in the agency staff's mind and facilitates more efficiency in discussion of change orders, amendments and other issues that could impact the successful completion of a project.

GDS maintains an awareness of each client's staffing levels, management styles and needs. GDS makes time to travel and meet personally with our clients: staff, Mayors and City Councils throughout the duration of the entire project. Our approach and communication channels are adapted to meet our client's specific needs and preferences.

GDS recommends contacting the community leadership referenced in this document to hear first hand about the commitment, dedication, friendliness, CDBG program institutional knowledge and professionalism that characterizes GDS.