

Firm Name: GrantWorks, Inc.	DUNS Number: 963746466	Federal EIN: 76-0446220
Prequalification Contact First, Last Name and Title: Emily Phalan, Dir. of Community Development	Phone Number: +1 (512) 420-0303	Prequalification Contact E-mail Address: grantworks@grantworks.net
Firm Web Address www.grantworks.net	Firm Mailing Address 2201 Northland Dr., Austin, TX 78756	Name of Firm's President/Managing Officer: Bruce Spitzengel, President

Application for Prequalification to Provide Administrative Services

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

Part 1

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

GrantWorks has over 40 years of grant writing and administrative experience. The firm was founded in 1979 as BJS Consulting and has since grown to include over 160 employees who have over 800 years of combined experience. We are highly skilled in application development, contract implementation, and stakeholder coordination.

GrantWorks assists local governments with application preparation for numerous types of infrastructure projects including flood and drainage, street improvements, water storage, wastewater treatment plant facilities, sidewalks, and lift station improvements.

In addition to decades of experience assisting communities and applying for and implementing Community Development Block Grant-funded projects, GrantWorks provides grant writing, administration, and management services for TxDOT, Economic Development Administration, General Land Office, Federal Emergency Management Agency, Texas Department of Emergency Management, Texas Water Development Board, Texas Parks & Wildlife, and TDHCA programs.

As a small Texas-based business dedicated to the management of community development, disaster recovery, housing, and planning grant programs, GrantWorks provides quality services that help ensure projects are successfully completed.

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

GrantWorks has successfully assisted local governments with the Texas Community Development Block Grant (TxCDBG) program since the program's inception, providing both application and grant administration services to hundreds of communities throughout Texas. GrantWorks has completed more than 1,200 Community Development Block Grant projects in more than 300 cities and counties across the State. GrantWorks provided administration, management and/or planning services for each of the following types of CDBG funded programs:

- Community Development Fund: 801 projects funded, \$246+ million
- Texas Main Street/Downtown Revitalization Program: 41 projects, \$6+ million
- Texas Capital Fund (Economic Development): 90 projects for \$49+ million
- Colonia Fund - Construction: 98 projects administered, \$45+ million
- Colonia Fund - Planning: 45 projects completed or underway
- Disaster Relief Fund: 75 projects administered, \$22+ million
- Planning Grants: 214 projects funded, completed or underway
- CDBG-Disaster Recovery: 150+ projects, \$550+ million
- CDBG-DR Housing Buyout & Acquisitions: 16 projects funded, \$59+ million

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

a. Community wide infrastructure projects

GrantWorks, Texas' top administrator, has implemented approximately 800 Community Development Fund contracts for hundreds of local governments, most of which were for community infrastructure activities. Our staff works directly with cities and counties to identify and implement infrastructure improvements including wastewater treatment plant rehabilitation, water production, treatment, distribution and storage facilities, water and sewer line installation, flood and drainage improvements, and road repairs. We are dedicated to community development through public works construction and believe these improvements are essential to strengthening Texas communities.

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

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

- First-time sewer service: 90+ projects managed for over \$38 million
- First-time water service: 50+ projects managed for over \$20 million
- On-site sewer facility replacement: 30+ projects managed for over \$10 million
- Housing Rehabilitation: 30+ projects managed for over \$8 million

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

GrantWorks is skilled at implementing economic development programs and is the top Texas Capital Fund (TCF) program application and administration management firm. We have managed 88 TCF projects totaling over \$46 million. GrantWorks assists local governments and economic development corporations apply on behalf of a wide range of businesses for a variety of infrastructure and real estate development needs. We understand the complexities of the program and are able to assist communities successfully complete their TCF projects.

d. Projects involving multiple funding sources

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

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

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

Application Services – GrantWorks will:

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

Administrative Services – GrantWorks will:

- Guide and assist with financial management, record-keeping, amendments, reporting, environmental clearance, civil rights, acquisition report, labor standards, contract closeout, and other aspects of program implementation.
- Work closely with contractors and provides technical assistance as needed in order to ensure their compliance with wage,

overtime, and other labor-related requirements.

- Prepare all forms, notices, and agenda items and provide them in advance.
- Communicate with the local governmental officials, project engineer, state staff, community leaders, and other stakeholders to ensure the successful completion of the project.
- Attend the site visit, monitoring review, and public meetings as necessary.

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

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

With over 20 offices across the state, GrantWorks offers services throughout Texas.

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

Our firm, which celebrated its 40th year in 2019, is financially stable and has the capacity to perform the functions required by this RFQ. GrantWorks has over 160 full-time employees that can devote the necessary time to projects. Our employees are specialized in project and financial management as well as application development, environmental review, and labor standards compliance. Our teams work with communities throughout each phase of the project. The GrantWorks team includes twenty-five (25) full-time project managers, with over 220 accumulative project management experience, who can implement every type of development project. We take pride in our performance, helping to implement projects on time, within budget, and within State and Federal requirements.

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

N/A

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

Project Data and References		Add Project
Remove Project	Project Name	East Kerr County/ Center Point Wastewater Collection Project
Facility Type and Use		New wastewater collection system pipelines, lift stations, improvements to an existing wastewater treatment plant, and first-time sewer service connections.
Project Location (Jurisdiction)		Kerr County and Kendall County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		96,200 LF of 6-15 inch gravity wastewater pipes, 12,000 LF of 6-8- inch pressurized force main pipes, 2,800 LF of 12-inch HDPE pipe installed by horizontal directional drilling, lift stations, and wastewater treatment plant improvements
Role & Responsibilities		GrantWorks assisted the County in seeking additional funding from the Texas Department of Agriculture for first-time sewer service connections. Throughout the course of the project, GrantWorks assisted the County with project management, financial management, construction phase management, and connection assistance services. Responsibilities included reviewing construction pay estimates, engineering invoices, and inspection services invoices, maintaining a grant ledger, and submitting monthly payment requests to TDA and the Texas Water Development Board. Other responsibilities include taking minutes of monthly conference calls and in-person progress meetings; preparing and submitting Disadvantaged Business Enterprise (DBE), American Iron and Steel, and Davis-Bacon Wage Rate forms; reviewing weekly payrolls, conducting compliance follow-ups and performing monthly employee interviews to evaluate Davis-Bacon wage compliance.

	GrantWorks assists the County with completing income surveys for residents in the East Kerr County project area; facilitates public outreach efforts including developing flyers and mail-outs; communicates directly with potential applicants; reviews applications for eligibility; and coordinates the connection approval process.
Project Cost	\$33,260,891
Financing/Funding Source	Texas Water Development Board \$30,860,891.00 (\$5,110,000.00 from Kerr County, Texas Combination Tax and Surplus Revenue Certificates of Obligation \$11,700,273 in Loan Forgiveness from the Clean Water State Revolving Fund, and a Grant of \$14,050,618 from the Economically Distressed Areas Program) Texas Department of Agriculture \$2,400,000.00 (Colonia Economically Distressed Areas Program (CEDAP) and Colonia Fund: Construction)
Method of Documenting Beneficiaries	Income-eligible activity, GrantWorks verified low and moderate-income status for all benefiting households during implementation.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The Environmental Review commenced in May 2016 and was completed in June 2016. Construction began in July 2017 with the construction of WWTP. Sewer line installation and connections are currently underway with fifty-four LMI connections completed in November 2019 with the 2015 TDA Colonia fund project. A total 232 sewer connections are completed for Phase I incorporating TWDB and TDA funding. Phase II and III are scheduled for completion in 2021.
Monitoring and Verification Methods	GrantWorks coordinated with County officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress. GrantWorks' staff used internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that all documentation is submitted correctly and on-time.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Cesar Acosta, project management Eric Hartzell, project development Emily Phalan, project oversight Mary Alice Smith, client services Suzy Riley, environmental compliance Kirk Dibbens, beneficiary documentation Nancy Pearsall, beneficiary tracking Melissa Brightwell, Labor standards compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.	Charlie Hastings, County Engineer, (830) 896-9046, chastings@co.kerr.tx.us Tom Moser, Kerr County Commissioner Precinct 2, (830) 792-2214, tmoser@co.kerr.tx.us
Remove Project	Project Name Jim Wells County CFC 7215025
Facility Type and Use	First Time Water Service
Project Location (Jurisdiction)	Alice Acres, Jim Wells County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	First-time water service: 7,130 linear feet of 8" to 10" water line, 14 fire hydrants, valves, fittings, pavement repair and associated appurtenances serving 139 people; first-time water connections for 46 households
	GrantWorks assisted the County with completing income surveys for residents in the Alice Acres area; facilitated public outreach efforts including developing flyers and mail-outs; communicated directly with potential applicants; reviewed applications for eligibility; and coordinated the connection approval process. After bidding it was found that the necessary private property rehabilitation water improvements were more extensive than originally

Role & Responsibilities	estimated. In order to use its funds effectively, GrantWorks assisted the County in seeking and obtaining a budget modification to move funds from the water improvements budget line item into the private property rehab water improvements budget line item. GrantWorks coordinated the process by drafting letters, re-evaluating the environmental review and verifying beneficiaries, thereby allowing the county to make additional needed water improvements in the Colonia. GrantWorks additionally assisted the County in the documentation of construction and administration force account work in the amount of \$25,000.
Project Cost	\$519,041.23
Financing/Funding Source	Texas Department of Agriculture, TxCDBG Colonia Fund Construction – \$494,041.23 Jim Wells County, force account – \$25,000.00
Method of Documenting Beneficiaries	GrantWorks conducted income surveys to document LMI status and household size. In addition, account holders' lists and inspection reports were used to verify and document total beneficiaries.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TxCDBG contract commenced in November 2015. The environmental review began in April 2016 and the County received its Authority to Use Grant Funds in June 2016. Construction began in January 2017 and was completed ahead of schedule on November 14, 2017, within the original contract end date of November 19, 2017.
Monitoring and Verification Methods	GrantWorks coordinated with county officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracked construction progress and completed ongoing reporting to ensure the project remained on schedule. GrantWorks' staff used internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that all documentation is submitted correctly and on-time.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ahide Gutierrez, project management Eric Hartzell, project development Emily Phalan, project oversight Suzy Riley, environmental compliance Nancy Pearsall, beneficiary tracking Melissa Brightwell, labor standards compliance Oralia Cardenas, client services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Commissioner Pct. 1 Margie Gonzalez, margieh.gon@co.jim-wells.tx.us 361.668.5763
Remove Project	Project Name City of Kemp 7217239
Facility Type and Use	Reconstruct streets and drainage along a roadside ditch
Project Location (Jurisdiction)	North Main Street, City of Kemp, Kaufman County, TX
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	2,360 Linear Feet Road Reconstruction and regrading of roadside ditch.
Role & Responsibilities	GrantWorks assisted the City with all application and environmental needs. Throughout the course of the project, GrantWorks supports the City with project management, financial management, construction phase management, and connection assistance services. Responsibilities include reviewing construction pay estimates, engineering invoices, and inspection services invoices, maintaining a grant ledger, and submitting monthly payment requests to TDA. GrantWorks also assisted with two modification requests to TDA. The first added an additional 390 linear feet of street reconstruction and included additional beneficiaries surveyed to increase the target area. The second modification used the remaining funds to add roadside ditch improvements along the project street

	improvements. This process included a re-evaluation of the environmental review record and a change order to the construction contract.
Project Cost	\$288,750.00
Financing/Funding Source	Texas Department of Agriculture CD – \$275,000.00 City of Kemp match contribution – \$13,750
Method of Documenting Beneficiaries	GrantWorks conducted door-to-door TxCDBG income surveys to document LMI status and household size of target area for street improvements.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TxCDBG contract commenced in December of 2017. The city received its Environmental Authority to Use Grant Funds in December of 2017. Construction began in September 2018 and was completed ahead of schedule on November 18, 2019, within the original contract end date of November 30, 2019.
Monitoring and Verification Methods	GrantWorks coordinated with county officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracked construction progress and completed ongoing reporting to ensure the project remained on schedule. GrantWorks' staff used internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that all documentation is submitted correctly and on-time. The Project Manager prepared the file for final monitoring by the Texas Department of Agriculture by adhering to the checklist distributed by TDA.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Rachel Nolley – project management Melissa Brightwell – project management Mirenda Harris – project development Cristal Funderburk – project oversight and guidance Suzy Riley – environmental compliance Shirleen Bonnacci – client services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Regina Kiser, City Administrator (214) 202-1541 Laura Peace, Mayor (903) 498-3191
Remove Project	Project Name Jeff Davis County 7215259
Facility Type and Use	Sewer Improvements
Project Location (Jurisdiction)	Fort Davis, Unincorporated community, Jeff Davis County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installation of one sewer sludge drying bed, piping, and all associated appurtenances.
Role & Responsibilities	GrantWorks assisted the County with all application and environmental needs. GrantWorks also successfully managed the grant through bidding, construction, and closeout.
Project Cost	\$168,638.00
Financing/Funding Source	Texas Department of Agriculture, TxCDBG Community Development Fund – \$168,638.00
Method of Documenting Beneficiaries	GrantWorks conducted income surveys to document LMI status and household size.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TxCDBG contract commenced in October 2015. The environmental review began in July 2016 and the County received its Authority to Use Grant Funds in September 2016. Construction began in December 2016 and was completed on April 10, 2017, before the October 14, 2017 contract end date.

Monitoring and Verification Methods	GrantWorks coordinated with county officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracked construction progress and completed ongoing reporting to ensure the project remained on schedule. GrantWorks' staff used internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that all documentation was submitted correctly and on-time.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Jerry Carvajal – project development, project management, and client services Suzy Riley, environmental compliance Nancy Pearsall, Start Up documentation Melissa Brightwell, Labor standards compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.	County Judge Kerith Sproul, jdcjclerk@hotmail.com, 432.426.3968 Judge's Clerk Pam Mills, jdcjclerk@hotmail.com, 432.426.3968
Remove Project	Project Name City of Bay City Texas Capital Fund Main Street Program (TCF-MS) 7217222
Facility Type and Use	Sidewalk improvements
Project Location (Jurisdiction)	City of Bay City downtown area along 6th Street and Avenue H.
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	785 linear feet of sidewalks and 12 ADA compliant pedestrian ramps.
Role & Responsibilities	As part of the application process, GrantWorks assisted the city with setting up and posting public hearings and obtained 51 business support letters required for funding. When project funding was obtained, GrantWorks prepared the publications and resolutions for the Civil Rights obligations required to be passed by City Council. GrantWorks assisted the city and engineer in communications with the businesses located along the sidewalk route so that we could complete construction during a time frame that would cause the least disruption to the businesses. Duties performed as part of implementation included: <ul style="list-style-type: none"> • Financial management and draw processing • Schedule and lead 4-month call • Review of project plans and bid documents • Attend the pre-construction meeting • Review, prepare and submit all draw requests to TDA • Conduct on-site employee interviews during construction and obtain pictures of the progress • Assure the TDLR inspection was completed and approved for the project • Prepare and submit a Project Completion Report to TDA
Project Cost	\$325,000
Financing/Funding Source	Texas Department of Agriculture, TCF-MS - \$250,000 City of Bay City general fund - \$75,000
Method of Documenting Beneficiaries	Citywide benefit, utilized LMISD data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TCF-DRP contract commenced on March 1st, 2018. The environmental review began in April 2018 and the City received its Authority to Use Grant Funds on June 27th, 2018. Construction finished ahead of schedule in June of 2019.
Monitoring and Verification Methods	GrantWorks coordinates with city officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project

	manager tracks construction progress and completes ongoing reporting to ensure the project remains on schedule.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Michele Goerke, project management Suzy Riley, environmental compliance Kirk Dibbens, beneficiary documentation Nancy Pearsall, Start Up documentation Melissa Brightwell, Labor standards compliance Kelle Odom, client services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Barry Calhoun, Public Works Director 979-245-2322 bcalhoun@cityofbaycity.org

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

GrantWorks, Inc has over 40 years of grant writing and administrative experience, with a growing base of employees. Currently, our team has over 160 full-time employees, based at 20 locations within Texas for accessibility for all communities. Our grant administrative team consists of 25 (and growing) employees with over 220 years of project management experience. We have a team of dedicated environmental specialists to assist with Environmental Reviews.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Bruce Spitzengel
Potential Role	Base Location	President; Business development, Project Application Coordinator and Oversight. Austin, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	<p>Bruce founded the Houston, Texas-based firm that eventually became GrantWorks in 1979. The firm has since grown to include 160+ employees in twenty (20) offices, with headquarters located in Austin, Texas. GrantWorks is the most successful provider of local government grant services in Texas due to Bruce's expertise in HUD/CDBG, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.</p> <p>In addition to business development, Bruce continues to play a direct role in creating federally funded projects including CDBG infrastructure, CDBG-Disaster Recovery, and multifamily affordable housing. Bruce has assisted countless communities in developing complicated CDBG projects; his significant knowledge base gained from over 44 years of grant and CDBG experience.</p> <p>Number of years with GrantWorks, Inc is 40 years.</p>	
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Under Bruce's leadership, GrantWorks has grown to become a full-service project management firm, specializing in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$2 billion in grant funding for 350+ local government clients.</p> <p>Bruce has over 44 years of experience in the field and the following academic qualifications: Master of Arts, Geography, Kansas State University Bachelor of Arts, Kansas State College TxCDBG Certified Administrator.</p>	

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

Remove Personnel	Full Name	Eric Hartzell
Potential Role Base Location	Executive Vice President. Project Application Development and Oversight. Program Oversight. Austin, Texas	
Current Employment Current job title Job responsibilities Number of years with respondent	Executive Vice President Eric brings more than 26 years of leadership in the fields of community and economic development, disaster recovery, affordable housing and urban planning to his role as one of GrantWorks' primary project development officers. He helps to guide the firm's direction while improving quality and scope of services. Aside from his executive functions, Eric continues to play a direct role in creating and implementing federally funded projects including Colonia Construction Fund, Community Development Fund, Downtown Revitalization Program, Main Street, and Disaster Recovery projects. Number of years with Grantworks, Inc is 25.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Twenty-six (26) years of experience with CDBG infrastructure, housing and economic development project development and implementation. Eric additionally has these academic qualifications: Master of Science in Community & Regional Planning, University of Texas at Austin Bachelor of Science in Geography, Ohio University Member of the American Planning Association American Institute of Certified Planners TxCDBG Certified Administrator.	

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Remove Personnel	Full Name	Brenna Minor, AICP
Potential Role Base Location	Management and Project oversight Austin, Texas	
Current Employment Current job title Job responsibilities Number of years with respondent	Senior Vice President Brenna oversees the Community Development staff of project managers, environmental specialists, field consultants and administrative assistants. She provides guidance and technical assistance to staff on a daily basis and conducts weekly meetings with project managers. She also provides internal training to all staff on compliance topics and coordinates grant administration efforts. Brenna has overseen CDBG projects since 2007. 12 years with GrantWorks, Inc.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Twelve years of experience in government, planning and community development, including economic development. During her tenure as Senior Vice President/Vice President, GrantWorks has successfully provided grant management services for over 500 CDBG contracts throughout the State of Texas. Expertise in HUD CDBG policies and regulations including procurement, labor standards, acquisition and fair housing	

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Remove Personnel	Full Name	Martha Arosemena
Potential Role Base Location	Vice President, Project and Program Oversight Austin, Texas	
Current Employment Current job title Job responsibilities Number of years with respondent	Vice President Currently helping manage a team of Project Managers and Grant Managers who are working with the GLO to implement various statewide and subrecipient Community Development Block Grant – Disaster Recovery (CDBG-DR) funded programs. Previously	

	responsible for supervising and mentoring GrantWorks' Community Development Department. Past experience includes coordinating and expediting complex, multi-million dollar CDBG and state-funded projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. 15 years with GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Martha has 19 years of community and economic development, planning, and project management experience and has successfully managed over 90 CDBG-funded projects through the entire grant administration cycle. Types of projects managed include the Downtown Revitalization Program, Texas Capital Fund economic development, public infrastructure, renewable energy, private property rehabilitation, and disaster recovery. Additionally, Martha has also completed 7 TxCDBG-funded Colonia Plans.
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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.

Remove Personnel	Full Name	Robin Alexander
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Potential Role Base Location	Application Writer and Project Manager Austin, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Grant Writer & Project Manager Robin coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for several state and federal funded grant programs including Colonia Construction Fund, Community Development Fund, Downtown Revitalization Program, Main Street, and Disaster Relief grant applications. Key tasks include gathering data, monitoring progress for key deadlines, and preparing application materials. In addition to grant writing, Robin also manages CD and economic development grant projects. As project manager, Robin coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Her job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 14 years with GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Robin has 24 years of relevant experience in grant writing and grant administration, and the following academic or professional qualifications: Master of Public Administration, Texas Tech University Bachelor of Arts in Psychology, University of Texas at Austin TxCDBG Certified Administrator
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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.

Remove Personnel	Full Name	Oralia Cardenas
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Potential Role Base Location	Client Services and Project Development McAllen, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Senior Client Services Manager Oralia is responsible for communicating and coordinating with local officials, engineers, and GrantWorks staff throughout each phase of a project. Responsibilities include assisting with project development, completing grant application reviews, attending public hearings, completing employee interviews for labor standards compliance, and
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	representing GrantWorks at site visits and meetings with local officials. 7 years with GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Oralia has over 30 years of experience in community and economic development, including her work as Director in the Texas Department of Rural Affairs. She is highly skilled in application scoring criteria, programmatic compliance, and community outreach.
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Remove Personnel	Full Name	Mary Kay Thomas
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Potential Role Base Location	Senior Consultant Big Sandy, TX
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Current Employment Current job title Job responsibilities Number of years with respondent	Mary Kay provides consulting services to communities regarding grant applications and project administration. Assistance provided consists of researching available funding opportunities on behalf of communities, including providing assistance in the identification and preparation of financial assistance applications to a variety of State and Federal agencies. Over 2 years with GrantWorks.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Mary Kay has over 30 years of experience in grant writing and grant management. Her support to communities for basic human needs is her goal and passion. She's previously worked at: President, Amazing Grants, Inc. from 2002. Senior Vice President, Governmental Consulting Firm, 15 years.
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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.

Remove Personnel	Full Name	Anthony Covacevich
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Potential Role Base Location	Field Representative and Project Oversight Rio Grande Valley, Tx.
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Current Employment Current job title Job responsibilities Number of years with respondent	Senior Consultant for GrantWorks, Inc Anthony coordinates agenda items with City staff, attends meetings with elected officials and consulting engineers. He performs site visits for CDBG and Hazard Mitigation projects . He attends city meetings for procurement, pre-construction and compliance issues, conducts site visits for Davis Bacon and other federal compliance requirements. At GrantWorks for over 7 years.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Anthony has over 44 years in municipal and CDBG/HUD experience. He has experience in the acquisition and administration of Section 108, Urban Development Action Grants, Colonia, Small Cities Grants, Entitlement Grants, Rental Rehab and Housing Finance Corporation funding. He has municipal government experience in the areas of planning, industrial, airport and City 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.

Remove Personnel	Full Name	Cloy A. Richards, CPM
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Potential Role Base Location	Client Services West Tawakoni, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Senior Consultant, GrantWorks Supports application process, coordinates with client and engineer in project development, attends council meetings, conduct public hearings. 7 years at GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	For the past seven years, Cloy has written CDBG applications, traveled in support of CDBG applications, conducted public hearings, conducted income surveys to determine eligibility. He has also coordinated project development between city/county and third party
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accomplishments	<p>engineers, supported other CDBG and Disaster relief applications and support of project management as assigned.</p> <p>Since 1978, Cloy has been a regular participant in countless meetings of units of local, county and state government as a reporter, city council member, Mayor, City Manager, and City Administrator.</p> <p>Former Chairman (3 years) Local Official Advisory Task Force to the TCEQ Former Board Member (6 years) Association of Rural Communities in Texas Former Member- Texas Housing Forum Former Member Local Official Advisory Task Force- Texas State Affordable Housing Association Volunteer Docent at Cumbress and Toltec Scenic railroad.</p>
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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.

Remove Personnel	Full Name	Charles "Chuck" Lucas
Potential Role	Senior Consultant	
Base Location	Texarkana, TX	
Current Employment	Senior Consultant	
Current job title	Chuck provides consulting services to communities regarding grant applications.	
Job responsibilities	Assistance provided consists of researching available funding opportunities on behalf of communities, including providing assistance in the identification and preparation of financial assistance applications to a variety of State and Federal agencies.	
Number of years with respondent	10 years at GrantWorks, Inc.	
Overall	Has over 40 Years of relevant experience in Community Development, Housing, Economic Development and Urban Planning. Chuck also has a Bachelor's in Geography and a Master's in Urban and Regional Planning.	
Total Years or relevant experience		
Other relevant experience or accomplishments		

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

Remove Personnel	Full Name	Gary Smith
Potential Role	Application Writer	
Base Location	Abilene, Texas	
Current Employment	Senior Program Manager; GrantWorks; Field Representative, Application Writer and Project Manager for various programs, including Texas CDBG, TxDOT projects, Texas Capital Fund, Texas Parks & Wildlife, and HOME	
Current job title		
Job responsibilities		
Number of years with respondent	6 years	
Overall	Approximately 18 years of relevant experience in writing and administering grant programs, including CDBG; Wrote 19 TxCDBG applications in the 2019-20 cycle; Reviewed, graded and recommended for award over 450 applications for rounds 1 and 2.1 for the 2008 CDBG Disaster Recovery program; helped develop the electronic application system first used in round 2.1. Wrote the Texas Method of Distribution (MOD) guidelines for Round 2.2.	
Total Years or relevant experience		
Other relevant experience or accomplishments		

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

Remove Personnel	Full Name	Jill Hooks
Potential Role	Labor Standards Specialist	
Base Location	Austin, TX	
Current Employment	Labor Standards Specialist	
Current job title		
Job responsibilities	Jill reviews payroll for Davis-Bacon compliance, coordinates with contractors, and assists with file maintenance in preparation for monitoring.	
Number of years with respondent		

	Over 1 year at GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Jill joined GrantWorks in 2018 working in the Community Development Department. She is a Federal Davis-Bacon Labor Standards specialist to support TxCDBG projects. She has over 13 years of experience working in the field of labor standards. Previously, Jill worked as a Project Manager and Labor Standards Officer with Traylor & Associates in Tyler, Texas.
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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.

Remove Personnel	Full Name	Michele Goerke
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Potential Role Base Location	Senior Project Manager Austin, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Senior CD Project Manager As CD Senior Project Manager Michele coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Her job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. Michele has over 12 years of experience with state and federal grant programs and has administered over \$14 million in Community Development Block Grants for various infrastructure improvement projects.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Michele specializes in Texas Capital Fund economic development project administration, including grants for downtown improvements. She has also administered EDA, HMGP, TxDOT and Texas Parks and Wildlife Park trail grants.
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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.

Remove Personnel	Full Name	Mirenda Harris
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Potential Role Base Location	Director of Application Services; project development Palestine, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Director of Application Services Mirenda leads a successful Team of Application Writers and administrative staff in preparation and submission of multiple grant program funds with Texas Department of Agriculture Community Development Block Grant (CDBG) applications, Disaster Relief (DR), Texas Capital Fund economic development, General Land Office - Disaster Recovery Fund and Texas Department of Transportation applications. Mirenda reviews application guidelines, trains and communicates information and coordinates with application writers to prepare and submit fund applications on behalf of local governments. Mirenda is familiar with federal and state grant administrative procedures. As CD Project Manager she coordinated and expedited community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. 7 years with GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Mirenda has seventeen (17) years of experience in writing and managing approximately 200 CD, economic development and other grant applications. She is familiar with TDA's scoring criteria, the process of obtaining support letters for businesses, and coordination with THC and TDLR for project approvals.
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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.

Remove Personnel	Full Name	Vicki Spiess
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Potential Role	Grant Application Writer and Project Manager
Base Location	New Ulm, Texas

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Title - Program Manager & Senior Client Relations Consultant,</p> <p>As CD Project Manager, Vicki coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>In addition to managing CD and economic development projects, Vicki also writes grants for community and economic development projects. Vicki coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for the Downtown Revitalization Program and Main Street grant applications. Key tasks include gathering data, monitoring progress for key deadlines, and preparing application materials.</p> <p>7 years with GrantWorks, Inc.</p>
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Vicki has 29 years of experience writing and managing Community Development Block Grants and Downtown Revitalization projects. She is CDBG certified through the Texas Department of Agriculture.
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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.

Remove Personnel	Full Name	Karen Blaney
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Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment Current job title Job responsibilities Number of years with respondent	<p>As CD Project Manager she coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>She has 15+ years of experience managing a variety of projects for nonprofit and state</p>
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	institutions, including development of budgets, human resources and timesheet tracking, coordination of stakeholders, presentations, and writing reports. Projects included installation of permanent energy/water conservation assets as well as outreach, education and employment programs. She also has 6+ years of managing corporate and higher education grants from the application process through implementation and closeout. With GrantWorks, Inc for over a year.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Karen has over 15 years of experience in managing projects: Managed \$2.5M in total grant funds for the University of Texas Green Fee, 2011-2016 Managed 100+ projects funded by University of Texas Green Fee Managed 25+ student employment/environmental improvement initiatives annually Designed and implemented multiple career development internship programs funded by federal and state agencies, primarily addressing career exploration for diverse and low-income students
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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.

Remove Personnel	Full Name	Carlos Beceiro, AICP
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Potential Role Base Location	Lead Planner Austin, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Associate VP of Planning Services Directs the activities of the Planning Department. 7 years in total at GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Carlos has 13 years of experience with infrastructure and land use planning. Since joining GrantWorks in 2006, he has developed more than 40 comprehensive plans for cities and counties. He specializes in infrastructure and housing planning for colonias as well as economic development in small town markets. He has written 8 colonia plans funded by the TxCDBG Colonia Planning Fund.
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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.

Remove Personnel	Full Name	Emily Phalan, AICP
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Potential Role Base Location	Management and Project oversight Austin, TX
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Current Employment Current job title Job responsibilities Number of years with respondent	Director of CD Emily oversees the Community Development staff of project managers, environmental specialists, labor specialists, field consultants and administrative assistants. She provides guidance and technical assistance to staff on a daily basis and conducts weekly meetings with project managers and specialists. She also provides internal training to all staff on compliance topics and coordinates grant administration efforts. She interprets government publications and regulations as they pertain to project implementation. She has also trained new employees in all aspects of project management responsibilities. 9 years at GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	9 years relevant experience in community development and project management. Successfully managed over 75 Federal and State projects Experience with TxCDBG, Texas Capital Fund, CFC, Downtown Revitalization/Main Street, public infrastructure construction, disaster recovery, parks, TxDOT, and coastal grant projects.
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NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.

Remove Personnel	Full Name	Roxy Sandoval
Potential Role Base Location	Application Specialist Corpus Christi, TX	
Current Employment Current job title Job responsibilities Number of years with respondent	Application Specialist Roxy's responsibilities include working with various cities and counties to provide general advice and technical assistance in preparing Community Development applications in conformance with TxCDBG program requirements. Roxy has worked at GrantWorks for over 2 years.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Roxy has over eighteen years of professional grant writing and project management experience including managing well over 100 projects. Notable grant projects awarded and managed include the following: Coastal Bend Veterans Cemetery (\$18 million-dollar federal project) Nueces County Regional Fairgrounds (\$4.5 million in federal grants) South Texas Jail Diversion Program (\$1.2 million federal grant) Nueces County Colonias Projects (\$5 million in state grants) Nueces County Park Projects (\$5.4 million in state grants) Nueces County Disaster Recovery (\$2 million in state and federal funds) Nueces County Coastal Projects (\$3.5 million in state and federal funds)	
<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	Nancy Pearsall
Potential Role Base Location	Community Development Coordinator – Team Lead Austin, TX	
Current Employment Current job title Job responsibilities Number of years with respondent	Community Development Coordinator – Team Lead Nancy manages a small team of administrative staff who work to support the Community Development project managers at GrantWorks. 1.5+ years at GrantWorks, Inc.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	10 years of grants research, cultivation, writing/solicitation and management experience in the Austin, TX in the nonprofit sector including higher education, public arts/media, health and human services.	
<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	Cristal Funderburk
Potential Role Base Location	Grant administrator and project oversight Austin, Texas	
Current Employment Current job title Job responsibilities Number of years with respondent	Assistant Director Community Development Cristal assists the director with internal process improvement, supervising and mentoring GrantWorks' Community Development team, and manages support staff who specialize in labor standards compliance. In addition, Cristal administers CDBG and state-funded projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. 8 years CD Project Manager, 6 years Cristal coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing	

	<p>system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>8 years at GrantWorks, Inc.</p>
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<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>In her 8 years at GrantWorks, Cristal has successfully managed over 50 projects, including Texas Capital Fund, Downtown Revitalization/Main Street, Community Development Fund, Colonia Fund Construction, Disaster Relief, Housing Rehabilitation, Hazard Mitigation, and Disaster Recovery projects.</p>
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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.

Remove Personnel	Full Name	Jeff Carillo
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Potential Role Base Location	Grant administrator and project oversight Austin, Texas
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<p>Current Employment Current job title Job responsibilities Number of years with respondent</p>	<p>Assistant Director of Community Development</p> <p>Jeff assists with supervising and mentoring GrantWorks' Community Development team. In addition, Jeff administers CDBG and state-funded projects, working directly with the local government contact, Texas CDBG staff, third-party project engineer and any other stakeholders.</p> <p>5 years with GrantWorks, Inc.</p>
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<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Jeff has over 5 years of experience and managed over 35 projects within the TxCDBG, CDBG-DR, TxDOT Safe Routes to School, TxDOT County Transportation Infrastructure Fund, and Texas Capital Fund grants. He also has experience managing direct beneficiary projects.</p>
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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.

Remove Personnel	Full Name	Rosie Daly
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Potential Role Base Location	Project Manager Austin, Texas
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<p>Current Employment Current job title Job responsibilities Number of years with respondent</p>	<p>As CD Project Manager she coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>She has experience managing Colonia Fund Construction projects and/or first-time connection projects, including conducting outreach for first-time connections and/or On-Site Septic Facilities and documenting benefit to the Colonia residents.</p> <p>She has been employed with GrantWorks for just over 1 year.</p>
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Overall	Collectively she has over 10 years of experience in grant-funded project implementation
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Total Years or relevant experience Other relevant experience or accomplishments	and program management. Ranging from Direct Client Services and County Resource Coordination in Housing and Homelessness, Workforce Advancement Program Administration, and Implementation of Community Development Infrastructure Projects. Rosie also has a Bachelor's, a certification in Governance of Nonprofit Organizations, and the TxCDBG certified Grant Administrator qualifications.
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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.

Remove Personnel	Full Name	Suzy Riley
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Potential Role Base Location	Environmental Specialist Austin, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Environmental Specialist Suzy implements NEPA environmental compliance for HUD-funded TxCDBG projects. Project types include Community Development Fund, Texas Capital Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Job responsibilities include researching and interpreting environmental compliance data to draft and compile Environmental Review Records; compliance with State and Federal laws such as Section 106 of the National Historic Preservation Act, the Clean Air Act, the Safe Drinking Water Act, Executive Orders 11988 and 11990, the Coastal Zone Management Act, and the Endangered Species Act; coordinating with State and Federal agencies to facilitate environmental review and clearance. Suzy has worked at GrantWorks, Inc for 2 years.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Suzy has 5 years of relevant community development experience. Prior to becoming an environmental specialist, Suzy was a Community Development Project Manager at GrantWorks for three years. In this role, Suzy worked directly with the local government contact, the Texas CDBG staff, project engineers and any other stakeholders. She managed financial and technical project requirements to meet strict thresholds, and interpreted government publications and regulations as they pertained to project implementation. Suzy has successfully managed over 30 Federal and State projects for communities throughout Texas. She has experience with disaster recovery, public infrastructure construction, parks, and coastal projects.
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NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.

Remove Personnel	Full Name	Brice Bloomer
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Potential Role Base Location	Environmental Project Manager Austin, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Environmental Specialist Brice implements NEPA environmental compliance for HUD-funded TxCDBG projects. Project types include Community Development Fund, Texas Capital Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, Disaster Relief Fund, and the HOME Investment Partnerships Program. Job responsibilities include researching and interpreting environmental compliance data to draft and compile Environmental Review Records, including Tiered Reviews; compliance with State and Federal laws such as Section 106 of the National Historic Preservation Act, the Clean Air Act, the Safe Drinking Water Act, Executive Orders 11988 and 11990, the Coastal Zone Management Act, and the Endangered Species Act; coordinating with State and Federal agencies to facilitate environmental review and clearance Brice has worked at GrantWorks, Inc for over a year.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Brice has over 3.5 years of relevant NEPA environmental compliance experience. Prior to becoming an Environmental Specialist, Brice was a Project Scientist at Trileaf Corporation in Austin for over 2.5 years. In this role, Brice worked directly with local landowners and local and state government entities in over 10 states, including Texas.</p> <p>Brice has successfully completed over 120 NEPA Reports alone, as well as Environmental Assessments, Migratory Bird Studies, Biological Assessments, and over 100 Phase I ESAs. He has experience with disaster recovery, public infrastructure construction, environmental compliance requirements for HUD-funded housing projects, parks, and coastal projects.</p>
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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.

Remove Personnel	Full Name	Ahide Gutierrez
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Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment Current job title Job responsibilities Number of years with respondent	<p>As CD Project Manager Ahide coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>Ahide has worked at GrantWorks for 4 years.</p>
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Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Ahide has 4 years of relevant community development experience and has experience managing successful CDBG funded projects. She is fluent in English and Spanish, and has a Master's in Community and Regional Planning.</p>
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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.

Remove Personnel	Full Name	Amanda Hoque
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Potential Role	Project Manager
Base Location	Austin, Texas

Current Employment Current job title Job responsibilities Number of years with respondent	<p>CD Project Manager</p> <p>Amanda coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits</p> <p>Less than one year at GrantWorks, Inc.</p>
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Overall Total Years or relevant experience	<p>Amanda has over 2 years of relevant CDBG experience and has managed 23 projects. She holds a Master's of Urban Planning, and a Bachelor's in Community Development.</p>
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Other relevant experience or

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

Remove Personnel	Full Name	Jerry A. Carvajal
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Potential Role Base Location	Director of West Texas Services and Senior Project Manager Alpine, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Director of West Texas Services, Senior Project Manager Jerry works closely with local governments to develop, coordinate, and expedite community development projects including TxCDBG application preparation and project implementation. He works directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Project Management responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 23 years with GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Mr. Carvajal has over 41 years of relevant experience managing over 100 TxCDBG projects
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NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.

Remove Personnel	Full Name	Michelle Sims
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Potential Role Base Location	Beneficiary Specialist, Senior Project Manager Austin, TX
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Current Employment Current job title Job responsibilities Number of years with respondent	Senior Project Manager/Beneficiary Specialist Michelle previously worked with GrantWorks from 2006 – 2009 and recently rejoined the team. Primary responsibilities include monitoring project specifications for all potential grant applications to determine beneficiary needs. If income surveys are required for a project area, Michelle coordinates with the survey team to schedule surveys, capture data, and generate required documentation to support low-to-moderate income calculations. Her previous experience with GrantWorks included a wide spectrum of CDBG activities, including CD and Planning grant application development, CD project management, environmental and startup documentation requirements, and procurement. 5 years at GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Michelle has more than 13 years of experience implementing various grant programs at the state and local level. Her organizational skills and attention to detail enable her to successfully manage all aspects of grant development and project implementation.
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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.

Remove Personnel	Full Name	Danielle Rojas
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Potential Role	Planner
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Base Location	Austin, TX
Current Employment Current job title Job responsibilities Number of years with respondent	Assistant Director of Planning Services Danielle's focus is on administrative and programmatic tasks and on heading up the training of the 7-member Planning team. She is also responsible for working with clients to discuss and develop comprehensive plans. In addition to local stakeholder engagement, Danielle is responsible for developing studies of several key issue areas including: population change, economic development, recreation and open space, housing, and land use. Danielle has worked at GrantWorks, Inc for 4 years.

Overall Total Years or relevant experience Other relevant experience or accomplishments	Danielle has six (6) years of experience working in the professional planning field. Since joining GrantWorks in 2016, she had completed eight comprehensive plans and several parks master plans. Danielle is also the contributing author of several affordable housing policy and practice studies, including studies of several colonias and informal homestead subdivisions located throughout Texas.
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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.

Remove Personnel	Full Name	Donna Johnson
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Potential Role Base Location	Housing Rehab Specialist Beeville, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Associate Vice President Housing Services Responsible for the overall implementation of the HOME Program, CDBG Housing Rehabilitation, and Client Relations 16 years at GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Donna has over seventeen years of experience working as a Housing Specialist with GrantWorks since 2003 and is responsible for oversight of construction for more than 700 homes rehabilitated and reconstructed (new home construction) utilizing her substantial construction management knowledge and experience. She formerly worked for Vann & Associates grant management firm.
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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.

Remove Personnel	Full Name	Hillary Sotello
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Potential Role Base Location	Project Manager Austin, TX
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Current Employment Current job title Job responsibilities Number of years with respondent	Community Development & Recovery Housing Manager Hillary coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. Hillary has worked at GrantWorks for 2 years.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Hillary has 9 years of relevant project management experience and is currently serving on a board of directors as a director for a local MUD.
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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.

Remove Personnel	Full Name	Rachel Nolley
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Potential Role Base Location	Project Manager Houston, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	CD Project Manager Rachel coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 2 years at GrantWorks.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Rachel has managed 18 CDBG projects, provided technical assistance to multiple nonprofit boards, and worked as a community organizer in previous positions. She has over two years of relevant experience, and a Master's in Community and Regional Planning.
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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.

Remove Personnel	Full Name	Lauren Stanley
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Potential Role Base Location	Administrative Support Big Sandy, TX
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Current Employment Current job title Job responsibilities Number of years with respondent	Administrative Assistant Lauren provides assistance on administrative tasks related to infrastructure, housing, planning, and hazard mitigation grants. She prepares documentation for submission to the Texas Department of Agriculture and General Land Office in support of project deliverables. Lauren provides assistance with special projects, technical support, and offers client relations support. Two years at GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Lauren has over 4 years of relevant CDBG experience specializing in client support.
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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.

Remove Personnel	Full Name	Mary Alice Smith
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Potential Role Base Location	Application Writer San Angelo, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Application Writer Mary provides consulting services to communities regarding grant applications and management. She assists with application development for various programs, including Texas CDBG, Colonia-Fund Construction, TxDOT projects, Texas Capital Fund, and HOME. 11 years at GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Mary has approximately 30 years of relevant experience in administering, auditing and writing for CDBG grant programs.
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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.

Remove Personnel	Full Name	Melissa Brightwell
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Potential Role Base Location	CD Project Manager & Labor Standards Specialist Austin, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	As CD Project Manager, Melissa coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. As Labor Standards Specialist, she reviews contractor payroll reports and employee interviews for compliance with Davis Bacon and Related Acts. She works with the prime contractors to ensure that all paperwork is complete and in compliance with each of their subcontractors as well. When necessary, she supports the contractors in requesting additional classification requests, and in gathering relevant supporting documentation for apprentices. Over 1 year with GrantWorks, Inc.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	She has more than 5 years of project management experience. Her project management history includes community development infrastructure projects, such as managing waterline replacement and street improvement projects, as well as regulatory projects in the medical device industry, such as managing ISO 13485 quality system implementation projects and 510(k) Submissions to FDA.
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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.

Remove Personnel	Full Name	Cesar Acosta
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Potential Role Base Location	Project Manager Austin, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	CD Project Manager Cesar coordinates and expedites community development projects, working directly with the local government contact, Texas CDBG staff, third-party project engineer and any other stakeholders. Job responsibilities include financial management; preparation and
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submission of draw requests; acquisition activities and reporting; establishing and maintaining a filing system; submitting all required reports to TDA as well as the GLO; coordinating with stakeholders; coordinating civil rights and fair housing requirements; preparing and submitting modification or amendment requests; reviewing construction contract documents for CDBG compliance; verifying contractor eligibility; serve as Labor Standards Officer; attend pre-construction conferences and provide instruction to contractors; coordinate or conduct employee interviews; prepare the final Project Completion Report; and serve as liaison during monitoring visits.

He also has experience managing Colonia Fund Construction projects and first-time connection projects, including conducting outreach for first-time connections and On-Site Septic Facilities and documenting benefit to the Colonia residents.

Cesar has been at GrantWorks for approximately 2 years.

Overall
 Total Years or relevant experience
 Other relevant experience or accomplishments

Cesar has seven years of community outreach and organizing experience, and has worked with diverse populations in English and Spanish. He has a Master's in Community and Regional Planning, and is fluent in Spanish.

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	Jennifer Horton
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Potential Role	Project Manager
Base Location	Austin, Texas

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

As a community development project manager with GrantWorks, Jennifer works directly with critical stakeholders to coordinate and deliver community development projects in rural Texan communities. Currently manages a grant portfolio of community development and disaster recovery infrastructure projects worth over 65 million.

2.5 years at GrantWorks, Inc.

Overall
 Total Years or relevant experience
 Other relevant experience or accomplishments

Over a decade of experience with delivery and coordination of nonprofit, public, and private services through research, planning, and management. An AmeriCorps State and VISTA alumni, Jennifer is called to service with communities in need.

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.

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

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

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

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

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

All services performed by GrantWorks on behalf of local governments are provided without regard to race, national origin,

religion, color, sex, gender identity, sexual orientation, age, familial status or disability. GrantWorks does not discriminate in employment opportunity in accordance with federal, state and local laws.

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

GrantWorks is Texas' leading homegrown grant management firm, specializing in state and federal programs used by local governments for housing, infrastructure, recovery, mitigation, planning, and economic development. The breadth of our experience gives us a solid working knowledge of program-specific requirements and cross-cutting federal regulations including but not limited to 2 CFR 200. Our Texas roots enable us to effectively and efficiently support both local governments and relevant State agencies and successfully implement programs within federal and Texas statutory framework.