

Firm Name: Public Management, Inc.	DUNS Number: 945630507	Federal EIN: 76-0361938
Prequalification Contact First, Last Name and Title: Patrick Wiltshire, President/CEO	Phone Number: +1 (281) 592-0439	Prequalification Contact E-mail Address: pwiltshire@publicmgt.com
Firm Web Address www.publicmgt.com	Firm Mailing Address 15355 Vantage PKWY W. STE 108, H	Name of Firm's President/Managing Officer: Patrick K. Wiltshire

**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.

Public Management, Inc., established in 1982, is an employee owned, private consulting firm with over 30 years of experience operating in the state of Texas. With emphasis on assisting rural and sub-urban municipalities address their quality of life needs through planning, financing, and management initiatives, Public Management has developed a needs based approach to service delivery. Public Management was founded to help Texas communities navigate the challenges faced when pursuing prosperity for their cities and towns. We empower our clients to grow and improve the quality of life for their residents through sound planning, financing and management initiatives. We believe in the potential of every Texas city and town and exist to build vibrant and sustainable communities.

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

Public Management has been committed to aiding Texans since 1982. Our team collectively has decades of experience managing over 1,000 projects for more than 220 cities and towns across the State totaling over \$500 million. With projects ranging from sewer, water, streets, drainage, and planning, our people are equipped with the right tools and knowledge to ensure the successful follow through of a community's goals.

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

a. Community wide infrastructure projects

Public Management has over thirty years experience working with community wide infrastructure projects which include the determination and documentation of beneficiaries, project services area development, and eligible activities that range from water and sewer system improvements to street and drainage projects.

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

Public management has managed various housing rehabilitation and reconstruction programs, including multi-million dollar disaster recovery housing projects, which have impacted over 1,000 individuals and families throughout the State. Additionally, Public Management has facilitated several 1st time water/sewer projects for residents in cities and counties around the state which have proved to be a significant benefit to these families as well as the communities that serve them.

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

Since 1982, Public Management has managed over \$20 million dollars in Texas Capital Fund projects and has assisted in the creation of over 1,500 direct jobs. The economic impact of these projects have been a catalyst in many communities for future development and to initiate the elimination of slum and blighted conditions.

d. Projects involving multiple funding sources

Public Management routinely manages projects that have multiple funding sources. Whether the source of funds come from other agencies - which we have assisted in securing the funds - or from the local bonds and or partnering entities, our goal is to leverage every funding opportunity to ensure the greatest benefit for our client.

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

Public Management offers specialization in grant application preparation, project management, environmental services, acquisition services, contract management, labor standards and construction management compliance, and comprehensive planning and mapping. All services are performed in house.

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

Public Management assists clients across the state of Texas and our client base continues to grow.

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

Our entire team of professional planners and project managers offer a focused and unwavering commitment to complete projects on schedule and within budget. Our professional staff has the ability to handle a substantial workload due to the diversity of the organizational expertise. Many projects are completed using a regional project management system which allows greater flexibility of service delivery. With this system, workloads are reduced and spread-out over the entire organization. Additionally, Public Management has the option to increase staff if needed in order to handle increased capacity.

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

Not applicable.

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

Project Data and References		Add Project
Remove Project	<b>Project Name</b>	Chambers County 7218061
Facility Type and Use		Sewer Improvements
Project Location (Jurisdiction)		Chambers County, Texas, on behalf of the Trinity Bay Conservation District (TBCD), along SH 61
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Installation of approximately twelve thousand nine hundred linear feet (12,900 l.f.) 4" to 6" sewer force main.
Role & Responsibilities		Administer grant from procurement through closeout, including Performance Statement modifications, full environmental assessment, Construction Contract Change Orders, Fair Housing and Civil Rights Compliance, Acquisition, Financial Management of Grant and Match funds, Labor Standards compliance & Force Account, Reporting requirements, Self-monitoring review assistance and financial desk review for TDA, assist the City with Closeout including Final public hearing and project completion reports.
Project Cost		\$385,000.00
Financing/Funding Source		U.S. Department of Housing and Urban Development, Texas Department of Agriculture and the City of Lipan.
Method of Documenting Beneficiaries		Area benefit (identified census tract & block group for eligible benefit).
<b>Project Schedule</b>		-Environmental Review Start and End Dates- 1/1/2018 - 8/1/2019

-Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	-Construction Start and End Dates - Scheduled material bid in January of 2019. Force Account to begin shortly thereafter. -Project Completed on schedule
Monitoring and Verification Methods	Use of comptroller for disbursement of funds, Force Account documentation review, frequent coordination with engineer and County staff, consulting with contract specialist when needed.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Patrick Wiltshire is the Project Manager for this project, his roles and responsibilities include: Grant Administrator (start-up docs, labor standards & force account compliance, draw-down of funds, coordination with engineer, TDA, contractor, and City, closeout documents).
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Samantha Humphrey, Director of Economic Development & Grant Management (409) 267-2695 shumphrey@chamberstx.gov
Remove Project	<b>Project Name</b> City of Celeste 7218060
Facility Type and Use	Sewer Improvements
Project Location (Jurisdiction)	City of Celeste (Alley btw. 2nd & 3rd Street, Cockrell St., Sweeney St., Alley btw. E Marsalis St. & Hwy 69)
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	(total linear ft/sq ft)- 2,214 l.f. of six-inch sewer line
Role & Responsibilities	Administer grant from procurement through closeout, including Performance Statement modifications, full environmental assessment, Construction Contract Change Orders, Fair Housing and Civil Rights Compliance, Acquisition, Financial Management of Grant and Match funds, Labor Standards compliance, Reporting requirements, Self-monitoring review assistance and financial desk review for TDA, assist the City with Closeout including Final public hearing and project completion reports.
Project Cost	
Financing/Funding Source	U.S. Department of Housing and Urban Development/Texas Department of Agriculture
Method of Documenting Beneficiaries	Survey conducted for documenting beneficiaries
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	-Environmental Review Start and End Dates- 11/1/18- 4/5/19 -Construction Start and End Dates - 8/5/19 - 4/28/2020 -Describe if project was completed on schedule or delayed - on schedule
Monitoring and Verification Methods	Use of comptroller for disbursement of funds, Payroll review, frequent coordination with engineer and City staff, Requirement of Payroll Certification Form from contractor form to be submitted with pay apps, consulting with contract specialist when needed
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Morgan Jimenez was the Project Manager for this project, her roles and responsibilities include: Grant Administrator (start-up docs, labor standards compliance, draw-down of funds, coordination with engineer, TDA, contractor, and City, closeout documents)
<b>Contact Information</b> Current phone and e-mail address of	Jenoa Lipsey, City Secretary (903) 568-4512

local government representatives you worked with.	citysecretary@cityofceleste.org
<b>Remove Project</b>	<b>Project Name</b> City of Graford 7217151
Facility Type and Use	Sewer Improvements, Replace sewer lines and manholes
Project Location (Jurisdiction)	City of Graford, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	The project served 86 persons. The project replaced over 2,790 linear feet of sewer line, manholes, and appurtenances
Role & Responsibilities	Administer grant from procurement through closeout, including Performance Statement modifications, full environmental assessment, Construction Contract Change Orders, Fair Housing and Civil Rights Compliance, Acquisition, Financial Management of Grant and Match funds, Labor Standards compliance, Reporting requirements, Self-monitoring review assistance and financial desk review for TDA, assist the City with Closeout including Final public hearing and project completion reports.
Project Cost	\$288,750.00
Financing/Funding Source	U.S. Department of Housing and Urban Development, Texas Department of Agriculture and the City of Graford
Method of Documenting Beneficiaries	City performed door-to-door survey
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	-Environmental Review Start and End Dates - 12/01/17 - 04/05/18 -Construction Start and End Dates - 10/15/18 - 03/07/19 -Project was completed on schedule -closed out early
Monitoring and Verification Methods	Assisted the city with the self-certification monitoring review. No findings or penalties.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Lisette Howard was the Project Manager for this project, her roles and responsibilities include: Grant Administrator (start-up docs, labor standards compliance, draw-down of funds, coordination with engineer, TDA, contractor, and City, closeout documents)
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Cindy Perry, City Secretary (940) 664-2125 graford@uwmail.com
<b>Remove Project</b>	<b>Project Name</b> San Saba 7218429
Facility Type and Use	Water Improvements - Replaced aged and deteriorated well pumps
Project Location (Jurisdiction)	San Saba, San Saba County, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	The project will serve 2494 persons, replace 5 well pumps, including piping and valves at the City's well field and water plant.
Role & Responsibilities	Administer grant from procurement through closeout, including Performance Statement modifications, full environmental assessment, Construction Contract Change Orders, Fair Housing and Civil Rights Compliance, Financial Management of Grant and Match funds, Labor Standards compliance, Reporting requirements, Self-monitoring review assistance and financial desk review for TDA, assist the City with Closeout including Final public hearing and project completion reports.
Project Cost	\$316,250.00

Financing/Funding Source	U.S. Department of Housing and Urban Development, Texas Department of Agriculture and the City of San Saba
Method of Documenting Beneficiaries	An approved TxCDBG Survey was used to identify beneficiaries.
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	-Environmental Review Start and End Dates - 12/01/17 - 04/04/19 -Construction Start and End Dates - anticipated 02/2020 - 05/2020 -Describe if project was completed on schedule or delayed - on schedule
Monitoring and Verification Methods	Project is in progress. It is unknown if it will be selected for a full Desk Review by TDA or Self-Monitoring Desk Review. Project Manager will compile any necessary records to assist and complete the final review.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Lisette Howard was the Project Manager for this project, her roles and responsibilities include: Grant Administrator (start-up docs, labor standards compliance, draw-down of funds, coordination with engineer, TDA, contractor, and City, closeout documents)
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Stain Weik, City Manager (325) 372-5144 sansaba@centex.net
Remove Project	<b>Project Name</b> Terrell 7218002
Facility Type and Use	Downtown Revitalization - street pavement, sidewalk reconstruction & ADA compliance, landscaping & beautification.
Project Location (Jurisdiction)	Terrell, Kaufman County, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Downtown Revitalization along Adelaide Street to improve a 2-block section with improvements sidewalks and ADA accessible ramps, lighting, landscaping, irrigation, and storm sewer.
Role & Responsibilities	Administer grant from procurement through closeout, including Performance Statement modifications, full environmental assessment, Construction Contract Change Orders, Fair Housing and Civil Rights Compliance, Acquisition, Financial Management of Grant and Match funds, Labor Standards compliance, Reporting requirements, Self-monitoring review assistance and financial desk review for TDA, assist the City with Closeout including Final public hearing and project completion reports.
Project Cost	\$440,082.00
Financing/Funding Source	U.S. Department of Housing and Urban Development/Texas Department of Agriculture
Method of Documenting Beneficiaries	Downtown Revitalization Program (DRP) which addressed Slum & Blighted conditions. The City of Terrell is citywide LMI.
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	-Environmental Review Start and End Dates - 11/15/2018 - 04/23/19 -Construction Start and End Dates - anticipated 12/18/2019 - 3/30/2020 -Describe if project was completed on schedule or delayed - on schedule
Monitoring and Verification Methods	Project is in progress. It is unknown if it will be selected for a full Desk Review by TDA or Self-Monitoring Desk Review. Project Manager will compile any necessary records to assist and complete the final review.
<b>Project Personnel</b>	Patrick Wiltshire was the Project Manager for this project, her roles and responsibilities

List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	include: Grant Administrator (start-up docs, labor standards compliance, draw-down of funds, coordination with engineer, TDA, contractor, and City, closeout documents)
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<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Glenn Caldwell, Director of Public Works (972) 551-6614 gcaldwell@cityofterrell.org
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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.

With a staff of highly qualified employees, Public Management is uniquely positioned to scale operations to the needs of the client. As a small firm of reliable experts with nimble capabilities, Public Management focuses our collaborative expertise on accomplishing the objectives of our clients.

Key Personnel Profile(s)	Add Personnel
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Remove Personnel	<b>Full Name</b>	Patrick K. Wiltshire
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Potential Role Base Location	President and Chief Executive Officer located in Houston, TX
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	<p>January, 2014 through Present</p> <p>Supervisory authority over all Company operations including, but not limited to, project assignment and management; personnel policies; daily operational functions and policies; financial operations; and business development. The CEO will oversee short and long range strategic planning; enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation; as well as plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance. In addition, the CEO will oversee and work closely with the Chief Operating Officer, Chief Financial Officer, Business Development Director, and Marketing Coordinator to ensure the Vision and Mission of the Company is maintained in each operational function of the business. Finally, the CEO promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.</p> <p>Patrick has been with Public Management for over 10 years.</p>
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	<p>Patrick has 10 years of experience working with Public Management and has developed applications for and managed projects from the following programs, including but not limited to:</p> <p>TxCDBG Community Development Fund, Texas Capital Fund, TxCDBG Planning and Capacity Building, Disaster Recovery, Texas Water Development Board (DWSRF and CWSRF), Natural Resource Conservation Service (NRCS), FEMA Hazard Mitigation Assistance (HMA), HOME, and Texas Small Cities Park Grant.</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	<b>Full Name</b>	Nicholas Houston
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Potential Role Base Location	Vice President and Chief Financial Officer located in Houston, TX
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<b>Current Employment</b> Current job title Job responsibilities	<p>January, 2016 through Present</p> <p>Supervisory authority over all financial operations, including but not limited to, financial</p>
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Number of years with respondent	<p>policies, budget preparation and financial planning and forecasting, retirement and benefits development and implementation, oversees accounts receivable &amp; accounts payable, directs investments and distributions, maintains past and current financial records for reporting, assists and develops audit and tax reporting. The CFO works closely with the CEO to develop financial operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change. In addition, the CFO develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion.</p> <p>Nic has been with Public Management for over 13 years.</p>
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	<p>Nic has 13 years of experience working with Public Management and has developed applications for and managed projects from the following programs including but not limited to:          TxCDBG Community Development Fund, Texas Capital Fund, Disaster Recovery, HOME, Hazard Mitigation Grant Program and Texas Small Cities Park Grant</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	<b>Full Name</b>	Kenneth Coignet
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Potential Role Base Location	Vice President and Senior Project Manager and Planner located in San Antonio, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	<p>November, 1999 through Present</p> <p>The Planner is responsible for the successful completion of projects assigned by the CEO. Specifically, the Planner is responsible for the research and development of planning material as set out in the specified needs of the client. The Planner will need to attend meetings, conduct outreach and engage client and community leaders on planning needs. The Planner will assess all available material, evaluate trends, develop comparative analysis, and finalize requested planning studies based on client needs.</p> <p>Ken has been with Public Management for over 21 years.</p>
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	<p>Ken has 21 years experience working with Public Management and has developed applications for and managed projects from the following programs, including but not limited to:          TxCDBG Community Development Fund, Texas Capital Fund, TxCDBG Colonia Fund, HOME, TxCDBG Planning and Capacity Building, TxDot Infrastructure Fund and Texas Small Cities Park Grant</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	<b>Full Name</b>	Jake McAdams
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Potential Role Base Location	Regional Project Manager located in Granbury, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	<p>July, 2015 through Present</p> <p>The Regional Project Manager is responsible for client relations, business development and overall project management in the regions which Public Management has satellite offices or business interest. In addition to these duties, the Regional Project Manager shall have all other duties associated to the Project Manager.</p> <p>Jake has been with Public Management for 6 years.</p>
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	Jake has 6 years experience working with Public Management and has developed applications for and managed projects from the following programs including but not limited to: TxCDBG Community Development Fund, Texas Capital Fund, TxCDBG Planning and Capacity Building, HOME, Texas Water Development Board (DWSRF and CWSRF), and Texas Small Cities Park Grant
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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.*

<b>Remove Personnel</b>	<b>Full Name</b>	Timothy Everitt
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Potential Role Base Location	Graphics Manager, Assistant Planner and Labor Standards Officer located in Houston, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	January, 2003 through Present  Prepares all project mapping, design and graphic related documentation. Develops and maintains graphics and mapping and database that is readily available for company usage. Creates and maintains Geographic Information System database for clients to access pertinent community mapping information. Develops company Information Technology infrastructure – hardware and software requirements, maintenance schedule, and security services. Conducts programmatic and manual analysis and create reports and thematic maps on the data within the GIS. Assures quality on new or revised data conforms to standards laid out in the Geo-database, or any other applicable standard or policy. Collects and converts mapping resources and data necessary for the input and editing of municipal infrastructures. Insures that all labor standards laws and regulations are observed for various projects and programs.  Tim has 20 years of experience with Public Management.
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	Tim has 20 years of experience working with Public Management and has developed mapping and visual aids for the following programs, including but not limited to: TxCDBG Community Development Fund, Texas Capital Fund, TxCDBG Planning and Capacity Building, Hurricane and Ike Disaster Recovery, Texas Water Development Board (DWSRF and CWSRF), Natural Resource Conservation Service Grant, FEMA Public Assistance, HOME and Texas Small Cities Park Grant
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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.*

<b>Remove Personnel</b>	<b>Full Name</b>	A. Kay Howard
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Potential Role Base Location	Senior Consultant located in Lubbock, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	March, 2018 through Present  As a senior consultant, Kay Howard, has served as a President and founder for her own consulting firm, A & J Howco Services, Inc. in Lubbock Texas where she has assisted clients for over 26 years. Prior to that she worked with a consulting firm, Gary Traylor and Associates for 12 years as a Vice-President and Project Manager. She has experience in Community Development Block Grant programs, Ms. Howard's experience focuses on development of grant applications with communities and counties. Additional responsibilities include budget development with engineers and architects which correlates with Census Data and beneficiary survey data. Kay's experience includes coordinating over 196 funded applications and project administration for the Office of Rural Community Affairs, Texas Department of Agriculture and Texas Department of Housing and Community Affairs. Ms. Howard's other duties include overall project administration supervision with emphasis on financial management, labor standards, acquisition and environmental studies.
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		Kay has 2 years of experience with Public Management.
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments		Kay has 2 years of experience with Public Management, but has over 38 years of experience in the industry. Kay was a founder of her own consulting firm in Lubbock, Texas.
<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	<b>Full Name</b>	Lisette Howard
Potential Role Base Location		Project Manager located in McKinney, Texas
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent		<p>March, 2018 through Present</p> <p>The Project Manager is responsible for successful completion of projects assigned by the CEO and Regional Project Manager. Prepare all necessary compliance documentation and generally manage compliance issues for client projects. Retaining required environmental clearances and proper documentation to proceed with projects. Collect data and prepare reports, forms and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activities. Encourages and develops business with existing and potential clients.</p> <p>Lisette has worked with Public Management for over 2 years now.</p>
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments		<p>Lisette has over 13 years of experience working as a program specialist and has developed applications for and managed projects from the following programs, including but not limited to:</p> <p>TxCDBG Community Development Fund, Texas Capital Fund, TxCDBG Planning and Capacity Building, HOME and Texas Small Cities Park Grant as well as Performed over 50 Environmental Reviews including CDBG, GLO Disaster, and TDHCA HOME reviews daily from 2012 to 2018, including exempt, categorical exclusions, and environmental assessments.</p>
<i>NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.</i>		
Remove Personnel	<b>Full Name</b>	Jan Torres
Potential Role Base Location		Project Manager located in Lubbock, Texas
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent		<p>March, 2018 through Present</p> <p>The Project Manager is responsible for successful completion of projects assigned by the CEO and Regional Project Manager. Prepare all necessary compliance documentation and generally manage compliance issues for client projects. Retaining required environmental clearances and proper documentation to proceed with projects. Collect data and prepare reports, forms and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activities. Encourages and develops business with existing and potential clients.</p> <p>Jan has worked with Public Management for over 2 years now.</p>

<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	Jan has over 2 years of experience working with Public Management, but has worked as a project manager previously with A & J Howco Services. She has over 6 years of combined experience in the field and has managed projects from the following programs including but not limited to: TxCDBG Community Development Fund, Texas Capital Fund and Texas Small Cities Park Grant.
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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	<b>Full Name</b>	Johanna Zollmann
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Potential Role Base Location	Project Manager located in Houston, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	November, 2019 through Present  The Project Manager is responsible for successful completion of projects assigned by the CEO and Regional Project Manager. Prepare all necessary compliance documentation and generally manage compliance issues for client projects. Retaining required environmental clearances and proper documentation to proceed with projects. Collect data and prepare reports, forms and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activities. Encourages and develops business with existing and potential clients.  Johanna has worked for Public Management for less than a year.
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	Johanna joined Public Management in October of 2019.
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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	<b>Full Name</b>	Morgan Jimenez
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Potential Role Base Location	Project Manager located in Granbury, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	August, 2018 through Present  The Project Manager is responsible for successful completion of projects assigned by the CEO and Regional Project Manager. Prepare all necessary compliance documentation and generally manage compliance issues for client projects. Retaining required environmental clearances and proper documentation to proceed with projects. Collect data and prepare reports, forms and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activities. Encourages and develops business with existing and potential clients.  Morgan has worked with Public Management for over 1 year now.
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	Morgan has over 1 year of experience working with Public Management and has managed projects from the following programs including but not limited to: TxCDBG Community Development Fund, Texas Capital Fund and Texas Small Cities Park Grant.
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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	<b>Full Name</b>	Tiffany Hawthorne
Potential Role Base Location	Compliance Specialist/Proposal Manager located in Houston, Texas	
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	<p>March, 2018 through Present</p> <p>The Compliance Specialist is responsible for assisting the Houston Project Managers in the management and administration of client projects. Other responsibilities include preparing all compliance documentation, track project status, update staff reports, collect data, prepare reports, forms and studies. She works to develop and implement state and federal programs based on client needs. As a Proposal Manager, she develops and maintains accurate project detail and client records in relation to funding, project type, and funding amounts. She prepares responses to Request for Proposals (RFP) for all company project considerations. She also maintains detailed procurement files and records for each proposal submission.</p> <p>Tiffany has been with Public Management for over 6 years.</p>	
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	Tiffany has 6 years experience working with Public Management developing proposals, assisting with finances, interfacing with clients and maintaining records.	

*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	<b>Full Name</b>	John Reed
Potential Role Base Location	Project Manager located in Houston, Texas	
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	<p>January, 2020 through Present</p> <p>The Project Manager is responsible for successful completion of projects assigned by the CEO and Regional Project Manager. Prepare all necessary compliance documentation and generally manage compliance issues for client projects. Retaining required environmental clearances and proper documentation to proceed with projects. Collect data and prepare reports, forms and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activities. Encourages and develops business with existing and potential clients.</p> <p>John just started working with Public Management.</p>	
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	John joined Public Management in January of 2020.	

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

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

Public Management will commit all available resources to ensure the project is successful and completed to the full satisfaction of all parties.

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

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

Public Management, Inc. maintains a policy of non-discrimination in all phases of employment and complies in full with all applicable laws. Specifically:

Equal Employment Opportunity

- a) Public Management will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. Public Management will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Public Management agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
- b) Public Management will, in all solicitations or advertisements for employees placed by or on behalf of the Public Management; state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- c) Public Management will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- d) Public Management will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives Application to Prequalify Grant Administrators Page 12 of 15 Public Management Inc. of the employers commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e) Public Management will comply with all provisions of Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity" and of the rules, regulations, and relevant orders of the Secretary of Labor.
- f) Public Management will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

Section 503 of the Rehabilitation Act (the "Act") - Handicapped Affirmative Action for Handicapped Workers

- a) Public Management will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. Public Management agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without

discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment, upgrading, demotion or transfer, recruitment, advertising layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b) Public Management agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

c) In the event of Public Management's non-compliance with requirements of this clause, actions for non-compliance may be taken in accordance with rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

d) Public Management agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the company, provided by or through the employer. Such notices shall state the employers obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

e) Public Management will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the employer is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

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

Public Management was founded to help Texas communities navigate the challenges faced when pursuing prosperity for their cities and towns. We empower our clients to grow and improve the quality of life for their residents through sound planning, financing, and management initiatives. We believe in the potential of every Texas city and town and exist to build vibrant and sustainable communities.

Public Management, Inc. is more than a consultant. We do more than grant management and offer much more than typical planning services. We help communities, big and small, in the pursuit of prosperity. Our team collectively has decades of experience managing over 1,000 projects for more than 220 cities and towns across the state. With client funding ranging from \$10,000 to \$59 million, our people are equipped with the right tools and knowledge to ensure successful follow through of a community's goals.