

Application to Prequalify Planning Services Providers

TxCDBG Cycle Type: 2020

Firm Name: GrantWorks, Inc.	DUNS Number: 963746466	Federal EIN: 76-0446220
Prequalification Contact First, Last Name and Title: Danielle Rojas, Assistant Director of Planning	Phone Number: +1 (512) 420-0303	Prequalification Contact E-mail Address: danielle@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

Application for Prequalification to Provide Planning 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 Planning 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 planning services.

GrantWorks has 40 years of grant writing and administrative experience. The firm was founded in 1979 as BJS Consulting and has since grown to include 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 and planning projects including flood and drainage, street improvements, water storage, wastewater treatment plant facilities, sidewalks, lift station improvements, comprehensive planning, and hazard mitigation planning.

In addition to decades of experience assisting communities apply for and implement Community Development Block Grant-funded projects, GrantWorks provides grant writing, administration, and management services for programs in many other agencies including the Texas Department of Transportation, Texas General Land Office, Water Development Board, Parks & Wildlife Department, and Department of Housing & Community Affairs, as well as the US Economic Development Administration and the Federal Emergency Management Agency.

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 funded, 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. Comprehensive plans

Comprehensive planning is the GrantWorks Planning Department's primary work area. Additional work areas include functional planning such as Master Parks Plans and Master Trails Plans, hazard mitigation planning, and consolidated planning, among others.

GrantWorks Planning successfully completed over 200 CDBG-funded Comprehensive Plans. Our staff works directly with cities and counties to develop and coordinate an array of planning studies including population, housing, land use, water, wastewater, storm drainage, street, economic development, central business district, recreation and open space, thoroughfares, and capital improvements program studies. GrantWorks Planning also works with local governments to develop or update key development regulations - zoning and subdivision ordinances.

Our comprehensive plans focus on feasible, actionable strategies that move beyond recommendations for more planning. We recommend mechanisms for leveraging local resources through collaboration between community groups, best practices, and grant opportunities. We consolidate strategies into implementation tables (used by many of our clients as checklists) that delineate actions to be taken, timelines, lead organizations, cost estimates, and potential funding sources.

b. Community development plans

Community development planning informs several components of our comprehensive plans such as the land use, central business district, recreation and open space, and capital improvements program studies.

Our land use studies examine key community development challenges like vacant lots/structures in existing neighborhoods or land development constraints like floodplain, and identify community development strategies like temporary uses, historic preservation, and alternative development approaches (such as planned unit developments and cluster housing). We have also examined and proposed strategies for repurposing large existing structures such as closed school buildings and abandoned prisons.

Our central business district studies identify ways to support active and attractive commercial areas such as pedestrian amenities and improvements, decorative street lighting and other beautification projects, design standards like façade or sign requirements, and mixed-use development.

Our recreation and open space plans support accessible and inclusive recreational amenity development by recommending additional facilities to meet standards or community desires, and often also by identifying recommended areas for new park development.

Capital improvement programs are a key component of community development because they coordinate community planning and financial capacity for physical development. Our capital improvement programs examine available options for funding infrastructure development which usually consist of improvement projects for water, sewer, drainage, street, and parks (and sometimes gas and/or electric).

In addition, some of our privately-funded plans have included public facilities studies which examine the need for new police, fire, administrative, and community facilities.

c. Functional plans (e.g. housing, land use, economic development, open space, energy use, flood plain/wetlands, etc.)

GrantWorks Planning has extensive experience writing functional plans like housing, land use, economic development, and recreation and open space studies as part of larger comprehensive plans (further detailed in other RFQ responses).

In addition, GrantWorks Planning has written several privately-funded Master Parks Plans for counties and cities in Texas, most recently for Pecos County, Ovilla, and Pilot Point. We also recently developed a Master Trails Plan for Pilot Point, which required use of Adobe Photoshop and other graphic tools to illustrate design recommendations.

d. Economic development plans

GrantWorks Planning has written over 100 economic development plans, generally as part of larger comprehensive plans.

Our economic development studies use data from a variety of sources to compare a city's economy with county, regional, and State economies. Key data sources include the Texas Comptroller, Education Agency, and Department of Transportation, as well as the US Census, the US Bureau of Labor Statistics, and the Federal Deposit Insurance Corporation (FDIC).

Our studies include suggestions to stimulate a city's economy based on evidence that indicates which industries are likely to perform better in the area. Our studies also include recommendations to improve a city's economy over time such as marketing

enhancement, downtown revitalization and other beautification projects, broadband infrastructure development, local business and entrepreneurship support, and student mentoring by local business leaders, among others.

e. Other plans/studies (e.g. neighborhood plans, capital improvement programs, individual project planning, environmental/historic preservation, etc.)

Most GrantWorks Planning comprehensive plans include a capital improvements program study. Capital improvements program studies determine a city's financial capacity to implement the capital improvement projects recommended in the various studies of the comprehensive plan. These studies include detailed recommendations regarding a city's capacity to issue debt and 'schedule' capital improvement projects according to priority.

Key development regulations we review include zoning ordinances, subdivision ordinances, mobile/manufactured home and park ordinances, and substandard structure and other nuisance ordinances. If a city has not already adopted the recommended regulations, we provide sample ordinances and information for consideration or, in the case of zoning and subdivision, recommend ordinances tailored to the local development context and geared toward plan implementation.

A fair housing assessment is carried out as part of our housing and land use studies by looking at conditions and types of housing in relation to any block groups in the localities that contain concentrations of minority and Hispanic/Latino residents. When a locality does have a concentration of poor quality housing in areas of minority and ethnic concentrations, affordable multifamily structures are often recommended to be sited in other areas of the locality that do not contain these concentrations in an effort to provide fair housing options in the communities.

While GrantWorks Planning has not worked on neighborhood plans, our staff has written several similar plans, including eight (8) Colonia Area Plans. With anywhere from 30 to 100 or more inhabitants, many of the colonias studied in our Colonia Area Plans are similar in size to a typical neighborhood. Our Colonia Area Plans include housing, water, sewer, street, and drainage studies. Where applicable, plans include feasibility studies for providing public water and sewer service to residents as colonia areas often lack these services. Planners also use detailed housing field work and door-to-door surveys to determine housing unit adherence to federally-mandated Colonia Housing Standards for site and neighborhood conditions, accessibility, structure and materials, presence of lead-based paint, quality of the water supply, interior air quality, presence of electricity, quality of the thermal environment, availability of sanitary facilities, security, and ability to prepare food.

GrantWorks Planning has also created the majority of Colonia Comprehensive Plans in Texas (around approximately 35 plans). Broader than Area Plans, Colonia Comprehensive Plans identify all colonias in a county and collect detailed information about each colonia including when each colonia was established (to ensure they pre-date the Cranston-Gonzalez Act); the percentage of LMI residents; the location and condition of housing, streets, and drainage; whether residents have access to public water and sewer service; and whether county subdivision regulations adequately ensure that future unincorporated subdivisions will be provided with public water and sewer service. The plans also detail costs for improving housing, streets, and drainage. Where not yet available, plans include feasibility studies for providing public water and sewer service to residents.

f. Policy planning-management-capacity building activities

GrantWorks Planning studies are developed and designed to support local policy-planning-management-capacity building activities. Our planners work with community member and public representatives to determine community needs, primarily through one or more public planning workshops but also through community surveys that can be published online. Workshops create an open environment to talk about challenges and opportunities, identify key community goals and desires, and also identify goals within specific areas such as housing, land use, infrastructure, parks, economic development, and others. These goals then direct our recommendations for improvement projects and other implementation activities such as policy changes and/or additional governance bodies, as appropriate.

Successful local plan implementation is supported by ensuring that our client's regulations and regulatory activities further plan goals and objectives. As part of our studies, we review a city's development regulations and may recommend ordinance update, expansion, or adoption. Key development regulations we review include zoning ordinances, subdivision ordinances, mobile/manufactured home and park ordinances, and substandard structure and other nuisance ordinances. If a city has not already adopted the recommended regulations, we provide sample ordinances and information for consideration or, in the case of zoning and subdivision, recommend ordinances tailored to the local development context and geared towards plan implementation. In addition to code enforcement resources, our studies offer strategies to encourage voluntary code compliance and enhance public outreach.

Our plans further support plan success by identifying local groups to implement, monitor, and support plan goals and objectives. Our studies often recommend creation of additional governance bodies like planning commissions, parks boards, and economic development corporations, as well as non-municipal action committees like a Downtown Business Alliance to coordinate development or "first responder" retail employees to provide information to visitors. Additional study recommendations may include tax changes like street maintenance taxes or economic development corporation taxes, as well as debt policy changes

like issuing bonds to finance capital improvements. Finally, study recommendations may suggest ways to coordinate with neighboring municipalities and regional organizations to further support plan goals.

In addition, our studies go beyond analysis and recommendations to include educational components and resources. Our studies include educational elements to assist cities and residents with devising, carrying out, and evaluating plan related activities.

- Connect plan recommendations with community goals
- Plan text includes explanation for recommendations (not just recommendations)
- Examples of and from other cities in Texas (and elsewhere in the US) facing similar challenges
- Digital appendices contain sample ordinances, policy papers, and other research
- Specify measurable objectives as appropriate.

g. Grant writing/administration activities

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 resolutions.
- 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, contract closeout, and other aspects of program implementation.
- Prepare all forms, notices, and agenda items and provide them to clients in advance.
- Communicate with the local governmental officials, subcontracting engineers if needed, state staff, community leaders, and other stakeholders to ensure successful completion of the project.
- Attend public meetings as necessary.

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

GrantWorks Planning typically offers all services in-house. In certain instances, we have subcontracted with engineering firms or had engineering firms contract with us to perform work on plans, generally including water, sewer, and drainage plans but occasionally also street and capital improvement plans.

In general, GrantWorks Planning will provide the application and administrative services discussed above and the following planning services:

- Assist in developing, organizing, publicizing and completing community outreach efforts such as public workshops and surveys.
- Communicate with local government officials, local government staff, community leaders, and other stakeholders to ensure likelihood of plan implementation.
- Collect detailed information about existing conditions.
- Plan development.
- Work closely with engineering contractors to develop water, sewer, and storm drainage studies, as well as gas and electric studies where applicable.
- Mapping.

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

GrantWorks is able to work anywhere in Texas.

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

Our firm is financially stable and has the capacity to perform the functions required by this RFQ. GrantWorks Planning has a full-time staff of eight (8) employees that can devote the necessary time to projects. GrantWorks also has a unique ability to expand our staff quickly to meet future project demands if necessary. Our employees are specialized in comprehensive planning, functional planning for parks and trails, and hazard mitigation action planning, as well as application development, environmental review, and administrative compliance. Our team works with communities throughout each phase of the projects. The GrantWorks Planning team takes pride in our performance, completing projects on time, within budget, and within State and Federal requirements.

7. Is the respondent a TxCDBG certified administrator?

- Yes, certified in 2019 and can provide administrative services for planning contracts.
- No, but can provide administrative services for planning contracts and will become certified.
- No, and does not offer administrative services for planning contracts.

If "No", provide most recent year of certification (as applicable):

8. Using the table below, provide detailed information on up to five planning services projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent; in particular, planning projects supported by federal funds or those subject to federal requirements). Only include projects that were conducted in the last five (5) years 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	Seadrift Comprehensive Plan 2012
Project Type		TxCDBG-funded comprehensive plan (#710114)
Project Location (Jurisdiction)		Seadrift, Texas and ETJ
Project Description		<p>The Seadrift Comprehensive Plan included the following studies:</p> <ul style="list-style-type: none"> Community Goals and Objectives Population Analysis Housing Study Land Use Study Water Supply and Distribution Study Wastewater Collection and Treatment System Study Storm Drainage System Study Street System Study Economic Development Study Recreation and Open Space Study Capital Improvement Program Zoning Ordinance Subdivision Ordinance
Roles & Responsibilities		<p>GrantWorks Planning assisted the City of Seadrift in seeking funding for an update to their 2001 Comprehensive Plan, performed field work for the plan, wrote the plan text, created the plan maps, facilitated a planning workshop, and presented final conclusions to the City. In addition, GrantWorks fulfilled all contractual obligations for the project, including creating all administrative documents for the City to execute (startup documents, quarterly reporting, and closeout documents), and submitted these documents to TDA on behalf of the City. Fieldwork consisted of mapping housing conditions; land use; street materials, width, and conditions; drainage infrastructure materials, sizes, conditions, and roadside ditches, channels and other drainage features; and recreational facilities and their conditions. GrantWorks Planning also worked with City Engineers and Public Works to map the water and sewer systems.</p> <p>In writing the plan and creating the mapping, problems with the different systems examined</p>

	in each study were prioritized, goals and objectives detailed, and improvements to solve the problems proposed. Improvements with specific locations were also mapped. The infrastructure studies include two maps each - an Existing System map and a Proposed Improvements map. The land use study also includes two maps - an Existing Land Use map and a Future Land Use map.
Project Cost	\$39,875
Financing/Funding Source	Texas Department of Agriculture: \$36,250 (TxCDBG Planning and Capacity Building Fund) City of Seadrift: \$3,625 (City matching funds)
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	September 15, 2010 to May 1, 2012 Due date for the project was September 14, 2012. Project completed 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).	Carlos Beceiro, Lead Planner (field work, workshops, plan writing, and final hearing presentation) Lucy Elder, Planner (field work support) Alan Thompson, LMI Survey Crew (field work support) Simon Doty, GIS Analyst (field work support and GIS mapping)
Contact Information Current phone and e-mail address of local government representatives you worked with.	Elmer DeForest, Mayor seadriftmayor@tisd.net (361) 785-2251 City Secretary and Aldermen associated with this project are no longer in their positions with the City so their contact information was not available.
Remove Project	Project Name Wharton Comprehensive Plan 2018
Project Type	TxCDBG-funded comprehensive plan (#7216124)
Project Location (Jurisdiction)	Wharton, Texas and ETJ
Project Description	The Wharton Comprehensive Plan included the following studies: Community Goals and Objectives Population Analysis Housing Study Land Use Study Water Supply and Distribution Study Wastewater Collection and Treatment System Study Storm Drainage System Study Street System Study Thoroughfares Study Economic Development Study Recreation and Open Space Study Central Business District Study Capital Improvements Program Subdivision Ordinance
	GrantWorks Planning assisted the City of Wharton in seeking funding for a comprehensive plan, performed field work for the plan, wrote the plan text, created the plan maps, facilitated four planning workshops, and presented final conclusions to the City. In addition, GrantWorks fulfilled all contractual obligations for the project, including creating all administrative documents for the City to execute (startup documents, quarterly reporting, and closeout documents), and submitted these documents to TDA on behalf of the City. Fieldwork consisted of mapping housing conditions; land use; street materials, width, and conditions; drainage infrastructure materials, sizes, conditions, and roadside ditches, channels and other drainage features; thoroughfare features such as traffic

Roles & Responsibilities	<p>signage, traffic lights, crosswalks, school zones, sidewalks, curb and gutter, traffic generators, and arterial classifications; central business district features such as crosswalks, sidewalks, curb and gutter, traffic lights, traffic signage, land use, street lamps, amenities, building footprints, materials, vacancy, and conditions, and parking; and recreational facilities and their conditions. GrantWorks Planning also worked with City Engineers and Public Works to map the water and sewer systems.</p> <p>In writing the plan and creating the mapping, problems with the different systems examined in each study were prioritized, goals and objectives detailed, and improvements to solve the problems proposed. Improvements with specific locations were also mapped. The infrastructure studies include two maps each - an Existing System map and a Proposed Improvements map. The land use study also includes two maps - an Existing Land Use map and a Future Land Use map.</p>
Project Cost	\$115,389
Financing/Funding Source	<p>Texas Department of Agriculture: \$53,460 (TxCDBG Planning and Capacity Building Fund)</p> <p>City of Wharton: \$61,929 (City matching funds and cost of extra studies)</p>
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	<p>10/14/2016 to 11/26/2018</p> <p>Project completed on schedule (within 60 days of 10/13/2018, the official closing date).</p>
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	<p>Danielle Rojas, Lead Planner (fieldwork, plan writing, workshops, and final hearing presentation)</p> <p>Zachary Stern, Planning support (fieldwork, plan writing, and workshops)</p> <p>Kyungah Lim, GIS Team Lead (fieldwork support and GIS mapping)</p> <p>Kirk Dibbens, LMI Crew Leader (fieldwork support)</p>
Contact Information Current phone and e-mail address of local government representatives you worked with.	<p>Andres Garza, Jr., City Manager agarza@cityofwharton.com (979) 532-2491</p> <p>Gwyneth Taves, Community Development Coordinator gtaves@cityofwharton.com (979) 532-2491 x 238</p>
<input type="button" value="Remove Project"/>	Project Name Los Fresnos Comprehensive Plan 2014
Project Type	TxCDBG-funded comprehensive plan (#712044)
Project Location (Jurisdiction)	Los Fresnos, Texas and ETJ
Project Description	<p>The Los Fresnos Comprehensive Plan included the following studies:</p> <ul style="list-style-type: none"> Community Goals and Objectives Population Analysis Housing Study Land Use Study Water Supply and Distribution Study Wastewater Collection and Treatment Study Storm Drainage System Study Street System Study Economic Development Study Recreation and Open Space Study Capital Improvements Program Zoning Ordinance
	GrantWorks Planning assisted the City of Los Fresnos in seeking funding for a comprehensive plan, performed field work for the plan, wrote the plan text, created the

Roles & Responsibilities	<p>plan maps, facilitated four planning workshops, and presented final conclusions to the City. In addition, GrantWorks fulfilled all contractual obligations for the project, including creating all administrative documents for the City to execute (startup documents, quarterly reporting, and closeout documents), and submitted these documents to TDA on behalf of the City. Fieldwork consisted of mapping housing conditions; land use; street materials, width, and conditions; drainage infrastructure materials, sizes, conditions, and roadside ditches, channels and other drainage features; and recreational facilities and their conditions. GrantWorks Planning also worked with City Engineers and Public Works to map the water and sewer systems.</p> <p>In writing the plan and creating the mapping, problems with the different systems examined in each study were prioritized, goals and objectives detailed, and improvements to solve the problems proposed. Improvements with specific locations were also mapped. The infrastructure studies include two maps each - Existing System map and a Proposed Improvements map. The land use study also includes two maps - an Existing Land Use map and a Future Land Use map.</p>
Project Cost	\$63,250
Financing/Funding Source	Texas Department of Agriculture: \$55,000 (TxCDBG Planning and Capacity Building Fund) City of Los Fresnos: \$8,250 (City matching funds)
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	9/15/2012 to 2/11/2014 Due date for the project was 9/14/2014. Project came in 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).	Carlos Beceiro, Lead Planner (fieldwork, plan writing, workshops, and final hearing presentation) Lucy Elder, Planner (fieldwork support, workshops support) Kirk Dibbens, LMI Crew Leader (fieldwork support) Bobby Holz, Operations Coordinator (fieldwork support)
Contact Information Current phone and e-mail address of local government representatives you worked with.	Mark Milum, City Manager mmilum@citylf.us (956) 233-5768 Polo Narvaez, Mayor pnarvaez@citylf.us (956) 233-5768
<input type="checkbox"/> Remove Project	Project Name Grapeland Comprehensive Plan 2019
Project Type	TxCDBG-funded comprehensive plan (#7218054)
Project Location (Jurisdiction)	Grapeland, Texas and ETJ
Project Description	The Grapeland Comprehensive Plan included the following studies: Community Goals and Objectives Population Analysis Housing Study Land Use Study Water Supply and Distribution Study Wastewater Collection and Treatment Study Storm Drainage Study Street System Study Thoroughfares Study Economic Development Study Recreation and Open Space Study Capital Improvements Program

	Zoning Ordinance Subdivision Ordinance
Roles & Responsibilities	<p>GrantWorks Planning assisted the City of Grapeland in seeking funding for a comprehensive plan, performed field work for the plan, wrote the plan text, created the plan maps, facilitated a planning workshop, and presented final conclusions to the City. In addition, GrantWorks fulfilled all contractual obligations for the project, including creating all administrative documents for the City to execute (startup documents, quarterly reporting, and closeout documents), and submitted these documents to TDA on behalf of the City. Fieldwork consisted of mapping housing conditions; land use; street materials, width, and conditions; drainage infrastructure materials, sizes, conditions, and roadside ditches, channels and other drainage features; thoroughfare features such as traffic signage, traffic lights, crosswalks, school zones, sidewalks, curb and gutter, traffic generators, and arterial classifications; and recreational facilities and their conditions. GrantWorks Planning also worked with City Engineers and Public Works to map the water and sewer systems.</p> <p>In writing the plan and creating the mapping, problems with the different systems examined in each study are prioritized, goals and objectives detailed, and improvements to solve the problems proposed. Improvements with specific locations were also mapped. The infrastructure studies include two maps each - an Existing System map and a Proposed Improvements map. The land use study also includes two maps - an Existing Land Use map and a Future Land Use map.</p>
Project Cost	\$54,795
Financing/Funding Source	<p>Texas Department of Agriculture: \$44,850 (TxCDBG Planning and Capacity Building Fund)</p> <p>City of Grapeland: \$9,945 (City matching fund and cost of extra studies)</p>
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	<p>12/1/2018 to 11/19/2019</p> <p>Due date for the project was 11/30/2020. Project completed on schedule.</p>
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	<p>Daniel Alvarado, Lead Planner (fieldwork, plan writing, workshops, and final hearing presentation)</p> <p>Jennifer Lindsey (fieldwork support and GIS mapping)</p>
Contact Information Current phone and e-mail address of local government representatives you worked with.	<p>Balis Dailey, Mayor balisdailey69@gmail.com (936) 687-2115</p>
<input type="button" value="Remove Project"/>	Project Name Anson Comprehensive Plan 2018
Project Type	TxCDBG-funded comprehensive plan
Project Location (Jurisdiction)	Anson, Texas and ETJ
Project Description	<p>The Anson Comprehensive Plan included the following chapters:</p> <ul style="list-style-type: none"> Community Goals and Objectives Population Analysis Housing Study Land Use Study Water Supply and Distribution Study Wastewater Collection and Treatment Study Storm Drainage Study Street System Study

	Thoroughfares Study Economic Development Study Recreation and Open Space Study Capital Improvements Program
Roles & Responsibilities	<p>GrantWorks Planning assisted the City of Anson in seeking funding for a comprehensive plan, performed field work for the plan, wrote the plan text, created the plan maps, facilitated a planning workshop, and presented final conclusions to the City. In addition, GrantWorks fulfilled all contractual obligations for the project, including creating all administrative documents for the City to execute (startup documents, quarterly reporting, and closeout documents), and submitted these documents to TDA on behalf of the City. Fieldwork consisted of mapping housing conditions; land use; street materials, width, and conditions; drainage infrastructure materials, sizes, conditions, and roadside ditches, channels and other drainage features; thoroughfare features such as traffic signage, traffic lights, crosswalks, school zones, sidewalks, curb and gutter, traffic generators, and arterial classifications; and recreational facilities and their conditions. GrantWorks Planning also worked with City Engineers and Public Works to map the water and sewer systems.</p> <p>In writing the plan and creating the mapping, problems with the different systems examined in each study are prioritized, goals and objectives detailed, and improvements to solve the problems proposed. Improvements with specific locations were also mapped. The infrastructure studies include two maps each - an Existing System map and a Proposed Improvements map. The land use study also includes two maps - an Existing Land Use map and a Future Land Use map.</p>
Project Cost	\$51,578
Financing/Funding Source	<p>Texas Department of Agriculture: \$44,850 (TxCDBG Planning and Capacity Building Fund)</p> <p>City of Anson: \$6,728 (City matching fund)</p>
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	<p>10/14/2016 to 11/12/2018</p> <p>Project completed on schedule (within 60 days of 10/13/2018, the official closing date).</p>
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	<p>Nathlie Booth, Lead Planner (fieldwork, plan writing, workshops, and final hearing presentation)</p> <p>Kyungah Lim (fieldwork support and GIS mapping)</p>
Contact Information Current phone and e-mail address of local government representatives you worked with.	<p>Sonny Campbell, City Manager citymgr@anson-tx.us (325) 823-2411</p>

9. Describe the experience, competence and training of personnel with respect to provision of planning services, 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 planning team consists of eight employees with 28 years of planning experience.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Carlos Beceiro, AICP

Potential Role Base Location	Lead Planner Austin, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	Associate VP of Planning Services Directs the activities of the Planning Department 13 years
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 eight (8) colonia plans funded by the TxCDBG Colonia Planning Fund.
<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 planning services.</i>	
Remove Personnel	Full Name Danielle Rojas
Potential Role Base Location	Lead Planner Austin, TX
Current Employment Current job title Job responsibilities Number of years with respondent	Assistant Director of Planning Services Provides administrative support to the Associate VP 4 years
Overall Total Years or relevant experience Other relevant experience or accomplishments	As Assistant Director, Danielle's focus is on administrative and programmatic tasks and on heading up the training of the eight 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.
<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 planning services.</i>	
Remove Personnel	Full Name Nathlie Booth
Potential Role Base Location	Lead Planner Austin, TX
Current Employment Current job title Job responsibilities Number of years with respondent	Planner Performs fieldwork and writes comprehensive plans for clients. 2 years
Overall Total Years or relevant experience Other relevant experience or accomplishments	As a planner with GrantWorks, Nathlie's focus is on working with clients to discuss and develop comprehensive plans. In addition to local stakeholder engagement, Nathlie is responsible for developing studies of several key issue areas including: population change, economic development, recreation and open space, housing, and land use.
<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 planning services.</i>	
Remove Personnel	Full Name Daniel Alvarado
Potential Role Base Location	Lead Planner Austin, TX
Current Employment Current job title Job responsibilities Number of years with respondent	Associate Planner Performs fieldwork and writes comprehensive plans for clients. 1 year

Overall Total Years or relevant experience Other relevant experience or accomplishments	Daniel provides comprehensive planning services to small municipalities and counties in the State of Texas through the Community Development Block Grant (CDBG) Planning and Capacity Building Fund. Additionally, he provides auxiliary planning services directly to municipalities to compliment CDBG funded planning activities such active-transportation, recreation, land and resource conservation, watershed, and public-arts 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 planning services.

Remove Personnel	Full Name	Kyungah Lim
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Potential Role Base Location	Lead Mapper Austin, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	GIS Team Lead Creates maps for comprehensive plans and provides GIS support for other GrantWorks departments. In addition to her regular mapping duties, Kyungah assigns extra workloads to the other GIS Analysts in order to balance workloads and keep everyone on schedule. 4 years
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Overall Total Years or relevant experience Other relevant experience or accomplishments	As a Geographic Information Systems Analyst, Kyungah creates mapping products for the Planning, Disaster Recovery, and Community Development departments at GrantWorks. She collects population, housing, land use, and drainage data in rural communities throughout Texas to produce maps for comprehensive planning. In addition to her work involved in planning, she provides census information to help communities qualify for CDBG grant funding.
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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 planning services.

Remove Personnel	Full Name	Jennifer Lindsey
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Potential Role Base Location	Lead Mapper Austin, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	GIS Analyst Creates maps for comprehensive plans and provides GIS support for other GrantWorks departments. 2 years
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Overall Total Years or relevant experience Other relevant experience or accomplishments	As a Geographic Information Systems Analyst, Jennifer creates mapping products for the Planning, Community Development, and Client Services departments at GrantWorks. In addition to managing spatial data she is responsible for collecting population, housing, land use, and drainage data in rural communities in Texas for Comprehensive 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 planning services.

Remove Personnel	Full Name	Samantha Zelade
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Potential Role Base Location	Lead Mapper Austin, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	GIS Analyst Creates maps for comprehensive plans and provides GIS support for other GrantWorks departments. 1 year
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Overall Total Years or relevant experience Other relevant experience or accomplishments	As a Geographic Information Systems Analyst, Samantha creates mapping products for the Planning, Community Development, and Client Services departments at GrantWorks. In addition to managing spatial data she is responsible for collecting population, housing, land use, and drainage data in rural communities in Texas for Comprehensive 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 planning services.

Remove Personnel	Full Name	Monica Merced
Potential Role	Lead Mapper	
Base Location	Austin, Texas	
Current Employment	GIS Analyst	
Current job title	Creates maps for comprehensive plans and provides GIS support for other GrantWorks departments.	
Job responsibilities	1 year	
Number of years with respondent		
Overall	As a Geographic Information Systems Analyst, Monica creates mapping products for the Planning, Community Development, and Client Services departments at GrantWorks. In addition to managing spatial data she is responsible for collecting population, housing, land use, and drainage data in rural communities in Texas for Comprehensive Plans.	
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 planning 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.

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, age, familial status, disability, gender identity, or sexual orientation. 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.