

Application to Prequalify Grant Administrators

Firm Name: Griffith Moseley Johnson & Associates, Inc.	DUNS Number: 946060037	Federal EIN: 20-5797007
Prequalification Contact First, Last Name and Title: John Johnson, General Counsel	Phone Number: +1 (409) 722-5100	Prequalification Contact E-mail Address: jjohnson@gmjinc.com
Firm Web Address www.gmjinc.com	Firm Mailing Address 2901 Turtle Creek, Suite 445, Port Arthur	Name of Firm's President/Managing Officer: Carl R. Griffith, Jr.

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.

Griffith, Moseley, Johnson & Associates, Inc. began operations in 2007 and has had the business of grant writing and administration among our practice areas since then.

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

For 15 years GMJ has worked with grant programs across multiple areas of grants including CDBG.

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

- a. Community wide infrastructure projects

Administrator for multiple CDBG grants relative to Hurricane Ike recovery in Hardin County, Chambers County, and Port Arthur. Performed grant administration under Hurricane Harvey for Jefferson County.

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

Administrator for Jefferson County Cheeks Projects.

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

None

- d. Projects involving multiple funding sources

Administered disaster recovery grants with multiple funding sources for Jefferson County, Hardin County, and Port Arthur. These grants ranged from \$6 million to \$14 million

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

All grant administration services are performed in-house. Subcontractors may be periodically used for outreach, surveying, or planning services.

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

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

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

GMJ is committed to fulfilling all responsibilities regarding the administration of a grant that has been awarded to them. This includes hiring additional personnel to insure that all deadlines are met and the job is performed thoroughly, timely and accurately.

7. Is the respondent a TxCDBG certified administrator? Yes, certified

If "No", provide most recent year of certification: No, will become certified if selected

Vivian Ballou was last certified in 2020

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

Project Data and References		Add Project
Remove Project	Project Name	18th Street Flood/Drainage Project
Facility Type and Use		Street and Drainage
Project Location (Jurisdiction)		Port Arthur
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		5,440 linear feet
Role & Responsibilities		Grant Administration
Project Cost		\$3,411,946.00
Financing/Funding Source		General Land Office CDBT-DR
Method of Documenting Beneficiaries		Census and survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Cleared: June 6, 2013 July 11, 2014 - February 7, 2017 Completed on schedule (project expanded)
Monitoring and Verification Methods		Monthly reporting, SAM, weekly payroll review, on-site visits
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Vivian Ballou, Grant Administration Labor Standards and Financial Cynthia Harrington Labor Standards and Payroll review Kevin Boudreaux, Financials and Draws
Contact Information Current phone and e-mail address of local government representatives you worked with.		Mary Essex, Grants Manager messex@cityofportarthurtx.us
Remove Project	Project Name	Pump Station
Facility Type and Use		Water Facilities
Project Location (Jurisdiction)		Chambers County
Project Size		Elevated pump station with 4 gates

-Number of Houses/Buildings	
-Total Linear Feet/Square Footage	
Role & Responsibilities	Grant Administration
Project Cost	\$2,400,000.00
Financing/Funding Source	GLO CDBG-DR
Method of Documenting Beneficiaries	Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Cleared: 9/19/2014 2/13/2016 - 11/30/2017 Completed on schedule
Monitoring and Verification Methods	Monthly reporting, SAM, weekly payroll review, on-site visits
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Vivian Ballou, Grant Administration Labor Standards and Financial Cynthia Harrington Labor Standrads and Payroll review Kevin Boudreaux, Financials and Draws
Contact Information Current phone and e-mail address of local government representatives you worked with.	DeDe Laskoskie dlaskoskie@chamberstx.gov
Remove Project	Project Name
	Taylor's Bayou Drainage Project
Facility Type and Use	Drainage-Bridge Expansion
Project Location (Jurisdiction)	Jefferson County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	30,000 cy, bridge and road construction
Role & Responsibilities	Grant Administration
Project Cost	\$3,400,000.00
Financing/Funding Source	GLO CDBG-DR and TXDOT
Method of Documenting Beneficiaries	Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Pending ERR Pending AUGF
Monitoring and Verification Methods	Monthly reporting, SAM, weekly payroll review, on-site visits
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Vivian Ballou, Grant Administration Labor Standards and Financial Cynthia Harrington Labor Standards and Payroll review Kevin Boudreaux, Financials and Draws
Contact Information	Patrick Swain, County Auditor

Current phone and e-mail address of local government representatives you worked with.	pswain@co.jefferson.tx.us
Remove Project	Project Name North Silsbee Detention Pond
Facility Type and Use	Drainage
Project Location (Jurisdiction)	Hardin County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	1 detention pond
Role & Responsibilities	Grant Administrator
Project Cost	\$1,500,000.00
Financing/Funding Source	GLO CDBG-DR
Method of Documenting Beneficiaries	Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Dec 3, 2015 6/24/2017 - 5/10/2018 Completed on schedule
Monitoring and Verification Methods	Monthly reporting, SAM, weekly payroll review, on-site visits
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Vivian Ballou, Grant Administrator Labor Standards and Financial Cynthia Harrington Labor Standards and Payroll review Kevin Boudreaux, Financials and Draws
Contact Information Current phone and e-mail address of local government representatives you worked with.	Misty Sims, Purchasing Director misty.sims@co.hardin.tx.us

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

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Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Vivian Ballou
Potential Role	Base Location	Grant Administrator Port Arthur
Current Employment Current job title Job responsibilities Number of years with respondent	Griffith, Moseley, Johnson & Associates, Inc. Grant Administrator Draft and administer grants, serve as labor standards officer, review draws, oversee procurement and all related grant duties. 12 years	
Overall	42 years overall grant administration experience (CDBG, HOME, ESG, NSP, FEMA, and	

Total Years or relevant experience	TDA grants)
Other relevant experience or accomplishments	Served as Grants Administrator for the cities of Irving and Port Arthur, Texas for over 24 years. Certified GLO grants administrator

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

Remove Personnel	Full Name	John Johnson
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Potential Role	Manage Grants Division
Base Location	Port Arthur

Current Employment	Vice President and General Counsel, Griffith, Moseley, Johnson & Associates, Inc. Port Arthur, Texas
Current job title	
Job responsibilities	
Number of years with respondent	John Johnson has broad-based experience in the areas of public policy, government relations, economic development, emergency management/homeland security, public safety, and grant administration.

Overall	John Johnson is a partner in the firm. He had a 25-year career in public service, including 15 years as a police officer and deputy sheriff, where he focused on criminal and public integrity investigations, and 10 years as attorney and principal advisor to the County Judge. Mr. Johnson managed the county's economic development program, negotiating incentives and contracts for multi-million dollar industrial expansion projects. As a member of the county's emergency management team, he provided legal advice and policy guidance on FEMA and other disaster related issues.
Total Years or relevant experience	
Other relevant experience or accomplishments	Mr. Johnson works across the firm's practice areas and leads the firm's economic development and grants practices.

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.

The firm is immediately available to undertake grant administration services. GMJ has a staff of five ready to undertake any project.

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

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

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

Griffith, Moseley, Johnson & Associates, Inc. is an equal opportunity employer who prohibits discrimination and harassment of any type. It affords equal employment to employees and applicants without regard to race, color, religion, sex, national origin, age, disability, or genetic information. This commitment also applies to independent contractors, personnel working on our premises who are employed by temporary agencies, and any other persons or firms doing business for or with Griffith, Moseley, Johnson & Associates, Inc.
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13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

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