

Application to Prequalify Grant Administrators

Firm Name: Stuart Consulting Group, Inc.	DUNS Number: 783826394	Federal EIN: 11-3694069
Prequalification Contact First, Last Name and Title: Chris Fenner, PE, Vice President	Phone Number: +1 (346) 241-0400	Prequalification Contact E-mail Address: Chrisf@stuartconsultinggroup.com
Firm Web Address http://stuartconsultinggroup.com/	Firm Mailing Address 13105 Northwest Freeway, Suite 1100	Name of Firm's President/Managing Officer: Thomas J. Martin, 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.

Stuart Consulting Group (SCG) is a civil engineering and grant management consulting firm that was founded in 2003 on the basis of client service. Since 2010, SCG has worked extensively in the field of grant writing and grant management, having worked with multiple federal and state grant funding programs. Our staff includes several grant specialists with a wide range of grant experience including several team members that worked on the state and federal side of funding programs (FEMA, CDBG) before joining SCG. Our combination of extensive grant funding experience and technical engineering expertise allows SCG to provide our clients with a full range of services from project formulation to final grant closeout.

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

SCG has experience in seeking/obtaining/managing CDBG grants and in designing/managing projects that are funded by CDBG grants. SCG has worked with the CDBG program in TX and LA and is very familiar with the specific requirements associated with these grants. SCG has also worked extensively preparing for and seeking funding under the CDBG-MIT program, a relatively new funding source under HUD.

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

- a. Community wide infrastructure projects

SCG has extensive experience in community-wide infrastructure projects, both on the grant funding side and on the design/implementation side. We have managed large multi-million dollar infrastructure rehabilitation programs in TX and LA. We have extensive experience in seeking, obtaining, and managing federal and state grant funding assistance for such projects/programs. Prominent examples of our experience in this field are the Harris County Flood Control District Disaster Recovery Program and the City of Slidell Hurricane Katrina Infrastructure Rehabilitation Program.

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

N/A

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

N/A

- d. Projects involving multiple funding sources

SCG has extensive experience in this field. For example, our work with the Harris County Flood Control District has involved grant management/project management of over \$250M of simultaneous repair projects funded by multiple federal and local funding sources. Also, we have extensive experience in seeking and obtaining grant funding assistance from multiple state and federal sources. These programs include, but are not limited to: CDBG, FEMA, NRCS, USACE, EDA, & TWDB.

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

SCG is equipped to provide a broad range of services in-house, but when necessary, we are very comfortable working with a

broad range of subcontractor team members to provide our clients with the highest level of service. In-house we provide our clients with: Grant Applications, Grant Execution/Writing, Grant Management, Grant Closeout, GIS Analysis, Program Management, Project Management, Construction Management, Resident Inspection, Civil Engineering Design, & Debris Removal Monitoring. Our subcontractors have historically helped with the following services as necessary: Income Surveys, GIS Support, survey, geotech, and hydraulic modeling.

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

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

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

SCG is equipped to fully staff any project that we receive. With two primary offices we have a flexible staff that can absorb any short term or long term changes in workload.

7. Is the respondent a TxCDBG certified administrator?

Yes, certified

If "No", provide most recent year of certification:

No, will become certified if selected

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

Project Data and References		Add Project
Remove Project	Project Name	Harris County Flood Control District – Disaster Recovery Program
Facility Type and Use		Public Infrastructure - Flood Control & Drainage
Project Location (Jurisdiction)		Harris County, TX
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		1,777 sq. mi.
Role & Responsibilities		Disaster Recover Program Manager - Includes Grant and Project Management.
Project Cost		Construction Cost Managed ~\$315,000,000 Grant Value Managed: ~\$500,000,000 Total Grants Currently Being Pursued: Over \$1,600,000,000
Financing/Funding Source		Various - CDBG-DR, CDBG-MIT, NRCS-EWP, FEMA-PA, FEMA-HMGP, EDA, USACE-PL84-99, NRCS-WFPO, FEMA-BRIC, FEMA-FMA, TWDB-FIF, CPF-LPDM, CPF-EPA-STAG
Method of Documenting Beneficiaries		Hydraulic modeling and comparing pre- and post-mitigation water surface elevations to structure elevations. Income surveys conducted for multiple projects funded through CDBG-DR.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Started in 2016 and ongoing. Anticipated end date 2027.

Monitoring and Verification Methods	SCG has provided grant compliance monitoring throughout the program.	
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Marty Cristofaro - Program Manager; Chris Fenner - Deputy Program Manager-Grants; Danny Dragg - CDBG Grant Specialist; Dale Viola - Grant Specialist; Amy Wing - Grant Specialist	
Contact Information Current phone and e-mail address of local government representatives you worked with.	Alan Black - Deputy Director Engineering and Construction - 346-286-4260 alan.black@hcfcd.hctx.net	
<input type="checkbox"/> Remove Project	Project Name	City of Slidell: Program Management & Direct Administration of FEMA-Reimbursed Capital Repairs
Facility Type and Use	Public Infrastructure - Street, Drainage, and Sanitary Sewer Rehabilitation	
Project Location (Jurisdiction)	Slidell, LA	
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	15.7 sq. mi.	
Role & Responsibilities	Program Manager - including project management and grant management.	
Project Cost	FEMA-PA Program Managed: \$125,000,000 FEMA-HMGP Program Managed: \$21,000,000	
Financing/Funding Source	FEMA-PA & FEMA-HMGP	
Method of Documenting Beneficiaries	Hydraulic modeling and comparing pre- and post-mitigation water surface elevations to structure elevations.	
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Started in 2010 and ongoing. Anticipated end date 2023	
Monitoring and Verification Methods	SCG has provided grant compliance monitoring throughout the program.	
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Chris Fenner - Program Manager; Dale Viola - Grant Specialist; Amy Wing - Grant Specialist;	
Contact Information Current phone and e-mail address of local government representatives you worked with.	Johnny Welborn, Chief Administrative Officer - (985) 646-4330 jwelborn@cityofslidell.org	
<input type="checkbox"/> Remove Project	Project Name	Program Management & Direct Administration of FEMA-Reimbursed Capital Repairs
Facility Type and Use	Public Infrastructure - Airport, Marinas, Parks, Office Buildings	
Project Location (Jurisdiction)	New Orleans, LA	
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	2,000 ac	
Role & Responsibilities	Program Manager - including project management and grant management.	

Project Cost	Total Recovery Program: \$74 M
Financing/Funding Source	FEMA-PA
Method of Documenting Beneficiaries	N/A
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Started in 2010 and ongoing. Anticipated end date 2021.
Monitoring and Verification Methods	SCG has provided grant compliance monitoring throughout the program.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Chris Fenner - Program Manager; Dale Viola - Grant Specialist; Amy Wing - Grant Specialist
Contact Information Current phone and e-mail address of local government representatives you worked with.	Louis Capo - Executive Director - (504) 355-5990 lcapo@nolalakefront.com
Remove Project	Project Name
	Timberlane Utility District - Tax Day Flood Grant Management
Facility Type and Use	Recreational Walking Trails
Project Location (Jurisdiction)	Harris County, TX
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	4 damaged sites
Role & Responsibilities	Grants Manager - sought and obtained FEMA funding assistance for damages, including successful appeals
Project Cost	~\$600,000
Financing/Funding Source	FEMA-PA
Method of Documenting Beneficiaries	N/A
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	2016-2020
Monitoring and Verification Methods	SCG provided grant compliance monitoring from award to closeout.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Chris Fenner - Program Manager; Dale Viola - Grant Specialist; Amy Wing - Grant Specialist
Contact Information Current phone and e-mail address of local government representatives	

you worked with.

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.

The SCG team is highly qualified and well-versed in a wide variety of grant funding programs. The key personnel listed below include specific information regarding their expertise and abilities.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	John "Danny" Dragg
Potential Role Base Location	Grant Administrator	
Current Employment Current job title Job responsibilities Number of years with respondent	Stuart Consulting Group - CDBG Grant Specialist - 4 years - Applying for and managing grants through CDBG-DR and CDBG-MIT; coordination with owner and subconsultants; coordination of income surveys.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Prior to joining SCG, Mr. Dragg spent 9 years working for the State of LA Office of Community Development, Disaster Recovery Unit. There, Mr. Dragg administered and managed over \$150 million in Community Development Block Grant funds for various housing programs in the Parishes impacted by hurricanes Katrina, Rita, Gustav and Ike. Tasks included: Providing ongoing assistance with respect to eligibilities and allowable costs, provided direction on writing program Policies and Procedures Manuals, assisted with the design of the program and their Scope of Work, provide instruction and direction on procurement procedures, instructed on homebuyer eligibilities, conduct onsite visits or conference calls in the development stages of the program, conduct monthly closed loan monitoring, provide any required assistance during HUD audits, approve draw requests and allowable program costs. Mr. Dragg also conferred with Grantees on initial application submission and assisted them throughout the entire project delivery process. Projects consisted of infrastructure, housing, mitigation, rehabilitation and various other project types. He also scheduled site monitoring visits in 13 disaster stricken parishes throughout Louisiana. He also reviewed active CDBG Programs for compliance with CDBG guidelines ensuring that Grantees were adhering to the CDBG Disaster Recovery Grantee Administration Manual and federal and state guidelines, reviewed Grantee procurement policies and procedures ensuring that proper procurement was followed and addressed any concerns or findings. He also ensured that a Grantee's financial and bookkeeping systems were in place and followed proper guidelines and that the Grantees followed CDBG guidelines for Section 3 and Davis Bacon.	
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	Dale Viola, Jr.
Potential Role Base Location	Grant Administrator	
Current Employment Current job title Job responsibilities Number of years with respondent	Stuart Consulting Group - Grant Specialist/Sr. GIS Specialist - 4 years - Applying for and managing grants through a wide variety of federal and state programs; GIS management & analysis.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Prior to joining SCG, Mr. Viola spent 2 years working for FEMA on 10 Major Disaster Declarations in Louisiana, California, Texas, Florida and Puerto Rico. Mr. Viola was embedded with FEMA Public Assistance and Mitigation sections to support state, local, and tribal nation stakeholders through all stages of Response, Recovery and Mitigation efforts. At the beginning of Hurricane Harvey, he was deployed with FEMA Urban Search	

& Rescue (US&R) to support lifesaving operations in the city of Houston, TX and surrounding counties. He would go on to serve with FEMA US&R during Hurricane Irma in Florida and Hurricane Maria in Puerto Rico. Prior to FEMA, he has years of public sector experience in disaster management, public grants, and technology integration.

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	Amy Wing
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Potential Role Base Location	Grant Administrator
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Current Employment Current job title Job responsibilities Number of years with respondent	Stuart Consulting Group - Grant Specialist - 5 years - Applying for and managing grants through a wide variety of federal and state programs; specializing in grant compliance and closeout.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Prior to joining SCG, Ms. Wing spent 11 years working in the disaster recovery grants field, spending 10 years as the Disaster Recovery Coordinator for the Audubon Nature Institute and another year working as a contractor for the Louisiana Governors Office of Homeland Security and Emergency Preparedness (GOHSEP). For the Audubon Nature Institute, Ms. Wing identified and secured over \$12 million dollars in federal assistance for the Commission's recovery and was the facilitator of the Commission's FEMA-approved Hazard Mitigation Plan. She was responsible for securing required 404 Clean Water Act and Coastal Use Permits and worked with FEMA and State Environmental & Historical Preservation staff on EHP review and environmental assessment evaluations. Ms. Wing was responsible for permitting and worked on both National Environmental Policy Act (NEPA) and Findings of No Significant Impact (FONSI). For GOHSEP, Ms. Wing was a team member of the Disaster Strike Force assigned to reduce the backlog of Closeout Reimbursement Request Forms submitted to GOHSEP. She completed detailed expense review of applicant Reimbursement Request submittals and provided subject matter expertise and guidance directly related to grant management activities of the Stafford Act and National Flood Insurance Act.
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NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.

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

SCG is equipped to fully staff any project that we receive. With two primary offices we have a flexible staff that can absorb an short term or long term changes in workload.

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.

SCG, since its founding in 2003, has always had a diverse staff. It is a priority and a commitment of our firm to continue this tradition into the future.

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