

# Application to Prequalify Grant Administrators

Firm Name: Traylor & Associates, Inc.	DUNS Number: 13-039-6385	Federal EIN: 75-1380234
Prequalification Contact First, Last Name and Title: Mark Taylor, President	Phone Number: +1 (903) 581-0500	Prequalification Contact E-mail Address: mark.taylor@grtraylor.com
Firm Web Address www.grtraylor.com	Firm Mailing Address P.O. Box 7035, Tyler, Texas 75711	Name of Firm's President/Managing Officer: Mark Taylor

## 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.

The firm was founded in 1974 as a sole proprietorship by Mr. Thomas E. Barber, P.E. and operated under the name THOMAS E. BARBER & ASSOCIATES until 1978. Mr. Barber, an engineer by training and education, served as an Assistant Regional Administrator of HUD and Manager of HUD's Little Rock, Arkansas Area Office in the early 1970's.

The firm was organized to assist mid-sized cities and other smaller local governments whose lack of knowledge or understanding of government assistance programs prevented them from accessing these sources of financing, especially grants available through agencies of the state and federal government, for needed community projects.

In 1978, Mr. Barber formed a partnership with Mr. Gary R. Traylor, and the firm continued under the name BARBER-TRAYLOR & ASSOCIATES until 1981.

In 1981, Mr. Barber and Mr. Traylor merged the firm with BARBER-BRANNON ENGINEERS, a firm owned jointly by Mr. Barber and another partner, and incorporated under the name BARBER-BRANNON-TRAYLOR, INC. The merger consolidated engineering, architectural, and planning/grant-related disciplines, making it possible to offer a full range of services to a growing number of local government clients. The firm also opened an engineering practice in Abilene, Texas, during this period. In 1984, the firm added a new member, Mr. David Todd, P.E., and briefly operated under the name BARBER, BRANNON, TRAYLOR, & TODD, Inc. On December 31, 1984, Mr. Barber, the Corporation's President, sold his interest to the other members of the firm, and retired.

The specialized application preparation and grant management functions of the firm were taken over by Mr. Traylor, and GARY R. TRAYLOR & ASSOCIATES, INC. was formed on January 1, 1985.

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

Traylor & Associates is the oldest grant management firm in the State of Texas having operated continuously since 1974. During the last 48 years our company has assisted cities and counties throughout the state in the application and administration of more than 1,000 grant-funded projects comprising more than \$1 billion in federal/state funds. Our daily involvement with various state and federal agencies has allowed our staff to fully grasp the unique intricacies involved in the efficient and effective administration of government grants. The majority of these grants were funded through HUD CDBG programs. In addition to infrastructure projects, we have provided grant administration on the rehabilitation or reconstruction of more than 4,050 single-family housing units.

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

a. Community wide infrastructure projects

Since 1974, Traylor & Associates has been engaged full-time in administering over 1,000 grant-funded projects, which includes community wide infrastructure projects, which include water and sewer improvements, street improvements, flood and drainage improvements, etc.

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

Traylor & Associates has administered grant-funded projects, which includes direct beneficiary projects [approx. seventy (70) different non-entitlement jurisdictions that resulted in the collective rehabilitation or reconstruction of over 4,050 single-family dwelling units].

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

Our firm has been one of the leaders in administering TCF grant-funded projects, which includes job creation programs, and infrastructure/real estate projects

d. Projects involving multiple funding sources

Many of our projects utilize CDBG monies to leverage other programs, such as those funded by FEMA and EDA, thereby allowing communities to maximize available resources.

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

Traylor & Associates offers the following in-house services: application preparation, financial management, recordkeeping requirements, environmental clearance procedures, real property acquisition procedures under the Uniform Act, EEO requirements, labor standards monitoring, and close-out assistance.

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 type="checkbox"/>	DETCOG	<input type="checkbox"/>	ETCOG	<input type="checkbox"/>	GCRPC
<input 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 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.

While our company is large enough to provide the services requested, we are also small enough to provide the dedication and attention to detail needed in all grant-funded projects administered by our office. By mobilizing tenured staff to grantee locations, Traylor & Associates can provide an unparalleled level of service and responsiveness to the needs of our clients. Conference calls, web-based meetings, and other secure FTP services are frequently utilized in the coordination of field staff with personnel in the office, clients, engineering firms and agencies. If additional staffing is required on site during the conduct of meetings or public forums, they can be mobilized in a timely manner.

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	<b>Project Name</b>	TxCDBG #7219190
Facility Type and Use		Lift Station and Force Main Replacement
Project Location (Jurisdiction)		City of Hawkins
<b>Project Size</b>		Replacement of a lift station and 1,941 linear feet of sewer lines
-Number of Houses/Buildings -Total Linear Feet/Square Footage		
Coordination with City staff and engineering firm regarding construction plans, acquisition,		

Role & Responsibilities	schedules, budgets, performance statement and project revisions.
Project Cost	\$288,750 total funds: \$275,000 grant funds, \$13,750 match funds
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Household Income Surveys
<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 started January 3, 2020 and AUGF received June 30, 2020 Construction NTP issued March 1, 2021 and final inspection completed November 19, 2021 Project was completed on schedule and met all contract milestones
Monitoring and Verification Methods	
<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).	Melinda Smith - Project Manager Kari Beth Smith - Environmental Review Linda Atkinson-Pettee - Financial documentation and recordkeeping
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Dona Jordan, City Secretary dona@hawkinstx.org (903) 769-2224
<b>Remove Project</b>	<b>Project Name</b> TxCDBG #7219460
Facility Type and Use	Street Improvements
Project Location (Jurisdiction)	City of West Orange
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	3,892 linear feet of city street reconstruction
Role & Responsibilities	Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions.
Project Cost	\$275,000 grant funds; \$113,850 match funds
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Census
<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 began January 3, 2020 with AUGF received June 22, 2020 Construction NTP issued August 20, 2020 and final inspection was completed on December 9, 2020 Project was completed a year ahead of schedule and met all contract milestones
Monitoring and Verification Methods	Self-Monitoring
<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).	Melinda Smith - Project Manager Kari Beth Smith - Environmental Review Linda Atkinson-Pettee - Financial documentation and recordkeeping
<b>Contact Information</b> Current phone and e-mail address of	Theresa Van Meter, City Secretary tvanmeter@cityofwestorange.com

local government representatives you worked with.	(409) 882-3468
<b>Remove Project</b>	<b>Project Name</b> TxCDBG #7219016
Facility Type and Use	Fire and Rescue Equipment
Project Location (Jurisdiction)	City of Athens
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	1 Wildland, Type 3 Brush Truck
Role & Responsibilities	Coordination with City staff and engineering firm regarding purchase and delivery schedules, budgets and program closeout.
Project Cost	\$505,000
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Census
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmentally Exempt project via determination of May 28, 2019 Purchase Order Issued January 30, 2020 End Date: March 25, 2021 Project completed on schedule and in budget
Monitoring and Verification Methods	Self Monitoring
<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).	Mark Taylor - Project Manager Kari Beth Smith - Environmental Review Linda Atkinson-Pettee - Financial documentation and recordkeeping
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Elizabeth Borstad (903) 675-5131 eborstad@athenstx.gov
<b>Remove Project</b>	<b>Project Name</b> TxCDBG #7220080
Facility Type and Use	Water and Sewer System Improvements
Project Location (Jurisdiction)	City of Canton
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	470 linear feet of water line replacement 471 linear feet of sewer line replacement
Role & Responsibilities	Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions.
Project Cost	\$275,000 in grant funds; \$41,250 in match funds
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Household Income Surveys
<b>Project Schedule</b> -Environmental Review Start and End Dates	Environmental Review began February 1, 2021 and AUGF was received May 6, 2021 Construction NTP issued October 13, 2021 and is underway Project is expected to meet all contract milestones

-Construction Start and End Dates -Describe if project was completed on schedule or delayed	
Monitoring and Verification Methods	N/A
<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).	Wanda Vance, VP & Project Manager Kari Beth Smith - Environmental Review Linda Atkinson-Pettee - Financial documentation and recordkeeping
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Debra Johnson (903) 567-1841 djohnson@cantontx.gov
Remove Project	<b>Project Name</b> TXCDBG #7220330
Facility Type and Use	Street Improvements
Project Location (Jurisdiction)	Newton County
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	10,770 Linear Feet
Role & Responsibilities	Coordination with County staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions.
Project Cost	\$275,000 in grant funds; No local match
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Household Income Surveys
<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 began February 1, 2021 and AUGF was received June 22, 2021 Construction NTP issued November 2, 2021. As of March 16, 2022, construction is completed and project is in closeout phase. Project has met all contract milestones
Monitoring and Verification Methods	
<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).	Mark Taylor - Project Manager Kari Beth Smith - Environmental Review Christel Kiker - Recordkeeping Wendy Bates - Financial documentation
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Elizabeth Holloway - Newton County Grants Coordinator (409) 379-5691 elizabeth.holloway@co.newton.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.

Traylor & Associates has successfully written and administered more than 1,000 grants in the State of Texas. Our firm has the ability to communicate effectively with local governing bodies such as jurisdictional, County and sub-county areas in preparing project analyses and assessments. Our staff has developed an understanding of data sources and can produce required demographic and economic documentation. After years of experience, we are familiar with the process of replicating
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application documents on a large scale. We also correspond daily with consulting engineers in the delivery of budget justifications, scope of work and project schedules.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	<b>Full Name</b>	Gary R. Traylor
Potential Role	Program Management	
Base Location	Tyler, Texas	
<b>Current Employment</b>		
Current job title	Chairman	
Job responsibilities	Develop and implement procedures and policies for the effective administration of grant programs	
Number of years with respondent	47 years with Traylor & Associates	
<b>Overall</b>		
Total Years or relevant experience	47 years	
Other relevant experience or accomplishments	Direct Experience since 1977; TDA Certified Administrator; TDA Application, Implementation and Environmental Workshops; TxDOT Local Government Project Procedures (LGPP) Certification	
<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>	Mark Taylor
Potential Role	Program and Project Management	
Base Location	Tyler, Texas	
<b>Current Employment</b>		
Current job title	President / Chief Operating Officer	
Job responsibilities	Oversees Project Managers; Develop and implement procedures and policies for the effective administration of grant programs	
Number of years with respondent	20 years with Traylor & Associates	
<b>Overall</b>		
Total Years or relevant experience	23 years - 17 years' experience in CDBG grant administration; 6 years' experience with HUD entitlement administrator	
Other relevant experience or accomplishments	TDA Certified Administrator; Licensed Residential Mortgage Loan Originator; TxDOT Local Government Project Procedures (LGPP) Certification; HUD Fraud Prevention Training	
<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>	Melinda Smith
Potential Role	Program and Project Management	
Base Location	Tyler, Texas	
<b>Current Employment</b>		
Current job title	Executive Vice President, Director of Program Development	
Job responsibilities	Application preparation and grant implementation; Develop and implement procedures and policies for the effective administration of grant programs	
Number of years with respondent	5 years with Traylor & Associates	
<b>Overall</b>		
Total Years or relevant experience	25 years, including 12 years of Tx-CDBG, TxDOT and GLO Project Administration	
Other relevant experience or accomplishments	TDA Certified Administrator; TxDOT Local Government Project Procedures (LGPP) Certifications; HUD Fraud Prevention Training	
<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>	Wesley Traylor
Potential Role Base Location		Project Management Tyler, Texas
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent		Vice President / Chief Financial Officer Application preparation and grant implementation 9 years with Traylor & Associates
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments		9 years of CDBG Project Administration TDA Certified Administrator; TDA Implementation Workshops; GLO Environmental Training Workshops; TWICC Workshops; TxDOT Local Government Project Procedures (LGPP) Certifications; HUD Fraud Prevention Training
<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>	Wanda Vance
Potential Role Base Location		Project Management Tyler, Texas
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent		Vice President / Project Manager Application preparation and grant implementation 18 years with Traylor & Associates
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments		18 years of CDBG Project Administration TDA Certified Administrator; TDA Implementation and HUD Environmental Workshops; Homeland Security; Capacity Building & Source Water Protection Workshop; Career Track Marketing Workshops & Career Track Management Workshop
<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>	Linda Atkinson-Petee
Potential Role Base Location		Project Management Tyler, Texas
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent		Project Manager Application preparation and grant implementation 2 years with Traylor & Associates
<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments		2 direct years of CDBG Project Administration TDA Certified Administrator; TDA Implementation Workshops; TxDOT Local Government Project Project Procedures (LGPP) Certification
<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>	Sherry Roberts
Potential Role Base Location		Project Management Tyler, Texas
<b>Current Employment</b> Current job title Job responsibilities		Funding Specialist Application preparation and grant implementation

Number of years with respondent	10 months with Traylor & Associates, Inc.
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	20+ Years experience managing municipal budgets, overseeing grant activities, and developing municipal policies.
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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>	Kari Beth Smith
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Potential Role Base Location	Environmental Review Tyler, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Environmental Specialist Prepare CDBG and GLO Environmentals 22 years with Traylor & Associates
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	22 years of CDBG experience TDA Certified; TDA Implementation & Application Workshops; HUD, TDA, & GLO Environmental Training Workshops; TxDOT Local Government Project Procedures (LGPP) Certifications
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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>	Christel Kiker
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Potential Role Base Location	Labor Standards Subject Matter Expert Tyler, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	HOME Administrative Assistant Reviews Davis Bacon Labor Payroll; Home Environmental services; assists with CDBG Environmentals as needed; works with CDBG-Disaster Recovery housing program 10 years with Traylor & Associates
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	10 years experience with HOME and CDBG projects TDA Certified Administrator; TDA Implementation and HUD Environmental Workshops
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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>	Kristi Davis
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Potential Role Base Location	Case Manager Newton, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Administrative Assistant Works closely with all homeowners, maintain files, coordinate and schedule demolitions and key ceremonies 4 years with Traylor & Associates
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	11 years of experience TDA Certified Administrator; TDA Implementation Training Workshops; HMGP Projects funded by FEMA and Conducted by TDEM for DR-1791, DR-4223, DR-4266 & DR-4332;
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Instrumental in preparing Hazard Mitigation Plans; Oversaw a Defensible Space Project of 50 homes; Research and Prepared the Draft for two Community Wildfire Protection Plans; Floodplain Management

*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>	Katlin Fox-Brown, P.E.
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Potential Role Base Location	Environmental Review and QA/QC Review Tyler, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Environmental & Project Support Engineer Prepare environmental clearance for federally funded projects TDA Certified Administrator; TDA Implementation & Application Workshops 6 months with Traylor & Associates
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	6 years of project management and engineering experience in the State of Texas; Texas Registered Professional Engineer
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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>	Wendy Bates
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Potential Role Base Location	Financial Management and Recordkeeping Tyler, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Compliance Specialist - Finance 2 Months with Traylor & Associates, Inc.
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	17 years of professional experience with municipal government finance
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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>	Keith Tijerina
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Potential Role Base Location	IT and Technical Assistance Tyler, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Information Technology Coordinator Ensure computer network runs as efficiently as it can; answers random computer questions as they arise; Assists with TDA-GO training 7 years with Traylor & Associates
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	10 years IT experience
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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.

Traylor & Associates has the proven capacity required to meet the needs of the Grantee by maintaining a staff capable of providing services on time, in scope and under budget on a daily basis. This is emphasized in a CDBG track record spanning more than 43 years. Our experienced staff is well trained in all aspects of the Community Development, Downtown Revitalization/Main Street , and all other HUD-based CDBG programs including financial, acquisition, general administrative and labor standards duties.

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 type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No

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

Traylor & Associates does not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. Traylor & Associates 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.

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

Traylor & Associates, Inc. is a small business firm that presently employs an experienced professional staff of eleven full time administrators and an additional three persons in supporting administrative positions.

Although staff size occasionally fluctuates according to overall business activity, the firm's professional staff has an average tenure of 15 years. Collectively, the existing eleven professional staff members have over 100 years of experience in implementing community development, economic development, and housing, projects for communities throughout Texas.

Whenever the firm is employed to administer a project under a state or federal program, one of the firm's professional staff members is assigned to the project and is designated as the Project Manager. The Project Manager will remain the community's single point of contract throughout the duration of the grant.