

**CITY OF BLUE RIDGE
SPECIAL SESSION AGENDA
March 19, 2019, 7:00 P.M.
Blue Ridge Community Center
200 W. Tilton Street**

THE BLUE RIDGE CITY COUNCIL WILL MEET IN SPECIAL SESSION AT 7:00 P.M.
ON TUESDAY, MARCH 19, 2019, AT THE BLUE RIDGE COMMUNITY CENTER,
LOCATED AT 200 W. TILTON, BLUE RIDGE, TEXAS WITH THE FOLLOWING ITEMS
ON THE AGENDA FOR CONSIDERATION AND/OR ACTION.

1. Call to order, Roll Call
2. First Public Hearing to receive public comments for a request to replat a Final Plat known as Cortney's Place, located in the Matthias Mowery Survey, Abstract A0557, containing 1.247 acres into 2 lots with Lot 1 being 45,003 square feet and Lot 2 being 9,327 square feet, also known as the current address of 303 N. Main, Blue Ridge, Texas, and also located within the incorporated limits of the City of Blue Ridge
3. Adjournment.

Certified this the 15th day of March, 2019



Rhonda Williams, Mayor

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code including, Sections: 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code including, but not limited to, Section 321.3022 (Sales Tax Information)

This facility is wheelchair accessible. Request for accommodations or sign interpretative services must be made 48 hours prior to this meeting. Please contact the city secretary's office at 972-752-5791 for further information.

I, the undersigned authority, do hereby certify that this notice was posted in the regular posting place of the City Hall building for Blue Ridge, Texas, in a place and manner convenient and readily accessible to the general public at all times, and said Notice was posted March 15, 2019 by 5:00P.M. and remained so posted continuously at least 72 hours proceeding the scheduled time of said meeting.



Edie Sims, City Secretary



3/11/19

Re/Ref: Meeting 3/19/19 7⁰⁰ P;
Partition lot @ 303 N Main

Eddie,

Please use this letter to denote my "Approval" of the replatting of the lots directly North of 301 N. Main. Justin and I worked ~~it~~ out the previous problem. This plat(re) is great me / Justin / and the city as it is now not an absentee ~~owner~~ owner and being changed up.

Regards
Barry Fagg

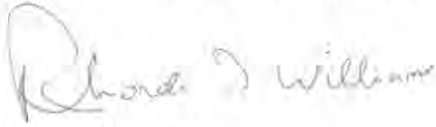
**CITY OF BLUE RIDGE
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1. Call to order, Roll Call
2. Prayer and Pledges of Allegiance
3. Second Public Hearing to receive public comments, discuss and act on a request to replat a Final Plat known as Cortney's Place, located in the Matthias Mowery Survey, Abstract A0557, containing 1.247 acres into 2 lots with Lot 1 being 45,003 square feet and Lot 2 being 9,327 square feet, also known as the current address of 303 N. Main, Blue Ridge, Texas, and also located within the incorporated limits of the City of Blue Ridge
4. Consider, discuss and act upon closing the square from 2pm - 10pm on 04/27/19 with a rain date of 05/04/19, requested by the Blue Ridge Chamber of Commerce for their event "Spring Fling and Movie Thing"
5. Consider, discuss and act upon Resolution R-2019-0319-001 for continued participation with Atmos Cities Steering Committee and authorizing the payment of five cents (\$0.05) per capita to ACSC to fund regulatory and related activities to Atmos Energy Corporation
6. Consider, discuss and act upon Resolution R-2019-0319-002 to apply for the 2019 Texas CDBG assistance grant under the Planning/Capacity Building Fund
7. Consider, discuss and act upon Resolution R-2019-0319-003 designating a management service provider for application and project implementation of the TxCDBG 2019 FAST Fund
8. Consider, discuss and act upon writing off bad debts for water bills from 09/08/2017 to 02/04/2019
9. Consider, discuss and act upon Ordinance O-2019-0319-001 prohibiting burning from within the incorporated limits of the City of Blue Ridge
10. Neighborhood Round Table discussion regarding the Water Conservation and Drought Contingency Plan for the City of Blue Ridge (Please go to the following website for the 84 page document:
https://blueridgecity.com/documents/156/Water_Conervation_-_Drought_Contingency_2018.pdf)
11. Citizen Participation - The public is invited to address the City Council on any topic. However, the City Council is unable to discuss or take action on any topic not listed on this agenda. There is a time limit for each speaker of three (3) minutes. Prior to the meeting, persons wishing to address the City Council must sign in with the City Secretary or designee prior to the meeting. When called upon, the person should state his or her name and address for the record, and if speaking for an organization or other group, identify the group represented. All remarks are to be addressed to the City Council as a whole and not to individual members. The presiding officer shall determine whether, or in what manner, if any response will be provided.
12. Discussion of placing items on future agendas

13. Adjournment.

Certified this the 15th day of March, 2019.



Rhonda Williams
Mayor, City of Blue Ridge

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any matters listed on the agenda, as authorized by the Texas Government Code including, Sections: 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), 551.087 (Economic Development), 418.183 (Deliberations about Homeland Security Issues) and as authorized by the Texas Tax Code including, but not limited to, Section 321.3022 (Sales Tax Information)

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Edie Sims, City Secretary



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Regards
Barry Fagg



Blue Ridge Chamber of Commerce

P.O. Box 146 Blue Ridge, TX. 75424

info@blueridgetxchamber.com

Shop Local. Put Community First

Spring Fling & Movie Thing

Thank you for your interest in participating in what will be Blue Ridge’s first annual Spring Fling & Movie Thing. The Blue Ridge Chamber will be purchasing the license to a PG or PG13 family friendly movie for all audiences to view. The movie will start at dark and this event is **BYOC (bring your own chair)!**

The details of our event are as follows:

Date: April 27, 2019

Rain Date: May 4, 2019

Time: 4pm – 10 pm

Time: 4pm – 10pm

Ticket Price: \$5/person – Cost includes the movie, popcorn, candy and a drink. Local vendors will be on site serving food, water as well as selling items and promoting their businesses.

The Blue Ridge Chamber of Commerce encourages everyone to come out and support the community and enjoy an evening with family and friends.

Vendor cost is \$25 for non members. Set up will be from 2pm – 4pm. All vendors must be registered on or before April 19th. Vendor registration forms need to be returned to Judy Collinsworth, her phone number is listed below.

If you have any questions, or need additional information please contact a chamber officer listed below.

Blue Ridge Chamber of Commerce

Dina Brown

Judy Collinsworth

Glenda Milton

Stacey Deleon

Dina’s Catering

It’s Sew Me

BR Real Estate

Texas Vineyard Homes

BR Chamber President

BR Chamber Vice Pres

BR Chamber Sec

BR Chamber Treasurer

972-369-6355

469-667-6810

214-491-7305

972-880-9717

VENDOR REGISTRATION FORM

Vendor Name

Business Name

Phone Number

Address

Description of Items to sell

Form of Payment \$25

by
3-14-19



Special Event Information Packet



Special Event Application

Fee: \$50.00

Today's Date: 3/12/19
Name: Glenda Milton
Company/Organization: Blue Ridge Chamber of Commerce
Contact Phone Number: 214-491-7305 Email: g.milton@verizon.net
Dates Requested: 4/27/19 Rain Date 5/14/19
Hours of Event: 4-10 pm
Event Type/Name: Spring Fling + Movie Thing
Projected Attendance: 50-75
Will you need the square closed off? yes no
Will you need road closures? yes no
If so, what roads will need to be closed: close entrance to square on
all sides
Will you need water service? yes no
Will you need electrical service? yes no
Will you be providing Port a Pots? yes no

Glenda Milton
Signature

3/12/19
Date

Office Use Only

Square Release Form: _____ Drawing Provided: _____ Council Request Form: _____ Meeting Date: _____
Approved: _____ Denied: _____ Remarks: _____

REQUEST TO CLOSE THE SQUARE

By signing below I give my permission to Blue Ridge Chamber of Commerce
Name

Rain Date

to close the Square in front of My Business on 4/27/19 or 5/4/19 between the
Date

hours of 2pm to 10pm.

Business Name	Signature
Cattleman's	Kimberly Shane
Patty's	
Snapdragon	—
Thee Aroma	—
Fielder Baker Funeral Home	—
Texas Data & Voip Security	—
Clerkin, Sinclair, Mahfouz LLP	Bill C. Harman

CITY OF BLUE RIDGE
RESOLUTION NO. 2019-0319-001

A RESOLUTION AUTHORIZING CONTINUED PARTICIPATION WITH THE ATMOS CITIES STEERING COMMITTEE; AND AUTHORIZING THE PAYMENT OF FIVE CENTS PER CAPITA TO THE ATMOS CITIES STEERING COMMITTEE TO FUND REGULATORY AND RELATED ACTIVITIES RELATED TO ATMOS ENERGY CORPORATION

- WHEREAS, the City of Blue Ridge is a regulatory authority under the Gas Utility Regulatory Act (GURA) and has exclusive original jurisdiction over the rates and services of Atmos Energy Corporation, Mid-Tex Division (Atmos) within the municipal boundaries of the city; and
- WHEREAS, the Atmos Cities Steering Committee (ACSC) has historically intervened in Atmos rate proceedings and gas utility related rulemakings to protect the interests of municipalities and gas customers residing within municipal boundaries; and
- WHEREAS, ACSC is participating in Railroad Commission dockets and projects, as well as court proceedings and legislative activities, affecting gas utility rates; and
- WHEREAS, the City is a member of ACSC; and
- WHEREAS, in order for ACSC to continue its participation in these activities which affects the provision of gas utility service and the rates to be charged, it must assess its members for such costs; NOW THEREFORE,

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS:

I.

That the City is authorized to continue its membership with the Atmos Cities Steering Committee to protect the interests of the City of Blue Ridge and protect the interests of the customers of Atmos Energy Corporation, Mid-Tex Division residing and conducting business within the City limits.

II.

The City is further authorized to pay its 2019 assessment to the ACSC in the amount of five cents (\$0.05) per capita.

III.

A copy of this Resolution and approved assessment fee payable to "*Atmos Cities Steering Committee*" shall be sent to:

Brandi Stigler
Atmos Cities Steering Committee
c/o Arlington City Attorney's Office, Mail Stop 63-0300
101 S. Mesquite St., Suite 300
Arlington, Texas 76010

PRESENTED AND PASSED on this the 19th day of March, 2019, by a vote of _____ ayes and _____ nays at a scheduled special meeting of the City Council of the City of Blue Ridge, Texas.

Rhonda Williams, Mayor

ATTEST:

Eddie Sims, City Secretary

APPROVED AS TO FORM:
City Attorney

BY _____

MEMORANDUM

TO: Atmos Cities Steering Committee

FROM: Jennifer Richie, Chair, Atmos Cities Steering Committee

DATE: February, 2019

RE: **Action Needed - 2019 Atmos Cities Steering Committee Membership Assessment Invoice**

On December 6, 2018, the Atmos Cities Steering Committee (“ACSC”) held a quarterly meeting with representatives from Atmos Energy. During the meeting, the group held a discussion of upcoming natural gas issues and approved the assessment for ACSC membership. Using the population-based assessment protocol previously adopted by ACSC, the assessment for 2019 is a per capita fee of \$0.05.

ACSC protects the authority of municipalities over the monopoly natural gas provider and defends the interests of the residential and small commercial customers within the cities. Cities are the only consumer advocates that work to keep natural gas rates reasonable. The work undertaken by ACSC has saved ratepayers millions of dollars in unreasonable charges. In order to continue to be an effective voice at the Railroad Commission, at the Legislature, and in the courts, ACSC must have your support. Please take action to pay the membership assessment as soon as possible. Payment of the membership assessment fee shall be deemed to be in agreement with the terms of the ACSC participation agreement.

Although ACSC does not require that your city take action by resolution to approve the assessment, some members have requested a model resolution authorizing payment of the 2019 membership assessment. To assist you in the assessment process, we have provided the following documents for your use:

- ACSC 2018 Year in Review
- Model resolution approving the 2019 assessment (optional, provided for those cities that have requested a resolution to authorize payment)
- Model staff report supporting the resolution
- List of Atmos Cities Steering Committee members
- 2019 Assessment invoice
- 2018 Assessment invoice and statement (only included if not yet paid)
- Blank member contact form to update the distribution lists

Please forward the membership assessment fee and, if applicable, the signed resolution to Brandi Stigler, Atmos Cities Steering Committee, c/o City Attorney’s Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010. Checks should be made payable to: *Atmos Cities Steering Committee*.

If you have any questions, please contact ACSC Chair Person, Jennifer Richie (254/750-5688). ACSC’s counsel, Geoffrey Gay (gmg@lglawfirm.com), and Thomas Brocato (tbrocato@lglawfirm.com) at 512/322-5857 are also available to assist you.

STAFF REPORT ON ASSESSMENT RESOLUTION FOR ATMOS CITIES STEERING COMMITTEE

Purpose of the Resolution:

Most municipalities have retained original jurisdiction over gas utility rates and services within municipal limits. The Atmos Cities Steering Committee (“ACSC”) is composed of 178 municipalities in the service area of Atmos Energy Corporation, Mid-Tex Division that have retained original jurisdiction. Atmos is a monopoly provider of natural gas. Because Atmos has no competitors, regulation of the rates that it charges its customers is the only way that cities can ensure that natural gas rates are fair. Working as a coalition to review the rates charged by Atmos allows cities to accomplish more collectively than each city could do acting alone. Cities have more than 100 years experience in regulating natural gas rates in Texas.

ACSC is the largest coalition of cities served by Atmos Mid-Tex. There are 178 ACSC member cities, which represent more than 60 percent of the total load served by Atmos-Mid Tex. ACSC protects the authority of municipalities over the monopoly natural gas provider and defends the interests of residential and small commercial customers within the cities. Although many of the activities undertaken by ACSC are connected to rate cases (and therefore expenses are reimbursed by the utility), ACSC also undertakes additional activities on behalf of municipalities for which it needs funding support from its members.

The ACSC Membership Assessment Supports Important Activities:

ACSC is actively involved in rate cases, appeals, rulemakings, and legislative efforts impacting the rates charged by Atmos within the City. These activities will continue throughout the calendar year. It is possible that additional efforts will be necessary on new issues that arise during the year, and it is important that ACSC be able to fund its participation on behalf of its member cities. A per capita assessment has historically been used, and is a fair method for the members to bear the burdens associated with the benefits received from that membership.

Explanation of Resolution Paragraphs:

- I. This paragraph authorizes the continuation of the City’s membership in ACSC.
- II. This paragraph authorizes payment of the City’s assessment to the ACSC in the amount of five cents (\$0.05) per capita.
- III. This paragraph requires notification that the City has adopted the Resolution.

Payment of Assessment

The assessment payment check should be made out to “*Atmos Cities Steering Committee*” and mailed to Brandi Stigler, Atmos Cities Steering Committee, c/o Arlington City Attorney’s Office, Mail Stop 63-0300, 101 S. Mesquite St., Suite 300, Arlington, Texas 76010.

**CITY OF BLUE RIDGE
RESOLUTION R-2019-0319-002**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS, AUTHORIZING THE FILING OF A TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE TEXAS DEPARTMENT OF AGRICULTURE; AND AUTHORIZING THE MAYOR TO ACT AS THE CITY'S EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM.

WHEREAS, the City Council of Blue Ridge desires to develop a viable community, including decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income; and WHEREAS, certain conditions exist which represent a threat to public health and safety; and

WHEREAS, it is necessary and in the best interests of the City of Blue Ridge to avail itself of the 2019 Texas Community Development Planning Program;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BLUE RIDGE, TEXAS;

1. That the City of Blue Ridge undertake a program to prepare the following planning effort(s): Base, Wastewater, Streets, Water, Drainage, Capital Improvements Program, Parks, Economic Development, Subdivision Ordinance, and Certifications, Presentations, Reports, and Publications.
2. That the requested amount of TxCDBG funds is a maximum of \$36,810.
3. That a Texas Community Development Block Grant Program application for Planning/Capacity Building fund is hereby authorized to be filed on behalf of the City with the Texas Department of Agriculture and any other appropriate agencies as defined in the regulations.
4. That the City Council directs and designates the **Mayor** as the City's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the City's participation in the Texas Community Development Block Grant Program.
5. That all funds will be used in accordance with all applicable federal, state, local and programmatic requirements including but not limited to procurement, environmental review, and civil rights requirements.
6. That the city commits itself, if funded by Texas Community Development Block Grant Program to appropriate \$3,681 as matching funds and as a demonstration of its local support to the planning project.

Passed and approved this 19th day of March, 2019

ATTESTED BY:

Mayor Rhonda Williams
City of Blue Ridge

Edie Sims, City Secretary
City of Blue Ridge



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Planning and Capacity Building Fund (PCB)

Description:

The Planning and Capacity Building Fund is a competitive grant program for local public facility and housing planning activities. Localities apply for financial assistance to prepare a "comprehensive plan" or any of its components. Typical activities regard topics such as: Base Mapping, Land Use, Housing, Population, Economic Development and/or Tourism, Central Business District, Street Conditions, Thoroughfares, Parks and Recreation, Water Distribution and Supply, Wastewater Collection and Treatment, Drainage (streets & flood hazard areas), Gas or Electric Systems (if owned by the locality), Community Facilities, Capital Improvements Program, Zoning Ordinance, Subdivision Regulation. Section 105(a) of the Housing and Community Development Act of 1974, as amended, outlines all the generally eligible activities.

Eligible Applicants:

Eligible non-entitlement cities and counties with a need for comprehensive or targeted planning.

Eligible Activities:

Address needed local planning elements;
Assess local needs;
Build or improve local capacity; or
Develop strategies to address local needs.

Planning process should result in an improved local capacity to identify long and short term needs and to develop implementable strategies to address the identified community needs. Emphasis is placed on public works and housing assistance planning.

Award Amounts

Awards are made on an annual basis through a statewide competition.
Maximum grant award: \$55,000.

Evaluation and Selection

The scoring factors as originally posted have been revised to make them *100% objective*, rather than a range of points for certain factors. The same scoring factors have been retained. The reason for retaining these factors includes:

They are based on the already issued application, particularly the community base questionnaire; and
The Planning Strategy and Products factors balance the weight of the "community distress" points factors
The base match criteria for this fund are:

Five percent match required from applicants with population equal to or less than 1,500.
Ten percent match required from applicants with population over 1,500 but equal to or less than 3,000.
Fifteen percent match required from applicants with population over 5,000 but equal to or less than 5,000.
Twenty percent match required from applicants with population over 5,000.

*****Revised Application Deadline: March 28, 2019*****

Application and Guide:

[2019 Planning Application](#)
[2019 Planning Application Guide](#)

If you have a particular question on these PCB scoring factors, please contact Joe Midura at (512) 936-7880 or Joe.Midura@TexasAgriculture.gov

Studies Applied For Studies Removed

Base Planning Activities (required, includes Population, Land Use, and Housing Studies)	\$7,350.00	
Street Conditions Study	\$2,310.00	
Water System Study	\$4,410.00	
Wastewater System Study	\$4,410.00	
Storm Drainage System Study	\$4,410.00	
Capital Improvements Program	\$1,995.00	
Parks and Recreation	\$1,785.00	
Economic Development	\$1,575.00	
Zoning Ordinance		\$1,785.00
Subdivision Ordinance	\$1,785.00	
Certifications, Presentations, Reports, and Publications (required, does not count as Planning Study)	\$750.00	
Total	\$30,780.00	
Match (for all elements included)	\$3,078.00	

CITY OF BLUE RIDGE
RESOLUTION R-2019-0319-003

A RESOLUTION OF THE CITY OF BLUE RIDGE, TEXAS, AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACTS FOR THE 2019 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT FAST FUND.

WHEREAS, the 2019 TxCDBG Community Development Block Grant Fast Fund contract requires implementation by professionals experienced in the administration of federally-funded community development projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration services has been completed in accordance with Texas CDBG requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service;

NOW, THEREFORE, BE IT RESOLVED:

Section 1A. That _____ be awarded a contract to provide Texas CDBG application and project-related **administration services** for the 2019 Texas Community Development Block Grant FAST Fund.

Section 2. That any and all contracts or commitments made with the above-named services providers are dependent on the successful negotiation of a contract with the service provider;

PASSED AND APPROVED ON _____, 2019.

APPROVED:

Rhonda Williams, Mayor

ATTEST:

Edie Sims, City Secretary



Texas Community Development Block Grant Program (TxCDBG) **Fire, Ambulance, & Services Truck (FAST) Fund**

The Fire, Ambulance, & Services Truck (FAST) Fund provides funds for eligible vehicles to provide emergency response and special services to rural communities.

Application Submittal FAST Fund Application Deadline: 5:00 p.m. C.T. on May 23, 2019

Eligible Vehicles

Eligible vehicles must serve primarily low- to moderate-income residential areas. Eligible vehicle types include:

- Fire Trucks (most types);
- Ambulances and similar emergency medical vehicles;
- Jaws of Life and similar rescue equipment; and/or
- Rescue boats and similar specialized emergency vehicles.

Ineligible vehicles include:

- Police cars and other vehicles used primarily by law enforcement;
- Vehicles that do not address a specific public safety requirement; or
- Vehicles used primarily for the general conduct of government; or
- Supplies (e.g., restocking equipment or vehicle components are not eligible).

Eligible Applicants

Non-entitlement communities (units of general local government) are eligible for a FAST award.

- Non-entitlement cities are located predominately in rural areas with populations of less than 50,000 persons.
- Non-entitlement counties are predominately rural in nature and generally have fewer than 200,000 persons in the non-entitlement cities and unincorporated areas.
- Eligible applicants may partner with other organizations, including districts or non-profit service providers, to submit applications that will provide benefit within the jurisdiction.

Funding Available

- Funds available: estimated \$8M (all CDBG funds nearing federal expiration date)
- Maximum Request: \$500,000
- Match Funds: minimum \$5,000 match



Scoring Criteria

Applications will be scored and ranked based on:

- Poverty Rate of applicant (cities compared to cities and counties compared to counties)
- Previous Funding
- Past Performance see 2019-2020 CD Fund - State scoring factors and timeframe
- Tie-Breaker, Per Capita Income (cities compared to cities and counties compared to counties)

Texas Community Development Block Grant Program (TxCDBG) Fire, Ambulance, & Services Truck (FAST) Fund (cont.)

Application Process

Step 1: Identify local needs

- Does your community require additional vehicles to provide adequate service?
- Does your existing vehicle need to be replaced?

Step 2: Select application preparer (and grant administrator, if funded)

- Use the Pre-Qualified/Approved Vendor list and streamlined Procurement process
- [http://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant\(CDBG\)/PrequalifiedProfessionalServices.aspx](http://www.texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant(CDBG)/PrequalifiedProfessionalServices.aspx)

Step 3: Determine benefit area and eligibility

- Will the vehicle serve a specific area of the community?
- Will LMISD data or a survey of the community support the low- to –moderate income requirement?

Step 4: Prepare application

- Must include a quote (no more than 90 days prior to submission) or procurement documentation with pre-agreement (see application guide for more details)
- Public hearing (may be held jointly with hearing for other TxCDBG fund categories)

Contact Information

Program Specialist Michelle Phares can be reached at Michelle.Phares@TexasAgriculture.gov or (512) 936-6702.

**STATEMENT OF QUALIFICATIONS
GRANT ADMINISTRATIVE SERVICES**

Blue Ridge

2019 - TxCDBG

Fire, Ambulance & Services Truck (FAST) Fund



AUSTIN (HQ) | ABILENE | ALPINE | BEEVILLE | DALLAS | GALVESTON | HOUSTON |
HUNTSVILLE | MCALEN | NEW ULM | PALESTINE | ROCKPORT | SAN ANGELO | TEXARKANA



Bruce Spitzengel

2201 Northland Drive
Austin, TX 78756
512-420-0303
bruce@grantworks.net

March 5, 2019

The Honorable Rhonda Williams
City of Blue Ridge, Mayor
200 S. Main
Blue Ridge, Texas 75424

Re: City of Blue Ridge 2019 Fire, Ambulance & Services Truck (FAST) Fund Grant Administration Services

Dear Mayor Williams,

Thank you for including GrantWorks in your Request for Proposals. The Texas Department of Agriculture (TDA) has pre-qualified GrantWorks as a grant administration service provider for all 2019 programs including the Fire, Ambulance & Services Truck (FAST) fund.

Over the past 40 years we have succeeded in securing and implementing **over \$1 billion in CDBG funding**, including numerous projects for the construction of public facilities. We have the resources and expertise to successfully complete your project in accordance with both TDA guidelines and the City's project schedule. **GrantWorks will even complete door-to-door beneficiary surveys at no additional cost, a burdensome task that other firms do not offer.**

GrantWorks' staff has more than **800 years of combined experience** covering all aspects of federal and state grant management, for both infrastructure and housing programs. We handle every facet of grant application and implementation and free you and your staff from paperwork while providing you with the decision-making information you need.

This proposal includes the elements required in the TDA Phase Two Solicitation for Grant Administration Services:

- A brief overview of GrantWorks' experience with TxCDBG projects, specifically with CEF and TCF, and our project approach;
- GrantWorks' Phase One Pre-qualification Application to TDA including:
 - CDBG Experience
 - Recent Project References
 - Staff Resumes
 - Capacity to perform services required by the FAST program
- Form P507 – Response from Service Provider including Total Proposed Cost
- Evidence of SAM registration and non-debarment status.

As a small Texas-based business dedicated to the management of economic development, community development, and planning grant programs, GrantWorks can handle every issue that arises in implementing your FAST project. Please keep in mind that our fees may be negotiated when reviewing and scoring the proposals submitted to the City. We appreciate your consideration of our firm.

Sincerely,

A handwritten signature in blue ink that reads "Bruce Spitzengel".

Bruce Spitzengel
President

Why GrantWorks?

GrantWorks is the **leader** in providing Texas CDBG services in Texas. Over the past 40 years we have succeeded in securing and implementing over **\$1 billion** of CDBG funding.

GrantWorks' **vast knowledge** and **experience** with the Texas CDBG program enables our team to succeed with new programs such as FAST.

Project Approach

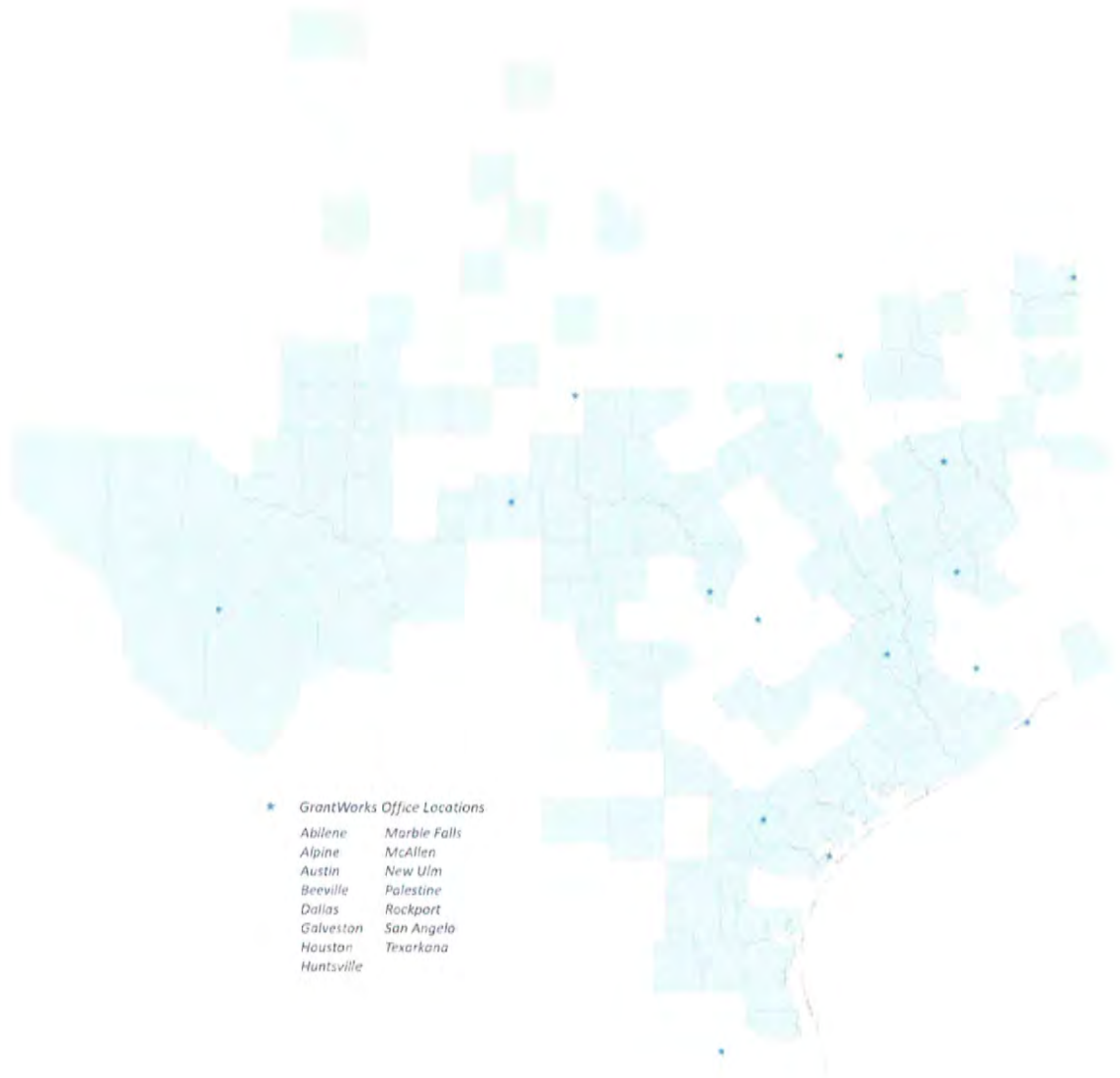
GrantWorks will be primarily responsible for coordinating and expediting all grant activities. We strive to remain a cooperative, informed, and active member of your project implementation team. As such, we help keep projects on track and on time. Our core tasks include:

- Maintain regular contact with the local contact person(s), City Council, vendors, and funding agency;
- Provide all start up related documentation to include file maintenance systems;
- Provide vendors with instructions and a forms packet so they know up-front what information is required by the Federal and/or State agency;
- Assist in processing all invoices and contracts received from vendors for record keeping and financial management;
- Assist in reviewing workable solutions to resolve unexpected cost overruns, or other issues that affect your project's eligibility and standing with the State agency;
- Assist you in working with the State agency from start-up to close out to resolve any issues that may arise with your grant application or funded project.



GrantWorks Locations

GrantWorks is fully staffed and ready to provide quality grant administration services throughout Texas.



Our **fourteen office locations** include: Austin, Abilene, Alpine, Beeville, Dallas, Galveston, Houston, Huntsville, McAllen, New Ulm, Palestine, Rockport, San Angelo and Texarkana.

Firm Name: GrantWorks, Inc.	DUNS Number: 963746466	Federal EIN: 76-0446220
Prequalification Contact First, Last Name and Title: Brenna Minor, Vice President	Phone Number: +1 (512) 420-0303	Prequalification Contact E-mail Address: grantworks@grantworks.net
Firm Web Address www.grantworks.net	Firm Mailing Address 2201 Northland Drive Austin, TX 78756	Name of Firm's President/Managing Officer: Bruce Spitzengel

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.

GrantWorks has nearly 40 years of grant writing and administrative experience. The firm was founded in 1979 as BJS Consulting and has since grown to include over 100 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 projects including flood and drainage, street improvements, water storage, wastewater treatment plant facilities, sidewalks, and lift station improvements.

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 TxDOT, Economic Development Administration, General Land Office, Federal Emergency Management Agency, Texas Department of Emergency Management, Texas Water Development Board, Texas Parks & Wildlife, and TDHCA programs.

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—771 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 completed or underway
- Disaster Relief Fund—75 projects administered, \$22+ million
- Planning Grants—214 projects funded, completed or underway
- CDBG-Disaster Recovery — 100+ projects, \$430+ million

acquisition report, labor standards, contract closeout, and other aspects of program implementation.

- Work closely with contractors and provides technical assistance as needed in order to ensure their compliance with wage, overtime, and other labor-related requirements.
- Prepare all forms, notices, and agenda items and provide them to counties in advance.
- Communicate with the local governmental officials, project engineer, state staff, community leaders, and other stakeholders to ensure successful completion of the project.
- Attend the site visit, monitoring review, and public meetings as necessary.

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

<input checked="" type="checkbox"/> AACOG	<input type="checkbox"/> ATCOG	<input type="checkbox"/> BVCOG	<input type="checkbox"/> CAPCOG	<input type="checkbox"/> CBCOG
<input checked="" type="checkbox"/> CTCOG	<input type="checkbox"/> CVCOG	<input 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 checked="" type="checkbox"/> NORTEX	<input checked="" 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.

Our firm is financially stable and has the capacity to perform the functions required by this RFQ. GrantWorks has a full-time staff of over 100 employees that can devote the necessary time to projects. Our employees are specialized in project and financial management as well as application development, environmental review, and labor standards compliance. Our team works with communities throughout each phase of the project. The GrantWorks team includes fifteen full-time project managers who can implement every type of development project. We take pride in our performance, helping to implement projects on time, within budget, and within State and Federal requirements.

7. Is the respondent a TxCDBG certified administrator? Yes, certified 2018
 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	East Kerr County/ Center Point Wastewater Collection Project
Facility Type and Use		New wastewater collection system pipelines, lift stations, improvements to an existing wastewater treatment plant, and first-time sewer service connections
Project Location (Jurisdiction)		Kerr County and Kendall County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		96,200 LF of 6-15 inch gravity wastewater pipes, 12,000 LF of 6-8- inch pressurized force main pipes, 2,800 LF of 12-inch HDPE pipe installed by horizontal directional drilling, lift stations, and wastewater treatment plant improvements
Role & Responsibilities		GrantWorks assisted the County in seeking additional funding from the Texas Department of Agriculture for first-time sewer service connections. Throughout the course of the project, GrantWorks assists the County with project management, financial management, construction phase management, and connection assistance services. Responsibilities include reviewing construction pay estimates, engineering invoices, and inspection services invoices, maintaining a grant ledger, and submitting monthly payment requests to TDA and the Texas Water Development Board. Other responsibilities include taking minutes of monthly conference calls and in-person progress meetings; preparing and submitting Disadvantaged Business Enterprise (DBE), American Iron and Steel, and Davis-Bacon Wage Rate forms; reviewing weekly payrolls, conducting compliance follow-ups, and performing monthly employee interviews to evaluate David-Bacon wage compliance.

	item into the private property rehab water improvements budget line item. GrantWorks coordinated the process by drafting letters, re-evaluating the environmental review and verifying beneficiaries, thereby allowing the county to make additional needed water improvements in the colonia. GrantWorks additionally assisted the County in documentation of construction and administration force account work in the amount of \$25,000.
Project Cost	\$519,041.23
Financing/Funding Source	Texas Department of Agriculture, TxCDBG Colonia Fund Construction – \$494,041.23 Jim Wells County, force account – \$25,000.00
Method of Documenting Beneficiaries	GrantWorks conducted income surveys to document LMI status and household size. In addition, account holders' lists and inspection reports were used to verify and document total beneficiaries.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TxCDBG contract commenced in November 2015. The environmental review began in April 2016 and the County received its Authority to Use Grant Funds in June 2016. Construction began in January 2017 and was completed on November 14, 2017, within the original contract end date of November 19, 2017.
Monitoring and Verification Methods	GrantWorks coordinates with county officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress and completes ongoing reporting to ensure the project remains on schedule. GrantWorks' staff use internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that all documentation is submitted correctly and on-time.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ahide Gutierrez, project management Eric Hartzell, project development Martha Arosemena, project oversight Dana Scanes, environmental compliance Nancy Pearsall, beneficiary tracking Adam Schragin, labor standards compliance Betty Collier, client services
Contact Information Current phone and e-mail address of local government representatives you worked with.	Commissioner Pct. 1 Margie Gonzalez, margieh.gon@co.jim-wells.tx.us 361.668.5763
<input type="checkbox"/> Remove Project	Project Name City of Rice Disaster Relief 7216037
Facility Type and Use	Reconstruct streets and base repair
Project Location (Jurisdiction)	Fulton, Rusk, and Dallas Streets. City of Rice, TX
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	3,000 Linear Feet Road Reconstruction
Role & Responsibilities	GrantWorks assisted the City with all application and environmental needs. Before bidding, it was found that the necessary water improvements were going to be covered by a coinciding FEMA grant. In order to maximize the City's DR funds, GrantWorks assisted the City in seeking and obtaining a budget modification to move funds from the water improvements into the street improvements budget line item. GrantWorks coordinated the process by drafting letters, re-evaluating the environmental review and verifying beneficiaries, thereby allowing the city to make additional needed street improvements in the city.
Project Cost	\$430,736.20
Financing/Funding Source	Texas Department of Agriculture, TxCDBG Disaster Relief – \$350,000.00 City of Rice local contribution – \$80,736.20

Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Jerry Carvajal – project development, project management, and client services Gilbert Garcia –start up documentation Dana Scanes - environmental compliance Adam Schragin - labor standards compliance
Contact Information Current phone and e-mail address of local government representatives you worked with.	County Judge Jeanette Duer, jdcjclerk@hotmail.com, 432.426.3968 Judge's Clerk Pam Mills, jdcjclerk@hotmail.com, 432.426.3968
<input type="checkbox"/> Remove Project	Project Name City of Bay City Texas Capital Fund Main Street Program (TCF-MS) 7215202, 2015
Facility Type and Use	Sidewalk improvements
Project Location (Jurisdiction)	City of Bay City downtown area along 6th Street and Avenue E.
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	440 linear feet of brick paver sidewalks
Role & Responsibilities	As part of the application process, GrantWorks assisted the city with setting up and posting public hearings and obtained 62 business support letters required for funding. When project funding was obtained, GrantWorks prepared the publications and resolutions for the Civil Rights obligations required to be passed by City Council. GrantWorks assisted the city and engineer in communications with the businesses located along the sidewalk route so that we could complete construction during a time frame that would cause the least disruption to the businesses. Duties performed as part of implementation included: <ul style="list-style-type: none"> • Financial management and draw processing • Schedule and lead 4-month call • Review of project plans and bid documents • Attend the pre-construction meeting • Review, prepare and submit all draw requests to TDA • Conduct on-site employee interviews during construction and obtain pictures of the progress • Assure the TDLR inspection was completed and approved for the project • Prepare and submit a final quantities Modification and Project Completion Report to TDA This project was completed 9 months ahead of schedule.
Project Cost	\$195,000
Financing/Funding Source	Texas Department of Agriculture, TCF-MS - \$150,000 City of Bay City general fund - \$45,000
Method of Documenting Beneficiaries	Citywide benefit, utilized LMISD data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The TCF-DRP contract commenced on February 16, 2016 and finished nine months ahead of schedule in May 2017. The environmental review began in April 2016 and the City received its Authority to Use Grant Funds on October 27, 2016.
Monitoring and Verification Methods	GrantWorks coordinates with city officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracks construction progress and completes ongoing reporting to ensure the project remains on schedule.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who	Martha Drake - project development Michele Goerke - project management Gilbert Garcia –start up documentation Dana Scanes – environmental compliance

<p>Current job title Company (if subcontractor) Job responsibilities Number of years with respondent</p>	<p>Eric brings more than 24 years of leadership in the fields of community and economic development, disaster recovery, affordable housing and urban planning to his role as GrantWorks' chief project development officer. His duties include guiding the firm's steady growth while improving quality and scope of services. Aside from his executive functions, Eric continues to play a direct role in creating and implementing dozens of federally funded projects including Colonia Construction Fund, Community Development Fund, Downtown Application to Prequalify Grant Administrators Page 9 of 33 GrantWorks, Inc. Revitalization Program, Main Street, and Disaster Relief projects. 24 years</p>
<p>Previous Employment Job Title Company name Job responsibilities Number of years with firm</p>	<p>CDBG Regional Coordinator at the Texas Department of Housing & Community Affairs, 1993-95 Managed all aspects of CDBG construction projects for 40 projects in the Houston-Galveston and Central Texas regions. Water Planner at the City of Austin, 1993</p>
<p>Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations</p>	<p>Master of Science in Community & Regional Planning, University of Texas at Austin Bachelor of Science in Geography, Ohio University Member of the American Planning Association American Institute of Certified Planners TxCDBG Certified Administrator.</p>
<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Twenty-five years of experience with infrastructure and economic development project development and implementation.</p>
<p>Remove Personnel</p>	<p>Full Name Brenna Minor, AICP</p>
<p>Potential Role Base Location</p>	<p>Management and Project oversight Austin, Texas</p>
<p>Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent</p>	<p>Vice President Brenna oversees the Community Development staff of project managers, environmental specialists, field consultants and administrative assistants. She provides guidance and technical assistance to staff on a daily basis and conducts weekly meetings with project managers. She also provides internal training to all staff on compliance topics and coordinates grant administration efforts. Brenna has overseen CDBG projects since 2007. 12 years</p>
<p>Previous Employment Job Title Company name Job responsibilities Number of years with firm</p>	<p>Project Manager, GrantWorks, 2 years Brenna coordinated and expedited community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p>
<p>Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations</p>	<p>Master of Arts in Urban and Environmental Policy and Planning, Tufts University Bachelor of Arts in Political Science, Boston University Member of the American Planning Association and American Institute of Certified Planners TxCDBG Certified Administrator</p>

Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Analyzed and documented beneficiary information to qualify over 100 communities for CDBG funding. Successfully managed and closed over 50 grant awards from various funding agencies including Texas Department of Agriculture, U.S. Fish & Wildlife, Texas General Land Office, and Texas Comptroller of Public Accounts' State Energy Conservation Office.
Remove Personnel Full Name	Betty Collier
Potential Role Base Location	Client Services and Project Development Rockport, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Director of Client Services Betty is directly involved with project development and coordinates with city officials, application writers, third party engineers, and other local entities. Betty assists with public outreach and facilitates client services by working with project managers, attending City Council and Commissioners' Court meetings, public hearings, pre-construction meetings, and performing employee interviews for labor standards compliance. 20 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	City Administrator, City of Bishop, Texas, 2 years City Secretary, City of Driscoll, Texas, 8 years. Oversaw all municipal functions including grant management.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Arts, Texas A&I University, Kingsville, Texas Board Member of the Aransas County Historical Commission
Overall Total Years or relevant experience Other relevant experience or accomplishments	Thirty years of experience with state and federally funded projects. TxCDBG Certified Administrator
Remove Personnel Full Name	Robin Alexander
Potential Role Base Location	Application Writer and Project Manager Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Grant Writer & Project Manager Robin coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for several state and federal funded grant programs including Colonia Construction Fund, Community Development Fund, Downtown Revitalization Program, Main Street, and Disaster Relief grant applications. Key tasks include gathering data, monitoring progress for key deadlines, and preparing application materials. In addition to grant writing, Robin also manages CD and economic development grant projects. As project manager, Robin coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Her job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with

Potential Role Base Location	Grant Application Writer Huntsville, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Director of Project Development. Martha has worked in economic and community development since 1995. She joined GrantWorks in 1999 and quickly assumed leadership over application development in a wide variety of state and federal programs including TxCDBG, Economic Development Administration, Texas Parks and Wildlife, U.S. Fish and Wildlife Service, and TxDOT funded programs. Martha excels in assessing client needs in conjunction with application evaluation rules, giving her a project development record second-to-none in Texas. 19 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Consultant, Raymond K. Vann & Associates, approximately 4 years.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Science in Journalism, Sam Houston State University TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Martha has prepared more than 250 successful federal and state grant applications totaling more than \$70 million in infrastructure awards across Texas including 82 TCF infrastructure and/or real estate applications since 1999.
Remove Personnel Full Name	Kelle Stubblefield Odom
Potential Role Base Location	Application Development and Labor Standards Compliance Galveston, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Project Manager Kelle is responsible for communicating and coordinating with local officials, engineers, and GrantWorks staff throughout each phase of a project. Her responsibilities include assisting with project development, completing grant application reviews, attending public hearings, completing employee interviews for labor standards compliance, and representing GrantWorks at site visits and meetings with local officials. 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Project Manager at Langford Community Management Services (LCMS), 3 years Project Manager, CDBG Program, Office of Rural Community Affairs and Texas Department of Rural Affairs, 8.5 years Executive Assistant to Land Commissioner, Garry Mauro, Texas General Land Office, 9 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	BBA and MBA from St. Edward's University, Austin, Texas
Overall	While working for the Texas Department of Rural Affairs, Kelle managed over 440 CDBG

<p>Current job title Company (if subcontractor) Job responsibilities Number of years with respondent</p>	<p>projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.</p> <p>In addition to managing CD and economic development projects, Vicki also writes grants for community and economic development projects. Vicki coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for Downtown Revitalization Program and Main Street grant applications. Key tasks include gathering data, monitoring progress for key deadlines, and preparing application materials.</p> <p>27 years total – 5 years with GrantWorks, Inc. and 22 years with Kerbow and Associates.</p>
<p>Previous Employment Job Title Company name Job responsibilities Number of years with firm</p>	<p>22 years as a grant administrator with Kerbow and Associates</p>
<p>Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations</p>	<p>Bachelor of Business Administration, Sam Houston State University.</p>
<p>Overall Total Years or relevant experience Other relevant experience or accomplishments</p>	<p>Vicki has 27 years of experience in community and economic development. She has experience writing and managing Downtown Revitalization/Main Street projects. She is familiar with TDA's scoring criteria, the process of obtaining support letters for businesses, and coordination with THC and TDLR for project approvals.</p>
<p>Remove Personnel</p>	<p>Full Name Shirleen Bonacci</p>
<p>Potential Role Base Location</p>	<p>Client Services Consultant Austin, Texas</p>
<p>Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent</p>	<p>Client Services Consultant, GrantWorks, Inc. Responsibilities include helping Cities and Counties find grants that help them meet their goals to improve their communities. Assist with Employee Interviews; Job-site compliance; gather documents; attend meetings. 9 years</p>
<p>Previous Employment Job Title Company name Job responsibilities Number of years with firm</p>	<p>Project Manager, HOME division, GrantWorks, Inc., 5 years Construction, Job-site and contract compliance; Homeowner Application Intake; Grant Application writer; City Council and Commissioner's Court meetings; Close-outs.</p>
<p>Academic/Professional Qualifications Degree/Discipline</p>	<p>English and Speech at the University of Arizona, Tucson and SBVC, San Bernardino, CA. Contract Law; Ethics; Real Estate Law at Claremont College</p>

Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations		Master of Public Affairs, University of Texas at Austin, LBJ School of Public Affairs
Overall Total Years or relevant experience Other relevant experience or accomplishments		Martha has 15 years of relevant experience, working on community development and affordable housing projects in a variety of capacities for nonprofits and units of local government including the City of San Francisco Mayor's Office of Housing and Travis County. In her capacity as a Senior Planner for Travis County CDBG Office she was the primary author of key reporting and policy documents, including 5 Year Consolidated Plans, Annual Action Plans, Consolidated Annual Performance and Evaluation Reports (CAPERs), a Language Access Plan, Citizen Participation Plans and a Primary Survey methodology. In addition, she assisted in developing the Method of Distribution (MOD) for Travis County's CDBG-DR allocation for the May and October 2015 floods. Finally, she assisted in developing and implementing CDBG funded projects including land acquisition for affordable housing, public service projects, owner occupied home repair, and street improvements.
Remove Personnel	Full Name	Debbie Carter
Potential Role Base Location		Application Development Marble Falls, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent		Application Coordinator Debbie coordinates the demographic data research for a number of Regional Review Committees and works with application writers, local governments stakeholders and others to ensure timely completion of applications and scoring criteria. Less than one year
Previous Employment Job Title Company name Job responsibilities Number of years with firm		Grant Administrator, Burnet County, 8 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations		Bachelors in Sociology/Criminology and a Masters in Sociology, Ohio University.
Overall Total Years or relevant experience Other relevant experience or accomplishments		Debbie has over 20 years in non-profit and local government grant experience. As the Grant Administrator for Burnet County, she successfully helped manage over \$1 million a year in state, federal and local foundation grants.
Remove Personnel	Full Name	Jerry A. Carvajal
Potential Role Base Location		Director of West Texas Services and Senior Project Manager Alpine, Texas
Current Employment Current job title Company (if subcontractor)		Director of West Texas Services, Senior Project Manager Jerry works closely with local governments to develop, coordinate, and expedite community development projects including TxCDBG application preparation and project

accomplishments	Corporation funding. He has municipal government experience in the areas of planning, industrial, airport and City Management.
Remove Personnel	Full Name
	Chuck Lucas
Potential Role	Senior Consultant
Base Location	Texarkana, TX
Current Employment	Senior Consultant
Current job title	Chuck provides consulting services to communities regarding grant applications.
Company (if subcontractor)	Assistance provided consists of researching available funding opportunities on behalf of communities, including providing assistance in the identification and preparation of financial assistance applications to a variety of State and Federal agencies.
Job responsibilities	
Number of years with respondent	10 years
Previous Employment	City of Nash, Texas – Economic Development Director/Interim City Manager (5 Years)
Job Title	Served as Economic Development Director for successful 4A EDC with larger business park; recruited and attracted numerous new business to Nash Business Park; spearheaded successful beer/wine sales election (1st in East Texas), assisted in several EDA and TCF projects. Several 1 year as interim City Manager of small community of 3,000 persons.
Company name	
Job responsibilities	
Number of years with firm	
	Community Development Director - Lucas Consulting, Inc. (25 Years)
	Principal in consulting firm providing planning, community development, economic development, and affordable housing services to local governments. Provide outreach to communities, negotiate contracts for consulting services, assist in the identification of community needs and opportunities, develop strategies to address needs. Coordinate and implement program activities, monitor for compliance with state/federal regulations, provide fiscal and supervisory controls. Prepare grant/loan packages, prepare project estimates, monitor financial process and oversee construction progress. Develop comprehensive plans, capital improvements programs, community planning studies, technical and housing studies, environmental assessments for cities and counties. Present and expedite solutions to implement community development projects.
Academic/Professional Qualifications	B.A. in Geography, West Virginia University
Degree/Discipline	Master of Urban & Regional Planning, Virginia Tech
College/University	American Institute of Certified Planners (retired)
Professional Affiliations	
Technical Training	
Accreditations	
Overall	Has over 40 Years of relevant experience in Community Development, Housing, Economic Development and Urban Planning.
Total Years or relevant experience	
Other relevant experience or accomplishments	
Remove Personnel	Full Name
	Cloy A. Richards, CPM
Potential Role	Client Services
Base Location	West Tawakoni, Texas
Current Employment	Senior Consultant
Current job title	Cloy provides support during the application process including coordinating with clients and engineers in project development, attending council meetings, and conducting public hearings.
Company (if subcontractor)	
Job responsibilities	
Number of years with respondent	6 years
Previous Employment	City Manager, City of Merkel, Texas, 6 years
Job Title	City Administrator, City of West Tawakoni, 6 years
Company name	Editor-Publisher, The Merkel Mail, 28 years
Job responsibilities	United States Air Force, 4 years
Number of years with firm	

Overall Total Years or relevant experience Other relevant experience or accomplishments		Rozy has over seventeen years of professional grant writing and project management experience including managing well over 100 projects. Notable grant projects awarded and managed include the following: Coastal Bend Veterans Cemetery (\$18 million-dollar federal project) Nueces County Regional Fairgrounds (\$4.5 million in federal grants) South Texas Jail Diversion Program (\$1.2 million federal grant) Nueces County Colonias Projects (\$5 million in state grants) Nueces County Park Projects (\$5.4 million in state grants) Nueces County Disaster Recovery (\$2 million in state and federal funds) Nueces County Coastal Projects (\$3.5 million in state and federal funds)
Remove Personnel	Full Name	Michelle Sims
Potential Role Base Location	Beneficiary Specialist, Senior Project Manager Austin, TX	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Project Manager/Beneficiary Specialist Michelle previously worked with GrantWorks from 2006 – 2009 and recently rejoined the team. Primary responsibilities include monitoring project specifications for all potential grant applications to determine beneficiary needs. If income surveys are required for a project area, Michelle coordinates with the survey team to schedule surveys, capture data, and generate required documentation to support low-to-moderate income calculations. Her previous experience with GrantWorks included a wide spectrum of CDBG activities, including CD and Planning grant application development, CD project management, environmental and startup documentation requirements, and procurement. 4 years	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Administrative Manager, Institute for Public School Initiatives – UT Austin (2010-2018) As Administrative Manager, Michelle managed dozens of project budgets and logistics in support of quality public education initiatives. She worked closely with the Executive Director to develop and submit a variety of multi-million-dollar grant applications, state contracts, and service contracts, ensuring compliance from start to finish. She also managed a team of event coordinators who planned and implemented small- and large-scale professional development conferences for Texas educators. All program financials, contracts, reports, time and effort, and invoices were reviewed and approved by Michelle before transmission to various state and local agencies. She also developed several operational tools used to monitor project status, reconciliation, and effort reporting for the department.	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	B.S. in Journalism, Texas A&M University	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Michelle has more than 12 years of experience implementing various grant programs at the state and local level. Her organizations skills and attention to detail enable her to successfully manage all aspects of grant development and project implementation.	
Remove Personnel	Full Name	Gary Smith
Potential Role Base Location	Application Writer Abilene, Texas	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Program Manager and Application Writer Gary provides consulting services to communities regarding grant applications and management. The assistance provided consists of researching available funding opportunities on behalf of communities for applications to a variety of State and Federal agencies. Gary assists with application development for various programs, including Texas	

Company (if subcontractor) Job responsibilities Number of years with respondent	coordinating documents regarding Community Development, Disaster Recovery, and Downtown Revitalization projects. Her responsibilities include application organization, following through on all requests, and coordinating documentation required from clients. She works closely with clients to ensure all documents are received and accurate. Janice has also worked with construction contractors regarding labor standards, payrolls and assembling documents in association with various projects. 10 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Senior Executive Assistant for Verizon (and various other positions) for 30 years.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Graduate of San Angelo Business College TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Janice has ten years combined experience with Kerbow & Associates and GrantWorks working on CDBG grant programs.
Remove Personnel Full Name	Mary Kay Thomas
Potential Role Base Location	Application Writer Big Sandy, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Consultant Mary Kay provides consulting services to communities regarding grant applications and project administration. Assistance provided consists of researching available funding opportunities on behalf of communities, including providing assistance in the identification and preparation of financial assistance applications to a variety of State and Federal agencies. Over 1 year
Previous Employment Job Title Company name Job responsibilities Number of years with firm	President, Amazing Grants, since 2002. Job Responsibilities: Project administration, client relations. Senior Vice President, Governmental Consulting Firm, 15 years. Project management, grant consultation, grant writing.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	University of Arkansas, Fayetteville, AR – Bachelor of Science in Education TxCDBG Certified Grant Administrator TxDOT Local Government Projects Program – Qualified Persons
Overall Total Years or relevant experience Other relevant experience or accomplishments	Mary Kay has over 30 years of experience in grant writing and grant management.
Remove Personnel Full Name	Kirk Dibbens

Potential Role Base Location	Planner Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Assistant Director of Planning Services Danielle's focus is on administrative and programmatic tasks and on heading up the training of the 7-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. 3 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Zoning & Land Use Paralegal at Pennington LLP Danielle's key responsibilities included regulatory research, analysis, monitoring, reporting, and drafting; application development and submission to municipal representatives; project management (intra/inter firm); and public outreach and engagement (including presentations to, and workshops with, public officials). 1 year, 7 months
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	M.S. Community and Regional Planning, The University of Texas at Austin M.A. Latin American Studies, The University of Texas at Austin TxCDBG Certified Administrator APA Member
Overall Total Years or relevant experience Other relevant experience or accomplishments	Danielle has five years of experience working in the professional planning field. Since joining GrantWorks in 2016, she had completed eight comprehensive plans and several parks master plans. Danielle is also the contributing author of several affordable housing policy and practice studies, including studies of several colonias and informal homestead subdivisions located throughout Texas.
Remove Personnel	Full Name Donna M Johnson
Potential Role Base Location	Housing Rehab Specialist Beeville, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Associate Vice President Housing Services Responsible for the overall implementation of the HOME Program, CDBG Housing Rehabilitation, and Client Relations 15 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Science, Trinity
Overall	Donna has over fifteenths years of experience working as a Housing Specialist with

	system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Arts in Geography, University of Texas at Austin TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	In her 8 years at GrantWorks, Cristal has successfully managed over 45 projects, including Texas Capital Fund, Downtown Revitalization/Main Street, Community Development Fund, Colonia Fund Construction, Disaster Relief, and Disaster Recovery projects.
Remove Personnel	Full Name Jeff Carrillo
Potential Role Base Location	Grant administrator and project oversight Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Assistant Director of Community Development Jeff assists with supervising and mentoring GrantWorks' Community Development team. In addition, Jeff administers CDBG and state-funded projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. 4 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	CD Project Manager, GrantWorks, 4 years Jeff coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. Reference Assistant at the Austin History Center, 3 years Library Assistant for Vanderbilt University – Owen School of Management, 2 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Arts in Fine Arts, University of Missouri at Columbia Member of the American Planning Association TxCDBG Certified Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Jeff has managed over 35 projects within the TxCDBG, CDBG-DR, TxDOT Safe Routes to School, TxDOT County Transportation Infrastructure Fund, and Texas Capital Fund grants. He also has experience managing direct beneficiary projects.
Remove Personnel	Full Name Cesar Acosta

Company name Job responsibilities Number of years with firm	Planning Division of the Watershed Protection Department. (6 mo) Director, Austin 2030 District, SPEER. Creating an innovative, private-sector led collaboration around energy and water efficiency for downtown Austin. Relationship management, program development, strategy, and recruitment. (2 yrs) Assistant Manager, Office of Sustainability, University of Texas at Austin. Primary manager for internal grant program, responsible for committee coordination, project planning, budgets, and reporting. (5 yrs)
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	MA English, The Pennsylvania State University BA English, Austin College Environmental Leadership Program, National Fellow 2014 Project Management Institute
Overall Total Years or relevant experience Other relevant experience or accomplishments	Karen has 15 plus years of experience managing a variety of projects for nonprofit and state institutions, including development of budgets, human resources and timesheet tracking, coordination of stakeholders, presentations, and writing reports. Projects included installation of permanent energy/water conservation assets as well as outreach, education and employment programs. She also has over 6 years of managing corporate and higher education grants from the application process through implementation and closeout.
Remove Personnel	Full Name Michele Goerke
Potential Role Base Location	Senior Project Manager Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior CD Project Manager As CD Senior Project Manager Michele coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Her job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. 5 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Environmental Specialist and Contract Administrator for LCMS, 7 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	TxCDBG Certified Administrator
Overall Total Years or relevant experience	Michele has over 13 years of experience with state and federal grant programs and has administered over \$5 million in Community Development Block Grants for various

Job responsibilities Number of years with firm	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master's of Urban Planning & B.S in Community Development; Texas A&M University TxCDBG Certified Grant Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Amanda has over 2 years of relevant CDBG experience and has managed 18 projects.
Remove Personnel	Full Name Jennifer Horton
Potential Role Base Location	Project Manager Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	CD Project Manager As a community development project manager, Jenny works directly with stakeholders (local government, state coordinators, engineers, and administrators) to coordinate and deliver community development projects in rural Texan communities. She has experience with CDBG funding from her work as a research specialist with Travis County HHS Research and Planning, specifically around grant applications and evaluating deliverables. Less than one year
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Quality Manager and Senior Risk Analyst, Accenture, 3 years Managed and controlled quality for a large social media project as well as managed team of 10 analysts. Including her years as an analyst, was with that social media project.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Social Work with a focus on community administrated leadership and nonprofit governance portfolio, University of Texas at Austin, Steve Hicks School of Social Work and LBJ School of Public Affairs. Bachelor of Arts in Sociology and Anthropology, Hendrix College, Arkansas.
Overall Total Years or relevant experience Other relevant experience or accomplishments	Jenny has 2 years of experience with delivery of social services through local government through field work and research work with Travis County HHS Research and Planning. She has worked for 3 years on graduate academic work focusing on community administrated leadership and governance. She has extensive analytical and coordination experience from various positions (organizing, coordinating, research) totaling around a decade. Additionally, she served as an AmeriCorps State and Vista volunteer coordinator for 2 years with Circle of Sisters in California and the Clinton Foundation in Arkansas respectively.
Remove Personnel	Full Name Elizabeth Nguyen
Potential Role Base Location	Senior Project Manager Austin, Texas
Current Employment Current job title	Assistant Director of Disaster Recovery Liz coordinates and expedites community development projects, working directly with the

Technical Training Accreditations	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Rachel has managed 18 CDBG projects, provided technical assistance to multiple nonprofit boards, and worked as a community organizer in previous positions.
Remove Personnel	Full Name
	Hillary Sotello
Potential Role Base Location	Project Manager Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	CD Project Manager Hillary coordinates and expedites community development projects, working directly with the local government contact, the Texas CDBG staff, the third-party project engineer and any other stakeholders. Job responsibilities include financial management, prepare and submit draw requests, acquisition activities and reporting, establish and maintain a filing system, submit all required reports to TDA, coordinate with stakeholders, coordinate civil rights and fair housing requirements, prepare and submit modification or amendment requests, review construction contract documents for CDBG compliance, verify contractor eligibility, serve as Labor Standards Officer, attend pre-construction conferences and provide instruction to contractors, coordinate or conduct employee interviews, prepare the final Project Completion Report, and serve as liaison during monitoring visits. Less than one year
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Assistant Project Manager, Company: Rand Construction Corporation Job Duties: Provided construction management oversight, including client relationships, managing scope, schedule, estimating projects, budget, deliverables and change orders for various construction and rehabilitation projects, monitored construction progress and quality, facilitated and/or coordinated resolutions to questions or other construction issues, reviewed RFI's, Submittals and Change Orders, participated in project meetings and planning sessions, served as a liaison with client, staff and construction management teams, coordination and issue resolution with design firms, provided on-site supervision when needed. Duration with firm: 3.5 Years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Arts in Geography; University of Texas at Austin TxCDBG Certified Grant Administrator
Overall Total Years or relevant experience Other relevant experience or accomplishments	Hillary has 8 years of relevant project management experience and is currently serving on a board of directors as a director for a local MUD
Remove Personnel	Full Name
	Nancy Pearsall
Potential Role Base Location	Community Development Coordinator Austin, TX
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Community Development Coordinator Nancy supports the GrantWorks team of Community Development project managers with administrative tasks related to infrastructure, housing, planning, and hazard mitigation grants. She prepares documentation for submission to the Texas Department of Agriculture and General Land Office in support of project deliverables. Nancy also tracks financial disbursements made to CDBG localities, manages company database, provides assistance with special projects, and offers client support. Less than one year
Previous Employment	Resource Development Grants Manager, Integral Care, 2 years

Remove Personnel	Full Name	Jill Hooks
Potential Role Base Location	Labor Standards Specialist Austin, Texas	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Labor Standards Specialist Jill reviews payroll for Davis-Bacon compliance, coordinates with contractors, and assists with file maintenance in preparation for monitoring. Less than 1 year	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Client Services / Project Assistant / Vice President Project Manger / Labor Standards Officer at Gary R.Traylor & Associates, 11 years	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	TxCDBG Certified Grant Administrator	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Jill has over 11 years of relevant CDBG experience specializing in labor standards and client support including HOME-funded activities at her previous role with Gary R.Traylor & Associates, Inc.	
Remove Personnel	Full Name	Lauren Stanley
Potential Role Base Location	Administrative Support Big Sandy, TX	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Administrative Assistant Lauren provides assistance on administrative tasks related to infrastructure, housing, planning, and hazard mitigation grants. She prepares documentation for submission to the Texas Department of Agriculture and General Land Office in support of project deliverables. Lauren provides assistance with special projects, technical support, and offers client relations support. One year	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Administrative Assistant, Amazing Grants, since July 2017. Job Responsibilities: Financial management, client relations, technical support, administrative support.	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Kilgore College, Kilgore, TX – Associate of Arts in English, Associate of Applied Science in Paralegal Studies	
Overall Total Years or relevant experience	Lauren has over 3 years of relevant CDBG experience specializing in client support.	

Job Title Company name Job responsibilities Number of years with firm	Sam was responsible for oversight of environmental remediation projects including review and preparation of technical reports, providing state regulatory guidance, and maintaining databases and project files. Staff Geoscientist, Tetra Tech, Inc., 3 years Sam was responsible for collecting and reporting environmental data and maintaining compliance with state environmental regulations.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	M.S. Geography, Texas State University (2016) B.S. Geology, University of Texas (2011) Licensed Professional Geoscientist (Texas)
Overall Total Years or relevant experience Other relevant experience or accomplishments	Sam has over 5 years of full-time professional experience in environmental compliance and remediation in the State of Texas. She has performed environmental reviews for approximately 25 CDBG and CDBG-DR projects in various stages of the review process. Additionally, as a project manager at the TCEQ, she managed approximately 30 corrective action and Superfund projects.
Remove Personnel	Full Name Suzy Riley
Potential Role Base Location	Environmental Specialist Austin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Environmental Specialist Suzy implements NEPA environmental compliance for HUD-funded TxCDBG projects. Project types include Community Development Fund, Texas Capital Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Job responsibilities include researching and interpreting environmental compliance data to draft and compile Environmental Review Records; compliance with State and Federal laws such as Section 106 of the National Historic Preservation Act, the Clean Air Act, the Safe Drinking Water Act, Executive Orders 11988 and 11990, the Coastal Zone Management Act, and the Endangered Species Act; coordinating with State and Federal agencies to facilitate environmental review and clearance 2 years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Research Assistant, Central Texas Sustainability Indicators Project, 4 months Intern, Code Studio, 1 year
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science in Community and Regional Planning, University of Texas at Austin Bachelor of Arts in History, Auckland University, Auckland, New Zealand TxCDBG Certified Administrator, Texas Department of Agriculture, 2009-2012
Overall Total Years or relevant experience Other relevant experience or accomplishments	Suzy has six years of relevant community development experience. Prior to becoming an environmental specialist, Suzy was a Community Development Project Manager at GrantWorks for three years. In this role, Suzy worked directly with the local government contact, the Texas CDBG staff, project engineers and any other stakeholders. She managed financial and technical project requirements to meet strict thresholds, and interpreted government publications and regulations as they pertained to project implementation.

Texas Community Development Block Grant

2019 TxCDBG Program Year

Phase Two Solicitation for Administrative Services

Response from Service Provider (Optional Format)

Applicant Community:	Blue Ridge	Name of Firm Providing Proposal:	GrantWorks, Inc.
Fund Category:	2019 FAST Fund	Firm Point of Contact:	Brenna Minor
Date Proposal Submitted:	March 5, 2019	Total Proposed Cost:	\$35,000 or 13.75% of the total grant, whichever is lower*
Conflict of Interest: (identify any actual or potential conflict of interest that must be addressed)	<input checked="" type="checkbox"/> No employee, officer or agent of the Grant Recipient or Applicant/Service Provider shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. <input type="checkbox"/> The following potential or actual conflict of interest must be addressed: <ul style="list-style-type: none"> ○ Owner or employee of the firm has a familial relationship with a local official, including the utility provider. ○ Owner or employee of the firm has financial interest in the utility provider intended to benefit from the project. ○ Other _____ 		

Cost Category	Proposed Fee	Self-Performed or Subcontracted
Pre-application Costs (not payable or reimbursable with TxCDBG funds)		
Preparation and submittal of grant application	\$0	GrantWorks performed
Basic Services (all grant administration contracts)		
Environmental review	Included in Contract management	GrantWorks performed
Assistance in procurement process	Included in Contract management	GrantWorks performed
Preparation and submittal of drawdown requests	Included in Contract management	GrantWorks performed
Record keeping	Included in Contract management	GrantWorks performed
Preparation and submittal of reports as required	Included in Contract management	GrantWorks performed
Contract management	\$31,500	GrantWorks performed
Preparation and submittal of close-out documents	\$3,500	GrantWorks performed
Other Services (include only applicable services)		
Housing activities	NA	NA
OSSF activities	NA	NA
Acquisition of real property services	NA	NA
Labor standards	NA	NA
*GrantWorks is happy to negotiate cost and scope of services prior to final selection, as allowed by TDA. An Administrative Services contract will be executed between GrantWorks and the City only in the event of a 2019 FAST award. No fee shall be charged for Application Services whether a grant award is made to the City or not.		

SAM Search Results
List of records matching your search for :

Search Term : Grantworks, Inc.*
Record Status: Active

ENTITY Grantworks, Inc.	Status: Active
DUNS: 963746466 +4:	CAGE Code: 5JH22 DoDAAC:
Expiration Date: 11/06/2019	Has Active Exclusion?: No Debt Subject to Offset?: No
Address: 2201 Northland Dr	
City: Austin	State/Province: TEXAS
ZIP Code: 78756-1117	Country: UNITED STATES



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Brenna Minor

This is to certify that the above named individual has completed the

Texas Department of Agriculture's

Texas Community Development Block Grant Implementation 2018 Workshop/Webinar
and is certified to Administer TxCDBG contracts.

Awarded on July 31, 2018

Suzanne Barnard Director for Community Development Block Grant Program

Name	Amount	Closed Date	Notes
Christy Akin	\$ 30.69	9/8/2017	Demand 3/7/18-RETURNED
Lauren Bailey	\$ 81.72	10/31/2017	Demand 3/7/18 & 12/5/18
Carol Ballard	\$ 243.52	8/23/2018	Demand 12/5/18-RETURNED
Kenneth Cantrell	\$ 440.17	2/4/2019	Deceased-Pulled meter 2/4/19
Marcia Clark-Crutcher	\$ 244.04	10/2/2017	Demand 3/7/18 & 12/5/18
Joana & Jason Cole	\$ 30.05	3/20/2018	Demand 12/5/18
Billy Darland	\$ 36.76	3/7/2018	Demand 12/5/18
Pamela Edwards	\$ 118.91	1/2/2018	Demand 3/7/18 & 12/5/18-RETURNED
Joe Fears	\$ 150.85	7/23/2018	Demand 12/5/18-RETURNED
Danny Fronterhouse	\$ 93.14	10/13/2017	Demand 3/7/18 & 12/5/18
Delmi Gomez	\$ 87.84	11/2/2017	Demand 3/7/18 (Jail)
Karina Hernandez	\$ 134.27	1/2/2018	Deported to Mexico
James Hughes	\$ 500.62	1/29/2019	Demand 1/29/19 Had relative open new account
Jessica Ingram	\$ 160.46	10/15/2017	Demand 3/7/18 & 12/5/18
Doug King	\$ 198.51	8/25/2017	Demand 3/7/18 & 12/5/18
Christina Koonce	\$ 286.00	11/28/2018	Demand 12/5/18-RETURNED
Timra McCarley	\$ 197.40	9/12/2018	Demand 9/12/18 & 12/5/18
Ashley Mullen	\$ 199.46	1/22/2019	Demand 2/1/19-RETURNED
Jon O'Conner	\$ 11.75	3/20/2018	Demand 12/5/18
Eric Pendergraft	\$ 234.59	1/22/2019	Deceased
Terry Dickerson-Ritter	\$ 72.48	10/14/2017	Demand 3/7/18 & 12/5/18
Kathy Stewart	\$ 302.13	12/27/2017	Demand 3/7/18-RETURNED
Kristi Stroud	\$ 56.54	5/30/2018	Demand 12/5/18
Kaleigh Thompson	\$ 14.66	4/30/2018	Demand 12/5/18 & 3/4/19-She forgot
Alejandro Valdivia	\$ 54.28	3/20/2018	Jail
Laura Wilson	\$ 98.32	12/17/2018	Letter sent 12/17/18-RETURNED
TOTAL WRITE-OFF	\$ 4,079.16		

**CITY OF BLUE RIDGE
ORDINANCE 2019-0319-001**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS, PROHIBITING BURNING WITHIN THE INCORPORATED LIMITS OF THE CITY OF BLUE RIDGE; PROVIDING DEFINITIONS; PROVIDING OF DECLARING NUISANCE; PROVIDING A PENALTY CLAUSE; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALER CLAUSE; PROVIDING FOR PUBLICATION; PROVIDING A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Blue Ridge, Texas ("City") is a Type A General Law Municipality located in Collin County, created in accordance with the provisions of Chapter 6 of the Texas Local Government Code, and operating pursuant to the enabling legislation of the State of Texas; and

WHEREAS, the burning of materials within the territorial boundaries of the City can create threats that fire may spread and endanger homes, persons, and property; and

WHEREAS, the City is authorized by Section 342.003 of the Local Government Code to adopt rules for the prevention and extinguishment of fires as the City Council of the City of Blue Ridge, Texas, considers reasonable and necessary; and

WHEREAS, the City Council seeks to establish regulations consistent with state regulations relative to outdoor burning as in the best interest and public health, safety and welfare of the citizens of the City of Blue Ridge, Texas and their property.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLUE RIDGE, TEXAS:

SECTION 1: INCORPORATION OF FINDINGS

The findings set forth above are found to be true and correct and are hereby incorporated into the body of this Ordinance and made a part hereof for all purposes as if fully set forth herein.

SECTION 2: DEFINITIONS

- 2.1 Burn shall mean a fire, flame or glow while consuming a material which is to be caused to be destroyed by fire.
- 2.2 Occupant shall mean either the owner-occupant of the premises whereon such sale is to be conducted or the tenant of the owner provided such tenant is actually residing upon said premises, and dependent members of the immediate family of the owner-occupant or tenant.
- 2.3 Open Flame shall mean kindling or maintaining a fire where the products of combustion in which a flame is unconcealed and emitted directly into the ambient air.
- 2.4 Personal Property shall mean property that is owned, utilized, and maintained by an individual or members of his or her residence and acquired in the normal course of living in or maintaining a residence. This specifically excludes merchandise that was purchased or acquired for resale or attained on consignment.

SECTION 3: NUISANCE DECLARED

It shall be unlawful for any person to intentionally or knowingly burn or cause to be burned, any rubbish, trash, waste, leaves, grass, lumber or any other combustible materials in the City on any lot or parcel of land and to allow or permit such fire to spread onto any public street, alley, place or premises owned or occupied by another, or to permit or allow the smoke or fumes from such burning to spread onto the property of another in such a manner so as to constitute a nuisance.

SECTION 4: PENALTIES FOR VIOLATION OF THE ORDINANCE

Any person, firm or corporation who violates any provision of this Ordinance shall be deemed guilty of a misdemeanor and upon conviction thereof shall be punished by a fine of not less than \$200.00 nor more than \$1,000.00. A separate offense shall be deemed committed each day or portion of a day during or on which the violation continues or otherwise occurs.

SECTION 5: SEVERABILITY

It is hereby declared to be the intent of the City Council the several provisions of this Ordinance are severable. In the event any court of competent jurisdiction shall judge any provisions of this Ordinance to be illegal, invalid, or unenforceable, such judgment shall not affect any other provisions of this Ordinance which are not specifically designated as being illegal, invalid or unenforceable.

SECTION 6: REPEALER

This Ordinance shall be cumulative of all other Ordinances, resolutions, and/or policies of the City, whether written or otherwise, and shall not repeal any of the provisions of those ordinances except in those instances where the provisions of those ordinances direct conflict with the provisions of this Ordinance. Any and all Ordinances, resolutions, and/or policies of the City, whether written or otherwise, which are in any manner in conflict with or inconsistent with this Ordinance shall be and are hereby repealed to the extent of such conflict and/or inconsistency.

SECTION 7: PUBLICATION

The City Secretary is hereby directed to publish in the Official Newspaper of the City of Blue Ridge the caption, penalty and effective date clause of this Ordinance as required by Section 52.011 of the Local Government Code.

SECTION 8: SAVINGS

All rights and remedies of the City of Blue Ridge are expressly saved as to any and all violations of the provisions of any Ordinances which have accrued at the time of the effective date of this Ordinance; and, as to such accrued violations and all pending litigation, both civil and criminal, whether pending in court or not, under such Ordinances, same shall not be affected by this Ordinance but may be prosecuted until final disposition by the courts.

SECTION 9: EFFECTIVE DATE

This Ordinance shall take effect immediately upon its adoption in accordance with and as provided by Texas law.

PASSED AND APPROVED this 5th day of March, 2019, at a regularly scheduled meeting of the City Council of the City of Blue Ridge, Texas, there being a quorum present, and approved by the Mayor on the date above set out.

APPROVED THIS 19TH DAY OF MARCH, 2019

BY: _____
Rhonda Williams, Mayor

ATTEST:

Edie Sims, City Secretary

Do's and Don'ts for Outdoor Burning at Your Residence

Answers to Some Burning Questions

Texas Commission on Environmental Quality GI-415 3/11

Burning Trash or Land-Clearing Debris: Some Do's and Don'ts to Remember

Do's

- Call your local officials (for example, your city or county code enforcement office, your local fire department, or your city or county environmental health department) to make sure that burning is not against any local law, such as a city ordinance. Also make sure that a burn ban is not in place for your area (to prevent wildfires, counties often ban burning during dry weather).
- Burn only allowable trash (see below) and land-clearing debris that was generated at the residence.

Don'ts

- Don't create a traffic hazard: make sure that smoke doesn't blow across roads.
- Don't burn anything that may create excessive smoke or toxic fumes, such as plastic, tires, or shingles.
- Don't burn trash or anything else from a business.
- Don't cause a nuisance: make sure you don't smoke out your neighbors.
- Don't burn anything during a Burn Ban or during a Red Flag Warning.

When is outdoor burning okay?

To protect the quality of the air we breathe in Texas, the TCEQ rules prohibit outdoor burning anywhere in the state. However, the TCEQ allows for exceptions in specific situations when the burning activity does not pose a health threat or nuisance and is an acceptable practice.

Ceremonial and Recreational Fires

The TCEQ allows bonfires, campfires, and cooking fires, as long as they do not cause nuisance smoke or traffic hazards and as long as special attention is given to safety. Never burn anything on the "Never Burn" list, below.

Waste-Disposal Fires

In some areas of the state where the local government doesn't provide trash pickup services, outdoor burning is allowed for the disposal of some household wastes. Under certain conditions, you may also burn brush from on-site land clearing.

Are there alternatives to burning?

There are several alternatives that you should explore before you resort to burning. The four principal alternatives are:

- Recycling
- Composting

- Mulching
- Disposal in local landfills. NTMWD charges \$45.00 per ton with one ton minimum charge. The transfer station only accepts credit/debit cards. Contact 972-442-5405 for more information.

Are there any items I should not burn?

There are some items that you should never burn, under any circumstances, because such burning would pose a safety or health threat. The basic five "Never Burn" items are listed below:

Never Burn

- Electrical insulation
- Tires
- Treated lumber (such as in construction or demolition waste)
- Heavy oils or asphalt materials
- Potentially explosive materials or chemicals

How can I find more information?

There are numerous ways to get more information about outdoor burning in Texas.

- Visit the Texas Commission on Environmental Quality's website, at <www.tceq.texas.gov>.
- Read the Outdoor Burning rules, 30 TAC 111.201–221, by clicking on "Rules" on the TCEQ home page.
- Download TCEQ publication RG-049, Outdoor Burning in Texas, for a description of the rule in plain language and FAQs by clicking on "Publications" on the TCEQ home page.
- Call the Small Business and Local Government Assistance Hotline, 800-447-2827, or go to <www.TexasEnviroHelp.org>.
- Call your TCEQ Regional Office, at 888-777-3186.
- Find a map of current county burn bans and related maps (such as fire-danger and drought-index maps) by going to <txforestservation.tamu.edu> and clicking on "Fire Danger/Advisories."
- Learn more ways to do your part for the Texas environment by going to <takecareoftexas.org>.



CITY OF BLUE RIDGE WATER CONSERVATION PLAN AND DROUGHT CONTINGENCY PLAN

Original Ordinance No. 6-6-93-4

Adopted June 6, 1993

Amendment Date:

April 2, 2019

Prepared by: City of Blue Ridge Utilities
200 S Main, Blue Ridge, X 75424