

PROFESSIONAL GRANT ADMINISTRATION SERVICES

2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

CITY OF GLEN ROSE, TEXAS
201 VERNON STREET
GLEN ROSE, TX 76043
OCTOBER 28, 2022

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Tyler, TX 75703



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EXECUTIVE SUMMARY

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EXECUTIVE SUMMARY

IDENTIFYING INFORMATION

Gary R. Traylor & Associates, Inc. is a full-service grant application and management firm providing the complete scope of services for identifying, applying, managing, and closing out grants from all funding entities. We are a Texas-based corporation, operating since 1974, making our organization the longest-serving grant management firm in Texas. In that time, we have secured and administered more than \$1 billion in assistance for hundreds of localities and successfully completed thousands of projects with no recap-ture of funds.

Beyond our longevity, our integrity and ongoing capacity to perform have made us one of the most widely used firms in the state. The breadth of our experience and the tenure of our senior staff means that this team has a thorough knowledge of program-specific requirements and regulations, including 2 CFR 200, 84 FR 45838, and all subsequent amendments.

We have the expertise to help the City of Glen Rose maximize its CDBG funds. We have the capacity to complete multiple, simultaneous large- and small-scale projects and scopes of work. Specifically, we have extensive planning and implementation experience with CDBG, CDBG-Mitigation, CDBG-Disaster Recovery, FEMA Hazard Mitigation, and similar construction and service projects.

We are headquartered in Tyler, Texas and maintain a full-time field office in southeast Texas in Newton.

PERSONNEL & ORGANIZATION

We know your job isn't easy, and we are here to partner with you to do great things for your community. That's why we have a dedicated CDBG team with quality, experienced staff ready for you. You will have a committed project manager to serve as your team lead for all phases of your CDBG project(s). An assistant project manager, project support engineer, compliance specialist and other subject matter experts support the project manager to round out the team.

No two projects are alike, so your Traylor CDBG team is built to suit your needs and each project's unique needs. With Traylor & Associates, you will always have direct access to your team and know exactly who to contact for your needs.

Always working for your community...Always.

EXECUTIVE SUMMARY

PROJECT REQUIREMENTS

We know federal rules and other cross-cutting regulations related to CDBG. We've done the research, and we can answer your questions about eligible uses of funds, project evaluation criteria, procurement, reporting and compliance factors. We do all of this so that you don't have to. We provide the tools and resources to see your community succeed.

When it's challenging, we make it simple. When it's complicated, we bring clarity. We have proven success in improving the efficiency of grant management by providing the right, actionable information and technical support to local leaders and their teams.

GRANT MANAGEMENT EXPERIENCE

Our team has managed all facets of federally assisted projects, including Community Development Block Grant (CDBG), Community Development Block Grant-Mitigation (CDBG-MIT), Community Development Block Grant-Disaster Relief (CDBG-DR), Economic Development Administration (EDA), Texas Department of Agriculture (TDA), General Land Office (GLO), and other available funding streams. Averaging 15 years of experience, each member of our team possesses the knowledge and expertise necessary to ensure compliance with program requirements, maintain accurate financial record keeping, and effectively communicate with elected officials and staff to preserve the level of transparency demanded by citizens in today's technology driven world.

Our employees have served key roles as program managers, case managers, inspectors and consultants in the recovery of major disasters across the state and are ready to serve the City of Glen Rose with confidence and integrity. Preparation and a sense of urgency are key to achieving our team's objectives. To accomplish our mission of providing the City and its residents the maximum value by delivering the most efficient programs possible, we have assigned experienced staff, including a licensed professional engineer, capable of performing all the services necessary to complete and comply with the City's RFP. Our complete service package will bring a thorough "start-to-finish" professional approach to accomplish any or all of the following:

Application Preparation	Public / Special Housing Services
Grant Management Services	Construction / Infrastructure
Planning Services	Program / Project Management

EXECUTIVE SUMMARY

WE'RE HERE TO HELP

With decades of years of experience in grant administration, our team is poised to provide the comprehensive range of services necessary to assist the City in the effective coordination, management, administration, oversight, and implementation of its CDBG program to support ongoing improvement and associated efforts. Our team's achievements and drive for superior service are due in no small part to the emphasis we place on coordination and communication between stakeholders.

Our commitment to the communities we serve has led to accomplishing many noteworthy milestones on behalf of our clients, examples of which are detailed in the Experience and Work Performance sections of this document. We look forward to the opportunity to partner with the City of Glen Rose to construct meaningful improvements that ensure the City's resiliency now and in the future.

The following list includes programs Traylor & Associates has assisted in applications for or is currently managing.

Community Development Block Grant (TxCDBG/TDA)	Community Development Block Grant - Mitigation (CDBG-MIT/GLO)
Community Development Block Grant - Disaster Recovery (CDBG-DR/GLO)	Fire, Ambulance & Service Truck Fund (FAST/TDA)
State of Texas HOME Program (TDHCA)	Downtown Revitalization/Main Street Program (TDA)
Coronavirus Relief Funds (ARP) (CARES Act)	Department of Homeland Security (DHS)
Hazard Mitigation Grants Program (FEMA)	Texas Parks & Wildlife Department (TPWD)
Statewide Transportation Enhancement Program (TXDOT)	Economic Development Administration (EDA)

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EXPERIENCE

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COMPANY HISTORY

The firm was founded in 1974 as a sole proprietorship by Mr. Thomas E. Barber, P.E. and operated under the name Thomas E. Barber & Associates until 1978. The firm was organized to assist mid-sized cities and other smaller local governments whose lack of understanding and limited staff prevented them from accessing sources of grant financing available through agencies of the state and federal government.

In 1978 Mr. Barber formed a partnership with Mr. Gary R. Traylor and the firm continued under the name Barber-Traylor & Associates until 1981. On January 1, 1985, the specialized application preparation and grant management functions of the firm were taken over by Mr. Traylor and Gary R. Traylor & Associates, Inc. was formed.

Current Information about Traylor & Associates, Inc.:

Traylor & Associates, Inc. is a Texas-based corporation, operating since 1974

Gary R. Traylor is the principal, sole owner and point of contact.

Corporate headquarters: Traylor & Associates, Inc.

201 Cambridge Road

Tyler, Texas 75703

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info@grtraylor.com

Southeast Texas

114 Main Street

Field Office:

Newton, Texas 75966

Collectively, our professional staff members have more than 100 years of experience in implementing grant management programs for: community enhancement, economic development, disaster recovery, infrastructure, and housing projects for communities throughout Texas.

The firm has worked extensively in the field of community enhancement and has deep experience working with all state and federal agencies. Traylor & Associates specializes in the development, implementation, and administration of programs for state and local government recipients and sub-recipients of federal grant funding. We pride ourselves at being: Responsive to the communities desiring enhancement and improvement; Knowledgeable about the various grant programs available to help communities repair and improve; and Focused on delivering sustainable solutions to position communities to thrive into the future.

When it's challenging, we make it simple. When it's complicated, we bring clarity. We have proven success in improving the efficiency of local governments by providing the right, actionable information and technical support to local leaders and their teams.

EXPERIENCE: FLOOD AND DRAINAGE

From large-scale channel excavations to storm sewers, to creek and river crossings, our communities have received state and federal assistance to implement hardening and resiliency factors to reduce the risk to property and life during future flooding events.



EXPERIENCE: SEWER SYSTEMS

Our experience includes wastewater treatment and collection systems. Projects range from small yard line replacement projects to lift stations, from manhole replacement to construction of new WWTP facilities.



EXPERIENCE: WATER SYSTEMS

We understand the importance of a sound and reliable water supply, particularly during and after disasters. Our firm has helped secure funding to construct water storage tanks, replace undersized water lines, and install generators to ensure continuous operation and keep communities safe and healthy.



EXPERIENCE:STREETS

Frequently, the improvements most visible to residents are street projects. Our team has managed hundreds of projects for road reconstruction. Whether providing access to neighborhoods or industrial parks, streets are critical infrastructure required to sustain viable communities.



EXPERIENCE: LAMAR UNIVERSITY CENTER FOR INNOVATION

Specially Authorized Public Facility activities included the construction of a regional Center for Innovation and Commercialization (CIC) to house a technology business incubator, training facilities, a small business development center, the Institute for Entrepreneurial Studies, and several anchor tenants. The grantee constructed a Commercialization Center to provide job training, develop technology businesses, and promote entrepreneurial endeavors. Public services activities included training and outreach programs.

This project was a multi-faceted approach to improve economic development opportunities in a disaster impacted area. It incorporated building construction and training and outreach activities to provide long-term job creation and facility, rebuild a diversified economy and ensure the successful long-term recovery of the community.

Project Cost: \$11,000,000 | Timeline: 2013 to 2018

Key staff assigned: Mark Taylor

Client primary contact: Twila Baker, AVP, Finance/Controller

409-880-8931 | twila.baker@lamar.edu



EXPERIENCE: MOUNT PLEASANT SIDEWALK IMPROVEMENTS

Recently, the City of Mount Pleasant has used Traylor & Associates to seek \$350,000 for sidewalk and other necessary ADA improvements in their historical Main Street area. This project will benefit over 15,000 citizens and continue the revitalization efforts in Mount Pleasant. The project is underway. The project was awarded by the Texas Department of Agriculture and is slated to be complete by the beginning of 2024.

Project Cost: \$500,000 | Timeline: Project to be completed January 2024

Key staff assigned: Wesley Traylor

Client primary contact: Ed Thatcher, City Manager

903-575-4000 | ethatcher@mpcity.org



EXPERIENCE: NEW BOSTON SEWER IMPROVEMENTS

The City of New Boston was awarded \$275,000 by the Texas Department of Agriculture (TDA) to complete a project for sewer improvements that will benefit residents in the southeast area the city. This project includes the replacement of aged and deteriorated sewer lines which will improve sanitary sewer service in the area and will prevent frequent maintenance issues.

Project Cost: \$275,000 | Timeline: 2021-Present

Key staff assigned: Wanda Vance

**Client primary contact: Wayne Dial, City Administrator
903-628-5596 | cityadmin@nbcity.org**



GRANT ADMINISTRATION EXPERIENCE

Traylor & Associates CDBG-related experience

REQUIREMENTS	EXPERIENCE					CDBG
	CDBG-MIT	CDBG-DR	HMGP	ARPA	FEMA PA	
Grant Management & Administration	★	★	★	★	★	★
Procurement & Compliance with 2 CFR 200	★	★	★	★	★	★
Project Identification & Eligibility Determination	★	★	★	★	★	★
Project/Program Design & Development	★	★	★	★	★	★
Project Management	★	★	★	★	★	★
Duplication of Benefits (DOB) Review	★	★	★	★	★	★
Financial Assistance	★	★	★	★	★	★
Labor & Wage Compliance	★	★	★	★		★
Construction Oversight	★	★	★	★	★	★
Uniform Administration Requirements, Cost Principles, Audit Compliance	★	★	★	★	★	★
Environmental Review Records	★	★	★	★	★	★
Uniform Relocation Act, Fair Housing, Section 504	★	★	★	★	★	★
Reporting	★	★	★	★	★	★
Monitoring & Audit	★	★	★	★	★	★
Recordkeeping & Document Retention	★	★	★	★	★	★
Closeout	★	★	★	★	★	★

WORK EXPERIENCE

Traylor & Associates is the longest-serving grant management firm in Texas. Since 1974, the firm has successfully managed more than \$1 Billion in federal and/or state-assisted projects for more than 200 public entity clients. We assist in identifying, writing, and administering grant funds in an economically feasible and efficient manner to ensure the health, safety, and welfare of communities. Our expertise is concentrated in, but not limited to:

COMMUNITY ENHANCEMENT

Traylor & Associates strives to revitalize downtowns and promote healthy communities by creating pedestrian friendly environments, encouraging tourism, preserving historic structures, and strengthening the social fabric.

COMMUNITY ENHANCEMENT

CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
City of Center	TxCDBG	\$350,000	Solar Power System Installation
City of Crockett	TxCDBG	\$150,000	Equipment Services and Construction
City of Kirbyville	TxCDBG	\$350,000	Neighborhood Facilities
City of Athens	TxCDBG/FAST	\$505,000	Fire Truck

HOUSING

Traylor & Associates has experience in programs operated by the US Department of Housing and Urban Development and designated state agencies administering HUD funds. Since 1974, the company has been engaged full-time in the field of housing rehabilitation with projects including comprehensive neighborhood revitalization, housing rehabilitation, and slum prevention projects. We have developed and managed housing rehabilitation programs in 70 different non-entitlement jurisdictions that resulted in the collective rehabilitation or reconstruction of more than 4,050 single-family dwelling units at a cost of \$57 million.

HOUSING

CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
City of Center	HOME-HRA	\$413,600	Housing Reconstruction
City of Eastland	HOME-HRA	\$307,800	Housing Reconstruction
Newton County	CDBG-DR	\$18,035,447	Homeowner Assistance, Buyout & Demo.
City of Ore City	HOME-RSP	\$97,000	Housing Reconstruction
City of Troup	HOME-HRA	\$206,800	Housing Reconstruction



WORK EXPERIENCE

DISASTER RELIEF/URGENT NEED

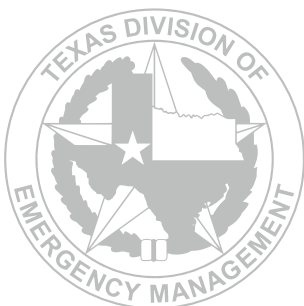
We assist long-term recovery efforts and restore damaged infrastructure such as water and sewer facilities, streets, flood and drainage facilities, and housing. Since 2010, we have administered 68 disaster recovery contracts totaling \$152 million in grant funds. We have also prepared more than 200 environmental review records for the Hurricane Ike Disaster Recovery Program.

DISASTER RELIEF/URGENT NEED			
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
Galveston County	CDBG-DR	\$31,558,000	Water, Sewer, Street, and Flood & Drainage Improvements, Install of Generators, and Specially Authorized Public Facilities.
Newton County	CDBG-DR	\$9,810,187	Street Improvements
City of Port Arthur	CDBG-DR	\$10,301,777	Water, Sewer, Street, and Flood & Drainage Improvements w/Demo.
City of Rose City	CDBG-DR	\$1,591,500	Construction Expenses
Smith County	TDEM-CRF	\$5,393,850	Coronavirus Relief
City of Waskom	TDEM-CRF	\$124,985	Coronavirus Relief

HAZARD MITIGATION

Texas is prone to a variety of hazards that put all community assets at risk, including buildings, roads, bridges, water and sewer lines, and people. We help create mitigation measures to protect people and structures and to minimize taxpayer costs of disaster response and recovery, ultimately creating safe places to live.

HAZARD MITIGATION			
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
City of Bridge City	HMGP	\$3,000,000	Flood & Drainage Improvements
City of West Orange	HMGP	\$904,471	Critical Infrastructure-Generators
City of Corsicana	HMGP	\$393,901	Home Buyout & Demolition



WORK EXPERIENCE

COMMUNITY DEVELOPMENT

The firm finds solutions to financing and managing a variety of community development projects, both tangible and intangible in nature. Traylor & Associates also undertakes endeavors to eliminate a variety of health risks created by contaminated water supplies, inadequate sewer, water, and drainage systems, and damaged infrastructure.

COMMUNITY DEVELOPMENT			
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
City of Alto	TxCDBG	\$ 275,000	Sewer Improvements
City of Mount Vernon	TxCDBG	\$ 275,000	Water Improvements
City of Pittsburg	TxCDBG	\$ 275,000	Water Improvements
City of Teague	TxCDBG	\$ 300,000	Water and Sewer Improvements

ECONOMIC DEVELOPMENT

In rural America, quite often, a community will survive or even exist because of one large employer or industry. To diversify its local economy, incentives are needed to be competitive with other communities. Additionally, business retention and expansion are also vital to the economic wellbeing of a community. We assist communities in identifying grant funding that will accomplish three overall economic development goals:

1. Create and retain jobs

2. Generate real estate improvement

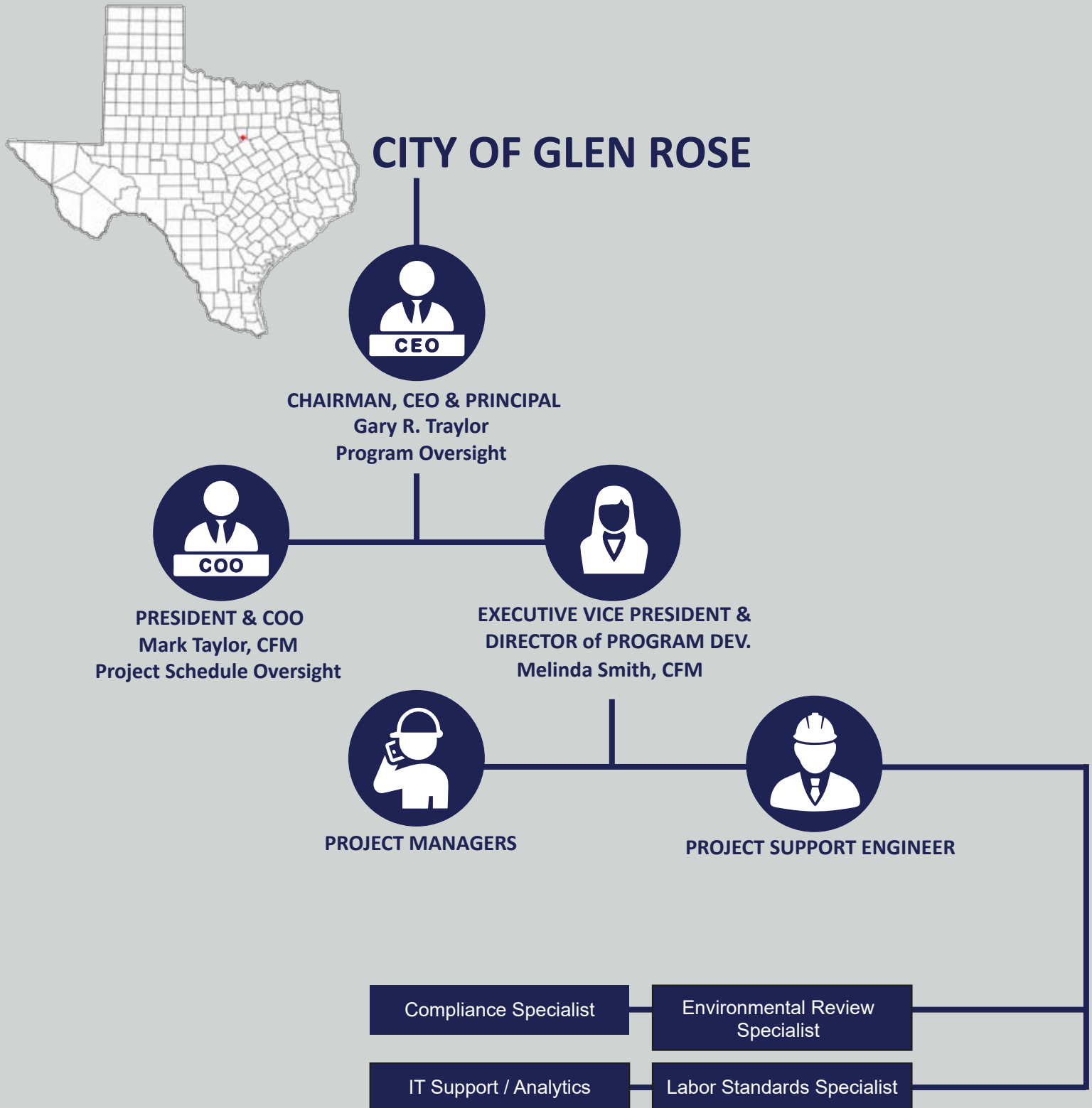
3. Provide the necessary infrastructure or expansion to improve the local economy

ECONOMIC DEVELOPMENT			
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
City of Ennis	TCF	\$1,000,000	Street Improvements (Buc-ee's)
Lamar University	CDBG-DR	\$11,000,000	Specially Authorized Public Facilities & Improvements and Public Services
Smith County	TCF	\$850,000	Water Improvements (Sanderson Farms)
City of West Orange	EDA	\$5,000,000	Wastewater Improvements (WWTP)



ORGANIZATIONAL CHART

Our City of Glen Rose CDBG team is represented by the following organizational chart:





GARY TRAYLOR

CHAIRMAN & CEO

QUALIFICATIONS

YEARS OF EXPERIENCE

- 48 YEARS OF EXPERIENCE MANAGING FEDERALLY FUNDED PROJECTS

AREAS OF EXPERTISE

- DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR AND HMGP HUD ENTITLEMENT AND NON-ENTITLEMENT FUNDING
- ECONOMIC DEVELOPMENT
- AFFIRMATIVELY FURTHERING FAIR HOUSING REVIEWS AND COMPLIANCE

PROFILE

Gary's career has included serving as a financial/grant consultant for over 170 Texas cities and counties with respect to housing, community development, and economic development projects.

Mr. Traylor is widely respected for his proven record in the procurement of grants involving competitive selection.

CONTACT INFORMATION

PHONE:

903-581-0500

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EMAIL:

gary.traylor@grtraylor.com

WORK EXPERIENCE

HURRICANE IKE ROUND 2.2 DISASTER RECOVERY GALVESTON COUNTY \$31,558,883 (2013 - PRESENT)

RESPONSIBLE FOR FINANCIAL OVERSIGHT AND PROGRAM MANAGEMENT OF LARGE-SCALE DRAINAGE IMPROVEMENTS AND REPAIRS TO STREETS AND WATER AND SEWER FACILITIES DAMAGED BY HURRICANE

HURRICANE IKE ROUNDS 1.1. 2.1 AND 2.2 DISASTER RECOVERY CITY OF BRIDGE CITY, TEXAS

\$16,864,879 COMBINED (2009-2016)

PROVIDED PROGRAM COMPLIANCE AND OVERSIGHT OF MULTI-FACETED CONTRACT TO REPAIR AND HARDEN FACILITIES DAMAGED BY EXTENSIVE CITYWIDE FLOODING AS A RESULT OF STORM SURGE DURING HURRICANE IKE.

HURRICANE IKE ROUND 2.1 CITY OF VIDOR, TEXAS \$7,094,004 (2011-2018)

RESPONSIBLE FOR FINANCIAL MANAGEMENT AND CONTRACT COMPLIANCE FOR MULTI-PHASED IMPROVEMENTS TO SCHOOLHOUSE DITCH REQUIRING EXTENSIVE REGULATORY AGENCY COORDINATION, WITH USAGE PERMITTING.

EDUCATION/LICENSES/TRAINING

- BACHELOR OF SCIENCE, POLITICAL SCIENCE UNIVERSITY OF TEXAS - TYLER
- CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 1977 - PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2012 - PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 1983-2019
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS, 1983-2019



PROFILE

Mark joined Traylor & Associates in April 2002. He is well versed with experience in residential construction, business management and grant administration.

He has assisted municipalities and counties throughout the state with housing and infrastructure grant administration for over 20 years.

CONTACT INFORMATION

PHONE:

903-581-0500

WEBSITE:

www.grtraylor.com

EMAIL:

mark.taylor@grtraylor.com

MARK TAYLOR, RMLO, CFM

PRESIDENT & CHIEF OPERATING OFFICER

QUALIFICATIONS

YEARS OF EXPERIENCE

-20 YEARS OF GRANT ADMINISTRATION, INCLUDING 6 YEARS HUD ENTITLEMENT ADMINISTRATION

AREAS OF EXPERTISE

-DISASTER RECOVERY PROGRAM ADMINISTRATION, INCLUDING CDBG-DR AND HMGP

HOUSING PROGRAM ADMINISTRATION - TDHCA AND GLO DISASTER

-RECOVERY FUNDING PUBLIC OUTREACH AND COMPLIANCE WITH CITIZEN PARTICIPATION REQUIREMENTS

WORK EXPERIENCE

HURRICANE IKE ROUND 2.2 DISASTER RECOVERY LAMAR UNIVERSITY

\$11,000,000 (AUGUST 2015 - DECEMBER 2018)

RESPONSIBLE FOR FINANCIAL MANAGEMENT AND PROJECT COORDINATION OF DISASTER RECOVERY FUNDING UTILIZED TO CONSTRUCT A BUILDING TO HOUSE THE SBDC AND EMPLOYMENT TRAINING CENTER TO DEVELOP BUSINESS TECHNOLOGIES AND SUPPORT ENTREPRENEURIAL ENDEAVORS.

2016 FLOODS DISASTER RECOVERY NEWTON COUNTY, TEXAS

\$18,035,447 (JULY 2018 - PRESENT)

PROVIDE BUYOUT, RESIDENTIAL REPAIR, RECONSTRUCTION, ELEVATION AND NEW CONSTRUCTION ACTIVITIES THROUGHOUT THE COUNTY UTILIZING FUNDING PROVIDED THROUGH THE GENERAL LAND OFFICE.

2016 FLOODS DISASTER RECOVERY NEWTON COUNTY, TEXAS

\$10,611,036 (JULY, 2018 - PRESENT)

MANAGE AND COORDINATE INFRASTRUCTURE PROJECTS ADDRESSING DAMAGE RECEIVED DUE TO THE 2016 FLOODS RECONSTRUCTING MORE THAN 30 MILES OF RURAL COUNTY ROADS.

EDUCATION/LICENSES/TRAINING

- LE TOURNEAU UNIVERSITY - BACHELOR OF SCIENCE- BUSINESS MANAGEMENT
- LICENSED RESIDENTIAL MORTGAGE LOAN ORIGINATOR (RMLO#410446)
- CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2002 - PRESENT
- TEXAS DEPT OF TRANSPORTATION, 2012 - PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2002-2019
- HUD, GLO, TDHCA AND TDA ENVIRONMENTAL WORKSHOPS, 2011- 2019
- CERTIFIED FLOOD ADMINISTRATOR



MELINDA SMITH, CFM

EXECUTIVE VICE PRESIDENT

QUALIFICATIONS

YEARS OF EXPERIENCE

- 12 YEARS' GRANT MANAGEMENT EXPERIENCE
- 12 YEARS OF EXPERIENCE IN THE LEGAL FIELD AND REAL ESTATE

AREAS OF EXPERTISE

- DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR, HMGP, FHWA-ER AND EDA-DR
- TXCDBG AND TXDOT PROJECT MANAGEMENT
- LARGE-SCALE FLOOD CONTROL AND FLOOD AND DRAINAGE PROJECTS
- ACQUISITION OF REAL PROPERTY

PROFILE

Melinda joined Traylor & Associates in August 2017. She has been dedicated to serving the communities of Texas as a Governmental Consultant since 2011.

Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, she assists communities throughout every step of the grant process from application to close-out.

CONTACT INFORMATION

PHONE:

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EMAIL:

melinda.smith@grtraylor.com

WORK EXPERIENCE

HMGP/CDBG-DR CITYWIDE FLOOD & DRAINAGE IMPROVEMENTS CITY OF BRIDGE CITY, TEXAS

\$3,000,000 (JULY 2018 - PRESENT)

COORDINATE WITH CITY STAFF, ENGINEERS, AND DRAINAGE DISTRICT TO DEVELOP PROJECT UTILIZING HMGP AND CDBG-DR FUNDING FOR CONSTRUCTION OF OUTFALL IMPROVEMENTS AND CHANNEL EXCAVATION.

HURRICANE IKE ROUND 2.2 CDBG-DR

CITY OF PORT ARTHUR, TEXAS

\$10,301,777 (NOVEMBER 2017 - PRESENT),

PROJECT MANAGER FOR MULTI-PROJECT, MULTI-SITE CONTRACT TO REPAIR AND HARDEN FACILITIES DAMAGED BY HURRICANE IKE. CONSTRUCTION CONSISTED OF THE INSTALLATION OF WATER/SEWER IMPROVEMENTS, STREET IMPROVEMENTS, FLOOD AND DRAINAGE AND DEMOLITION ACTIVITIES.

EDA/CDBG-DR WWTP EXPANSION

CITY OF WEST ORANGE, TEXAS

\$6,250,000 (AUGUST 2019 - PRESENT)

THE CITY, IN CONJUNCTION WITH THE WATER CONTROL DISTRICT, IS UTILIZING EDA FUNDS TO EXPAND THE WWTP AND ELEVATE CRITICAL COMPONENTS TO ENSURE CONTINUOUS OPERATION IN SUPPORT OF A MULTI-BILLION-DOLLAR CHEMICAL TREATMENT PLANT EXPANSION.

EDUCATION/LICENSES/TRAINING

- REAL ESTATE LICENSE CERTIFICATION TEXAS A&M COMMERCE, 2008
- CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2011 - PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2012 - PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2011-2019
- HUD FRAUD AND WASTE PREVENTION TRAINING (2020) CFM
- CERTIFIED FLOOD ADMINISTRATOR



PROFILE

Wesley joined Traylor & Associates in 2013 and has been dedicated to serving the communities of Texas as a consultant since 2013.

Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, he assists communities throughout every step of the grant process from application to close-out.

CONTACT INFORMATION

PHONE:

903-581-0500 x226

WEBSITE:

www.grtraylor.com

EMAIL:

wesley.traylor@grtraylor.com

WESLEY TRAYLOR

VICE PRESIDENT & CHIEF FINANCIAL OFFICER

QUALIFICATIONS

YEARS OF EXPERIENCE

-5 YEARS' GRANT FUNDING EXPERIENCE

-8 YEARS' RELATED PROFESSIONAL EXPERIENCE

AREAS OF EXPERTISE

-ECONOMIC DEVELOPMENT AND TAX INCENTIVES

-DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR AND HMGP BENEFIT COST ANALYSIS

-COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

WORK EXPERIENCE

FLOOD AND DRAINAGE IMPROVEMENTS CITY OF JEFFERSON, TEXAS

\$1,979,625 (JUNE 2019 - PRESENT)

PROVIDE FINANCIAL AND PROGRAM MANAGEMENT OF FLOOD AND DRAINAGE IMPROVEMENTS TO AID IN THE CITY'S RECOVERY FOLLOWING THE 2016 FLOOD AND STORM EVENTS.

OCWCID #2 GENERATORS CITY OF WEST ORANGE, TEXAS

\$1,500,000 (AUGUST 2018 - PRESENT)

PROVIDE PROJECT DELIVERY SERVICES TO ENSURE COMPLIANCE WITH PROGRAM REQUIREMENTS FOR 10 GENERATORS TO ENSURE CONTINUOUS OPERATION OF LIFT STATIONS AND WATER WELLS. PROJECT FUNDED UNDER HMGP'S 5% INITIATIVE PROGRAM.

OLD SPANISH TRAIL CROSSING IMPROVEMENTS CITY OF VIDOR, TEXAS

\$1,658,000 (JULY 2018 - PRESENT)

PROJECT WILL COMBINE HMGP AND CDBG-DR FUNDING TO RECONSTRUCT THE OLD SPANISH TRAIL CROSSING TO REDUCE A RISK OF LOSS OF LIFE AND PROPERTY DUE TO FLOODING IN FUTURE EVENTS.

EDUCATION/LICENSES/TRAINING

- B.B.A, TEXAS A&M UNIVERSITY, 2012
- CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2013 - PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2018 - PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2013-2019
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS, 2013-2019



WANDA VANCE

VICE PRESIDENT & PROJECT MANAGER

QUALIFICATIONS

YEARS OF EXPERIENCE

- 18 YEARS' EXPERIENCE ADMINISTERING HUD-FUNDED GRANTS
- 15 YEARS' CONSTRUCTION MANAGEMENT EXPERIENCE

AREAS OF EXPERTISE

- TXCDBG - COMMUNITY DEVELOPMENT FUND
- COMMUNITY NEEDS ASSESSMENTS
- COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

WORK EXPERIENCE

PIN OAK CREEK

CITY OF KIRBYVILLE, TEXAS

\$984,550 (APRIL 2018 - PRESENT)

PROVIDE PROGRAM MANAGEMENT FOR CHANNEL IMPROVEMENTS FUNDED UNDER THE 2015 FLOOD PROGRAM. PROJECT INVOLVES EXTENSIVE COORDINATION AND PERMITTING WITH REGULATORY AGENCIES.

SEWER SYSTEM IMPROVEMENTS

CITY OF KIRBYVILLE, TEXAS

\$989,800 (APRIL 2018 - PRESENT)

PROJECT UTILIZES DISASTER RECOVERY FUNDING TO REPAIR AND REPLACE CRITICAL WASTEWATER SYSTEM COMPONENTS DAMAGED AS A RESULT OF WIDESPREAD FLOODING DURING THE 2015 FLOOD AND STORMS.

FIRE PROTECTION FACILITIES AND EQUIPMENT

CITY OF BRIDGEPORT, TEXAS

\$999,348 (JULY 2018 - PRESENT)

RESPONSIBLE FOR THE ADMINISTRATION OF THE 2015 FLOOD PROGRAM GRANT FOR THE CONSTRUCTION OF A NEW FIRE DEPARTMENT FACILITY TO REPLACE THE FACILITY DAMAGED BY EXTENSIVE FLOODING.

EDUCATION/LICENSES/TRAINING

- BUSINESS MANAGEMENT-TYLER JUNIOR COLLEGE
- CERTIFIED ADMINISTRATOR -TEXAS DEPARTMENT OF AGRICULTURE, 2004-PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2004- 2019
- HUD ENVIRONMENTAL WORKSHOP
- HOMELAND SECURITY CAPACITY BLDG. & SOURCE WATER PROTECTION
- CAREER TRACK MARKETING & MANAGEMENT

PROFILE

Wanda joined Traylor & Associates in March, 2004, serving numerous cities throughout the state with meeting their current and future needs.

By working closely with the community and its engineering firm, communities are assured of complete compliance with all local, state, and federal regulations for a final project to enhance the community.

CONTACT INFORMATION

PHONE:

903-581-0500 x224

WEBSITE:

www.grtraylor.com

EMAIL:

anda.vance@grtraylor.com



LINDA ATKINSON-PETTEE

PROJECT MANAGER

QUALIFICATIONS

YEARS OF EXPERIENCE

-12 YEARS OF EXPERIENCE IN ACADEMIC LEADERSHIP, INCLUDING

-EDUCATIONAL GRANT AND PROJECT IMPLEMENTATION

AREAS OF EXPERTISE

-BUYOUT AND ACQUISITION, INCLUDING CDBG-DR, HMGP, AND FMA

-TXCDBG, HMGP, AND TXDOT PROGRAM COMPLIANCE

-ACQUISITION OF REAL PROPERTY FOR LARGE-SCALE PROJECTS

PROFILE

Linda joined Traylor & Associates in July 2020. Having developed standard operational procedures for multiple departmental initiatives, she helps communities throughout Texas establish and implement policies designed to ensure compliance with all programmatic requirements.

CONTACT INFORMATION

PHONE:

903-581-0500 x229

WEBSITE:

www.grtraylor.com

EMAIL:

linda.ap@grtraylor.com

WORK EXPERIENCE

OLD HWY 90 AND BRIDGE IMPROVEMENTS

CITY OF ROSE CITY, TEXAS

\$2,000,000 (JANUARY 2021 - PRESENT)

COORDINATE WITH CITY STAFF AND ENGINEERS TO ENSURE COMPLIANCE WITH FEDERAL, STATE AND LOCAL REGULATIONS FOR HURRICANE HARVEY RECOVERY PROJECT TO ENSURE SAFE ACCESS DURING FLOOD EVENTS.

COUNTRY CLUB ROAD ELEVATION

CITY OF TAYLOR LANDING, TEXAS

\$1,173,343 (FEBRUARY 2021 - PRESENT)

ASSIST PROJECT MANAGER IN ESTABLISHING AND MAINTAINING RECORDKEEPING SYSTEM, INCLUDING FINANCIAL AND LABOR FILES. COORDINATE WITH CITY AND ENGINEER TO ENSURE TIMELY DELIVERY OF PROJECT MILESTONES.

HURRICANE IKE CDBG-DR

GALVESTON COUNTY, TEXAS

\$31,558,883 (OCTOBER 2020 - PRESENT)

ASSIST PROJECT MANAGER IN RECONCILING FINANCIAL RECORDS, COMPLETING ACQUISITION FILES, AND PREPARATION OF CLOSEOUT DOCUMENTS FOR MULTI-PROJECT, MULTI-SITE GRANT PROGRAM.

EDUCATION/LICENSES/TRAINING

- INDIANA STATE UNIVERSITY - MASTER OF SCIENCE - HUMAN RESOURCE DEVELOPMENT
- UNIVERSITY OF WISCONSIN - STOUT - BACHELOR OF SCIENCE
- CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2021 - PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPARTMENT OF TRANSPORTATION, 2021 - PRESENT
- FEMA & GLO PROCUREMENT TRAINING, 2020 - PRESENT



PROFILE

Katlin joined Traylor & Associates in October 2021. She conducts environmental assessments to satisfy NEPA and ASTM for federal grants, including documentation and clearance of grant-funded projects.

CONTACT INFORMATION

PHONE:

903-581-0500 x242

WEBSITE:

www.grtraylor.com

EMAIL:

katlin.foxbrown@grtraylor.com

KATLIN FOX BROWN, P.E., CFM

ENVIRONMENTAL & PROJECT SUPPORT ENGINEER

QUALIFICATIONS

YEARS OF EXPERIENCE

-6 YEARS ENGINEERING EXPERIENCE WITH A FOCUS IN DRAINAGE/
STORMWATER MANAGEMENT

AREAS OF EXPERTISE

-PREPARATION AND PROCESSING OF ENVIRONMENTAL REVIEWS
-SUBMIT AND MANAGE GRANT APPLICATIONS FOR COMMUNITY AND ECONOMIC
DEVELOPMENT, HAZARD MITIGATION, HOUSING, AND DISASTER RELIEF PROJECTS
-BENEFIT-COST ANALYSES (BCAS) FOR FEMA HMGP APPLICATIONS

WORK EXPERIENCE

ENVIRONMENTAL REVIEW RECORDS COMPLETED FOR VARIOUS CITIES AND
COUNTIES PREPARE AND PROCESS DOCUMENTATION AND CLEARANCE OF
MITIGATION PROJECTS UNDER THE TEXAS GENERAL LAND OFFICE

HAZARD MITIGATION ACTION PLAN (HMAP) NEWTON COUNTY, TEXAS
\$311,941 (2021 - PRESENT)

RESPONSIBLE FOR UPDATING THE EXISTING HMAP AND CERTIFYING COMPLIANCE
WITH TDEM AND FEMA REGULATIONS.

EDUCATION/LICENSES/TRAINING

-CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2019 - PRESENT
-TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2019
-FLOODPLAIN MANAGEMENT TRAINING (FEMA/TDEM)



SHERRY ROBERTS MPA, CPM, TRMC

FUNDING SPECIALIST

QUALIFICATIONS

YEARS OF EXPERIENCE

- 21 YEARS IN MUNICIPAL GOVERNMENT
- 20 YEARS PROJECT MONITORING

AREAS OF EXPERTISE

- AMERICAN RESCUE PLAN ACT FUNDING

PROFILE

Sherry Roberts joined Traylor & Associates in June 2021. With over 20 years of local government experience, she gained first-hand knowledge of municipal policies and procedures that provided a seamless transition to her position as Funding Specialist. This combination of experience and her drive to succeed makes her the perfect partner in a community's efforts to improve quality of life for residents.

CONTACT INFORMATION

PHONE:

903-581-0500

WEBSITE:

www.grtraylor.com

EMAIL:

sherry.roberts@grtraylor.com

WORK EXPERIENCE

AMERICAN RESCUE PLAN ACT (ARPA)

ELEVATED WATER TOWER PROJECT

CITY OF ATLANTA, TEXAS

\$1,355,884 (JANUARY 2022 - PRESENT)

COORDINATE WITH CITY STAFF TO IDENTIFY ELIGIBLE PROJECTS, COMPREHENSIVE ADMINISTRATION IN COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS, PROJECT DEVELOPMENT AND IMPLEMENTATION, AND PROVIDE ONGOING GUIDANCE TO MAXIMIZE FUNDING.

HAZARD MITIGATION GRANT PROGRAM (HMGP)

CITY OF GLADEWATER, TEXAS

HMGP-DR 4586 GENERATOR PROJECT

\$499,870 (JANUARY 2022 - PRESENT)

COORDINATE WITH CITY STAFF AND ENGINEERS TO INSTALL GENERATORS AT THE DALLAS & MOORE LIFT STATIONS AND PERFORM ELECTRICAL FEED MODIFICATIONS AT TEN (10) LIFT STATIONS AROUND THE LAKE THAT WILL BE SERVICED BY A PORTABLE GENERATOR.

AMERICAN RESCUE PLAN ACT (ARPA)

CITY OF OAK LEAF CITY, TEXAS

\$367,714.35 (DECEMBER 2021 - PRESENT)

COORDINATE WITH CITY STAFF TO DETERMINE PROJECT ELIGIBILITY, COMPREHENSIVE ADMINISTRATION IN COMPLIANCE WITH FEDERAL REQUIREMENTS, PROJECT DEVELOPMENT AND IMPLEMENTATION, AND PROVIDE ONGOING GUIDANCE TO MAXIMIZE IMPACT OF FUNDING.

EDUCATION/LICENSES/TRAINING

- MASTER OF PUBLIC ADMINISTRATION : UNIVERSITY OF TEXAS AT TYLER
- CERTIFIED ADMINISTRATOR - TEXAS DEPARTMENT OF AGRICULTURE
- REGISTERED MUNICIPAL CLERK
- CERTIFIED PUBLIC MANAGER



KARI BETH SMITH

ENVIRONMENTAL SPECIALIST / COMPLIANCE
COORDINATOR

QUALIFICATIONS

YEARS OF EXPERIENCE

-22 YEARS' CDBG PROJECT ASSISTANCE AND PROCESSING ENVIRONMENTAL
REVIEW RECORDS

AREAS OF EXPERTISE

- PREPARATION AND PROCESSING OF ENVIRONMENTAL REVIEWS
- NEPA AND 24 CFR 58 COMPLIANT
- PREPARATION AND COORDINATION OF APPLICATION AND CONTRACT PREPARATION
- COMPLIANCE WITH CIVIL RIGHTS AND SECTION 3 REQUIREMENTS

PROFILE

Kari Beth joined Traylor & Associates in January 2000 with an extensive customer service and financial background.

She has principal responsibility for hundreds of Environmental Review Records, including documentation and clearance of all CDBG grant funded projects and other federal agencies.

CONTACT INFORMATION

PHONE:

903-581-0500 x228

WEBSITE:

www.grtraylor.com

EMAIL:

karibeth.smith@grtraylor.com

WORK EXPERIENCE

ENVIRONMENTAL REVIEW RECORDS

MULTIPLE CITIES AND COUNTIES THROUGHOUT TEXAS (2000 - PRESENT)
RESEARCH SOURCE DOCUMENTATION AND UTILIZE MAPPING TOOLS TO ACCURATELY
DOCUMENT SITE CONDITIONS IN COMPLIANCE WITH NEPA AND 24 CFR 58 TO ENSURE
PROJECTS COMPLY WITH REGULATORY AND STATUTORY REQUIREMENTS TO MINIMIZE
EFFECTS ON THE HUMAN AND NATURAL ENVIRONMENT.

IMPROVEMENTS TO HISTORIC RUSK AND PALESTINE RAILROAD TEXAS STATE RAILROAD AUTHORITY

\$11,495,923 (APRIL 2009 - PRESENT)

RESPONSIBLE FOR REVIEWING DAILY REPORTS TO VERIFY HOURS AND PAYROLL
COINCIDE WITH EACH OTHER AND PREPARE THE NECESSARY DOCUMENTATION TO
SUBMIT TO TXDOT FOR REIMBURSEMENT.

CIVIL RIGHTS COMPLIANCE

MULTIPLE CITIES AND COUNTIES THROUGHOUT TEXAS (2000 - PRESENT)
REVIEW AND PREPARE DOCUMENTATION TO ENSURE COMPLIANCE WITH REQUIRED
CIVIL RIGHTS, EQUAL OPPORTUNITY AND SECTION 3 REQUIREMENTS.

EDUCATION/LICENSES/TRAINING

- CERTIFIED ADMINISTRATOR - TEXAS DEPARTMENT OF AGRICULTURE
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPARTMENT OF TRANSPORTATION
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS



CHRISTEL KIKER

ADMINISTRATIVE ASSISTANT

QUALIFICATIONS

YEARS OF EXPERIENCE

-10 YEARS' CDBG AND HOUSING PROGRAMS EXPERIENCE AREAS OF EXPERTISE

-GLO-DISASTER RECOVERY & TDHCA HOUSING PROGRAMS

-ENVIRONMENTAL REVIEW RECORDS

-DAVIS-BACON LABOR COMPLIANCE

-COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

PROFILE

Christel joined Traylor & Associates in July 2012. As HOME Administrative Assistant, she has diligently worked with communities to provide grant funded housing options for those in need.

Christel has also served communities with her knowledge and skills related to Davis-Bacon compliance procedures and by completing environmental reviews.

CONTACT INFORMATION

PHONE:

903-581-0500 x235

WEBSITE:

www.grtraylor.com

EMAIL:

christel.kiker@grtraylor.com

WORK EXPERIENCE

DISASTER RECOVERY HOUSING PROGRAM

NEWTON COUNTY, TEXAS

\$18,035,447 (JULY 2018 - PRESENT)

RESPONSIBLE FOR DETERMINING HOMEOWNER ELIGIBILITY, ENSURING COMPLIANCE WITH ENVIRONMENTAL FACTORS, AND MAINTAINING ACCURATE FINANCIAL RECORDS FOR EACH HOUSING PROJECT FUNDED THROUGH THE TEXAS GENERAL LAND OFFICE.

DAVIS-BACON LABOR COMPLIANCE

MULTIPLE COMMUNITIES (2015 - PRESENT)

ENSURE PREVAILING WAGES ARE PAID AND EQUAL OPPORTUNITY LAWS ARE FOLLOWED BY CONSTRUCTION CONTRACTORS THROUGH THE MONITORING OF CONTRACT DOCUMENTATION AND REVIEWING CERTIFIED PAYROLLS ON FEDERALLY FUNDED PROJECTS.

ENVIRONMENTAL REVIEW

MULTIPLE COMMUNITIES (2012 - PRESENT)

ENSURE THAT PROJECTS ARE IN COMPLIANCE WITH A VARIETY OF STATUTES INCLUDING AIRPORT RUNWAY CLEAR ZONES, FLOOD, CONTAMINATION, EXPLOSIVES, ETC. COORDINATING WITH ENGINEERS AND BUILDING CONTRACTORS TO ENSURE MITIGATION MEASURES ARE FOLLOWED.

EDUCATION/LICENSES/TRAINING

- SAM HOUSTON STATE UNIVERSITY - B.S., PSYCHOLOGY WITH A MINOR IN BUSINESS ADMINISTRATION

- TWC AND TDHCA FAIR HOUSING WORKSHOPS

- TDA APPLICATION & IMPLEMENTATION CERTIFICATION

- TDHCA, GLO, & TDA ENVIRONMENTAL WORKSHOPS

- HUD DAVIS-BACON COMPLIANCE WORKSHOPS

- TDHCA APPLICATION & INCOME ELIGIBILITY WORKSHOPS



KEITH TIJERINA

I.T. COORDINATOR

PROFILE

Keith joined Traylor & Associates in April 2015. He has worked in the computer field for over 20 years with an extensive background in network administration.

Before joining the team at Traylor & Associates, he had owned and operated his own computer repair and website design business in which he held an A+ BBB rating.

CONTACT INFORMATION

PHONE:

903-581-0500 x238

WEBSITE:

www.grtraylor.com

EMAIL:

keith.tijerina@grtraylor.com

QUALIFICATIONS

YEARS OF EXPERIENCE

-22 YEARS' RELATED PROFESSIONAL EXPERIENCE

AREAS OF EXPERTISE

-DEVELOPMENT OF INDUSTRY-SPECIFIC PROGRAMMING AND APPLICATIONS

-SYSTEMS ANALYST

-DATA MANIPULATION AND INTEGRATION

-OFFICE 365 BASED SOFTWARE (SHAREPOINT, DYNAMICS)

WORK EXPERIENCE

OFFICE 365 BASED PROGRAMMING 2018 - PRESENT

RESPONSIBLE FOR THE DEVELOPMENT OF PROGRAMMING AND APPLICATIONS TO EFFICIENTLY AND ACCURATELY DOCUMENT ALL ASPECTS OF GRANT ADMINISTRATION FOR OUR FIRM, INCLUDING TRACKING OF DRAW REQUESTS, WORKFLOW AND ASSIGNMENT OF TASKS, CREATION OF WEB- BASED TEMPLATES, APPLICATION DEVELOPMENT AND REVIEW, AS WELL AS COMPLIANCE WITH STATE AND FEDERAL REQUIREMENTS.

DATA MANIPULATION AND INTEGRATION 2015 - PRESENT

COMBINE DATA FROM A VARIETY OF SOURCES TO PRODUCE CLEAR AND CONCISE CHARTS AND PROJECTIONS TO AID APPLICATION DEVELOPMENT AND DOCUMENT COMMUNITY NEED.

TECHNICAL SUPPORT 2015 - PRESENT

ASSIST FIRM STAFF AND CLIENTS IN THE NAVIGATION OF FEDERAL AND STATE PORTALS NECESSARY TO ENSURE COMPLIANCE WITH SAM.GOV REGISTRATION, ACCURATE AND TIMELY REPORTING TO FEDERAL AGENCIES AND OTHER TASKS AS NEEDED.

EDUCATION/LICENSES/TRAINING

- TYLER JUNIOR COLLEGE - COMPUTER NETWORK ADMINISTRATION AND COMPUTER REPAIR

- SELF-EDUCATION MICROSOFT OFFICE 365 SOFTWARE SUITE INCLUDING MICROSOFT DYNAMICS AND SHAREPOINT



COST PROPOSAL

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PROPOSED COST

GRANT ADMINISTRATION SERVICES

We propose a fee of \$42,750, which is based on an anticipated grant award of \$500,000.00.

Our fee is inclusive of all services necessary to successfully administer the City's grant award, including environmental review and amendments, as applicable.

Our pricing represents the market rate and is well below the maximum costs established by the Texas Department of Agriculture.

As projects vary by size and complexity, we are amenable to discuss costs and potential concerns. Ultimately, we want to work for you and are willing to negotiate an appropriate fee for the administration of your CDBG project.



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REFERENCES

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PROJECT REFERENCES

REFERENCE 01

Project Name:	Athens Fire & Rescue Fire Truck
Project Location:	Athens, Texas
Funding Agency:	TDA
Services Provided:	Managed \$505,000 to secure a new Type III Wildland fire truck specifically designed for off-road access with the carrying, pumping and hose capacity to address structural fires and effectively provide fire protection in unimproved and forested areas.
Project Manager:	Mark Taylor, Project Manager
Date of Completion or Project Status:	April 2021
Project Completed on Time and on Budget:	Project was completed on time and on budget.
Client Name and Contact Person:	City of Athens / Elizabeth Borstad, City Manager 903-675-5131 / eborstad@athenstx.gov

REFERENCE 02

Project Name:	Pittsburg Downtown Revitalization
Project Location:	Pittsburg, Texas
Funding Agency:	TDA
Services Provided:	Managing \$402,500 to reconstruct and install approximately 890 linear feet of concrete sidewalk, 414 linear feet of curb and gutter, 17 ADA-compliant ramps, 14 streetlights including conduit, wiring and electrical service panel, reconstruct concrete drives, related pavement repairs, and all associated appurtenances to promote safe pedestrian traffic.
Project Manager:	Wanda Vance, Project Manager
Date of Completion or Project Status:	Project is ongoing
Project Completed on Time and on Budget:	Project is expected to be completed on time and within budget
Client Name and Contact Person:	City of Pittsburg / Stacy Dorsett, City Secretary 903-856-3621 / sdorsett@pittsburgtexas.com

REFERENCE 03

Project Name:	Sewer Improvements
Project Location:	Vidor, Texas
Funding Agency:	TDA
Services Provided:	Installation of 4" sanitary sewer service lines (approximately 11,000 L.F.). Project included boring approximately 100 L.F. as well as clean-out at house and property line. Work also included pavement repair and all associated appurtenances.
Project Manager:	Melinda Smith, Project Manager
Date of Completion or Project Status:	Project completed April 2020
Project Completed on Time and on Budget:	Project completed on time and within budget
Client Name and Contact Person:	City of Vidor / Robbie Hood, City Manager 409-769-5473 / rhood@CityOfVidor.com

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SCOPE OF WORK

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SCOPE OF WORK

Traylor & Associates understands that, if awarded this project, we will be a partner to the City of Glen Rose to accomplish the following:

Determine which projects qualify for CDBG funding, prepare applications and then prioritize them so that the most urgent needs are addressed. Once projects are approved, we will manage all tasks necessary to fulfill the requirements and successfully implement any and all approved projects.

Traylor & Associates will assist the City of Glen Rose in developing project scope(s) and complete the required documentation. Our team will work with the City leadership and an engineer, if applicable, to evaluate potential projects that provide desired benefits and are compliant with any eligibility criteria.

- Application Preparation Services
- Basic Contract Implementation Services
- Assistance for Acquisition of Real Property
- Compliance with Federal Labor Standards (for construction contracts)
- Environmental Review Services including Section 106 compliance



CAPACITY TO PERFORM

Understanding of Scope of Project

Traylor & Associates understands that, if awarded this project, we will be a partner to the City of Glen Rose, to accomplish the following:

Determine which projects qualify for CDBG funding, prepare applications and then prioritize them so that the most urgent needs are addressed.

Once projects are approved, we will manage all tasks necessary to fulfill the requirements and successfully implement all approved projects. This will include all administrative services outlined and identified in the RFP Scope of Work.

Project Approach / Strategy

Our direct experience gained through the administration of projects throughout Texas has given us the knowledge that grant administration goes beyond the recordkeeping and reporting requirements levied upon the program and required an in-depth understanding of the rules and regulations that necessitate efficient and accurate documentation. Throughout these complex processes, progress is often hindered because of undefined internal processes, lack of notification of completion of tasks or disconnect between providers. It is imperative that critical information is readily available to all team members. There should be a predictable workflow that must be under-stood by all to ensure timely execution and progress.

Our firm believes the key to effective project management is accountability on behalf of staff, vendors, and the responsible entities. A concerted effort to continuously monitor performance measures, will ensure adherence to project schedules. Additionally, the critical path to achieving the successful completion of projects should be clearly identified, monitored, and evaluated to troubleshoot potential obstacles to progress. A formal commitment is required of all participants to complete work with the urgency required to meet community needs, recognizing that time is of the essence.

Traylor & Associates knows that the success of all grant programs rests on enhanced education for local government officials and relevant staff. There is often a lack of understanding of program requirements and project management expectations at the local government level, especially regarding the potential consequences of failure to comply with federal and state regulations. Through regular briefings and the availability of clear and concise educational resources, communities can better manage repayment liabilities and avoid disallowed costs.

CAPACITY TO PERFORM

Ability to Carry out Scope of Services

Our team relies on current technology tools to maximize the efficiency of each team member. Possessing technology specifically adapted for program management in today's mobile-driven environment allows a scalable approach to staffing and overall operations this technology is supported by in-house IT personnel and contracted services.

Physical Resources:

Traylor & Associates maintains a corporate office in Tyler, Texas with a satellite office located in Southeast Texas. The firm is readily equipped with any resources necessary to process the project efficiently and quickly.

The firm's professional employees are also furnished with modern technology with the following capabilities:

- **Conduct conference calls**
- **Host web-based meetings**
- **Ability to share public and private documents**
- **Access to other secure FTP services**

Strength of Resources:

In addition to it's experienced staff, the firm's capacity to perform the requested services is reinforced by its strong financial position and depth of physical resources.

Our Team

The range of our services reflects hundreds of years of experience. Each member of the Traylor & Associates staff has received extensive training and naturally assumed a role best suited to their skill set, education and experience.

Traylor & Associates has the proven capacity required to meet the needs of the City by maintaining an experienced staff capable of providing services on time, in scope and under budget. Our key personnel averages 15 years' experience with federal and state-funded programs, and their extraordinary work is documented by a company track record spanning nearly 50 years.

Conference calls, web-based meetings, public and private shared documents, and other secure FTP services are frequently used in the coordination of field staff with office personnel, clients, engineering firms and agencies.

By mobilizing tenured staff to grantee locations, Traylor & Associates can provide an unparalleled level of service and responsiveness to the needs of the City of Glen Rose. If additional staffing is required on-site during meetings or public forums, our associates can be mobilized quickly due to the proximity of our corporate and Southeast Texas offices. The project manager will provide contact information and, as a result, an experienced partner will be just a phone call away.

CAPACITY TO PERFORM

The range of our services reflects hundreds of years of experience. Each member of the Traylor & Associates staff has received extensive training and naturally assumed a role best suited to their skill set, education and experience.

Traylor & Associates has the proven capacity required to meet the needs of the City by maintaining an experienced staff capable of providing services on time, in scope, and under budget.

Our key personnel average 15 years' experience with federal and state funded programs and their extraordinary work is documented by our track record spanning almost 50 years.

If additional staffing is required on-site during meetings or public forums, our associates can be mobilized quickly due to the proximity of our corporate and Southeast Texas offices.



REQUIRED DOCUMENTS

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TRAYLOR GARY R & ASSOCIATES INC

Unique Entity ID JW81FZ76FN57	CAGE / NCAGE 6Q2T0	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Jul 26, 2023	
Physical Address 201 Cambridge RD Tyler, Texas 75703-5256 United States	Mailing Address P.O. Box 7035 Tyler, Texas 75711-7035 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Texas 01	State / Country of Incorporation Texas / United States	URL (blank)

Registration Dates

Activation Date Jul 27, 2022	Submission Date Jul 26, 2022	Initial Registration Date Apr 5, 2012
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Entity Dates

Entity Start Date Dec 1, 1970	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE (blank)	Legal Business Name (blank)
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Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors (blank)
Profit Structure For Profit Organization		


Socio-Economic Types**Self Certified Small Disadvantaged Business**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments No	Debt Subject To Offset No
EFT Indicator 0000	CAGE Code 6Q2T0


Points of Contact**Electronic Business**

 Gary TRAYLOR, Chairman & CEO	P.O. Box 7035 Tyler, Texas 75711 United States
MARK TAYLOR	P.O. Box 7035 Tyler, Texas 75711 United States

Government Business

 GARY TRAYLOR	P.O. Box 7035 Tyler, Texas 75711 United States
MARK TAYLOR	P.O. Box 7035 Tyler, Texas 75711 United States

Past Performance

 Mark Taylor	P.O. Box 7035 Tyler, Texas 75711 United States
Donald W Traylor, Vice President & CFO	201 Cambridge RD Tyler, Texas 75703 United States

Service Classifications**NAICS Codes**

Primary	NAICS Codes	NAICS Title
Yes	541611	Administrative Management And General Management Consulting Services

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States Texas	Counties (blank)	Metropolitan Statistical Areas (blank)
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Exclusion Search Results 0 Total Results

Filter by:

Keyword (ALL)

"Gary R. Traylor"

Status

Active

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ**This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Gary R. Traylor & Associates, Inc.

2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed._____
Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?


☐ Yes☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7 
Signature of vendor doing business with the governmental entity

October 24, 2022

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, Gary R. Traylor & Assoc., Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Mark Taylor, President & Chief Operating Officer
Printed Name and Title of Contractor's Authorized Official

October 24, 2022
Date

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.


1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below the agency name, if known. For example, the Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503
Approved by OMB

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award	Report Type: a. initial filing _____ b. material change
Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known: Congressional District, if known:	If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: Mark Taylor Title: President & Chief Operating Officer Telephone No.: 903-581-0500 Date: Oct. 24, 2022	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2022-947854

Date Filed:
10/24/2022

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Gary R. Traylor & Associates, Inc.
Tyler, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

City of Glen Rose

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

2023-2024 TDA-CDBG (01599)
Grant Consulting

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Traylor, Gary	Tyler, TX United States	X	

5 Check only if there is NO Interested Party.

☐

6 UNSWORN DECLARATION

My name is Mark Taylor, and my date of birth is 10/12/1959.

My address is 201 Cambridge Road, Tyler, Texas, 75703, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Smith County, State of Texas, on the 24th day of October, 20 22.
(month) (year)



Signature of authorized agent of contracting business entity
(Declarant)