

ORIGINAL



May 28, 2021

**Grant Administrative Services  
RFP – 2021 ARP / CLFRF**

**City of Glen Rose**

**201 Vernon Street  
Glen Rose, Texas 76043**

Traylor and Associates, Inc.  
201 Cambridge Road  
Tyler, Texas 75703

*Always Working For Your Community ... Always*

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## EXECUTIVE SUMMARY

A Texas corporation operating continuously since 1974, Traylor & Associates has served state and local governments for over 45 years. We are the oldest active grant management firm in the State of Texas and have successfully managed over **\$1 Billion** in federal and state assisted projects for over **200** clients throughout the state.

Traylor & Associates is a full-service grant application and management firm providing the full scope of services for identifying, applying, managing, and closing out grants from all funding entities. Our experience in managing programs extends to public works, drainage, infrastructure, recreation, social, police, and emergency services.

Our knowledge of the intricate balance between all levels of government gives us insight into the ways government can be more proactive and responsive in the development of publicly funded solutions to their local challenges. We have proven success in improving the efficiency of local government by providing strategic information to elected officials and by providing technical support to their staff.

### **We're Here to Help**

With over a hundred 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 ARP/CLFRF programs to support ongoing recovery 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. This commitment has led to accomplishing many noteworthy milestones on behalf of our clients examples of which are detailed in the Experience and Reference sections of this document. We look forward to the opportunity to partner with Glen Rose to construct meaningful improvements that ensure the City's resiliency now and in the future.

### **Grant Programs**

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

Community Development Block Grant (TxCDBG/TDA)	Economic Development Administration (EDA)
Community Development Block Grant – Disaster Recovery (CDBG-DR/GLO)	Downtown Revitalization/Main Street Program (TDA)
State of Texas HOME Program (TDHCA)	Department of Homeland Security (DHS)
Coronavirus Relief Fund (CRF)	Texas Parks & Wildlife Department (TPWD)
Hazard Mitigation Grants Program (FEMA)	US Department of Housing & Urban Development (HUD)
Statewide Transportation Enhancement Program (TXDOT)	Rural Development Water & Wastewater Grants & Loans (USDA)

# Scope of Work



## SCOPE OF WORK

Gary R. Traylor & Associates Inc. is pleased to offer Grant Administrative Services that will strengthen the City of Glen Rose's position to best address the community's Coronavirus recovery needs. Our contract-related management services will administer and manage the grant requirements and meet all fiduciary responsibilities in a manner that exceeds expectations and reduces the City's risks. Our services are aligned with Glen Rose's goal of strengthening programs, by addressing the specific tasks outlined in the City's RFP. These proposed services will bring a comprehensive "start-to-finish" business process that ensures success, eliminates errors, and lessens liabilities for the City of Glen Rose in a manner that is professional and open. Our services will:

- **Keep the grant administration program on track and on budget**
- **Provide a professional team that offers experienced guidance and sound advice to the City of Glen Rose**
- **Identify opportunities and reduce risks and liabilities for the City's grant management program SOW.**
- **Train and assist staff members who are assigned to the project until all grant programs are successfully closed out.**

We take great pride in knowing that we have assisted deserving Texans in achieving important and necessary steps as they've recovered from a broad range of disasters. We look forward to effectively implementing a program centered around timely fulfillment of duties while providing a level of customer service that guarantees a straightforward process and ensures compliance with program requirements. To this end, we are prepared to assign experience staff to perform all the following services which are outlined in the City's Scope of Work.

- A. Project Management**
- B. Financial Management**
- C. Real Property Acquisition / URA (if required)**
- D. Construction management**
- E. Fair Housing / Equal Opportunity**
- F. Audit / Contract Close-out Assistance**

Immediately upon notification of award, our team will begin to communicate with the City's point of contact, exchange contact information, and establish means of communicating to institute the following administrative steps. Traylor & Associates will prepare, administer, and complete all eligible projects approved for ARP/CLFRF funding through the following services:

## **A. Project Management**

1. Develop a recordkeeping system consistent with program guidelines, including the establishment of a filing system.
2. Maintain the filing system.
3. Provide general advice and technical assistance to City personnel on implementation of project and regulatory matters.
4. Assist in the procurement of professional consulting engineering services through the request for proposal process, if applicable, and as required by guidance provided by the State of Texas (the Agency) charged with overseeing the distribution of ARP funds.
5. Furnish City with necessary forms and procedures required for implementation of project
6. Assist the City in meeting all special condition requirements that may be stipulated in the contract between the City and the Agency.
7. Prepare and submit to the Agency documentation necessary for amending the ARP funded project
8. Prepare and submit quarterly reports (progress and minority hiring).
9. Prepare Financial Information report for the City.
10. Establish procedures to document expenditures associated with local administration of the project
11. Provide guidance and assistance to the City regarding acquisition of property:
  - Submit required reports concerning acquisition file for each parcel of real property acquired;
  - Determine necessary method(s) for acquiring real property;
  - Prepare correspondence to the property owners for the City's signature to acquire the property or to secure an easement; and
  - Assist the City in negotiation with property owners(s).
12. Maintain Property Management Register for any property/equipment purchased or leased.
13. Serve as liaison for the City during any monitoring visit by staff representatives from either the Agency, the U.S. Department of Treasury, or the Comptroller General of the United States.

## **B. Financial Management**

1. Assist the City in proving its ability to manage the grant funds to the state's audit division.
2. Assist the City in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals, and ledgers.
3. Assist the City in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to TDA.
4. Prepare all fund drawdowns on behalf of the City in order to ensure orderly, timely payments to all contracting parties within the allotted time period.
5. Review invoices received for payment and file back-up documentation.

6. Provide general advice and technical assistance to City personnel on implementation of project and regulatory matters.
7. Assist the City in establishing procedures to handle the use of any ARP program

### **C. Acquisition**

1. Prepare required acquisition report(s)
2. Obtain documentation of ownership for City-owned property and or Right of Ways (ROWs).
3. Maintain a separate file for each parcel of real property acquired.
4. Determine necessary method(s) for acquiring real property.
5. Prepare correspondence with property owners.
6. Assist City in negotiations with property owner(s)
7. Prepare required acquisition reports and submit to the Agency.

### **D. Construction Management**

1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable).
  - Assist City in determine whether and/or what ARP funded project activities will be carried out in whole or in part via force account labor.
  - Assist City in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.
  - Assist City in documenting compliance with all federal and state requirements related to equal employment opportunity.
2. Assist City in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.
3. Aid or act as local labor standards officer. Notify the Agency in writing of name, address, and phone number of appointed labor standards compliance officer.
4. Request wage rates from the Agency.
5. Provide sample ARP project contract document to engineer.
6. Advertise for bids.
7. Make ten-day call or any similar reporting required by the Agency.
8. Verify construction contractor eligibility with the Agency.
9. Review construction contract.
10. Conduct pre-construction conference and prepare minutes.
11. Submit any reports of additional classification and rates to the Agency.
12. Issue Notice of Start of Construction to the Agency.
13. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.
14. Process change orders approved by City and the project engineer and submit to the Agency prior to execution with the construction contractor.
15. Obtain certificate of Construction Completion / Final Wage Compliance Report and submit to the agency.
16. Provide general advice and technical assistance to City personnel on implementation of project and regulatory matters.

#### **E. Fair Housing / Equal Opportunity**

1. Assist the City in developing, implementing, and documenting new activities to affirmatively further fair housing during the contract period.
2. Maintain documentation of all project beneficiaries by ethnicity and gender.
3. Assist with the development and administration of the Citizen Participation Plan per 24 CFR Part 91, including grievance procedures.
4. Assist with Section 3 requirements per 24 CFR Part 135.
5. Prepare all Section 504 requirements per 24 CFR Part 8.
6. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet.
7. Ensure adoption of Excessive Force provision per 24 CFR Part 91.
8. Ensure the adequate publication of required notices.

#### **F. Audit / Close-out Procedures**

1. Prepare the final Project Completion Report, including the General Report, Recipient Beneficiary Report, Final Financial Interest Report, and any required documentation regarding citizen participation/equal rights/fair housing and Certificate of Completion.
2. Assist City in resolving any monitoring and audit findings.
3. Assist City in resolving any third part claims.
4. Provide auditor with ARP funded project audit guidelines.
5. Any other work that may be reasonably required to close out the project.

# Statement of Qualifications



## EXPERIENCE

Our Company has assisted cities and counties throughout the state in the application and administration of almost **1,000** grant-funded projects. Our daily involvement with various state and federal agencies allows our staff to fully grasp the unique intricacies involved in the timely administration of government grants at both the recipient and Sub-recipient levels.

Traylor & Associates' success over the past 45 years is due in no small part to the emphasis we place on the coordination and communication between city staff, engineers, contractors, state and federal agencies and our staff. This commitment has led to achieving many noteworthy milestones on behalf of Texas communities as noted below.

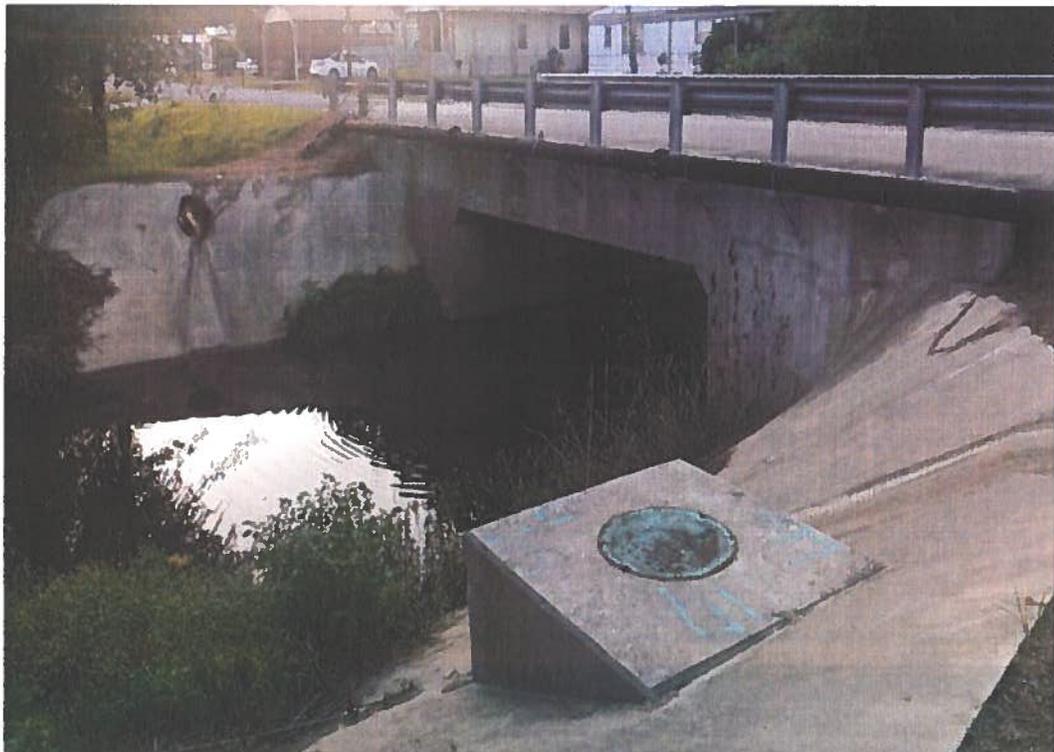
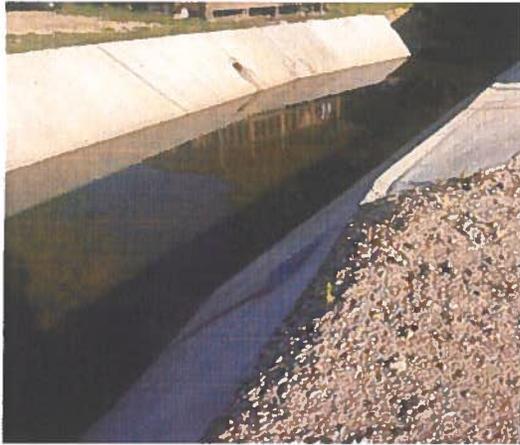
- **Reconstruction of the first homes to receive 2016 CDBG-DR assistance in Texas.**
- **The first Texas community to receive Hurricane Harvey CDBG-DR application approval.**
- **Successful coordination and utilization of CDBG-DR funding to leverage resources provided by other state and federal agencies.**

**We encourage you to contact any of our clients regarding these work performance factors:**

- **Timely submission of funding requests to funding agency**
- **Timely completion of projects**
- **Quality of work**
- **Level of monitoring findings/concerns and timely response to agency monitoring reports**
- **Ability to manage projects with budgetary constraints**

Our experience administering *flood and drainage projects spans decades*. 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*.

## Flood & Drainage



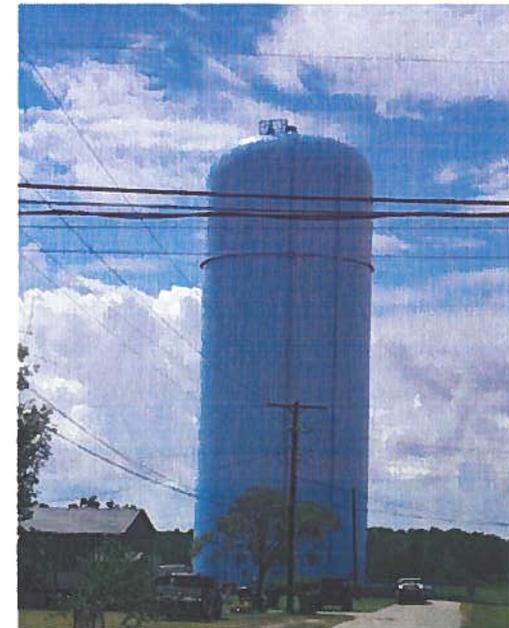
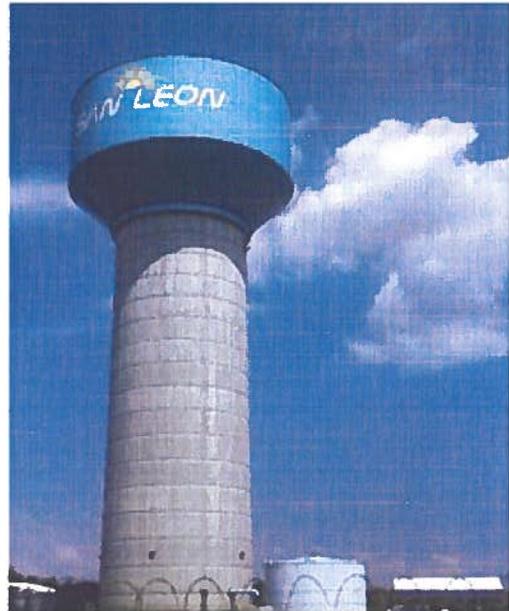
# Sewer Systems

At Traylor & Associates, we have supported our communities in their efforts to *improve wastewater treatment and collection systems for over 45 years*. Projects range from small yard line replacement projects to lift station and manhole replacement to construction of new WWTP facilities. No matter the size of the project, our team is here to help.



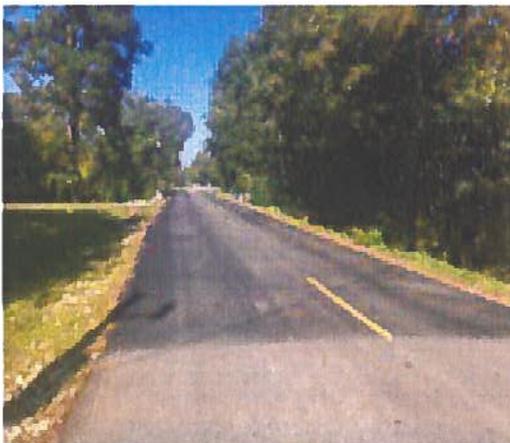
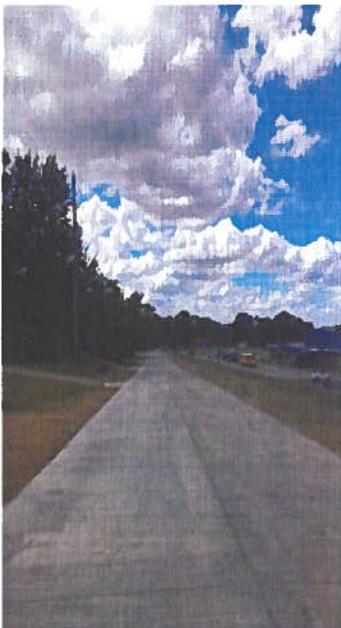
At Traylor & Associates, we understand the importance of providing a reliable and dependable water supply, *particularly during and after disaster events*. Our firm has assisted in securing funds to construct water storage tanks, replace undersized water lines, and install generators to ensure continuous operation.

## Water Systems



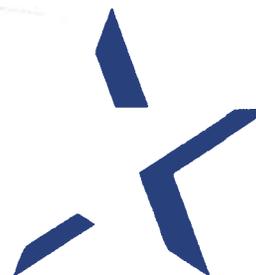
# Streets

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.





# Work Performance



## WORK PERFORMANCE

Traylor & Associates is the oldest grant management firm in the State of Texas. The firm has operated continuously since 1974, and successfully managed approximately **\$1 Billion** in federal and/or state-assisted projects for over **200** public-entity clients. Traylor & Associates assists in seeking, writing, and administering grant funds in an economically feasible and efficient manner to ensure the health, safety, and welfare of communities. The firm's experience and expertise are concentrated in, but not limited to:



### HAZARD MITIGATION

Hazard mitigation is any cost effective action taken to eliminate or reduce the long-term risk to life and property from natural or man-made hazards. Texas is prone to a variety of hazards that put all community assets at risk. These assets include buildings, roads, bridges, water and sewer lines, and last but not least, people. Traylor and Associates devotes time and energy into creating mitigation measures to protect people and structures, as well as, to minimize taxpayer costs of disaster response and recovery-ultimately creating safe places to live.

Hazard Mitigation Grants			
Client	Grant Name	Value	Description
City of Bridge City	HMGP	\$3,000,000.00	Flood and Drainage Improvements
City of West Orange	HMGP	\$ 904,471.51	Critical Infrastructure - Generators
City of Corsicana	HMGP	\$393,901.92	Home Buy-out , Demo



### DISASTER RELIEF/URGENT NEED

The firm administers funds to assist long-term recovery efforts and restore damaged infrastructure such as water and sewer facilities, streets, flood, and drainage facilities and occasionally housing. Since 2010, our office has administered sixty-eight Disaster Recovery contracts totaling approximately **\$152 Million** in grant funds. The firm also prepared over 200 Environmental Review Records for the Hurricane Ike Disaster Recovery Program.

Disaster Relief / Urgent Need Grants			
Client	Grant Name	Value	Description
Galveston County	CDBG-DR	\$31,558,000.00	Water, Sewer, Street and Flood and Drainage Improvements, Installation of Generators, and Specially Authorized Public Facilities
Newton County	CDBG-DR	\$ 9,810,187.00	Street Improvements
City of Port Arthur	CDBG-DR	\$10,301,777.00	Water, Sewer, Street, Flood and Drainage Improvements and Demolition
City of Rose City	CDBG - DR	\$1,591,500.00	Construction Expenses
Smith County	TDEM-CRF	\$1,541,678.00	Coronavirus Relief
City of Waskom	TDEM-CRF	\$124,985.52	Coronavirus Relief



## 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 Grants			
Client	Grant Name	Value	Description
City of Center	TxCDBG	\$350,000.00	Solar Power System Installation
City of Crockett	TxCDBG	\$150,000.00	Equipment Services and Construction
City of Kirbyville	TxCDBG	\$350,000.00	Neighborhood Facilities



## HOUSING

Traylor & Associates has knowledge and experience in programs operated by the United States 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 ranging from comprehensive neighborhood revitalization, housing rehabilitation, and slum prevention projects. The firm has developed and managed HUD/CDBG/HOME funded housing rehabilitation programs in approximately seventy (70) different non-entitlement jurisdictions that resulted in the collective rehabilitation or reconstruction of over **4,050 single-family dwelling units at a cost of \$57 Million.**

Housing Grants			
Client	Grant Name	Value	Description
City of Center	HOME-HRA	\$ 413,600.00	Housing Reconstruction
City of Eastland	HOME-HRA	\$ 307,800.00	Housing Reconstruction
Newton County	CDBG-DR	\$18,035,447.00	Homeowner Assistance, Buy-out and Demolition
City of Ore City	HOME-RSP	\$ 97,000.00	Housing Rehabilitation
City of Troup	HOME-HRA	\$ 206,800.00	Housing Reconstruction



## 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 Grants			
Client	Grant Name	Value	Description
City of Alto	TxCDBG	\$ 275,000.00	Sewer Improvements
City of Mount Vernon	TxCDBG	\$ 275,000.00	Water Improvements
City of Pittsburg	TxCDBG	\$ 275,000.00	Water Improvements
City of Teague	TxCDBG	\$ 300,000.00	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. In an attempt to diversify its local economy, incentives are needed to be competitive with other communities. On the flip side of the equation, business retention and expansion is also vital to the economic wellbeing of a community. Traylor & Associates assists communities in identifying grant funding that will accomplish three overall economic development goals:

1. Create and retain jobs
2. Provide the necessary infrastructure or expansion tools to improve the local economy
3. Generate real estate improvement

Economic Development Grants			
Client	Grant Name	Value	Description
City of Ennis	TCF	\$ 1,000,000.00	Street Improvements (Buc-ee's)
Lamar University	CDBG-DR	\$11,000,000.00	Specially Authorized Public Facilities and Improvements and Public Services
Smith County	TCF	\$ 850,000.00	Water Improvements (Sanderson Farms)
City of West Orange	EDA	\$ 5,000,000.00	Wastewater Improvements (WWTP)

## REFERENCES

Project #1	
<b>Project Name:</b>	Coronavirus Relief Funding
<b>Project Location:</b>	Tyler, Texas
<b>Funding Agency:</b>	TDEM
<b>Services Provided:</b>	Management of \$5,915,195.00 for the City of Tyler during the 2020 Coronavirus Pandemic. Funds were used to support City personnel and emergency preparedness.
<b>Project Manager</b>	Mark Taylor, Senior VP
<b>Date of Completion or Project Status:</b>	Project Completed December 2020
<b>Project Completed on Time and on Budget:</b>	Project completed on time and within budget.
<b>Client Name and Contact Person</b>	City of Tyler Edward Broussard, City Manager 903-531-1250 <a href="mailto:ebroussard@tylertexas.com">ebroussard@tylertexas.com</a>
Project #2	
<b>Project Name:</b>	Coronavirus Relief Funding
<b>Project Location:</b>	Smith County, Texas
<b>Funding Agency:</b>	TDEM
<b>Services Provided:</b>	Managed funds in the amount of \$5,393,850.00 used for setting up a state of the art COVID – 19 testing facility and non-congregate housing for first responders. The funds were also used to reimburse salaries of the public safety workers for their actions to mitigate the spread of COVID-19 in the County.
<b>Project Manager</b>	Wesley Traylor, Capital Area Associate
<b>Date of Completion or Project Status:</b>	Project Completed December 2020
<b>Project Completed on Time and on Budget:</b>	Project completed on time and within budget.
<b>Client Name and Contact Person</b>	Smith County The Honorable, Judge Nathaniel Moran 903-590-4625 <a href="mailto:nmoran@smith-county.com">nmoran@smith-county.com</a>

## REFERENCES

Project #3	
<b>Project Name:</b>	Coronavirus Relief Funding
<b>Project Location:</b>	Waskom, Texas
<b>Funding Agency:</b>	TDEM
<b>Services Provided:</b>	Managed Coronavirus Relief Funds used for Public Health assistance including personal protective equipment. Funds were also used for payroll reimbursement of Public Health and Safety employees.
<b>Project Manager</b>	Melinda Smith, VP
<b>Date of Completion or Project Status:</b>	Project Completed December 2020
<b>Project Completed on Time and on Budget:</b>	Project completed on time and within budget.
<b>Client Name and Contact Person</b>	City of Waskom Tammy Lofton, City Secretary 903-687-3374 <a href="mailto:citysecretary@cityofwaskom.com">citysecretary@cityofwaskom.com</a>
Project #4	
<b>Project Name:</b>	Sewer Improvements
<b>Project Location:</b>	Vidor, Texas
<b>Funding Agency:</b>	TDA
<b>Services Provided:</b>	Installation of 110, 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.
<b>Project Manager</b>	Melinda Smith, VP
<b>Date of Completion or Project Status:</b>	Project Completed April 2020
<b>Project Completed on Time and on Budget:</b>	Project completed on time and within budget.
<b>Client Name and Contact Person</b>	City of Vidor Cheryl Ray, Finance Director 409-769-5473 <a href="mailto:cray@CityOfVidor.com">cray@CityOfVidor.com</a>

# Capacity to Perform



## CAPACITY TO PERFORM

Gary R. Traylor & Associates, Inc. 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 more than 45 years.

By mobilizing staff to grantee locations, Traylor & Associates can provide an unparalleled level of service and responsiveness to the needs of the City. Conference calls, on-line web meetings, public and private Share-point, and other secure FTP services are frequently used in the team coordination of field staff with office personnel, clients, engineering firms and agencies. 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.

### **Ability to Carry Out Scope of Work**

Traylor & Associates relies on current information 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 as well as contracted services.

### **Physical Resources**

Traylor & Associates maintains a corporate office in Tyler, Texas with satellite offices located in the Gulf Coast and Southeast Texas regions.

The firm is equipped with high-speed duplicating machines, multi-line telephone system, individual personal computer workstations, on-site reproduction capability, and presentation-quality enlargement equipment. The firm's professional employees are furnished with company-owned automobiles, mobile phones and audio and video conferencing capability.

### **Strength of Resources**

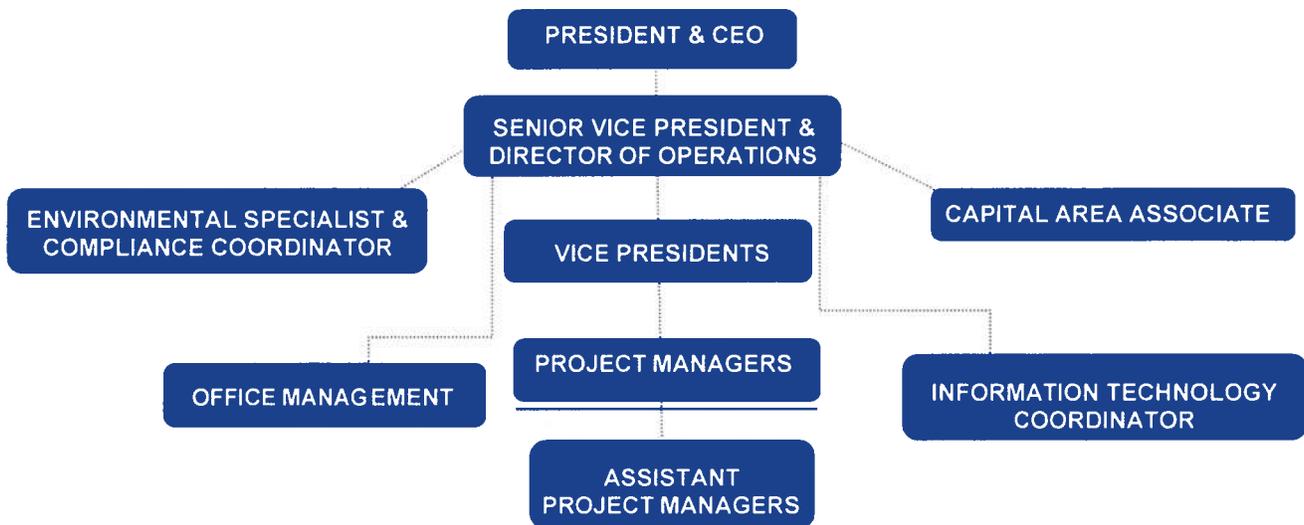
In addition to its experienced staff, the firm's capacity to perform the requested services is reinforced by its strong financial position and depth of physical resources.



## OUR TEAM

Our team is led by our President and our organizational structure is reflected in the chart below:

### Traylor & Associates Organizational Chart



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.

As program requirements vary, each grant opportunity will be assigned a team consisting of a Project Manager who will serve as the primary contact for the grant, an Assistant Project Manager who will support financial record keeping and maintenance of project records, an Environmental Compliance Coordinator, and a Labor Standards Specialist. While it is possible that more than one team would be assembled due to the complexity of applications and overlapping deadlines for submittal, a single Project Manager will oversee coordination between team members to ensure that there is no duplication of efforts, provide efficient communication and reduce the amount of time City staff must dedicate to distributing information to our team.

Traylor & Associates believes each project undertaken is of vital importance. The company's long and proven history shows that each team assembled will ensure accountability and success.

**Proposed Cost**



## COST PROPOSAL

Based on a projected allocation of **\$588,487.04**, our fee would be **\$28,500.00**.

# System for Award Management



**SAM Search Results**  
**List of records matching your search for :**

**Search Term : traylor & Associates\***  
**Record Status: Active**

<b>ENTITY</b>	TRAYLOR, GARY R & ASSOCIATES INC	Status: Active
DUNS: 130396385	+4:	CAGE Code: 6Q2T0 DoDAAC:
Expiration Date: 07/06/2021	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 201 CAMBRIDGE RD	City: TYLER	State/Province: TEXAS
ZIP Code: 75703-5256		Country: UNITED STATES

**SAM Search Results**  
**List of records matching your search for :**

**Search Term : gary\* r. traylor\***  
**Functional Area: Performance Information**  
**Record Status: Active, Inactive**

**No Search Results**

**Certificate of Insurance**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/02/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Linda & George Rowe State Farm Insurance Agencies 6616 S. Broadway Avenue Tyler, Texas 75703-3724	<b>CONTACT NAME:</b> Wanda M. Smith <b>PHONE (A/C, No., Ext):</b> 903-581-2820 <b>E-MAIL ADDRESS:</b> wanda@lindarowetyler.com	<b>FAX (A/C, No):</b> 903-581-2823
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Gary R. Traylor & Associates, Inc. P.O. Box 7035 Tyler, Texas 75711-7035	<b>INSURER A:</b> State Farm Fire and Casualty Company <b>NAIC #:</b> 25143	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD, WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER					EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COM/PROP AGG	\$
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$		93-PD-7938-1	03/06/2021	03/06/2022	EACH OCCURRENCE	\$ 2,000,000
						AGGREGATE	\$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	93-X049 4	03/06/2021	03/06/2022	PER STATUTE    OTH-ER
						E L EACH ACCIDENT	\$ 1,000,000
						E L DISEASE - EA EMPLOYEE	\$ 1,000,000
						E L DISEASE - POLICY LIMIT	\$ 1,000,000
	Business Office Policy		93-CT-R011-1	03/06/2021	03/06/2022	Location Bldg	200.300

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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**Form 1295**



# 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

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

Gary Traylor & Associates  
Tyler, TX United States

**Certificate Number:**  
2021-752636

**Date Filed:**  
05/14/2021

**Date Acknowledged:**

**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.**

2021 TDEM-ARP 01121  
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.**

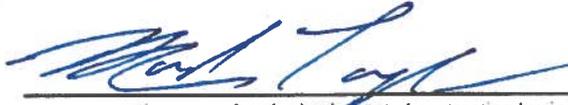
**6 UNSWORN DECLARATION**

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

My address is 201 Cambridge Rd Tyler TX 75703 Smith  
(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 14 day of May, 2021.  
(month) (year)

  
Signature of authorized agent of contracting business entity  
(Declarant)

**Form CIQ**



**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.  
 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

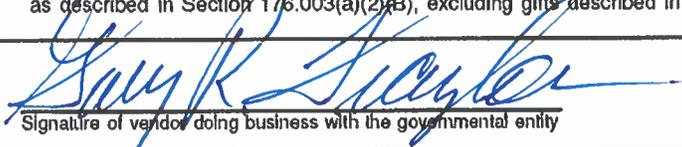
**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business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

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.  
 N/A

**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      Date  
 May 25, 2021

**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

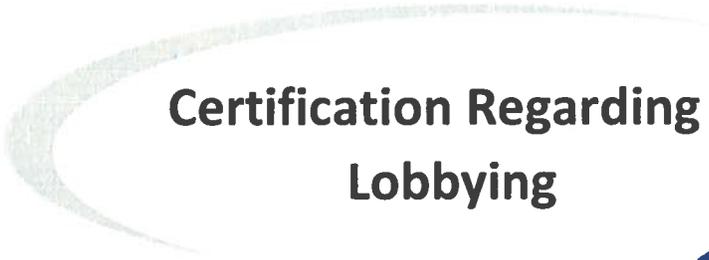
(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(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**



**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:

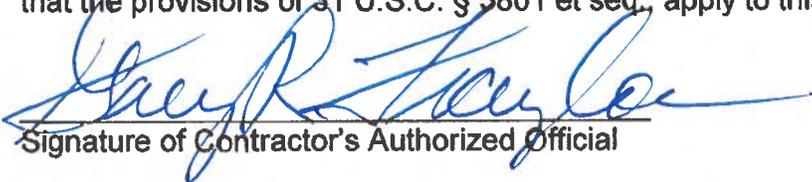
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection 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 subrecipients 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, Traylor & Associates, 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

Gary R. Traylor, President  
Printed Name and Title of Contractor's Authorized Official

May 25, 2021  
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 agency name, if known. For example, 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.

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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  
0348-0046

### Disclosure of Lobbying Activities

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

<b>Type of Federal Action:</b> a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>Status of Federal Action:</b> _____ a. bid/offer/application b. initial award c. post-award	<b>Report Type:</b> _____ a. initial filing b. material change
<b>Name and Address of Reporting Entity:</b> _____ Prime _____ Subawardee Tier _____, if Known:  <b>Congressional District, if known:</b>	<b>If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  <b>Congressional District, if known:</b>	
<b>Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b>  \$	
<b>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</b>	<b>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</b>	
<b>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.</b>	<b>Signature:</b>  <b>Print Name:</b> Gary R. Traylor <b>Title:</b> President <b>Telephone No.:</b> 903-581-0500 <b>Date:</b> 5/25/2021	
<b>Federal Use Only</b>	<b>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</b>	

**Personnel**





# GARY TRAYLOR

PRESIDENT

## PROFILE

Gary R. Traylor is President and CEO of Gary R. Traylor & Associates Inc. His 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

PHONE:  
903-581-0500

WEBSITE:  
[www.grtraylor.com](http://www.grtraylor.com)

EMAIL:  
[Gary.traylor@grtraylor.com](mailto:Gary.traylor@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- 45 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

## 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 Ike.

### 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, including USACE permitting.

## EDUCATION/LICENSES/TRAINING

- Bachelor of Science, Political Science  
University of Texas - Tyler
- Certified Administrator  
Texas Department of Agriculture (1977 - Present)
- Local Government Project Procedures (LGPP) Certification  
Texas Department of Transportation (2012 - Present)
- TDA Application and Implementation Workshops, 1983-2019
- HUD, GLO, and TDA Environmental Workshops, 198-2019



# MARK TAYLOR

SR. VICE PRESIDENT  
DIRECTOR OF  
OPERATIONS

## 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 18 years.

## CONTACT

PHONE:  
903-581-0500 x223

WEBSITE:  
[www.grtraylor.com](http://www.grtraylor.com)

EMAIL:  
[Mark.taylor@grtraylor.com](mailto:Mark.taylor@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- 18 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 (RML0# 410446)
- Texas Department of Agriculture (2002 – Present)
- Texas Department of Transportation (2012 – Present)
- TDA Application and Implementation Workshops, 2002-2019
- HUD, GLO, TDHCA and TDA Environmental Workshops, 2011-2019

# CERTIFICATE OF Training Completion

The undersigned hereby certifies that:

1. The undersigned attended and completed HUD OIG CDBG-DR Fraud Training on FEBRUARY 28, 2020 at AUSTIN as an authorized agent, representative, official and/or employee of and on behalf of TRAYLOR & ASSOCIATES, a grantee/subgrantee/contractor.
2. The training reviewed the requirements of the applicable *Federal Register* Notice of Funds Available ("NOFA") allocating CDBG-DR funds and that the grantee/subgrantee/contractor must adhere to the controls, standards, processes, corrective actions, and procedures it describes together with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, as well as all other applicable Federal, state and local laws, regulations, and policies governing the CDBG-DR funds provided; common audit findings and weaknesses; anti-fraud deterrence measures; and common fraud schemes.
3. The undersigned has the authority to make this certification, individually and on behalf of the grantee/subgrantee/contractor;
4. The undersigned understands providing false or misleading information during any part of the proposal, award, or performance phase of a HUD contract or grant may result in criminal, civil or administrative sanctions, including but not limited to: fines, restitution, and/or imprisonment under 18 USC 1001; treble damages and civil penalties under the False Claims Act, 31 USC 3729 et seq.; double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 USC 3801 et seq.; civil recovery of award funds; suspension and/or debarment from all federal procurement and non-procurement transactions, FAR Part 9.4 or 2 CFR Part 180; and other administrative remedies including termination of active HUD grant and contracts.

MARK A TAYLOR

Attendee Printed Name

Signature

Date

Jana R. Gore

Verified by:

5-14-2020

Date Verified:

2/28/2020





# WANDA VANCE

VICE PRESIDENT  
PROJECT MANAGER

## 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

PHONE:  
903-581-0500 x224

WEBSITE:  
[www.grtraylor.com](http://www.grtraylor.com)

EMAIL:  
[Wanda.vance@grtraylor.com](mailto:Wanda.vance@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- 16 years' experience administering HUD-funded grants
- 15 years' construction management experience

### Areas of Expertise

- CDBG-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 (TDA) 2004-Present
- TDA Application and Implementation Workshops (2004-2019)
- HUD Environmental Workshop
- Homeland Security Capacity Bldg. & Source Water Protection
- Career Track Marketing & Management



# MELINDA SMITH

VICE PRESIDENT  
PROJECT MANAGER

## 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

PHONE:  
903-581-0500 x219

WEBSITE:  
[www.grtraylor.com](http://www.grtraylor.com)

EMAIL:  
[Melinda.smith@grtraylor.com](mailto:Melinda.smith@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- 9 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

## 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 Department of Agriculture. 2011 - Present
- Local Government Project Procedures (LGPP) Certification  
Texas Department of Transportation, 2012 - Present
- TDA Application and Implementation Workshops, 2011-2019
- HUD Fraud and Waste Prevention Training (2020)

# CERTIFICATE OF Training Completion

The undersigned hereby certifies that:

1. The undersigned attended and completed HUD OIG CDBG-DR Fraud Training on February 28, 2020 at Austin, TX as an authorized agent, representative, official and/or employee of and on behalf of Traylor Associates, Inc., a grantee/subgrantee/contractor.
2. The training reviewed the requirements of the applicable *Federal Register* Notice of Funds Available ("NOFA") allocating CDBG-DR funds and that the grantee/subgrantee/contractor must adhere to the controls, standards, processes, corrective actions, and procedures it describes together with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, as well as all other applicable Federal, state and local laws, regulations, and policies governing the CDBG-DR funds provided; common audit findings and weaknesses; anti-fraud deterrence measures; and common fraud schemes.
3. The undersigned has the authority to make this certification, individually and on behalf of the grantee/subgrantee/contractor;
4. The undersigned understands providing false or misleading information during any part of the proposal, award, or performance phase of a HUD contract or grant may result in criminal, civil or administrative sanctions, including but not limited to: fines, restitution, and/or imprisonment under 18 USC 1001; treble damages and civil penalties under the False Claims Act, 31 USC 3729 et seq.; double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 USC 3801 et seq.; civil recovery of award funds; suspension and/or debarment from all federal procurement and non-procurement transactions, FAR Part 9.4 or 2 CFR Part 180; and other administrative remedies including termination of active HUD grant and contracts.

Melinda Smith  
Attendee Printed Name

Signature

Date

Melinda Smith

2/28/2020

Jana R. Gore

5-19-2020

Date Verified:

Verified by:





# WESLEY TRAYLOR

CAPITAL AREA ASSOCIATE

## 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

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903-581-0500 x226

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[Wesley.traylor@grtraylor.com](mailto:Wesley.traylor@grtraylor.com)

## 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 Department of Agriculture (2013 - Present)
- Local Government Project Procedures (LGPP) Certification  
Texas Department of Transportation (2018 - Present)
- TDA Application and Implementation Workshops, 2013-2019
- HUD, GLO, and TDA Environmental Workshops, 2013-2019

# CERTIFICATE OF Training Completion

The undersigned hereby certifies that:

1. The undersigned attended and completed HUD OIG CDBG-DR Fraud Training on 2-28-2020 at Austin, TX as an authorized agent, representative, official and/or employee of and on behalf of \_\_\_\_\_, a grantee/subgrantee/contractor.
2. The training reviewed the requirements of the applicable *Federal Register* Notice of Funds Available ("NOFA") allocating CDBG-DR funds and that the grantee/subgrantee/contractor must adhere to the controls, standards, processes, corrective actions, and procedures it describes together with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, as well as all other applicable Federal, state and local laws, regulations, and policies governing the CDBG-DR funds provided; common audit findings and weaknesses; anti-fraud deterrence measures; and common fraud schemes.
3. The undersigned has the authority to make this certification, individually and on behalf of the grantee/subgrantee/contractor;
4. The undersigned understands providing false or misleading information during any part of the proposal, award, or performance phase of a HUD contract or grant may result in criminal, civil or administrative sanctions, including but not limited to: fines, restitution, and/or imprisonment under 18 USC 1001; treble damages and civil penalties under the False Claims Act, 31 USC 3729 et seq.; double damages and civil penalties under the Program Fraud Civil Remedies Act, 31 USC 3801 et seq.; civil recovery of award funds; suspension and/or debarment from all federal procurement and non-procurement transactions, FAR Part 9.4 or 2 CFR Part 180; and other administrative remedies including termination of active HUD grant and contracts.

Wesley Taylor  
Attendee Printed Name

Wesley Taylor  
Signature

2-28-20  
Date

Shirley R. Gore  
Verified by:

5-19-2020  
Date Verified:





# KARI BETH SMITH

ENVIRONMENTAL  
SPECIALIST/  
COMPLIANCE  
COORDINATOR

## 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

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[karibeth.smith@grtraylor.com](mailto:karibeth.smith@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- 20 years' CDBG project assistance and processing Environmental Review Records

### Areas of Expertise

- Preparation and processing of NEPA and 24 CFR 58 compliant Environmental Reviews
- Coordination of application and contract preparation
- Compliance with Civil Rights and Section 3 Requirements

## 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

Division for Enterprise Development  
**Public Works Institute**

certifies that

**Kari Beth Smith**

has successfully completed

**Local Government Project Procedures Qualification  
#80386**

VIR, TX  
September 30 - October 1, 2020  
Training Hours: 12.00  
CEUs: 1.200

Certificate expires 3 years after  
the completion of the class.



  
Ernesto Carrizal -Instructor

  
Bryan Sims, Executive Director



# LINDA ATKINSON- PETTEE

## CONTRACT COMPLIANCE SPECIALIST

### 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

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[linda.ap@grtraylor.com](mailto:linda.ap@grtraylor.com)

## 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

## 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 Department of Agriculture, 2021 – Present
- Local Government Project Procedures (LGPP) Certification  
Texas Department of Transportation, 2021 – Present
- FEMA & GLO Procurement Training, 2020 - Present



# CHRISTEL KIKER

Administrative  
Assistant

## 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

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[Christel.Kiker@grtraylor.com](mailto:Christel.Kiker@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- 7 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

## 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



# KRISTI DAVIS

ADMINISTRATIVE  
ASSISTANT

## PROFILE

Kristi joined Traylor & Associates in December 2018 as an Administrative Assistant. She has worked closely with government staff to develop projects funded through multiple agencies. Mrs. Davis was instrumental in researching information and creating the format used for the first Community Wildfire Protection Plan in East Texas. Kristi also has experience in Floodplain Management.

## CONTACT

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903-379-2019

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[Kristi.davis@grtraylor.com](mailto:Kristi.davis@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- 9 years' direct grant-related experience
- 15 years of financial and supervisory experience

### Areas of Expertise

- Disaster Recovery Funding, including CDBG-DR and HMGP
- Housing Inspections
- Application Intake and Processing

## WORK EXPERIENCE

### 2016 Flood Allocation CDBG-DR - Housing Newton County, Texas

\$18,035,447.00 (December 2018 – Present)

Responsible for application intake, inspections, ensuring compliance with CDBG requirements, and maintaining accurate project records for housing reconstruction and rehabilitation grant funded through the General Land Office. Serve as liaison between property owners and County while ensuring integrity and security of personal data and income information.

### DR-4332 HMGP

Orange County, Texas

\$2,092,517 (May 2020 – Present)

Assist in application intake and determinations of eligibility for the acquisition of repetitive loss properties.

### DR-4332 HMGP

Newton County, Texas

\$741,348 (December 2018 – Present)

Coordinate with precinct commissioners, engineers and TDEM to provide administration services for the elevation and hardening of roads throughout the County.

## EDUCATION/LICENSES/TRAINING

- Certified Administrator  
Texas Department of Agriculture (2019 – Present)
- TDA Application and Implementation Workshops, 2019
- Floodplain Management Training (FEMA/TDEM)



# 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

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[Keith.Tijerina@grtraylor.com](mailto: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