

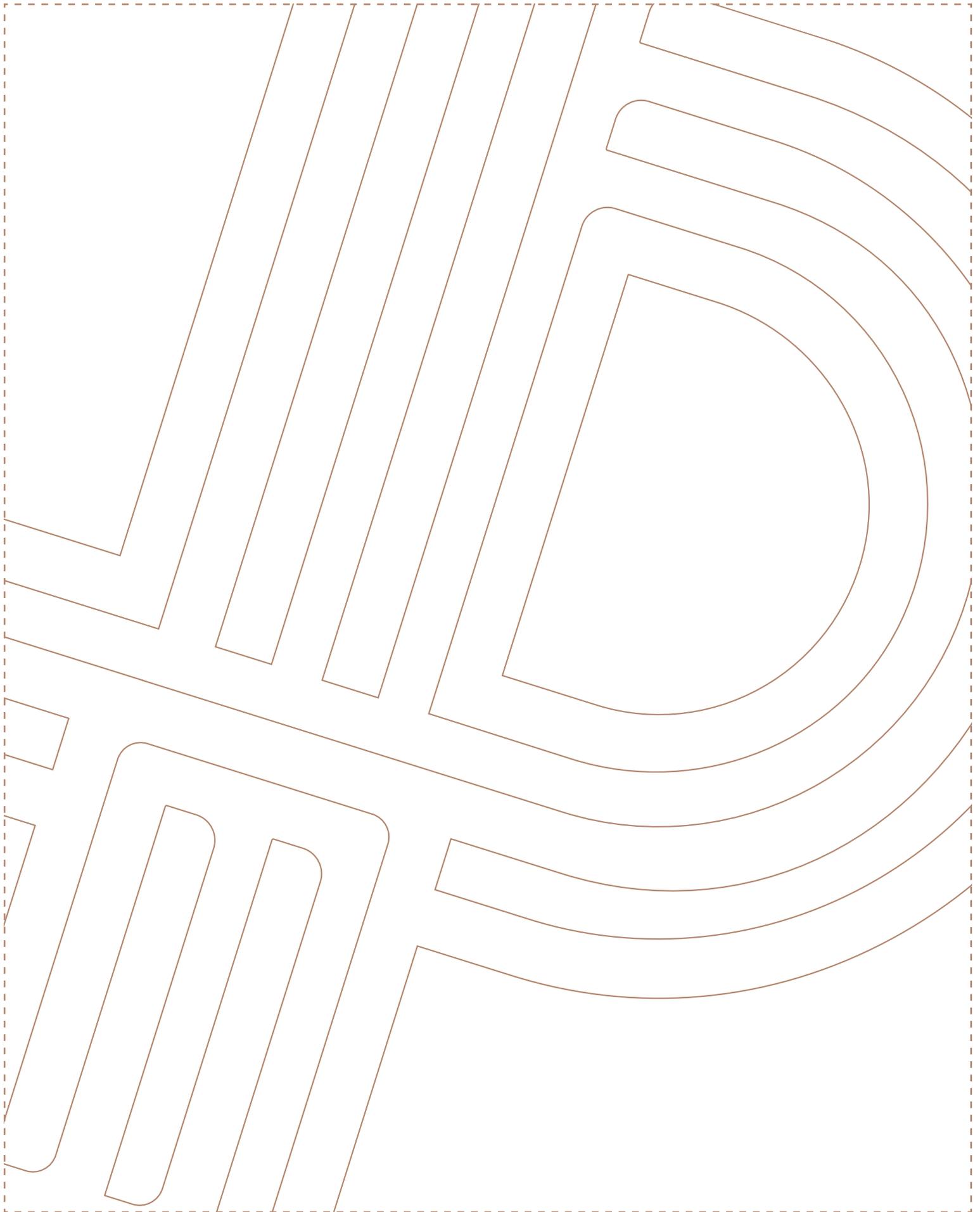
WORKING TO BUILD VIBRANT AND SUSTAINABLE COMMUNITIES.
COMMITTED TO IMPACTFUL SOLUTIONS.
DRIVEN TO MAKE A DIFFERENCE.



**PROPOSAL:
CITY OF GLEN ROSE**

**PROGRAM DESIGN &
ADMINISTRATIVE SERVICES**

**AMERICAN RESCUE PLAN
CORONAVIRUS LOCAL FISCAL RECOVERY FUND**



May 25, 2021

Honorable Julia Douglas
Mayor
City of Glen Rose
201 Vernon Street
Glen Rose, Texas 76043

RE: City of Glen Rose Professional Administration Services American Rescue Plan (ARP) Act of
2021 Coronavirus Local Fiscal Recovery Fund Request for Proposal (RFP)

Dear Mayor Douglas:

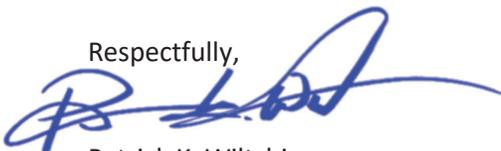
We are excited for the opportunity to submit this proposal to the City of Glen Rose for Administration Services associated with the American Rescue Plan. We have assembled a highly qualified team that will be dedicated to identifying, designing, and implementing this funding opportunity for the City.

To date, Public Management, Inc. has guided its clients to over **\$540 million** in community development, economic development, disaster recovery, and planning initiative funding which span multiple state and federal funding sources. ***Since 2019, Public Management, Inc. has assisted the City of Glen Rose in addressing a variety of needs and has secured \$500,000 during that time.*** All projects previously administered by Public Management, Inc. were successfully closed-out on time and within budget.

Our extensive knowledge of the regulations and procedures of federal programs makes us well-equipped to assist the City with both day-to-day program management as well as high level policy issues. The Public Management, Inc. team has implemented state and federal programs throughout the region for nearly forty years. Strategically located in your region, our Team will be able to effectively and efficiently assist all coordination related to this funding.

As President and CEO for Public Management, Inc., I have full authorization to commit the necessary staff resources to ensure that these services meet the City's standards. Additionally, I will certify our proposed costs of services as, detailed in Section V & VI of the included Administrative Services contract (See Contract Tab), for period of ninety (90) days and will acknowledge the terms and conditions resulting in an awarded contract. We look forward to working on this much needed project!

Respectfully,



Patrick K. Wiltshire
President and CEO

INTRODUCTION

“Public Management, Inc. has been an excellent partner for Chambers County for more than a decade. Their team offers a wealth of knowledge and does an excellent job of guiding our County through the grant application, administration, and auditing process. They are always accessible and answer every question that we have. We are looking forward to continuing to work with Public Management, Inc. in the future.”

- Chambers County

INTRODUCTION

Public Management, Inc. is more than a consultant. We do more than grant management and offer much more than typical planning services. We help communities, big and small, in the pursuit of prosperity.

CHAMPIONS FOR TEXAS TOWNS

Public Management, Inc. was founded to help Texas communities navigate the challenges faced when pursuing prosperity for their cities and towns. We empower our clients to grow and improve the quality of life for their residents through sound planning, financing, and management initiatives. We believe in the potential of every Texas city and town and exist to build vibrant and sustainable communities.

Established in 1982, Public Management, Inc. is an employee-owned, private consulting firm operating in the state of Texas. The corporation is a closely held organization managed by the following partners:



PATRICK K. WILTSHIRE

President



NICHOLAS HOUSTON

Vice President



KENNETH J. COIGNET

Vice President



JAKE MCADAMS

Vice President

For over 30 years, Public Management, Inc. has assisted many political subdivisions in the state of Texas who find themselves in need of professional planning, management or financial services. These institutions either do not have the qualified staff to administer a special project or they have qualified staff that does not have the time to devote to a special project or issue. Public Management, Inc. seeks to fill that void with a small team of expert individuals and support services.

Public Management, Inc. provides a high level, hands on, responsive approach to meeting the needs of the client. With a staff of highly qualified employees, Public Management, Inc. is uniquely positioned to scale operations to the needs of the client. As a small firm of reliable experts with nimble capabilities, Public Management, Inc. focuses our collective expertise on accomplishing the objectives of the client.

INTRODUCTION

DECADES OF EXPERIENCE

Public Management, Inc. has been committed to aiding Texans since 1982. Our team collectively has decades of experience managing over 1,000 projects for more than 220 cities and towns across the state. With client funding ranging from \$10,000 to \$60 million, our people are equipped with the right tools and knowledge to ensure the successful follow through of a community's goals.

BY THE NUMBERS

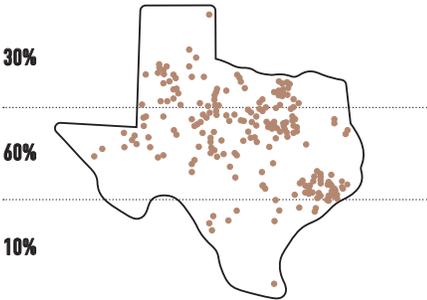
OVERVIEW

1982 - Present



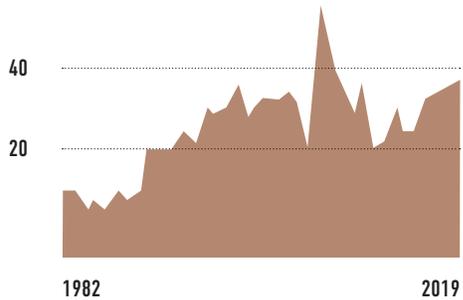
PROJECTS BY REGION

1982 - Present



COMMUNITIES IMPACTED

1982 - Present



CLIENT FUNDING

1982 - Present



Government Codes

Employer Identification Number: 76-0361938
Cage Code: 6QDN5
Duns Number: 945630507
NAICS: 541611

Litigation History

None

Financial Solvency

Public Management, Inc. has been in continuous operation for 38 years. The corporation maintains stringent fiscal policy with prudent budget operations. Public Management, Inc. has a healthy financial outlook with little to no debt.

Conflicts

None

INTRODUCTION

OFFICE LOCATIONS

Public Management, Inc. currently operates six office locations: three physical offices and three satellite offices.



HOUSTON, TX

Public Management, Inc. headquarters is located at 15355 Vantage Parkway West, Suite #108, Houston, Texas 77032. This office location serves the South and Southeast Texas region and is the main company office from which all corporate administration and support services originate.

GRANBURY, TX

The Granbury office services the Dallas-Fort Worth Metroplex and is located at 312 South Morgan St., Granbury, Texas 76048.

LUBBOCK, TX

The Lubbock office serves the West Texas region and is located at 8207 Hudson St., Suite C, Lubbock, Texas 79423.

SATELLITE OFFICES

ABILENE, TX

Abilene serves as the satellite office for the West Texas region.

MCKINNEY, TX

McKinney serves as the satellite office for the Dallas-Fort Worth region.

SAN ANTONIO, TX

San Antonio serves as the satellite office for the Houston and West Texas region.

PROPOSAL STRUCTURE

This proposal is organized in a fashion that should be clear and concise to the reviewers. Specifically, we have submitted the requested information in a manner that will highlight the vast experience and history of Public Management, Inc. The Introduction section will provide the overall impact that Public Management, Inc. has had on its clients around the state. The Scope of Work section details our specific project approach and methodology for this RFP, as well as provides a description of the services that will be conducted. The Experience section lists all relative projects that have been managed by Public Management, Inc. The References section provides specific contacts of clients that Public Management, Inc. is working with or has completed work for. The Team section highlights the individuals with Public Management, Inc. that will be assigned to this contract. The Contract section provides a proposed Allocation Administration and Management Services contract with all associated contract inclusions as well as proposed cost. Within the Required Forms section all pertinent RFP submittals will be located.

SCOPE OF WORK

“The City of Baytown has successfully worked with Public Management, Inc. over 10 years. Public Management has assisted with obtaining new funding sources, managing the complicated grant funding for infrastructure projects, and monitoring all disaster funding for Baytown. Their team is composed of consummate professionals and deliver excellent, knowledgeable customer service. They have been a great liaison with the county and state officials as they speak their language and have a crystal-clear understanding of the convoluted regulations.”

- City of Baytown

WE HELP COMMUNITIES IN PURSUIT OF PROSPERITY.

In addition to securing funds to help meet their goals, communities count on our team to plan, research, navigate and manage the entire process.

METHODOLOGY

The Team will immediately begin conducting needs assessment and project development meetings to familiarize all parties with the schedule of the American Rescue Plan, necessary documents, and procedural compliance. These meetings will set the stage for comprehensive understanding of the program and allow the Client to optimize their allocation.

The Team will maintain constant communication to ensure all parties are aware of the project status for successful program development. Once the program is developed and intended uses defined, the Team will evaluate and coordinate program activities in accordance with regulatory compliance measures issued by the United States Department of Treasury.

Upon successful program development, the Team will work with the appropriate personnel and stakeholders to ensure that all review and approval requirements are met so that program implementation is successful. The Team will utilize a project management system to track projects from application development to contract closeout. This system will ensure accountability, efficiency, and effectiveness.



PLANNING

Did you know you can often get financial assistance for short- and long-term strategic planning? We have the relationships and the resources to help you start preparing for the future today.



ECONOMIC DEVELOPMENT

Through federal and state programs, we can help you obtain the funding you need to build infrastructure, attract businesses, and create jobs in your community.



COMMUNITY DEVELOPMENT

We can show you what's available from state or federal sources, so you can see what's possible in your community.



PROGRAM DESIGN SERVICES

Let's start at the beginning, when your project is little more than a "What if?" Working together, we help your community define what's important and look ahead to what's next.

Program Design

The Team will develop the program and assess needs as directed by the Client to leverage funding adherent to the state and federal guidelines. The Team will coordinate all activities with regard to the intended uses and anticipated outcomes.

1. SCHEDULE DEVELOPMENT

Evaluate funding requirements and develop a timeline. Focus will be given to major development milestones with required deliverables.

2. PROGRAM REVIEW

Present program details and compliance requirements. Cover anticipated outcomes requirements and critical document development.

3. MEETING COORDINATION

Facilitate meetings (stakeholders, engineer, staff, etc.) to ensure program and schedule compliance.

4. CITIZEN PARTICIPATION

Coordinate public meetings and outreach efforts as necessary to create and implement the program. In some cases, this may include the development of appropriate citizen participation plans.

5. PROJECT DEVELOPMENT

Work with the engineer and staff to identify and prioritize needs. Develop an action plan to address these needs and implement the community needs assessment strategy.

6. BENEFICIARY REVIEW

Assess project impact area to determine appropriate beneficiary methodology. Review data to determine applicability and advise on the necessity of project area.

7. PRELIMINARY ENVIRONMENTAL REVIEW

Conduct environmental impact analysis to determine project effects in flood prone regions, wetlands, as well as endangered species.

8. MAPPING

Generate quality maps which depict the project and benefit area. Maps will be used to detail project location as well as environmental impact.

9. PROGRAM DESIGN & NEEDS IDENTIFICATION

Compile finalized program material, including approved budget and project impact detail, and prepare for coordination. Complete electronic records will be maintained for reference.



ADMINISTRATIVE SERVICES

A little help and guidance can go a long way toward building your community. Whether it's for three months or 30 years, we'll show up, step up, and go to work as an extension of your team.

1. ADMINISTRATIVE DUTIES

The Team will coordinate all program elements to effectuate successful project development. This includes stakeholder meetings to determine goals/objectives, reporting and project progress dissemination, as well as the overall contract maintenance. The development of clear communication between the Client and any other appropriate service providers will allow the Team to act as the liaison in all matters concerning the project.

2. RECORD KEEPING

The Team will assist the client with developing and maintaining all records generated by the program. This includes all records required by the funding agency and the Client (i.e. program management records) in both physical and digital formats.

3. FINANCIAL MANAGEMENT

The Team will assist with the development and maintenance of the contract ledger, general journal, cash receipts and all other necessary financial documents. Additionally, the Team will document payment requests in line with contract milestones, as well as monitor the Client's financial system.

4. CONSTRUCTION MANAGEMENT

The Team will coordinate and supervise the project to ensure designated activities are realizing the intended outcomes as stated in contract documents. This includes on-site visitations, document control and scope realignment, and project meetings.

5. REAL PROPERTY ACQUISITION (AS APPLICABLE):

The Team will assist with preliminary acquisition assessment as well as the development and/or coordination of acquisition of real property. This includes following appropriate federal regulations as detailed by the Uniform Relocation Act. This includes administrative coordination of parcel selection, value determination, and outreach/correspondence.

6. ENVIRONMENTAL SERVICES

The Team will prepare all documents and correspondence for environmental review and clearance as well as maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed. This project element will abide by the National Environmental Policy Act (NEPA) or any other Federal, State or local regulation as applicable. On-site visits and appropriate consultation will be conducted to ensure project compliance.

7. CIVIL RIGHTS REQUIREMENTS

The Team will structure the program so that all procurement procedures, contracts, and polices will be in accordance with state and federal regulations associated thereto. This includes processes that ensure the Client and its contractors make affirmative efforts to employ Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises.

8. PROCUREMENT/BIDDING/CONTRACTING:
The Team will advise on the implementation of appropriate procurement procedures to obtain professional and construction services necessary to complete the project(s). This includes ensuring compliance with Local Government Code Chapter 252 as well as 2 CFR 200.320.

9. LABOR STANDARDS MONITORING:
The Team will ensure that all labor standards laws and regulations are observed during the course of the project. The program will be structured so that all procurement procedures and contracts will meet equal opportunity requirements. This includes compliance with the Davis-Bacon Act, Fair Labor Standards Act, Contract Work Hours & Safety Standards Act, as well as other prevailing labor requirements.

10. FORCE ACCOUNT (AS APPLICABLE):
The Team will assist the Client in preparing force account documentation for the project and will consolidate this information for suitable presentation to the funding agency. Record development, review and maintenance will be coordinated to ensure project milestones are tracked and costs are reimbursed.

11. CONTRACT CLOSE-OUT ASSISTANCE:
The Team will develop and maintain all necessary reports required by the funding agency to close out the project. This includes conducting final project inspections, evaluating contract completion documents, and coordinating stakeholder review. Lastly, the Team will work with the Client in preparing the annual audits and necessary actions to ensure the project reaches the "Administratively Closed" status.

PROJECT APPROACH

The Team will utilize local and regional staff as the primary contacts to provide continuous, logistical, and technical support during the course of the project. The Team will work closely with state and federal agencies to ensure that all requirements are met and that the project remains on track. The Client will have access to the Team and our methodology ensures that the Client will be informed throughout the course of the project.

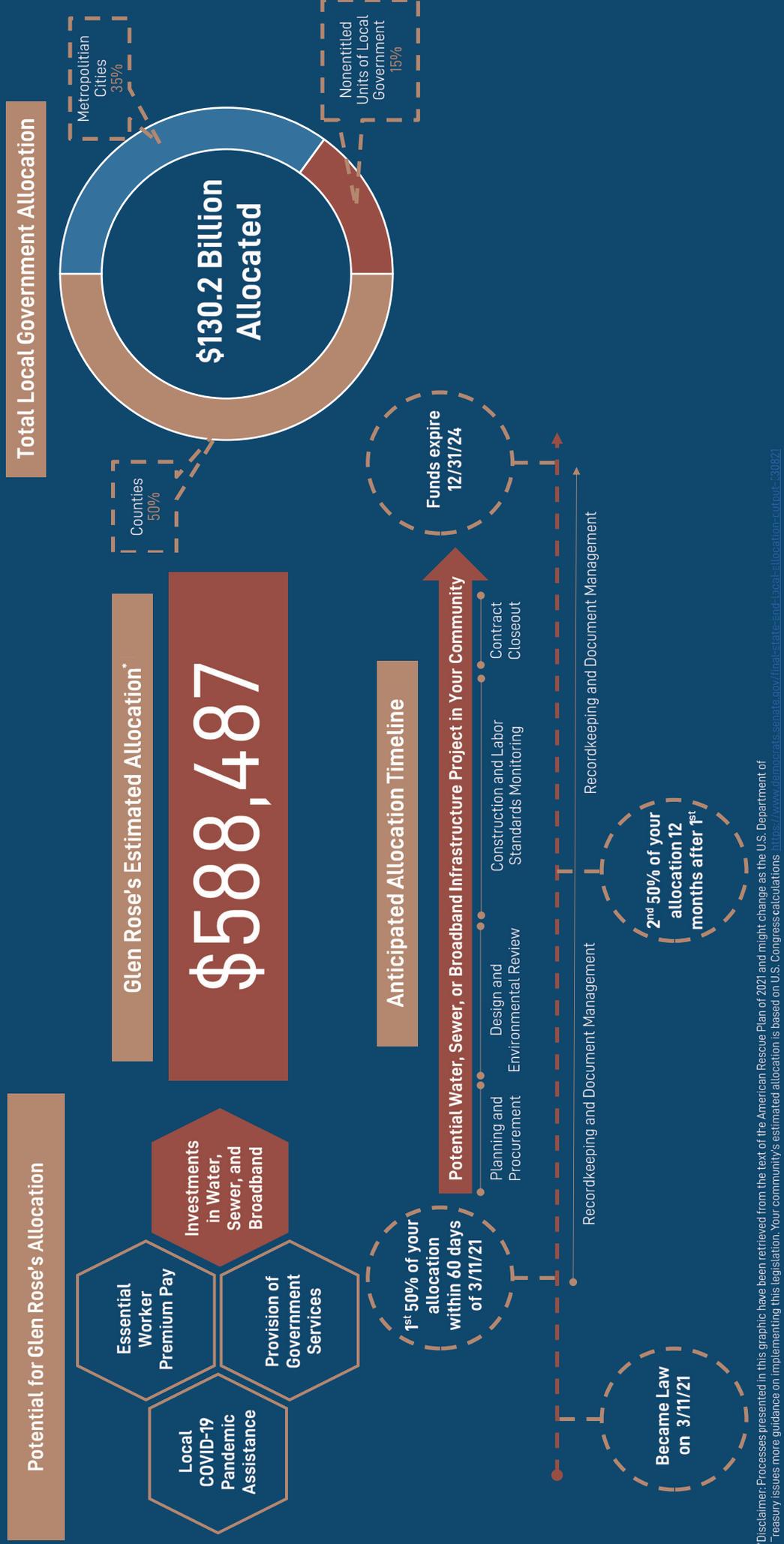
Our holistic approach to community needs provide the Client with a sufficient understanding of the challenges at hand as well as the resources available to address these needs. When funding is secured, the Team will then work to implement the program from award to successful closeout. The Team's primary focus will be to ensure that proposed project is achieving desired outcomes that will provide the greatest benefit to the community.

The following page details the Clients American Rescue Plan allocation and a typical project timeline from procurement and program design/ needs identification through contract award and closeout. Although project complexities, as well as other extenuating circumstances, may alter the schedule it is presented here for reference and an understanding of the overall process.

AMERICAN RESCUE PLAN OF 2021

Coronavirus Local Fiscal Recovery Fund

President Joe Biden signed the American Rescue Plan of 2021 into law on March 11, 2021. The legislation sends billions of dollars to state and local governments to supplement community efforts to address the COVID-19 Pandemic.



*Disclaimer: Processes presented in this graphic have been retrieved from the text of the American Rescue Plan of 2021 and might change as the U.S. Department of Treasury issues more guidance on implementing this legislation. Your community's estimated allocation is based on U.S. Congress calculations. <https://www.democrats.senate.gov/final-state-and-local-allocation-output-530821>

AMERICAN RESCUE PLAN OF 2021

Treasury Guidance and Important Dates

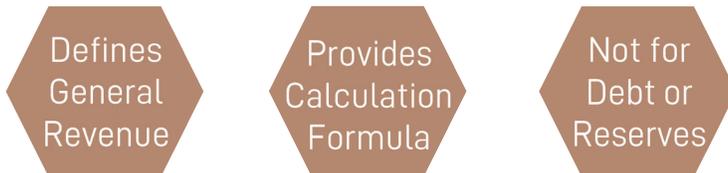
Local Pandemic Assistance



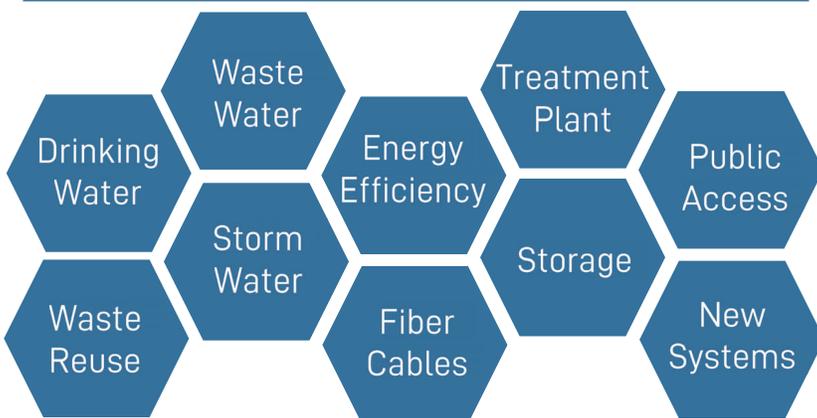
Essential Worker Premium Pay



Provision of Government Services



Water, Sewer, and Broadband



March 11, 2021

American Rescue Plan Act Became Law

~ May 10, 2021

First Tranche Payment to Counties, States, and Metropolitan Cities

~ June 10, 2021

First Tranche Payment From States to Non-entitlement Communities.

- States will lose portions of their allocation equal to any monies they withhold from local governments if they do not send out the money on time

~ May 10, 2022

Second Tranche Payment to Counties, States, and Metropolitan Cities

~ June 10, 2022

Second Tranche Payment From States to Non-entitlement Communities

December 31, 2024

Fund Obligation Deadline

The Treasury Department extended the fund performance period to support infrastructure projects

December 31, 2026

Performance Period Deadline

HOUSTON

15355 Vantage Pkwy W
Houston, TX 77032
T 281-592-0439

GRANBURY

312 S Morgan St
Granbury, TX 76048
T 682-205-1058

LUBBOCK

8207 Hudson St.
Lubbock, TX 79423
T 806-797-4299

MCKINNEY

5100 Eldorado Pkwy
McKinney, TX 75070
T 281-592-0439

SAN ANTONIO

P.O. Box 762648
San Antonio, TX 78245
T 281-592-0439

ABILENE

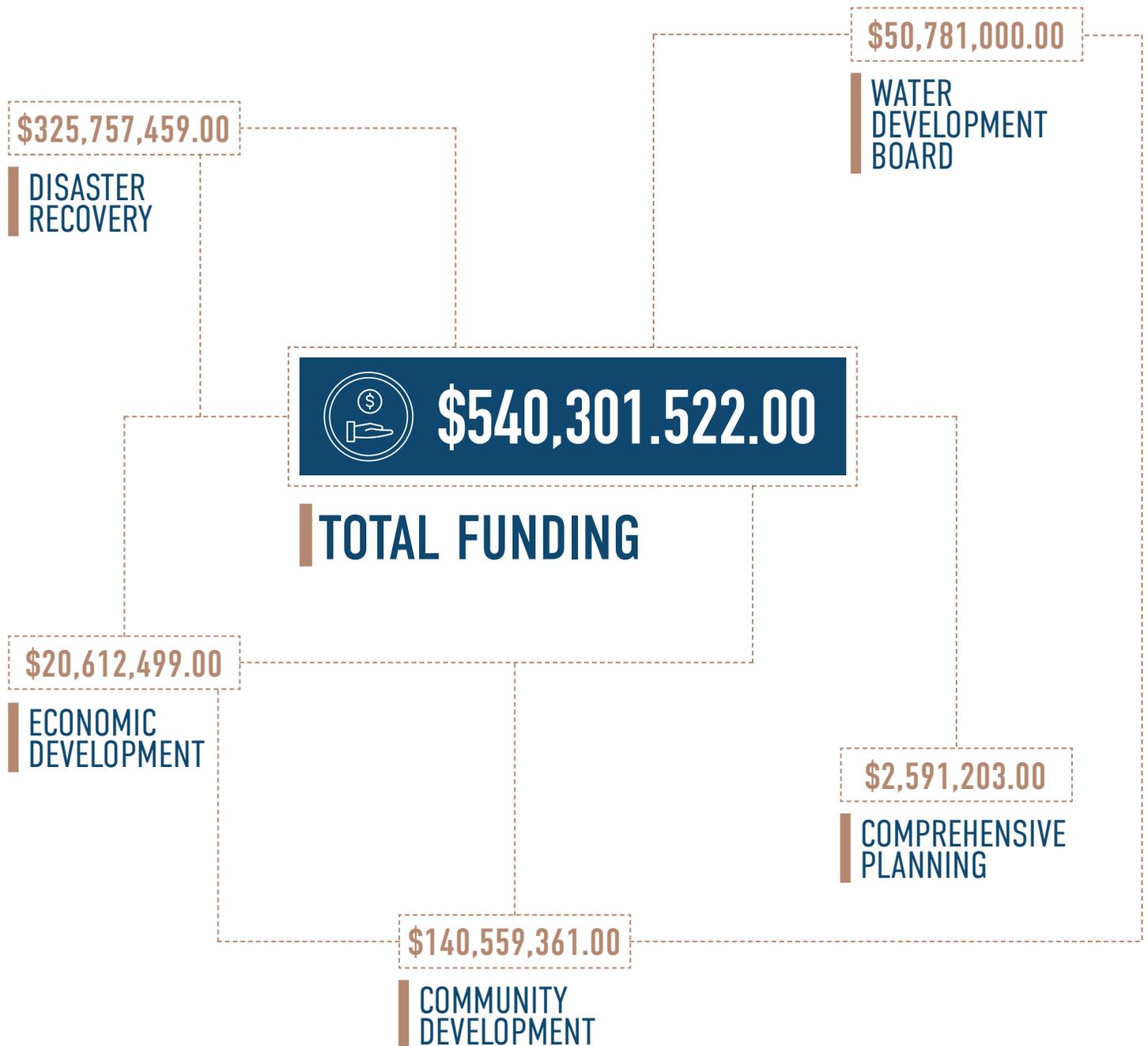
P.O. Box 4161
Abilene, TX 79608
T 281-592-0439

EXPERIENCE

"I highly recommend Public Management, Inc. services to any organization. We've worked with them for over two decades, and had a great experience. Their knowledge has enabled us to receive grants for utility lines in our low to moderate income areas multiple times, where there is a real need. The impact this has made on our community can't be put into words. The team at Public Management, Inc. is always professional, organized and highly experienced. We look forward to working with them on all our grant needs in the future."

- City of El Campo

EXPERIENCE SUMMARY



1982

PERFORMANCE PERIOD

PRESENT

EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	Total Funding
A	City of Albany	2000-2003	\$167,049.00	-	-	-	\$167,049.00
	City of Alma	2016-2019	-	\$750,000.00	\$21,855.00	-	\$771,855.00
	City of Ames	1994-Present	\$1,618,910.00	-	\$63,630.00	\$927,539.00	\$2,610,079.00
	City of Anahuac	1989-Present	\$2,500,000.00	\$395,000.00	\$58,955.00	\$7,336,453.00	\$29,140,408.00
	County of Andrews	1992-1995	\$64,796.25	-	-	-	\$64,796.25
	City of Aspermont	1998-2014	\$853,424.00	-	-	-	\$853,424.00
	City of Aubrey	2014-Present	\$275,000.00	\$450,000.00	-	-	\$725,000.00
	City of Ballinger	2013-Present	\$550,000.00	-	-	-	\$550,000.00
	City of Bartlett	2004-2006	-	-	\$37,350.00	-	\$37,350.00
	City of Baytown	2008-Present	-	-	-	\$37,948,932.00	\$37,948,932.00
	City of Beaumont	2006-Present	-	-	-	\$62,126,388.00	\$62,126,388.00
	City of Bells	2016-Present	\$275,000.00	-	-	-	\$275,000.00
B	City of Benjamin	1997-Present	\$501,488.00	-	-	-	\$501,488.00
	City of Bevil Oaks	2008-Present	-	-	-	\$3,260,292.00	\$3,260,292.00
	City of Blackwell	1998-2005	\$850,000.00	-	-	-	\$850,000.00
	City of Breckenridge	2014-Present	\$550,000.00	-	-	-	\$550,000.00
	City of Brenham	2002-Present	\$825,000.00	\$375,000.00	-	-	\$1,200,000.00
	City of Bridgeport	1988-1991	-	\$463,368.00	-	-	\$463,368.00
	City of Brookshire	1996-2015	\$950,000.00	-	\$63,013.00	-	\$1,013,013.00
	City of Brownwood	2019-Present	-	\$350,000.00	-	-	\$350,000.00
	City of Caddo Mills	2015-Present	\$1,050,000.00	-	-	-	\$1,050,000.00
	City of Campbell	2012-Present	\$1,050,000.00	-	-	-	\$1,050,000.00
	City of Celeste	2012-Present	\$512,000.00	-	\$32,565.00	-	\$544,565.00
	City of Celina	1991-2018	\$1,926,048.00	\$589,000.00	\$37,100.00	-	\$2,552,148.00
C	County of Chambers	1991-Present	\$1,400,000.00	\$750,000.00	-	\$54,008,251.00	\$56,158,251.00

EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	Total Funding
C	City of Clarendon	1985-2002	\$1,199,758.00	-	-	-	\$1,199,758.00
	City of Clear Lake Shores	2008-2014	-	-	-	\$1,971,231.00	\$1,971,231.00
	City of Cleveland	1983-Present	\$3,435,805.00	\$2,199,000.00	\$97,400.00	\$4,210,000.00	\$14,484,742.00
	City of Clute	1989-1994	\$376,080.00	-	\$126,080.00	-	\$502,160.00
	City of Coleman	2015-Present	\$275,000.00	\$250,000.00	\$27,700.00	-	\$552,700.00
	City of Conroe	1990-Present	\$400,000.00	-	\$12,000.00	-	\$2,971,123.00
	County of Cottle	2012-Present	\$123,872.00	-	-	-	\$123,872.00
	County of Crosby	2011-2013	\$275,000.00	-	-	-	\$275,000.00
	City of Crystal City	2008-2010	-	-	\$50,000.00	-	\$50,000.00
	City of Columbus	1985-1987	-	-	\$22,400.00	-	\$22,400.00
D	City of Cuero	1999-2001	-	-	\$50,000.00	-	\$50,000.00
	City of Daisetta	1985-2016	-	-	\$17,400.00	\$190,314.00	\$207,714.00
	City of Dayton	1983-Present	\$1,701,227.00	\$1,028,700.00	\$12,000.00	\$3,802,662.00	\$6,544,589.00
	City of Deer Park	2008-2012	-	-	-	\$2,081,811.00	\$2,081,811.00
	City of Devers	1989-Present	\$1,565,600.00	-	\$37,350.00	\$160,679.00	\$1,763,629.00
	City of Dickinson	1995-Present	\$1,750,000.00	-	\$50,000.00	\$39,305,826.00	\$41,105,826.00
	City of Donley	1997-2000	\$245,197.00	-	-	-	\$245,197.00
	City of Easton	2012-2014	-	-	\$28,050.00	-	\$28,050.00
	City of Eden	1993-Present	\$1,604,489.00	-	-	-	\$1,604,489.00
	City of Edmonson	2015-2018	\$275,000.00	-	-	-	\$275,000.00
E	City of El Campo	1993-Present	\$1,627,410.00	-	-	-	\$1,627,410.00
	City of Eldorado	1987-2010	\$1,677,609.00	-	-	-	\$1,677,609.00
	City of Electra	1999-Present	\$1,982,649.00	-	-	-	\$1,982,649.00
	County of Ellis	2013-2015	\$274,500.00	-	-	-	\$274,500.00
	City of Emhouse	2014-2019	\$530,375.00	-	-	-	\$530,375.00

EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	Total Funding
City of Eustace	2013-Present	\$275,000.00	-	\$24,265.00	-	-	\$299,265.00
County of Fischer	2002-2005	\$250,000.00	-	-	-	-	\$250,000.00
City of Floydada	1989-2016	\$1,973,460.00	-	-	-	-	\$1,973,460.00
City of Forsan	1997-2000	\$254,200.00	-	-	-	-	\$254,200.00
County of Frio	2009-2011	\$250,000.00	-	\$52,750.00	-	-	\$302,750.00
City of Frisco	1989-1991	\$250,000.00	-	-	-	-	\$250,000.00
City of Frost	2013-Present	\$550,000.00	-	\$32,380.00	-	-	\$582,380.00
County of Gaines	1998-2017	\$1,335,243.00	-	-	-	-	\$1,335,243.00
County of Galveston	2014-2016	\$350,000.00	-	-	-	-	\$350,000.00
City of Garrett	2017-Present	\$775,000.00	-	-	-	-	\$775,000.00
City of Glenrose	2019-Present	\$500,000.00	-	-	-	-	\$500,000.00
City of Gordon	2019-Present	\$500,000.00	-	\$25,635.00	-	-	\$525,635.00
City of Goree	2018-Present	\$275,000.00	-	-	-	-	\$275,000.00
City of Graford	2016-Present	\$1,050,000.00	-	-	-	-	\$1,050,000.00
City of Granbury	2018-Present	\$275,000.00	-	-	-	-	\$275,000.00
City of Grandview	2013-Present	\$1,050,000.00	\$725,000.00	\$40,965.00	-	-	\$1,815,965.00
City of Goldthwaite	2017-2019	-	\$223,900.00	-	-	-	\$223,900.00
City of Goliad	2003-2005	-	-	\$34,000.00	-	-	\$34,000.00
City of Gunter	2015-2017	\$200,000.00	-	-	-	-	\$200,000.00
City of Gustine	2017-Present	\$275,000.00	-	-	-	-	\$275,000.00
County of Hale	2017-Present	\$275,000.00	-	-	-	-	\$275,000.00
City of Hamlin	1996-2018	\$735,925.00	-	-	-	-	\$735,925.00
City of Hardin	2001-Present	\$1,050,000.00	-	\$26,370.00	-	\$261,229.00	\$1,337,599.00
County of Hardin	1984-1986	-	-	\$250,000.00	-	-	\$250,000.00
County of Haskell	2015-Present	\$550,000.00	-	-	-	-	\$550,000.00

F

G

H

EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	Total Funding
City of Hempstead	2007-2009	-	-	\$31,800.00	-	-	\$31,800.00
City of Hico	2013-Present	\$825,000.00	\$120,000.00	\$26,520.00	-	-	\$971,520.00
City of Higgins	1985-1992	\$339,600.00	-	-	-	-	\$339,600.00
City of Holliday	1995-Present	\$1,159,345.00	-	-	-	-	\$1,159,345.00
City of Howardwick	1997-2000	\$315,650.00	-	-	-	-	\$315,650.00
City of Howe	2015-2017	\$164,045.00	-	-	-	-	\$164,045.00
City of Italy	2013-Present	\$890,000.00	-	\$38,550.00	-	-	\$928,550.00
City of Jonestown	2000-2002	-	-	\$23,800.00	-	-	\$23,800.00
City of Jayton	2002-2005	\$250,000.00	-	-	-	-	\$250,000.00
City of Jersey Village	2018-Present	-	-	-	-	\$1,792,344.00	\$1,792,344.00
County of Jones	1981-Present	\$800,079.00	-	-	-	-	\$800,079.00
City of Joshua	1998-2004	\$500,000.00	-	\$23,900.00	-	-	\$523,900.00
City of Katy	2019-Present	-	-	-	-	\$7,394,161.00	\$7,394,161.00
City of Kemah	1991-Present	\$1,750,000.00	\$999,185.00	\$34,150.00	-	\$3,874,980.00	\$6,658,315.00
City of Kemp	2014-2016	-	-	\$29,805.00	-	-	\$29,805.00
City of Kerens	2013-Present	\$721,800.00	-	\$29,565.00	-	-	\$751,365.00
City of Kermit	1986-2001	\$595,169.00	-	-	-	-	\$595,169.00
City of Knollwood	2013-Present	\$475,000.00	-	-	-	-	\$475,000.00
City of Knox City	1989-2018	\$1,605,158.00	-	-	-	-	\$1,605,158.00
City of Kress	1989-1997	\$379,343.00	-	-	-	-	\$379,343.00
City of Kyle	1999-2001	-	-	\$42,400.00	-	-	\$42,400.00
City of La Marque	1986-Present	\$2,817,273.00	\$619,990.00	\$20,000.00	-	\$9,898,001.00	\$13,355,264.00
City of La Porte	2018-Present	-	-	-	-	\$3,798,532.00	\$3,798,532.00
City of Lamesa	2009-Present	\$1,391,540.00	-	-	-	-	\$1,391,540.00
City of Lawn	2015-Present	\$275,000.00	-	-	-	-	\$275,000.00

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EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	Total Funding
City of Liberty	1989-Present	\$3,613,235.00	-	\$164,170.00	\$1,815,000.00	\$4,353,962.00	\$9,946,367.00
County of Liberty	1987-Present	\$2,550,000.00	-	\$15,000.00	-	\$55,275,713.00	\$57,840,713.00
City of Lipan	2017-2019	\$275,000.00	-	-	-	-	\$275,000.00
City of Loraine	1990-Present	\$1,603,093.00	-	-	-	-	\$1,603,093.00
City of Lorenzo	1991-2014	\$1,098,058.00	-	-	-	-	\$1,098,058.00
City of Loving	2009-2011	\$350,000.00	-	-	-	-	\$350,000.00
City of Mabank	1999-Present	\$1,641,500.00	-	\$49,785.00	-	-	\$1,691,285.00
City of Magnolia	2008-2011	-	-	-	-	\$676,000.00	\$676,000.00
City of Malakoff	2014-Present	\$550,000.00	\$250,900.00	-	-	-	\$800,900.00
City of Mason	1999-Present	\$340,040.00	-	-	-	-	\$340,040.00
City of Matador	1982-1988	\$402,020.00	-	-	-	-	\$402,020.00
City of Maypearl	1992-Present	\$1,546,800.00	-	\$355,865.00	-	-	\$1,582,665.00
City of McCamey	2015-Present	\$350,000.00	-	-	-	-	\$350,000.00
County of McCulloch	1998-Present	\$1,424,800.00	-	-	-	-	\$1,424,800.00
City of Meadow	1997-2002	\$489,808.00	-	-	-	-	\$489,808.00
City of Melissa	2014-2016	\$275,000.00	-	-	-	-	\$275,000.00
City of Melvin	1998-Present	\$1,415,693.00	-	-	-	-	\$1,415,693.00
City of Merkel	2018-Present	\$275,000.00	-	-	-	-	\$275,000.00
City of Mingus	2015-Present	\$500,000.00	-	-	-	-	\$500,000.00
City of Montgomery	2003-2013	\$700,000.00	\$1,075,000.00	-	-	\$375,525.00	\$2,150,525.00
County of Montgomery	1985-1991	\$864,505.00	-	\$19,200.00	-	-	\$883,705.00
City of Moran	2009-Present	\$525,000.00	-	-	-	-	\$525,000.00
City of Mulshoe	2000-Present	\$1,044,787.00	-	-	-	-	\$1,044,787.00
City of Munday	2015-Present	\$275,000.00	-	-	-	-	\$275,000.00
City of Nazareth	1990-1994	\$413,731.00	-	-	-	-	\$413,731.00

EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	Total Funding
City of New Hope	1996-2010	\$448,791.00	-	-	-	-	\$448,791.00
City of New Waverly	1982-Present	\$2,640,989.00	-	\$71,295.00	-	\$169,783.00	\$2,882,067.00
City of Oak Ridge North	2008-Present	-	-	-	-	\$1,465,000.00	\$1,465,000.00
City of Old River-Winfree	2008-2011	-	-	-	-	\$2,726,594.00	\$2,726,594.00
City of Olton	1984-Present	\$2,112,461.00	-	-	-	-	\$2,112,461.00
City of Paducah	1984-Present	\$1,401,348.00	-	-	-	-	\$1,401,348.00
City of Paint Rock	1997-2017	\$2,691,470.00	-	-	-	-	\$2,691,470.00
City of Palmer	2013-Present	\$550,000.00	-	\$47,265.00	-	-	\$597,265.00
City of Panorama Village	2003-2011	-	-	-	-	\$736,115.00	\$736,115.00
County of Parker	2010-2012	\$350,000.00	-	-	-	-	\$350,000.00
City of Pattison	2002-2004	-	-	\$15,600.00	-	-	\$15,600.00
City of Pecos	1981-1983	\$200,000.00	-	-	-	-	\$200,000.00
City of Piney Point Village	2008-2011	-	-	-	-	\$229,980.00	\$229,980.00
City of Plains	1987-2017	\$2,052,562.00	-	-	-	-	\$2,052,562.00
City of Plum Grove	2008-Present	-	-	-	-	\$1,328,659.00	\$1,328,659.00
City of Post	1993-Present	\$935,584.00	-	-	-	-	\$935,584.00
City of Prairie View	2008-Present	\$1,400,000.00	-	\$35,100.00	-	\$742,016.00	\$2,177,116.00
City of Rankin	2002-Present	\$1,450,000.00	-	-	-	-	\$1,450,000.00
City of Reno	2008-Present	\$1,550,000.00	-	-	-	\$1,962,532.00	\$3,512,532.00
City of Rhome	2010-2013	\$50,000.00	\$449,500.00	-	-	-	\$499,500.00
City of Richland	2017-Present	\$773,250.00	-	-	-	-	\$773,250.00
City of Rio Vista	2012-Present	\$1,050,000.00	-	-	-	-	\$1,050,000.00
City of Roby	1996-2016	\$946,542.00	-	-	-	-	\$946,542.00
City of Rochester	1987-Present	\$1,488,067.97	-	-	-	-	\$1,488,067.97
City of Roscoe	1992-Present	\$2,491,324.50	-	-	-	-	\$2,491,324.50

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EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	Total Funding
City of Rotan	2015-2017	\$550,000.00	-	-	-	-	\$550,000.00
City of Rule	1994-Present	\$1,203,816.00	-	-	-	-	\$1,203,816.00
City of Sadler	2014-2016	\$265,000.00	-	\$33,105.00	-	-	\$298,105.00
City of San Saba	2018-Present	\$550,000.00	-	\$43,380.00	-	-	\$593,380.00
County of San Saba	2014-Present	\$275,000.00	-	-	-	-	\$275,000.00
City of Santa Anna	2014-Present	\$275,000.00	-	\$33,555.00	-	-	\$308,555.00
City of Savoy	2014-Present	\$457,500.00	-	-	-	-	\$457,500.00
County of Schleicher	2004-2014	\$766,752.00	-	-	-	-	\$766,752.00
County of Scurry	1996-1998	\$242,319.00	-	-	-	-	\$242,319.00
City of Sealy	2013-Present	\$700,000.00	\$348,365.00	\$24,260.00	-	\$2,000,000.00	\$3,072,625.00
City of Seminole	1984-2012	\$3,281,708.00	-	-	-	-	\$3,281,708.00
City of Shendoah	2008-2011	-	-	-	-	\$445,667.00	\$445,667.00
City of Slaton	2016-Present	\$275,000.00	\$250,000.00	-	-	-	\$525,000.00
City of Sonora	2018-Present	-	\$325,000.00	-	-	-	\$325,000.00
City of Splendora	2003-Present	\$1,400,000.00	-	\$24,600.00	-	\$1,009,200.00	\$2,433,800.00
City of Springtown	2011-Present	\$1,050,000.00	-	\$65,305.00	-	-	\$1,115,305.00
City of Spur	1985-Present	\$862,724.00	-	-	-	-	\$862,724.00
City of Stamford	2001-2015	\$763,304.00	-	-	-	-	\$763,304.00
City of Stephenville	2013-Present	\$1,014,420.00	-	-	\$17,031,000.00	\$2,000,000.00	\$20,045,420.00
County of Stonewall	2006-2018	\$625,000.00	-	-	-	-	\$625,000.00
City of Strawn	2015-Present	\$500,000.00	-	-	-	-	\$500,000.00
City of Sweetwater	2001-2013	\$727,293.00	-	-	-	-	\$727,293.00
City of Terrell	1993-Present	\$3,285,000.00	\$4,319,345.00	\$55,000.00	-	-	\$7,659,345.00
City of Throckmorton	2018-Present	\$275,000.00	-	-	-	-	\$275,000.00

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EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	Total Funding
City of Tom Bean	2014-2018	\$341,920.00	-	-	-	-	\$341,920.00
Trinity Bay Conservation District	1998-Present	-	-	-	\$2,500,000.00	-	\$2,500,000.00
City of Venus	1989-2018	\$2,572,528.00	\$742,681.00	\$26,235.00	\$850,000.00	-	\$4,191,444.00
City of Walker	1983-1985	\$500,000.00	-	-	-	-	\$500,000.00
County of Waller	2001-2004	-	\$375,000.00	-	-	-	\$375,000.00
County of Washington	20014-2015	\$525,000.00	-	-	-	-	\$525,000.00
City of West University Place	2008-2011	-	-	-	-	\$229,980.00	\$229,980.00
City of Whitewright	2009-Present	\$275,000.00	-	-	-	-	\$275,000.00
City of Wickett	2011-Present	\$470,000.00	-	-	-	-	\$470,000.00
City of Willis	1983-Present	\$3,685,497.00	\$2,188,565.00	\$75,350.00	\$5,525,000.00	\$2,539,490.00	\$14,013,902.00
City of Windthorst	2002-2004	\$122,544.00	-	-	-	-	\$122,544.00
City of Wink	1997-1999	\$266,460.00	-	-	-	-	\$266,460.00
City of Winters	2014-Present	\$825,000.00	-	\$44,430.00	-	-	\$869,430.00
County of Wise	2009-2011	\$259,000.00	-	-	-	-	\$259,000.00
City of Woodbranch Village	2019-Present	-	-	-	-	\$249,958.00	\$249,958.00
County of Zavala	2015-2017	\$500,000.00	-	\$81,000.00	-	-	\$581,000.00
TOTALS	1982-Present	\$140,559,360.72	\$20,612,499.00	\$2,591,203.00	\$50,781,000.00	\$325,757,459.00	\$540,301,521.72

V W

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REFERENCES

"The City of Beaumont has worked with Public Management, Inc. on many large grant projects. Public Management has helped us to navigate the often-complicated grant funding process as well as bringing information to the table on new grant funding possibilities. They are always available to answer questions, solve problems and keep us on track. We look forward to continuing to work with Public Management, Inc. in the future."

- City of Beaumont

REFERENCES



City of Anahuac

Julie Harvill

City Secretary
(409) 267-6681
j.harvill@anahuac.us



City of Baytown

Leasa Renteria Lopez

Grant Coordinator
(281) 420-6509
leasa.lopez@baytown.org



City of Beaumont

Kyle Hayes

City Manager
(409) 880-3770
kyle.hayes@beaumonttexas.gov



City of Caddo Mills

Matt McMahon

City Manager
(903) 527-3116
mattmcmahon11@outlook.com



Chambers County

Jimmy Silvia

County Judge
(409) 267-2440
jsylvia@chamberstx.gov



City of Cleveland

Bobby Pennington

City Manager
(281) 592-2667
bpennington@clevelandtexas.com



City of Conroe

Tommy Woolley

Director of Capital Projects
(936) 522-3122
twoolley@cityofconroe.org



City of Dickinson

Kerilyn Bascle

City Secretary
(281) 337-6235
kbascle@ci.dickinson.tx.us



City of El Campo

Courtney Sladek

City Manager
(979) 541-5000
csladek@cityofelcampo.org



City of Garrett

Don Lewis

Public Works Director
(972) 875-7831
publicworks@cityofgarrett.com



City of Granbury

Chris Coffman

City Manager
(817) 573-1114
citymgr@granbury.org



City of Grandview

David Henley

City Manager
(817) 866-2699
dhenley@cityofgrandview.org

REFERENCES



City of Hico

Kari Drueckhammer

City Secretary
(254) 796-4620
citysecretary@hico-tx.com



City of Italy

Amber Cunningham

City Secretary
(972) 483-7329
acunningham@italycityhall.org



Jones County

Dale Spurgin

County Judge
(325) 823-3741
dale.spurgin@co.jones.tx.us



City of Kerens

Katherine Combs

City Secretary
(903) 396-2971
admin@ci.kerens.tx.us



City of La Porte

Lorenzo Wingate

Assistant Director of Public Works
(281) 470-5058
wingatel@laportetx.gov



City of Liberty

Tom Warner

City Manager
(936) 336-3684
twarner@cityofliberty.org



City of Mabank

Bryant Morris

City Administrator
(903) 887-3241
bryant@cityofmabank.org



City of Malakoff

Ann Barker

City Administrator
(903) 486-0699
abarker@cityofmalakoff.net



City of Olton

Keeley Adams

City Administrator
(806) 285-2611
cityadministrator@cityofolton.com



City of Palmer

Alicia Baran

City Administrator
(972) 449-3160
abaran@ci.palmer.tx.us



City of Prairie View

Dr. Brian E. Rowland

Mayor
(936) 857-3711
browland@prairieviewtexas.gov



City of Reno

Scott Passmore

City Administrator
(817) 221-2500
scott.passmore@renotx.gov

REFERENCES



City of San Saba

Sabrina Maultsby

City Secretary
(325) 372-5144
sansaba@centex.net



City of Whitewright

Gwyn Jordan

City Clerk
(903) 364-2219
cityclerk@whitewright.com



City of Sealy

Warren Escovy

Assistant City Manager
(979) 885-1669
wescovy@ci.sealy.tx.us



City of Willis

Marissa Quintanilla

City Secretary
(936) 856-4611
mquintanilla@ci.willis.tx.us



City of Slaton

Mike Lamberson

City Administrator
(806) 828-2000
mlamberson@cityofslaton.com



City of Winters

Virginia Ochoa

City Secretary
(325) 754-4424
citywin@wtxs.net



City of Strawn

Danny Miller

City Secretary
(254) 672-5311
city@strawntx.com



City of Stephenville

Nick Williams

Director of Public Works
(254) 918-1223
nwilliams@stephenvilletx.gov



City of Terrell

Mike Sims

City Manager
(972) 551-6600
mikesims@cityofterrell.org

THE TEAM

"We have been fortunate to work with Public Management, Inc. for nearly a decade. Their team has always provided the utmost of professionalism. They have been available to walk us through every aspect of any grants with knowledge, skill and patience. Public Management, Inc. has been by our side every step of the way making sure we are clear on every aspect of our grants process. We would not hesitate at all giving a 100% recommendation to anyone who is looking for a great grant management team."

- City of Hico

PATRICK K. WILTSHIRE

PRESIDENT



EXPERIENCE

JAN. 2015 - PRESENT
Public Management, Inc.

PRESIDENT & CHIEF EXECUTIVE OFFICER

Supervisory authority over all Company operations including, but not limited to, project assignment and management; personnel policies; daily operational functions and policies; financial operations; business development; and resource allocation. Coordinates short and long range strategic planning which aim to enhance and/or develop, implement, and enforce policies and procedures that will improve the overall operation and effectiveness of the corporation. Cultivates a Client-Based approach to service delivery, addressing the needs of each client in ways that optimize performance and address quality of life needs. Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.



Led company merger which increased client base by 50%

JAN. 2014 - DEC. 2014
Public Management, Inc.

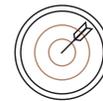
CHIEF OPERATIONS OFFICER



Managed or directed over \$200 million project initiatives

DEC. 2009 - DEC. 2013
Public Management, Inc.

PROJECT MANAGER & COMPLIANCE SPECIALIST



Coordinated programmatic improvements to the TXCDBG program

EDUCATION

AUG. 2007 - DEC. 2009
Texas A&M University
Corpus Christi, Texas

M.A. PUBLIC ADMINISTRATION

Areas of Concentration: Policy Analysis, Budgeting, Planning

AUG. 2001 - MAY 2006
Missouri Valley College
Marshall, Missouri

B.A. CRIMINAL JUSTICE & SOCIOLOGY

Areas of Concentration: Sociology, Criminal Justice, & English

CONTACT



PUBLIC MANAGEMENT, INC.
15355 Vantage Pkwy. West, Ste. 108
Houston, TX 77032



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pwiltshire@publicmgt.com



PHONE
281-592-0439



NICHOLAS J. HOUSTON

VICE PRESIDENT



EXPERIENCE

JAN. 2016 - PRESENT
Public Management, Inc.

VICE PRESIDENT

Supervisory authority over all financial operations, including but not limited to, financial policies, budget preparation and financial planning and forecasting, retirement and benefits development and implementation, oversees accounts receivable & accounts payable, directs investments and distributions, maintains past and current financial records for reporting, assists and develops audit and tax reporting. Develops financial operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change. Develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations.



Over a decade of Project Management experience

NOV. 2006 - DEC. 2015
Public Management, Inc.

PROJECT MANAGER & COMPLIANCE SPECIALIST



Currently oversees more than \$150M Project Initiatives

MAY 2006 - OCT. 2006
Bridge Capital

LOAN ADVISOR



Streamlined company financial operations

EDUCATION

AUG. 1997 - AUG. 2003
Sam Houston State Univ.
Huntsville, Texas

B.B.A. FINANCE, MINOR IN MUSIC

Areas of Concentration: Banking & Personal Finance

CONTACT



PUBLIC MANAGEMENT, INC.
15355 Vantage Pkwy. West, Ste. 108
Houston, TX 77032



EMAIL
nhouston@publicmgt.com



PHONE
281-592-0439



KENNETH J. COIGNET

VICE PRESIDENT



EXPERIENCE

JAN. 2015 - PRESENT
Public Management, Inc.

VICE PRESIDENT

Supervisory authority over all company business opportunities, including but not limited to, past, current, and future grant funded programs; past, current, and future clients; new business ventures; and business sustainability practices. The Business Development Director works closely with the CEO & CFO to develop potential business deals by analyzing market strategies, deal requirements, potential and financials. In addition, the Business Development Director develops negotiating strategies and positions by studying integration of new venture with company strategies and operations; examining risks and potentials; estimating partners' needs and goals.



Helped achieve programmatic improvements to planning program

NOV. 1999 - JAN. 2015
Public Management, Inc.

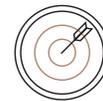
PROJECT MANAGER & PLANNER



Managed and directed over 50 comprehensive plans

NOV. 1998 - OCT. 1999
Public Management, Inc.

ASSISTANT PLANNER & HOUSING SPECIALIST



Serves as Business Development Director by identifying and developing business relationships with clients

EDUCATION

JUNE 1995 - DEC. 2001
Southwest Texas State Univ.
San Marcos, Texas

M.A. GEOGRAPHY

Areas of Concentration: Land/Area Development and Management

AUG. 1985 - DEC. 1991
Southwest Texas State Univ.
San Marcos, Texas

B.S. GEOGRAPHY

CONTACT



PUBLIC MANAGEMENT, INC.

P.O. Box 762648
San Antonio, TX 78245



EMAIL

kcoignet@publicmgt.com



PHONE

281-592-0439



JAKE R. MCADAMS

REGIONAL PROJECT MANAGER



JAN. 2016 - PRESENT
Public Management, Inc.

REGIONAL PROJECT MANAGER

Responsible for client relations, business development, and overall project management in the North and West Texas Region. Assists with staff training and development along with the overall implementation of corporate strategies.



Oversees and manages all company operations in North and West Texas

JULY 2015 - DEC. 2020
Public Management, Inc.

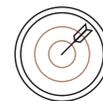
REGIONAL MANAGER, NORTH/WEST TEXAS



Formally recognized by TDA for outstanding performance in project management

FEB. 2014 - JUNE 2015
Public Management, Inc.

PROJECT MANAGER & COMPLIANCE SPECIALIST



Successfully applies for diverse range of funding opportunities

EDUCATION

MAY 2012 - DEC. 2013
Stephen F. Austin State Univ.
Nacogdoches, Texas

M.A. HISTORY

Areas of Concentration: Public History, Suburban History

AUG. 2008 - MAY 2012
Stephen F. Austin State Univ.
Nacogdoches, Texas

B.A. HISTORY

MINOR IN OUTDOOR RECREATION MANAGEMENT

Areas of Concentration: Public History, Activity Management

CONTACT



PUBLIC MANAGEMENT, INC.

312 South Morgan Street
Granbury, TX 76048



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jmcadams@publicmgt.com



PHONE

281-592-0439



JOHN REED

PROJECT MANAGER



JAN. 2020 - PRESENT
Public Management, Inc.

PROJECT MANAGER

Responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activates. Encourages and develops business with existing and potential clients.



Manages projects surrounding HGAC region

JULY 2019 - DEC. 2019
Nueces Co. Office of
Emergency Management

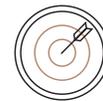
PROJECT MANAGER & COMPLIANCE SPECIALIST



Provides ongoing feedback for risk management, mitigation, and prevention

NOV. 2011 - MAY 2015
United States Army

ALLSOURCE INTELLIGENCE ANALYST



Collects data, organizes, and maintains project files

EDUCATION

JAN. 2018 - DEC. 2019
Texas A&M University
Corpus Christi, Texas

M.A. PUBLIC ADMINISTRATION

Areas of Concentration: Administration; Program Evaluation

AUG. 2015 - DEC. 2017
Texas A&M University
Corpus Christi, Texas

B.A.S. CRIMINAL JUSTICE

Areas of Concentration: Research Methods, Community Collaboration

CONTACT



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15355 Vantage Pkwy. West, Ste. 108
Houston, TX 77032



EMAIL
jreed@publicmgt.com



PHONE
281-592-0439



LISETTE M. HOWARD

PROJECT MANAGER



JAN. 2018 - PRESENT
Public Management, Inc.

PROJECT MANAGER

The Project Manager & Environmental Specialist is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Develop environmental review records in accordance with application state and federal regulations as directed by NEPA requirements. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activates. Encourages and develops business with existing and potential clients.



Extensive experience performing environmental reviews

DEC. 2006 - DEC. 2017
A&J Howco Services, Inc.

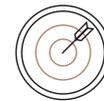
PROGRAM SPECIALIST



Over a decade of project management experience

JAN. 2007 - MAY 2008
Sul Ross State University

HUMAN RESOURCES OFFICE ASSISTANT



Experience in financial management of CDBG/HOME grants

EDUCATION

JAN. 2004 - DEC. 2006
University of North Texas
Denton, Texas

M.S. KINESIOLOGY

AUG. 1997 - AUG. 2002
Texas A&M University
College Station Texas

B.S. SCIENCE-HEALTH, COMMUNITY HEALTH OPTION
Areas of Concentration: Biomedical Sciences and Social Sciences

CONTACT



PUBLIC MANAGEMENT, INC.
5100 Eldorado Pkwy., Ste. 102
McKinney, TX 75070



EMAIL
lhoward@publicmgt.com



PHONE
281.592.0439



MICHAEL MIGAUD

PROJECT MANAGER



MARCH 2020 - PRESENT
Public Management, Inc.

PROJECT MANAGER

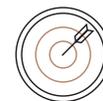
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Assists with administration of projects in Southeast Texas



Compliance Specialist and Special Projects Coordinator



Collects data, organizes, and maintains project files

EDUCATION

AUG. 2018 - MAY 2020
Texas A&M University
College Station, Texas

MASTER OF PUBLIC ADMINISTRATION

Areas of Concentration: Public Policy Analysis and Analytical Methods

AUG. 2014 - MAY 2018
Texas A&M University
College Station, Texas

B.S. POLITICAL SCIENCE B.A. PHILOSOPHY

CONTACT



PUBLIC MANAGEMENT, INC.
15355 Vantage Pkwy. West, Ste. 108
Houston, TX 77032



EMAIL
mmigaud@publicmgt.com



PHONE
281-592-0439



MORGAN VERETTE

PROJECT MANAGER



AUG. 2018 - PRESENT
Public Management, Inc.

PROJECT MANAGER

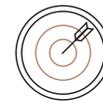
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Manages projects in the West and North Texas region



Compliance Specialist and Special Projects Coordinator



Collects data, organizes and maintains project files

EDUCATION

AUG. 2014 - DEC. 2017
Angelo State University
San Angelo, Texas

B.A. BUSINESS ADMINISTRATION

Areas of Concentration: Administration, Management

CONTACT



PUBLIC MANAGEMENT, INC.
P.O. Box 4161
Abilene, TX 79608



EMAIL
mverette@publicmgt.com



PHONE
281.592.0439



DALTON AIKEN

PROJECT MANAGER



MARCH 2020 - PRESENT
Public Management, Inc.

PROJECT MANAGER

The Project Manager is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activates. Encourages and develops business with existing and potential clients.

TESTING OPERATOR

FEB. 2020 - JUNE 2020
GEODynamics

DRONE OPERATOR & DATA COORDINATOR

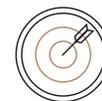
JAN. 2019 - FEB. 2020
Sight Glass Flights



Assists with administration of projects in Southeast Texas



Compliance Specialist and Special Projects Coordinator



Collects data, organizes, and maintains project files

EDUCATION

AUG. 2013 - MAY 2017
University of North Texas
Denton, Texas

B.S. GEOGRAPHY

CONTACT

 **PUBLIC MANAGEMENT, INC.**
312 South Morgan Street
Granbury, TX 76048

 **EMAIL**
daiken@publicmgt.com

 **PHONE**
281-592-0439



YASMIN LAYEEQ

PROJECT MANAGER



MARCH 2020 - PRESENT
Public Management, Inc.

PROJECT MANAGER

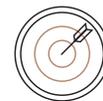
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Assists with administration of projects in Southeast Texas



Compliance Specialist and Special Projects Coordinator



Collects data, organizes, and maintains project files

EDUCATION

AUG. 2018 - MAY 2020
Texas A&M University
Galveston, Texas

M.S. MARINE RESOURCES MANAGEMENT

Areas of Concentration: Mitigation, Environmental Management

AUG. 2014 - MAY 2018
Texas A&M University
Galveston, Texas

B.S. MARINE BIOLOGY

Areas of Concentration: Conservation, Ecology, Biology

CONTACT



PUBLIC MANAGEMENT, INC.
15355 Vantage Pkwy. West, Ste. 108
Houston, TX 77032



EMAIL
ylayeeq@publicmgt.com



PHONE
281.592.0439



**PUBLIC
MANAGEMENT**
EST. 1982

ARON MILLER

PROJECT MANAGER



EXPERIENCE

MARCH 2020 - PRESENT
Public Management, Inc.

PROJECT MANAGER

The Project Manager is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activates. Encourages and develops business with existing and potential



Assists with administration of projects in Southeast Texas

AUG. 2019 - APRIL 2020
James D. Jones, Attorney

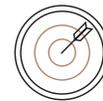
LEGAL ADMINISTRATIVE ASSISTANT

MAY 2016 - AUG. 2018
James D. Jones, Attorney

LEGAL INTERN I, II, & III



Compliance Specialist and Special Projects Coordinator



Collects data, organizes, and maintains project files

EDUCATION

AUG. 2014 - AUG. 2019
Texas Tech University
Lubbock, Texas

B.A. SOCIOLOGY

CONTACT

 **PUBLIC MANAGEMENT, INC.**
15355 Vantage Pkwy. West, Ste. 108
Houston, TX 77032

 **EMAIL**
amiller@publicmgt.com

 **PHONE**
281-592-0439



JANET L. TORRES

PROJECT MANAGER



MARCH 2018 - PRESENT
Public Management, Inc.

PROJECT MANAGER

The Project Manager is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activates. Encourages and develops business with existing and potential clients.



TXCDBG Certified



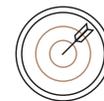
Decades of Management Experience

AUG. 2012 - FEB. 2018
A&J Howco Services, Inc.

PROGRAM SPECIALIST

DEC. 1988 - SEPT. 1993
Pettis County Division
of Family Services

SOCIAL SERVICE WORKER



Labor Standards Specialist

EDUCATION

SEPT. 2004 - JUNE 2005
Intl. School of Excellence
Lubbock, Texas

M.S. THEOLOGY

SEPT. 1977 - DEC. 1979
Concordia University
Seward, Nebraska

B.A. SOCIAL WORK

CONTACT



PUBLIC MANAGEMENT, INC.
8207 Hudson Street, Ste. C
Lubbock, TX 79423



EMAIL
jtorres@publicmgt.com



PHONE
806-797-4299



CONTRACT

"The City of Grandview has had the pleasure of working with Public Management, Inc. for a number of years. With assistance to secure funding for comprehensive planning, street improvement, and large-scale water and wastewater improvements, we have never worked with a company so attentive, detailed, and responsive. Words can't describe how grateful the city is for all Public Management, Inc. has done for our city. "

- City of Grandview

This contract ("Contract") is made and entered effective _____, 2021 by and between **PUBLIC MANAGEMENT, INC.**, a Texas corporation, of Houston, Harris County, Texas ("Consultant") and the **CITY OF GLEN ROSE**, ("Client") for the purpose of retaining Consultant to render **Administration Services** to the Client for **American Rescue Plan – Coronavirus Local Fiscal Recovery Funding, as administered by the United States Treasury.**

Client and Consultant agree that Consultant will provide services to Client on the terms and conditions outlined in this Contract.

I.

Consultant will provide Client with administrative services as follows:

PROGRAM DESIGN SERVICES:

Program Design/Needs Identification: The Team will prepare assist with needs identification and develop program options as directed by the Client adherent to the state and federal guidelines. The Team will coordinate all activities and other service providers with regard to the preparation of the application, including, but not limited to:

- Review of proposed project for program compliance and will work with Client staff to provide an overview;
- Advise on important deadlines and procedures;
- Schedule project meetings with client staff to evaluate proposed project and timeframes.
- Prepare project description in conjunction with staff and project engineer;
- Evaluate project objective and develop timelines/milestones;
- Prepare project maps in ArcGIS and PDF format;
- Prepare necessary preliminary Environmental Compliance documentation;
- Conduct public hearings (as applicable) for program development and needs identification;
- Identify and document stakeholders, interested parties, project beneficiaries and detail program design anticipated impact and outcomes;

ADMINISTRATIVE SERVICES:

GENERAL ADMINISTRATION SERVICES

Administrative Duties: The Team will coordinate, as necessary, between Client and any other appropriate service providers (i.e., Engineer, Environmental, etc.), contractor, subcontract and/or administrative agency to effectuate the services requested.

- Oversee the project and achieve all of the project goals within the constraints given by the funding agency;
- Develop and implement project phases to plan, budget, oversee, and document all aspects of the specific project;
- Coordinate all activities related to the project's successful completion with all other professionals and organizations associated with this project.

Recordkeeping: The Team will assist the Client with maintaining all records generated by the program. This includes all records required by the funding agency and the Client (i.e., program management records).

- Complete filing system will be developed and maintained at Client's office;
- Both physical and electronic form of records will be developed and accessible;
- Records will be updated as necessary to ensure compliance with funding source and administrative agency;
- Records will be retained for the appropriate period of time as dictated by the funding agency, with electronic records available for perpetuity.

Financial Management: The Team will assist the Client in keeping the general journal, general ledger, cash receipts journal and all other necessary financial documents, as well as monitor the Client's financial system.

- Utilize and assist with the agency's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.;
- Request fund expenditure in-line with project milestones;
- Develop a detailed Contract Ledger;
- Establish a filing system that accurately and completely reflects the financial expenditures of the program and project(s).
- Keep track of disbursement of funds and ensure that the vendors are paid within the required timeframe set out by the funding agency.

Construction Management: The Team will coordinate and supervise the project to ensure designated activities are realizing the intended outcomes as stated in contract documents. We will oversee specialized contractors and other personnel and allocate necessary resources.

- Assist the Client in submitting/setting up projects in the Agency's system of record;
- Coordinate the development, completion, and execution of contract documents to ensure supporting documentation is in order;
- Conduct regular on-site visitations and assessments;
- Development and maintenance of construction management status log;
- Recommendation and development of scope realignments as prescribed by the project's complexities.

CONTRACT ADMINISTRATION SERVICES

Administrative Duties: The Team will work with the Client's staff to provide the necessary administrative and planning services to see the project to completion. The Team will meet with officials on a regular basis to review progress on the objectives of the project and then take actions to see that those objectives are met.

- Act as the Client's liaison to the funding agency in all matters concerning the project;
- Coordinate communication via email, conference call, facsimile, and direct meetings to ensure the project is on schedule and all parties are properly informed;
- Prepare and submit any necessary reports required by the funding agency during the course of the project (i.e., Monthly/Quarterly Progress Reports, Project Monitoring Reports, Project Completion Reports, etc.);

- Provide Client staff specific instructions on the necessary administrative procedures that will assure a successful project;
- Establish and maintain record keeping systems;
- Assist with resolving monitoring and audit findings.

Real Property Acquisition (as applicable): The Team will assist the Client in the preliminary acquisition assessment as well as the development and/or coordination of acquisition of real property (real property in the context of acquisition refers to permanent interest in real property as well as certain less-than-full-fee interests in real property).

- Adherence to the Uniform Act (URA) which guides the acquisition of real property that may be necessary to the needs of the project;
- ***If it is determined that property needs to be acquired, Public Management, Inc. will perform the following services according to the URA for an additional fee.***
- Development and maintenance of appropriate file materials to ensure compliance with federal, state, and program requirements;
- Administrative coordination of parcels, values, correspondence;
- Coordinate property appraisals and determine just compensation;
- Ensure easement/right of way boundaries are in line with proposed project and survey;
- Completion and/or file closure of acquired property.

Environmental Services: The Team will prepare all documents and correspondence for environmental review and clearance as well as maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed. This project element will abide by the National Environmental Policy Act (NEPA) or any other Federal, State or local regulation as applicable.

- Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
- Prepare and maintain a written environmental review record;
- Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
- Conduct site-visits as necessary to ensure environmental compliance;
- Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
- Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- Assist in compliance with flood plain and wetlands management review guidelines;
- ***Not included in this service are archeological, engineering, or other special service costs mandated by environmental review record compliance agencies.***

Civil Rights Requirements (as applicable): The Team will structure the program so that all procurement procedures, contracts, and policies will be in accordance with state and federal regulations associated thereto. Ensure that the contractors make affirmative efforts to employ Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises.

- Set up Civil Rights & Citizen Participation File;
- Designate a Civil Rights Officer (CRO);
- Adopt policies and grievance procedures regarding Citizen Participation;
- Adopt Policies and Pass Resolution/Proclamation/Ordinances regarding Civil Rights;
- Publish Citizen Participation and Civil Rights Notices;
- Place necessary documentation in Bid Packets for Contractors;
- Include required clauses in Construction Contracts between Grant Recipient and Contractor;
- Take action to Affirmatively Further Fair Housing;
- The Team will be diligent and consistent in implementing the project's civil rights responsibilities and will undertake further action and reporting requirements.

Procurement/Bidding/Contracting: Procurement is the process through which an entity obtains goods and services from vendors. The Team will assist the Client in following appropriate procurement procedures to obtain professional and construction services necessary to complete the project.

- Provide assistance to ensure compliance with Local Government Code Chapter 252 as applicable to goods and services;
- Provide assistance to ensure compliance with 2 CFR 200.320 (Methods of Procurement to be Followed).

Labor Standards Monitoring: The Team will ensure that all labor standards laws and regulations are observed during the course of the project. The Team will structure the program so that all procurement procedures and contracts will meet equal opportunity requirements. The Team will also ensure that the contractors make affirmative efforts to employ minority persons and minority subcontractors. Ensure compliance with laws regarding Labor Standards, which include:

- Davis-Bacon Act (40 USC Chapter 31, Subchapter IV);
- Contract Work Hours & Safety Standards Act (CWHSSA);
- Copeland (Anti-Kickback) Act (18 USC 874; 40 USC 3145);
- Fair Labor Standards Act.

Force Account (as applicable): The Team will assist the Client in preparing force account documentation for the project, if necessary, and will consolidate this information for suitable presentation to funding agency. ***Public Management, Inc. may consider an additional fee for these services depending upon the scope of Force Account activities.***

- Develop and maintain documentation of all associated costs;
- Using appropriate recordkeeping forms required by funding agency;
- Submit documentation upon completion of necessary milestones.

Contract Close-out Assistance: The Team will prepare any necessary reports required by the funding agency to close out the project. The Team will work with the Client in preparing the annual audits and necessary actions to ensure the project reaches the "Administratively Closed" status.

- Ensure projects outcomes are in line with contract documents and funding agency's goals and objectives;
- Ensure project beneficiaries are appropriately documented and reported;
- Develop, complete, and submit project completion report(s) and any other necessary administrative completion documents.

It is specifically agreed and understood that Consultant will not provide either personally or by contract any professional or technical services requiring a license by the State of Texas in any phase or aspect of the foregoing. Rather, Consultant will advise Client of the need of such services in furtherance of the planned objectives of Client's Program.

Client acknowledges that Consultant is providing Administrative Services only to Client and that Consultant is not responsible for any procurement activities for or on behalf of the Client. That is, Client, not Consultant, will advertise for and procure the services of any third party required to fulfill Program requirements. By way of example only, Client, not Consultant, must timely and properly post any advertisements necessary to fulfill Program requirements and Client, not Consultant, will enter into any required contracts with third parties necessary to fulfill Program requirements.

Client Initials _____

Consultant Initials _____

II.

Consultant hereby agrees that in the implementation of this Contract, Consultant will comply with the terms and conditions of **Attachment III**, which document is attached hereto and incorporated herein for all purposes, as if set out herein verbatim.

III.

Client is awarding this contract in accordance with the State of Texas Government Code 2254, Professional and Consulting Services.

IV.

It is agreed by the parties hereto that Consultant will, in the discharge of services herein, be considered as an Independent Contractor as that term is used and understood under the laws of the State of Texas and further for the purposes of governing Consultant's fees under the Procurement Standards of Title 2 CFR Part 200.

V.

For work associated to **American Rescue Plan (ARP) Coronavirus Local Fiscal Recovery Fund (CLFR)** and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed: **Thirty Thousand Dollars and zero cents (\$30,000.00)**.

The fee will be based on the final project scope. Consultant reserves the right to renegotiate fees based on the additional guidance from the United States Treasury as well the unknown program design or unforeseen project complexities.

VI.

It is agreed that upon determination of total funding request amount Consultant and Client will execute the **Work Authorization (Attachment I)** that will detail final contract amount and cost for services. It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the agency indicate that personal services were compensated at greater than reasonable rates.

Services that fall outside the regular scope and/or are not part of the proposed scope will be billed according to the hourly rate and fee schedule defined in **Corporate Hourly Rate and Fee Schedule (Attachment II)**. *Prior to Consultant performing any services which are not part of the proposed scope, Consultant shall submit to Client, per paragraph of this contract, a projected hourly schedule and projected total fee for approval.*

VII.

Payment of the fees associated with (“**Part V. and VI.**”) - Payment Schedule of this Agreement – shall be contingent upon funding award. In the event that grant funds are not awarded to the Client this agreement shall be terminated by the Client.

VIII.

For purposes of this Contract, the Mayor or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for Consultant. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.

IX.

This Contract shall extend and be in full force until the Program has been fully closed out by the agency. Notwithstanding the foregoing, this Contract may be terminated by Consultant, with or without cause, on forty-five (45) days’ written notice to Client.

X.

Termination for Cause by Client: If Consultant fails to fulfill in a timely and proper manner its obligations under this Contract, or if Consultant violates any of the covenants, conditions, contracts, or stipulations of this Contract, Client shall have the right to terminate this Contract by giving written notice to Consultant of such termination and specifying the effective date thereof, which shall be at least five (5) days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by Consultant pursuant to this Contract shall, at the option of Client, be turned over to Client and become the property of Client. In the event of termination for cause, Consultant shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.

Termination for Convenience by Client: Client may at any time and for any reason terminate Consultant's services and work at Client's convenience upon providing written notice to the Consultant specifying the extent of termination and the effective date. Upon receipt of such notice, Consultant shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement. Upon such termination, Consultant shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Consultant as are permitted by the prime contract and approved by Client; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Consultant prior to the date of the termination of this Agreement. Consultant shall not be entitled to any claim or claim of lien against Client for any additional compensation or damages in the event of such termination and payment.

Resolution of Program Non-Compliance and Disallowed Costs: In the event of any dispute, claim, question, or disagreement arising from or relating to this Contract, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or Program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within thirty (30) days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within thirty (30) days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Contract and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. If the matter is not resolved through such mediation within sixty (60) days of the initiation of that procedure, either party may proceed to file suit.

XI.

Client, the agency, the U.S. Department of Treasury, Inspectors General, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of Consultant which are directly pertinent to this Program, for the purpose of making audit, examination, excerpts, and transcriptions, and to close out the Client's contract. Consultant agrees hereby to maintain all records made in connection with the Program for a period of three (3) years after Client makes final payment and all other pending matters are closed. All subcontracts of Consultant shall contain a provision that Client, the agency, and the Texas State Auditor's Office, or any successor agency or representative, shall have access to all books, documents, papers and records relating to subcontractor's contract with Consultant for the administration, construction, engineering or implementation of the Program between the agency and Client.

XII.

If, by reason of force majeure, either party hereto shall be rendered unable, wholly or in part, to carry out its obligations under this Contract, then if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after the occurrence of the event or cause relied on, the obligation of the party giving such notice, so far as it is affected by such force majeure,

shall be suspended during the continuance of the inability then claimed, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term "force majeure" as employed herein shall mean acts of God, acts of public enemy, orders of any governmental entity of the United States or of the State of Texas, or any civil or military authority, and any other cause not reasonably within the control of the party claiming such inability.

XIII.

This document embodies the entire Contract between Consultant and Client. Client may, from time to time, request changes in the services Consultant will perform under this Contract. Such changes, including any increase or decrease in the amount of Consultant's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Contract.

XIV.

If a portion of this Contract is illegal or is declared illegal, the validity of the remainder and balance of the Contract will not be affected thereby.

XV.

Any provision of this Contract which imposes upon Consultant or Client an obligation after termination or expiration of this Contract will survive termination or expiration of this Contract and be binding on Consultant or Client.

XVI.

No waiver of any provision of this Contract will be deemed, or will constitute, a waiver of any other provision, whether or not similar, nor will any waiver constitute a continuing waiver. No waiver will be binding unless executed in writing by the party making the waiver.

XVII.

This Contract will be governed by and construed in accordance with the laws of the State of Texas.

XVIII.

Any dispute between Consultant and Client related to this contract which is not resolved through informal discussion will be submitted to a mutually agreeable mediation service or provider. The parties to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

XIX.

The party who prevails in any legal proceeding related to this contract is entitled to recover reasonable attorney fees and all costs of such proceeding.

XX.

Consultant and Client, each after consultation with an attorney of its own selection (which counsel was not directly or indirectly identified, suggested, or selected by the other party), both voluntarily waive a trial by jury of any issue arising in an action or proceeding between the parties or their successors, under or connected with this contract or its provisions. Consultant and Client acknowledge to each other that Consultant and Client are not in significantly disparate bargaining positions.



PATRICK K. WILTSHIRE
President/CEO

Client

Chief Elected Official

ATTEST:

**Attachment I
Work Authorization**

For work associated to _____, and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed:

_____ (\$ _____)

The fees are payable upon receipt of invoice from Consultant in accordance with the following schedule for Administrative Services.

ADMINISTRATIVE SERVICES		
<u>SERVICE</u>	<u>PERCENT COMPLETE</u>	<u>TOTAL FEE</u>
Preliminary Administration/Needs Identification / Program Design	%	\$
Recordkeeping and Reporting	%	\$
Contract Management	%	\$
Exempt Environmental Services	%	\$
Financial Management	%	\$
Construction Management	%	\$
Contract Closeout	%	\$
TOTAL FEE		\$

It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the client indicate that personal services were compensated at greater than reasonable rates.

PATRICK K. WILTSHIRE
President/CEO

Chief Elected Official

ATTEST:

**Attachment II
Corporate Hourly Rate & Fee Schedule**

PUBLIC MANAGEMENT, INC.
2021 Hourly Rate

Principal Consultant	\$275.00/HR
Senior Consultant	\$250.00/HR
Senior Project Manager	\$225.00/HR
Environmental Specialist	\$200.00/HR
Project Manager	\$200.00/HR
Planner	\$200.00/HR
GIS Manager	\$200.00/HR
GIS Technician	\$185.00/HR
Assistant Project Manager/Planner	\$170.00/HR
Compliance Specialist	\$150.00/HR
Executive Assistant	\$125.00/HR

Hourly rates for personnel not listed will be billed at direct payroll cost

REIMBURSABLE EXPENSES

- Travel (vehicle miles traveled) at allowable IRS rate per mile, or at actual out-of-pocket cost.
- Actual cost of subsistence and lodging.
- Actual cost of long-distance telephone calls, expenses, charges, delivery charges, and postage.
- Actual invoiced cost of materials required for the job and used in drafting and allied activities, including printing and reproduction.

This rate schedule will be applicable through December 31, 2021. In January, 2022, if increases are necessary due to increases in wages or other salary related costs, the rates shown will be adjusted accordingly.

ATTACHMENT III
TERMS AND CONDITIONS

I.

Equal Employment Opportunity

During the performance of this Contract, Consultant agrees as follows:

a) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor; state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

c) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employees essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

d) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

e) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity" and of the rules, regulations, and relevant orders of the Secretary of Labor.

f) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for

purposes of investigation to ascertain compliance with such rules, regulations, and orders.

g) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

h) The Contractor will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

II.

Civil Rights Act of 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

III.

Section 109 of the Housing and Community Development Act of 1974

The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

IV.

Section 504 Rehabilitation Act of 1973, as Amended

The Contractor agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including

discrimination in employment, under any program or activity receiving federal financial assistance.

V.

Age Discrimination Act of 1975

The Contractor shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

VI.

"Section 3" Compliance in the Provision of Training, Employment and Business Opportunities (Limited to contracts greater than \$100,000)

a) The work to be performed under this contract is subject to the requirements of section 3 of the Federal Emergency Management Administration Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by FEMA assistance or FEMA-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of FEMA assistance for housing.

b) The parties to this contract agree to comply with FEMA's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

c) The Contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

d) The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an

e) applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The Contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

f) The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

g) Noncompliance with FEMA's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future FEMA assisted contracts.

h) With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this Agreement that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

VII.

Section 503 of the Rehabilitation Act (the "Act") - Handicapped Affirmative Action for Handicapped Workers

a) Consultant will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. Consultant agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment, upgrading, demotion or transfer, recruitment, advertising layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b) Consultant agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

c) In the event of Consultant's non-compliance with requirements of this clause, actions for non-compliance may be taken in accordance with rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

d) Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting officer. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

e) Consultant will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973 and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

f) Consultant will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary Issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

VIII.

Interest of Members of Client

No member of the governing body of Client and no other officer, employee, or agent of Client who exercises any functions or responsibilities in connection with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract and Consultant shall take reasonably appropriate steps to assure compliance.

IX.

Interest of Other Local Public Officials

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connections with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract; and Consultant shall take appropriate steps to assure compliance.

X.

Interest of Consultant and Employees

Consultant covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant further covenants that in the performance of this Contract, no person having any such interest shall be employed.

XI.

Debarment and Suspension (Executive Orders 12549 and 12689)

The Consultant certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Orders 12549 (1986) and 12689 (1989). The term "principal" for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Consultant. The

Consultant understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

XII.

Copyrights and Rights in Data

FEMA has no regulations pertaining to copyrights or rights in data as provided in 24 CFR 85.36. FEMA requirements, Article 45 of the General Conditions to the Contract for Construction (form FEMA-5370) requires that contractors pay all royalties and license fees. All drawings and specifications prepared by the Design Professional pursuant to this contract will identify any applicable patents to enable the general contractor to fulfill the requirements of the construction contract.

XIII.

Clean Air and Water.

(Applicable to contracts in excess of \$100,000)

Due to 24 CFR 85.36(i)(12) and federal law, the Design Professional shall comply with applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. § 1857h-4 transferred to 42 USC § 7607, section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15), on all contracts, subcontracts, and sub grants of amounts in excess of \$100,000.

XIV.

Energy Efficiency

Pursuant to Federal regulations (24 C.F.R 85.36(i)(13)) and Federal law, except when working on an Indian housing authority Project on an Indian reservation, the Design Professional shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163 codified at 42 U.S.C.A. § 6321 et. seq.).

XV.

Retention and Inspection of Records

Pursuant to 24 CFR 85.26(i)(10) and (11), access shall be given by the Design Professional to the Owner, FEMA, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of the Design Professional which are directly pertinent to that specific Contract for the purpose of making an audit, examination, excerpts, and transcriptions. All required records shall be retained for three years after the Owner or Design Professional and other sub grantees make final payments and all other pending matters are closed.

REQUIRED FORMS

"Our mission is real and our passion is sincere. It's about impact, outcomes and making a difference. More than anything, I want to lead positive change for communities that want to pursue their full potential."

- Patrick Wiltshire, President & CEO

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.

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

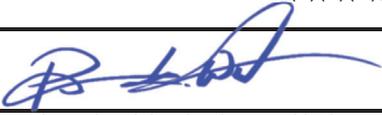
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

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

05/25/2021

Date

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known</i> : Congressional District, if known: 4c	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Public Management, Inc. 15355 Vantage Parkway West Suite No. 108 Houston, Texas 77032 Congressional District, if known:	
6. Federal Department/Agency: HUD	7. Federal Program Name/Description: CDBG CFDA Number, <i>if applicable</i> : _____	
8. Federal Action Number, if known: N/A	9. Award Amount, if known: \$ Unknown	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> N/A	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 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: <u>Patrick K. Wiltshire</u> Title: <u>President & CEO</u> Telephone No.: <u>281.592.0439</u> Date: <u>05/25/2021</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

(1) 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.

(2) 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this 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 section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION

Public Management

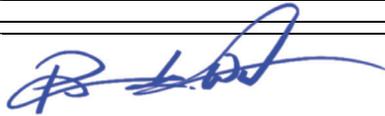
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Prefix: * First Name: Middle Name:

* Last Name: Suffix:

* Title:

* SIGNATURE:



* DATE:

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, Public Management, 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

Patrick K. Wiltshire, President & CEO
Printed Name and Title of Contractor's Authorized Official

05/14/2021
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/13/2021

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 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).

PRODUCER Soules Insurance Agency, L P 701 N San Jacinto Conroe TX 77301	CONTACT NAME: Sandra Stuckey PHONE (A/C. No. Ext): 936-756-0671 E-MAIL ADDRESS: soules@soulesinsurance.com		FAX (A/C. No): 936-756-6877	
	INSURER(S) AFFORDING COVERAGE			
INSURED Public Management Inc. 15355 Vantage Pkwy W Ste 108 Houston TX 77032	PUBLMANA	INSURER A : Twin City Fire Insurance Company		NAIC # 29459
		INSURER B : Texas Mutual Ins. Co.		22945
		INSURER C : Admiral Insurance Company		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES

CERTIFICATE NUMBER: 454548655

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			61SBABC6778	9/1/2020	9/1/2021	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			61SBABC6778	9/1/2020	9/1/2021	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0002019787	9/1/2020	9/1/2021	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
C	Professional			EO00003595405	12/13/2020	12/13/2021	1,000,000 Each Claim 1,000,000 Aggregate	

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

CERTIFICATE HOLDER**CANCELLATION**

Evidence of Insurance

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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PUBLIC MANAGEMENT, INC.

DUNS Unique Entity ID 945630507	SAM Unique Entity ID DL1PFHMDM786	CAGE / NCAGE 6QDN5
Purpose of Registration All Awards	Expiration Date Aug 5, 2021	Registration Status Active
Physical Address 15355 Vantage PKWY W STE 108 Houston, Texas 77032 United States	Mailing Address 15355 Vantage PKWY W STE 108 Houston, Texas 77032 United States	

Business Information

Doing Business as (blank)	Division Name Public Management, Inc.	Division Number Public Man
Congressional District Texas 18	State / Country of Incorporation Texas / United States	URL www.publicmgt.com

Registration Dates

Activation Date Aug 5, 2020	Submission Date Aug 5, 2020	Initial Registration Date Apr 17, 2012
---------------------------------------	---------------------------------------	--

Entity Dates

Entity Start Date Jun 1, 1982	Fiscal Year End Close Date Dec 31
---	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

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.

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 Subchapter S Corporation
Profit Structure For Profit Organization		

Government Types

(blank)

Financial Information

Accepts Credit Card Payments
No

Debt Subject To Offset
No

Points of Contact

Electronic Business

☎
Patrick K Wiltshire, President & CEO
2815920439

15355 Vantage PKWY W STE 108
Houston, Texas 77032
United States

Government Business

☎
Patrick K Wiltshire, President & CEO
2815920439

15355 Vantage PKWY W STE 108
Houston, Texas 77032
United States

Service Classifications

NAICS Codes

Primary
Yes

NAICS Codes
541611

NAICS Title
Administrative Management And General Management Consulting Services

Disaster Response

This entity does not appear in the disaster response registry.

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:
2021-757025

Date Filed:
05/25/2021

Date Acknowledged:

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

Public Management, Inc.
Houston, 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.

American Rescue Plan
Administrative Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Wiltshire, Patrick	Houston, TX United States	X	
	Houston, Nicholas	Houston, TX United States	X	
	Coignet, Kenneth	Houston, TX United States	X	
	McAdams, Jake	Houston, TX United States	X	

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is Patrick K. Wiltshire, and my date of birth is 7/22/1982.

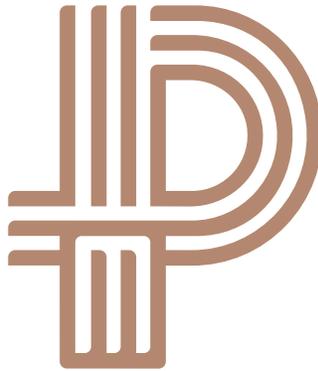
My address is 3051 Coreopsis Court, Dickinson, TX, 77539, _____.
(street) (city) (state) (zip code) (country)

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

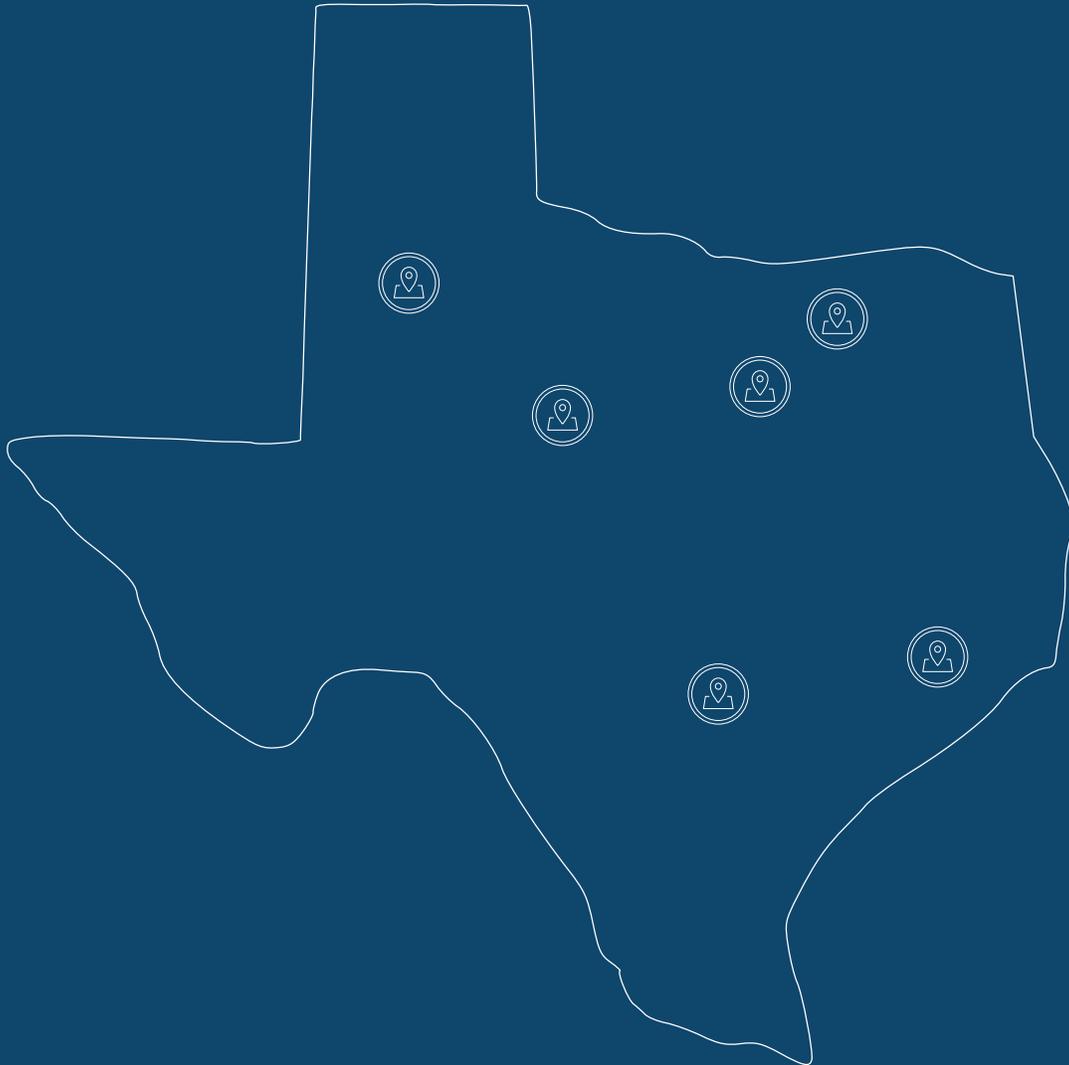
Executed in Harris County, State of Texas, on the 25 day of May, 2021.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

Albany, Alma, Ames, Anahuac, Andrews County, Aspermont, Aubrey, Ballinger, Bartlett, Baytown, Beaumont, Bells, Benjamin, Bevil Oaks, Blackwell, Breckenridge, Brenham, Bridgeport, Brookshire, Brownwood, Caddo Mills, Campbell, Celeste, Celina, Chambers, County, Clarendon, Clear Lake Shores, Cleveland, Clute, Coleman, Conroe, Cottle County, Crosby County, Crystal City, Columbus, Cuero, Daisetta, Dayton, Deer Park, Devers, Dickinson, Donley, Easton, Eden, Edmonson, El Campo, Eldorado, Electra, Ellis County, Emhouse, Eustace, Fischer County, Floydada, Forsan, Frio County, Frisco, Frost, Gaines County, Galveston County, Garrett, Glenrose, Gordon, Goree, Graford, Grandview, Goldthwaite, Goliad, Gunter, Gustine, Hale County, Hamlin, Hardin, Hardin County, Haskell County, Hempstead, Hico, Higgins, Italy, Jonestwon, Jayton, Jersey Katy, Kemah, Kemp, Kerens, Kress, Kyle, La Marque, La Porte, County, Lipan, Loraine, Lorenzo, Malakoff, Mason, Matador, County, Meadow, Melissa, Montgomery County, Moran, Muleshoe, Munday, Nazareth, New Hope, New Waverly, Oak Ridge North, Old River-Winfree, Olton, Paducah, Paint Rock, Palmer, Panorama Village, Parker County, Pattison, Pecos, Piney Point Village, Plains, Plum Grove, Post, Prairie View, Rankin, Reno, Rhome, Richland, Rio Vista, Roby, Rochester, Roscoe, Rotan, Rule, Sadler, San Saba, San Saba County, Santa Anna, Savoy, Schleicher County, Scurry County, Sealy, Seminole, Shenandoah, Slaton, Sonora, Splendora, Springtown, Spur, Stamford, Stephenville, Stonewall County, Strawn, Sweetwater, Terrell, Tom Bean, Trinity Bay Conservation District, Venus, Walker, Waller County, Washington County, West University Place, Whitewright, Wickett, Willis, Windthorst, Wink, Winters, Wise County, Woodbranch Village, Zavala



WWW.PUBLICMGT.COM



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