

PROPOSAL FOR PROVIDING

*APPLICATION PREPARATION SERVICES
AND
ADMINISTRATIVE MANAGEMENT SERVICES*

FOR THE

CITY OF MANOR



150TH

Anniversary



Submitted by:
J Gandolf Burrus, President



Grant Development Services

P.O. Box 33043 Austin, Texas 78764
Phone: (512) 707-0455

GRANT DEVELOPMENT SERVICES ADMINISTRATIVE MANAGEMENT PROPOSAL



GRANT DEVELOPMENT SERVICES



GRANT DEVELOPMENT SERVICES

April 10, 2022

Lydia M. Collins
Director of Finance
City of Manor
City Hall
105 E Eggleston St
Manor, TX 78653

Re: Comprehensive Professional Grant Writing and Grant Administration Services Proposal

Dear Ms. Collins:

Grant Development Services, Inc appreciates the opportunity to respond to the City of Manor's request for a proposal to provide all Professional Grant Services required for Application Development and Project Administration over a two-year period. Our contract includes provisions for securing funding from a variety of potential sources including:

- Department of Agriculture Texas Community Development Block Grants (TDA/CDBG)
- Department of Agriculture Main Street / Downtown Revitalization Grants (MS/DR)
- Texas Parks and Wildlife Department Recreational Grants (TPWD)
- Texas Department of Transportation Sidewalk Grants (TxDOT)
- Central Texas Metropolitan Planning Organization Transportation Enhancement and Safe Routes to Schools grants (CAMPO)
- Capital Area Council of Governments special programs of local interest including Solid Waste and Environmental Grants (CAPCOG)
- Texas Water Development Board for both water and wastewater systems (TWDB)
- General Land Office (GLO)
- Federal Emergency Management Agency Hazard Mitigation grant programs (FEMA)
- COVID and Economic Recovery special programs and grants
- Texas Commission on Environmental Quality grants for water quality improvement (TCEQ)
- Other new grant funding opportunities to be evaluated

I. Approach: Multiple funding agencies

Research, Review and Evaluation: Throughout the term of the agreement, GDS will be investigating a variety of fund sources to determine if programs are a good match for Manor's municipal needs, qualifications and financial capacity. This evaluation is the first step in determining if the City is in a good position to compete for the program funds with a reasonable expectation of success.

Each funding agency has, at a minimum, a unique set of requirements for documenting project need, City eligibility. Once funded, each agency has unique Implementation and Administration requirements for planning, funding, constructing and auditing the project. While similarities may exist, each agency has its own kind of operating system and requires its own Forms and Procedures for providing funds, and collecting and verifying project documentation.

Before commencing work on a grant project, an all-hands conference will be held with GDS Team, City Team and the City assigned project engineer. The review will include evaluation of the program requirements, the scope of proposed construction, location and property ownership, determination of environmental clearance needs, land acquisition, income surveying, and permits. GDS will identify any items which could have a positive or negative impact the grant scoring. Among other purposes, GDS will utilize the Team conference information to establish a fee for application preparation and project implementation. Each project will include a negotiation of scope and fees.

Multi-agency fluency: Grant Development Services has developed what we describe as multi-agency fluency. We communicate with each Agency using their own language, terminology, and “slang” which facilitates effective communication. We adopt their playbook to ensure a smooth and efficient implementation process.

Our turn-key approach includes closely working with each funding Agency’s program auditors to produce clean close -out audits. GDS will accompany the City during any project audit. Our audit files are developed throughout the entire implementation process. GDS projects begin at the conceptual or incubation stage and do not conclude until programmatic close out/acceptance. Our knowledge base ensures GDS will deliver the “what and how” of all audit documentation requirements. We continue to meet or exceed all Agency Audit expectations.

II. Scope of Services

Our scope includes **all** Professional Services required to develop and submit a Grant Application and, upon receipt of funding, to provide all Administrative activities to successfully implement the project within the time frames required by the funding agency.

Our proposal and attached sample contract includes, but is not limited to, the list of tasks below.

Grant application preparation

- Applicant eligibility confirmation
- Beneficiary eligibility confirmation
- All posting requirements
- Conduct early public hearing to confirm city municipal priorities
- Review of preliminary engineering report
- Review of Probable Opinion of Cost
- Write and upload all documents and information required for a complete application.
- Post notice of availability of application for review
- Resolution Authorizing submission of Application and verification of matching funds

Grant Administration from award acceptance to close-out audit.

- Project Management
- Financial management
- Environmental Review
- Real property acquisition procedures under the Uniform Act, (if applicable)
- Construction Management
- Fair Housing/ Equal Opportunity and civil rights compliance
- Audit/Contract close out assistance

III. Statement of Qualifications

Our experienced Team is qualified to develop competitive applications and to administer ALL aspects of the scope of work for implementation for municipal construction utilizing grant funds. **Since its founding in 1983, GDS has administered 265 federal and state grants with a total value of over \$89MILLION from inception to close out audit.** The majority of the projects we manage are:

- Sewer or Wastewater System infrastructure construction improvements
- Parks and public recreation facilities
- Pedestrian and traffic safety sidewalk construction grants.

GDS's main office is at 4801 S Congress Ave. in Austin, with a field office in rural Hays County.

Our team includes the following senior members:

- **Gandolf Burrus**
38 years' experience managing state and federally funded construction grants with a specialty in Labor Standards, Section 504 and EEO compliance.
- **Katerina Rice Dittemore**
Former Executive Director of Habitat for Humanity in Austin with 27 years' experience with grant writing and federal/state project administration.
- **Latrice Hertzler**
21 years' experience with securing environmental clearances. Additionally, she has 11 years at the TCEQ Permitting Division. Her firm, Futurelink Technologies is registered as a Certified Historically Underutilized Business.

2021 CDBG Certified Administrators:

We have attached proof that we are currently Certified Administrators of the TxCDBG program. GDS been certified since 2008, and has completed recertification annually. Attached

2022 SAM Debarment Verification:

We have also included documentation that the firm Grant Development Services and its President Jere Gandolf Burrus are not suspended or debarred in the Federal System for Award Management (SAM). SAM clearances for our environmentalist Latrice Hertzler, President of Future Link Technologies, are also included. Attached

Affirmative Action:

See section labeled Affirmative Action Certificates for verification of DBE/ WBE / HUB registrations attached.

Grant Application Development and Administration Experience

The Company Resume lists the major programs for which GDS has provided successful administration services. Attached

Resumes

We have included the resumes of the GDS team that will be engaged in developing the application and, if funded, providing professional grant administration services. Please see the attached Resumes.

IV. Proposed cost of Services:

GDS requests a fee of Twenty-Four Dollars (\$24.00) paid at One Dollar (\$1.00) for a two-year agreement to assist the City in research, review and evaluation of a variety of fund sources to determine if specific grant programs are a good match for Manor's municipal needs, qualifications and financial capacity. Mileage during site visits will be billed to the city at the current IRS milage reimbursement rate.

The term of the contract can be extended for an additional two years by mutual agreement.

Before commencing work on a grant project that the City desires to assign to GDS, an all-hands conference will be held with GDS Team, City Team and the project engineer. The review will include the scope of proposed construction, location and property ownership, determination of elements required for environmental clearance, acquisition, income surveying, permits. Among other purposes, GDS will utilize the Team conference information to establish a fee request for application preparation and project implementation.

When a suitable grant funding source has been identified, the scope and fees will be negotiated as outlined in Part V Work Order Mechanism. Upon receipt of Notice to Proceed and signed Work Order, GDS will accept the project through a professional services contract. The work order will include the negotiated fees for both application preparation services and grant administration services and any other special conditions.

SAMPLE CONTRACT: A typical set of Application and Administration tasks that will be performed under each of the Contracts are detailed in the sample contract. Application tasks are detailed in the Contract Section labeled "Proposed Scope of Services". Administration tasks are detailed in PART II.

GDS has historically requested an application fee that ranges from 2% to 4% of the amount of grant funds requested. Our Administration fees range from 9% to 11.5% depending on the level of complexity of the environmental assessment, and whether land acquisition services will be required. Our hard costs are reimbursements for travel, photography, printing, and special studies

V. References

GDS has maintained long-term relationships with communities including the following current clients:

- City of Cottonwood Shores since 1990
- City of Johnson City since 1990
- City of Malone since 2005
- City of Cresson since 2002
- City of Nolanville since 2013
- City of Walnut Springs since 1991
- City of Evant since 1993

The following references are from communities where we have recently completed or have ongoing projects. Please feel free to contact any community where we have provided services for an evaluation of our ability to successfully secure grants then manage projects.

City of Carmine 979-451-0284
Wade Eilers
Mayor

City of Nolanville 254-698-6093
Kara Escajeda
City Manager

City of Johnson City 512-626-5224
Rhonda Stell
Mayor

City of Malone 254-533-2261
Molly Hopson
City Secretary

City of Cottonwood Shores 830-693-3830
J C Hughes
City Administrator

Ft Bend County MUD #131 281-236-1643
Jennifer Jacobs
Board President

We look forward to the opportunity to work with the City of Manor for discussion, planning and preparation of successful grant applications and then administering these funded projects to successful completion, close-out and audit.

We appreciate the opportunity to offer our services.

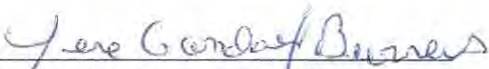
Signature

Printed Name

Company Name

Address

Phone



Jere Gandolf Burrus, President

Grant Development Services Inc

PO Box 33043 Austin Texas 78764

512-707-0455 Office / 512-560-4477 Cell

GRANT DEVELOPMENT SERVICES EXPERIENCE / BACKGROUND



GRANT DEVELOPMENT SERVICES



GRANT DEVELOPMENT SERVICES

Celebrating Our 39th successful year

Grant Development Services, Inc. (GDS) is a professional firm with 39 years of experience in the professional design of applications to compete for grants, and in the successful grant management and administration of those funds secured. Since the Company's founding as RGS Associates in 1983, under the leadership of JGandolf Burrus, GDS has secured and administered over \$89 Million in grant funds from a wide variety of sources. GDS has provided administration services to communities ranging in size from Irving, Temple and Austin to small communities such as Carmine (Population 230) and Covington (population 211). Most of our clients are small rural communities with small populations.

The services provided by GDS include both:

- (1) providing funding by identifying funding sources for which they may compete with a reasonable expectation of success; design of the application to meet the specific scoring criteria of the funding agency
- (2) providing professional grant management and administration of funded projects. Our projects are professionally managed with the goal of completing on time and under budget.

Once grant funding has been secured, GDS works closely with recipients to provide all administrative services required to implement and document the grant-funded construction. Administering construction contracts being accomplished by (1) General contractor secured through bid, (2) volunteer labor and/or (3) combinations of the two.

GDS has professionally managed and administered more than 265 State and Federally funded construction projects.

The following is a list of the major programs for which GDS provides application and administration services: The strength of GDS is its diverse ability to successfully develop applications for a very wide range of funding sources including the following sixteen grant sources:

1. Community Development Block Grant funds to construct water storage and distribution systems and wastewater collection and treatment systems
2. Community Development Block Grant- Disaster Recovery funds to construct water systems and wastewater systems damage following disaster declarations
3. USDA loans and grants for water and wastewater system construction
4. FEMA Hazard Mitigation Grant Program – funds to address reduction or elimination of long-term risks from natural disasters.
5. Texas Water Development Board for loans and grants for water and wastewater systems

6. Community Development Block Grant Downtown Revitalization Program funds to construct pedestrian and transportation improvements
7. Safe Routes to Schools Program TxDOT funds to construct pedestrian and transportation improvements for use by school children
8. Community Development Block Grant Main Street Program funds to construct pedestrian and transportation improvements
9. Capital Fund Infrastructure Program funds for water and sewer lines/facilities, and road/street improvements related to expansion or new business development
10. Self Help (STEP) Program funds to construct water and sewer system through Volunteer labor.
11. Parks: Outdoor recreation, Indoor recreation, and Trails Grant funds to construct or improve recreational facilities
12. TA, STMPP, TASA, CAT7 and CAT9 TxDOT Programs funds for the development of safe transportation improvements
13. Texas Department of Agriculture Capital Fund grants and/or low interest loans funds for new construction of or expansion of facilities to companies seeking to create jobs;
14. Fire Protection Program grants and/or low interest loans to purchase firefighting equipment and training; and Community Oriented Policing (COPS) grants from the Department of Justice
15. Economic Development Administration funds to create or retain private sector employment

GDS has successfully developed working relationships with clients as well as with funding agencies. The program funds which GDS regularly accesses are provided through the following agencies.

- Texas Water Development Board
- Texas Department of Agriculture
- Texas Department of Agriculture's Office of Rural Affairs
- Capital Area Metropolitan Planning Organization
- Killeen Temple Metropolitan Planning Organization
- Texas Department of Transportation
- Texas Parks and Wildlife Department
- Texas Commission on Environmental Quality
- Williamson County Grant Program
- Texas Department of Housing and Community Affairs

We also have assisted communities in establishing Enterprise Zones, Enterprise Zone Designated Project Certifications, Tax Abatement Zones, and in securing funding from private grant foundations.

It is our intention to provide your city the highest level of professional service at a reasonable cost.

The following projects have been funded by Grant Development Services.

City of Alvord

Secured grant funding and administered CDBG grant: Construct a new elevated water tower and improvements to the water distribution system. Grant Amount \$ 250,000

City of Beavercreek

Secured grant funding: Purchase of Firefighting equipment including SCBA's and Bunker suits. Grant Amount: \$ 14,500

City of Bellmead

Secured grant funding and administered Downtown Revitalization grant: Construct sidewalk improvements in the downtown area (710142) Grant Amount: \$ 150,000

Secured grant funding and administered CDBG grant: Replacement of residential water meters and first-time service (713029) Grant Amount \$ 275,000

City of Belton

Economic Development Assistance enabling Continental Belton Inc. to retain fifty full-time employees funded through the Texas Department of Commerce

Secured grant funding and administered TxDOT Oil Overcharge grant: Construction of park and ride facility Grant Amount: \$ 75,000

Secured grant funding and administered CDBG grant: Construction of First-time wastewater services and collection system improvements Grant Amount \$ 250,000

Secured grant funding: Purchase of new EMS Unit Board Grant Amount: \$ 45,000

Secured grant funding for Safe Routes to School (SRTS) Planning study Grant Amount \$ \$ 10,000

Secured grant funding and administered CDBG grant: Construct / Replace Miller Heights Sewer Interceptor line (GR729889) Grant Amount \$ 250,000

Secured grant funding for TEA grant: Construct extension of the Nolan Creek Pedestrian and Bike Trail Grant Amount: \$1,835,661

Secured grant funding and administered SRTS grant: Construct sidewalk and traffic safety improvements for use by schoolchildren. Grant Amount: \$ 666,400

Blanco County

Intermodal Surface Transportation Enhancement Act funding for the restoration of the Blanco County Courthouse (A nationally registered historic site) through the Texas Department of Transportation ISTEPA Program Grant Amount: \$ 120,000

Secured grant funding and administered CDBG Urgent Need/ Disaster grant: Complete repair of low water crossing damaged in flood. Grant Amount \$ 112,677

City of Blum

Secured grant funding and administered CDBG grant: Constructed improvements to Wastewater Treatment Plant and Collection System Grant Amount \$ 250,000

City of Burnet

Administered TEA Grant: sidewalk construction grant to connect the railroad depot, County Courthouse and River. Grant Amount \$ 325,000

Secured HIF grant funding to construct the infrastructure required for water, sewer, streets, and lots for a subdivision of 24 single family residences Grant Amount \$ 500,000

City of Cameron

Tax Abatement: Economic Development Financing to assist in funding the construction of the Winnie L Care Facility, a 90 Bed Care Facility funded by the Texas Dept of Commerce (Grant No. One) Grant Amount: \$ 350,000

Tax Abatement: Design and Creation of a City-wide State of Texas Enterprise Zone (EZ058-022190-C), approved by the Department of Commerce

Tax Abatement: Design and Creation of City Revolving Loan Fund for the capture of project income from Department of Commerce funded economic development projects to be used for local economic development activities.

Secured Urban Development Action Grant (Certification)

Secured Meadows Foundation Grant to establish a Head Start Facility and Program (in cooperation with the Milam County Commissioner's Court) (Grant No. Two) Grant Amount: \$ 130,000

Secured grant funding and administered CDBG grant: Constructed improvements to the water distribution system to areas served by public housing (Grant No. Three) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Constructed improvements to the water distribution system to serve surrounding schools and hospital (Grant No. Four 725129) Grant Amount \$ 250,000

Secured grant funding and administered Recreation grant: Construct a swimming pool and other recreation facilities (Grant No. Five) Grant Amount \$ 500,000

Secured grant funding: Purchase of new firefighting unit (Grant No. Six) Grant Amount: \$ 42,000

Tax Abatement: Certification of Butler-Weldments Corporation and of Cam-Col Nursing Home Partnership as Certified Enterprise Zone Projects for the purpose of receiving refunds of State Sales Tax and reductions of State Franchise Taxes. Secured Tax Abatement package from City of Cameron, Cameron Independent School District, and Milam County Commissioner’s Court for John C. Culpepper

Secured grant funding and administered CDBG grant: Construction of Street and Drainage Improvements ((Grant No. Seven 722099) Grant Amount \$ 236,600



City of Cameron (continued)

Secured grant funding and administered CDBG grant: Construction of First-time sewer service connections. ((Grant No. Eight 718099) Grant Amount \$ 188,665

Secured grant funding and administered TEA- 21 grant: Construct hiking trails, sidewalks, and restroom facilities. (Grant No. Nine) Grant Amount \$1,245,000

Secured grant funding and administered CDBG grant: Construct improvements at City’s Water Treatment Plant (Grant No. 10 729099) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Replacement/ upgrade of city’s residential water meter system (Grant No. 11 713060) Grant Amount \$ 275,000

City of Carmine

Secured grant funding and administered CDBG grant: Construct a new water well and elevated storage facility (Grant No. One) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct first-time sewer services, sewer lift station, and water distribution lines. (Grant No. Two 715889) Grant Amount \$ 170,000

Secured grant funding and administered HOME grant: Rehabilitation of Owner-Occupied Homes (Grant No. Three) Grant Amount: \$ 200,000

Secured supplemental Loan for sewer construction through Community Resources Group. (Grant No. Four) Loan Amount: \$ 85,000

Secured grant funding and administered CDBG grant: Construct improvements to the water system. (Grant No. Five) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct improvements to the water distribution system. (Grant No. Six) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct improvements to the wastewater treatment facility and construction of first-time sewer services. (Grant No. Seven 728079) Grant Amount \$ 250,000

Secured CDBG grant funding to construct improvements to the water storage and distribution system. (Grant No. Eight 7214071) Grant Amount \$ 275,000

Secured grant funding and administered 2018 CDBG grant: Construct improvements to the water tower and water pipeline installation with fire hydrants. (Grant No. Nine 7218051) Grant Amount \$ 300,000

Secured grant funding and administering 2021 CDBG grant: Construct improvements to the citywide wastewater treatment plant. (Grant No. Ten CDV21 0073) Grant Amount \$ 350,000

Secured grant funding and administering 2021 SLFRF ARPA grant: Construct improvements to the water tower and water plant including emergency preparedness. (Grant No. 11 347-TX2084) Grant Amount \$ 68,722



Community of Chilton (through Falls County)

Secured grant funding and administered CDBG grant: Rehabilitation of existing sewage treatment facility and construction of first-time sewer Grant Amount \$ 250,000

Secured financial support from the Ford Foundation / Community Resource Group for the provision of first-time wastewater services. Grant / Loan Amount \$ 70,000

Secured second loan/financial support from the Ford Foundation / Community Resource Group for the provision of first-time wastewater services. Loan Amount: \$ 60,000

Secured grant funding: Purchase of a new firefighting personal safety gear (Bunker Suits and Air Packs) Grant Amount \$ 23,000

Community of China Spring (through McLennan County)

Secured grant funding and administered CDBG Urgent Need grant: Construct/ Replace the failed single source of water supply Grant Amount: \$ 350,000

Secured grant funding: Purchase of a new firefighting personal safety gear: Bunker Suits and Air Packs Grant Amount: \$ 31,000

City of Cleburne

Secured grant funding: Purchase of a new Class A Pump Truck for the Fire Department Grant Amount: \$ 46,000

Secured grant funding and administered CDBG grant: Construction of water and sewer lines to provide first-time services Grant Amount \$ 250,000

Secured grant funding and administered ISTEA grant: Construct/ restore an abandoned historic Post Office Building for adaptive reuse as a City Hall. Grant Amount: \$200,000

City of Copperas Cove

Economic Development assistance to Cove Nursery and Landscaping through the Governor's Small Business Assistance Fund and the Texas Department of Commerce

Administered CDBG grant: Construct improved sewer collection lines in a low-income target area. Grant Amount \$ 250,000

Secured Indoor Recreation grant funding for indoor swimming pool and other recreation facilities Grant Amount \$ 416,000

Secured grant funding for CDBG Grant: Construct water improvements in a low-income target area Grant Amount: \$250,000

Provided professional planning services to complete community plan for Safe Routes to School project

Secured grant funding and administered CDBG Grant: Construct water improvements in a low-income target area (712409) Grant Amount: \$ 87,308

City of Cottonwood Shores

Secured grant funding and administered CDBG Planning grant: Completion of Municipal Comprehensive Plan (Grant No. One) Grant Amount: \$ 28,000

Secured grant funding and administered CDBG grant: Construct improvements to the water system. (Grant No. Two) Grant Amount \$ 250,000

Secured grant funding and administered CDBG Disaster grant: Construct improvements to street system damaged by flooding. (Grant No. Three) Grant Amount \$ 200,280

Secured grant funding and administered CDBG grant: Construct improvements to the water distribution system and water system standpipe. (Grant No. Four) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct improvements to the water distribution system in a low-income target area. (Grant No. Five 725080) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct improvements to the sewer system including rehabilitation of all city lift stations (Grant No. Six 728060) Grant Amount \$ 250,000

Secured grant funding and administered STEP grant: Construct improvements utilizing volunteer labor to the water plant and intake system (Grant No. Seven) Grant Amount \$ 170,633

Secured grant funding for CDBG grant: Construct improvements to the water treatment system and water Clearwell tank. (Grant No. Eight 710139) Grant Amount \$ 250,000

Secured grant funding for STEP grant: Construct improvements utilizing volunteer labor to the water plant and intake system (Grant No. Nine 711036) Grant Amount \$ 300,000

Secured grant funding and administered TPWD Recreation grant: Construct recreational facilities utilizing volunteer labor (Grant No. 10) Grant Amount \$ 500,000

Secured grant funding and administered LCRA Partnerships in Parks grant: Construct recreational facilities utilizing volunteer labor (Grant No. 11) Grant Amount \$ 200,000

Secured grant funding and administered for TPWD Boat ramp grant: Construct boat ramp facilities utilizing volunteer labor (Grant No. 12) Grant Amount \$ 142,170

Administered CDBG grant: Construct improvements to the municipal water treatment system including upgrade of backwash system (Grant No. 13 713109) Grant Amount \$ 275,000

Secured grant funding and administered 2017 CDBG grant: Construct new water treatment system in partnership with Texas Water Development Board Loan (Grant No. 14 7217080)
Grant Amount \$ 300,000 Total Combined Project \$ 1,129,000

Secured grant funding and administering 2020 CDBG grant: Construct improvements to the wastewater system with new lift station. (Grant No. Eight 7220109) Grant Amount \$ 300,000

Secured grant funding and administering 2021 SLFRF ARPA grant: Install emergency generators at water treatment plant and citywide wastewater lift station.
(Grant No. Nine 372-TX0364) Grant Amount \$ 304,334

City of Covington

Secured grant funding and administered CDBG grant: Construction of Municipal Water Well, and transmission lines (Grant No. One) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construction of transfer facilities to shift the City of Covington from ground water to surface water (Grant No. Two) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct a new elevated storage facility (Grant No. Three) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct a second municipal water well and connect to the existing system (Grant No. Four) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct pressure pumps and other improvements (Grant No. Five) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct improvements to the wastewater treatment facility (Grant No. Six 727140) Grant Amount: \$ 250,000

Provided professional planning services to complete community plan for Safe Routes to School project

Secured grant funding for SRTS Grant: to construct sidewalk and pedestrian facilities to serve area school children (Grant No. Seven) Grant Amount: \$ 350,125

City of Creedmoor

Secured grant funding and administered Recreation Grant: Construct recreation facilities Grant Amount: \$ 400,000

City of Cresson

Secured grant funding and administered CDBG grant: Construct a new water well and first-time services (726141) Grant Amount: \$250,000

Secured grant funding and administered CDBG grant: Construct water storage facility, water distribution lines and first-time service (710889GR) Grant Amount: \$350,000

Secured grant funding and administered CDBG Grant: Construct water pipeline improvements in “Old Town” (7214100) Grant Amount: \$ 275,000

Secured grant funding and administered 2018 CDBG grant: Construct new water tower for newly acquired water system (7218101) Grant Amount \$ 275,000

Secured grant funding and administering TPWD grant: Construct municipal park. (48-001165) Grant Amount \$ 500,000

Chisholm Trail Heritage Museum, Cuero Texas

Secured “Feasibility and sustainability” study grant from the Economic Development Administration for the proposed museum facility. Grant Amount \$ 30,000

Secured grant funding and administered EDA grant: Rehabilitation and expansion of the CTHM museum facility. Grant Amount \$1,000,000



City of Cuero

Secured grant funding and administered Downtown Revitalization grant: Construct sidewalk improvements in the downtown area (711222) Grant Amount: \$ 150,000

Secured grant funding and administered second Downtown Revitalization grant: Construct sidewalk improvements in the downtown area (719132) Grant Amount: \$ 150,000

City of Deanville

Secured grant funding: Purchase of Firefighting equipment Grant Amount \$ 13,500

City of Dripping Springs

Secured grant funding and administered CDBG grant: Construct first-time sewer services in the North Forty Neighborhood (Grant No. One) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct first-time sewer services in the Ramirez Neighborhood (Grant No. Two) Grant Amount: \$ 250,000

Secured funding from the Hays County Park Bond program for the purchase of 64 acres of the Harrison property as parkland. (Grant No. Three) Grant Amount \$ 775,000

Secured grant funding for TPWD Recreational Facilities grant: To construct outdoor recreational facilities at Harrison Park (Grant No. Four) Grant Amount: \$ 500,000

Secured grant funding and administered TxDOT STM PP CAMPO Grant: Construction of Pedestrian and traffic safety improvements through Downtown Mercer Street Historic District (Grant No. Five) Grant Amount: \$ 599,054

Secured grant funding and administered 2015 CDBG grant: Construct water system improvements in the North Forty Neighborhood (Grant No. Six 7215129) Grant Amount \$ 270,000

Secured grant funding for 2017 TxDOT Transportation Alternatives Set-Aside Program Grant: Pedestrian safety improvements including pedestrian bridge along Sportsplex Drive (Grant No. Seven 0914-33-079) Grant Amount: \$ 325,155

Secured grant funding for 2018 TxDOT CAMPO Grant: Comprehensive Transportation Planning Grant: Corridor of US Highway 290 and RM 12 and Center Study of US Highway 290 at Mercer Street. (Grant No. Eight) Grant Amount: \$ 360,000

Secured 2020 grant funding from the Texas Department of Transportation for Transportation Alternatives funding for sidewalks, pedestrian bridges, intersection improvements and bicycle lanes along Rob Shelton Blvd. Grant Amount \$1,150,116

Secured 2020 grant funding from the Texas Department of Transportation for Transportation Alternatives funding for sidewalks, safety buffers, shared use paths and safe crossing areas connecting the High School campus with the Middle School on US 290 Grant Amount \$1,670,084

City of Elgin

Administered 2014 TDA Capital Fund Main Street grant: Construction of sidewalks and ramps located in Historic Downtown District (7214372) Grant Amount: \$ 150,000

Administered 2015 CDBG grant: Construction of water improvements to serve target area. (7215151) Grant Amount: \$ 275,000

City of Evant

Secured grant funding and administered CDBG grant: Construction of Sewage Treatment Facility and collection lines (Grant No. One) Grant Amount: \$ 250,000

Secured grant funding and administered HOME Grant: Rehabilitation of Owner-Occupied Homes (Grant No. Two) Grant Amount: \$ 200,000

Secured grant funding: Purchase of Firefighting equipment (Grant No. Four) Grant Amount \$ 31,000

Secured grant funding and administered CDBG grant: Construction of extensions to the wastewater collection system and First-time wastewater services (Grant No. Three) Grant Amount: \$ 250,000

Secured grant funding: Purchase of Bunker Suits and other personal protective equipment (Grant No. Five) Grant Amount \$ 18,500

Secured grant funding and administered CDBG grant: Construction of improvements to the wastewater collection system and First-time wastewater services (Grant No. Six). Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construction of reverse osmosis treatment facility (Grant No. Seven). Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construction of extensions to the water system and new municipal water well (Grant No. Eight) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construction of standpipe to expand water system capacity (Grant No. Nine 723279) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construction of blending tanks for water plant and additional onsite storage capacity (Grant No. 10 725301) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Rehabilitation of Reverse Osmosis plant and upgrade of pressure pumps (Grant No. 11 727159) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construction of extensions to the water system (Grant No. 12 7214159) Grant Amount: \$ 275,000

Secured grant funding and administering 2018 CDBG grant: Construction of improvements to existing wastewater treatment plant (Grant No.13 7218141) Grant Amount: \$ 275,000

Fort Bend Municipal Utility District No. 131

Secured grant funding and administering 2018 TPWD Non-Urban Outdoor Recreation grant funding for Southern Colony Recreation Center Park Project

Grant Amount \$ 500,000 Total Project \$1,162,750

City of Giddings

Tax Abatement: Design and Implementation of Reinvestment Zone Policy and Establishing Committee for Purposes of Granting Tax Abatements.

Tax Abatement: Secured 100% for 5 years. Tax Abatement for Nutrena Feeds Inc.

Secured grant funding and administered Recreational Facilities grant funding: To Support Major Expansion of the City Park (swimming pool, soccer fields, equipment) Grant Amount: \$ 230,000

Secured grant funding and administered CDBG grant: Construct improvements to expand wastewater collection capacity by installing 15" collection lines Grant Amount: \$ 250,000

City of Granbury

Secured grant funding & administered grant for new Water and Sewer services Grant Amt: \$ 250,000

City of Granite Shoals

Secured grant funding and administered CDBG grant: Construct water distribution lines and replace defective connections in the Sweetbriar neighborhood (Grant No. One) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct improved water distribution lines and first-time water services. (Grant No. Two) Grant Amount \$250,000

Secured grant funding and administered CDBG grant: Construct water distribution lines for 110 homes and First-time services in the area. (Grant No. Three) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG Urgent Need grant: Construct/ removal and replacement of a failed standpipe (Grant No. Four) Grant Amount \$ 95,000

Secured grant funding and administered CDBG grant: Construct extensions to the water collection system and First-time water services along Bluebonnet Street (Grant No. Five).
Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct extensions to the water distribution lines and First-time water services in the Bluebriar area (Grant No. Six 724331)
Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct water distribution system lines and First-time water services in the Sunset Woods neighborhood (Grant No. Seven 725351)
Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct water distribution system lines and First-time water services in the Presidents Area (Grant No. Eight 728169) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct water system improvements and new Water Clearwell Tank (Grant No. Nine 710279) Grant Amount \$ 250,000



City of Granite Shoals (continued)

Secured TPWD grant funding and administered Recreation Trails grant funding for new walking trails Grant No. 10 RT011-009) Grant Amount \$ 73,120

Secured TPWD grant funding and administered Outdoor Recreation grant funding for Quarry Park (Grant No. 11 48-00-1119) Grant Amount \$100,000

Secured grant funding for CDBG Grant: water tower improvements (Grant No. 12 713199) Grant Amount \$ 275,000

Secured grant funding and administering Outdoor Recreation Grant for Recreation Center (Grant No. 13 50-00484) Grant Amount \$500,000

City of Gustine

Secured grant funding and administered CDBG grant: Construct a new water well and first-time services (727181) Grant Amount \$ 250,000

City of Harker Heights

Economic Development assistance to R.K. Bass Incorporated through the Governor's Small Business Assistance Fund and the Texas Department of Commerce. Grant Amount: \$ 180,000

Harris County Water Control Improvements District No. 96

Secured grant funding and administered 2017 TPWD Non-Urban Outdoor Recreation grant funding for Fall Creek Sports Complex Park Grant Amount \$ 500,000 Total Project \$2,403,126

City of Iredell

Administered CDBG grant: Construct a new water well and water tank Grant Amount \$ 250,000

City of Itasca

Secured grant funding and administered CDBG grant: Construct new sewer collection lines (726281) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct Wastewater Treatment Plant Improvements (710351) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct Wastewater Treatment Plant Improvements and replace sewer pipeline (7241230) Grant Amount \$ 275,000

Secured grant funding and administering 2018 CDBG grant: Construct new Water Storage Tank, and pump station (7218239) Grant Amount \$ 300,000

City of Jarrell

*The following Jarrell CDBG projects were completed utilizing CDBG and TWDB Funds: 2004-2007

Secured grant funding and administered CDBG grant: Engineering studies required to construct new wastewater treatment facility and collection system (2004 Grant No. One) Grant Amount \$ 100,000

Secured grant funding and administered CDBG grant: Engineering studies plus construction of wastewater collection system connections (2005 Grant No. Two) Grant Amount \$ 234,332

City of Jarrell (continued)

Secured grant funding and administered CDBG grant: Construct 77 first-time sewer services and wastewater treatment facility improvements (2006 Grant No. Three) Grant Amount \$ 290,000

Secured grant funding and administered CDBG grant: Construct 13 first-time sewer services and wastewater treatment facility improvements (2007 Grant No. Four) Grant Amount \$ 131,563

TWDB Fund Clean Water State Revolving – Disadvantaged Communities Assisted City in preparation of an application for TWDB funds for construction of a first –time wastewater treatment facility. Provided financial management and documentation of the uses of TWDB and other funds and all reporting requirements. (2004 TWDB Loan No. One) TOTAL PROJECT \$7,895,000

TWDB Fund Clean Water State Revolving – Disadvantaged Communities: Assisted City in preparation of application for TWDB funds for wastewater system improvements to finance wastewater system improvements. This supporting effort provided the additional funds required to complete the wastewater system by constructing collection lines and first-time wastewater services. (2008 TWDB Loan No. Two) TOTAL PROJECT \$1,520,000

Secured grant funding and administered CDBG grant: Engineering studies for new Water Distribution System (2008 Grant No. Five) Grant Amount \$200,000

Secured grant funding and administered CDBG grant: Construct Sewer Lift Stations (2008 Grant No. Six) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct 45 first-time sewer services and improvements to the wastewater treatment facility (2009 Grant No. Seven) Grant Amount \$ 297,772

Secured grant funding and administered CDBG grant: first-time sewer services and wastewater treatment facility improvements (2010 Grant No. Eight) Grant Amount \$ 366,000

Secured grant funding and administered CDBG grant: first-time water services and main water distribution pipeline (2011 Grant No. Nine) Grant Amount \$ 287,450

City of Johnson City

Secured grant funding and administered CDBG grant: Construct new elevated water storage facility, pumps and connection to existing distribution system. (Grant No. One) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct new water distribution lines through downtown area and to the Public Housing Authority (Grant No. Two) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct improved sewer services and first-time sewer services connecting downtown and the Public Housing Authority (Grant No. Three) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct new municipal water well funded through the TDHCA (Grant No. Four). Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct water distribution lines and First-time water services funded through the TDHCA (Grant No. Five). Grant Amount: \$ 250,000

City of Johnson City (continued)

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|---|--------------------------|
| Secured grant funding and administered CDBG grant: Construct wastewater system improvements (Grant No. Six). | Grant Amount: \$ 250,000 |
| Secured grant funding and administered CDBG Planning grant: City Master Plan for growth and development (Grant No. Seven) | Grant Amount: \$ 28,000 |
| Secured grant funding: Purchase of firefighting apparatus for the Johnson City Volunteer Fire Department (Grant No. Eight) | Grant Amount \$ 28,000 |
| Secured grant funding and administered HIF grant: Construct 12 new units of Public Housing for the Johnson City Public Housing Authority. (Grant No. Nine) | Grant Amount \$ 603,000 |
| Secured grant funding and administered TEA grant: Construct hiking trails, traffic crossing light, pedestrian bridge and restrooms (Grant No. 10) | Grant Amount: \$ 709,333 |
| Secured grant funding and administered CDBG grant: Construct improved wastewater services in the Scofield neighborhood and trailer parks (Grant No. 11) | Grant Amount \$ 250,000 |
| Secured grant funding and administered CDBG grant: Construct new lift stations in the Ramirez and Deer Creek neighborhoods (Grant No. 12) | Grant Amount: \$ 250,000 |
| Secured grant funding and administered CDBG grant: Construct new water lines and fire hydrants in the Ramirez and Deer Creek neighborhoods (Grant No. 13) | Grant Amount \$ 250,000 |
| Secured grant funding and administered CDBG grant: Construction of new collection lines and first-time sewer services along Avenue N. (Grant No. 14 727300) | Grant Amount: \$ 250,000 |
| Secured grant funding and administered CDBG grant: Construct new main sewer collection line and improvements at Wastewater Treatment Plant (Grant No.15) | Grant Amount: \$ 250,000 |
| Secured grant funding and administered LCRA Partnership in Parks grant: Construct a children's playground (Grant No. 16) | Grant Amount: \$ 25,000 |
| Secured grant funding and administered LCRA Partnership in Parks grant: Construct a recreation pavilion (Grant No. 17) | Grant Amount: \$ 200,000 |
| Provided professional planning services to complete community plan for Safe Routes to School (SRTS) project | Grant Amount: \$10,000 |
| Secured grant funding and administered TxDOT SRTS Grant: To construct sidewalk and pedestrian facilities to serve area school children (Grant No. 18) | Grant Amount: \$ 700,504 |
| Secured grant funding and administered CDBG grant: Construct new main sewer collection line and improvements at Wastewater Treatment Plant (Grant No. 19 713260) | Grant Amount: \$ 275,000 |
| Secured grant funding and administered TPWD Park grant: Construction of recreation facilities including skate park, rainwater collection and landscaping gardens (Grant No. 20 54-000160) | Grant Amount: \$ 75,000 |

City of Johnson City (continued)

Secured grant funding and administering CDBG grant: Construct new municipal water tank and fire hydrants (Grant No. 21 7218249) Grant Amount: \$ 300,000

Administering 2021 SLFRF ARPA grant: Construct improvements to the water and wastewater pipeline systems. (Grant No. 22 167-TX8005) Grant Amount: \$ 528,554

Secured 2022 grant funding and administering CDBG grant: Construct municipal water distribution system improvements and fire hydrants (Grant No. 24 CDV-21-0060) Grant Amount: \$ 350,000

Community of Kingsland

Secured grant funding and administered CDBG Grant: Constructed new water distribution pipeline and new residential connections. Grant Amount \$ 250,000

Secured grant funding for STEP Grant: To construct new water system distribution pipeline and new residential connections. Grant Amount \$ 350,000

Community of Kennedy Ridge Water Supply Corporation

Coordinated with Texas Water Development Board in the implementation of these Kennedy Ridge WSC projects, specifically regarding the transmission of wastewater to Hornsby Bend Water Supply treatment facility

Secured grant funding and administered STEP Grant: Construct improvements to a failed water system in the Kennedy Ridge Urban Colonia Area utilizing volunteer labor (719056) Grant Amount \$ 350,000

Secured grant funding and administered STEP Grant: Construct improvements to a failed water system in the Kennedy Ridge Urban Colonia Area utilizing volunteer labor (721026) Grant Amount \$ 350,000

Secured grant funding and administered STEP Grant: Construct improvements to wastewater system in the Kennedy Ridge Urban Colonia Area utilizing volunteer labor (722156) Grant Amount \$ 350,000

City of Kyle

Administered TCEQ Watershed Protection Plan (WPP) Grant which includes Low-Impact Development (LID) for the wastewater treatment facility. The project provides LID best management practices, infrastructure, outreach and education. The project is being implemented in coordination with the new wastewater treatment plant and operations center. (582-17-70360) Grant Amount: \$ 132,215

City of Lago Vista

Secured grant funding for 2017 CAMPO / TxDOT TAP grant: Construction of transportation improvements including ADA compliant sidewalks and traffic calming devices at Lago Vista Middle School (Grant No. 0914-04-301) Grant Amount: \$ 465,371

Secured TPWD grant funding for 2017 City Park: Construction of recreational improvements including open space, softball, playground and trails. (Grant No. 50-000486) Grant Amount: \$ 500,000

City of Lavon

Secured grant funding for Purchase of Firefighting equipment to establish new fire department (First funding). Grant Amount: \$ 28,000

Secured grant funding Purchase of Attack Truck for Forest Service Foam Unit (Second funding). Grant Amount: \$ 37,000

City of Liberty Hill

Secured grant funding and administered CDBG grant: Engineering studies for construction of WWTP facility and first-time sewer services (Grant No. One) Grant Amount: \$ 125,000

Secured grant funding and administered CDBG grant: Engineering studies plus construction of 7 first-time sewer services and WWTP improvements (Grant No. Two) Grant Amount \$ 125,000

Secured grant funding and administered CDBG grant: Construct 22 first-time sewer services and a WWTP improvements (Grant No. Three) Grant Amount \$ 200,000

Secured grant funding and administered CDBG grant: Construct 20 first-time sewer services and WWTP improvements (Grant No. Four) Grant Amount \$ 125,805

Secured grant funding and administered CDBG grant: Construct first-time sewer services and WWTP improvements (Grant No. Five) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct first-time sewer services and wastewater pipelines (Grant No. Six) Grant Amount \$ 253,000

Secured grant funding and administered CDBG grant: Construct first-time sewer services and a wastewater pipeline (Grant No. Seven) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct 2 new water wells and connection to water system (Grant No. Eight) Grant Amount \$ 250,000

Secured first State Tribal and Allocation Grant (STAG earmark) for the wastewater system (Grant No. Nine) Grant Amount \$ 350,000

Secured second State Tribal and Allocation Grant (STAG earmark) for the wastewater system (Grant No. 10) Grant Amount \$ 350,000

City of Lipan

Secured grant funding and administered CDBG grant: Construct new water well and water storage facilities (7104701) Grant Amount \$ 350,000

City of Llano

Secured grant funding and administered CDBG grant: Construct sewer system collection lines and reconnections (Grant No. One 725531) Grant Amount: \$ 250,000

Provided professional planning services to complete community plan for Safe Routes to School (SRTS) project



City of Llano (continued)

Secured TxDOT SRTS grant funding: To construction sidewalk improvements for use by school children. (Grant No. Two) Grant Amount \$ 225,777

Secured grant funding and administered CDBG Main Street grant: Construct sidewalk and street improvements (Grant No. Three 724202) Grant Amount \$ 150,000

Secured grant funding and administered CDBG Main Street grant: Construct sidewalk and street improvements (Grant No. Four 728012) Grant Amount: \$150,000

Secured grant funding for CDBG grant: Construct water line improvements in a target area (2010 Grant No. Five 710819) Grant Amount: \$250,000

Secured grant funding for CDBG grant: Construct water line improvements in a target area (2011 Grant No. Six 711309) Grant Amount: \$275,000

City of Lockhart

Secured grant funding and administering 2018 TCEQ Watershed Protection Plan Grant which includes Low-Impact Development (LID) best management practices to reduce stormwater runoff and bacteria contamination of Town Branch Creek. Project involves volunteer coordination, outreach and education. (TCEQ No 582-18-80212) Grant Amount: \$242,359

Secured grant funding and administering 2019 CDBG Grant for construction of an 18” main water distribution line with fire hydrants. (Grant No 7219231) Grant Amount: \$300,000

City of Lorena

Secured State Tribal and Allocation Grant (STAG earmark) grant funding construction of wastewater system improvements Grant Amount \$ 350,000

City of Lott

Secured grant funding and administered CDBG grant: Construct Street and Drainage System Improvements utilizing city staff (force account labor) (Grant No. One). Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct First-time Street Construction. (Grant No. Two). Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct Wastewater treatment facility improvements. (Grant No. Three). Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct elevated 110,000 gallons Water storage facility and distribution improvements (Grant No. Four) Grant Amount \$ 250,000

Secured grant funding: Purchase of new First Response/Attack Truck (Grant No. Five) Grant Amount \$ 48,000

City of Malone

Secured grant funding and administered CDBG Grant: Construct new standpipe for water system (723509) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG Grant: Construct cooling system for standpipe, water distribution pipeline and fire hydrants (726389) Grant Amount: \$ 250,000

City of Malone (continued)

Secured grant funding and administered CDBG Grant: Construct improvements at the WWTP including new wastewater discharge pipeline (713311) Grant Amount: \$ 275,000

TWDB Fund Drinking Water State Revolving –Administered forgivable loan funds for replacement of residential water meters and water pipeline (62668) Grant Amount: \$ 179,000

Secured grant funding and administering 2020 CDBG Grant: Construct improvements at the water system including main transmission pipeline (7220289) Grant Amount: \$ 300,000

City of Manor

Secured grant funding for THC feasibility study for restoring the Chamberlain House Grant Amount \$ 30,000

City of Marble Falls

Secured grant funding and administered CDBG Grant: Construct First-time Water services, Sewer improvements and Street Construction Grant Amount: \$ 250,000

Secured grant funding for Development of Comprehensive Municipal Planning Study including Parks Master Plan. Grant Amount: \$ 28,000

Secured grant funding and administered CDBG Disaster Relief Grant: Construct/ replace two bridges destroyed by a tornado. Grant Amount \$ 350,000

Secured grant funding and administered ISTEAs grant: Construct a series of hike and bike trails to connect the river with major municipal parks Grant Amount \$ 180,000

City of Meadowlakes

Secured grant funding and administering 2021 SLFRF ARPA grant: Construct improvements to the municipal wastewater plant (Grant No. 573-TX4240) Grant Amount \$ 422,396

City of Nevada

Secured grant funding for Firefighting equipment and Bunker Suits Grant Amount: \$ 18,500

Secured grant funding: Purchase of additional Firefighting equipment: Air Packs Grant Amount: \$ 13,200

City of Nolanville

Secured grant funding and administered CDBG Community Enhancement Program grant to construct a new Community Center (2016 Grant No. One 7215048) Grant Amount: \$350,000

Secured grant funding and administered TxDOT TAP/ SRTS pedestrian safety improvements including new sidewalks, traffic calming and bus stop at elementary school (2016 Grant No. Two 0909-36-159) Grant Amount: \$ 481,270

Secured grant funding and administered KTMPO / TxDOT Category 7 grant to construct a traffic safety improvement including sidewalks, bus stops, park and ride lot in downtown Nolanville (2016 Grant No. Three 2057-01-009) Grant Amount: \$ 450,309

City of Nolanville (continued)

Secured grant funding and administered TPWD Small Communities grant to construct improvements at City Park including pavilion, rainwater retention, playground splashpad, sunshade, and trails.

(2016 Grant No. Four 54-000155) Grant Amount: \$ 75,000

Secured grant funding and administered TPWD Non-Urban Outdoor Recreation grant to construct improvements at City Park including football field. Basketball/volleyball court, skatepark and trails.

(2017 Grant No. Five 50-00499) Grant Amount: \$ 321,060

Providing grant administration services for a KTMPO/TXDOT sidewalk and bicycle pathways for Avenue H (Grant No Six) Grant Amount: \$ 1,558,802

Secured grant funding and administering TPWD Recreation grant to construct improvements at Monarch Park including restroom, playscape, pavilion and gaga ball court.

(Grant No. Seven LP-2020-00069) Grant Amount: \$ 150,000

Secured grant funding and administering CDBG grant: Construct improvements to wastewater collection system in targeted area in partnership with local WSC

(Grant No Eight CDV21-0102) Grant Amount: \$ 350,000

Secured grant funding and administering KTMPO / TxDOT TASA grant to construct traffic safety improvements including pedestrian bridges, biking/walking paths to connect north and south sides of Nolanville (Grant No. Nine 0909-36-184) Grant Amount: \$1,539,873

Secured grant funding and administered KTMPO / TxDOT TASA grant to construct a traffic safety improvements including biking/walking paths, pedestrian island, ADA ramps with crosswalks to connect City Hall and police department to downtown commercial Main Street District and bus stops.

(Grant No. Ten 2057-01-012) Grant Amount: \$ 564,270

Community of Northridge Acres Water Supply Corporation (location: Travis & Williamson Counties)

Participated in 6 party agreement to fund construction of new water system.

Funding provided by 5 funds.

Texas Water Development Board loan Texas Water Development Board Grant,

Williamson county CDBG entitlement Program Travis County CDBG Program

Office of Rural Community Activities (2005 CDBG Grant)

TOTAL PROJECT \$2,083,333.00

The following CDBG Projects were completed utilizing these Funds

Secured grant funding and administered Non-Border Colonia grant: Provide emergency construction improvements to low income residents of Northridge Acres dependent upon a failed water system

(Grant 725085) Grant Amount \$ 250,000

Secured grant funding and administered Williamson County CDBG Grant: Construct water improvements to low income residents of Northridge Acres dependent upon a failed water system

(2005 Wilco CDBG Grant) Grant Amount \$ 150,000



City of Palacios

Secured grant funding and administered CDBG Urgent Need Grant: Construct/ replace failed sewage Lift Station Grant Amount \$ 350,000

Secured TxDOT Oil Overcharge Program grant funding: Construction of Park and Ride Facility Grant Amount \$ 190,000

Secured grant funding: Purchase of Firefighting equipment, SCBA’s and cascade air filling system. Grant Amount: \$ 23,190

City of Patton Village

Secured grant funding and administering CDBG grant: Construct improvements to existing water purchase in partnership with USDA (7215369) Total Project Amount: \$ 420,000

City of Rockdale

Secured grant funding: Purchase of a new Rescue Vehicle Grant Amount: \$ 46,700

City of Rogers

Secured grant funding and administered CDBG grant: Construct wastewater treatment facility improvements and collection system (Grant No. One) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct expansion of the wastewater collection system with new 15" mains and lift stations (Grant No. Two) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct a new elevated water storage facility (Grant No. Three) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct water distribution line system improvements along Market and Alvin Ailey Streets (Grant No. Four) Grant Amount \$ 250,000

Secured grant funding and administered CDBG grant: Construct water distribution line system improvements along Prairie Street (Grant No. Five) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct water distribution line system improvements along Rogers Cemetery Road Grant No. Six) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct first-time sewer services along FM2184 (Grant No. Seven 726549) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct first-time sewer services along West Mesquite Avenue (Grant No. Eight 728359) Grant Amount: \$ 250,000

Secured grant funding and administered Recreation grant: Construct recreation facilities utilizing a combination of contract and volunteer labor (Grant No. Nine) Grant Amount \$ 500,000

Secured grant funding and administered CDBG grant: Construct sewer collection lines and upgrade Wastewater Treatment Plant Facilities (Grant No. 10 729701) Grant Amount: \$ 250,000



City of Temple

Secured grant funding and administered ISTEA grant: Restoration of the Santa Fe Railroad Depot
(A nationally registered historic site) Grant Amount \$2,600,000

Secured grant funding and administered TEA-21 grant: Construct hiking trails and Welcome Center
and restrooms Grant Amount \$1,520,000

Secured grant funding and administered TEA-21 grant: Restoration of historic gardens surrounding
the historic Santa Fe Depot Grant Amount: \$ 974,000

City of Tolar

Secured grant funding and administered CDBG grant: Construct a new municipal water well and
distribution facilities. (1996 Grant No. One) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct a new elevated water storage facility
(1999 Grant No. Two) Grant Amount: \$ 250,000

Secured grant funding and administered HIF grant: Construct water, sewer, streets systems of a new
affordable housing subdivision of 24 single family residences (1999 Grant No. Three)
Grant Amount \$ 400,000

Secured grant funding and administered CDBG grant: Construct sewer system improvements
(Grant No. Four 723811) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct/ drill a new municipal water well and
water system improvements (Grant No. Five 726649) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct Wastewater Treatment Plant and
sewer collection system improvements (Grant No. Six 727470) Grant Amount: \$ 250,000

Secured grant funding and administered CDBG grant: Construct new municipal water well and
connection to municipal water system (Grant No. Seven 713461) Grant Amount: \$ 275,000

Travis County

Administered FEMA grant to buy and demolish 26 residences in the Onion Creek Flood plain
Grant Amount \$ 92,975

City of Troy

Secured grant funding and administered CDBG Grant: Construct/ Replace main sewer collection line
(728431) Grant Amount \$ 250,000

Secured grant funding and administered CDBG Grant: Construct/ Replace main sewer collection line
and replace leaking sewer yard lines (712370) Grant Amount \$ 275,000

City of Valley Mills

Secured grant funding and administered CDBG Grant: Construct a main water distribution line along
State Hwy 6 (Grant No. One 726671) Grant Amount \$ 250,000

Secured grant funding and administered CDBG Grant: Construct / replace sewer collection lines and a
lift station in the Live Oak neighborhood (Grant No. Two 727490) Grant Amount \$ 250,000

City of Valley Mills (continued)

Provided professional planning services to complete community plan for Safe Routes to School (SRTS) project

Secured grant funding and administered TxDOT SRTS Grant: To construct sidewalk and pedestrian facilities to serve area school children (Grant No. Three) Grant Amount: \$ 597,443

Secured grant funding and administered CDBG Grant: Construct a new water storage facility (Grant No. Four 713481) Grant Amount \$ 275,000

Secured grant funding and administered TPWD Small Communities Park grant: Construction of recreation facilities including trail, RV pads, pavilion, rainwater collection and gardens (2016 Grant No. Five 50-000155) Grant Amount: \$ 75,000

City of Walnut Springs

Secured grant funding and administered CDBG Grant: Constructed water system improvements and new residential connections. (Grant No. One) Grant Amount \$ 250,000

Secured grant funding and administered CDBG Grant: Constructed a new municipal water well and residential connections. (Grant No. Two) Grant Amount \$ 250,000

Secured grant funding and administered CDBG Grant: Construct a new ground storage water facility. (Grant No. Three) Grant Amount \$ 250,000

Secured grant funding and administered CDBG Grant: Constructed a new standpipe. (Grant No. Four) Grant Amount \$ 250,000

Secured grant funding and administered CDBG Grant: Constructed a main water distribution line (Grant No. Five 727499) Grant Amount \$ 250,000

Secured grant funding and administered 2017 CDBG Grant: Constructed a main water distribution line (Grant No. Six 7217490) Grant Amount \$ 250,000

Provided professional planning services to complete community plan for Safe Routes to School (SRTS) project

Secured grant funding and administered SRTS Grant: Constructed sidewalk and pedestrian facilities to serve area school children (Grant No. Seven) Grant Amount \$ 579,000

Secured grant funding and administered CDBG Grant: Constructed water distribution line improvements (Grant No. Eight 729949GR) Grant Amount \$ 250,000

Secured grant funding and administered CDBG Grant: Constructed improvements to the city Wastewater Treatment System (Grant No. Nine 713501) Grant Amount \$ 275,000

Secured grant funding and administered CDBG grant funding to replace defective water distribution lines and add SCADA to the water system (Grant No.10 7217490) Grant Amount \$ 300,000

City of Walnut Springs (continued)

Secured grant funding and administering CDBG grant funding to replace defective water meters and water distribution pipeline (Grant No.11 CDV21-0121) Grant Amount \$ 350,000

Secured grant funding and administering 2021 SLFRF ARPA grant: Construct improvements to the municipal water system (Grant No. 612-TX1626) Grant Amount \$ 215,291

Community of Westphalia

Secured financial support from the Ford Foundation / Community Resource Group to construct a 0.02 MGD wastewater treatment facility.

Special Projects:

City of Austin

Secured grant funding and administered City-wide study: System for the treatment and delivery of "greywater" for industrial and agricultural uses. Completed ten-year Master Plan (with the Engineering Firms of CH2M Hill and Jones & Neuse)

City of Giddings:

Secured Conversion/Substitution Certification through the Texas Parks & Wildlife Department to drill a new primary water well within the permanently dedicated parklands boundaries of the City Park

City of Marble Falls:

Secured Conversion/Substitution Certification through Texas Parks and Wildlife Department to allow the construction of a parking, restaurant and concession area within the permanently dedicated parklands boundaries of the City's Riverfront Park. Constructed new boat launching ramps and expanded City Park

City of Palacios:

Secured Conversion/Substitution Certification through Texas Parks and Wildlife Department to allow construction of a new parking facility within the permanently dedicated parklands boundaries of the City's Railroad Park.

RESUMES



GRANT DEVELOPMENT SERVICES

J Gandolf Burrus
Katerina R Dittemore
Latrice Hertzler

PROFESSIONAL RESUME OF JERE GANDOLF BURRUS

FIELDS OF SPECIALIZATION:

Gandolf Burrus is a professional manager of Federal and State funded grant construction projects with over 38 years successful experience. He has administered over 250 construction projects for a wide variety of Agencies including:

- Texas Department of Transportation
- Texas Water Development Board
- Office of Rural Affairs
- US Economic Development Administration
- Texas Department of Agriculture
- Texas Department of Housing and Community Affairs
- Travis County Grant Program
- Williamson County Grants Program
- Lower Colorado River Authority
- Texas Parks and Wildlife Department

Gandolf Burrus key strength is the ability to provide grant and construction administration that fully meets the particular requirements of each different funding agency.

PROFESSIONAL EXPERIENCE:

CONSULTANT

GRANT DEVELOPMENT SERVICES (founded in 1996)

1994- Present President

As president, Gandolf Burrus has supervised the administration and construction of over 175 Federally Funded construction projects

In addition to providing general administrative control of projects, Gandolf Burrus has served as Labor Standards Officer, Section 504 Officer, and Disadvantaged Business Compliance Officer for:

- | | | |
|---------------------|------------------|---------------------|
| • Blanco County | • Granite Shoals | • Rogers |
| • Cameron | • Gustine | • Tolar |
| • Carmine | • Itasca | • Travis County |
| • Covington | • Johnson City | • Valley Mills |
| • Cottonwood Shores | • Malone | • Walnut Springs |
| • Cresson | • Marble Falls | • Williamson County |
| • Dripping Springs | • Llano | |
| • Evant | • Llano County | |

TxDOT Experience

Gandolf Burrus also has significant experience in administering grants and construction for the Texas Department of Transportation Grant Programs including:

- TxDOT Oil Overcharge Program
- City of Cleburne \$800,000 to restore a historic post office for use as City Hall
- TxDOT Park and Ride
- City of Palacios \$420,000 for a Park and Ride facility
- TxDOT ISTEPA Program

- Blanco County \$120,000 to replace the roof on the historic courthouse
- City of Marble Falls \$200,000 for Hike and Bike Trails
- City of Temple \$2,100,000 to restore the Santa Fe Depot
- TxDOT TEA
- City of Temple \$3,200,000 downtown landscaping and historic street
- City of Temple \$975,000 to landscape the Santa Fe Depot
- TxDOT TEA-21
- City of Cameron \$1,062,522 for lighted hiking trails, sidewalks and restrooms
- City of Johnson City \$545,000 for Pedestrian crosswalks, lighted hiking trails, bridge construction and expansion of restrooms
- TxDOT Safe Routes to Schools (SRTS)
- City of Walnut Springs \$498,000 for sidewalks , crosswalks, and a pedestrian bridge over Steele Creek

CONSULTANT

R.G.S. ASSOCIATES, MUNICIPAL SPECIALIST (founded in 1983)

1983 - 1994 President

- Co-founder of consulting firm
- Manager of Commercial Development and Construction activities
- Supervised the funding and management of federal and state construction projects
- Coordinated with TxDOT, TDHCA, ORCA, EDA, TDA, TPWD

PROGRAM DIRECTOR

DIVISION OF MANAGEMENT TRAINING

UNIVERSITY OF TEXAS AT AUSTIN

1980- 1983

- Director, Office of Personnel Services and Employee Relations

EDUCATION

| | |
|---|------|
| Bachelor of Science with High Honors, University of Texas at Austin | 1969 |
| Master of Arts, University of Texas at Austin | 1976 |

Certifications:

- Office of Rural Community Affairs CDBG Administrator Annual Certification
- TxDOT Local Government Project Procedures Qualification
- TxDOT Federal Disadvantaged Business Enterprise Program
- Tx Dept Agriculture Office of Rural Affairs CDBG Administrator Annual Certification
- TxDOT Design for Pedestrian Access Certification

MILITARY SERVICE

| | |
|---|------|
| Honorable Discharge, United States Navy Reserve | 1964 |
|---|------|

PROFESSIONAL RESUME OF KATERINA RICE DITTEMORE

FIELDS OF SPECIALIZATION:

- Organizational leadership in the private, public and not for profit sectors
- Knowledge of computer applications: accounting & database management
- Ability to effectively present and express written information
- Knowledge of financial management and administration
- 16 years grant project management
- 9 years Real Estate Lending and Management
- 4 1/2 years Not for Profit Management
- Capacity to operate autonomously; to delegate authority
- Change Agent, Negotiator, & Team Builder

PROFESSIONAL EXPERIENCE:

CONSULTANT

Grant Development Services, Inc

1995-current 20 years

Rural Community Development Consultant

Senior Partner: Chief Financial Officer

- Responsible for project management for federally funded construction grants
- Design and Project Application funding for local municipal infrastructure projects
- Portfolio includes water, wastewater, sidewalks, housing, historic preservation, parks
- Design Federal Enterprise Zones, Reinvestment Zones
- Negotiation of public/private partnerships, municipal tax abatements
- Current portfolio of \$5 Million in 17 federally funded projects
- Diverse funding sources including TDRA, TPWD, TxDOT, TDOC, private foundations

EXECUTIVE DIRECTOR/CHIEF FINANCIAL OFFICER

Habitat for Humanity of San Antonio, Inc.

Austin Habitat for Humanity, Inc.

1990-1995 4 1/2 years

- Transformed organization from a negative cash flow to positive cash flow position
- Responsible for bringing in new partners and funding sources
- Designed & implemented house sponsorship program as engine for growth
- Redesigned operations from isolationism to openness to community partnerships

- 2 1/2 years Tax Exempt Housing Finance
- Senior Management: Single Family Program Manager
- Management of low interest mortgage loan and tax credit program: \$400 Million
- Design and execution of bond program development: bonds, lender agreements
- Development of training materials; training of agency staff & lenders statewide
- Also served in the capacity of Planning & Development Officer; Executive Assistant

PROGRAM MANAGER

TEXAS HOUSING AGENCY

CURRENTLY Texas Department of Housing and Community Affairs

1985-1990 5 years

- Management & disbursement of Federal Funds: \$4 Million
- Development and implementation of Small Properties Improvement Program
- Restructuring of the Housing Apartment Improvement Program
- Additional responsibilities: Community liaison, underwriting, close out & layout

CITY OF HOUSTON

Department of Planning and Development

1984

- 9 months HUD Rental Rehabilitation Program: Program Coordinator
- Negotiation of public/private partnership: \$ 2.8 Million private fund reinvestment

MORTGAGE BANKER

COMMONWEALTH MORTGAGE CORP- Houston

LUMBERMENS INVESTMENT CORP- Austin

1981 - 1984 - 3 1/2 years

- Secondary Market Manager
- Management of tax-exempt housing bond issue allocations in 12 states
- Management of national secondary market agreements
- Conference coordinator/ liaison
- Development of training materials; training of corporate staff
- Knowledge: loan underwriting, loan production, and secondary marketing

EDUCATION:

University of Texas at Austin

Bachelor Degree: Marketing/ International Business- December 1983
Upper Division GPA: 3.45

Certifications:

- Office of Rural Community Affairs CDBG Administrator Annual Certification
- TxDOT Local Government Project Procedures Qualification
- TxDOT Federal Disadvantaged Business Enterprise Program
- Tx Dept Agriculture Office of Rural Affairs CDBG Administrator Annual Certification
- TxDOT Design for Pedestrian Access Certification

PROFESSIONAL RESUME OF LATRICE HERTZLER

FIELDS OF SPECIALIZATION:

- Environmental consultant and experience with and knowledge of state and local requirements regarding environmental (waste water and air programs) permitting requirements and regulations.
- Legislative and environmental regulatory process experience. Work with public interest groups and environmental councils to facilitate negotiation and development of state laws and regulations. Act as liaison between client and regulatory agent to address, capture and support environmental regulatory requirements.
- Successful delivery of environmental process review and integration. Director level management of professional and technical personnel.

PROFESSIONAL EXPERIENCE:

CONSULTANT

FUTURE LINK TECHNOLOGIES, INC. (founded in 2002)

- Provide environmental consulting and assistance for waste, water, and air regulatory authorizations (state and federal permitting), enforcement matters, planning and advocacy. Familiar with applicable Federal and State regulations and requirements. Stay abreast of latest regulatory and statutory proposals and changes. Provide broad range of consulting and business development services for environmental companies and technology companies.
- Work with client to effectively manage new and/or renewal of environmental permit/registrations, including steps to address compliance history, public notice and input, administrative and technical reviews. Perform phase 1 and 2 environmental assessments.
- Provide assistance with strategic planning and grant proposal development for environmental and other public affairs issues - includes site assessments, impact statements, market assessments, public hearings, input and comment, and annual reporting.
- Perform rule and legislative analysis and interpretation for clients regarding environmental policy or regulatory matters. Attend, document and regularly report to clients regarding stakeholder and public meetings, applicable bills and attend legislative hearings. Some recent regulatory examples include: State Implementation Plan (SIP) HRVOC, MACT standards, air standard permits and permits by rule, compliance history, MACT Standards, Air emissions regulations, Cattle and Animal Feeding Operations (CAFO), Wastewater treatment (TPDES & NPDES), MSW rules and regulations, Site Operating Plans, Recycling, and CINWL regulations.
- Develop and implement marketing strategy for small businesses. Develop and recommend solutions for technology challenges to best meet business (environmental) requirements. Provide training and technical assistance.
- Use project management and resource balancing for accurate tracking and billing. See Projects.

DIRECTOR/MANAGER (Executive Assistant)

OFFICE OF PERMITTING, REMEDIATION & REGISTRATION (OPRR) TEXAS COMMISSION ON ENVIRONMENTAL QUALITY (TCEQ), Austin

01/97-01/99 –Office of Waste

01/99 – 03/02 – Office of Permitting

- Working for Deputy Director at executive level, actively assisted in the overall management of waste, water, wastewater, air and remediation authorizations (and related programs) including overlapping enforcement and planning matters.
- Worked closely with program staff and management to gather and monitor evolving business requirements for Agency permitting/registration programs facilitating process changes where necessary. Worked on special projects regarding improvement of permit timeframes, data management, compliance history, annual reporting, fee collection, financial assurance, auditing, and other policy or regulatory driven matters. Agency committee and workgroup representative for a variety of special legislative and policy efforts.

- Performed Agency strategic planning activities to develop, integrate and maintain standardization of environmental programs and applicable technologies. Developed, negotiated and maintained a well-rounded strategic approach toward environmental permitting across media.
- Worked closely with and reported to legislative budget board and other oversight authorities to assure adherence to legislative mandates and law for air, water and waste matters. Met and presented regularly to executive level management. Participated in rule development, notice, review and implementation.

MANAGER

MUNICIPAL SOLID WASTE DIVISION (MSW)

Texas Natural Resource Conservation Commission (TNRCC), Austin

12/95 - 01/99

12/95 – 03/98 – MSW Program Manager

03/98-01/99 – Acting Director for MSW

- Program Manager and Acting Director for Texas MSW permitting (and registrations) and recycling programs. Management and hands-on experience with MSW permitting (major and minor amendments), closed landfill inventory, used oil/filter registrations, batteries, tire generators/transporters, landfill reclamation, medical waste, sludge transporters and generators, and other MSW authorizations.
- Worked with legislature and various public interest groups to promote agency goals of preserving human health and the environment. Presented to the commission and executive management regarding various MSW issues. Attended hearings and provided support for testifying on Agency behalf. Worked on extensive special assignments to address bifurcated permitting, HB 801 (contested case hearing), land use, landfill buffer requirements, fees, and planning.
- Managed \$24 million dollar program budget (fee collections and expenditures). Administered \$5 Million Grant Program for MSW and recycling, Tires and Used Oil/Filter grants. Successfully managed million-dollar contracts and associated budgets.
- Participated in and managed Agency processes for MSW rule development, outreach, and media campaigns. Worked with various interested parties to deliver a comprehensive package for Commission Agendas.

TEAM LEADER/STAFF

MUNICIPAL SOLID WASTE DIVISION (MSW)

TNRCC/Texas Health Department, Austin, TX

01/91 - 01/95

- 03/93-10/95 - Team Leader for Logistical Support, Administration and Permitting. Provided technical assistance and support to staff regarding various technology solutions for the management of MSW permits and registrations. Managed \$2 million program budget.
- Participated in Agency wide strategic planning initiatives. Served on agency committees and workgroups to develop requirements regarding MSW process and policy matters.
- 01/91-03/93 – Technical Support – Participated in the development of processes for managing MSW authorizations including tracking authorizations, fee collection program, rule development and reporting. Worked with permits and registration staff to appropriately track and manage MSW databases. Interfaced regularly with Agency technology department.

EDUCATION:

TEXAS STATE UNIVERSITY: San Marcos, TX

Master of Public Administration - December 1990

Bachelor Degree – July 1986

PROJECTS:

Municipal Solid Waste other Waste Projects

- Austin Independent School District & City of Austin, Texas – Closed and abandoned landfill Subchapter T permit.
- TCEQ – Consultant/project liaison to facilitate the development and implementation of
- City of Bartlett, Texas – Consulting for closed landfill groundwater contamination enforcement matter.
- City of Holland, Texas – Wastewater treatment plant permit renewal.
- Compliance History – Assessment of impact of new rules for four large corporations and associations.
- Waste Management, Inc. - Environmental regulatory assistance. Legislative coordinator.
- John Hall Public Affairs - Environmental regulatory assistance. Legislative liaison.
- Edwards Aquifer Authority – In-depth investigation and review of potential contributing sources of contamination within the contributing zone. Review for potential sites impacted by regulatory changes and proposals to facilitate effective outreach.
- City of Burnet, Texas –
 - Site assessment and project management. Developed and presented strategic plan to State and Federal Agencies for City to receive funding for community Veterans Home.
 - Waste transfer station permit renewal
 - Wastewater Treatment Plant Permit renewal
- Municipal Solid Waste – Site Operating Plans, 30 TAC 330 rule rewrite, recycling, pollution prevention, EMS, standard air permit.
- SIP- State Implementation Plan - assessment and impact of rule changes to air requirements for landfills.

Environmental assessment and review for cities and review of proposed environmental upgrades for city public utilities

- City of Valley Mills
- City of Walnut Springs
- City of Gustine
- City of Evant
- City of Copperas cove
- City of Tolar
- City of Johnson City
- City of Dripping Springs - Environmental Assessment and environmental review for public parks project.
- City of Cameron – Grant Application for Flood Protection Planning Study Grant.
- City of Jarrell, Texas – Domestic Wastewater Treatment Plant Environmental Assessment – Phase I & II

GDS TRAINING CERTIFICATES



GRANT DEVELOPMENT SERVICES

J Gandolf Burrus
Katerina R Dittimore



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Gandolf Burrus

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

Texas Department of Agriculture's

Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts **for 2021**.

Awarded on **February 3, 2021**

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Katerina Dittimore

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

Texas Department of Agriculture's

Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts **for 2021**.

Awarded on **January 14, 2021**

Suzanne Barnard Director for Community Development Block Grant Program



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Gandolf Burrus

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

Texas Department of Agriculture's

Texas Community Development Block Grant Implementation September 2019 Webinar

And is certified to Administer TxCDBG contracts.

Awarded on September 23, 2019

Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Katerina Dittmore

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

Texas Department of Agriculture's

Texas Community Development Block Grant Implementation September 2019 Webinar

And is certified to Administer TxCDBG contracts.

Awarded on September 23, 2019

Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020

Division for Enterprise Development

Public Works Institute

certifies that

Gandolf Burrus

has successfully completed

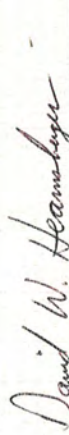
Local Government Project Procedures Qualification

#74445

Austin, TX
January 7-8, 2020
Training Hours: 12.00
CEUs: 1.200

Certificate expires 3 years after
the completion of the class.




David Hearnberger -Instructor


Bryan Sims, Executive Director

TEXAS ENGINEERING EXTENSION SERVICE

The Texas A&M University System



Jere G. Burrus

has successfully completed

Local Government Project Procedures Qualification for the Texas Department of Transportation

12 Hours

January 16 - 17, 2013

Continuing Education Units Earned 1.20

A handwritten signature in black ink, appearing to read 'G. Sera', is positioned above a horizontal line.

Gary F. Sera, Director
Texas Engineering Extension Service

A handwritten signature in black ink, appearing to read 'Ron Peddy', is positioned above a horizontal line.

Ron Peddy, Division Director
Infrastructure Training and Safety Institute

- TXLTAP -

University of Texas at Arlington

Public Works Institute certifies that

Gandolf L. Burrus

has successfully completed

Local Government Project Procedures Qualification #51627

San Antonio, TX

August 3-4, 2016

Training Hours: 12.00

CEUs: 1.200

Certificate expires 3 years after
the completion of the class.



Kenneth Seiler -Instructor

Bryan Sims, Executive Director



CERTIFICATE OF TRAINING

Awarded to

Gandolf Burrus

in recognition of participation in

Local Govrnmt Proj Procedures

Presented By

TEEX - ITSI

On

January 17, 2013

Phil Carlson
Executive Director

Contact Hours: 12.00
Continuing Education Units 0.00

UNIVERSITY OF TEXAS



ARLINGTON

Division for Enterprise Development

Public Works Institute

certifies that

Katerina R. Dittimore

has successfully completed

Local Government Project Procedures Qualification

#74445

Austin, TX
January 7-8, 2020
Training Hours: 12.00
CEUs: 1.200

Certificate expires 3 years after
the completion of the class.



David Hearnberger - Instructor

Bryan Sims, Executive Director



University of Texas at Arlington

Public Works Institute certifies that

Katerina R. Dittimore

has successfully completed

Local Government Project Procedures Qualification #51623

Austin, TX
July 12-13, 2016
Training Hours: 12.00
CEUs: 1.200

Certificate expires 3 years after
the completion of the class.




Kenneth Seiler - Instructor


Bryan Sims, Executive Director

Certificate of Completion

Presented to:

Katerina Dittmore

Design & Construction for Pedestrian Access (DES 122)

Course CEU: 0.4

January 29, 2013

Waco, Texas



PB Krause

Peter B. Krause, R.L.A.
Instructor

29 Jan 2013

Date

SAM/ EPLS CLEARANCE CERTIFICATE



GRANT DEVELOPMENT SERVICES

Grant Development Services is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM)



GRANT DEVELOPMENT SERVICES INC

| | | |
|--|--|---------------------------------------|
| DUNS Unique Entity ID 016856446 | SAM Unique Entity ID KML2PLRSMAE1 | CAGE / NCAGE 859N2 |
| Purpose of Registration Federal Assistance Awards Only | Registration Status Active | Expiration Date Nov 2, 2022 |
| Physical Address 14511 Echo Blf Austin, Texas 78737-9107 United States | Mailing Address PO Box 33043 Austin, Texas 78764 United States | |

Business Information

| | | |
|---|--|--------------------------------------|
| Doing Business as (blank) | Division Name Grant Development Services Inc | Division Number Grant Deve |
| Congressional District Texas 25 | State / Country of Incorporation Texas / United States | URL (blank) |

Registration Dates

| | | |
|---------------------------------------|---------------------------------------|--|
| Activation Date Nov 4, 2021 | Submission Date Nov 2, 2021 | Initial Registration Date Jul 30, 2018 |
|---------------------------------------|---------------------------------------|--|

Entity Dates

| | |
|--|---|
| Entity Start Date Sep 16, 1996 | Fiscal Year End Close Date Dec 31 |
|--|---|

Immediate Owner

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

Highest Level Owner

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

Executive Compensation

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

Proceedings Questions

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

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

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

Yes

Entity Types

Business Types

| | | |
|--|--|---|
| Entity Structure Corporate Entity (Not Tax Exempt) | Entity Type Business or Organization | Organization Factors Subchapter S Corporation |
| Profit Structure For Profit Organization | | |

Socio-Economic Types**Veteran Owned Business**

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

Financial Information

| | |
|---|-------------------------------------|
| Accepts Credit Card Payments No | Debt Subject To Offset No |
|---|-------------------------------------|

| | |
|------------------------------|---------------------------|
| EFT Indicator 0000 | CAGE Code 859N2 |
|------------------------------|---------------------------|

Points of Contact**Electronic Business**

| | |
|---|--|
|  Katerina R Dittmore, CFO | PO Box 33043 Austin, Texas 78764 United States |
|---|--|

Government Business

| | |
|---|--|
|  Katerina R Dittmore, CFO | PO Box 33043 Austin, Texas 78764 United States |
|---|--|

Past Performance

| | |
|---|--|
|  Katerina R Dittmore, CFO | PO Box 33043 Austin, Texas 78764 United States |
|---|--|

Service Classifications**NAICS Codes**

| Primary | NAICS Codes | NAICS Title |
|---------|-------------|-------------|
|---------|-------------|-------------|

Disaster Response

This entity does not appear in the disaster response registry.



Update: Planned Maintenance Schedule [Show Details](#)

Jul 29, 2021



[See All Alerts](#)

Recognize and Avoid Phishing Emails [Show Details](#)

Aug 25, 2020



[Requests](#) [Notifications](#) [Workspaces](#) [Sign Out](#)

[Home](#) [Search](#) [Data Bank](#) [Data Services](#) [Help](#)

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| |
|--------------------------------|
| Entity Registration |
| Core Data |
| Business Information |
| Entity Types |
| Financial Information |
| Points of Contact |
| Assertions |
| Reps and Certs |
| Exclusions |
| Responsibility / Qualification |

FUTURE LINK TECHNOLOGIES INC

| | | |
|--|--|---------------------------------------|
| DUNS Unique Entity ID 127941883 | Registration Status Active | Expiration Date Oct 7, 2022 |
| SAM Unique Entity ID C9T1C4FET5J9 | Purpose of Registration All Awards | |
| CAGE/NCAGE 41JH3 | | |
| Physical Address 401 Cole ST Austin, Texas 78737-9549, United States | Mailing Address P.O. Box 90696 Austin, Texas 78709-0696, United States | |

*The DUNS number is currently the official Unique Entity ID

Version Current Record

BUSINESS INFORMATION

| | |
|---|--|
| Doing Business As (blank) | Division Name Future Link Technologies, Inc. |
| URL http://www.future-link.biz | Division Number (blank) |
| State / Country of Incorporation Texas, United States | Congressional District Texas 25 |

Registration Dates

| | |
|---------------------------------------|--|
| Activation Date Oct 8, 2021 | Initial Registration Date Jun 28, 2005 |
| Submission Date Oct 7, 2021 | |

Entity Dates

| | |
|--------------------------|-----------------------------------|
| Entity Start Date | Fiscal Year End Close Date |
|--------------------------|-----------------------------------|

AFFIRMATIVE ACTION CERTIFICATES



GRANT DEVELOPMENT SERVICES

DBE Disadvantaged Business Enterprise
WBE Women Owned Business Enterprise
HUB Historically Underutilized Business

Texas Historically Underutilized Business (HUB) Certificate



Statewide Historically Underutilized Business Program

Certificate/VID Number: 1753173070700
File/Vendor Number: 017219
Approval Date: 14-MAR-2014
Scheduled Expiration Date: 14-MAR-2018

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

FUTURE LINK TECHNOLOGIES, INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 14-MAR-2014, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Paul Gibson, Statewide HUB Program Manager
Texas Procurement and Support Services*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies and universities are encouraged to validate HUB certification prior to issuing a notice of award by accessing the Internet (<http://www.window.state.tx.us/procurement/cmbi/cmbihub.html>) or by contacting the HUB Program at 1-888-863-5881 or 512-463-5872.

Rev. 09/12



City of Austin

Small and Minority Business Resources Department certifies that

Future Link Technologies, Inc.

is certified as a

Disadvantaged Business Enterprise

The City of Austin adheres to the U.S. Department of Transportation (DOT) DBE Standards set forth in 49 CFR Part 26 and Part 23. Your DBE certification shall be valid at any Texas entity that receives DOT funds and has a DBE Program.

A handwritten signature in blue ink, appearing to read "Veronica Briseño Lara".

Veronica Briseño Lara, Director
Small and Minority Business Resources Department

EXPIRATION DATE:
03/13/2015

Certification is valid for three years, contingent upon the City receiving an affidavit of continued eligibility each year.
Verification of certification status can be obtained by calling 512.974.7645.

CITY'S VENDOR CODE: FUT8315966

City of Austin
Small and Minority Business Resources Department
certifies that

Future Link Technologies, Inc.

meets all the criteria established by the City of Austin Minority-Owned and Women-Owned Business Enterprise Procurement Program, and is certified as a

Women-Owned Business Enterprise

with the City of Austin.



Veronica Briseño Lara, Director
Small and Minority Business Resources Department

EXPIRATION DATE:

03/13/2015

Certification is valid for three years, contingent upon the City receiving an affidavit of continued eligibility each year.

Verification of certification status can be obtained by calling 512.974.7645.

CITY'S VENDOR CODE: **FUT8315966**

PROPOSED SCOPE OF SERVICES



GRANT DEVELOPMENT SERVICES

This section contains **a SAMPLE**
Letter of Agreement:

**PROFESSIONAL SERVICES AGREEMENT
BETWEEN CITY OF MANOR, TEXAS AND
GRANT DEVELOPMENT SERVICES, INC.
PROFESSIONAL APPLICATION SERVICES**

STATE OF TEXAS §
 §
 §
COUNTY OF TRAVIS §

PART I

This professional services agreement (“Agreement”) is entered into this ____ day of _____, 2022 by and between the City of Manor, Texas, (hereinafter referred to as the “City”) acting by and through its duly authorized official, Dr Christopher Harvey, Mayor, and Grant Development Services Inc., (hereinafter referred to as “GDS”), acting by and through its duly authorized official J. Gandolf Burrus, President. The City and GDS are collectively referred to herein as the “Parties”.

Recitals:

Whereas, the City desires to seek funding from the CDBG program to fund improvements to its municipal wastewater infrastructure systems

Whereas, the proposed CDBG grant application will be for improvements to the City’s wastewater infrastructure systems which will benefit the residents of the City, and

Whereas the City desires to engage GDS to render professional services to prepare and submit a CDBG application, requesting federal financial assistance to the Texas Funding Agency of Agriculture/ Office of Rural Affairs (hereinafter called the “Funding Agency” or “TDA”) for municipal wastewater infrastructure system improvements.

Whereas GDS desires to render such professional services in the development and submittal of a CDBG application

Whereas, if the above referenced TDA CDBG Grant Application receives a funding approval, the City shall to engage GDS to render professional services to **administer the TDA CDBG grant project.**

Now, Therefore, in consideration of the above recitals, the mutual promises that follow, and other good and valuable consideration, the receipt and legal sufficiency of which are hereby acknowledged, the Parties hereto agree as follows:

1. Incorporation of Recitals.

The above recitals, having been found to be true and correct, are incorporated herein by reference.

2. Time of Performance.

GDS shall commence services upon the execution of this Agreement. All services required for the development and submission of a CDBG grant application for wastewater system improvements shall be completed prior to the application due date as provided by the TDA CDBG program.

3. Scope of Services.

Upon receipt of a notice to proceed by the City, GDS shall satisfactorily complete the work as follows:

A. **CDBG Grant Application:** GDS shall provide the following professional services in connection with the collection and preparation of the documentation to apply for a CDBG grant improvements to the wastewater system.

1. The assembly of available and necessary documents to design, prepare and submit a Community Development application to the Funding Agency prior to the submittal deadline;
2. Take site photographs to document the severity of the problem;
3. Secure information on the severity of the problem including engineering reports, violation notices or self reports submitted to controlling agencies;
4. Secure utility rates and history of rate increases;
5. Secure information on local municipal debt;
6. Confer with City engineer to secure cost estimates and project maps;
7. Provide briefings to Council on progress of application development;
8. Submittal of the application and supporting documents to the Funding Agency and the Regional Review Committee prior to the established deadline;
9. Preparation and submittal of any and all additional information requested by either the Funding Agency or the Unified Review Committee.
10. Provide a copy of the completed application, including all attachments upon submission.

B. **Grant Administration:** GDS shall provide grant administration services contained in the Scope of Services appended hereto as Part II at such time as the TDA CDBG grant has been scored/awarded as discussed in Section 5 below.

4. City's Responsibilities.

To facilitate the commitments made by GDS, the City agrees to perform the following:

- A. the City designates, Mayor Christopher Harvey, as the City's coordinator with responsibility for all communication with TDA, GDS, the City and the project engineer;
- B. The City shall agree to supply GDS with copies of all communication or correspondence received regarding its Community Development application;
- C. The City shall provide GDS with a letter authorizing GDS as its representative, to interact with TDA on behalf of the City.
- D. The City will obtain from a registered engineer and/ or City staff required application documents including the required cost estimates, infrastructure system data, illustrations and project maps to be included in the grant application
- E. The City will publish public notices as required by TDA.

5. Compensation.

GDS shall be compensated by the City for professional services rendered under this Agreement per the following schedule:

- A. **Compensation for General Review/ Evaluation Services:** GDS shall provide initial assessment services to include evaluation of the program requirements, the scope of proposed construction, location and property ownership, determination of environmental clearance needs, land acquisition, income surveying, and permits. This evaluation will include assessing items which could have a positive or negative impact the grant scoring.

This service shall be provided by GDS for a monthly fee of One Dollar (\$1.00). Hard costs for mileage will be billed in addition to the monthly fee. This fee shall be for a term of 24 months for a total of Twenty-Four Dollars (\$24.00).

This assessment will be provided through email / telephone exchanges or via an on site Team conference with the City staff, GDS staff and City assigned Engineer.

- B. **Compensation for Grant application preparation services and grant administration services.** Each grant project shall be negotiated in accordance with the Part V Work Order Mechanism. Negotiation will take place prior to the City's Notice to Proceed. At the time of negotiation all fees will be determined for application and administration services.

- C. **Invoices:** GDS shall periodically invoice the City for the fees due to GDS hereunder as described by this Section 5 and Part V. City shall pay to GDS all undisputed invoiced amounts within thirty (30) days of receipt of each invoice. City shall abide by the Texas Prompt Payment Act, ch. 2251 Tex. Government Code in connection with payment for the professional services rendered under this Agreement.

6. Access to Information.

It is agreed that all materials, data, reports and records, illustrations or maps in the possession of the City and City Engineer that are necessary for the carrying out of work outlined in Section 3, "Scope of Services," shall be readily facilitated and available at no cost to GDS.

7. GDS Responsibilities:

In addition to the obligations outlined in Sections 2, "Time of Performance" and Section 3, "Scope of Services," GDS agrees to comply with all requirements of any and all applicable laws, rules, and regulations, Federal, State, Local. GDS shall assume full responsibility for payments of Federal, State and Local taxes on contributions imposed or required under the Social Security, Worker's Compensation, and Income Tax Statutes for compensation received for services rendered under this Agreement. GDS recognizes that the City is employing GDS for its expertise in writing grants, and optionally for administering grants. In fulfilling its obligations under this Agreement, GDS shall exercise the skill and care appropriate to a firm that represents itself as having professional grant writing and administration expertise.

8. Termination of Agreement.

- A. The City may terminate this Agreement if, through any cause, GDS shall fail to fulfill its obligations under this Agreement in a timely and proper manner, or if GDS shall violate any of the covenants, agreements, or stipulations of this Agreement. To effectuate the City's termination rights, City shall give written notice to GDS of such termination by certified mail, return receipt requested at the mailing address listed below, such notice specifying the effective date thereof, at least fifteen days before the effective date of such termination. During such notice period, GDS shall have the opportunity to cure any allegations of breach as reflected in the City's notice letter. If the Agreement is terminated for cause by the City, no consideration is due GDS except reimbursement for actual out-of-pocket expenses incurred by GDS in connection with providing the professional services contemplated by this Agreement.
- B. In the event the agreement is terminated by the City for reasons other than good cause prior to the grant project's completion, GDS shall be entitled to receive just and equitable compensation for any work completed hereunder. All completed work will be billed at an hourly rate of \$95.00 per hour with a direct reimbursement for overhead expenditures.
- C. Upon termination of this Agreement, GDS and the City shall utilize good faith efforts to wind up their affairs and obligations arising under this Agreement in a businesslike and reasonable manner, and in a manner that fully protects the rights of the parties, as well as all third-parties affected by this Agreement.

9. Additional Terms And Conditions:

The Parties agree to honor and abide by the additional terms and conditions which are appended hereto as Part III and which are incorporated herein by reference.

CITY OF MANOR, TEXAS

GRANT DEVELOPMENT SERVICES, INC.

Dr Christopher Harvey, Mayor

J Gandolf Burrus, President

Date: _____

Date: _____

Attest:

Lluvia T. Almaraz, TRMC, City Secretary

Date: _____

CITY OF MANOR
PART II
PROFESSIONAL MANAGEMENT : SCOPE OF SERVICES

SCOPE OF SERVICES OPTIONS FOR ADMINISTRATION OF THE CDBG GRANT

A. Project Management

1. Develop a recordkeeping system consistent with program guidelines, including the establishment of a filing system
2. Maintenance of filing system
3. Provide general advice and technical assistance to Locality personnel on implementation of project and regulatory matters
4. Assist in the procurement of professional consulting engineering services through the request for proposal process, if applicable, and as required by the TCDP regulations
5. Furnish Locality with necessary forms and procedures required for implementation of project
6. Assist the Locality in meeting all special condition requirements that may be stipulated in the contract between the Locality and TDA/ORA
7. Prepare and submit to Department documentation necessary for a budget modification of the TCDP contract
8. Conduct re-assessment of environmental clearance for any budget modifications
9. Prepare and submit quarterly reports (progress and minority hiring)
10. Prepare Recipient Disclosure Report form for Locality signature and submittal
11. Establish procedures to document expenditures associated with local administration of the project
12. Provide guidance and assistance to Locality regarding acquisition of property:
 - Submit required reports concerning acquisition activities to Department
 - Establish a separate acquisition file for each parcel of real property acquired
 - Determine necessary method(s) for acquiring real property
 - Prepare correspondence to the property owners for the Locality's signature to acquire the property or to secure an easement
 - Assist the Locality in negotiation with property owner(s)
13. Maintain TCDP Property Management register for any property/equipment purchased
14. Serve as liaison for the Locality during any monitoring visit by staff representatives from either TDA/ORA or HUD

B. Financial Management

1. Assist the Locality in proving its ability to manage the grant funds to the state's audit division.
2. Assist the Locality in establishing and maintaining a bank account (Direct Deposit account) and/or separate local bank account, journals and ledgers.
3. Assist the Locality in submitting the required Accounting System Certification letter, Direct Deposit Authorization Form (if applicable), and/or Depository/Authorized Signatory form to Department.
4. Prepare all fund drawdowns on behalf of the Locality in order to ensure orderly, timely payments to all contracting parties within the allotted time period.
5. Review invoices received for payment and file back-up documentation
6. Provide general advice and technical assistance to Locality personnel on implementation of project and regulatory matters
7. Assist the Locality in establishing procedures to handle the use of any TCDP program income.

C. Environmental Review

1. Prepare environmental assessment.
2. Coordinate environmental clearance procedures with other federal or state agencies and interested parties responsible for implementing applicable laws.
3. Document consideration of any public comments.
4. Prepare any required re-assessment of environmental assessment.
5. Ensure compliance with EO 11988 for projects in the flood plains.
6. Prepare Request for Release of Funds and certifications to be sent to Department.

D. Acquisition

1. Prepare required acquisition report(s).
2. Maintain a separate file for each parcel of real property acquired.
3. Determine necessary method(s) for acquiring real property.
4. Prepare correspondence with property owners

E. Construction Management

1. Establish procedures to document expenditures associated with local construction of the project (if force account is applicable).
 - Assist Locality in determining whether and/or what TCDP contract activities will be carried out in whole or in part via force account labor.
 - Assist Locality in determining whether or not it will be necessary to hire temporary employees to specifically carry out TCDP contract activities.
 - Assist Locality in maintaining adequate documentation of personnel, equipment and materials expended/used and their costs.
2. Assist Locality in documenting compliance with all federal and state requirements related to equal employment opportunity.
3. Assist Locality in documenting compliance with all federal and state requirements related to minimum wage and overtime pay requirements.
4. Provide assistance to or act as local labor standards officer. Notify Department in writing of name, address, and phone number of appointed labor standards compliance officer.
5. Request wage rates from Department.
6. Provide sample TCDP contract documents to engineer.
7. Advertise for bids.
8. Make Ten-Day call to Department.
9. Verify construction contractor eligibility with Department.
10. Review construction contract.
11. Conduct pre-construction conference and prepare minutes.
12. Submit any reports of additional classification and rates to Department.
13. Issue Notice of Start of Construction to Department.
14. Review weekly payrolls, including compliance follow-ups. Conduct employee interviews.
15. Process and submit change orders to Department prior to execution.
16. Obtain Certificate of Construction Completion/Final Wage Compliance Report and submit

to Department.

17. Provide general advice and technical assistance to Locality personnel on implementation of project and regulatory matters.

F. Fair Housing / Equal Opportunity

1. Assist the Locality in developing, implementing and documenting new activities to affirmatively further fair housing activities during the contract period.
2. Maintain documentation of all project beneficiaries by ethnicity and gender.
3. Prepare Section 3 and Affirmative Action Plan.
4. Prepare all Section 504 requirements.
5. Provide all applicable equal opportunity provisions and certifications for inclusion in bid packet

G. Relocation

1. Prepare and submit local relocation guidelines to Department for approval.
2. Assist Locality in identifying individuals to be relocated and prepare appropriate notices.
3. Interview relocatees and identify assistance needs.
4. Maintain a relocation record for each individual/family.
5. Provide education/assistance to relocatees.
6. Inventory local available housing resources and maintain a referral list.
7. Issue appropriate notices to relocatees.
8. Ensure that all payments are made in a timely manner.

H. Rehabilitation of Private Property

1. Prepare and submit local rehabilitation guidelines to Department for approval.
2. Assist Locality in establishing escrow account and obtaining Department approval.
3. Develop outreach and necessary application processing/verification forms.
4. Screen applicants.

5. Prepare work write-ups and cost estimates.
6. Issue Notice to Proceed to construction contractor(s).
7. Conduct interim/final inspections, process final contract documents, and maintain a record of beneficiaries.
8. Maintain client files following Department requirements.

I. Audit / Close -Out Procedures

1. Prepare the final Project Completion Report, including Minority Business Report, Recipient Disclosure/Update Report, documentation of fair housing activities and Certificate of Completion.
2. Assist Locality in resolving any monitoring and audit findings.
3. Assist Locality in resolving any third party claims.
4. Provide auditor with TCDP audit guidelines.

CITY OF MANOR
PART III
ADDITIONAL TERMS AND CONDITIONS

1. Changes to Professional Services. The City may, from time to time, request changes in the scope of the services of GDS to be performed hereunder. Such changes, including any increase or decrease in the amount of GDS' compensation, which are mutually agreed upon by and between the City and GDS, shall be incorporated in written amendments to this Agreement.

2. Personnel.

A. GDS represents that it has, or will secure at his own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City.

B. All the services required hereunder will be performed by GDS or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.

C. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City. Any work or services subcontracts hereunder shall be specified by written agreement and shall be subject to each provision of this Agreement.

3. Assignability. GDS shall not assign any interest on this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City thereto: provided, however, that claims for money by GDS from the City under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly by GDS to the City.

4. Reports and Information. GDS, at such times and in such forms as the Funding Agency may require, shall furnish the City such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

5. Records and Audits. GDS will keep and maintain accurate books and records of the dates and time periods for which it has furnished Professional Services pursuant to this Agreement and shall allow the City to review and inspect such information upon request during the term of this Agreement for purposes of assuring compliance with the terms of this Agreement and state and federal laws, rules and regulations. GDS and the City shall ensure that reasonable steps are undertaken to ensure confidentiality in the sharing of such records and information, to the extent applicable.

6. Findings Confidential. All of the reports, information, data, etc., prepared or assembled by GDS under this Agreement are confidential and GDS agrees that they shall not be made available to any individual or organization without the prior written approval of the City.

7. Copyright. No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of GDS.

8. Compliance with Applicable Laws. GDS shall comply with all applicable laws, ordinances and codes of the State and local governments, and GDS shall save and hold the City harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.

9. Equal Employment Opportunity. During the performance of this Agreement, GDS 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 employee's 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, 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. Economic Opportunities for Section 3 Residents and Section 3 Business Concerns.

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development 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 HUD assistance or HUD-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 HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD'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 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.
- E. 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.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
- G. 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).

15. Address of Parties For Notices:

To City:

Dr Christopher Harvey
Mayor
City of Manor
PO Box 387
105 E. Eggleston Street
Manor, Texas 78653

To GDS:

J Gandolf Burrus
President
Grant Development Services.
Post Office Box 33043
Austin, Texas 78764

Or to such other address as may from time to time be specified in a notice given to the other party at the address provided in this Section.

16. Jurisdiction. This Agreement shall be construed under and in accordance with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in Travis County, Texas. Venue for any legal proceedings to enforce or interpret this Agreement shall be in a court of appropriate jurisdiction in Travis County, Texas.

17. Enforcement Costs. If any party hereto institutes an action or proceeding to enforce any rights arising under this Agreement, the party prevailing in such action or proceeding will be paid all reasonable attorneys' fees and costs to enforce such rights by the other party, such fees and costs to be set by the court, not by a jury, and to be included in the judgment entered in such proceeding.

18. No Other Agreements. This Agreement supersedes any and all other agreements, either oral or in writing, between the parties hereto with respect to the subject matter hereof, and no other agreement, statement, or promise relating herein shall be valid or binding. Neither this Agreement nor any duties or obligations hereunder shall be assignable by either party without the prior written consent of the other.

19. Amendments To Agreement. This Agreement, including the Parts II - V thereto constitutes a legally binding contract between the City and GDS This Agreement may be amended only in writing and shall require the mutual consent of both parties.

20. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed to be an original for all purposes.

21. Severability. If any provision of this Agreement is held by a court of law to be illegal, invalid or unenforceable, (i) that provision will be deemed amended to achieve as nearly as possible the same economic effect as the original provision, and (ii) the legality, validity and enforceability of the remaining provisions of this Agreement will not be affected or impaired thereby.

**CITY OF MANOR
 PART IV
 PAYMENT SCHEDULE
 PROFESSIONAL MANAGEMENT SERVICES**

This is a sample payment schedule with milestones:

City shall reimburse Grant Development Services for management services provided for completion of the following project milestones per the following percentages of the maximum contract amount:

| Milestone | Percent of Contract Fee |
|--|--------------------------------|
| • Environmental review | 20% |
| • Assistance in procurement process | 5% |
| • Preparation and submittal of drawdown requests | 15% |
| • Record keeping | 15% |
| • Preparation and submittal of reports as required | 10% |
| • Contract management | 15% |
| • Preparation and submittal of close-out documents | 5% |
| Other Services (include only applicable services) | |
| • Housing activities | n/a |
| • OSSF activities | n/a |
| • Acquisition of real property services | 0% |
| • Labor standards | 15% |

**CITY OF MANOR
PART V
WORK ORDER PROCEDURE**

The Work Order Procedure shall be negotiated between both parties and shall comply with the City's work order policies.

At the time the City and GDS agree to pursue a grant opportunity, fees for A. Grant Application Services and B. Grant Administration Services shall be determined. Below are examples of fee structures which are typically used in the grant industry.

SAMPLE LANGUAGE/ FEES FOR APPLICATION AND ADMINISTRATION SERVICES

- A. **Compensation for CDBG Grant application preparation services.** Services as described in Section 3 (A) 1 through 10 above shall be provided by GDS to the City for a lump sum fee of Two Thousand Dollars (\$ 2,400.00) for application preparation services.
- Nine Hundred dollars (\$ 900.00) shall be due upon execution of this Letter of Agreement
 - One Thousand dollars (\$ 1,000.00) shall be due upon completion of the initial public hearing and city acceptance of project map and budget
 - Five Hundred dollars (\$ 500.00) shall be due upon submission of proof that the complete CDBG application was delivered to the TDA prior to the submission deadline.

B. **Grant Application Commission For Grant Award And Grant Administration Services:**

1. **Lump Sum Commission:**

If City receives notification of the grant award for the TDA CDBG Application, GDS shall be paid a lump sum commission equal to **five percent (5%)** of the amount of funds awarded. This fee will be paid by local funds and shall be due upon announcement of grant scoring/ award by TDA CDBG.

Administration at City's option,

2. **Administration:**

GDS may be engaged to provide all administrative services required to implement the project. The fee for administrative services shall be **Six and One Half Per Cent (6.50%)** of the amount of TDA CDBG funds awarded. The scope of services for project administration is set forth in Part II which is incorporated herein by reference. This fee will be paid by local funds

C. **Hard Cost Recovery:**

The City will reimburse GDS for the hard costs including mileage and duplication incurred in connection with the conduct of the income documentation survey and the development and submission of the CDBG application. This fee will not exceed a total of Five Hundred Dollars (\$ 500.00) without the advance written approval of the City and will be billed throughout the project as such costs are incurred.

