



City of Richwood
Attention: Kirsten Garcia, City Secretary
1800 Brazosport Blvd N
Richwood, Texas 77531

May 10, 2022

RE: RFP for professional administrative Services, GLO CDBG-MIT

Ms. Garcia,

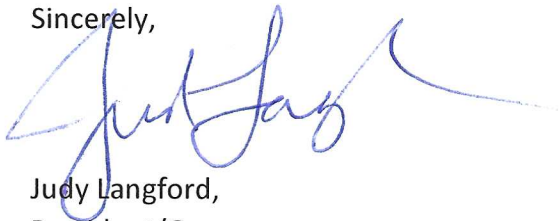
Langford Community Management Services (LCMS) will provide the City of Richwood with comprehensive project-based grant services to ensure all state, federal, and local requirements are met while implementing this program. We are a Texas-based firm, founded in 1983. We propose to provide the full scope of Application and Administration services for your CDBG-MIT Project. LCMS fully understands the proposed scope of work covered by the City's RFP:

- Assist the City in preparing the CDBG-MIT application
- Complete project environmental review and compliance activities
- Provide labor standards compliance for all contracted work in conformance with Texas Government Code Title 10, Chapter 2258 including on-site employee interviews, review of all contractor payrolls, wage determination, calculation of wage restitution, etc.
- Assist in procurement of construction services, materials, rental/lease equipment, professional design services, or other items needed to implement the CDBG-DR projects including bid documents, notices and contracts—may include multiple bids for contracted work for various projects
- Coordinate HUB program requirements
- Assist with documentation of any project-related force account (city crew and equipment) hours and costs—requires on-site meetings with city commissioners and staff, access to Rental Rate Blue Book for equipment
- Assist in compilation of data for city owned equipment used for each project.
- Review of all contractor or materials invoices for compliance with local financial reporting requirements
- Assist in preparing CDBG-MIT Billing Summaries and Invoices for reimbursement requests and in determining whether costs are eligible for reimbursement
- Assist in preparing Certifications and back-up documents related to individual projects for signature by local officials
- Provide reports for City Council regarding project status
- Coordinate with city financial officers and staff on project-specific cost accounting and racking
- Assist in preparation of amendments and revisions, as necessary, to the City's GLO CDBG-MIT Agreement
- Other Application and Administration services as may be required to implement the City's CDBG-MIT grant program.

We appreciate your consideration of our proposal and look forward to hearing from you regarding your review and the opportunity of working with the City on these important projects. We have the hands-on experience, knowledge, leadership, capacity and support systems in place to assist you with your grant writing and administration needs.

We trust this proposal provides all the requested information. Please feel to contact me at 512/452-0432 if you have any questions or require additional information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Judy Langford', with a long, sweeping horizontal line extending to the right.

Judy Langford,
President/Owner
Langford Community Management Services, Inc.
9017 W. Highway 29 Suite 206
Liberty Hill, Texas 78642



ADMINISTRATION & PROFESSIONAL SERVICES PROPOSAL

CDBG - DISASTER RECOVERY INFRASTRUCTURE

TABLE OF CONTENTS

SECTION 1: ADMINISTRATION SERVICES

PROFESSIONAL ADMINISTRATION SERVICES

- 1.1 Introduction*
- 1.2 Statement of Qualifications*
- 1.3 Approach to Providing Services*
- 1.4 Experienced in Disaster Recovery*
- 1.5 Understanding of Scopes of Services*
- 1.6 Experienced Staff & Prior Work Performance*
- 1.7 Infrastructure Examples*
- 1.8 Grant Management Experience*

SECTION 2: EXPERIENCE & WORK PERFORMANCE

EXPERIENCE & WORK PERFORMANCE

- 2.1 Work Performance*
- 2.2 Functions & Key Tasks*

SECTION 3: CAPACITY TO PERFORM

CAPACITY TO PERFORM

- 3.1 Organization Chart/Resumes*
- 3.2 Capacity to Perform*
- 3.3 Financial Management*
- 3.4 Environmental Review*
- 3.5 Real Property Acquisition/URA*
- 3.6 Construction Management*
- 3.7 Fair Housing/Equal Opportunity*
- 3.8 Audit/Contract Close-Out Assistance*

TABLE OF CONTENTS

SECTION 4: PROPOSED COST OF SERVICES

PROPOSED COST OF SERVICES

4.1 Cost of Services

SECTION 5: REFERENCES/REQUIREMENTS

REFERENCES/RESUMES/APPENDICES

5.1 Community References

5.2 Appendices:

- a. Certificate of Insurance*
- b. Statement of Conflicts of Interest*
- c. System for Award Management*
- d. Form CIQ*
- e. Certification Regarding Lobbying*
- f. Form 1295*
- g. Required Contract Provisions*

5.3 Additional Personnel Resumes and Certificates

ADMINISTRATION

ADMINISTRATION SERVICES

INTRODUCTION

Langford Community Management Services, Inc. (LCMS) has been serving Texas Cities and Counties and their grant writing and administration needs for over 39 years. LCMS incorporated as a Women-owned Business Enterprise (WBE) in 1997, having worked with numerous grants since 1983 as a sole proprietorship. LCMS became a certified HUB through the Secretary of State's office and has maintained that certification since 2009. As a Texas "home-grown" business, LCMS has chosen to concentrate in helping to strengthen Texas communities through community and economic development while advocating for affordable housing through local program development and statewide policy changes affecting Texas communities. Judy Langford, President and Owner, is actively engaged in every project we undertake, and will be integrally involved in every step along the way. With our roots in public service, LCMS strives to meet our clients' needs with the recognition that all local governments are in place to assist the public and provide basic services to sustain their communities.

STATEMENT OF QUALIFICATIONS

LCMS brings full-spectrum grant writing and management service with over 39 years of Texas-based grant administration as a firm, with decades of combined experience from our team of grant specialists. LCMS, being created and continued by service-driven individuals, many of whom worked as public servants for many years prior to coming to this job, take very seriously the fact that we are project managers.

LCMS has written and administered millions of dollars in grants and loans from state and federal agencies, including the Texas Department of Agriculture (TDA), General Land Office (GLO), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Emergency Management (TDEM), Texas Department of Economic Development (TDED), Texas Parks and Wildlife (TPWD), Texas Department of Transportation (TxDOT), Texas Water Development Board (TWDB), Texas Water Commission (now Texas Commission on Environmental Quality-TCEQ), Department of Energy (DOE), State Energy Conservation Office (SECO), Housing and Urban Development (HUD), United States Department of Agriculture (USDA), Texas Historical Commission (THC), U.S. Department of Justice (DOJ), Federal Emergency Management Agency (FEMA) and the Economic Development Administration (EDA).

APPROACH TO PROVIDING SERVICES

LCMS understands the need for the selected consulting firm to administer and manage the City's Community Development Block Grant- DR program entirely. This is the stance our firm takes on all contracts. LCMS will organize the program in such a way that the City will ultimately be responsible only for internal processes such as final review and approval of the draws. NEPA standards including environmental reviews will be met. LCMS is very experienced with these reviews and the associated processes anticipated by the CDBG-DR program. LCMS is also very experienced with Federal Labor Standard Regulations including the Davis-Bacon and Related Acts and will assure compliance with these regulations.

EXPERIENCED IN DISASTER RECOVERY

LCMS has written, managed and completed city and City grants since 1983. Within that time,



we have assisted numerous communities to complete CDBG-DR applications, secure approved funding, administer timely project service, monitor, and successfully close projects in full compliance with state and federal requirements.

We specialize in disaster recovery grants that meet the needs of recovering communities. In the State of Texas, LCMS is intricately familiar with Federal disaster grants including General Land Office disaster recovery funds, Texas Department of Agriculture Disaster Relief funds, Hazard Mitigation Funds through the Texas Department of Emergency Management, Natural Resource Conservation Services Watershed Protection Grants and combinations of several of the above.

In working closely with many cities and counties during the disaster recovery process, LCMS has developed an extensive knowledge of the disaster recovery programs available and how they may complement each other to best serve the communities and extend available dollars.

EXPERIENCED STAFF

LCMS ranks our employees as our #1 asset. Our work with more than 150 communities would not be possible without the knowledge, experience and skills of our staff members. LCMS has in place a strong team with vast training and experience in the CDBG-DR and TxCDBG Programs. Our staff members are trained and certified through the Texas Department of Agriculture to be administrators of the TxCDBG Program. Many are CDBG trained for environmental reviews and trained and certified with the Texas Department of Transportation for administration of TxDOT projects.

We are deeply knowledgeable regarding program eligibility and requirements for a wide variety of infrastructure needs including water, sewer, streets, drainage, flood control, coastal protection, public buildings, parks, generators, and other facilities. We understand what is required to meet local needs for infrastructure in low-to-moderate income neighborhoods, on a system-wide basis, and to support local job creators.

With a staff of 25 service minded individuals, LCMS has the capacity to write and administer additional projects. In Section 5 of our proposal, you will find references from our past and present clients and staff resumes that will provide more information about our staff and the breadth of experience that they bring to the team.



INFRASTRUCTURE EXAMPLES

Grant Management for Bastrop County Wildfire I and Wildfire II Grants

LCMS is currently administering the Bastrop County CDBG-DR Wildfire funds of \$28 Million. All requirements for the funds were reviewed and accepted by GLO and HUD. These funds are being used in multi-faceted ways to protect the citizens of the County from danger.

These projects include right-of-way restoration from damage received post wildfires from erosion caused by severe rains on charred ground, shelters, improved emergency radio communications, new fire station, replacement of culverts lost in flooding and new ingress/ egress for areas with limited access. CMSs' environmental team



worked with U.S. Fish and Wildlife Service and Texas State University to develop and implement best practices for the minimalization of impact to Houston Toads and Toad habitats.



The County has met once a week since the initial wildfire to discuss and guide project management of Disaster Recovery funds. The management of the Bastrop County

CDBG DR Wildfire I and Wildfire II grants has been much like the DR funds the County may be receiving. For their Wildfire I grant, the County initially, received just under \$5 million of "urgent" need funds for critical projects for Right- of- Way restoration and match to the Natural Resource Conservation Service for culvert replacement projects.

After a door-to-door survey was completed to reach greater than 51LMI status for the County, an additional \$18 million was contractually obligated to the County for additional projects. LCMS is successfully working alongside Bastrop's officials to ensure compliance with all CDBG and Federal rules and regulations are followed.

Please contact Paul Pape, Bastrop County Judge, at 512/332-7201 as the local contact for the project.



Grant Management for City of La Feria, Drainage Services

The City of La Feria during Hurricane Dolly received over 18 inches of rainfall in a 24-hour period. Most of the City was flooded with at least two feet of water. Although the Valley has quickly grown in the past 20 years, unfortunately very expensive infrastructure has not. With larger areas of impervious cover are being constructed, the City is experiencing a faster runoff that will more than likely increase the



chance of flooding. To solve this potential issue, a multi-level approach to reduce the dangers of flooding may be required and could include buyouts and elevations of homes located in the floodplains, enlarge drainage structures and cleanup debris. These are some of the options that could be employed to reduce future impacts.

We are nearing completion on an \$18 million CDBG regional drainage project for the City of La Feria. With LCMS' assistance over \$4 million dollars of FEMA HMGP funds were secured for La Feria and matched with the GLO CDBG-DR funds. What started as six units was separated into 15 projects so that smaller, local construction companies would be able to bid on the projects. LCMS assisted with the City's Analysis of Impediments of Fair Housing, as well as the implementation of their Section 3 plan.

Please contact Sunny Philip at 956/343-7041 as the contact for the La Feria project.



1.8 Grant Management Experience

Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
1988	Florence	\$ 250,000.00	1995	McMullen County	\$ 265,504.00
1989	Buckholts	\$ 168,000.00	1995	Runge	\$ 265,504.00
1989	Devine	\$ 250,000.00	1995	Thrall	\$ 250,000.00
1989	Harker Heights	\$ 227,540.00	1996	Atascosa County	\$ 500,000.00
1989	Runge	\$ 250,000.00	1996	Atascosa County	\$ 250,000.00
1990	Charlotte	\$ 250,000.00	1996	Blanco	\$ 350,000.00
1990	Harker Heights	\$ 246,650.00	1996	Blanco	\$ 250,000.00
1990	Llano	\$ 250,000.00	1996	Charlotte	\$ 250,000.00
1990	Moody	\$ 200,000.00	1996	Falls City	\$ 250,000.00
1990	Taft	\$ 273,925.00	1996	Florence	\$ 250,000.00
1991	Jourdanton	\$ 385,000.00	1996	Lampasas	\$ 250,000.00
1991	La Vernia	\$ 383,000.00	1996	Marble Falls	\$ 434,769.00
1991	Milam County	\$ 250,000.00	1996	Moody	\$ 250,000.00
1991	Thorndale	\$ 186,015.00	1997	La Grange	\$ 250,000.00
1991	Blanco	\$ 250,000.00	1998	Atascosa County	\$ 500,000.00
1991	Charlotte	\$ 250,000.00	1998	Bastrop	\$ 250,000.00
1991	Devine	\$ 177,700.00	1998	Charlotte	\$ 250,000.00
1991	Falls City	\$ 250,000.00	1998	Florence	\$ 250,000.00
1992	Runge	\$ 250,000.00	1998	Harker Heights	\$ 250,000.00
1992	Thrall	\$ 250,000.00	1998	La Coste	\$ 250,000.00
1992	Falls City	\$ 250,000.00	1998	Live Oak County	\$ 300,000.00
1992	Gillespie County	\$ 300,000.00	1998	Marble Falls	\$ 300,000.00
1993	Blanco	\$ 250,000.00	1998	Marble Falls	\$ 200,000.00
1993	Charlotte	\$ 250,000.00	1998	Smithville	\$ 250,000.00
1993	Devine	\$ 250,000.00	1999	Atascosa County	\$ 500,000.00
1993	Florence	\$ 171,870.00	1999	Bandera	\$ 250,000.00
1993	Gillespie County	\$ 250,000.00	1999	Belton	\$ 250,000.00
1993	Harker Heights	\$ 229,122.00	1999	Charlotte	\$ 250,000.00
1993	Holland	\$ 250,000.00	1999	Cuney	\$ 250,000.00
1993	Llano	\$ 250,000.00	1999	Hays County	\$ 350,000.00
1993	Rockdale	\$ 250,000.00	1999	Hays County	\$ 350,000.00
1993	Runge	\$ 250,000.00	1999	Holland	\$ 250,000.00
1994	Bee County	\$ 300,000.00	1999	Kyle	\$ 250,000.00
1994	Bee County	\$ 499,845.00	1999	Runge	\$ 250,000.00
1994	Buda	\$ 250,000.00	1999	Smithville	\$ 350,000.00
1994	Falls City	\$ 250,000.00	2000	Devine	\$ 250,000.00
1994	Lampasas	\$ 250,000.00	2000	Fayetteville	\$ 226,732.00
1994	Rockdale	\$ 250,000.00	2000	Flatonia	\$ 250,000.00
1994	Travis County	\$ 250,000.00	2000	Hays County	\$ 250,000.00
1995	Buckholts	\$ 250,000.00	2000	Harker Heights	\$ 250,000.00
1995	La Coste	\$ 250,000.00	2000	Hondo	\$ 250,000.00

Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
2000	Marble Falls	\$ 250,000.00	2004	Devine	\$ 250,000.00
2000	Mexia	\$ 250,000.00	2004	Falls City	\$ 250,000.00
2000	Moody	\$ 250,000.00	2004	Fayette County	\$ 250,000.00
2000	Smithville	\$ 250,000.00	2004	Flatonia	\$ 313,000.00
2001	Bastrop	\$ 250,000.00	2004	Marble Falls	\$ 250,000.00
2001	Cuney	\$ 250,000.00	2004	Mexia	\$ 250,000.00
2001	Falls City	\$ 250,000.00	2004	Streetman	\$ 250,000.00
2001	Fayette County	\$ 250,000.00	2005	Bartlett	\$ 250,000.00
2001	Flatonia	\$ 250,000.00	2005	Bastrop County	\$ 250,000.00
2001	Holland	\$ 250,000.00	2005	Bastrop	\$ 350,000.00
2001	Karnes County	\$ 250,000.00	2005	Bastrop County	\$ 250,000.00
2001	Kyle	\$ 250,000.00	2005	Bastrop County	\$ 350,000.00
2001	McMullen County	\$ 300,000.00	2005	Devine	\$ 250,000.00
2001	Travis County	\$ 189,820.00	2005	Fayette County	\$ 250,000.00
2002	Atascosa County	\$ 310,501.08	2005	Flatonia	\$ 250,000.00
2002	Bandera	\$ 186,249.00	2005	Florence	\$ 250,000.00
2002	Bee County	\$ 300,000.00	2005	La Coste	\$ 250,000.00
2002	Blanco	\$ 96,008.00	2005	Live Oak County	\$ 300,000.00
2002	Blanco	\$ 350,000.00	2005	Moody	\$ 250,000.00
2002	Devine	\$ 250,000.00	2005	Runge	\$ 250,000.00
2002	Falls City	\$ 231,533.00	2005	Streetman	\$ 250,000.00
2002	Florence	\$ 250,000.00	2005	Taylor	\$ 400,000.00
2002	Hays County	\$ 217,790.00	2005	Thrall	\$ 250,000.00
2002	Hondo	\$ 250,000.00	2005	Weimar	\$ 250,000.00
2002	Karnes County	\$ 350,000.00	2006	Atascosa County	\$ 250,000.00
2002	La Coste	\$ 250,000.00	2006	Bandera	\$ 250,000.00
2002	Lampasas	\$ 250,000.00	2006	Blanco	\$ 250,000.00
2002	Rockdale	\$ 250,000.00	2006	Charlotte	\$ 250,000.00
2002	Runge	\$ 250,000.00	2006	Cisco	\$ 250,000.00
2002	Smithville	\$ 250,000.00	2006	Falls City	\$ 250,000.00
2002	Weimar	\$ 350,000.00	2006	Giddings	\$ 250,000.00
2003	Atascosa County	\$ 250,000.00	2006	Harker Heights	\$ 250,000.00
2003	Bee County	\$ 300,000.00	2006	Hondo	\$ 250,000.00
2003	Blanco	\$ 250,000.00	2006	Lampasas	\$ 250,000.00
2003	Charlotte	\$ 250,000.00	2006	Marble Falls	\$ 250,000.00
2003	Fayetteville	\$ 250,000.00	2006	Rockdale	\$ 250,000.00
2003	Giddings	\$ 250,000.00	2006	Smithville	\$ 250,000.00
2003	Runge	\$ 250,000.00	2007	Bandera	\$ 250,000.00
2003	Thrall	\$ 250,000.00	2007	Bastrop County	\$ 250,000.00
2004	Bandera	\$ 250,000.00	2007	Bastrop County	\$ 250,000.00
2004	Belton	\$ 250,000.00	2007	Charlotte	\$ 250,000.00

Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
2007	Gatesville	\$ 350,000.00	2009	Marble Falls	\$ 250,000.00
2007	Giddings	\$ 250,000.00	2009	Martindale	\$ 250,000.00
2007	Karnes County	\$ 250,000.00	2009	Moody	\$ 250,000.00
2007	Lampasas	\$ 350,000.00	2009	Rockdale	\$ 250,000.00
2007	Marble Falls	\$ 350,000.00	2009	Runge	\$ 250,000.00
2007	Marble Falls	\$ 350,000.00	2009	Smithville	\$ 250,000.00
2007	McMullen County	\$ 500,000.00	2009	Streetman	\$ 250,000.00
2007	Runge	\$ 250,000.00	2010	Atascosa County	\$ 250,000.00
2008	Atascosa County	\$ 250,000.00	2010	Bertram	\$ 250,000.00
2008	Atascosa County	\$ 84,435.00	2010	Blanco	\$ 250,000.00
2008	Bastrop	\$ 250,000.00	2010	Cottonwood Shores	\$ 350,000.00
2008	Bee County	\$ 300,000.00	2010	Devine	\$ 250,000.00
2008	Blanco	\$ 250,000.00	2010	Falls City	\$ 250,000.00
2008	Christine	\$ 63,198.00	2010	Fayette County	\$ 250,000.00
2008	Cisco	\$ 250,000.00	2011	Christine	\$ 250,000.00
2008	Cisco	\$ 114,591.00	2011	Cottonwood Shores	\$ 250,000.00
2008	Cisco	\$ 50,000.00	2011	Dilley	\$ 250,000.00
2008	Copperas Cove	\$ 350,000.00	2011	Dublin	\$ 250,000.00
2008	Falls City	\$ 250,000.00	2011	Flatonia	\$ 250,000.00
2008	Hays County	\$ 250,000.00	2011	Hondo	\$ 250,000.00
2008	Hondo	\$ 250,000.00	2011	Karnes City	\$ 250,000.00
2008	La Coste	\$ 250,000.00	2011	Kenedy	\$ 250,000.00
2008	Lampasas	\$ 250,000.00	2011	Mathis	\$ 250,000.00
2008	McMullen County	\$ 300,000.00	2011	Poteet	\$ 250,000.00
2008	Moody	\$ 250,000.00	2011	Rockdale	\$ 250,000.00
2008	Rockdale	\$ 250,000.00	2011	Runge	\$ 250,000.00
2008	Rockdale	\$ 350,000.00	2011	Smiley	\$ 250,000.00
2008	Taylor	\$ 100,000.00	2011	La Feria	\$ 18,000,000.00
2009	Bandera	\$ 250,000.00	2011	Bastrop County	\$ 503,284.67
2009	Bartlett	\$ 250,000.00	2012	Bastrop County	\$ 4,754,900.00
2009	Charlotte	\$ 250,000.00	2012	Bastrop County	\$ 23,439,414.14
2009	Christine	\$ 250,000.00	2012	Bastrop County CD	\$ 275,000.00
2009	Copperas Cove	\$ 250,000.00	2012	Bastrop County	\$ 350,000.00
2009	Fayetteville	\$ 250,000.00	2012	Bee County	\$ 297,036.00
2009	Flatonia	\$ 250,000.00	2012	Atascosa County	\$ 299,599.00
2009	Gatesville	\$ 250,000.00	2012	Bynum	\$ 300,000.00
2009	Hallettsville	\$ 250,000.00	2012	Cisco	\$ 275,000.00
2009	Hays County	\$ 250,000.00	2012	Devine	\$ 275,000.00
2009	Hondo	\$ 250,000.00	2012	Falls City	\$ 275,000.00
2009	La Grange	\$ 250,000.00	2012	Falls City	\$ 350,000.00
2009	Lampasas	\$ 250,000.00	2012	Fayette County	\$ 275,000.00

Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
2012	Florence	\$ 275,000.00	2014	Stockdale	\$ 275,000.00
2012	Florence	\$ 327,500.00	2014	Weimer	\$ 350,000.00
2012	Gatesville	\$ 75,000.00	2014	West	\$ 274,999.00
2012	Harker Heights	\$ 350,000.00	2015	Buda	\$ 430,377.00
2012	La Coste	\$ 275,000.00	2015	Hays County	\$ 2,349,747.00
2012	Live Oak Colonia	\$ 500,000.00	2015	Hays County	\$ 5,003,006.00
2012	Live Oak Colonia	\$ 300,000.00	2015	Lyford B-116	\$ 1,000,000.00
2012	Marble Falls	\$ 275,000.00	2015	Lyford B-118	\$ 433,375.00
2012	Pleasanton	\$ 275,000.00	2015	Uhland	\$ 277,388.00
2012	Wilson County	\$ 350,000.00	2015	Bastrop County	\$ 275,000.00
2013	Bartlett	\$ 275,000.00	2015	Charlotte	\$ 275,000.00
2013	Charlotte	\$ 275,000.00	2015	Devine	\$ 275,000.00
2013	Devine	\$ 275,000.00	2015	Elgin	\$ 275,000.00
2013	Granite Shoals	\$ 275,000.00	2015	Flatonia	\$ 275,000.00
2013	Hondo	\$ 275,000.00	2015	Harker Heights	\$ 275,000.00
2013	La Grange	\$ 275,000.00	2015	City of Hondo	\$ 275,000.00
2013	Lyford	\$ 215,382.00	2015	Karnes City	\$ 275,000.00
2013	Lyford D	\$ 350,000.00	2015	Lyford	\$ 230,870.00
2013	Moody	\$ 300,000.00	2015	Poteet	\$ 275,000.00
2013	Nixon	\$ 275,000.00	2015	Rockdale	\$ 275,000.00
2013	Poteet	\$ 275,000.00	2015	Stockdale	\$ 275,000.00
2013	Refugio County	\$ 300,000.00	2015	Taylor	\$ 350,000.00
2013	Runge	\$ 275,000.00	2015	Taylor	\$ 82,203.00
2013	Taylor-Wilco	\$ 300,000.00	2016	Bastrop County	\$ 447,748.00
2013	Three Rivers	\$ 300,000.00	2016	Lee County	\$ 2,020,000.00
2014	Bandera	\$ 275,000.00	2016	Bandera	\$ 275,000.00
2014	Bertram	\$ 275,000.00	2016	Barlett	\$ 275,000.00
2014	Christine	\$ 275,000.00	2016	Bastrop Coumnty	\$ 350,000.00
2014	Gatesville	\$ 275,000.00	2016	Blanco	\$ 275,000.00
2014	Hallettsville	\$ 275,000.00	2016	Chico	\$ 275,000.00
2014	Hays County	\$ 275,000.00	2016	Eastland County	\$ 350,000.00
2014	Jourdanton	\$ 275,000.00	2016	Falls City	\$ 275,000.00
2014	Karnes County	\$ 275,000.00	2016	Fayette County	\$ 87,271.00
2014	Kenedy	\$ 275,000.00	2016	Florence	\$ 275,000.00
2014	La Coste	\$ 275,000.00	2016	Gatesville	\$ 500,000.00
2014	Lampasas	\$ 275,000.00	2016	Glen Rose	\$ 275,000.00
2014	Lyford	\$ 26,743.00	2016	Granite Shoals	\$ 275,000.00
2014	Martindale	\$ 275,000.00	2016	Kenedy	\$ 275,000.00
2014	Rockdale	\$ 275,000.00	2016	Marble Falls	\$ 275,000.00
2014	Schulenberg	\$ 150,000.00	2016	Martindale	\$ 350,000.00
2014	Smithville	\$ 275,000.00	2016	Meridian	\$ 300,000.00

Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
2016	Natalia	\$ 50,000.00	2017	Thrall	\$ 300,000.00
2016	Nixon	\$ 275,000.00	2017	Uhland	\$ 40,000.00
2016	Runge	\$ 275,000.00	2018	Atascosa County	\$ 275,000.00
2016	Smiley	\$ 275,000.00	2018	Bandera	\$ 275,000.00
2016	Stockdale	\$ 350,000.00	2018	Bastrop	\$ 300,000.00
2016	Tolar	\$ 275,000.00	2018	Devine	\$ 275,000.00
2016	Uhland	\$ 275,000.00	2018	Eastland County	\$ 500,000.00
2016	Wilson County	\$ 350,000.00	2018	Eastland County	\$ 350,000.00
2017	Bastrop County	\$ 2,015,856.00	2018	Fayette County	\$ 300,000.00
2017	Bastrop County	\$ 1,632,148.00	2018	Fayetteville	\$ 300,000.00
2017	Caldwell County	\$ 1,000,000.00	2018	Floresville	\$ 275,000.00
2017	Caldwell County	\$ 1,458,279.00	2018	Hallettsville	\$ 275,000.00
2017	Goliad County	\$ 1,583,333.00	2018	Jourdanton	\$ 275,000.00
2017	Goliad County	\$ 723,030.00	2018	Karnes County	\$ 275,000.00
2017	Gonzalez County	\$ 1,667,714.00	2018	La Coste	\$ 275,000.00
2017	Gonzalez County	\$ 903,466.00	2018	Lampasas	\$ 275,000.00
2017	Hallettsville	\$ 279,939.00	2018	Lyford	\$ 275,000.00
2017	Karnes County	\$ 1,725,606.00	2018	Moulton	\$ 275,000.00
2017	Karnes County	\$ 74,177.00	2018	Pleasanton	\$ 275,000.00
2017	Lee County	\$ 286,021.00	2018	Poth	\$ 275,000.00
2017	Lee County	\$ 1,000,000.00	2018	Schulenberg	\$ 300,000.00
2017	Moulton	\$ 263,295.00	2018	Smiley	\$ 275,000.00
2017	Nixon	\$ 671,903.00	2018	Uhland	\$ 300,000.00
2017	Shiner	\$ 272,693.00	2018	Taylor	\$ 500,000.00
2017	Smiley	\$ 595,907.00	2018	Florence	\$ 750,000.00
2017	Yoakum	\$ 1,416,383.00	2018	Floresville	\$ 500,000.00
2017	Bastrop County	\$ 242,902.00	2018	Liberty Hill	\$ 1,243,165.00
2017	Bertram	\$ 300,000.00	2019	Bastrop County	\$ 300,000.00
2017	Charlotte	\$ 275,000.00	2019	Burnet County	\$ 350,000.00
2017	Cisco	\$ 275,000.00	2019	Charlotte	\$ 275,000.00
2017	Cisco	\$ 350,000.00	2019	Flatonia	\$ 300,000.00
2017	Eastland County	\$ 275,000.00	2019	Florence	\$ 300,000.00
2017	Flatonia	\$ 45,000.00	2019	Granite Shoals	\$ 300,000.00
2017	Hays County	\$ 300,000.00	2019	Hondo	\$ 275,000.00
2017	Hondo	\$ 275,000.00	2019	Lexington	\$ 300,000.00
2017	La Grange	\$ 300,000.00	2019	McLennan County	\$ 300,000.00
2017	Natalia	\$ 275,000.00	2019	Poteet	\$ 275,000.00
2017	Rockdale	\$ 275,000.00	2019	Rockdale	\$ 275,000.00
2017	Runge	\$ 275,000.00	2019	Runge	\$ 275,000.00
2017	Smithville	\$ 300,000.00	2019	Stockdale	\$ 275,000.00
2017	Stockdale	\$ 275,000.00	2019	Liberty Hill	\$ 500,000.00

Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
2019	Florence	\$ 300,000.00	2020	Eastland County	\$ 9,805,900.00
2019	Granite Shoals	\$ 300,000.00	2020	Gonzales County	\$ 6,071,588.57
2019	Hondo	\$ 275,000.00	2020	Hallettsville	\$ 9,882,441.85
2019	Lexington	\$ 300,000.00	2020	Ivanhoe	\$ 11,472,116.80
2019	McLennan County	\$ 300,000.00	2020	Kenedy	\$ 43,040,897.00
2019	Poteet	\$ 275,000.00	2020	Lexington	\$ 6,393,661.50
2019	Rockdale	\$ 275,000.00	2020	Martindale	\$ 6,678,027.21
2019	Runge	\$ 275,000.00	2020	Moulton	\$ 4,298,611.68
2019	Stockdale	\$ 275,000.00	2020	Nixon	\$ 3,592,211.82
2019	Liberty Hill	\$ 500,000.00	2020	Rockdale	\$ 4,417,469.03
2019	Taylor	\$ 40,000.00	2020	San Patricio County	\$ 15,435,182.60
2019	Taylor	\$ 70,000.00	2020	Seadrift	\$ 4,850,939.04
2019	Corpus Christi	\$ 3,000,000.00	2020	Seguin	\$ 37,861,885.50
2020	Blanco	\$ 275,000.00	2020	Smithville	\$ 12,966,041.00
2020	Bynum	\$ 275,000.00	2020	Umland	\$ 11,851,660.80
2020	Devine	\$ 275,000.00	2020	Yoakum	\$ 8,143,545.20
2020	Falls City	\$ 275,000.00	2020	Yoakum	\$ 4,960,187.10
2020	Floresville	\$ 275,000.00	2020	Comanche	\$ 150,000.00
2020	Hallettsville	\$ 275,000.00	2020	Taylor	\$ 107,351.00
2020	Hitchcock	\$ 408,940.00	2020	Bandera	\$ 150,000.00
2020	Iredell	\$ 275,000.00	2020	Stockdale	\$ 150,000.00
2020	Jourdanton	\$ 275,000.00	2020	La Grange	\$ 750,000.00
2020	Karnes City	\$ 500,000.00	2020	Salado	\$ 150,000.00
2020	Karnes County	\$ 275,000.00	2020	Tomball	\$ 750,000.00
2020	La Coste	\$ 275,000.00	2020	Atascosa County	\$ 461,460.00
2020	La Grange	\$ 275,000.00	2020	Caldwell County	\$ 890,595.00
2020	Lampasas	\$ 275,000.00	2020	Goliad County	\$ 308,148.00
2020	Los Indios	\$ 275,000.00	2020	Kenedy County	\$ 295,360.00
2020	Lyford	\$ 275,000.00	2020	Lee County	\$ 461,460.00
2020	Marble Falls	\$ 275,000.00	2020	Marble Falls	\$ 2,500,000.00
2020	Meridian	\$ 275,000.00	2020	Seguin	\$ 860,000.00
2020	Moody	\$ 275,000.00	2020	Bandera	\$ 275,000.00
2020	Nixon	\$ 275,000.00	2020	Bee County	\$ 275,000.00
2020	Pleasanton	\$ 275,000.00	2020	Bertram	\$ 275,000.00
2020	Santa Rosa -DRP		2021	Buckholts	\$ 2,922,456.00
2020	Schulenburg	\$ 275,000.00	2021	Lexington	\$ 2,297,000.00
2020	Thrall	\$ 275,000.00			
2020	Austin County	\$ 36,937,293.90			
2020	Bastrop County	\$ 4,240,329.20			
2020	Caldwell County	\$ 17,460,036.00			
2020	Eastland County	\$ 9,999,140.72			



EXPERIENCE & WORK PERFORMANCE

WORK PERFORMANCE

LCMS brings full-spectrum grant writing and management service and has excelled in the grant administration and project management of CDBG-DR grants.



LCMS will work together with the City through every step of the CDBG-MIT grant process, ensuring that the City's priorities and goals are considered and successfully achieved.

Years of CDBG-DR program experience and an organized approach allows LCMS to produce real, cost-effective results. We will tailor the process to your needs while following the program-specific guidelines.

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

- Maintain regular contact with the project engineer, the local contact person, and construction contractors,
- Provide project engineers with an instruction and forms packet so they know upfront what information is required by the state agency,
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies; and
- Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.



WHY LCMS?

HANDS-ON EXPERIENCE WITH HUD APPROVAL PROCESSES

- LCMS brings knowledge and experience as a Grant Administrator and Environmental Service Provider for over 150 Counties and Cities in Texas.
- Members of our project team have personally developed the CDBG-DR Procedures and Approval Processes still used in HUD Grantee programs today.
- We have qualified projects and implemented audit-approved services for every community we have had the pleasure to serve.

COLLABORATIVE COMMUNICATION

- LCMS lives by a “no surprises” philosophy; we ensure prompt communication and risk-management advice on all issues that are important to our clients.
- It is always our mission to be proactive in identifying solutions and keep the production pipeline and performance benchmarks in sight.

ACQUISITION EXPERTISE

- LCMS has assisted hundreds of Texas residents to qualify for buyout assistance reducing the risk of loss from future storms.
- We stand ready to assist in following the rules and regulation related to the Uniform Relocation Act (e.g., 42 U.S.C. Chapter 61 and 49 C.F.R. Part 24).

HIGH QUALITY PERFORMANCE

- Integrity is the backbone of the LCMS commitment to deliver quality work over the long term.
- Our goal from the outset is to complete a program in the most cost- efficient manner possible.

COMPLIANCE

- LCMS-administered projects have had zero findings and zero concerns when audited by HUD staff.

PROVEN PROJECT MANAGEMENT

- LCMS has delivered on over \$1.5 Billion in project delivery oversight and program delivery in Texas, including assisting Bastrop County through the recovery process for wildfires and floods.
- LCMS maintains communication with staff and local officials, Which is integral to project success.

LCMS provides a proven, experienced team to perform the administrative duties as set forth in the GLO Scope of Work including the functions and key tasks in the table below:

Functions & Key Tasks	
Administrative Duties	
<ul style="list-style-type: none"> ✓ Program compliance ✓ Establishing and maintaining financial processes ✓ Establishing and maintaining a record- keeping system ✓ Resolution of monitoring and audit findings (if any) ✓ Serve as the monitoring liaison ✓ Assist with the resolution of any third- party claims 	<ul style="list-style-type: none"> ✓ Report suspected fraud to GLO, submit timely responses to the City and/or GLO for additional information when required ✓ Complete draw requests with supporting documents, ✓ Facilitate outreach efforts ✓ Application intake and eligibility review ✓ Perform any other administrative duties required to deliver the project ✓ Utilize and assist with GLO's system of records and submit change requests as necessary
Acquisition Tasks	
<ul style="list-style-type: none"> ✓ Acquisition Activities ✓ Submit acquisition reports and related docs 	<ul style="list-style-type: none"> ✓ Maintain acquisition files ✓ Uniform Relocation Act
Environmental Services	
<ul style="list-style-type: none"> ✓ Review each project for: Exempt, Categorical Exclusion not Subject to 58.5, Environmental Assessment, and Environmental Impact Statement ✓ Prepare and submit environmental forms to support findings ✓ Consult & coordinate with oversight/regulatory agencies ✓ Prepare all responses to comments ✓ Prepare and submit publication for all public notices, not limited to the FONSI ✓ Advise and complete environmental re- evaluations per CFR 58.47 when needed 	<ul style="list-style-type: none"> ✓ Perform special studies, additional assessments, or permitting to secure environmental clearance ✓ Maintain close coordination with local officials, project engineers, and project teams ✓ Complete and submit Environmental Review for GLO's system of record ✓ Complete site visit and field observation report ✓ Provide documentation of clearance ✓ Prepare and submit monthly status reports and participate in regularly scheduled meetings



CAPACITY TO PERFORM

GRANT ADMINISTRATION SERVICES

The LCMS Team offers broad and extensive experience and knowledge of Disaster Recovery and HUD CDBG Program rules and requirements. We have assembled a highly qualified team of professionals with over 125 years of combined experience and knowledge in the administration and implementation of CDBG funded projects. Our team members have proven track records of providing high-quality administrative services, effective project management, delivery, monitoring and oversight in compliance with HUD and other applicable Federal rules and regulations.



Key Benefits to the City
Our team includes experienced employees from GLO, TDEM's Hazard Mitigation Section, and other state agencies and local governments Experience with water, sewer, streets, housing reconstruction and planning
Highly qualified team of professionals with over 125 years of combined experience covering all aspects of federal and state grant management
On-site staff certified in both the Local Government Project Procedures and the Environmental Process for Local Governments
Texas based team with and in-depth understanding of Federal and Texas statutes and regulations, including procurement requirements in 2 CFR 200
Experience with water, sewer, streets, housing reconstruction and planning

APPLICATION PREPARATION

Pre-Funding Services

LCMS implements a data-driven approach to ensure identified grant opportunities match the individual needs of the City and its recovering residents. We have proven procedures to guide you through the GLO application requirements including open and inclusive citizen participation procedures. Through our work with Texas communities we have assisted impacted cities and counties to navigate the GLO competitive applications for Hurricanes Ike and Dolly, 2015 Floods, 2016 Floods, Hurricane Harvey application, and now CDBG-MIT.

Step 1: Assess current needs. We serve our communities with the full picture of local recovery in mind. By now, the City has survived repeated loss from annual storm events. You know best which projects the City needs in order to not only recover, but to strengthen the community for the future. And we know that a myriad of available grants can be pieced together to fund those projects. Through LCMS's extensive experience with disaster recovery funding and other available annual grants, we will help guide you to a plan that puzzles together the funds that earn you the "most bang for the buck."

Step 2: Align project needs with GLO and HUD requirements. LCMS will gather the necessary data and information to ensure eligibility and conformance with GLO and HUD's national objective. We will assist the City in the development of project scopes that meet GLO and HUD's eligibility requirements and the funding regulations of assisting at least 51% low-to-moderate income persons. While the GLO states in the Action Plan that at least 50 percent of all program funds will benefit LMI persons, they also state they reserve the option to delay award(s) to ensure that at least fifty (50) percent of funds benefit LMI persons and at least fifty (50) percent of funds address identified risks.



Therefore, we will begin by evaluating whether the City has any identified Census Tract Block Groups with over 51% low-to-moderate income persons. The City may choose a project(s) that serves less than 60% of one or more of these block groups or a block group with less than 51% low-to-moderate income persons. In either case, door-to-door surveys are likely to be required to meet income eligibility for some of the infrastructure projects.

Step 3: Prepare a grant application. Per GLO's Action Plan, each proposed project application must describe how the proposed projects will: (a) Advance long-term resilience; (b) align with other planned capital improvements; and (c) promote community-level and regional (e.g., multiple local jurisdictions) planning for current and future disaster recovery efforts and additional mitigation investments.

Our thorough knowledge of local, state and federal agency requirements, and application processes will help the City swiftly and proficiently complete the application. LCMS will work with the City to plan eligible projects that not only help the community to recover but serve to mitigate loss from future storms.

Step 4: Submit a compliant application. GLO application requirements involve close attention and meticulous review. Once the application has been prepared, LCMS will conduct a thorough quality review of the application questionnaire and supporting documentation and collaborate closely with the City to resolve any final concerns before submission.

Per GLO’s Action Plan, each proposed project application must describe how the proposed projects will: (a) Advance long-term resilience; (b) align with other planned capital improvements; and (c) promote community-level and regional (e.g., multiple local jurisdictions) planning for current and future disaster recovery efforts and additional mitigation investments. LCMS will assist the City in the development of a project scope that meets the GLO CDBG-DR eligibility requirements. LCMS will prepare all necessary application documents needed to qualify projects. Our thorough knowledge of local, state and federal agency requirements, and application processes will help the City swiftly and proficiently complete the application.

Program application.

- Develop thorough, detailed CDBG-DR applications that meet or exceed GLO’s expectations.
- Review documentation in order to avoid potential duplication of benefits issues.
- Satisfy all GLO Requests for Information (RFIs).

PLAN DEVELOPMENT

Post-Funding Services

Our approach to plan development is based on our significant relevant experience in designing, implementing, and supporting CDBG-DR projects involving housing rehabilitation and reconstruction, housing buyouts, economic development, infrastructure, and planning activities. Our experience allows us to incorporate up-front the invaluable lessons learned and best practices we’ve picked up over the years. LCMS works in a collaborative manner that ensure all voices are heard, perspectives included, and there are no surprises in the end. Our plan development follows the key steps outlined in following table:

Set roles and responsibilities	Discuss and prioritize goals	Define deliverables and deadlines
The key to a successful plan is a common understanding of what roles are involved and who fills those roles. We like to set expectations up front to facilitate smooth implementation.	Approved projects will have a clear objective. By setting goals and priority activities, our teams can work in concert to accomplish set goals and align resources appropriately.	Disaster Recovery adheres to a strict contractual timeline. We’ll review GLO milestones and work with you to define the subtasks that support the timely delivery of those milestones.

PROJECT MANAGEMENT

LCMS will administer through completion and monitoring, the projects developed and submitted to GLO during the Pre-Funding Services. LCMS will follow all Texas CDBG-DR Program requirements. Langford, being created and continued by service-driven individuals, many of whom worked as public servants for many years prior to coming to this job, take very seriously the fact that we are project managers. Grant administration requires watching over the regulations and following the rules, which we do for the communities, but to be a project manager, you must become part of the project itself, pushing the people and the project to fruition.



This requires the management of multiple initiatives and activities simultaneously with delivery systems that provide for transparency, program development, and financial control. We become very much a part of the fabric of the organization, attending meetings in person anywhere from weekly to monthly. We frequently are the organizing entity for meetings, conference calls, emails and letters to keep projects running timely and in compliance with contractual benchmarks.

Furthermore, LCMS is the Labor Standards Officer for all CDBG projects we administer. LCMS participates in every Preconstruction Conference held for every construction project with the following discussed at each:

- The Davis-Bacon Act (DBA), which specifies the minimum wages to be paid the various classes of laborers and mechanics employed on the project,
- The Copeland Act, which prohibits kickbacks being paid by the employee to the employer and sets the requirement for submission of payrolls on a weekly basis,
- Contract Work Hours Safety Standards Act (CWHSSA), which sets a uniform standard of a 40-hour work week with time and a half the basic rate of pay for all work in excess of 40 hours, and the
- Fair Labor Standards Act (FLSA), which sets the requirement for payment of minimum wages, maximum hours, overtime pay, child labor standards, and prohibits wage discrimination based on sex.

Project construction contracts, which we review, include the above and the requirements to follow the regulations regarding conflict of interest, Executive Order 11246, EEO, Clean Air and Water Acts, Goals for Minority Participation in the Construction Industry and Fair Labor Standards Compliance. Section 3 is called out in all bid notices, bid packages and construction contracts. Section 3 requires the hiring of persons or companies that qualify as low-to-moderate income to the greatest extent feasible.

We have assisted numerous cities and counties in creating and passing Section 3 Policies. Title VI of the Civil Rights Act prohibits discrimination based on race, color and national origin.

LCMS has assisted cities and counties in the development and passage of Fair Housing Ordinances/Orders, policies and advertising the information to the public. The remaining items within the list refer to the Environmental Reviews, allowed activities with CDBG funds, the now FH Single Family Housing Policy Handbook, requirements to serve at least 51% low-to-moderate income (LMI) residents with CDBG funds and the Acquisition/Relocation Acts. LCMS is well trained through attendance of GLO, TDA and HUD workshops regarding these activities.

FINANCIAL MANAGEMENT

LCMS has expert knowledge of financial management requirements including internal financial controls, procurement procedure, and cost reasonableness standards as required by 2 CFR 200. We offer sound guidance based on experience to guide you through day-to-day financial management activities of grant management, ensure the accuracy of the accounting records, and ensure adherence to timely financial reporting requirements. Accounting methods should, at a minimum, satisfy such requirements as may be prescribed by federal or state laws, regulations or guidelines.

ENVIRONMENTAL REVIEW/HUD CDBG COMPLIANCE

LCMS is a Grant Administrator (GA) and Environmental Services Provider (ESP) for the General Land Office's CDBG-DR Program. The LCMS team was one of the first approved GA and ESP service providers for the Texas CDBG-DR program while under the Texas Department of Rural Affairs (TDRA) and has continued the relationship with the General Land Office (GLO) since the agency took over management of the program.



In accordance with 24 CFR part 58, LCMS will complete environmental reviews at the appropriate level for non-housing projects. Non-housing projects will likely fall under 24 CFR part 58.34 - Exempt Activities, 24 CFR part 58.35 (a) – Categorical Exclusions subject to 58.5, 24 CFR part 58.35 (b) – Categorical Exclusions not subject to 58.5, and 24 CFR part 58.36 – Environmental Assessments. Environmental Impact Statements (EIS) are an additional level of environmental review but are only appropriate for projects with extreme environmental impacts. They are costly and time intensive.

The LCMS team offers a complete perspective for HUD CDBG-DR environmental compliance. LCMS has completed over 1000 environmental reviews for grantees on the Hurricane Ike and Dolly disaster recovery program, Texas Department of Agriculture TxCDBG Program and Wildfire's I & II recovery. All sites will be evaluated for HUD CDBG-DR environmental compliance with all applicable laws, regulations, and Executive Orders. Reviews will be conducted in accordance with all laws, regulations, and Executive Orders.

REAL PROPERTY ACQUISITION/URA

LCMS has helped hundreds of homeowners to qualify for federal grant buyout. We will work with your community to develop and implement the appropriate procedures and management structure based on a strategic approach to mitigation activities for the future. Under Hurricane Harvey rules, eligible homeowners may sell their home to a local government at a pre-storm or post-storm fair market value and move out of harm's way by relocating outside of a floodplain to a lower-risk area. We follow Uniform Relocation Act requirements.



Our grant specialists are here to offer guidance on rules of application based on the distinction between mandatory and voluntary participation in federal grant assistance programs.

CONSTRUCTION MANAGEMENT

LCMS will compile, collate and complete contract/bid packages; monitor, report and evaluate contractor's performance; and assist with project activity draws/close out. All necessary documentation as required by GLO will be submitted through the agency's system of record. We will assist the City and GLO with the Architectural and Engineering processes through the chosen system of record for approval. Contractor reassignment of scope alignment will be completed as necessary.

FAIR HOUSING/EQUAL OPPORTUNITY

LCMS staff is trained to assist communities with conducting an Analysis of Impediments (AI) study to identify impediments to fair housing choices within the jurisdiction and take appropriate actions to overcome the effects of any impediments identified and maintain records reflecting both the analysis and actions taken in this regard. LCMS also has a wealth of experience working with citizens, stakeholders, engineers, city and county personnel, and contractors to administer, manage, and deliver CDBG funded projects.

As Section 3 participation and Fair Housing Opportunities have become critical to HUD, LCMS has kept our clients updated on all program compliance. We have assisted in the development and implementation of Section 3 plans and the completion of Fair Housing AI studies. We will provide technical assistance and policy expertise to review the City's policies and assure compliance with HUD's requirements as part of the identified scope of work.

AUDIT/CONTRACT CLOSE-OUT ASSISTANCE

We always begin with the end in mind. From the beginning of the program we work with you to build your program records and files in an audit-ready fashion that streamlines closeout activity. We follow GLO and HUD guidelines for final grant closeout. LCMS will administer through to completion and monitoring, the projects developed and submitted to GLO during the Pre-Funding Services. LCMS will follow all Texas CDBG-DR program requirements.



Our dedication to continuous improvement allows us to preemptively problem-solve known compliance pitfalls. We have deep knowledge and experience with the applicable laws, regulations, Executive Orders the City will encounter, as shown in the table below:

Topic	Law, Regulation, and Executive Order (E.O.) *
General Environment	National Environmental Policy Act of 1969, 40 CFR Part 1500-1508, 40 CFR Part 312
HUD and FEMA Environmental Criteria	24 CFR Part 50, 24 CFR Part 51, 24 CFR Part 58
Historic Preservation	National Historic Preservation Act, 36 CFR Part 800, E.O. 11593
Wetlands and Jurisdictional Waters	Clean Water Act, E.O. 11990, 33 CFR Parts 320-330
Floodplain Management	24 CFR Part 55, E.O. 11988
Farmlands Protection	Farmland Protection Policy Act, and Department of Agriculture regulations at 40 CFR Part 658
Endangered Species	Endangered Species Act, 50 CFR Part 402
Siting of HUD-Assisted Projects Near Hazardous Operations Handling Conventional Fuels or Chemicals of an Explosive or Flammable Nature	24 CFR Part 51, Subpart C
Hazardous, Toxic or Radioactive Materials & Substances	24 CFR Part 58.5(i)(2)(i) and (iii)
Siting of HUD-Assisted Projects in Runway Clear Zones at Civil Airports and Clear Zones and Accident Potential Zones at Military Airfields	24 CFR Part 51, Subpart D
Lead Safe Housing Rule	24 CFR Part 35, Subpart H
Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations	E.O. 12898
Sole Source Aquifers	Safe Drinking Act, and EPA regulations at 40 CFR Part 149
Coastal Zone Management	Coastal Zone Management Act, Sections 307(c), (d)
<p>* Not all Laws, Regulations, and/or Executive Orders are applicable to proposed projects in the District. Note: HUD CDBG-DR and FEMA funding do not require coordination with the Texas Parks & Wildlife Department when determined impact to TPWD designated endangered, threatened, or species of concern; however, Texas GLO has historically required coordination with TPWD when projects may impact endangered, threatened, or species of concern.</p>	



PROPOSED COST OF SERVICE

COST OF SERVICES - INFRASTRUCTURE

Please indicate No Cost Proposal if your firm is not proposing for the services specified on this Cost of Services page.

Maximum amount of grant funds firm is able and/or willing to manage: \$ No Limit

Potential Grant Award Amt.	Cost of Services	% of Profit:
Up to \$1 million	7.75%	5%
\$5 million	7.75%	5%
\$10 million	7.5%	3%
\$50 million	6%	3%
\$100 million	6%	3%
\$250 million and above	6%	3%



5.1 REFERENCES

Reference	Project Description	Contact
Bastrop County	Multiple projects, Wildfire 1, Wildfire II, Shelter, Fire station, culvers, new ingress/egress for areas with limited access.	Judge Paul Pape, Bastrop County Judge 512-332-7201 Paul.pape@co.bastrop.tx.us
City of La Feria	Ike/Dolly GLO DR Round 2.1 drainage and numerous acquisitions	Sunny K. Philip Former City Manager 956-778-7030 SunnyKphilip@gmail.com
Hays County	Management of numerous projects for Hays County including the current 2015 General Land Office Infrastructure Cotton Gin Road Project and the Housing Assistance Program	Lindsay McClune MPH, Grant Writer County-wide Operations 512-393-2209 Lindsay.mcclune@co.hays.tx.us
City of Gatesville	Multiple CDBG water/wastewater Projects and Leon Riverbank Erosion Control CDBG-DR/NRCS	William (Bill) Parry III, City Manager 254-865-8951 William.Parry@ci.gatesville.tx.us
City of Lyford	Multiple CDBG-DR Projects	Lydia Moreno, City Administrator 956-347-3512 cityoflyford@lyfordtx.us
City of Smithville	Multiple HMGP Disaster Projects	Robert Tamble, City Manager 512-423-9390 Citymanager@ci.smithville.tx.us
City of Harker Heights	NRCS/CDBG DR Roy Reynolds Bridge	Mark Hyde, Public Works Director 254-953-5641 Mhyde@ci.harker-heights.tx.us
Karnes County	Multiple CDBG-DR Projects	Judge Wade Hedtke (830) 780-3732 wade.hedtke@co.karnes.tx.us
Caldwell County	2017 GLO Infrastructure, 2017 GLO Buyout	Judge Hoppy Haden (512) 398-1809 hoppy.haden@co.caldwell.tx.us



GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority, woman, and service disabled veteran-owned businesses as HUBs and facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>. Provided that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please visit our website at <http://comptroller.texas.gov/procurement/prog/hub/> and reference our publications (i.e. Grow Your Business pamphlet, HUB Brochure and Vendor Guide) providing additional information on state procurement resources that can increase your company's chances of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number:	1742804904700
File/Vendor Number:	059528
Approval Date:	08-DEC-2020
Scheduled Expiration Date:	08-DEC-2024

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

LANGFORD COMMUNITY MANAGEMENT

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 11-DEC-2020, 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.

*Statewide HUB Program
Statewide Procurement Division*

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, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Rev. 06/19

Date Issued: 9/17/2021

Ken Linneman, Senior Vice President

Binder Confirmation for Miscellaneous Errors & Omissions Liability

Jesus Sanchez
Central Insurance Agency Inc.

Policy Period: 9/18/2021 - 9/18/2022
Policy Number: 106982718

RE: **Langford Community Management Services, Inc**

2901 CR 175
Leander, TX 78641

Insurer: Travelers Casualty Insurance Company of
America, Admitted

Form: Claims Made

Minimum Earned Premium: 0%

Retro Date / Prior & Pending / Continuity Date: 09/18/18

In accordance with your request, and based upon the information submitted, we are pleased to bind coverage as follows subject to receipt, review and acceptance of the following:

N/A - File Complete

Premium Summary:

Per Claim Limit:	\$1,000,000
Aggregate Limit:	\$1,000,000
Deductible:	\$2,500
Premium:	\$4,579.00
Broker Fee:	\$100.00
Total:	\$4,679.00

Note: All policy fees are fully earned. No flat cancellations.

Professional Services:

Grant Writing and Administration

All insurance is negotiated by and placed through McGowan & Company, Inc.

Terms and Conditions:

Admitted Paper; Claims Made Coverage; Defense Costs are inside the limits; Deductible is per claim

Extended Reporting Period for Liability Coverages:

Additional Premium Percentage: 75%

Additional Months: 12

Policy Forms and Endorsements:

MPL-2001-0109 Miscellaneous Professional Liability Declarations Page

MPL-3001-0109 Miscellaneous Professional Liability Policy

ACF-7006-0511 Removal of Short-Rate Cancellation Endorsement

LIA-19097-0315 Global Coverage Compliance Endorsement

LIA-3001-0109 Liability Coverage Terms and Conditions

LIA-4028-0912 Texas Changes Endorsement

LIA-5041-1107 Texas Cancellation and Nonrenewal Endorsement

MPL-7003-0109 Architect and Engineer Services Exclusion Endorsement

ALL OTHER TERMS AND CONDITIONS APPLY PER FORM

The terms and conditions of this confirmation of insurance may not comply with the specifications submitted for consideration. To ensure the suitability of the protection being provided to your client, please read this confirmation carefully and compare/review it with the offer, the submission documents and the policy forms for full comprehension of the actual coverage provided. In accordance with your instructions and in reliance upon the statements made by the retail broker in the insured's application/submission, we have obtain insurance per your request as noted above.

Cancellation: This policy is subject to the cancellation provisions found in the policy(ies) or certificate(s) currently in use by the insurer, the insurance effected under the insurer's binder can be cancelled by the insurer (subject to statutory regulations) by mailing, to the insured at the address stated on the face of this confirmation of insurance, written notice stating when such cancellation shall be effective. In the event of cancellation by the insured, the earned premium would be subject to the minimum earned premium if applicable.

This confirmation of insurance is issued based upon the insurer's agreement to bind and is issued by the undersigned without any liability whatsoever as an insurer.



LANGFORD COMMUNITY MANAGEMENT SERVICES, INC.

ALERT! This entity is only available FOR OFFICIAL USE ONLY.

DUNS Unique Entity ID 604131664	SAM Unique Entity ID E9ZTZ6ZKMK51	CAGE / NCAGE 5U3R0
Purpose of Registration Federal Assistance Awards Only	Registration Status Active	Expiration Date Nov 5, 2022
Physical Address 2901 County Road 175 Leander, Texas 78641-1608 United States	Mailing Address 2901 County Road 175 Leander, Texas 78641 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Texas 31	State / Country of Incorporation Texas / United States	URL (blank)
MPIN *****ett1		

Registration Dates

Activation Date Nov 8, 2021	Submission Date Nov 5, 2021	Initial Registration Date Dec 21, 2009
---------------------------------------	---------------------------------------	--

Entity Dates

Entity Start Date Jan 1, 1997	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

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in

J
JUDY LANGFORD
judy@LCMSINC.com
5124520432

Electronic Business

J
JUDY LANGFORD, Owner
judy@LCMSINC.com
5124520432

2901 County Road 175
Leander, Texas 78641
United States

Judy Langford
judy@lcmsinc.com
5127042040

2901 County Road 175
Leander, Texas 78641
United States

Government Business

J
Judy Langford
judy@LCMSINC.com
5124520432
512452-0432 (Non-US Phone)

2901 County Road 175
Austin, Texas 78641
United States

JUDY LANGFORD
judy@LCMSINC.com
5124520432

2901 County Road 175
Leander, Texas 78641
United States

Security Information

Company Security Level
(blank)

Highest Level Employee Security Level
(blank)

Service Classifications**NAICS Codes**

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

Size Metrics**IGT Size Metrics**

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121) (blank)	Number of Employees (in accordance with 13 CFR 121) (blank)
--	--

Location

Annual Receipts (in accordance with 13 CFR 121) (blank)	Number of Employees (in accordance with 13 CFR 121) (blank)
--	--

Industry-Specific

Barrels Capacity (blank)	Megawatt Hours (blank)	Total Assets (blank)
-----------------------------	---------------------------	-------------------------

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

This entity does not appear in the disaster response registry.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

Name of Officer

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

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

☐

Yes

☐

No

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

☐

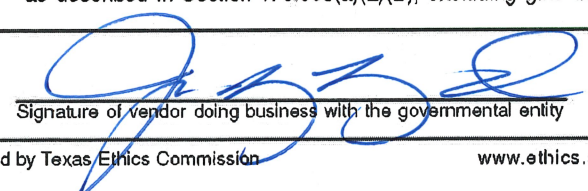
Yes

☐

No

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

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

7 
Signature of vendor doing business with the governmental entity

April 11, 2022

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

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

or

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

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

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

Certification Regarding Lobbying

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

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

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

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

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

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

The Contractor, Langford Community Management Services certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Judy Langford

Printed Name and Title of Contractor's Authorized Official

April 11, 2022

Date

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

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

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

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

Disclosure of Lobbying Activities

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

Type of Federal Action: _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance	Status of Federal Action: _____ a. bid/offer/application _____ b. initial award _____ c. post-award	Report Type: _____ a. initial filing _____ b. material change
Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known:		If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
Congressional District, if known: Federal Department/Agency:		Congressional District, if known: 7. Federal Program Name/Description: CFDA Number, if applicable: _____
Federal Action Number, if known:		9. Award Amount, if known: \$ _____
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>		b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: _____ Print Name: <u>Jody Langford</u> Title: <u>President/owner</u> Telephone No.: <u>(512) 452-0482</u> Date: <u>April 11, 2022</u>
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES		FORM 1295	
<p>Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.</p>		OFFICE USE ONLY	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.			
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.			
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.			
4		Nature of Interest (check applicable)	
Name of Interested Party	City, State, Country (place of business)	Controlling	Intermediary
5 Check only if there is NO Interested Party. <input type="checkbox"/>			
6 UNSWORN DECLARATION			
My name is _____, and my date of birth is _____.			
My address: _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country)			
I declare under penalty of perjury that the foregoing is true and correct.			
Executed in _____ County, State of _____, on the _____ day of _____, 20____.			
(month) (year)			
_____ Signature of authorized agent of contracting business entity (Declarant)			
ADD ADDITIONAL PAGES AS NECESSARY			

JUDY LANGFORD

President

PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

June 1991 to present Co-owner of Langford Community Management Services, Inc.

Judy writes, reviews, and administers competitive grants on behalf of rural cities and counties throughout the State of Texas. She corresponds and submits grant applications to the appropriate federal and/or state agencies, with a primary focus within the following agencies: Texas Department of Agriculture CDBG, Texas General Land Office – Disaster Recovery Division; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; Neighborhood Stabilization Program; U.S. Department of Energy – Energy Efficiency and Conservation Block Grant Program; State Energy Conservation Office; U.S. Department of Labor; U.S. Department of Justice, Texas Department of Economic Development; Texas Department of Emergency Management; Federal Emergency Management Agency; U.S. Department of Housing and Urban Development – Economic Development Initiative as well as private entities such as HNTB.

Judy oversees financial management and monitors construction and engineering activities for grantees. Oversees and processes certified payrolls for community projects. She is responsible for the environmental clearance of projects to include the submission and maintenance of the environmental review record for projects as needed. Judy conducts public hearings for grant programs at city council and commissioner's court meetings as needed. Judy ensures the communities we represent comply with applicable State and Federal rules and regulations from application through administration. She continuously attends trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintains and builds solid working relationships with pertinent governmental agencies that manage grant programs. Judy collaborates with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

EDUCATION

Bachelor's Degree, The University of Texas at Austin

WORKSHOPS and TRAININGS

Texas Department of Agriculture Grant Application and Implementation Workshops

General Land Office Disaster Recovery Program Training

Texas Department of Transportation Grant Workshops

Texas Safe Routes to School Grant Administration Workshops

Texas Department of Housing and Community Affairs Grant Administration Workshops

Texas Municipal League Annual Conferences

CERTIFICATIONS

Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified

Texas Department of Agriculture Administration Certified

KAY LYNN WOLFE

Finance Director

PROFESSIONAL EXPERIENCE

Langford Community Management Services, Austin, Texas

August 2020-present

Assist owner with business structure, organization, and business plan. Responsible for optimization of financial performance including reporting, liquidity, budgeting, payroll, processing transactions.

Honeywell, Arlington, TX

Senior Finance Manager, November 2018 – May 2020

Transitioned finance to corporate upon sell of company to Honeywell while continuing operations of the business. Also, on Acquisition team for IT, Finance and Oracle conversation.

Transnorm System Inc, Arlington, TX

Chief Financial Officer, May 2008 - Nov 2018

President and CEO, Nov 1998 - May 2008

Controller and Vice President, June 1990 to Nov 1998

Responsible for North American operations and finance of global manufacturing company under multiple ownership types. During my 30-year tenure developed process and procedures, obtain ISO 9001 certification, developed strategies, budgets, financial reporting, y-o-y business growth, increased company value and profitability for each owner.

EDUCATION

Texas Tech University, Lubbock, TX

Bachelor of Business Administration – Accounting

Workshops and Trainings

Annual requirement to obtain 40 hours of continuing education

Every 4th year includes ethic training

Certifications

Certified Public Accountant - TEXAS

JILL PHINNEY

GLO Program Manager

PROFESSIONAL EXPERIENCE

OWNER/CONTRACTOR, CERTIFIED HUB, | DECEMBER 2015 -PRESENT

Provides grant management consulting services for CDBG-DR, CDBG-MIT, FEMA, HUD, and NHTSA for large and small-scale projects. Experienced in disaster recovery, federal procurement, and grant management with the ability to work on current large-scale disaster recovery efforts with thorough knowledge of federal grant program regulations.

GRANT MANAGER, STATE OF TEXAS GENERAL LAND OFFICE (GLO), COMMUNITY DEVELOPMENT AND REVITALIZATION INFRASTRUCTURE | OCTOBER 2017-JUNE 2019

Coordinated, reviewed, evaluated and processed grants at various stages to Determine appropriateness of grant expenditures and compliance with requirements and standards. Developed Standard Operating Procedures (SOP's) for CDBG-DR infrastructure program. Represented the GLO within Hurricane Harvey impacted communities by providing outreach to assist in implementing short-term housing needs for Texans. Collected, organized, analyzed and prepared materials for executive reports, required federal reports, legislative inquiries and public information requests. Served as a liaison and representative for the grant program with the constituents and other entities within assigned communities. Monitored, reviewed, and evaluated compliance with grant program policies and procedures, statutes, and rules with support of disaster recovery teams.

FINANCE AND GRANT CONTRACTOR | CITY OF MINNEAPOLIS, OFFICE OF EMERGENCY MANAGEMENT (OEM) | DECEMBER 2014 - DECEMBER 31, 2016

Coordinated emergency management activities within the finance function of OEM's executive vision and strategy for sustained and significant change to disaster planning operations. Lead, directed, coordinated, evaluated and improved finance and administration functions (including budget development support and grant management and administration). Provided guidance and technical assistance to departments for the development of department level continuity of operations plans and assures compliance with enterprise guidance. Reviewed budgets and monitored expenditures, proposed budget modifications, managed dollars within guidelines of grants received, and ensured fiscal responsibility. Interpreted and applied federal and state laws, policies, rules, and requirements including Uniform Grant Guidance (UGG), Uniform Grants Management Standards (UGMS), Office of Management and Budget (OMB) circulars and Code of Federal Regulations (CFR). Developed and implemented annual plan for Finance section supporting OEM's strategic plan and annual deliverables including assessment of resources needed for plan implementation.

HOMELAND SECURITY AND EMERGENCY MANAGEMENT BUDGET AND GRANT MANAGER| STATE OF MINNESOTA, DEPARTMENT OF PUBLIC SAFETY | JUNE 2007-DECEMBER 2014

Worked for the State Administrative Agency (SAA) on FEMA grant programs including the Non- Profit Security Grant Program (NSGP), Urban Area Securities Initiatives (UASI), State Homeland Security Program (SHSP), and Emergency Management Performance Grants (EMPG). Served as the point of contact between the affected federal, state, local and tribal agencies to ensure program requirements are understood and implemented, that federal grant projects receive approval and available funding is secured, and that local grants are initiated in a timely manner. Established, developed, oversaw and implemented procedures for grant activities and program development, including the creation of sub-recipient criteria and scope of work development.

EDUCATION

Bachelor of Science, Business, St. Cloud State University, Minnesota

TRAINING

Completed the National Development Council ED101 and ED201, 2006

FEMA Fundamentals of Grant Management, 2011

Minnesota Certified Emergency Manager

ERIN THOMPSON

Sr. Program Coordinator

PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

June 2019 to present: Detailed involvement with central Texas Cities and Counties who suffer damage and loss from federally declared natural disasters. Duties include: Ensuring program compliance within all Community Development Block Grant – Disaster Recovery (CDBG-DR) requirements including current Federal Register Reqs.; Assisting Municipalities in establishing and maintaining financial processes; Obtaining and maintaining copies of contracts pertaining to change requests, revisions and attachments; Establishing and maintaining record keeping systems; Resolution of monitoring and audit findings; Resolution of Municipality third party claims; Intimate communication with the Texas General Land Office (GLO) regarding program compliance and suspected fraud; Completion of draw requests for payments and procuring supporting documentation if necessary; Facilitating outreach efforts, application intake, and eligibility review for community residents regarding CDBG – DR funding

Fundraising Coordinator, Grant Writer & Special Projects Coordinator, Hannah's House

January 2016-June 2019: Attain, create, organize and maintain fundraising opportunities; prospecting online and in-person. Organizational maintenance of both monetary and in-kind donations. Curator of donor retention. Familiarity with both the Classy.org platform and Network for Good regarding fundraising campaigns, donor tracking, CRM Management and web page/campaign creation. Tracking and sending acknowledgements of donations received. Social media account creation and management. Major Gala/Event planning which comprises venue scouting, securing vendors (catering, photo, specialty desserts, printing & signage, acquiring silent & live auction donation items, floral & décor, live music & DJ services) set up & break down of event.

Grant Writer

Between 2016 and 2019 I assisted with securing a total of \$559,676 in private foundation grant funding. Proficiency with all aspects of the grant process including research, writing, editing and submission of

EDUCATION

Nonprofit Management Solutions– Mindful Manager Series (10 Course Program) (February 2019)
University of San Diego, Nonprofit Academy, Operational Efficiency & Grant Collaboration (August 2018)
Nonprofit Management Solutions– Development Director Learning Group - Completed (April 2018)
Bachelor of Arts, Microbiology, University of California - Davis, 2002

TRAINING

TxCDBG Grants - Certified

JESSICA BICKFORD

Sr. Program Coordinator

PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

December 2013 to present: Assist with preparing Environmental Review Records (ERR) for Texas Department of Agriculture's Office of Rural Affairs' Community Development projects administered by Langford and the General Land Office. The ERR includes research and determination of information as to whether the human environment would be negatively impacted by the project activities and outcome; publishing Public Notices; Coordination with the Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, Texas Department of Agriculture, engineers, administrator and Grantee staff.

Assist with writing competitive grants on behalf of rural cities and counties throughout the State of Texas, and correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs – Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; as well as private entities such as HNTB. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

WORKSHOPS and TRAINING

The Office of Rural Affairs Implementation Workshops

The Office of Rural Affairs TxCDBG Administrator Certification Workshops

Texas Municipal League Annual Conference

HUD Foundations in Environmental Review Training Workshop

TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects

Texas Capital Fund Downtown Revitalization and Main Street Implementation and Application Workshops

TxCDBG Implementation Manual Training

Justin Michael Meyer

Langford Community Management Services
Grants Administrator

PROFESSIONAL EXPERIENCE

Administrative Assistant – Karnes County Judge's Office | February 2018 – June 2021

- Schedule, create and prepare all Commissioners Court documents for Court Agendas.
- Grant Administrator Specialist – (Texas General Land Office: CDBG-DR, Downtown Revitalization, FAST Grant, Community Development Fund; Texas Water Development Board, Texas Department of Public Housing, Texas Department of Emergency Management, Texas Department of Transportation – County Transportation Infrastructure Fund)
- Administrator of the Karnes County Food Bank and responsible for the management and recordkeeping of all monthly distribution with the San Antonio Food Bank.
- Oversees special projects and general project management for Karnes County.
- Manage the Karnes County website, job postings and other materials on the website as needed.
- Manage and oversee all official advertisements and social media accounts for Karnes County (including Facebook, Facebook Live interviews, YouTube, Zoom meetings and all publications).

City Councilman – City of Kenedy, Texas | May 2018 – November 2020

- Community leader that manages the city's financial operations while protecting the welfare of the city and its inhabitants.
- Evaluate and vote for the best qualified decisions for the longevity of the City of Kenedy on various zoning matters, oversee city agencies and economic development.
- Directing the enforcement of city ordinances.
- Hire and evaluate the City Manager, City Police Chief and appointment of the City Secretary.
- Responsible for the development and adoption of the City Budget.
- Adopt master plans for water, wastewater, storm drainage, parks, municipal facilities to guide the City's future development of critical infrastructure.
- Establish policies for the effective and efficient delivery of municipal services to the City.

Operations Assistant – EOG Resources | September 2011 – May 2016

- Provide administrative and technical support for the Artificial Lift Department.
- Compile data from Production Rig Consultants to track associated operational costs for new installations and downhole failures.
- Manage and code invoices on daily basis; Complete an analysis by reviewing the scope of work versus the actual cost and ensuring accounts payable was received and no expenditure overruns occurred.
- Initiate and track employee's schedules outlining location and specific job duties.
- Create and maintain spreadsheets for specific projects; Projects include shut down testing for pumping units, providing reports for completed pads and pumping unit installs, start-ups and restarts regarding artificial lift wells and motor tracking.
- Manage Pumping Unit Set Schedule for all upcoming units to achieve yearly quota.
- Assist the Production Foreman with daily reports and administering them out each morning.

EDUCATION

Bachelor of Business Administration – Management, University of Houston – Victoria

Associate of Science – Mathematics, Victoria College

Anna Maria Martin

Hazard Mitigation Grant Program Coordinator

PROFESSIONAL EXPERIENCE

Teacher/Coach – Karnes City Independent School District | August 2014 – June 2021

- Develop and execute instruction for grades 6-8 in multiple content areas using a framework of relevant pedagogy according to state and district guidelines in a student-led, differentiated, engaging, and rigorous environment
- Contribute to curriculum development through regular meetings at both faculty and administrative levels
- Collaborate with faculty and administrators in the development, evaluation, and revision of school programs to lead change among stakeholders
- Provide leadership through staff development, instructional support, teaching assistance, and meeting facilitation
- Establish and enforce clear learning and behavioral expectations to ensure safe environments for all students
- Lead staff and students to set and attain ambitious goals through action plans and performance accountability
- Maintain open parent communication through regular phone calls, emails, and conferences
- Analyze and use data to monitor and adjust instruction to accelerate learning and academic progression
- Assist in budgeting, vendor negotiations, ordering procedures, fundraising, promotions, inventory, and equipment and facility use and maintenance

Teacher – Beeville Independent School District | August 2012 – August 2014

- Deliver 4th grade ELAR (language arts and reading) instruction and adjust as needed to meet student needs
- Collaborate with grade-level and content teachers to create lesson plans, address student concerns, and analyze data
- Create an environment for students to explore and critically think through a variation of collaborative activities
- Observe and evaluate students' performance, behavior, social development, and physical health
- Maintain clear learning objectives, behavior expectations, and classroom policies and procedures

Recreation Specialist – Karnes County Residential Center | January 2012 – July 2012

- Develop and enforce protocol for safe recreational areas, activities, and equipment for residents
- Create and maintain inventory of recreational equipment
- Conduct regular safety checks of recreation areas and equipment; report any malfunctions/problems, remove from use, and follow procedure for replacing or repairing
- Maintain accurate resident count in recreational areas in accordance with facility rules and procedures

Teacher/Coach – Kenedy Independent School District | August 2008 – August 2011

- Implemented PE activities for secondary students based on state guidelines and requirements
- Created various lessons and delivered health instruction to grades 6-12
- Evaluated student performance in academic and athletic settings
- Differentiated physical activities for students of varying abilities and disabilities to participate in

EDUCATION

Bachelor of Science – Kinesiology, University of Texas at Austin

Master of Science – Health and Kinesiology, University of Texas at San Antonio

Master of Business Administration – Management and Business, University of Houston – Victoria

SUELLEN JORDAN

HMGP Program Manager

PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

August 2015 to Present - Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Agriculture, Texas Department of Rural Affairs, and Texas Department of Rural Affairs – Disaster Recovery Division. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Hacienda del Lago (HdL), Austin Texas

2008 to 2015: Built HdL Wedding Venue and Vacation business from zero to \$160,000 per year with total revenues of over \$500,000. Performed sales, marketing, operations, and event planning roles to book and execute over 280 vacations/weddings/receptions. Managed a crew of six to maintain 10-acre property, main house, tent and grounds. As main sales agent provided sales and marketing for both vacation and wedding venue, fielded thousands of incoming phone and email inquiries, and conducted hundreds of property showings for prospective clients. As a certified wedding planner provided private planning services for couples including designing and installing decor, site layouts, and event timeline and flow. Executed client contracts and consulted on client/vendor agreements.

Volente Fire Department (VFD), Volente, Texas

2001 to Present: VFD Board member and Secretary – Attend and record all Board meeting minutes and submit to VFD board as required by law; 2004 to 2011: ESD 14 Treasurer–Budgeted/managed tax payer dollars up to \$1 million to fund operations of the Volente Fire Department; 2003 to 2010: VFD Assistant Fire Chief - Responsible for administrative support for VFD. Represented VFD at monthly CAFCA meetings. Consulted with Fire Chief on department issues and acted on his behalf in his absences required; 2001 – 2009 EMT-B First Responder. Ran over 680 medical and fire emergency calls in the Volente area and was awarded the prestigious National Phoenix Life Saving Award in 2009.

EDUCATION

Sam Houston State University

WORKSHOPS, TRAINING, CERTIFICATIONS

TxCDBG Implementation Workshop

Texas Municipal League Annual Conference

KAREN WALKER

HOME Program Manager

PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

November 2012 to present: Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Housing and Community Affairs – HOME Program and Housing Trust Fund; and Texas Historical Commission. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

President, CWKR Venture Corporation, (d.b.a. Headshots Photography)

1987-2010: Photography Concession within Macy's Department Store located in Hawaii.

Created a new industry in photography by combining professional makeup application, styling techniques and contemporary photography ideas within a mall atmosphere using an assembly line process. Achieved business profitability within one month of startup. Implemented strategies to achieve sales exceeding \$900,000 for first location. Secured \$500,000.00 in investment capital to expand growth. Continued to grow by way of opening more company owned locations while developing franchise strategy. Merged retail business with a full-scale department store. Negotiated and secured a relationship with Liberty House Department stores (now known as Macy's) to operate a Headshots photography studio within the junior clothes department in the Macy's store in Aiea Hawaii. Identified strategies resulting in profitability since 1988. Scaled local

EXPERTISE

Management and Training, Independent Sales, Financial Administration, Site Planning, Franchise Setup and Sales, Vendor Coordination, Marketing and Entertainer.

WORKSHOPS and TRAININGS

Texas Department of Housing and Community Affairs Grant Workshops

LICENSES

Mortgage Loan Originator, License #1209925

JANELL FOSTER

CDBG Program Manager

PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

November 2017 to present: Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of Texas Community Development Program (TCDP) grant applications to the Texas Department of Agriculture and U.S. Department of Housing and Urban Development. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Third Party Vendor Assistant Manager, Ryan Sanders Sports, Austin, TX

July 2016 to November 2017: Hired, trained, and supervised hospitality professionals at the Circuit of the Americas and HEB Center. Provided support and managed multiple food vendors at concerts, festivals, and races, including the US Formula 1 Grand Prix. Managed compensation decisions and processes, including scheduling, reconciliation, and vendor operations. Streamlined operating and ordering procedures by implementing new technology and creating comprehensive spreadsheets.

Media Center, Concert, & Event Supervisor, Austin, Texas

April 2013 to July 2016: Supervised teams of hospitality and Non-Profit groups coordinating food and beverage service for concerts and races. Created and maintained a working environment that promoted client services, teamwork, performance feedback, mutual respect, and employee satisfaction.

LHISD Elementary Cafeteria Manager/Bus Driver, Liberty Hill, Texas

November 2006 to October 2015: Trained and led staff through food prep and service periods, focusing on efficiency and safety while cultivating customer service. Duties included just-in-time ordering, receiving, inventory, cashiering, finance reconciliation, and documentation with stringent adherence to USDA Food Guidelines and OSHA Safety Standards.

EDUCATION

Bachelor of Science in Business Management, 2017 – National American University, Georgetown, Texas

Cornish College of the Arts, Dance—Seattle, Washington
Western Washington University—Bellingham, Washington

WORKSHOPS and TRAININGS

PDAT Procurement Disaster Assistance Training—2018

Capital Area Council of Governments Criminal Justice Grant Writing –2017 Local

Mitigation Planning Certification—2017

H&R Block Tax Consultant Course

CINDY METRO

Sr. Program Coordinator

PROFESSIONAL EXPERIENCE

Cynthia is an accomplished, results focused grant specialist with more than 20 years' experience in teaching and account management. She is a skilled leader and presenter who is excellent at problem solving, negotiating, and generating creative solutions. As a grant specialist working with Texas communities to identify and obtain grant funding, Cynthia has a talent for cultivating relationships with staff, elected officials, and members of a community.

Grant Compliance Consultant, Langford Community Management Services, Austin, TX, January 2018 - Present

Cynthia writes, reviews and administers competitive grants on behalf of rural cities and counties throughout the State of Texas. She is responsible for the correspondence and submission of grant applications for a variety of grants in Texas including Texas Parks and Wildlife grants and TxCDBG grants.

Cynthia oversees financial management, monitors construction and engineering activities for grantees in compliance with federal and state requirements. She conducts public hearings for grant programs at city council and commissioners' court meetings as needed. She builds and maintains solid working relationships with pertinent governmental agencies that manage grant programs and collaborates with communities and their public works and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Section 504 Coordinator/Dyslexia Contact Teacher, Pflugerville ISD, TX, 2005- 2017

In the more than 10 years that Cynthia worked for Pflugerville ISD, she progressed from Substitute Teacher to Content Mastery Educational Assistant to Collaborative Teacher and ultimately Section 504 Coordinator. Among her many accomplishments over the years working with students to reach their educational goals and supporting the school to increase student performance, Cynthia implemented the Strategic Instruction Model – Inference Strategy, which resulted in the increase of correct testing answers by 70%.

Teacher, English as a Second Language, Austin Independent School District, Austin, TX, 2002 – 2005

Cynthia used an engaging instructional approach to teach English language lessons to adult students. She designed challenging and creative curriculum, evaluated student learning needs and conducted progress testing to determine comprehension, and maintained high student retention rates by fostering strong relationships.

EDUCATION

Bachelor of Science in Business Administration, Central Michigan University, Mt. Pleasant, MI,
Certificate in Special Education and Dyslexia

AREAS OF EXPERTISE

Parks and Wildlife Grants TxCDBG Grants - Certified Section 504 Coordination Education

PAULA RODRIGUEZ

Sr. Program Coordinator

PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Harlingen, Texas

January 2018 to present: Assist Texas communities, but focusing extensively in South Texas counties and communities, with the identification of needs and the preparation, submission and administration of loans and grants through local, state, or federal agencies. Oversee the financial management of the projects. Monitor and coordinate construction and engineering activities. Attend public hearings, city council and commissioner's court meetings. Provide support and information to the communities and ensure that all State and Federal rules and regulations are met throughout the loan/grant process from initial application through loan/grant closeout. Attend trainings and workshops to keep up to date on all rules and regulations for each loan and grant program.

Capital Programs Director and Planning Director, City of La Feria, Texas

January 2012 to December 2017: Assist the City Manager with the general function of the city government, working in planning and zoning, community development, project management and coordination, comprehensive planning, hazard mitigation planning, housing development, subdivision review, and code enforcement.

Communities Programs Loan Specialist, USDA Rural Development: Edinburg, San Benito, Raymondville, Rio Grande City, and McAllen, Texas

February 1980 to December 2011: Worked exclusively with all rural South Texas communities providing information, assistance, and guidance for water, wastewater, community facilities, and rural housing loan and grant programs. Served also as Area Environmental Specialist, assisting communities in the completion of the environmental review process for their projects.

EDUCATION

Bachelor of Science, Texas A&M University, College Station, Texas. December 1978
Master of Education, Texas A&M University, College Station, Texas, December 1979

WORKSHOPS and TRAININGS

Texas Department of Agriculture Grant Application and Implementation Workshops
Texas Department of Housing and Community Affairs Grant Administration Workshops
Texas Municipal League Conferences
Texas Floodplain Management Association Continuing Education Workshops

CERTIFICATIONS

Certified Floodplain Manager – Texas Floodplain Management Association
Texas Department of Agriculture Administration Certified

CIMAGAROON HOWELL

Environmental Consultant

PROFESSIONAL EXPERIENCE

PRINCIPAL, CARBON 12, INC., AUSTIN, TX, 2016 - PRESENT

As environmental advisor for the Texas General Land Office (GLO) Community Development and Revitalization (CDR) Programs City of Galveston Public Housing Replacement Program, Cimagaroon ensures approved Housing Development Plans are in compliance with Housing and Urban Development (HUD) Community Development Block Grant - Disaster Recovery (CDBG-DR) environmental requirements. He provides environmental guidance to the GLO CDR Program staff, City of Galveston staff, Galveston Public Housing Program staff, and Public Housing Developers.

Cimagaroon served as part of project management for the City of Liberty Hill. He provides preliminary scoping for city-wide projects to prioritize project development and estimate project cost. He assists the City of Liberty Hill with the capture of project funding and provides project management services through design, construction, and project closeout.

PROJECT MANAGER, HNTB, AUSTIN, TX, 2013 - 2016

Cimagaroon performed project management and construction oversight of infrastructure projects for the Texas GLO CDR Program; provided guidance and direction for approximately 2,500 projects in Texas for the \$1.5 billion in HUD CDBG-DR funding that was allocated for infrastructure in response to damages associated with Hurricane Ike and Dolly; oversaw agency coordination, environmental compliance, engineering design, construction, and grant closeout; and performed extensive state and federal agency coordination, stakeholder engagement, comprehensive review, and preparation of environmental review documentation in accordance with HUDs National Environmental Policy Act (NEPA) process.

ENVIRONMENTAL SCIENTIST, WHITENTON GROUP, INC. SAN MARCOS, TX, 2012-2013

Cimagaroon performed protected species habitat evaluations and jurisdictional waters delineations for reports and permit applications related to the Clean Water Act, Endangered Species Act, NEPA and other state and federal regulations relevant to natural resources within Texas and Illinois.

ENVIRONMENTAL SCIENTIST, HNTB, AUSTIN, TX 2009 - 2012

He evaluated environmental impacts to biological resources, air, water quality, wetlands, socio- economic resources, and archaeological and cultural resources for Categorical Exclusions (CEs), Environmental Assessments (EAs), Environmental Impact Statements (EISs), and tiered NEPA documents. He performed Engineering and Environmental Project Management for the State of Texas HUD CDBG-DR Program.

PLANNER/LAND MAN, DIVERSE PLANNING AND DEVELOPMENT, WIMBERLEY, TX, 2007 - 2009

Cimagaroon conducted oil and gas lease negotiation and due diligence for properties in the Marcellus Shale Play, West Virginia; conducted project manager-development of business opportunities and the necessary research associated with determination of project parameters and possible partnerships; conducted business development with communities, counties and stakeholders in North, Central, and South Texas; developed contacts and regulatory process guidelines necessary to accomplish project goals; and provided assistance in development of business plan and scoping team requirements for complex public-public-private partnerships.

MELISA DURHAM

Environmental Specialist

PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

August 2013 to present: Prepare Environmental Review Records (ERR) for Texas Department of Agriculture's Office of Rural Affairs' Community Development projects administered by Langford and the General Land Office. The ERR includes research and determination of information as to whether the human environment would be negatively impacted by the project activities and outcome; publishing of Public Notices; Coordination with the Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, Texas Department of Agriculture, engineers, administrator and Grantee staff.

Assist with writing of competitive grants on behalf of rural cities and counties throughout the State of Texas, and correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs – Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; as well as private entities such as HNTB. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Office Manager, Frontera Administrative Services, Inc., Austin, Texas

June 2009 to June 2013: Co-managed grant projects funded through the Texas Department of Transportation Border Colonia Access Paving (BCAP), Texas Department of Agriculture Community Development (CDBG), and Texas Water Development Board Economically Distressed Areas Program (EDAP): Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program.

WORKSHOPS and TRAININGS

The Office of Rural Affairs Implementation Workshops

The Office of Rural Affairs TxCDBG Administrator Certification Workshops

Texas Municipal League Annual Conferences

TDHCA Thursday Eligibility Training for Affordable Housing Programs

TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Judy Langford

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

Texas Department of Agriculture's

Texas Community Development Block Grant Implementation July 17, 2019 Workshop

And is certified to Administer TxCDBG contracts.

Awarded on July 30, 2019

Suzanne Barnard Director for Community Development Block Grant Program

Expires October 2020



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Erin Thompson

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

Texas Department of Agriculture's

Texas Community Development Block Grant September 11-12, 2019

Implementation Workshop for Beginners

And is certified to Administer TxCDBG contracts.

Awarded on September 12, 2019

Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Cindy Metro

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

Texas Department of Agriculture's

Texas Community Development Block Grant September 11-12, 2019

Implementation Workshop for Beginners

And is certified to Administer TxCDBG contracts.

Awarded on September 12, 2019

Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Janell Foster

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

Texas Department of Agriculture's

Texas Community Development Block Grant Implementation July 17, 2019 Workshop

And is certified to Administer TxCDBG contracts.

Awarded on July 30, 2019

Suzanne Barnard Director for Community Development Block Grant Program

Expires October 2020



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Melisa Durham

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

Texas Department of Agriculture's

Texas Community Development Block Grant September 11-12, 2019

Implementation Workshop for Beginners

And is certified to Administer TxCDBG contracts.

Awarded on September 12, 2019

Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020

Certificate of Completion

This is to certify that

Melisa Durham

*Successfully completed the U.S. Department of Housing and Urban Development Training:
Foundations in HUD Environmental Review - National Environmental Policy Act and
24 C.F.R. Part 58 Environmental Review Procedures for Entities Assuming HUD
Environmental Responsibilities*

November 19 - 21, 2019

Fort Worth, Texas



A handwritten signature in black ink, reading "David A. Storms", is positioned in the bottom right area of the certificate.

David A. Storms, Regional Environmental Officer
HUD Region VI, Fort Worth Office

Certificate of **Achievement**

Awarded to

Melisa Durham

for superior achievement and excellence in
TxCDBG Environmental Training

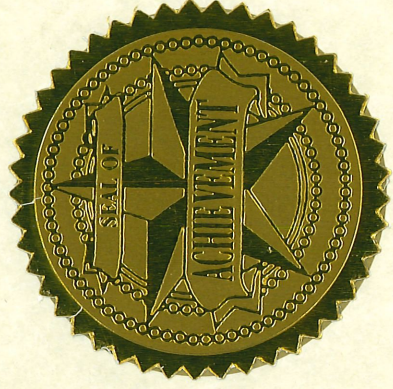
this 13th day of August

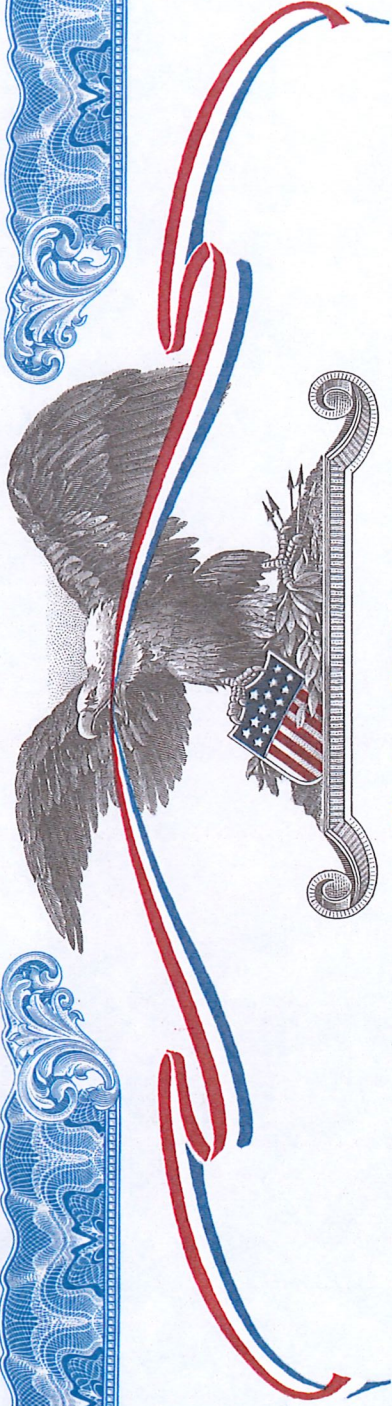
in the year 2019.

Signed _____



Pamela Wozniak, TxCDBG Environmental Specialist





State of Minnesota
Department of Public Safety
Division of Homeland Security and Emergency Management

presents this
Professional Certificate of Achievement
to

Jill Hughes

for a dedication to homeland security and emergency preparedness
through professional developments by successful completion
of all training requirements and is recognized as a
Certified Emergency Manager in the State of Minnesota.



Kris A Eide
Kris A. Eide, Director
September 15, 2013



CERTIFICATE OF



COMMENDATION

This certificate is presented in recognition of your time, energy and dedication to the Minnesota Emergency Management Assistance Compact by responding to help New York in their response and recovery efforts to Hurricane Sandy. Your work and commitment to assist others in times of crisis is greatly appreciated. Therefore, with the appreciation and respect of the people of Minnesota, this certificate is presented to:

JILL HUGHES, HSEM



I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the Capitol in the City of Saint Paul, DECEMBER 19, 2012.

A handwritten signature in dark ink, appearing to read "Mark Dayton".

MARK DAYTON
GOVERNOR

STATE OF MINNESOTA
OFFICE OF THE GOVERNOR



University of Texas at Arlington

Public Works Institute certifies that

Cindy Metro

has successfully completed

Local Government Project Procedures Qualification #63596

Tyler, TX

August 15-16, 2018

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 Department of Public Safety



TEXAS DIVISION OF EMERGENCY MANAGEMENT

Issues this certificate to

Janell Foster

Langford Community Management Services

In recognition of successful completion of the academic requirements for

Local Mitigation Planning Workshop

14.00 Hours

Austin, 78752

January 23-24, 2018

Assistant Director/DPS

Chief/TDEM

Mejia, Raymond

Instructor



Texas Department of Public Safety



TEXAS DIVISION OF EMERGENCY MANAGEMENT

Issues this certificate to

Suellen Jordan

Langford Community Management Services, Inc.

In recognition of successful completion of the academic requirements for

Local Mitigation Planning Workshop

14.00 Hours

Austin, 78752

January 23-24, 2018

Mejia, Raymond

Instructor

Deputy Director/DPS
Chief/TDEM

Emergency Management Institute



FEMA

This is to certify that

Suellen Jordan

successfully completed

Hazard Mitigation Assistance: Developing Quality Application Elements
Austin, Texas

2.80 IACET CEU

June 5 - 7, 2018




Superintendent
Emergency Management Institute

Emergency Management Institute



FEMA

This is to certify that

Janell Marie Foster

successfully completed

Hazard Mitigation Assistance: Developing Quality Application Elements
Austin, Texas

2.80 IACET CEU

June 5 - 7, 2018




Superintendent
Emergency Management Institute



Certificate of Completion

This certifies that

Cindy Metro

**has successfully completed
TxDOT Environmental Process
for Local Governments
ENV429**

Completion Date: Aug 16, 2018

Class Duration: 4 Hours

**Provided By: Texas Department of Transportation 125 East
11th Street, Riverside, Austin, TX, 78701**