

COLORADO COUNTY COMMISSIONERS COURT
NOTICE OF OPEN MEETING

DATE OF MEETING: March 27, 2023 – 9:00 A.M.
BUILDING: Colorado County Courthouse, County Courtroom
STREET LOCATION: 400 Spring Street
CITY OF LOCATION: Columbus, Texas 78934

The Colorado County Commissioners Court Meetings will be broadcast live on Zoom <https://txcourts.zoom.us/j/93198500943> for those individuals who wish to watch or listen remotely.

Pursuant to the authority granted under Government Code, Chapter 551, the Commissioners Court may convene in a closed meeting to discuss, deliberate and take action on any of the agenda items listed below. Immediately before any closed session, the specific section or sections of Government Code, Chapter 551, which provides statutory authority, will be announced.

On this the 13th day of March 2023, the Commissioners Court of Colorado County, Texas met in Regular Session at 9:00 A.M., in their regular meeting place at the Colorado County Courthouse, County Courtroom, 400 Spring Street, in the City of Columbus, Texas.

The Following Members were present to wit:

Honorable Ty Prause	County Judge
Honorable Doug Wessels	Commissioner Precinct #1
Honorable Ryan Brandt	Commissioner Precinct #2
Honorable Keith Neuendorff	Commissioner Precinct #3
Honorable Darrell Gertson	Commissioner Precinct #4
Honorable Kimberly Menke	County Clerk
By: Michelle Kollmann	Deputy Clerk

County Judge Ty Prause called the meeting to order at 9:04 A.M., followed by Pledges to the United States Flag and Texas Flag.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS:

___1. Agenda as posted.

**Motion by Commissioner Wessels to approve Agenda as posted; seconded by
Commissioner Neuendorff; 5 ayes 0 nays; motion carried; it was so ordered.**

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

**COLORADO COUNTY COMMISSIONERS COURT
NOTICE OF OPEN MEETING**

FILED FOR RECORD
COLORADO COUNTY, TX

2023 MAR 23 PM 4:32

KIMBERLY HERAE MK
COUNTY CLERK

DATE OF MEETING: March 27, 2023 – 9:00 A.M.
BUILDING: Colorado County Courthouse, County Courtroom
STREET LOCATION: 400 Spring Street
CITY OF LOCATION: Columbus, Texas 78934

The Colorado County Commissioners Court Meetings will be broadcast live on Zoom <https://txcourts.zoom.us/j/93198500943> for those individuals who wish to watch or listen remotely.

Pursuant to the authority granted under Government Code, Chapter 551, the Commissioners Court may convene in a closed meeting to discuss, deliberate and take action on any of the agenda items listed below. Immediately before any closed session, the specific section or sections of Government Code, Chapter 551, which provides statutory authority, will be announced.

DELIBERATE AND CONSIDER ACTION ON THE FOLLOWING ITEMS:

1. Agenda as posted.
2. Public comments.
3. Resolution of respect honoring the life and public service of Judge Francis Truchard.
4. Proclamation recognizing April 9-15, 2023 as National Public Safety Telecommunicators Week.
5. Select and define procedure Commissioners Court will use to fill vacancy of Justice of the Peace Precinct 3 pursuant to Texas Local Government Code §87.041 and Texas Election Code §202.002. (Prause)
6. Report from EMS Committee regarding Request for Quotes received for Colorado County EMS Station No. 3 and EMS maintenance building (discussion only no action). (Furrh)
7. Application for Limited Land Division submitted by James A. Powers, Jr. and Heidi A. Powers to subdivide 5.0 acres out of a 50.8 acre tract out of the Henrich Krey Survey, Abstract No. 370, Precinct No. 3. (Neuendorff)
8. Final Plat of Settlers Reserve – Section One, a subdivision consisting of 111.424 acres out of the Thomas Boatwright Survey, Abstract No. 91, Precinct No. 3. (Neuendorff)
9. Release of Letter of Credit No. 68178304 for Big Easy Ranch Estates, Precinct No. 3. (Neuendorff)
10. Resolution to authorize execution of an Advance Funding Agreement with Texas Department of Transportation for Federal Off-System Bridge Program Project NBI 13-045-AA01-24-001 Warschak-Schuette over Draw, Precinct No. 3. (Neuendorff)
11. Road Use Agreement between Colorado County and Everest Resource Company for Beal Road and Marsalia Road, Precinct No. 4. (Gertson)
12. Request for Budget Amendment for OEM for unexpected costs to upgrade the Glidden Tower connectivity from the current T-1 line to a Fiber Optic Connection utilized for the Harris County Radio System. (Rogers)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- _13. Report from the review committee of the Requests for Proposals received for Administration Professional Services for the American Rescue Plan Act (ARP Act). (Lowrance)
- _14. Resolution authorizing professional service provider(s) selection for American Rescue Plan Act (ARP Act) Programs(s).
- _15. Consent Items:
 - a. Certificate of Completion for completing 16 hours of educational training at the V.G. Young School for Commissioners Courts February 21-23, 2023:
 - 1. Doug Wessels, Commissioner Precinct No. 1;
 - 2. Ryan Brandt, Commissioner Precinct No. 2;
 - 3. Keith Neuendorff, Commissioner Precinct No. 3; and
 - 4. Darrell Gertson, Commissioner Precinct No. 4.
 - b. Darrell Gertson, Commissioner Precinct No. 4: Certification for Continuing Education for completing the 2023 County Administrative Training County Budget.
 - c. Recognition of completion of cyber security awareness training as per HB 3834.
 - d. George Donalson agrees to serve on salary grievance committee.
 - e. Certificate of Liability Insurance posted by Sundown Energy LP (3/1/2023-3/1/2-2024).
- _16. Closed Session: Pursuant to Section 551.071 and 551.129, Texas Government Code, to conduct a private consultation with the County's attorney regarding pending or contemplated litigation, and to authorize any required, necessary, or possible action deemed to serve the best interests of Colorado County, Texas.
- _17. Open Session: Motion to approve to authorize the law firm of Crain, Caton & James to represent Colorado County in advising it regarding federal and state legal issues and options relating to the proposed permanent residential care facility in Eagle Lake, Texas, for unaccompanied minors.
- _18. Examine and approve all accounts payable and budget amendments.
- _19. Announcements (without discussion and no action) by elected officials/department heads. (Types of Announcements: Events, Road Conditions, Weather Occurrences, Important Dates, Vacancies in Offices or Positions, Accomplishments of Individuals, and Notices)
- _20. Commissioners Court Members sign all documents and papers acted upon or approved.
- _21. Recess the Commissioners Court meeting and reconvene at the Colorado County Jail for a site visit and repairs/maintenance.
- _22. Adjourn.

CERTIFICATION

NAME: Ty Prause
TITLE: Colorado County Judge
SIGNATURE OF CERTIFYING OFFICIAL:
DATE: March 23, 2023
TELEPHONE NUMBER: (979) 732-2604
FAX NUMBER: (979) 732-9389



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

__2. Public comments.

No public comments.

__3. Resolution of respect honoring the life and public service of Judge Francis Truchard.

Judge Prause read the resolution to the court.

Motion by Judge Prause to approve a resolution of respect honoring the life and public service of Judge Francis Truchard; seconded by Commissioner Neuendorff; 5 ayes 0 nays; motion carried; it was so ordered.

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

COLORADO COUNTY COMMISSIONERS COURT
RESOLUTION

WHEREAS, Almighty God, in His wisdom, has called our friend and colleague, the Honorable Judge Francis Truchard to his eternal home on March 8, 2023; and

WHEREAS, Judge Truchard was appointed by the Commissioners Court of Colorado County, Texas on April 8, 1963 to an unexpired term for Justice of the Peace Precinct No. 6. Commissioners Court consolidated the Justice of the Peace Precincts to four precincts effective January 1, 1987, and Judge Truchard became Justice of the Peace of Precinct No. 3; and

WHEREAS, Judge Truchard continued to serve as Justice of the Peace No. 3 until his passing on March 8, 2023. Judge Truchard was the longest current serving Justice of the Peace in the State of Texas, serving for almost sixty years; and

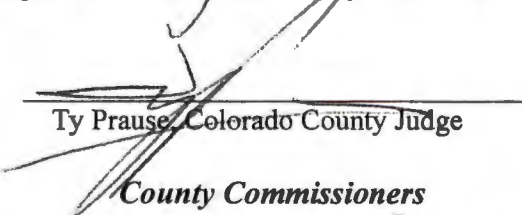
WHEREAS, the Commissioners Court of Colorado County, Texas, joins the family, friends and colleagues of Judge Truchard, in honoring his committed life to public service and the Citizens of Colorado County; and

WHEREAS, the life and public service of Francis Truchard has left a lasting impression upon Colorado County.

THEREFORE, BE IT RESOLVED that the Commissioners Court of Colorado County, Texas, adopt this Resolution of our respect and esteem for Judge Truchard as a testimonial to his honorable and effective service to the Citizens of Colorado County; and further we extend to his wife, Barbara and all members of the family, our deepest expressions of sincere sympathy.

BE IT FURTHER RESOLVED that this Resolution be spread upon the official minutes of the Commissioners Court of Colorado County, Texas.


The above Resolution was unanimously adopted by the Commissioners Court of Colorado County, Texas, meeting in Regular Session on this 27th day of March 2023.

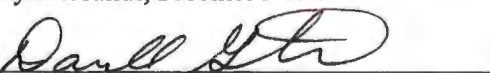

Ty Prause, Colorado County Judge

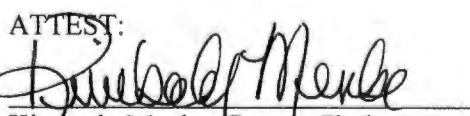
County Commissioners

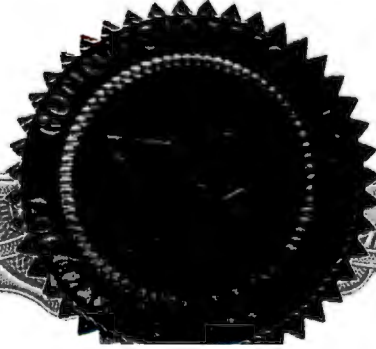

Doug Wessels, Precinct No. 1


Ryan Brandt, Precinct No. 2


Keith Neuendorff, Precinct No. 3


Darrell Gertson, Precinct No. 4

ATTEST:

Kimberly Menke, County Clerk



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

- __4. Proclamation recognizing April 9-15, 2023 as National Public Safety Telecommunicators Week.**

Judge Prause read the Proclamation to the court.

Motion by Judge Prause to approve a proclamation recognizing April 9-15, 2023 as National Public Safety Telecommunicators Week; seconded by Commissioner Wessels; 5 ayes

0 nays; motion carried; it was so ordered.

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

Proclamation

**National Public Safety Telecommunicators Week
April 9-15, 2023**

Whereas emergencies can occur at any time that require law enforcement officers, emergency medical services, or fire; and,

Whereas when an emergency occurs the prompt response of law enforcement officers, EMS, or firefighters is critical to the protection of life and preservation of property; and,

Whereas the safety of our law enforcement officers, EMS, and firefighters is dependent upon the quality and accuracy of information obtained from citizens who telephone the Colorado County Sheriff's Office emergency communications center; and,

Whereas Public Safety Telecommunicators are the first and most critical contact our citizens have with emergency services; and,

Whereas Public Safety Telecommunicators are the single vital link for our law enforcement officers, EMS, and firefighters by monitoring their activities by radio, providing them information, and ensuring their safety; and,


Whereas Public Safety Telecommunicators of the Colorado County Sheriff's Office have contributed substantially to the apprehension of criminals, suppression of fires and treatment of patients; and,

Whereas each dispatcher has exhibited compassion, understanding and professionalism during the performance of their job in the past year.

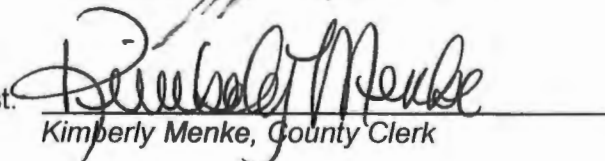
Therefore, be it resolved that the County Judge declares the week of April 9 through 15, 2023, to be National Public Safety Telecommunicators Week in Colorado County, Texas, in honor of the men and women whose diligence and professionalism keep our county and citizens safe.

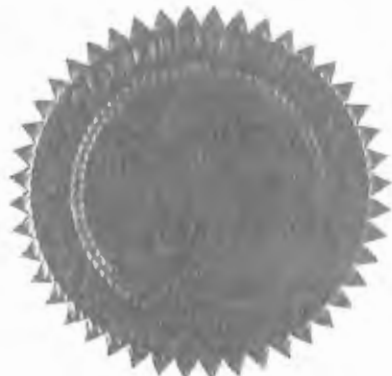
Signed this 27th day of March, 2023.

County Judge


Ty Prause
Colorado County, Texas

Attest:


Kimberly Menke, County Clerk



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- ___5. Select and define procedure Commissioners Court will use to fill vacancy of Justice of the Peace Precinct 3 pursuant to Texas Local Government Code §87.041 and Texas Election Code §202.002. (Prause)

Commissioner Neuendorff stated that in hearing from the public, he would like to propose forming a committee consisting of himself and the Justice of the Peace from Precincts 1, 2, and 4. The Justice of the Peace Precinct 3 position will be advertised in the paper and this committee will accept and review the applications and resumes received. Commissioner Neuendorff said he spoke with Rebecka LaCourse, Elections Administrator, and that the appointed person would hold office until 2024 but must file for election to an unexpired term in November of 2023. The winner of the 2024 election would serve a two-year term and must be elected for a full term in 2026.

Motion by Commissioner Neuendorff to form a committee consisting of himself, Justice of the Peace Billy Hefner Precinct 1, Justice of the Peace Boe Reeves Precinct 2 and Justice of the Peace Stan Warfield Precinct 4 to accept and review applications and recommend a candidate for Justice of the Peace Precinct 3 position; seconded by Commissioner Brandt; 5 ayes 0 nays; motion carried; it was so ordered.

- ___6. Report from EMS Committee regarding Request for Quotes received for Colorado County EMS Station No. 3 and EMS maintenance building (discussion only no action). (Furrh)

Michael Furrh explained that two to three years ago Station No. 3 was temporarily moved to Rice Medical Center and then to its current location near the Opportunity Center between Altair and Eagle Lake. The proposed new construction would be at the same location and has been staked out. The construction of an EMS maintenance building would be located at 305 Radio Lane. Request for Quotes were sent out and the opportunity was given to view the location. When Request for Quotes were received, each job only received one quote. The quote for EMS Station No. 3 Phase 1 for an approximately 102 X 50 metal building was \$379,275.00. This price includes concrete, the shell of the building, rough-in of plumbing and electricity, soil testing, foundation, doors, windows, limestone, etc. After receiving the quote, a committee consisting of Michael Furrh, Marty Ingvarlsen, Commissioner Gertson, and Michelle Lowrance met to discuss the quote. Commissioner Brandt is concerned that only one quote was received. He feels this could be due to the two phases versus quoting for the entire project. Commissioner Wessels stated that since the bid has been announced

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

and everyone had adequate opportunity, that he didn't feel it should be opened for additional quotes. Commissioner Gertson and Commissioner Neuendorff agreed that it was fair quote and were happy with going forward. Commissioner Brandt agreed that the price point was in line and had no reservations on moving forward.

The EMS maintenance building would be a 40 X 60 metal building. This building would serve as a vehicle maintenance and would allow for tire rotations, oil changes, fuel filter changes and general maintenance on vehicles to be performed in one location. It would also provide a storage for maintenance tools. The quote received was for \$221,450.00. This project quote includes the metal building, the slab, and crushed limestone around it.

Mr. Furrh expressed his desire to speak with the administrator for the American Rescue Plan Act once one was chosen to discuss these projects.

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



**Services for EMS Station #3
for Colorado County, TX**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



**Company Name:
Southern Prairie Construction, LLC**

**Project Team Manager:
Joey Polak
(361) 772-3094**

**Submittal Date:
March 15, 2023**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Table of Contents

Cover Page
First Page.....Page 1
Table of Contents.....Page 2
Transmittal Letter.....Page 3
Proposal.....Page 5
Metal Building Details.....Page 6
Cost Proposal.....Page 7
Progress Payment Schedule.....Page 8
Proposed Project Schedule.....Page 9
Summary of Relevant Projects...Page 10
Design Team Resumes.....Page 11

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Southern Prairie Construction
7915 Hwy 71
Garwood, TX 77442
(979) 758-2563
southernprairie@outlook.com

March 14, 2023

Colorado County EMS
Attn: Michael Furrh
305 Radio Ln. #101
Columbus, TX 78934

RE: Proposal for the new EMS Station #3

Mr. Furr,

Southern Prairie Construction is pleased to present this proposal for your review. Our mutual goal of bringing EMS Station #3 to Colorado County is why we look forward to partnering with you to complete your project.

Southern Prairie Construction (SPC) consists of three owners, Craig Faltysek, Scott Krpec, and Joey Polak. These gentlemen call Colorado County home and look forward to seeing the Emergency Medical Services expand throughout the county. SPC is most qualified for your project because of the combined years of commercial project management. Together with a total of approximately 50 years, SPC has offered outstanding general contractor services. The central point of SPC's mission is providing an excellent customer experience while extending high quality and professional services to your project.

Southern Prairie Construction values the importance of our relationship with all of our clients, vendors, and sub-contractors. We have a positive working history with all the subcontractors that we hire. Each subcontractor is respectful and understands our mission to provide excellent customer experience.

Our main expectation of the County is for it to provide us with accurate design plans. This will help us to deliver your project on time and within budget.

Southern Prairie Construction grants the County of Colorado and its representative authorization to contact any previous client for the purpose of ascertaining an independent evaluation of our team.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Please take a moment to review our proposal and consider allowing us to partner with Colorado County EMS to positively impact the community by building a new EMS Station for Colorado County.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joey Polak', written in a cursive style.

Joey Polak
Southern Prairie Construction

Enclosure

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Southern Prairie Construction
7915 Hwy 71
Garwood, TX 77442
(979) 758-2563
southernprairie@outlook.com

March 14, 2023

Colorado County EMS Maintenance
Attn: Michael Furrh
305 Radio Ln. #101
Columbus, TX 78934

RE: Proposal for the new EMS Station #3

Description: 120 x 52 foot building with two (2) pull through bays, one (1) back in bay

Scope of Work:

1. Soil sample
2. Engineered slab design
3. Foundation per engineer slab design
 - a. Concrete for building
4. Plumbing grounds installed according to plans
 - a. Trench drain in bay
5. Rough in electrical for all aspects of the completed building
 - a. Provide (3)- 4" conduits in slab for future electrical
6. Three (3) walk in metal doors Size: 3' x 7'
7. Approximately 14 (14) windows size 3' x 5'
8. Five (5) sectional doors size 14 x 14
 - a. Electrical openers
 - b. 3 doors to contain 3 rows of windows
 - c. 2 doors to contain 1 row of windows
9. 3' limestone wainscot on front and 2 sides (approximately 200 linear feet)
10. Storefront at entry
 - a. to include 2 full glass aluminum storefront doors
 - b. to include aluminum storefront glass windows at entry vestibule
11. Gutters and downspouts
12. Dumpster and porta-can included
13. Site work is excluded in this proposal

Total Estimated Cost: \$379,275.00

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Metal Building Details

Description: 120 x 52 foot building with two (2) pull through bays, one (1) back in bay

- 1. Roof and walls will be sheeted with 26-gauge R-panel (Color TBD)**
- 2. All galvanized purlins**
- 3. Primed I-Beam trusses and columns**
- 4. Trim in all necessary locations**
- 5. 3" rolled insulation**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Cost Proposal Breakdown	Amount
120 x 52 foot metal building	\$ 132,800.00
Soil testing and engineering foundation	\$ 5,000.00
Foundation (concrete) Metal building	\$ 81,120.00
5 Sectional doors with electrical operators	\$ 40,000.00
3 metal walk in doors	\$ 2,100.00
Approximately 14 windows	\$ 7,000.00
Storefront Entry door/windows	\$ 13,000.00
Electrical	\$ 2,500.00
Plumbing undergrounds	\$ 10,000.00
Limestone Wainscot	\$ 10,000.00
Dumpster	\$ 1,000.00
Porta-can	\$ 400.00
Profit	\$ 60,984.00
Overhead	\$ 13,371.00
Total Estimated Cost	\$ 379,275.00

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Progress Payment Schedule	Amount
Soil Testing/Engineering/porta-can	\$ 5,400.00
Foundation Completion/1/2 profit/1/2 overhead	\$ 130,797.50
Metal Building Delivery/dumpster	\$ 133,800.00
5 sectional doors/walkin doors/windows	\$ 49,100.00
Storefront/ wainscot/ completion	\$ 60,177.50
Total Estimated Cost Payments	\$ 379,275.00

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Proposed Schedule

Soil Sample/Engineering- 4 weeks
Set forms/Plumbing grounds/electrical- 8 days
Make up slab- 10 days
Pour Foundation- 2 days
Delivery Metal Building- 1 day
Metal Building Erection- 25 days
Install sectional doors, walk in doors, and windows- 7 days
Wainscot- 5 days
Storefront- 2 days

Total Time for Completion: Approximately 3 ½ Months

***This schedule excludes lost production days due to bad weather and/or other unforeseeable circumstances beyond our control.**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Summary of Relevant Projects

Project Manager: Craig Faltysek
Name of Project: 4 Corners Community Center
Client: Fort Bend County
Total Project Cost: 7 million dollars
Project Description: Gymnasium, classroom, dance studio, offices
Project Consistency: Project stayed on budget and schedule

Project Manager: Scott Krpec
Name of Project: St. Paul's Lutheran Church- Recreation/classroom addition
Client: St. Paul's Lutheran Church
Total Project Cost: \$300,000
Project Description: Exterior main structure for the recreation/classroom addition
Project Consistency: Project stayed on budget and schedule
Reference List: Five-Oaks Construction- David Wiggs- 281-685-9692

Project Manager: Joey Polak
Name of Project: Glueck Tree Farm Conference room/ break room/ cafeteria
Client: Glueck Tree Farm
Total Project Cost: \$250,000
Project Description: New build Conference room/ break room/ cafeteria
Project Consistency: In Progress- on time and on budget
Reference List: Erin Glueck- 979-733-4575

Project Manager: Joey Polak and Scott Krpec
Name of Project: Martinka Barn
Client: Stephen and Rhonda Martinka
Total Project Cost: \$250,000
Project Description: Reconstruct existing metal building into a residence
Project Consistency: In Progress- on time and on budget
Reference List: Rhonda Martinka- 979-541-6533

Project Manager: Joey Polak, Craig Faltysek, Scott Krpec
Name of Project: Mathis Home
Client: Brandon and Ashley Mathis
Total Project Cost: \$750,000
Project Description: New Single-Family Residence
Project Consistency: In Progress- on time and on budget
Reference List: Brandon Mathis- 979-758-4615

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Design Team Resume

Scott Krpec

Owner: SK Fabrications

Owner: Southern Prairie Construction

Responsibilities: In charge of metal building construction from scheduling to ordering. Oversees foundation placement and metal building formation.

Craig Faltysek

Owner: Southern Prairie Construction

Responsibilities: Manages job start to finish. Schedules sub-contractors job oversight.

Joey Polak

Owner: Southern Prairie construction

Responsibilities: Job management oversight. Main contact for job.

Margaret Crawford

Accounts Payable/Accounts Receivable

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



**Services for EMS Vehicle Maintenance Building
For Colorado County, TX**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



**Company Name:
Southern Prairie Construction, LLC**

**Project Team Manager:
Joey Polak
(361) 772-3094**

**Submittal Date:
March 15, 2023**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Table of Contents

Cover Page
First Page.....Page 1
Table of Contents.....Page 2
Transmittal Letter.....Page 3
Proposal.....Page 5
Metal Building Details.....Page 6
Cost Proposal.....Page 7
Progress Payment Schedule.....Page 8
Proposed Project Schedule.....Page 9
Summary of Relevant Projects...Page 10
Design Team Resumes.....Page 11

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Southern Prairie Construction
7915 Hwy 71
Garwood, TX 77442
(979) 758-2563
southernprairie@outlook.com

March 14, 2023

Colorado County EMS
Attn: Michael Furrh
305 Radio Ln. #101
Columbus, TX 78934

RE: Proposal for the new EMS Vehicle Maintenance Building

Mr. Furr,

Southern Prairie Construction is pleased to present this proposal for your review. Our mutual goal of bringing the EMS Vehicle Maintenance Building to Colorado County is why we look forward to partnering with you to complete your project.

Southern Prairie Construction (SPC) consists of three owners, Craig Faltysek, Scott Krpec, and Joey Polak. These gentlemen call Colorado County home and look forward to seeing the Emergency Medical Services expand throughout the county. SPC is most qualified for your project because of the combined years of commercial project management. Together with a total of approximately 50 years, SPC has offered outstanding general contractor services. The central point of SPC's mission is providing an excellent customer experience while extending high quality and professional services to your project.

Southern Prairie Construction values the importance of our relationship with all our clients, vendors, and subcontractors. We have a positive working history with all the subcontractors that we hire. Each subcontractor is respectful and understands our mission to provide excellent customer experience.

Our main expectation of the County is for it to provide us with accurate design plans. This will help us to deliver your project on time and within budget.

Southern Prairie Construction grants the County of Colorado and its representative authorization to contact any previous client for the purpose of ascertaining an independent evaluation of our team.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Please take a moment to review our proposal and consider allowing us to partner with Colorado County EMS to positively impact the community by building a new EMS Vehicle Maintenance Building for Colorado County.

Sincerely,

A handwritten signature in black ink, appearing to read 'Joey Polak', is written in a cursive style.

Joey Polak
Southern Prairie Construction

Enclosure

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Southern Prairie Construction
7915 Hwy 71
Garwood, TX 77442
(979) 758-2563
southernprairie@outlook.com

March 14, 2023

Colorado County EMS Maintenance
Attn: Michael Furrh
305 Radio Ln. #101
Columbus, TX 78934

RE: Proposal for the new EMS Vehicle Maintenance Building

Description: 40x60 foot building with two (2) 14 x 60 foot lean to on either side

Scope of Work:

1. Soil sample
2. Engineered slab design
3. Foundation per engineer slab design
 - a. Concrete for building and awnings
4. Plumbing grounds installed according to plans
5. Rough in electrical for all aspects of the completed building
 - a. 6-LED high bay lights
 - b. 400-amp breaker box
 - c. Underground electrical to electric meter up to 100 feet
6. Three (3) walk in metal doors size: 36 x 80
7. Two (2) windows size 3 x 3
8. One (1) roll up door size 14 x 14
9. One (1) roll up door size 12 x 14
10. 3 ½' by 15' concrete incased oil changing pit 5 ½' to 6' deep with metal stairs.
 - a. Sump pump to be prepped and installed
11. Gutters and downspouts
12. Dumpster and porta-can included
13. Site work is excluded in this proposal

Total Estimated Cost: \$221,450.00

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Metal Building Details

Description: 40x60 foot building with two (2) 14 x 60 foot lean to on either side

- 1. Roof and walls will be sheeted with 26-gauge R-panel (Color TBD)**
- 2. All galvanized purlins**
- 3. Primed I-Beam trusses and columns**
- 4. Trim in all necessary locations**
- 5. 3" rolled insulation**
- 6. 3" rolled insulation**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

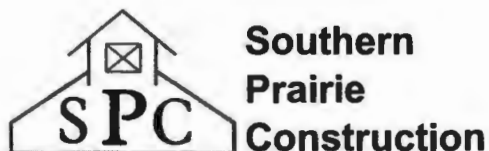
March 27, 2023



Cost Proposal Breakdown	Amount
40 x 60 metal building	\$ 58,650.00
(2) 14 x 60 Lean to	\$ 20,000.00
Soil testing and engineering foundation	\$ 3,500.00
Foundation (concrete) Metal building	\$ 30,000.00
Foundation (concrete) 2- Lean to	\$ 13,500.00
2 Roll up doors (12 x 14) and (14 x 14)	\$ 4,000.00
3 metal walk in doors	\$ 1,800.00
2 windows	\$ 800.00
Electrical Rough/trim with underground	\$ 10,500.00
Plumbing undergrounds	\$ 3,000.00
Oil Changing Pit	\$ 15,000.00
4" Angle stop metal stairs	\$ 3,000.00
Sump Pump	\$ 1,300.00
Dumpster	\$ 1,000.00
Porta-can	\$ 400.00
Profit	\$ 44,000.00
Overhead	\$ 11,000.00
Total Estimated Cost	\$ 221,450.00

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



Progress Payment Schedule	Amount
Soil Testing/Engineering/porta-can	\$ 3,900.00
Foundation Completion/1/2 profit/1/2 overhead	\$ 89,000.00
Metal Building Delivery/dumpster	\$ 59,650.00
Metal Building Complete Erection	\$ 26,600.00
Electrical rough-trim/job completion	\$ 42,300.00
Total Estimated Cost Payments	\$ 221,450.00

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Proposed Schedule

Soil Sample/Engineering- 4 weeks
Set forms/Plumbing grounds- 5 days
Make up slab- 5 days
Pour Foundation- 2 days
Delivery Metal Building- 1 day
Metal Building Erection- 21 days
Install roll up doors, walk in doors, and windows- 3 days
Electrical rough in and trim- 5 days
Install Angles/metal stairs at oil changing pit- 3 days

Total Time for Completion: Approximately 3 Months

***This schedule excludes lost production days due to bad weather and/or other unforeseeable circumstances beyond our control.**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Summary of Relevant Projects

Project Manager: Craig Faltysek
Name of Project: 4 Corners Community Center
Client: Fort Bend County
Total Project Cost: 7 million dollars
Project Description: Gymnasium, classroom, dance studio, offices
Project Consistency: Project stayed on budget and schedule

Project Manager: Scott Krpec
Name of Project: St. Paul's Lutheran Church- Recreation/classroom addition
Client: St. Paul's Lutheran Church
Total Project Cost: \$300,000
Project Description: Exterior main structure for the recreation/classroom addition
Project Consistency: Project stayed on budget and schedule
Reference List: Five-Oaks Construction- David Wiggs- 281-685-9692

Project Manager: Joey Polak
Name of Project: Glueck Tree Farm Conference room/ break room/ cafeteria
Client: Glueck Tree Farm
Total Project Cost: \$250,000
Project Description: New build Conference room/ break room/ cafeteria
Project Consistency: In Progress- on time and on budget
Reference List: Erin Glueck- 979-733-4575

Project Manager: Joey Polak and Scott Krpec
Name of Project: Martinka Barn
Client: Stephen and Rhonda Martinka
Total Project Cost: \$250,000
Project Description: Reconstruct existing metal building into a residence
Project Consistency: In Progress- on time and on budget
Reference List: Rhonda Martinka- 979-541-6533

Project Manager: Joey Polak, Craig Faltysek, Scott Krpec
Name of Project: Mathis Home
Client: Brandon and Ashley Mathis
Total Project Cost: \$750,000
Project Description: New Single-Family Residence
Project Consistency: In Progress- on time and on budget
Reference List: Brandon Mathis- 979-758-4615

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Design Team Resume

Scott Krpec

Owner: SK Fabrications

Owner: Southern Prairie Construction

Responsibilities: In charge of metal building construction from scheduling to ordering. Oversees foundation placement and metal building formation.

Craig Faltysek

Owner: Southern Prairie Construction

Responsibilities: Manages job start to finish. Schedules sub-contractors job oversight.

Joey Polak

Owner: Southern Prairie construction

Responsibilities: Job management oversight. Main contact for job.

Margaret Crawford

Accounts Payable/Accounts Receivable

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- __7.** Application for Limited Land Division submitted by James A. Powers, Jr. and Heidi A. Powers to subdivide 5.0 acres out of a 50.8 acre tract out of the Henrich Krey Survey, Abstract No. 370, Precinct No. 3. (Neuendorff)

Commissioner Neuendorff stated this land was located in the north east corner of Colorado County off FM 109.

Motion by Commissioner Neuendorff to approve an application for Limited Land Division submitted by James A. Powers, Jr. and Heidi A. Powers to subdivide 5.0 acres out of a 50.8 acre tract out of the Henrich Krey Survey, Abstract No. 370, Precinct No. 3; seconded by Commissioner Gertson; 5 ayes 0 nays; motion carried; it was so ordered.

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

FILED FOR RECORD
COLORADO COUNTY, TX

APPLICATION FOR LIMITED LAND DIVISION
IN COLORADO COUNTY, TEXAS

2023 MAR 20 PM 1:16

KIMBERLY LENKE JM
COUNTY CLERK

Name of person(s) dividing property: JAMES A. POWERS, JR. + HEIDI A. POWERS

Address: 1035 WARRA LN. BOX #1 NEW HLM, TX 78950

Work phone: (979) 901-5890 Home phone: (979) 551-2215

Precinct where property located: 3 Pct. Commissioner: Keith Neuenhofer

Size of Original Tract before division: 50.8 acres

Size of Remainder Tract after division: 45.8 acres

Size of each new lot: 1. 5.0 acres 2. _____ acres

3. _____ acres 4. _____ acres

Surveyor's Name: FSC INC. SURVEYORS + ENGINEERS

Surveyor's Address: 2205 WALNUT ST. COLUMBUS, TX 78934

Surveyor's work phone: (979) 732-3114

Has there been a prior Limited Land Division of the Original Tract? NO

If so, state the number of tracts and date divided: _____

I am the owner of 50.8 acres of land (size of original tract) out of the
HENRY KREY A-370 AND B.H. BEIMER A-75 Survey,
Abstract # _____, Colorado County, Texas, which was conveyed to
me by deed, dated OCTOBER 28, 2021, and recorded in Volume
980, Page 004, Colorado County Deed/Official Records.

I seek approval to subdivide 5 acres of land (total size of all new lots) out of the
Original Survey, in accordance with the attached plat, subject to any and all easements
or restrictions heretofore granted, and do hereby dedicate to the buyers or recipients
of the property shown herein, the use of the streets and/or easements shown.

I understand that construction or other development within this Limited Land Division
may not begin until all Colorado County development requirements have been met.

I understand that no structure in this Limited Land Division shall be occupied
until:

1. it is connected to a public sewer system or to an on-site wastewater
system, which has been approved and permitted by Colorado County;
and
2. it is connected to an individual water supply, state-approved community

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

water system, or engineered rainwater collection system.

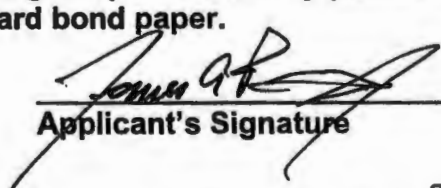
I understand that all drainage easements shall be kept clear of fences, buildings, plantings, and other obstructions to the operation and maintenance of the drainage facilities.

I further understand that this exemption from Colorado County Road Standards for this property division is based on the presumption of four (4) new lots or fewer. Any re-division that results in a greater number of lots may trigger a requirement that the road(s) be built according to the Colorado County Road and Drainage Standards and Specifications. I realize that Colorado County is under no obligation to pave the unpaved roads in the subdivision.

I represent that the new lots that are created by this Limited Land Division are not within the boundaries of any municipality's city limits or area of extra-territorial jurisdiction. (The extra-territorial jurisdiction is within 1/2 mile of a city of less than 5,000 people and within one mile of a city with a population between 5,000 and 24,999.)

This property has not been divided as a Limited Land Division in the last five years, and I further understand that I cannot further divide the above remainder tract as a Limited Land Division for five (5) more years from the date this plat is recorded.

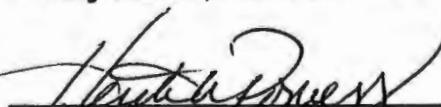
Attached to this application are one (1) original plat on twenty-pound bond paper for recording and two (2) copies on standard bond paper.


Applicant's Signature

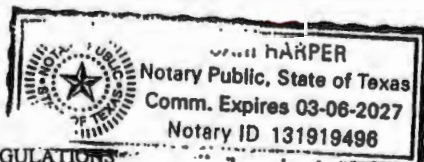
SWORN TO AND SUBSCRIBED before me on this the 1st day of March, 2023.



Cari Harper
Notary Public, State of Texas


Applicant's Signature

SWORN TO AND SUBSCRIBED before me on this the 1st day of March, 2023.



Cari Harper
Notary Public, State of Texas

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

CERTIFICATION BY SURVEYOR

I have provided one (1) original plat on twenty-pound bond paper for recording and two (2) copies on standard bond paper.

I hereby certify by the checkmark or "x" next to each item below that the plat that I have prepared includes the following:

- A title of "Limited Land Division"
- North arrow and date
- At least two corners of the remainder tract
- Location of new lots in relation to original survey
- Acreage and dimensions of all new lots
- Bearings & dimensions of lot boundaries
- Location and description of all easements
- Buildings and ponds (approximate location)
- Name and address of owner
- Name and address of surveyor/engineer
- Floodplain area and boundary
- Scale as appropriate, but not greater than 1 inch = 400 feet
- Plat size: 8 ½ x 14 with ½ inch margin at the top and ¼ inch margin on sides

- Certification by surveyor: "I, Cullen Weisbach, a Texas Registered Professional Land Surveyor, certify that this plat has been prepared in accordance with the Subdivision Rules of Colorado County. All existing pipeline easements within the limits of the subdivision have been shown."

- FEMA Flood Plain Note: (one or the other)
 - "A portion of this land division lies within the boundaries of the 100 year flood plain as delineated on the FEMA Flood Insurance Rate Map of Colorado County, Community Panel # _____, dated _____." OR

 - "No portion of this land division lies within the boundaries of the 100 year flood plain as delineated on the FEMA Flood Insurance Rate Map of Colorado County, Community Panel # 48089 CONSO D, dated February 4, 2011."

Cullen Weisbach
SURVEYOR (print)

Dale Hirschbach
SURVEYOR (signature)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

CERTIFICATE OF COUNTY APPROVAL

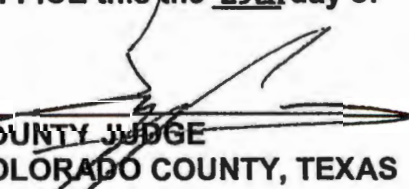
STATE OF TEXAS
COUNTY OF COLORADO

The undersigned, County Judge and County Clerk or Deputy County Clerk of Colorado County, Texas, hereby certifies that on the 27th day of March, A.D., 2023, the Commissioners Court of Colorado County, Texas approved the foregoing Limited Land Division and authorized the filing for record of this plat, and said order has been duly entered in the minutes of the said Court in Volume ---, Page ---.

CCM 03/27/2023

WITNESS MY HAND AND SEAL OF OFFICE this the 29th day of March, 2023.




COUNTY JUDGE
COLORADO COUNTY, TEXAS

Kimberly Menke
COUNTY CLERK
COLORADO COUNTY, TEXAS

By: Michelle Kallmann
Deputy Clerk

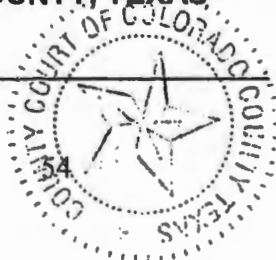
CERTIFICATE OF RECORDING

STATE OF TEXAS
COUNTY OF COLORADO

As County Clerk or Deputy County Clerk of Colorado County, Texas, I do hereby certify that the foregoing instrument of writing was filed for record in my office on the 29th day of March, 2023, and duly recorded on the 03rd day of March, 2023, in the Official Records of Colorado County, Texas, in Volume 1030, Page 709.

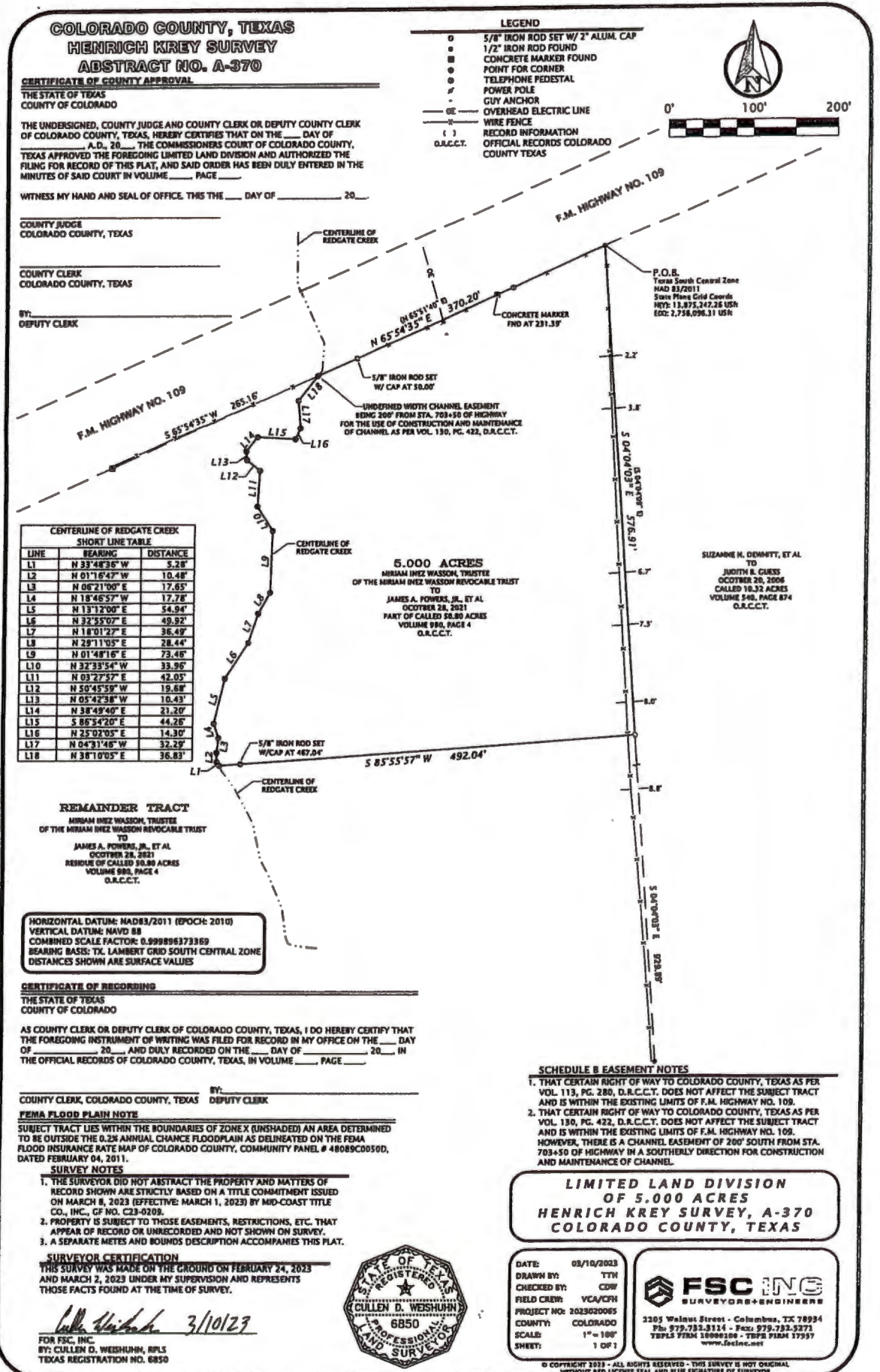
Kimberly Menke
COUNTY CLERK, COLORADO COUNTY, TEXAS

By: J. Martinez
Deputy Clerk



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



DRIVING PERFORMANCE.
DELIVERING RESULTS.

TBPLS Firm 10000100
TBPE Firm 17957

COLORADO COUNTY, TEXAS
HENRICH KREY SURVEY, ABSTRACT NO. 370

DESCRIPTION OF A 5.000 ACRE TRACT OF LAND OUT OF THE HENRICH KREY SURVEY, ABSTRACT NO. 370, COLORADO COUNTY, TEXAS AND BEING A PART OF THAT CALLED 50.80 ACRE TRACT OF LAND DESCRIBED IN A DEED DATED OCTOBER 28, 2021 FROM MIRIAM INEZ WASSON, TRUSTEE OF THE MIRIAM INEZ WASSON REVOCABLE TRUST TO JAMES A. POWERS, JR., ET AL, AS RECORDED IN VOLUME 980, PAGE 4, OF THE OFFICIAL RECORDS OF COLORADO COUNTY, TEXAS FOR WHICH REFERENCE IS MADE AND THE SAID 5.000 ACRE TRACT BEING DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING at a 1/2 inch iron rod found (Grid Coordinates: N 13,875,247.26 USft E 2,756,096.31 USft) in the Southerly line of F.M. Highway No. 109 for the Northeast corner of said parent 50.80 acre tract, being the Northwest corner of a called 10.32 acre tract of land described in a deed dated October 20, 2006 from Suzanne H. DeWhitt to Judith B. Guess, as recorded in Volume 540, Page 874, Colorado County Official Records;

THENCE South 04° 04' 03" East (called South 04° 04' 09" East) with the Westerly line of said 10.32 acre tract, being the Easterly line of said parent 50.80 acre tract a distance of 576.91 feet to a 5/8 inch iron rod set w/cap for the Southeast corner of the herein described tract, from which a 1/2 inch iron rod found for an exterior corner of said parent 50.80 acre tract, being the Southwest corner of said 10.32 acre tract bears South 04° 04' 03" East a distance of 929.89 feet;

THENCE South 85° 55' 57" West across said parent 50.80 acre tract with the Southerly line of the herein described tract at 467.04 feet passing a 5/8 inch iron rod set for reference, continuing for a total distance of 492.04 feet to a point in the centerline of Redgate Creek for the Southwest corner of the herein described tract;

THENCE continuing across said parent 50.80 acre tract along the centerline of Redgate Creek the following:

- North 33° 48' 36" West a distance of 5.28 feet;
- North 01° 16' 47" West a distance of 10.48 feet;
- North 06° 21' 00" East a distance of 17.65 feet;
- North 18° 46' 57" West a distance of 17.78 feet;
- North 13° 12' 00" East a distance of 54.94 feet;
- North 32° 55' 07" East a distance of 49.92 feet;
- North 18° 01' 27" East a distance of 36.49 feet;
- North 29° 11' 05" East a distance of 28.44 feet;
- North 01° 48' 16" East a distance of 73.46 feet;
- North 32° 33' 54" West a distance of 33.96 feet;
- North 03° 27' 57" East a distance of 42.05 feet;
- North 50° 45' 59" West a distance of 19.68 feet;
- North 05° 42' 38" West a distance of 10.43 feet;
- North 38° 49' 40" East a distance of 21.20 feet;
- South 86° 54' 20" East a distance of 44.26 feet;
- North 25° 02' 05" East a distance of 14.30 feet;

VOL 1030 PAGE 711

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



DRIVING PERFORMANCE.
DELIVERING RESULTS.

TBPLS Firm 10000100
TBPE Firm 17957

- North 04° 31' 46" West a distance of 32.29 feet;
- North 38° 10' 05" East a distance of 36.83 feet to a point in the Southerly line of F.M. Highway No. 109, being the Northerly line of said parent 50.80 acre tract for the Northwest corner of the herein described tract, from which a concrete marker found bears South 65° 54' 35" West a distance of 265.16 feet;

THENCE North 65° 54' 35" East (called North 65° 51' 40" East) with the Southerly line of F.M. Highway No. 109, being the Northerly line of said parent 50.80 acre tract across Redgate Creek at 50.00 feet passing a 5/8 inch iron rod set w/cap for reference, at 231.39 feet passing a concrete marker found for reference, continuing for a total distance of 370.20 feet to the POINT OF BEGINNING, containing 5.000 acres of land, more or less.

1. Bearing Basis: Texas Lambert Grid, Texas South Central Zone, NAD 83/2011 (EPOCH: 2010)
2. All distances are surface values, to obtain grid values multiply surface distances by a Combined Scale Factor of 0.999896373369.
3. Any reference to a 5/8" iron rod set w/cap is a 5/8" iron rebar 24" inches long and set with a 2" aluminum cap stamped "FSC INC - TX FIRM #10000100".

This metes and bound description and plat attached hereto represent an on-the-ground survey made under my supervision on February 24, 2023 and March 2, 2023.

Cullen D. Weishuhn
Registered Professional Land Surveyor No. 6850
Project No. 2023020065
Word File: 2023020065_5.00_acre_m&b.docx
ACAD File: 2023020065.dwg

Date: 3/10/23



TEXAS COUNTY CLERK
I hereby certify that this instrument was FILED on the
date and time stamped hereon by me, and was duly
RECORDED to the Volume and Page of the OFFICIAL
RECORDS of Colorado County, Texas and stamped
hereon by me, on

APR 03 2023



Krisley Menke
KRISLEY MENKE
COUNTY CLERK - COLORADO COUNTY, TEXAS

VOL 1030 PAGE 712

LIBRARY/STATE
COUNTY CLERK MK

2023 MAR 29 AM 10:08

FILED FOR RECORD
COLORADO COUNTY, TEXAS

1375

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- __8. Final Plat of Settlers Reserve – Section One, a subdivision consisting of 111.424 acres out of the Thomas Boatwright Survey, Abstract No. 91, Precinct No. 3. (Neuendorff)**

Commissioner Neuendorff stated this subdivision is in the Bernardo area off FM 949.

Motion by Commissioner Neuendorff to approve a final plat of Settlers Reserve – Section One, a subdivision consisting of 111.424 acres out of the Thomas Boatwright Survey, Abstract No. 91, Precinct No. 3; seconded by Commissioner Wessels; 5 ayes 0 nays; motion carried; it was so ordered.

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

SUBDIVISION APPLICATION
for Colorado County, Texas

FILED FOR RECORD
COLORADO COUNTY, TX

2023 MAR 22 AM 10:53

This form must be filled out in its entirety and submitted along with all documents required by the Colorado County Subdivision and Development Rules.

KIMBERLY MENKE
COUNTY CLERK

PROPOSED NAME OF SUBDIVISION: SETTLERS RESERVE - SECTION ONE

PRECINCT IN WHICH THE SUBDIVISION LIES: 3

PRECINCT COMMISSIONER: COMMISSIONER KETTY NEUENDORF

NAME OF PROPERTY OWNER: SETTLERS CROSSING, INC - STEPHEN CRYAN

Address: P.O. BOX 790, SEALY, TX 77074

Telephone No: 979-885-6262

NAME OF APPLICANT: DAYNE RICE

Company: WILSON ENGINEERING

Address: 208 FOWLKES ST., SEALY TX 77074

Telephone No: 979-885-3344

DATE PLAT FILED: _____

TOTAL ACREAGE OF DEVELOPMENT: 111.424 ACRES

INTENDED USE OF LOTS:

Residential: Commercial/Industrial: N/A

TOTAL NUMBER OF LOTS: 68

FRONTAGE ON EXISTING ROAD:

COUNTY ROAD: NONE

STATE ROAD: 1600 FEET

OTHER ROAD: NONE

IS THERE FLOODPLAIN WITHIN SUBDIVISION BOUNDARY?

YES: NO: _____ (BOT NOT DEVELOPED)

SCHOOL DISTRICT(S): COLUMBUS I.S.D.

NEW ROADS IN DEVELOPMENT:

PUBLIC ROADS: 6 - 9.857 ACRES : SETTLERS RESERVE DRIVE, OAK HOLLOW COURT,

EL DORADO COURT, COLE BEND DRIVE, ROLLING HILL DRIVE, RIDGE VIEW DRIVE

PRIVATE ROADS: NONE

SOURCE OF WATER: PRIVATE WATER WELLS

(PUBLIC WATER SUPPLY, RAINWATER CATCHMENT, PRIVATE WELL, SHARED WELL)

ANTICIPATED WASTEWATER SYSTEM: INDIVIDUAL OSSF SYSTEMS

(CONVENTIONAL SEPTIC SYSTEM, CLASS I PERMITTED SYSTEM, COLLECTIVE SANITARY SEWER)

FINAL PLAT WITH STREETS OR DRAINAGE IMPROVEMENTS ONLY

FISCAL SECURITY TYPE: BANKS IRREVOCABLE LETTER OF CREDIT

FISCAL SECURITY EXPIRATION DATE (if applicable): _____

Note: See County Clerk for a list of County Officials (Judge, Commissioners and their addresses)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

**Final Plat Checklist
Colorado County, Texas**

SUBDIVISION NAME: SETTLERS RESERVE

APPLICATION MATERIALS:

- | | | |
|---|--|-------------------|
| Three (3) blue line copies of plat | <input checked="" type="checkbox"/> | |
| Two (2) mylar copies of plat | <input type="checkbox"/> | ONCE APPROVED |
| Electronic copy of plat on compact disk
(copy must be in TIFF format with a minimum resolution of 300 dpi) | <input type="checkbox"/> | EMAILED |
| Tax certificate(s) | <input checked="" type="checkbox"/> | |
| Letter from 911 Addressing Department
(Approving road names) | <input checked="" type="checkbox"/> | EMAIL PRINT |
| Completed subdivision application | <input checked="" type="checkbox"/> | |
| Utility Checklist | <input checked="" type="checkbox"/> | |
| Construction fiscal surety | <input checked="" type="checkbox"/> | |
| Utility Availability Letters | <input type="checkbox"/> | |
| Water | <input checked="" type="checkbox"/> | |
| Wastewater | <input checked="" type="checkbox"/> | |
| Electric | <input type="checkbox"/> | SBEC |
| Water | <input checked="" type="checkbox"/> | |
| Construction plans for streets/drainage
with engineer's seal and signature | <input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> | ENGINEERING PLANS |

GENERAL INFORMATION:

- | | | |
|-----------------------------|-------------------------------------|-----------------|
| Bearings & dimensions | <input checked="" type="checkbox"/> | Comments: _____ |
| Monumentation description | <input checked="" type="checkbox"/> | _____ |
| Location to original survey | <input checked="" type="checkbox"/> | _____ |
| Lot & block numbers | <input checked="" type="checkbox"/> | _____ |
| Acreage of all lots | <input checked="" type="checkbox"/> | _____ |

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

FLOODPLAIN & DRAINAGE INFORMATION:

100-year benchmarks & finished floor elevations	<input checked="" type="checkbox"/>	<u>BM ONLY - NO DEVELOPED F.P.</u>
100-year monument lat/long	<input type="checkbox"/> N/A	<u>NOT DEVELOPING IN FLOOD PLAIN</u>
Elevation contours (1' NGVD '83)	<input type="checkbox"/> N/A	<u>2' CONTOURS DUE TO LARGE SITE & HILLY</u>
FEMA flood hazard areas	<input checked="" type="checkbox"/>	<u>SHOWN ON PLAT</u>
Additional 100-year flood contours	<input type="checkbox"/> N/A	<u>NONE NEEDED</u>
Drainage plan	<input checked="" type="checkbox"/>	<u>ENG. PLANS</u>
Location & size of drainage structures	<input checked="" type="checkbox"/>	<u>ENG. PLANS</u>

STREETS & RIGHT OF WAY INFORMATION:

Length, type of streets	<input checked="" type="checkbox"/>	<u>6,588 LF, HMA&C PAVT</u>
Total area of ROW dedicated to public	<input checked="" type="checkbox"/>	<u>9.857 ACRES</u>
Homeowners road maintenance agreement	<input checked="" type="checkbox"/>	<u>PG 5 - COVENANTS & RESTRICTIONS</u>
Minimum driveway culvert size	<input checked="" type="checkbox"/>	<u>15"</u>
Location of depth gauges (100-year flood)	<input type="checkbox"/> N/A	<u>N/A</u>
# of feet road frontage on each lot	<input checked="" type="checkbox"/>	<u>ON PLAT</u>

WATER, WASTEWATER, UTILITIES INFORMATION:

Viable percolation area	<input checked="" type="checkbox"/>	<u>EACH LOT NETS OVER 1 ACRE</u>
Water supply warning statement	<input checked="" type="checkbox"/>	<u>_____</u>
Wastewater permit statement	<input checked="" type="checkbox"/>	<u>_____</u>
On-site sewage facility planning report	<input checked="" type="checkbox"/>	<u>INDIVIDUAL OSSE DESIGNS WILL BE REQUIRED</u>

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

Viable percolation area



PROVIDE A TYPICAL LOT SKETCH

OTHER PLAT NOTES:

Development permit statement



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

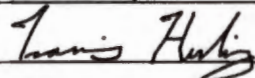
**UTILITY CHECKLIST
for Colorado County, Texas**

This form must be filled out in its entirety and submitted with Subdivision Application, Final Survey Application, and Infrastructure Development Plan and Final Survey Application.

UTILITY CHECKLIST INSTRUCTIONS:

Applicant must take copy of plat to each utility for review and comment to ensure coordination for any and all easements required as a condition of utility service or tract access. Original signatures required.

ELECTRIC UTILITY: Company Name: San Bernard Electric Cooperative
Contact Name: Travis Herbrig Phone Number: 979-865-3171
Approved As-Is: Yes Easement(s) Required: Specified Utility Easements vary in width
Describe Required Easement(s): Minimum 15' Utility Easement parallel to roadway. Easement width is increased where needed to accommodate electrical design. Easement stipulations defined under San Bernard Electric Cooperative's notes on plat.

Signature:  Title: Line Design/Extension Supervisor

TELEPHONE UTILITY: Company Name: AT&T
Contact Name: TRACE SALAZAR Phone Number: 512-201-5198
Approved As-Is: YES Easement(s) Required: 10' UE
Describe Required Easement(s): MIN OF 10' UTILITY EASEMENT

Signature:  Title: ENGINEER

WATER UTILITY (If Applicable): Company Name: N/A INDIVIDUAL WATER WELLS
Contact Name: _____ Phone Number: _____
Approved As-Is: _____ Easement(s) Required: _____
Describe Required Easement(s): _____

Signature: _____ Title: _____

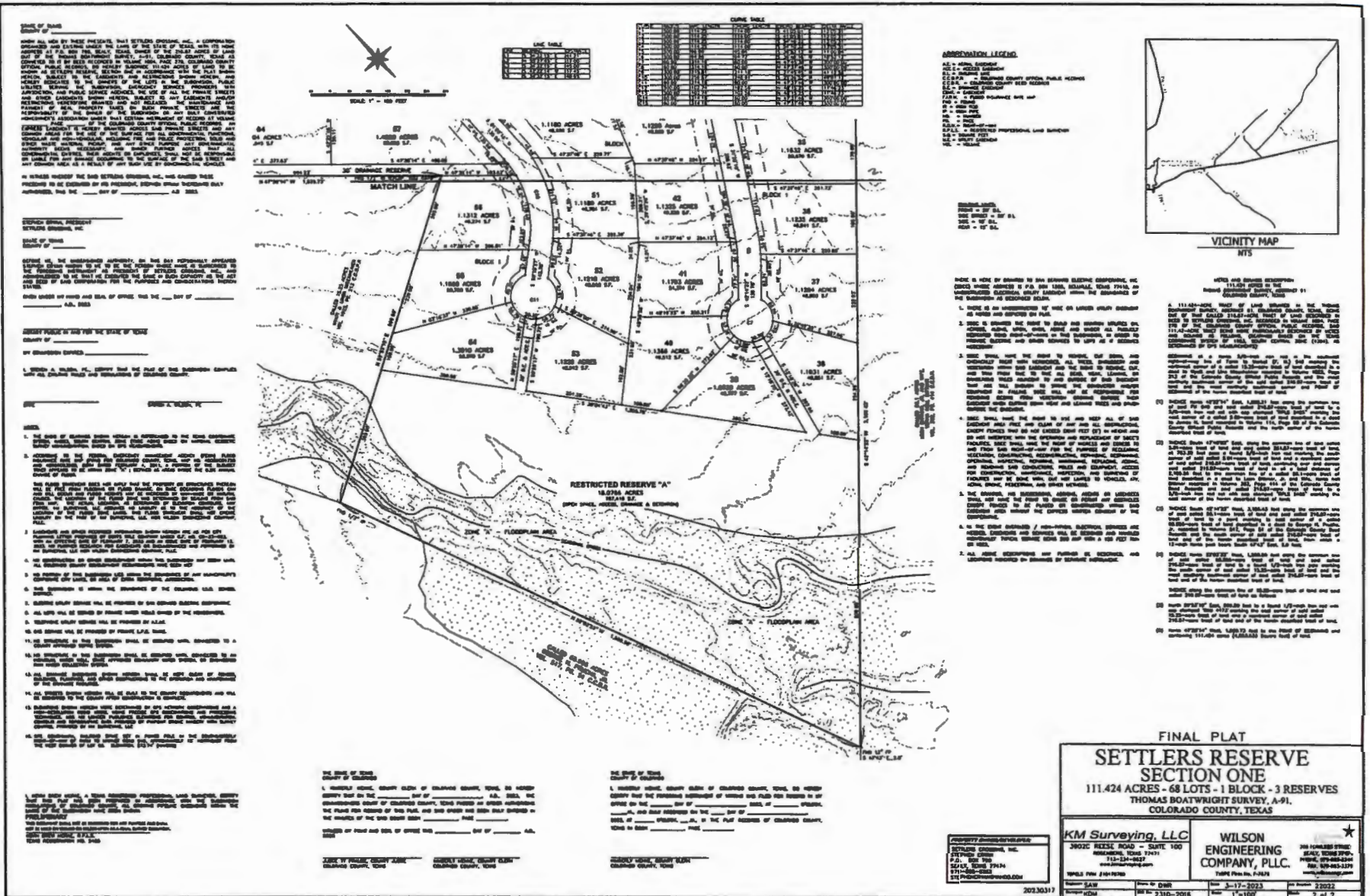
SEWER UTILITY (If Applicable): Company Name: N/A INDIVIDUAL OSSF's
Contact Name: _____ Phone Number: _____
Approved As-Is: _____ Easement(s) Required: _____
Define Required Easement(s): _____

Signature: _____ Title: _____

TEXAS DEPARTMENT OF TRANSPORTATION (If frontage on state-maintained roadway):
Contact Name: _____

MINUTES OF THE COLORADO COUNTY COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



FINAL PLAT
SETTLERS RESERVE SECTION ONE
111.424 ACRES - 68 LOTS - 1 BLOCK - 3 RESERVES
THOMAS BOATWRIGHT SURVEY, A-91
COLORADO COUNTY, TEXAS

KM Surveying, L.L.C.
3602C KEXSL ROAD - SUITE 100
HOUSTON, TEXAS 77071
TEL: 281-234-8827
WWW.KMSURVEYING.COM

WILSON ENGINEERING COMPANY, PLLC.
709 FORTRESS STREET
DALLAS, TEXAS 75206
TEL: 972-965-2379
WWW.WILSONENGINEERING.COM

DATE: 3-17-2023
SHEET: 2 of 2

© Copyright 2023, Wilson Engineering Company, PLLC

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



**WILSON ENGINEERING
COMPANY, PLLC**

February 13, 2023

**Settlers Reserve - Section I Farm-to-Market RD 949 Colorado County, TX
Preliminary Opinion of Probable Cost**

DISCLAIMER WILSON ENGINEERING COMPANY, PLLC (WEC) IS NOT A CONSTRUCTION COST ESTIMATOR OR CONSTRUCTION CONTRACTOR, NOR SHOULD WEC RENDERING AN OPINION OF PROBABLE CONSTRUCTION COSTS BE CONSIDERED EQUIVALENT TO THE NATURE & EXTENT OF SERVICE A CONSTRUCTION COST ESTIMATOR OR CONSTRUCTION CONTRACTOR WOULD PROVIDE. THIS REQUIRES WEC TO MAKE A NUMBER OF ASSUMPTIONS AS TO ACTUAL CONDITIONS THAT WILL BE ENCOUNTERED ON SITE; THE SPECIFIC DECISIONS OF OTHER DESIGN PROFESSIONALS ENGAGED; THE MEANS & METHODS OF CONSTRUCTION THE CONTRACTOR WILL EMPLOY; THE COST & EXTENT OF LABOR, EQUIPMENT & MATERIALS THE CONTRACTOR WILL EMPLOY; CONTRACTOR'S TECHNIQUES IN DETERMINING PRICES & MARKET CONDITIONS AT THE TIME, & OTHER FACTORS OVER WHICH WEC HAS NO CONTROL. GIVEN THE ASSUMPTIONS WHICH MUST BE MADE, WEC CANNOT GUARANTEE THE ACCURACY OF ITS OPINIONS OF COST, & IN RECOGNITION OF THAT FACT, THE OWNER &/OR DEVELOPER WAIVES ANY CLAIM AGAINST WEC RELATIVE TO THE ACCURACY OF THE OPINION OF PROBABLE CONSTRUCTION COST.

	<u>Amount</u>	<u>Unit</u>	<u>Unit \$</u>	<u>Subtotal</u>
<u>Site Preparation</u>				
Clearing & Grubbing	1	LS	3000	\$3,000.00
<u>Pavement</u>				
6" Subgrade	249,473	SF	0.60	\$149,683.80
6" Limestone Base	220,854	SF	0.90	\$198,768.60
2" HMAC Pavement	192,270	SF	1.95	\$374,926.50
				\$723,378.90
<u>Storm Sewer - Open Ditch</u>				
12" HDPE - 59 LF	2	EA	2360.00	\$4,720.00
18" HDPE - 36 LF	1	EA	2160.00	\$2,160.00
18" HDPE - 41 LF	14	EA	2460.00	\$34,440.00
Safety End Treatment for 12" HDPE	2	EA	1200.00	\$2,400.00
Rock Rip Rap 6"-12"	3,604	SF	3.00	\$10,812.00
Ditch Excavation ~ 2.0'-2.5' Depth	10,138	CY	0.35	\$3,548.30
Ditch Final Grade w/ 4:1 Side Slopes	2,028	CY	0.55	\$1,115.40
				\$59,195.70
<u>Detention</u>				
Rough Grade	6,865	CY	1.05	\$7,208.25
Finished Grade	5,395	CY	1.80	\$9,711.00
Pond Excavation	26,533	CY	2.10	\$55,719.30
24" HDPE Discharge Pipes - 83 LF	8	EA	5810.00	\$46,480.00
Rock Rip Rap 6"-12"	7,941	SF	3.00	\$23,823.00
Emergency Spillway	1,920	SF	5.00	\$9,600.00
21.5" Choke/Restrictor Plates	8	EA	44.50	\$356.00
				\$152,897.55
<u>Miscellaneous</u>				
Storm Water Pollution Prevention Plan	1	LS	1000.00	\$1,000.00
Lot Grading	68	AC	640.00	\$43,520.00
Reinforced Filter Fabric Barrier	9,425	LF	0.90	\$8,482.50
Filter Dam - Type II	1	EA	1150	\$1,150.00
Stablized Construction Access	1	ea	2300	\$2,300.00
				\$56,452.50
				Construction Subtotal \$991,924.65
				Grand Total \$991,924.65



Steven A. Wilson
2/17/23

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

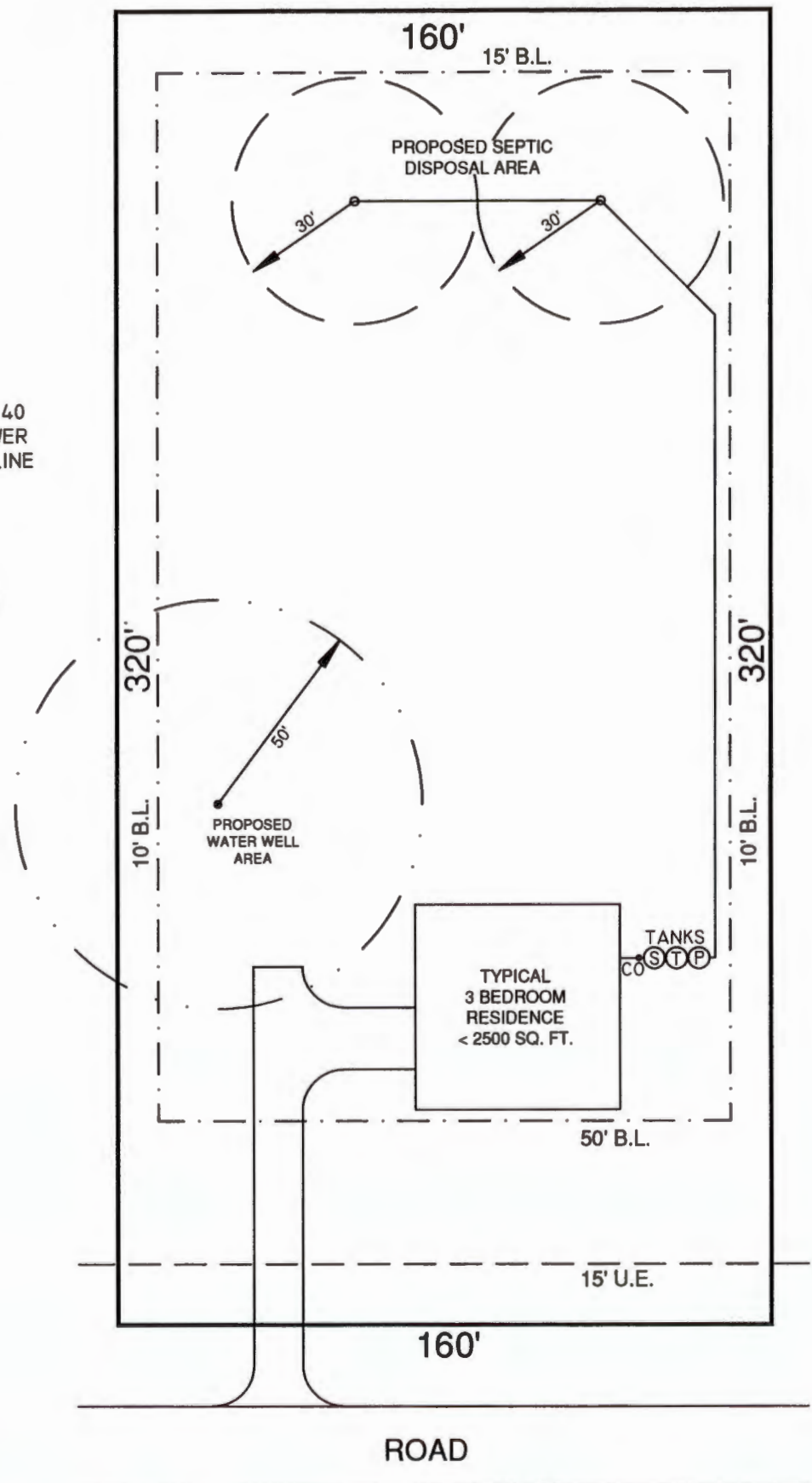
March 27, 2023



SCALE: 1"=40'

GENERAL NOTES:

- PROVIDE A 20' SCHEDULE 40 SLEEVE WHEREVER A SEWER LINE CROSSES A WATER LINE OR DRIVE WAY.
- PROVIDE C.O. PER CODE.
- NO WATER WELL EXISTS WITHIN 100' OF PROPOSED SEPTIC DISPOSAL AREA.



TYPICAL 240 G.P.D. AEROBIC OSSF LAYOUT
INDIVIDUAL OSSF EVALUATIONS & DESIGNS
WILL BE REQUIRED FOR EACH LOT

WILSON ENGINEERING COMPANY, PLLC
208 FOWLKES STREET
SEALY, TX 77474
(979) 885-3344

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

RE: Proposed Road Names- Settlers Reserve - Section I - F.M. 949 - 22022

Caleb Tello caleb.tello@co.colorado.tx.us

To:Dayne Rice

Mon, Jan 23 at 1:34 PM

Good afternoon Dayne,

Settlers Reserve Drive, El Dorado Court, Oak Hollow Court, Rolling Hill Drive, Cove Bend Drive, and Ridgeview Drive are available road names in Colorado County.

**Regards,
Caleb Tello
Floodplain Management/9-1-1 Rural Addressing Coordinator
Colorado County Permit Office
305 Radio Lane, Suite 110
Columbus, TX 78934
(979) 732-6380**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

**Through Tax Year
2022**

TAX CERTIFICATE

**Certificate #
29810**

Issued By:
COLORADO COUNTY CENTRAL APPRAISAL DISTRICT
P. O. BOX 10
COLUMBUS, TX 78934-0010

Property Information

Property ID: 25405 Geo ID: 2009100700000
Legal Acres: 171.4450
Legal Desc: A-91 T BOATWRIGHT 171.445 AC FARM BLDG & WELL
Situs:
DBA:
Exemptions:

Owner ID: 92117 100.00%
SETTLERS CROSSING INC
1411 HIGHWAY 90 WEST
SEALY, TX 77474

For Entities

COLORADO CO GCD
COLORADO COUNTY
COLUMBUS ISD
ROAD DISTRICT

Value Information

Improvement HS:	0
Improvement NHS:	3,630
Land HS:	0
Land NHS:	0
Productivity Market:	1,543,010
Productivity Use:	18,480
Assessed Value	22,110

Property is receiving Ag Use

Current/Delinquent Taxes

This is to certify that, after a careful check of the tax records of this office, the following delinquent taxes, penalties, interest and any known costs and expenses as provided by Tax Code §33.48, are due on the described property for the following taxing unit(s):

Year Entity	Taxable	Tax Due	Disc./P&I	Attorney Fee	Total Due
Totals:		0.00	0.00	0.00	0.00

Effective Date: 02/13/2023

Total Due if paid by: 02/28/2023

0.00



Tax Certificate Issued for:
COLUMBUS ISD
COLORADO COUNTY
COLORADO CO GCD

Taxes Paid in 2022
227.89
109.88
1.82

Update request on Tax Certificate #29765 issued on 02/02/2023

If applicable, the above-described property has/is receiving special appraisal based on its use, and additional rollback taxes may become due based on the provisions of the special appraisal (Comptroller Rule 9.3040) or property omitted from the appraisal roll as described under Tax Code Section 25.21 is not included in this certificate [Tax Code Section 31.08(b)].

Pursuant to Tax Code Section 31.08, if a person transfers property accompanied by a tax certificate that erroneously indicates that no delinquent taxes, penalties or interest are due a taxing unit on the property or that fails to include property because of its omission from an appraisal roll, the unit's tax lien on the property is extinguished and the purchaser of the property is absolved of liability to the unit for delinquent taxes, penalties or interest on the property or for taxes based on omitted property. The person who was liable for the tax for the year the tax was imposed or the property was omitted remains personally liable for the tax and for any penalties or interest.

A tax certificate issued through fraud or collusion is void.

This certificate does not clear abuse of granted exemptions as defined in Section 11.43 Paragraph(1) of the Texas Property Tax Code.

May Be Subject to Court Costs if Suit is Pending

Date of Issue: 02/13/2023
Requested By: WILSON ENGINEERING COMPAN
Fee Amount: 0.00
Reference #:

Charlotte Brown, CTC
Signature of Authorized Officer of Collecting Office

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

**Through Tax Year
2022**

TAX CERTIFICATE

**Certificate #
29811**

Issued By:
COLORADO COUNTY CENTRAL APPRAISAL DISTRICT
P. O. BOX 10
COLUMBUS, TX 78934-0010

Property Information

Property ID: 25422 Geo ID: 2009101700000
Legal Acres: 47.5900
Legal Desc: A-91 T BOATWRIGHT 47.590 AC
Situs:
DBA:
Exemptions:

Owner ID: 92117 100.00%
SETTLERS CROSSING INC
1411 HIGHWAY 90 WEST
SEALY, TX 77474

For Entities

COLORADO CO GCD
COLORADO COUNTY
COLUMBUS ISD
ROAD DISTRICT

Value Information

Improvement HS:	0
Improvement NHS:	0
Land HS:	0
Land NHS:	0
Productivity Market:	499,700
Productivity Use:	4,850
Assessed Value	4,850

Property is receiving Ag Use

Current/Delinquent Taxes

This is to certify that, after a careful check of the tax records of this office, the following delinquent taxes, penalties, interest and any known costs and expenses as provided by Tax Code §33.48, are due on the described property for the following taxing unit(s):

Year Entity	Taxable	Tax Due	Disc./P&I	Attorney Fee	Total Due
Totals:		0.00	0.00	0.00	0.00

Effective Date: 02/13/2023

Total Due if paid by: 02/28/2023

0.00



Tax Certificate Issued for:
COLUMBUS ISD
COLORADO COUNTY
COLORADO CO GCD

Taxes Paid in 2022
49.99
24.10
0.40

Updated request on Tax Certificate #29766 issued on 02/02/2023

If applicable, the above-described property has/is receiving special appraisal based on its use, and additional rollback taxes may become due based on the provisions of the special appraisal (Comptroller Rule 9.3040) or property omitted from the appraisal roll as described under Tax Code Section 25.21 is not included in this certificate [Tax Code Section 31.08(b)].

Pursuant to Tax Code Section 31.08, if a person transfers property accompanied by a tax certificate that erroneously indicates that no delinquent taxes, penalties or interest are due a taxing unit on the property or that fails to include property because of its omission from an appraisal roll, the unit's tax lien on the property is extinguished and the purchaser of the property is absolved of liability to the unit for delinquent taxes, penalties or interest on the property or for taxes based on omitted property. The person who was liable for the tax for the year the tax was imposed or the property was omitted remains personally liable for the tax and for any penalties or interest.

A tax certificate issued through fraud or collusion is void.

This certificate does not clear abuse of granted exemptions as defined in Section 11.43 Paragraph(1) of the Texas Property Tax Code.

May Be Subject to Court Costs if Suit is Pending

Date of Issue: 02/13/2023
Requested By: WILSON ENGINEERING COMPAN
Fee Amount: 0.00
Reference #:

Charlotte Brown, etc

Signature of Authorized Officer of Collecting Office

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



SHALOR B. TOWNZEN
COLUMBUS BANKING CENTER PRESIDENT
STOWNZEN@FNBEAGLELAKE.COM

AREA CODE 979
TELEPHONE: 732-2003
FAX: 732-2298

Irrevocable Letter of Credit:

IRREVOCABLE LETTER OF CREDIT NO. 2023-318

TO: TY PRAUSE
County Judge of Colorado County, Texas and successors **in office**

ISSUER: THE FIRST NATIONAL BANK OF EAGLE LAKE a federally insured financial institution licensed to do business **in** the state of Texas, or other issuer acceptable to the Commissioners Court.

CUSTOMER: SETTLERS CROSSING, INC.

AMOUNT OF SECURITY: \$991,924.65

SUBDIVISION: SETTLERS RESERVE SECTION I FM 949

DATE OF POSTING: MARCH 27, 2023

EXPIRATION DATE: Three Years from Date of Credit

The ISSUER hereby establishes this Credit and shall duly honor all drafts drawn and presented **in** accordance with this Credit. Colorado County may draw on the ISSUER for the account of the CUSTOMER up to the aggregate AMOUNT OF SECURITY.

This Credit is conditioned on the performance of the duties of the CUSTOMER prior to the Expiration Date to provide for the construction and completion of the street and drainage Improvements in the SUBDIVISION to current Colorado County Road and Drainage Standards and Specifications, so that the Improvements are performing to the Standards upon the approval of the construction of the Improvements.

The only requirement necessary to draw on any part or all of the total amount of this Credit is a letter from the County Judge indicating that the County considers a drawing on this Letter of Credit necessary in order to complete all or part of the SUBDIVISION Improvements to the County Standards. No further substantiation of the necessity of the draw is required by this Letter.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

Partial reductions in the amount of this Credit may be allowed. Multiple recoveries less than the total amount of the Credit are allowed. If this Letter of Credit is unenforceable as a statutory obligation, the ISSUER shall be bound by this contract as a common law obligation.

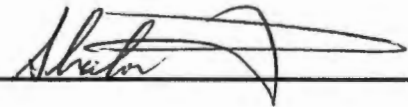
Drafts must be presented on or before the EXPIRATION DATE by the close of business and will be honored within five (5) calendar days of presentment. In lieu of drawing on the Security, the County, in its discretion, may accept a substitute Security in the then current amount of the estimated cost of constructing the Improvements. This credit may be revoked only by the written consent of the ISSUER and the County.

Except as expressly set forth herein, this credit is governed by the "Uniform Customs and Practices for Documentary Credits" (International Chamber of Commerce Publication No. 500 [1993]).

ISSUER:

ADDRESS OF ISSUER

BY:



408 WALNUT ST

NAME: SHALOR TOWNZEN

SUITE A

TITLE: E V P / C L O
Authorized Representative

COLUMBUS, TX 78934

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

SETTLERS RESERVE

COVENANTS, RESTRICTIONS AND CONDITIONS

STATE OF TEXAS §
 §
COUNTY OF COLORADO §

This Declaration is made on the date hereinafter set forth by Settlers Crossing, Inc., a Texas Corporation, hereinafter called "Declarant"

RECITALS

The following facts exist:

- A. Declarant is the owner of that certain property known as Settlers Reserve, a subdivision in Colorado County, Texas, according to the map or plat thereof recorded under Colorado County Clerk's File No. _____, Plat Cabinet No. _____, Page _____ of the Plat Records of Colorado County, Texas.
- B. Declarant desires to place certain restrictions, covenants, conditions, stipulations, and reservations upon and against, such property in order to establish a uniform plan for the development, improvement and sale of such property, and to ensure the preservation of such property, and to ensure the preservation of such uniform plan for the benefit of both the present and future owners of residential lots in said subdivision.

NOW, THEREFORE, Declarant does hereby adopt, establish and impose the following restrictions, reservations, covenants and conditions upon all lots as defined herein, and owner's properties, as defined herein, which shall be binding upon and inure to the benefit of Declarant and each owner in the subdivision, The Association (as defined herein) shall, in addition, have the right to enforce the restrictions, reservations, covenants and conditions herein set forth by any proceeding at law and/or in equity as may be deemed advisable or appropriate.

ARTICLE I

Definitions

Section 1. "Properties" shall mean and refer to the real property hereinabove described, and, where applicable, the real property, which may be hereafter, annexed into the jurisdiction of the Association in the manner hereinafter described.

Section 2. "Lot" shall mean and refer to any plot of land shown upon any recorded Subdivision Plat, with the exception of any portion of the Properties, which is or may be hereafter designated or described on the Subdivision Plat as "Reserve" or with words of similar meaning.

Section 3. "Declarant" shall mean and refer to Settlers' Crossing, Inc., or its successors and/or assigns, including but not limited to, any person, firm, corporation, partnership, association, trust or other legal entity, or any combination thereof, which acquires all or substantially all of the Properties then owned by Settlers Crossing, Inc., (or subsequent successors in interest), by conveyance or assignment from Settlers' Crossing, Inc., or by judicial or non-judicial foreclosure, for the purpose of development and/or construction on the properties.

Section 4. "Owner" shall mean and refer to the record owner, whether one or more persons or entities, of fee simple title to any Lot or portion thereof which is a part of the Subdivision, including contract buyer, but excluding those whose interest is held merely as security for the performance of an obligation.

Section 5. "Subdivision Plat" shall mean and refer to the map or plat of Settlers Reserve, recorded in the Plat Records of Colorado County, Texas, or as such may be amended from time to time in accordance with applicable law.

Section 6. "Association" shall mean and refer to the Settlers Reserve Homeowners Association, its successors and/or assigns.

Section 7. "Common Area" shall mean all real property which may be acquired by the Association for the common use and enjoyment of the Owners in this Subdivision and, where applicable, in any additional land annexed into the jurisdiction of the Association.

Section 8. "Dwelling" shall mean that portion of the structure, which Declarant intends to construct and in fact constructs, or places, on a portion of a Lot for occupancy by one person or one family only.

Section 9. "Subdivision" shall mean Settlers Reserve, as described in the Recitals above.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

ARTICLE II

Property Rights in Common Area

Every owner shall have a nonexclusive right and easement of enjoyment in, and to, the Common Area, which right shall be appurtenant to and shall pass with the title to every Lot, subject to the right of the Association to dedicate or transfer all or any part of the Common Area to any public agency, authority or utility company for such purposes and subject to such conditions as may be agreed to by the members (provided, however, that no such dedication or transfer shall be effective unless an instrument signed by two-thirds (2/3rds) of each class of members agreeing to such dedication or transfer has been recorded), and to the terms and conditions of the Declaration.

ARTICLE III

Membership and Voting Rights in Association

Section 1. Membership Every Owner of a Lot, which is subject to assessment, shall be a member of the Association. Membership shall be appurtenant to, and shall not be separated from, ownership of any Lot, which is subject to assessment. Every member shall have the right at all reasonable times during business hours to inspect the books of the Association.

Section 2. Voting Rights The Association shall have two (2) classes of voting membership:

Class A. Class A members shall be all Owners with the exception of the Declarant and shall be entitled to one (1) vote for each Lot owned. When more than one person holds an interest in any one property, such persons shall be members, but the vote for such lot shall be exercised as they among themselves determine, and in no event shall more than one (1) vote be cast with respect to any one lot.

Class B. Class B member shall be Declarant who shall be entitled to three (3) votes for each lot owned.

The Class B membership shall cease and be converted to Class A membership when the total votes outstanding in the Class A membership equal the total votes outstanding in the Class B membership, or January 1, 2034.

ARTICLE IV

Restrictions, Covenants and Conditions

Use Restrictions

Section 1. Land Use and Building Type. All lots shall be known, described and used for site built residential purposes only and no structure shall be erected, altered, placed or permitted to remain on any Lot other than one single-family detached residence and garage with other Architectural Control Committee approved buildings such as storage buildings. As used herein, the term "residential purposes" shall be construed to prohibit the use of said property for garage apartments or apartment dwellings, save that if such dwelling is designed in conjunction with the primary dwelling original plans and approvals, and is used by a family member and not for rental, it shall be permissible. No Lot or Owner's Property shall be used for business or professional purposes of any kind, nor for any commercial or manufacturing purposes.

Section 2. Architectural Control. No building shall be erected, placed or altered on any Lot or Owner's Property until the construction plans and specifications and a plot plan showing the locations of the structure have been approved by the Architectural Control Committee, herein after established, as to quality of workmanship and materials, harmony of external design with existing structures, and as to location with respect to topography and finished grade elevation, in accordance with the procedures set forth in Article VIII hereof. All home builders must be approved by the architectural control committee, and not all home builders will be approved. At the time of this filing, the only approved home builder in Settlers Reserve is RCOT Construction/Ranch Country Homes and/or its affiliates.

Section 3. Type of Construction, Material and Landscape.

- a. The roof of any residence shall meet or exceed all Federal Housing Administration (FHA) Standards.
- b. No landscaping shall be done on the side of any dwelling facing a street in the Subdivision until the landscape layout and plans shall have first been approved by the Architectural Control Committee.
- c. No window or wall-type air conditioners shall be permitted to be used, erected, placed, or maintained, on, or in, any building within view from the street, except in sales offices, as described hereinabove.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- d. No fence, or wall, shall be erected, or allowed to remain, nearer the street than the front of the residence. All fences and walls shall be composed of suitable materials, as approved by the Architectural Control Committee and any fence that faces the street must be of wood, vinyl, steel (or other approved material), construction and be maintained by owner in good repair. No fence or wall shall exceed seven feet (7') in height above ground level unless otherwise approved by the Architectural Control Committee. Perimeter fencing must be placed at the property line, and not off the line (ie. 2'). Neighbors are encouraged to "share" common fencing so as to avoid double fences when possible.
- e. On all lots in Settlers Reserve, the residence exterior design identifying any and all materials to be used must be included in the original plan submission for final approval by the Architectural Control Committee.
- f. All homes or Lots must be improved with a minimum of one two-car garage with an overhead door, with sufficient space for storage or the addition of a separate storage building or barn for the storage of toys, bikes, lawn equipment etc., in order that the lot shall be maintained in a neat and orderly manner free of clutter and/or trash. All buildings must first be approved by the Architectural Control Committee.
- g. All Residences and Structures must be aesthetically compatible with the Subdivision, as determined by the ACC, and all Structures must substantially match the aesthetics of the Residence to which it belongs. For the avoidance of doubt, commercially standard "barn-dominiums" are allowed to be constructed as Residences, subject to the approval of the ACC, and provided that such barn-dominiums substantially match the aesthetics of a residential home, rather than a workshop or other commercial structure, and have a 6/12 minimum roof pitch on the primary roof line.
- h. All homes must have concrete driveways or of other substance or material approved by the Architectural Control Committee extending from the garage to the street at least twelve feet (12') wide. Any circular driveways must also be covered with concrete.
- i. The Declarant herein, or the Architectural Control Committee, or its successors and/or assigns, may, in its discretion, approve variances, deviations and exceptions from the provisions of these restrictions, where, in their opinion, such change will result in a more commonly beneficial use and such change would be in keeping with the overall intentions of these restrictions.

Section 4. Annoyances or Nuisances

- a. No noxious or offensive activity shall be carried on upon any Lot, nor shall anything be done therein which may be, or may become an annoyance or nuisance to the neighborhood. No signs or other advertising shall be displayed on any lot unless the size, form, and number of same are first approved in writing by the Architectural Control Committee; provided however, that any owner may, without such prior approval, erect one (1) sign not more than five (5) square feet advertising the property for sale or rent.
- b. No discharge of firearms, or hunting, shall be allowed within the subdivision. The discharge of a firearm or weapon shall only be allowed for the purpose of dispatching animals on the Owner's property which pose a threat to person or property.

Section 5. Temporary Structures

- a. No structure of a temporary character, whether trailer, motor home, tent, shack, carport, barn or other outbuilding shall be maintained or used on any Lot at any time as a residence or for any purpose without prior approval of the Architectural Control Committee; provided, however, Declarant reserves the exclusive right to erect, place and maintain such facilities in or upon any portions of the Properties as in its sole discretion may be necessary or convenient while selling lots, selling or constructing residences and constructing other improvements upon the Properties. Such facilities may include but are not limited to sales and construction offices, RVs, storage areas, model Dwellings, signs, fences and portable toilet facilities.
- b. No commercial vehicle, inoperative automobile / pickup or other vehicle will be stored, parked or kept on any Lot or Owner's Property for more than forty-eight (48) hours during a seventy-two (72) hour period, unless shielded from public view by a garage or fence constructed in accordance with the terms hereof and duly approved by the Architectural Control Committee. An inoperative vehicle is defined as a vehicle that will not function mechanically, or has expired registration. No vehicle shall be parked in front of any residence except on designated established driveways.
- c. No campers, travel trailers, RVs, utility/farm trailers, boats, etc. will be stored, parked or kept on the driveway or in front of the residence for more than forty-eight (48) hours during a seventy-two (72) hour period unless otherwise approved by the Architectural Control Committee.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

Section 6. Oil and Mining Operations No oil drilling or development operations, oil refining, quarrying or mining operations of any kind shall be permitted upon or in any Lot nor shall oil wells, tanks, tunnels, mineral excavations or shafts be permitted upon or in any Lot. No derrick or other structure designed for use in boring for oil or natural gas or other minerals shall be erected, maintained or permitted upon any Lot.

Section 7. Storage and Disposal of Garbage and Refuse

- a. Subject property shall not be used or maintained as a dumping ground for rubbish or trash, and no garbage, or other waste shall be kept except in sanitary containers. All other equipment for storage and disposal of such materials shall be kept in a clean and sanitary condition. Garbage and trash shall be disposed of at least once a week. All garbage or trash accumulated from day to day shall be kept in covered sanitary containers, which shall not be visible from any road or right of way.
- b. Storage of furniture, fixtures, appliances, machinery, equipment, wood piles, lumber or other goods and chattels not in active use, which is visible from outside the lot will not be allowed. Storage of any material that could pollute surrounding areas, including but not limited to, batteries, oil drain pans and tires will not be permitted.

Section 8. Visual Obstructions at the Intersections of Public Streets No object, plant, or thing shall be placed, planted, or permitted on any corner Lot in which object, plant or thing obstructs reasonably safe and clear visibility of pedestrian or vehicular traffic through sight lines parallel to the ground surface at elevations between two feet (2') and six feet (6') above the roadways.

Section 9. Maximum Height of Antenna No radio or television aerial wires or antennae shall be maintained on any portion of any Lot, or Owner's Property, forward of the front of the Dwelling, nor shall the top of any free standing antenna of any style, exclusive of masts, be permitted to extend more than twenty feet (20') above the roof of any Dwelling. All amateur radio operation shall be conducted so as to cause no electronic interference with surrounding households.

Section 10. Animal Husbandry Dogs, cats, and other domestic household pets may be kept and maintained by any property owner provided they are properly leashed or controlled, but may not exceed four (4) domestic pets per household. Horses are allowed, providing that such stock is confined within a fenced area to the rear of the home site located on the Owner's Property. Horses are limited to one (1) per 1 acre of land owned and shall be kept enclosed by suitable fencing of subject property and must be confined to the rear portion of the property at least fifty feet (50') away from the back of the residence. The premises shall be maintained in such a manner as to prevent health hazards and shall not be offensive to the neighboring tracts. Dog kennels or dog training facilities are not permitted; they are in violation of these restrictions. Raising or keeping of other livestock will not be permitted unless given special approval by the Directors of the Homeowners' Association.

Section 11. Burning and Burned Houses No person shall be permitted to burn trash outside the main residential building; however, recreational fire pits are allowed, provided the fire pit is not left unattended. In the event that any residence has burned and is thereafter abandoned for at least thirty (30) days, the Association may, after ten (10) days' written notice to the record owner of the residence, cause the burned and abandoned residence to be removed, the Lot or Owner's Property cleared, and lien attached, the expense of such removal and clearing to be charged to and paid by the record owner. In the event of such removal and clearing by the Association, the Association shall not be liable in trespass or for damages, expenses, costs or otherwise to Owner for such removal and clearing.

Section 12. Minimum Square Footage The living area of the main residential structure, exclusive of open porches and garages, shall not be less than 1,500 square feet on any lot in Settlers Reserve.

Section 13. Building Set Back No immovable structure, including, but not limited to, dwellings, garages, open-walled sheds or barns shall be located closer than fifty feet (50') from the front property line, or closer than fifty (50') on side property line, if contiguous to a street, and shall be no closer than ten feet (10') from the side lot lines and no closer than ten feet (10') from the rear property line. Also, for these purposes, porches, stoops, bays and covered areas are considered a building structure, unless a variance is obtained from the Architectural Control Committee.

Section 14. Sewage disposal for each lot must be a private sewage facility designed by a registered professional civil engineer, or a registered professional sanitarian, based on a site evaluation performed on subject lot and approved by Colorado County Environmental Department. Inspection and/or acceptance of a private sewage facility by Colorado County shall indicate only that the facility meets minimum requirements and does not relieve the owner of the property from complying with County, State, and Federal regulations. Private sewage facilities, although approved as meeting minimum standards, must be upgraded by the owner, at the owner's expense, if normal operation of the facility results in objectionable odors, if unsanitary conditions are created, or if the facility, when used, does not comply with governmental

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

regulations. A properly designed and constructed private sewage facility system, in suitable soil, can malfunction if the amount of water required to dispose of waste is not controlled. It will, therefore, be the responsibility of the lot owner to maintain and operate the private sewage facility in a satisfactory manner.

Section 15. It is specifically agreed that multi-family housing is not allowed and that none of the lots described herein shall be further subdivided, nor shall any re-platting be allowed if the result of such re-platting would create any lot with less than 100 feet of road frontage.

ARTICLE V

Reservations, Exceptions and Dedications

Section 1. Recorded Subdivision Plat of the Properties The Subdivision Plat of the Properties dedicates for use as such, subject to the limitations as set forth therein, the streets and easements shown thereon and establishes certain restrictions applicable to the Properties, including, without limitation, certain minimum setback lines. All dedications, limitations, restrictions and reservations shown on the Subdivision Plat of the Properties are incorporated herein and made a part hereof as if fully set forth herein, and shall be construed as being adopted in each and every contract, deed or conveyance executed or to be executed by or on behalf of Declarant conveying said property or any plan thereof, whether specifically referred to therein or not. However, notice must be taken that certain minimum setback lines have been changed and modified by this Declaration, which shall govern.

Section 2. Easements Declarant reserves the easements and rights-of-way, and title conveyed by Declarant shall be subject thereto, as shown on the Subdivision Plat of the Properties for the purpose of construction, maintaining and repairing a system or systems of electrical lighting, electric power, and telephone line or lines, gas, sewer, cable television or any other utility Declarant sees fit to install in, across and/or under the Properties. Declarant reserves the right to make changes in and additions to the above easements for the purpose of most efficiently and economically installing the improvements. Neither Declarant nor any utility company nor authorized political subdivision using the easements herein referred to shall be liable for any damages done by them or their assigns, their agents, employees or servants, to fences, shrubbery, trees or flowers or any other property of the Owner of the land covered by said easements. All utility companies shall have the right to remove and keep all or part of any buildings, fences, trees, shrubs, or other improvements or growths which in any way endanger or interfere with the construction, maintenance or efficiency of its respective utility system on any easement strips, and any utility company shall, at all times, have the right of egress and ingress for inspection, patrolling, maintaining and adding to or removing all or part of its respective utility system without the necessity at any time of procuring the permission of anyone.

Section 3. Existing Liens Violation or failure to comply with these restrictions, covenants and conditions shall in no way affect the validity of any mortgage, loan or bona fide lien which may in good faith be then existing on any Lot.

Section 4. Water, Sewer and Drainage Declarant hereby reserves for itself the right to place or repair connecting lines or facilities for all utility systems, including water and drainage facilities on or under any Lot for service to and drainage of such Lot and other Lots. An easement shall exist on any Lot for such connecting lines and common drainage facilities as the same are installed and Declarant hereby reserves an easement on any Lot on which connecting lines and common drainage facilities are installed for their maintenance in favor of the Owner of any property on which the connecting lines or facilities, provided that any entry upon the property on which the connecting lines or common drainage facilities are located shall be made with as little inconvenience to the owner as possible.

ARTICLE VI

Maintenance Charge and Covenant

For Maintenance Assessments

Section 1. Creation of the Lien and Personal Obligations of Assessments Subject to the terms of this Article VI, the Declarant for each Lot owned within the Properties hereby covenants, and each Owner of any Lot by acceptance of a deed therefor, whether or not it shall be so expressed in such deed, is deemed to covenant and agrees to pay the Association: (1) annual assessments or charges, and (2) special assessments for capital improvements, such assessments, together with interest, costs, and reasonable attorney's fees, shall be a charge on the land and shall be a continuing lien upon the property against which such assessment is made. Each such assessment, together with interest, costs and reasonable attorney's fees, shall also be the personal obligation of the person who was the Owner of such property at the time when the assessment fell due. The personal obligation for delinquent assessments shall not pass to his successors in title unless expressly assumed by them, but remains a lien on subject property until paid.

Section 2. Annual Assessment or Charge Subject to the terms of this Article VI, each lot in the Subdivision is hereby subjected to an annual maintenance charge and assessment not to exceed \$15 per month, or \$180 per annum, for the purpose of creating a fund to be designated and known as the "maintenance fund", which maintenance charge and assessment will be paid by the Owner or Owners of each lot within said Subdivision

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

(and any area annexed under the jurisdiction of the Association) in advance in monthly, quarterly or annual installments, connecting as to all Owner's Properties on the first day of the month following conveyance of the first Owner's Property by Declarant to an Owner. The rate at which each Owner's Property will be assessed, and whether such assessment shall be payable monthly, quarterly or annually, will be determined by the Board of Directors of the Association at least thirty (30) days in advance of each annual assessment. Said rate and when it is payable may be adjusted from year to year by said Board of Directors as the needs of the Subdivision may in the judgment of the Directors require. The assessment for each Owner's Property shall be uniform except that (a) as long as there is a Class B membership, the Board of Directors may charge and collect a fraction of the annual assessment on each Lot owned by Declarant until the conveyance of said lot by Declarant to an Owner, provided that, any such fractional charge to Declarant shall not be less than twenty five percent (25%). The Board of Directors shall establish the due dates. The Association shall upon demand and for a reasonable charge furnish a certificate signed by an officer of the Association setting forth whether the assessments on a specified Owner's Property have been paid. The Association shall use the proceeds of said maintenance fund for the use and benefit of all residents of said Subdivision, as herein set forth. Such uses and benefits to be provided by said Association may include, by way of clarification and not limitation, any and all of the following: property taxes of common areas, constructing and maintaining parks, parkways, street lights, rights-of-ways, easements, esplanades and other public areas; supervising and contracting for the collection and disposition of garbage, ashes, rubbish and the like; maintenance of any Common Area; payment of all legal and other expenses incurred in connection with the enforcement of all recorded charges and assessments, covenants, restrictions and conditions affecting said property to which the maintenance fund applies, payment of all reasonable and necessary expenses in connection with the collection and administration of the maintenance charge and assessment, employing necessary service persons in the opinion of the Association to keep the property in the Subdivisions neat and in good order, or which is considered of general benefit to the Owners or occupants of the property, it being understood that the judgment of the Association in the expenditure of said funds shall be final and conclusive so long as such judgment is exercised in good faith.

Section 3. Special Assessments for Capital Improvements In addition to the annual assessments authorized above, the Association may levy, in any assessment year, a special assessment applicable to that year only for the purpose of defraying, in whole or in part, the cost of any acquisition, construction, reconstruction, repair or replacement of a capital improvement upon any Common Area, including fixtures and personal property related thereto, provided that any such assessment shall have the assent of two-thirds (2/3rds) of the votes of each class of members who are voting in person or by proxy at a meeting duly called for this purpose.

Section 4. Notice and Quorum for any Action Authorized under Sections 2 and 3 Written notice of any meeting called for the purpose of taking any action authorized under Section 2 or Section 3 shall be sent to all members, or delivered to their residences, not less than thirty (30) days nor more than sixty (60) days in advance of the meeting. At the first such meeting called, the presence of members or of proxies entitled to cast sixty percent (60%) of all the votes of each class of membership shall constitute a quorum. If required quorum is not present, another meeting may be called subject to the same notice requirement, and the required quorum at the subsequent meeting may be reduced. No such subsequent meeting shall be less than one-half (1/2) of the required quorum at the preceding meeting. No such subsequent meeting shall be held more than sixty (60) days following the proceeding meeting.

Section 5. Effect of Non-payment of Assessments; Remedies of the Association Any assessment not paid within thirty (30) days after the due date shall bear interest from the due date at the rate of eight percent (8%) per annum. The Association may bring an action at law against the Owner personally obligated to pay the same, or foreclose the lien against the Property. No Owner may waive or otherwise escape liability for the assessments provided for herein by non-use of the Common Area or abandonment of his property.

Section 6. Subordinated Lien to Secure Payment To secure the payment of the maintenance charge and assessment established hereby and to be levied on individual Owner's Properties as above provided, there shall be reserved in each Deed by which the Owner (the present and any subsequent owners) shall convey such Properties, or any part thereof, the Vendor's Lien for the benefit of the Association, said lien to be enforceable through appropriate proceedings at law by such beneficiary; provided, however, that each such lien shall be specifically made secondary, subordinate and inferior to all liens, present and future, given, granted, and created by or at the instance and request of the Owner of any such Lot to secure the payment of monies advanced or to be advanced on account of the purchase price and/or the improvement of any such Lot; and further provided that as a condition precedent to any proceeding to enforce such lien upon any Lot upon which there is an outstanding valid and subsisting first mortgage lien, said beneficiary shall give the holder of such first mortgage lien sixty (60) days written notice of such proposed action, such notice, which shall be sent to the nearest office of such first mortgage lienholder by prepaid U.S. Registered Mail, to contain the statement of the delinquent maintenance charges upon which the proposed action is based. Upon the request of any such first mortgage lienholder, said beneficiary shall acknowledge in writing its obligation to give the foregoing notice with respect to the particular property covered by such first mortgage lien to the holder thereof. Sale or transfer to mortgage foreclosure or any proceeding in lien thereof shall extinguish the lien to such assessment as to payments, which became due prior to such sale or transfer. No sale or transfer shall relieve such Lot from liability for any assessments thereafter becoming due or from the lien thereof.

Section 7. Duration The above maintenance charge and assessment will remain effective for the full term (and extended term, if applicable) of the within covenants.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

ARTICLE VII

Maintenance, Repairs and Improvements

Section 1. Dwelling Exterior and Lot Maintenance Each Owner shall maintain the exterior of his Dwelling in an attractive manner and shall not permit the paint, roof, rain gutters, downspouts, exterior walls, windows, doors, walks, driveways, parking areas and other exterior portions of his Dwelling to deteriorate in an unattractive manner. The Owners of each building shall be responsible for the maintenance of the exterior of their building. The Architectural Control Committee will permit no change of paint, brick or roof color without approval. The Architectural Control Committee shall rule on the need for accomplishing the work and shall set the time frame to accomplish the work if the work is required. Their ruling shall be binding on both Owners without limiting the generality of the foregoing obligations for exterior maintenance; each Owner shall repair and maintain in sound condition:

- a. The exterior paint on his Dwelling so that no portion thereof peels, scales or chinks excessively and all painted portions remain neat;
- b. The windows on his Dwelling so that no caulking thereon is chipped or cracked and no window panes are broken;
- c. Exterior woodwork on his Dwelling, including all doors and windowsills, so that it remains whole, sound and neat;
- d. The roof of his Dwelling so that all shingles are properly secured and no worn areas or holes are permitted to remain;
- e. The rain gutters and downspouts on his Dwelling so that all are properly painted or treated to prevent rust and corrosion, properly secured to roof, eaves, gables or exterior walls (as the case may be) and maintain without holes;
- f. All fences or walls erected on his Lot so that all holes and cracks are repaired as they appear and no wooden portion thereof is permitted to decay beyond normal weathering.

The Owner shall at all times keep all weeds and grass on his property cut in a sanitary, healthful and attractive manner, and no Owner shall permit weeds or grass to grow to a height greater than five inches (5") upon any Lot or Owner's Property including all parkways. Vegetables in excess of five inches (5") in height shall not be grown in the front yard except within four feet (4') of any main residential building. In no event shall an Owner use any Lot or Owner's Property for storage of materials and equipment except for normal residential requirements or incident to construction of improvements thereon as herein permitted or permit the accumulation of garbage, trash or rubbish of any kind thereon. The drying of clothes, parking cars, installing of playground equipment or fences in front yard is prohibited and the Owner of any Lot at the intersection of streets adjacent to parks, play grounds, common area, greenbelt or other facilities where the rear yard or portion of the lot is visible to full public view shall construct and maintain a drying yard or other suitable enclosure to screen from public view the drying of clothes, yard equipment and wood piles or storage piles which are incident to the normal residential requirements of a typical family.

In the event of default on the part of the Owner in observing the above requirements or any of them, and the continuance of such default after thirty (30) days written notice thereof, the Architectural Control Committee without liability to the Owner in trespass or otherwise shall have the right to enter upon said Lot or Owner's Property and cause to be cut such weeds and grass and remove or cause to be removed such garbage, trash and rubbish or do anything necessary to secure compliance with these restrictions so as to place said Lot or Owner's Property and the improvements situated thereon in a neat, attractive, healthful and sanitary condition and may render a statement of charge to the Owner of said Lot or Owner's Property for the cost of such work in accordance with Article VI hereof.

ARTICLE VIII

Architctural Control Committee

Section 1. Composition of Committee The initial Architectural Control Committee shall be composed of six (6) members, the initial members hereby appointed being Stephen Cryan, Amy Cryan, Melanie Willingham, and three (3) members to be appointed by the Board of Directors of the Association, if operational, each of whose mailing address for purposes hereof is P.O. Box 790, Sealy, Texas 77474. A majority of the Committee may designate a representative to act for it. In the event of death or resignation of any initial or successor member of the Committee, the remaining member or members shall have full authority to designate a successor or successors, subject to the provisions of Section 2, below. In the event of the death or resignation or continued absence or failure to function of all members of the Committee, the Association shall have full authority to appoint a new Committee. Neither the members of the Committee nor its designated representative shall be entitled to any compensation for services performed hereunder.

Section 2. Functions No building, fence, wall or other structure shall be commenced, erected or maintained upon any Owner's Property, nor shall any exterior addition to, or change or alteration therein be made, nor shall any landscaping of any Owner's Property be undertaken until the plans and specifications showing the nature, kind, shape, height, materials and location of the same

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

including septic shall have been submitted in writing to the Committee as to harmony of external design and location in relation to surrounding structures and topography. In the event that any plans and specifications are submitted to the Committee as provided herein, and the Committee shall fail either to approve or reject such plans and specifications within a period of sixty (60) days following the Committee's receipt of such submission, such failure shall be deemed to be an approval by the Committee for all purposes.

ARTICLE IX

General Provisions

Section 1. Term These covenants are to run with the land and shall be binding upon all parties hereto and all persons claiming under them for a period of thirty (30) years from the date these covenants are recorded, after which time said covenants shall be automatically extended for successive periods of ten (10) years; however, the covenants and restrictions of this Declaration may be amended during the first thirty (30) year period by an instrument signed by not less than ninety percent (90%) of the Lot Owners, and thereafter by an instrument signed by not less than a majority of the Lot Owners. Any amendment must be recorded in the Official Public Records of Real Property of Colorado County, Texas.

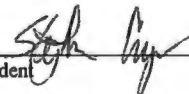
Section 2. Adjacent Property An obligation is created hereby with respect to property adjacent to or adjoining the Properties and which is part of the larger tract of land owned by Declarant. Declarant may subdivide other portions of its property, or may subject it to a declaration, such as this Declaration. Any Subdivision Plat or Declaration executed by Declarant with respect to any of its other property may be the same, similar or dissimilar to the Subdivision Plat covering the Properties or any part thereof, or to this Declaration.

Section 3. Enforcement If any person shall violate or attempt to violate any of the covenants herein, it shall be lawful for any Owner situated in said Properties, including Declarant, to prosecute any proceedings at law or in equity against the person or persons violating or attempting to violate any such covenant and either to prevent him or them from so doing or to recover damages for such violation.

Section 4. Severability Invalidation of any one of these covenants by judgment or court order shall in no way affect any of the provisions, which shall remain in full force and effect.

EXECUTED this 17th day of MARCH 2023.

Settlers Crossing, Inc.

By: 
President

STATE OF TEXAS §
 §
COUNTY OF AUSTIN §

BEFORE ME, the undersigned authority, of this day personally appeared Stephen Cryan, the President of Settlers Crossing, Inc, a Texas Corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and as the act and deed of said corporation, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 17th day of March 2023.




Notary Public, State of Texas

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

CONSENT BY LIENHOLDER

Lienholder, as the holder of lien on the Properties, consent to the above recording of the Settlers Reserve Covenants, Restrictions and Conditions in the Official Records of Colorado County, Texas.



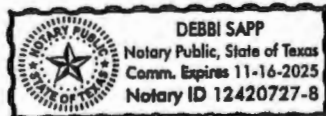
Stellar Bank

By: TIMOTHY K. RAU
Printed Name

STATE OF TEXAS §
§
COUNTY OF AUSTIN §

BEFORE ME, the undersigned authority, of this day personally appeared Timothy Rau of Stellar Bank, a Texas Banking Corporation, known to me to be the person and officer whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes and consideration therein expressed, and as the act and deed of said corporation, and in the capacity therein stated.

GIVEN UNDER MY HAND AND SEAL OF OFFICE this the 17 day of March 2023.



Debbi Sapp
Notary Public, State of Texas

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

**SETTLERS RESERVE
CPL**

BOTTS TITLE COMPANY

SINCE 1883

Serving Austin, Barossa, Colorado, Fayette, Lee, Milam, Waller and Washington Counties

25 North Bell, Bellville, TX 77418 Phone: 979-865-3669 FAX:
979-865-3670

CITY PLANNING LETTER

Botts Title Company has made a search of the records of the County Clerk of Colorado County Texas, as to the following described property:

Lot Nos. 1 through 68, Blovk 1, 2 Reserves, being 111.424 acres, settlers Reserve Section One, part of the Thomas Boatwright Survey, A-91, Colorado County, Texas. Complete legal description is not available- subject property is part of an unrecorded subdivision.

- i. The last recorded document purporting to transfer title to the land described herein shows the following:

Purported owner(s): Settlers Crossing, Inc. a Texas corporation

- ii. The following lien(s) and applicable recorded items, if any, affecting the subject property:

Mechanic's Lien Contracts, Deed of Trust Lien(s), Extensions, Modifications and Assignment(s) and/or other voluntary liens:

Company finds Vendor's Lien retained in Deed dated June 14, 2022, executed by McCandless Cattle Company LLC, a Texas limited liability company to Settlers Crossing, Inc., a Texas corporation, recorded in Volume 1004, Page 278, Official Records of Colorado County, Texas, and additionally secured by a Deed of Trust dated June 14, 2022, executed by Settlers Crossing Inc., a Texas corporation to Ramon A. Vitulli, III, Trustee, securing payment of one certain promissory note in the original principal sum of \$2,685,602.00, payable to Allegiance Bank, recorded in Volume 1004, Page 284, Official Records of Colorado County, Texas.

Abstract(s) of Judgment and/or Tax lien(s) and/or other involuntary liens:
NONE.

Restrictions:
NONE

Easements:

1. Right of Way Deed dated April 8, 1950, executed by O.A. Braden and wife, Dora Braden to State of Texas, recorded in Volume 149, Page 53, Deed Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

2. Right of Way Deed dated January 20, 1941, executed by O.A. Braden and wife, Dora Braden to Lower Colorado River Authority of Austin, Texas, recorded in Volume 110, Page 290, Deed Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document..
3. Right of Way Easement dated October 20, 1994, executed by Betty Jane Stowe to San Bernard Electric Cooperative, Inc., a cooperative corporation, recorded in Volume 169, Page 393, Official Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
4. Right of Way Easement dated October 24, 1994, executed by Blue Chip Realty, Ltd. to San Bernard Electric Cooperative, Inc., a cooperative corporation, recorded in Volume 169, Page 386, Official Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
5. Right of Way Easement dated April 24, 1995, executed by Blue Chip Realty, Ltd. to San Bernard Electric Cooperative, Inc., a cooperative corporation, recorded in Volume 181, Page 715, Official Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.

Miscellaneous:

1. Mineral and/or Royalty Reservation(s) appearing in Deed dated April 5, 1977, executed by Dora Braden to Jean Harrup, Jo Ann Melo, Paul Braden, Michael Braden and Russell Braden, recorded in Volume 360, Page 191, Deed Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
2. Mineral and/or Royalty Reservation(s) appearing in Deed dated April 5, 1977, executed by Dora Braden to Jean Harrup, Jo Ann Melo and Paul Braden, recorded in Volume 360, Page 195, Deed Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
3. Mineral and/or Royalty Reservation(s) appearing in Deed dated May 18, 1979, executed by Jean Harrup, Jo Ann Melo and Paul Braden to Robert P. McCandless and Robert G. McCandless, recorded in Volume 393, Page 120, Deed Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
4. Mineral and/or Royalty Reservation(s) appearing in Deed dated July 20, 1972, executed by Herbert A. Schroeder to Robert N. Murray, Trustee for Palmer N. Murray, recorded in Volume 313, Page 115, Deed Records of

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
5. Mineral and/or Royalty Reservation(s) appearing in Deed dated July 20, 1972, executed by Herbert A. Schroeder to Robert N. Murray, Trustee for R. Nelson Murray, Jr., recorded in Volume 313, Page 120, Deed Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
 6. Mineral and/or Royalty Reservation(s) appearing in Deed dated October 27, 1972, executed by Herbert A. Schroeder and wife, Audrey Schroeder to Veteran's Land Board of the State of Texas, recorded in Volume 316, Page 130, Deed Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
 7. Mineral and/or Royalty Reservation(s) appearing in Deed dated January 3, 1997, executed by Betty Jane Stowe to Blue Chip Realty, Ltd, a corporation, recorded in Volume 214, Page 261, Official Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
 8. Oil, Gas and Mineral Lease dated September 13, 1985, executed by Robert P. McCandless and wife, Iva L. McCandless to American Trading and Production Corporation, recorded in Volume 423, Page 232, Oil and Gas Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
 9. Oil, Gas and Mineral Lease dated September 13, 1985, executed by Robert G. McCandless and wife, Gundula McCandless to American Trading and Production Corporation, recorded in Volume 423, Page 236, Oil and Gas Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
 10. Mineral and/or Royalty Reservation(s) appearing in Deed dated August 26, 1991, executed by Robert P. McCandless to Robert G. McCandless, recorded in Volume 625, Page 99, Deed Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
 11. Mineral and/or Royalty Reservation(s) appearing in Deed dated August 26, 1991, executed by Robert P. McCandless to Sally Ann McCandless, recorded in Volume 625, Page 103, Deed Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.
 12. Terms, conditions and stipulations of the lease as evidenced by Memorandum of Giving Notice of Oil and Gas Lease dated October 15, 2010, executed by Blue Chip Realty, Ltd. to AKG Energy L.P., recorded in

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

Volume 667, Page 249, Official Records of Colorado County, Texas, together with all rights incident thereto. TITLE to said interest not checked subsequent to date of such document.

13. Subject to and rights of the public in and to that portion of the property which lies within FM 949 as shown on survey plat dated May 16, 2022, prepared by Darrell D. Rau, R.P.L.S. No. 4173.
14. Subject to and rights of the public in and to that portion of the property which lies within Dietrich Lane as shown on survey plat dated May 16, 2022, prepared by Darrell D. Rau, R.P.L.S. No. 4173.
15. Any rights, claims or other matters which may exist or arise by virtue of the discrepancy between the fence line(s) and actual property line(s) as shown on survey plat dated May 16, 2022, prepared by Darrell D. Rau, R.P.L.S. No. 4173.
16. Any claim, right or assertion, including rights of ingress and egress, in and to the high voltage power line, overhead power line, guy wire and water well as shown on survey plat dated May 16, 2022, prepared by Darrell D. Rau, R.P.L.S. No. 4173.
17. Any rights, claims or other matters which may exist or arise by virtue of box culverts and channel easements as shown on survey plat dated May 16, 2022, prepared by Darrell D. Rau, R.P.L.S. No. 4173.


This search of the real property records of the County Clerk's Office of Colorado County, Texas, to February 7, 2023

This report is issued with the express understanding, evidenced by the acceptance of same, that Botts Title Company does not undertake herein to give or express any opinion as to the validity of the title to the property above described, nor as to the validity of any of the instruments reported on herein, including the purported deed(s), establishing the record owner(s) if referenced herein; but is simply reporting briefly herein as to certain of the instruments found of record pertaining to said property as to ownership and lien interests only. It is expressly understood and agreed that this report is neither a guaranty nor warranty of title. **By acceptance of this report, it is understood and agreed that the liability of Botts Title Company is expressly limited to the consideration paid for same.**

February 13, 2023

Botts Title Company

By:


Samantha Spurrier

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- _9. Release of Letter of Credit No. 68178304 for Big Easy Ranch Estates, Precinct No. 3. (Neuendorff)**

Motion by Commissioner Neuendorff to release a Letter of Credit No. 68178304 for Big Easy Ranch Estates, Precinct No. 3; seconded by Commissioner Gertson; 5 ayes 0 nays; motion carried; it was so ordered.

- _10. Resolution to authorize execution of an Advance Funding Agreement with Texas Department of Transportation for Federal Off-System Bridge Program Project NBI 13-045-AA01-24-001 Warschak-Schuette over Draw, Precinct No. 3. (Neuendorff)**

Commissioner Neuendorff stated this project would be completely paid for through the Highway Bridge Replacement and Rehabilitation Program.

Motion by Commissioner Neuendorff to approve a resolution to authorize execution of an Advance Funding Agreement with Texas Department of Transportation for Federal Off-System Bridge Program Project NBI 13-045-AA01-24-001 Warschak-Schuette over Draw, Precinct No. 3; seconded by Commissioner Wessels; 5 ayes 0 nays; motion carried; it was so ordered.

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

RESOLUTION

The State of Texas
County of Colorado

WHEREAS, the federal off-system bridge program is administered by the Texas Department of Transportation (the State) to replace or rehabilitate structurally deficient and functionally obsolete (collectively referred to as deficient) bridges located on public roads and streets off the designated state highway system; and

WHEREAS, Colorado County, hereinafter referred to as the Local Government owns bridges located at Warschak-Schuette Rd over Draw, National Bridge Inventory (NBI) Structure Number 13-045-0-AA01-24-001, State Control-Section-Job (CSJ) Number 0913-26-071; and

WHEREAS, a project to remedy the bridge is included in the currently approved program of projects as authorized by Texas Transportation Commission Minute Order Number 116292, Dated 08/30/2022; and

WHEREAS, federally-eligible items of work for this project are approved for 100% federal and state funding through the Infrastructure Investment and Jobs Act (IIJA) as well as the Highway Bridge Replacement and Rehabilitation Program (HBRRP).

WHEREAS, the typical estimated local match fund participation requirement for federally-eligible items of work is waived in full for CSJ 0913-26-071.

WHEREAS, any non-eligible items of work will be paid by the Local Government; and

THEREFORE, BE IT RESOLVED that the Local Government approves the execution of an Advance Funding Agreement with the State. The County Judge is authorized to execute the agreement on behalf of the Local Government.

Approved this the 27th day of March, 2023.

Approved: _____

Name: Ty Prause
Title: County Judge

Date: 3-27-23

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- _11. Road Use Agreement between Colorado County and Everest Resource Company for Beal Road and Marsalia Road, Precinct No. 4. (Gertson)

Motion by Commissioner Gertson to approve a Road Use Agreement between Colorado County and Everest Resource Company for Beal Road and Marsalia Road, Precinct No.4; seconded by Commissioner Wessels; 5 ayes 0 nays; motion carried; it was so ordered.

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

**ROAD USE AGREEMENT BETWEEN
COLORADO COUNTY AND Everest Resource Company**

On this the 27 day of March, 2023, Colorado County, herein known as "County", address 400 Spring Street, Rm. 107, Columbus, Texas 78934 and Everest Resource Company (Everest) herein known as "Everest", address P.O. Box 1339, Corpus Christi, TX. 78403-1339, for mutual consideration agrees as follows:

1. County roads have a weight limit of 58,420 pounds and repeated use of said roads exceeding the weight limit will damage said roads.
2. The State of Texas, through the Highway Commission, can issue overweight permits to allow overweight traffic on county roads.
3. Despite having an overweight permit, Everest, acknowledges, pursuant to Transportation Code §251.160, that it has a responsibility to repair damage caused to county roads by overweight loads. Specifically, Everest, agrees to repair damage to the following roads:
 - 1 mi. SE on CR210A (Beal Rd.), then 0.4 mi. NE on Marsalia Rd., in Commissioner Precinct No. 4. (see proposed route on attached GE image.)
4. The County and Everest agree to meet before such overweight traffic begins on county roads to document the condition of the county roads.
5. After the overweight traffic stops, Everest, agrees to repair the county roads to the condition the roads were in before such overweight traffic began.
6. Everest, further agrees to make the necessary arrangements for such repairs to county roads within 60 days from the drilling operations being completed.

Authorized Representative for:

Everest Resource Company

James T. Clark 3/24/2023
Signature Date

James T. Clark, President

Printed Name

Authorized Representative for Colorado County:

Ty Prause, County Judge

Darrell Gertson 3/27/2023
Signature Date

Darrell Gertson

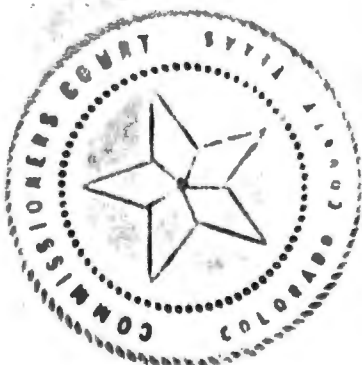
Colorado County Commissioner, Prct. No. 4

Darrell Gertson 3-28-2023
Signature of Commissioner Date

ATTEST:

Kimberly Menke
Kimberly Menke, County Clerk




By: _____ Deputy

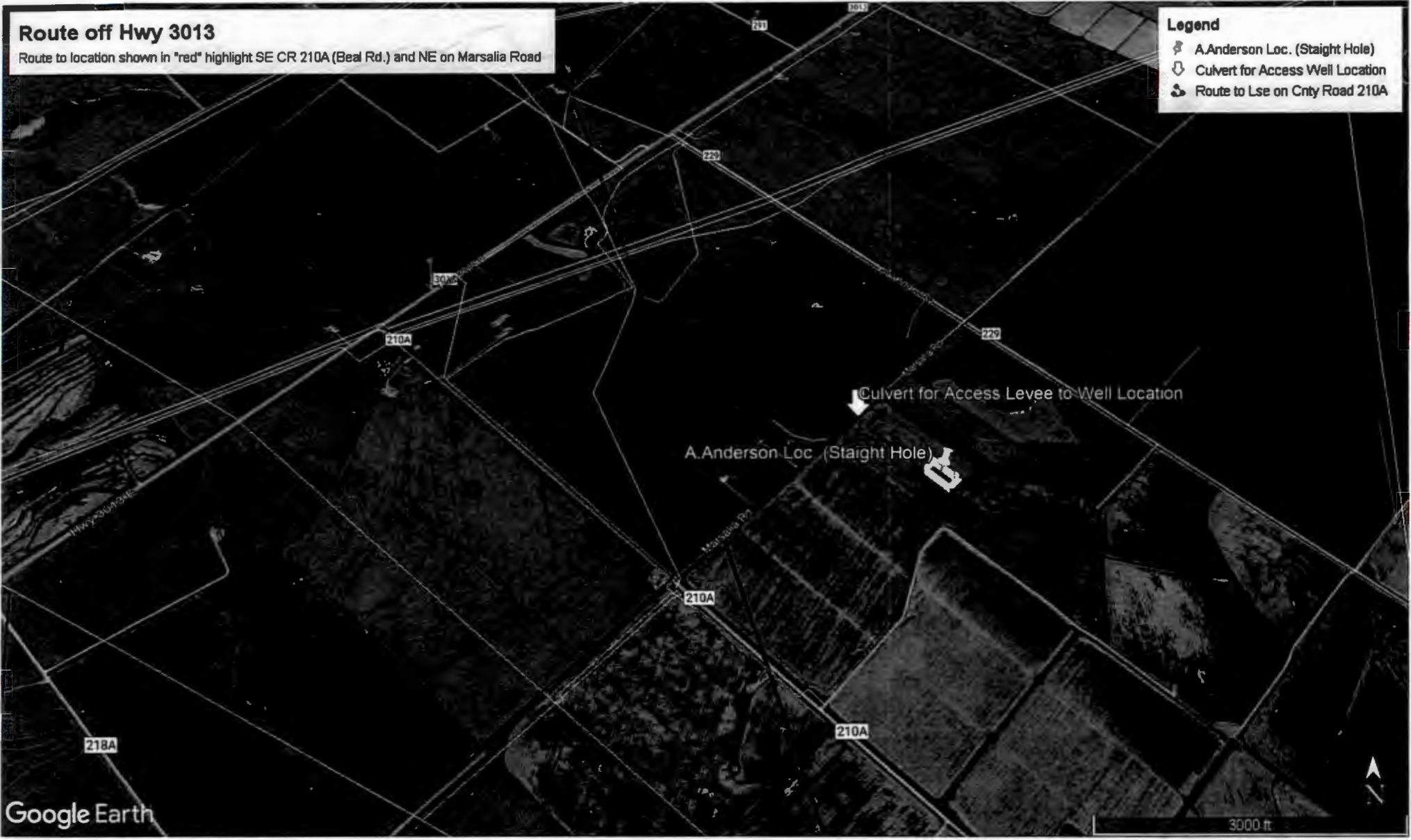


Route off Hwy 3013

Route to location shown in "red" highlight SE CR 210A (Beal Rd.) and NE on Marsalia Road

Legend

-  A.Anderson Loc. (Staight Hole)
-  Culvert for Access Well Location
-  Route to Lse on Cnty Road 210A



MINUTES OF THE COLORADO COUNTY

COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

EVEREST RESOURCE COMPANY

Post Office Box 1339 • Corpus Christi, Texas 78403
Phone (361) 883-2831 Ext. 2110 • Facsimile (361) 883-9628

James T. Clark
jclark@everestcos.com

March 21, 2023

VIA USPS PRIORITY MAIL:
9405503699300505757705

Colorado County Courthouse
400 Spring Street, Room 107
P.O. Box 236
Columbus, Texas 78934

Attn: Sharon Marsalia

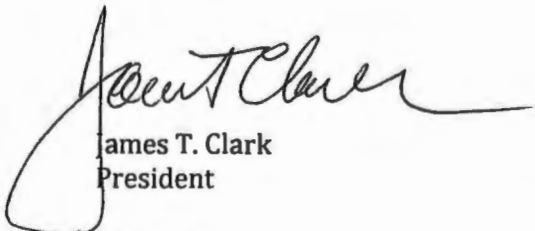
Re: Check in lieu of bond
Colorado County, TX.

Dear Mrs. Marsalia,

Everest Resource Company (Everest) has been in conversation with Mr. Darrell Gertson (Pct.#4) and he and a fellow commissioner agreed to accept the attached check in lieu of going through the process posting a permit bond. Given the timing on the upcoming court date and the rig move, they agreed to accept and hold this check pending the upcoming work.

Please contact me at the number or email listed above if you have any questions. Everest appreciates the county's help in this matter.

Yours truly,



James T. Clark
President

Enclosure:

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- _12. Request for Budget Amendment for OEM for unexpected costs to upgrade the Glidden Tower connectivity from the current T-1 line to a Fiber Optic Connection utilized for the Harris County Radio System. (Rogers)**

Chuck Rogers said he received an email from Harris County stating that the Glidden Tower would need to be upgraded to Fiber Optic by October 2023. He presented the court with two quotes, one from AT&T and one from Harris County. Judge Prause discussed a third option, the LCRA communications system. Due to costs Mr. Rogers could not recommend that system at this time.

Motion by Commissioner Wessels to approve a request for Budget Amendment for OEM for unexpected costs to upgrade the Glidden Tower connectivity from the current T-1 line to a Fiber Optic Connection utilized for the Harris County Radio System; seconded by Commissioner Neuendorff; 5 ayes 0 nays; motion carried; it was so ordered.

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



**COLORADO COUNTY
OFFICE OF EMERGENCY MANAGEMENT**
Honorable Judge Ty Prause – Emergency Management Director

3/16/2023

Judge Prause and Commissioner's Court

Subject: Changing from a T-1 line to Fiber Optic Line at the Glidden Tower

BACKGROUND

Radio Communications for Colorado County is based on the 7/800 MHz that is operated by the Harris County Radio System (HCRS). Being part of this system allows seamless interoperability with all of our neighboring counties to the East and South. Also, allows communications with our EMS/Fire and LE personnel should they travel or respond to the east into the Houston metro area for patient transfers, mental health/confinement transports. This works to enhance safety and resource management of our county assets.

To be part of the regional system, transmitters and other tower related equipment would be bought by the host county, a tower either built or lease space on an existing commercial tower along with monthly airtime charges per radio that would be billed to the county by HCRA. Colorado County secured grant funding in 2006 for building the existing Glidden Tower. This is a regional tower as there was no 7/800 MHz regional system coverage in Colorado County. In order to meet the state and the DHS Interoperable Communications Plans, Colorado County partnered with HCRS to bring the tower online and to allow Colorado County to operate on the HCRS. The agreement that was worked out was that in return for tower space, HCRS installed the transmitters and ethernet equipment at the tower site and there would not be any air time charges for radios operating under Colorado County. Colorado County would provide all tower mounted equipment, shelter, connectivity (T-1 line) from the tower to Tomball, Texas and annual maintenance and alignment costs. All utilities have been covered by Texas DPS. (tower, shelter and generator was later transferred to TXDPS as grant purchased assets.) All maintenance (tower, shelter, generator) is handled by TXDPS.

CURRENTLY

Colorado County has received an email from HCRS that beginning 10/1/2023, Motorola (transmitters) will no longer support maintenance and operations of transmitters and network equipment that utilize T-1 (hard copper) lines for the transmission of voice and data. It had been discussed in previous years that Motorola would be looking to make this move, but until now, a date had not been issued.

Charles L. Rogers, Emergency Management Coordinator
305 Radio Lane Room 103, Columbus Texas 78934
Office: 979-733-0184 Cell: 979-484-6047 Fax: 979-732-9635
cctxoem@co.colorado.tx.us

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



**COLORADO COUNTY
OFFICE OF EMERGENCY MANAGEMENT**
Honorable Judge Ty Prause – Emergency Management Director

PROBLEM

For Colorado County to continue on the HCRS, transition from T-1 to fiber optic line connectivity is required. These associated costs are not part of the current budget.

RESOLUTION

AT&T provides fiber optic service to the tower and to Tomball, Texas. Attached are the quotes that I received from AT&T and from HCRS for installation and monthly fees for fiber optic service.

The AT&T quote is outside the DIR Contract quote. I was informed by AT&T representatives that if this service was ordered through DIR, that there would be a 12% increase to the one-time charge (construction/installation) to the \$ 21,502.27. The new monthly charges would be \$ 1,047.80.

HCRS has quoted a turn key quote securing rates and allowing a 5 year amortization of the costs associated with the conversion to fiber optic. The quote includes the monthly charges and locks it in for 5 years.

Comparing the 2 quotes equally using the 5-year period as submitted by HCRS, I have the following:

AT&T Total: \$84,370.27 (\$21,502.27 up front and then \$1,047.80 a month/\$12,573.60 annually)
HCRS Total: \$46,708.80 (\$2,400.00 up front and then \$738.48 a month/\$8,861.76 annually)

REQUEST

Please consider a budget amendment for Emergency Management, Line Item 0420 Communications Expense of approx. \$50,000.00 to cover the above-described expenses and any unforeseen expenses not communicated at this time.



Agency Name	County of Colorado		
Date	02/01/23	Pricing by	David Fouts

Quote Valid For:
30 Days

End User Location(s) 15503 Brown Rd,Tomball,TX,77375,US 1011 Rabbit Ln,Columbus,TX,78934,US	Point of Contact: Charles Rogers Email: charles.rogers@co.colorado.tx.us Phone: 979-733-0184
---	--

Itemized Service Charges		AT&T Switched Ethernet Network on Demand		
Itemized Service Charges	QTY	Rate	Total Monthly Rate*	Extended Price*
10 mbps ASENoD 15503 Brown Rd,Tomball,TX,77375,US	1	\$523.90	\$523.90	\$523.90
10 mbps ASENoD 1011 Rabbit Ln,Columbus,TX,78934,US	1	\$523.90	\$523.90	\$523.90
Total			\$1,047.80	\$1,047.80
One Time Charges		Total NRC		
Non Recurring Charge	1	\$ 21,502.27	N/A	N/A
*Price does not include applicable taxes or surcharges, 36 Month Agreement				

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

Harris County Radio Services

Colorado County

Prepared for:
 Chuck Rogers
 Colorado County OEM

Quote



DATE 18-Jan-23
 Prepared by:
 Harvey Zuniga
 Harris County Universal Services
 Office : 713-274-7798
harvey.zuniga@us.hctx.net

Convert Colorado County from T1 to AT&T Switched Ethernet Services- 5 Year Amortization		
Requested connections for following locations:	Monthly Total	Annual Total
Location 1:		
1011 Rabbit Road, Colorado County TEXAS 78934		
Rate Elements		
1 GIG ASE basic port connection		
10MBPS CIR - ASE Interactive		
ASE Interactive		
	\$ 738.48	\$ 8,861.76
Location 2:		
15503 Brown Road, Tomball TEXAS 77377		
Rate Elements		
1 GIG ASE basic port connection		
10MBPS CIR - ASE Interactive		
ASE Interactive		
AT&T Ethernet 5 Year Amortization TOTAL		
	\$	44,308.80
Harris County Engineering Oversight & Implementation- One Time Charge		
	\$	2,400.00

Note: Based upon our initial inspection, above is the approved quote for requested services. If prices change or additional parts and/ or labor are required, we will inform you prior to proceeding with the work.

Thank you for your business!

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 March 27, 2023**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- _13. Report from the review committee of the Requests for Proposals received for Administration Professional Services for the American Rescue Plan Act (ARP Act). (Lowrance)

Michelle Lowrance, Colorado County Auditor stated that the review committee consisted of herself, Joyce Guthmann and Sharon Marsalia. Requests for Proposals were received from Langford Community Management Services, GrantWorks, and Booth Management Consulting. Each committee member ranked the three companies and compiled a summary of the rankings. Booth Management Consulting did not quote a number no to exceed whereas Langford Community Management Services and GrantWorks did. The committee recommends Langford Community Management Services base on their responsiveness of recent projects versus GrantWorks who hasn't been as responsive on past projects. The proposal for Langford Community Management Services was \$2,000.00 more than GrantWorks.

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

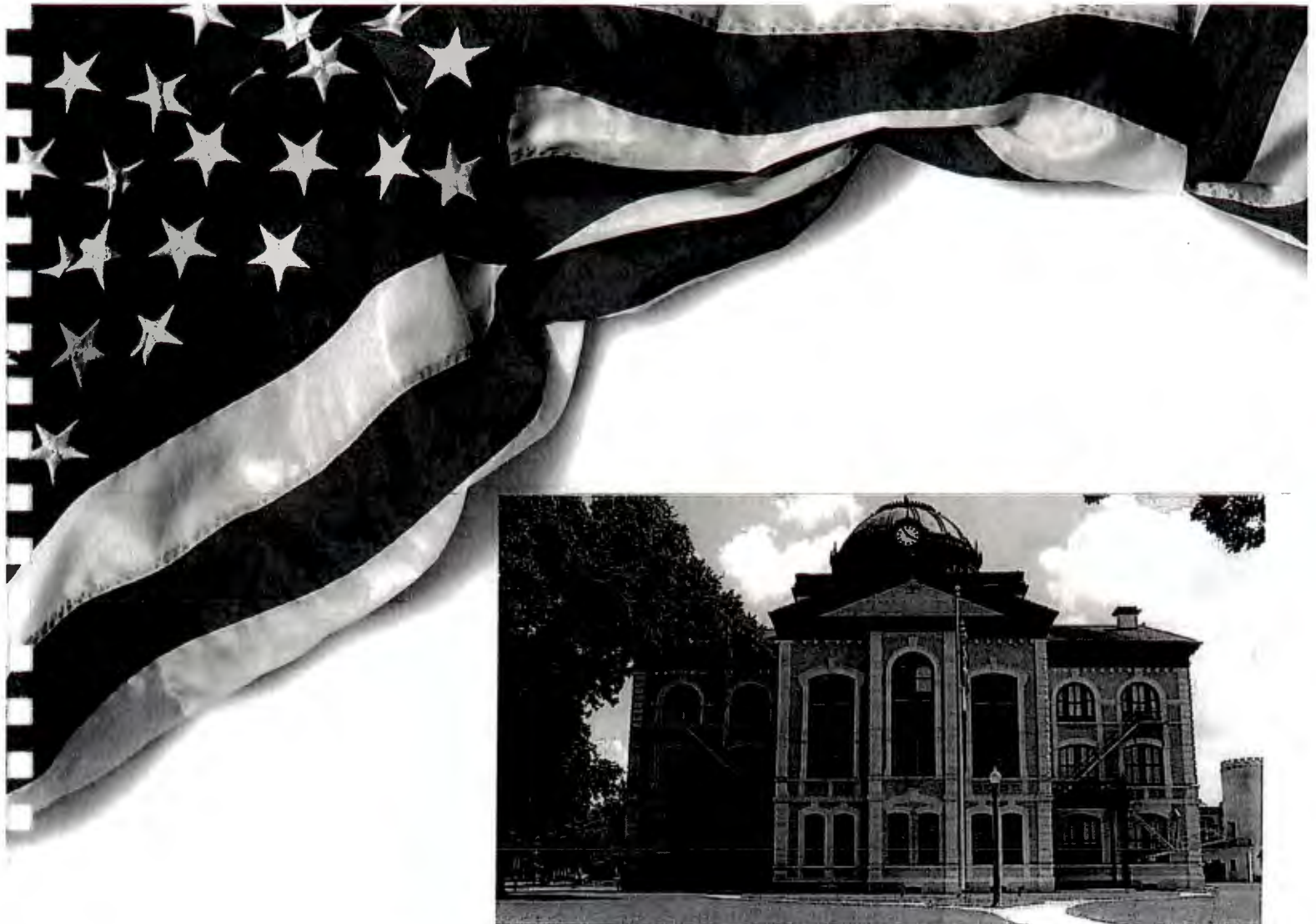
March 27, 2023

**Colorado County
Summary of Selection Committee Review
ARP Administrative Services**

	Langford	Grantworks	BMC
Reviewer 1	98.5	98	62
Reviewer 2	96.75	96	71
Reviewer 3	97.75	95	62
Average	97.67	96.33	65.00

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



PROFESSIONAL ADMINISTRATION SERVICES PROPOSAL

THE AMERICAN RESCUE PLAN ACT OF 2021

 COPY



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County, Texas
Michelle Lowrance
Colorado County Auditor
318 Spring Street, Suite 104
Columbus, Texas 78934

March 6, 2023

RE: Request for Proposal (RFP) for Administration/Professional Services

Ms. Lowrance,

Langford Community Management Services (LCMS) is a Texas born and raised HUB and Woman owned grant administrative firm dedicated to grant management and project management of infrastructure, housing, community development, disaster recovery, economic development, and planning programs. We have the resources and technical expertise to successfully provide Colorado County with the professional administration services needed to satisfy the requirements under the American Rescue Plan Act (ARP) 2021 Coronavirus Local Fiscal Recovery Fund activities and projects. LCMS will provide the grants administration and project management services needed to assist the City with managing the ARP programs. Our proposal includes:

- ▶ Section 1: Administration Services.
- ▶ Section 2: Experience and Work Performance.
- ▶ Section 3: Capacity to Perform.
- ▶ Section 4: Proposed Cost of Services.
- ▶ Section 5: References/Requirements.

We are dedicated, providing the best service, and meeting the highest standards in all that we do. Our long-standing client relationships, dedication to staff training and certification, and involvement at every step of your program's process reflect our performance quality. Our references provide the best evidence of our long demonstrated history of complex grant management and compliance expertise. Our firm is financially stable, adequately capitalized, and can perform the services required by this Request for Proposal (RFP). With a staff of twenty (and growing) service minded individuals, LCMS will provide the best down home customer service alongside myself, who will meet with you throughout the process to ensure you are satisfied and receiving the service you deserve. We hope to continue working with County on this and additional funding sources.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Judy Langford", is written over the typed name.

Judy Langford,
President, Owner

Langford Community Management Services
9017 West State Highway 29, Suite 206
Liberty Hill, Texas 78642

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023

THE AMERICAN RESCUE PLAN ACT OF 2021

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

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

THE AMERICAN RESCUE PLAN ACT OF 2021

TABLE OF CONTENTS

SECTION 4: PROPOSED COST OF SERVICES

PROPOSED COST OF SERVICES

4.1 Cost of Services - ARP Act Program

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*

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023



**SECTION 1:
ADMINISTRATION SERVICES**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



1.1 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. LCMS proposes a single, integrated grants management approach for the County to pursue its ARP Act efforts. Given the County's award of these federal resources, current efforts, and unique challenges, the LCMS team will maximize the County's funding while minimizing compliance issues.

1.2 STATEMENT OF QUALIFICATIONS

LCMS brings full-spectrum grant writing and management service with over 39 years of Texas-based grant administration as a firm, and 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 over a half a billion dollars in grants and loans from state and federal agencies, including the American Rescue Plan (ARP), 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).

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



1.3 APPROACH TO PROVIDING SERVICES

LCMS understands the need for the selected consulting firm to administer and manage the County's grant program entirely. This is the stance our firm takes on all contracts. LCMS will organize the program in such a way that the County 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 has become experienced with these reviews and the associated processes anticipated by the American Rescue Plan program. While LCMS is also very experienced with Federal Labor Standard Regulations including the Davis-Bacon and Related Acts and we will assure compliance with these regulations. LCMS' effective communication and management strategies help us promptly submit requests to the County. We are initiative-taking in communicating with clients and funding agencies and being a proactive grant manager means that we like to think, plan, and act ahead in anticipation of meeting the County's needs and funding agencies' requirements. We will respond to the County and funding agency requests in a timely manner to ensure compliance and a successful partnership.

1.4 EXPERIENCED IN DISASTER RECOVERY

LCMS has written, managed and completed City and County grants since 1983, and we have assisted numerous communities complete grant applications, secure approved funding, administer timely project service, monitor, and successfully close projects in full compliance with state and federal requirements. Our broad knowledge of federal and state program requirements ensures that the technical assistance we provide is well-researched and accurate, resulting in few monitoring findings and concerns. Our overall approach identifies and addresses problems long before the state funding agency audits the project. 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. We work with stakeholders at each step of the project to meet the scheduled milestones and that our procedures meet all federal and state requirements. By working closely with local governments, engineers, and other parties, we ensure that projects conform to project performance statements and schedules and have 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.



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



1.5 UNDERSTANDING OF SCOPE OF SERVICES

LCMS has a thorough understanding of the anticipated projects, the scope of services, and the tasks necessary to complete the County's requested services in compliance with state and federal requirements. The ARP Plan allocates a total of \$130.2 billion to be used by cities and counties for the four activities described below. Each activity type will require differing scopes and work levels to be performed to meet the County's needs.

1. Respond to or mitigate the COVID-19 public health emergency or its negative economic impacts, including assistance to households, small businesses, nonprofits, or aid to impacted local industries such as tourism, travel, and hospitality.

Example Activities:

- Grants to homeowners to pay medical expenses, housing costs, transportation costs, etc.
- Assistance to small businesses for staffing, operational expenses, etc.
- Aid to nonprofits to assist them in responding to the COVID-19 crisis.
- Assistance to local impacted industries to increase public health security, conduct marketing, increase accessibility, etc.

Anticipated Scope of Work and Tasks:

- Set up program management parameters, such as compliance thresholds, project schedules,
- milestones, reporting needs, financial oversight, auditing, etc.
- Identify, document, and prioritize negative economic impacts on local services.
- Identify and coordinate with local stakeholders.
- Determine feasibility of potential projects.
- Select project delivery mechanism(s) (i.e., County staff, consultant, non-profit, local economic development organization, etc.)
- Determine recipients of funds (i.e., impacted households, businesses, nonprofits, industries, etc.) and amounts of assistance to be provided.
- Develop detailed project policies and guidelines.
- Establish document management controls.
- Assist in performing any necessary procurement.
- Secure environmental clearances, as necessary
- Develop operational and data management protocols.
- Develop staffing plan.
- Perform project outreach and marketing.
- Perform intake/ eligibility of participants.
- Implement project(s) and provide services.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



- Complete reporting and compliance requirements
 - Perform project close-out and retain files.
2. Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the County who are performing essential work or providing grants to eligible employers who have eligible workers who perform essential work.

Example Activities:

- Provide premium pay for medical care workers, security workers, or others providing essential services.
- Provide grants to businesses that supply workers at COVID-19 vaccination sites.

Anticipated Scope of Work and Tasks:

- Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.
 - Identify, document, quantify and prioritize costs for essential workers/ services.
 - Identify and coordinate with local stakeholders.
 - Determine feasibility of potential projects.
 - Select project delivery mechanism(s) (i.e., County staff, consultant, contractor.)
 - Establish document management controls.
 - Assisting in performing any necessary procurement
 - Secure environmental clearances, as necessary
 - Develop operational and data management protocols.
 - Implement project(s) and recommend disbursement of funds.
 - Complete reporting and compliance requirements
 - Perform project close-out and retain files.
3. Provide government services to the extent of the reduction of revenue (i.e., property or income tax) due to the COVID -19 public health emergency.

Example Activities:

- Provide debris removal services not performed due to decreased revenue.
- Re-open services (such as libraries, re-cycling) that were canceled or reduced.
- Maintenance or new infrastructure (including roads)
- Modernization of cybersecurity (hardware, software, protection of critical infrastructure)
- Health services

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



- Environmental remediation
- School or educational services
- Provision of police, fire, and other public safety services

Anticipated Scope of Work and Tasks:

- Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.
- Identify, document, quantify and prioritize negative economic impacts on local services.
- Identify and coordinate with local stakeholders.
- Determine feasibility of potential projects.
- Select project delivery mechanism(s) (i.e., County staff, consultant, contractor.)
- Establish document management controls.
- Perform any necessary procurement.
- Secure environmental clearances, as necessary
- Develop operational and data management protocols.
- Develop staffing plan.
- Implement project(s) and provide services.
- Complete reporting and compliance requirements
- Perform project close-out and retain files.

4. Make investments in water, sewer, and broadband infrastructure.

Example Activities:

- Replace deteriorating water mains.
- Perform pipe burst activity to replace and enlarge sewer lines.
- Upgrade storm sewer facilities with necessary road repair, if eligible
- Replace lead fixtures, joints, or pipes in the distribution system.
- Water meter replacement
- Add broadband or upgrade existing broadband.
- Prioritize fiber-optic infrastructure.

Anticipated Scope of Work and Tasks:

- Set up program management parameters, such as compliance thresholds, project schedules,
- milestones, reporting needs, financial oversight, auditing, etc.
- Identify and coordinate with local stakeholders and attending meetings.
- Proactively identify opportunities to maximize public assistance projects.
- Assist in RFQ preparation and submission review to procure Engineer.
- Work with the project engineer to review potential projects.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



- Review projects for potential real property acquisition needs
- Determine feasibility of potential projects.
- Recommend Commissioners' Court Approvals and Authorizations
- Establish document management controls.
- Assist with necessary procurement of Contractors.
- Secure environmental clearances, as necessary
- Develop operational and data management protocols.
- Manage implementation of the project(s)
- Perform Davis-Bacon Labor Compliance tasks
- Complete reporting and compliance requirements

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



1.6 EXPERIENCED STAFF AND PRIOR WORK PERFORMANCE

LCMS ranks our employees as our #1 asset. Our work with more than 125 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. Our broad knowledge of federal and state program requirements ensures that the technical assistance we provide is well-researched and accurate, resulting in few monitoring findings and concerns. Our overall approach identifies and addresses problems long before the state funding agency audits the project. We are dedicated, providing the best service, and meeting the highest standards in all that we do. Our long-standing client relationships, dedication to staff training and certification, and involvement at every step of your program's process reflect our performance quality. Our references provide the best evidence of our long-demonstrated history of complex grant management and compliance expertise. Our firm is financially stable, adequately capitalized, and can perform the services required by this Request for Proposal (RFP). With a staff of twenty (and growing) service minded individuals, LCMS will provide the best down home customer service alongside Judy Langford, the owner, who will meet with you throughout the process to ensure you are satisfied and receiving the service you deserve.



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



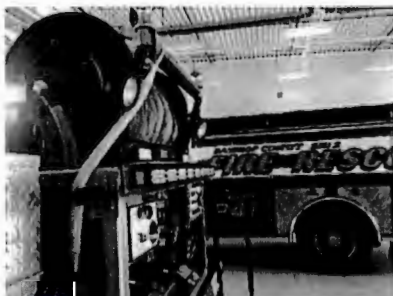
1.7 INFRASTRUCTURE EXAMPLES

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.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



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.



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

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

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

**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

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

**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

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

**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

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

**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

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

**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	Uhland	\$ 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			

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



SECTION 2: EXPERIENCE & WORK PERFORMANCE



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



2.1 WORK PERFORMANCE

LCMS brings full-spectrum grant writing and management service and has excelled in the



grant administration and project management of state and federal grants. LCMS will work together with the County through every step of the grant process, ensuring that the County's priorities and goals are considered and successfully achieved. Years of grant 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,
- Respond to clients in a timely manner,
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion,
- 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.



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



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.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



2.2 Functions & Key Tasks

LCMS provides a proven, experienced team to perform the administrative duties as set forth in the the 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 ✓ Acquisition Activities 	<ul style="list-style-type: none"> ✓ Report suspected fraud to the Comptroller, submit timely responses to the County and/or Comptroller 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
Acquisition Tasks	
<ul style="list-style-type: none"> ✓ 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 site visit and field observation report ✓ Provide documentation of clearance ✓ Prepare and submit monthly status reports and participate in regularly scheduled meetings

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



**SECTION 3:
CAPACITY TO PERFORM**



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



LCMS has an extensive history of managing state and federal grant programs and assisting jurisdictions in securing and administering grants. This includes providing specific documentation to receive the funds-if needed, we will assist in preparing and submitting those documents.

Our approach always begins with meeting and collaborating to assist with project design and scope based on precise goals and objectives. At the start of each project, our team will meet with clients, engineers, and stakeholders to discuss potential alternative project activities. We work with stakeholders at each step of the project to meet the scheduled milestones and create procedures that meet all federal and state requirements. Our team manages multiple types of grants from different state and federal sources, and we pride ourselves in maximizing the potential uses of each funding source. We will review your proposed list of projects and develop guidance on best distributing funds across various project types.

LCMS has created an ARP project management team that includes experts in procurement and bidding, contractor coordination, financial management, and other federal grant management requirements. Our team of professionals will guide and assist with financial management, recordkeeping, scope changes, reporting, environmental clearance, acquisition, contract close-out, and other aspects of program implementation.

LCMS utilizes Smartsheet that is a Cloud based system of record that will assist us to properly document all work conducted on the ARP program, including financial management, recordkeeping, scope changes, reporting, environmental clearance, acquisition, and contract close-out. This allows us to document all work conducted from project management in an effective and timely manner.

Our team can quickly and effectively begin to implement the services described in this RFP. We have strong connections in Texas and are confident that we have the capacity needed to execute these services quickly. We will identify the specific staffing needs of each project. As determined by the project's needs, we will designate fully trained support staff to assist the assigned team member with expert/specialty services such as procurement, construction management, planning, environmental, labor standards, and GIS/mapping support.

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



Judy Langford, B.S. – President/Consultant – Worked with the CDBG program for over 31 years. Has worked with FEMA and NRCS projects for over 25 years. Project development and management including planning and implementing grant programs from their application to approval and utilization. As LCMS's owner, she is responsible for the growth, stability, direction and daily operation of the business.



Jill Phinney, B.S. – Disaster Recovery Program Manager - Grant and financial management professional with over 30 years of grant writing and management experience with local, state and federal funding sources including CDBG-DR, EMPG, UASI, SHSP, FEMA, HUD, and NHTSA. With that tenure, she has gained extensive knowledge and experience in managing multiple disaster recovery grant programs that involve mitigation, preparedness, response and recovery efforts, in both state and local capacities. She ensures the communities we work with comply with all applicable State and Federal rules and regulations from application through administration, including 2 CFR 200 which identifies the regulatory guidance governing procurement activities for subrecipients.



Kay Lynn Wolfe, B.A. - Finance Director - Assist owner with business structure, organization, and business plan. Responsible for optimization of financial performance including reporting, liquidity, budgeting, payroll and processing transactions.



Melisa Durham – Environmental Specialist - Has been with Langford since August 2013. Mel prepares 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.



Kelley Myers - Labor Standards Officer - Administration and enforcement of the Federal labor standards provisions on contracts covered by Davis-Bacon requirements. Tasks include providing labor standards preconstruction advice and support to the Grant Recipient and other project principals. Monitoring labor standards compliance by conducting interviews with construction workers, reviewing weekly payroll reports; and ensuring that the applicable Davis-Bacon wage decision and the Department of Labor's posters are posted at the job site. Investigate probable violations and complaints for underpayment of wages and oversee any enforcement actions that may be required.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Erin Thompson, B.A. – Senior Project Coordinator GLO Disaster Program-Detailed involvement with 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.



Suellen Jordan, B.S. – Senior Project Coordinator HMA Recovery Programs – Works with TDEM everyday on behalf of clients applying/managing HMGP 404 and with TWDB for FMA projects.



Jessica Bickford – Project Coordinator GLO Disaster Program - Has been with Langford Community Management Services for over 7 years. She has experience with CDBG projects, Labor Standards and Environmental Reviews. She has worked in the HOME Program through Texas Department of Housing and Community Affairs which brought her to managing the Housing Grants through the GLO CDBG-DR projects.



Justin Meyer, B.A. – Project Coordinator GLO Disaster Program - Recently joined LCMS Team from a local government background including City of Kenedy council member and Assistant to the Karnes County Judge. He brings with him grant administration experience in GLO Disaster Recovery, Downtown Revitalization, FAST Grant, Community Development Fund; Texas Water Development Board, Texas Department of Housing & Community Affairs, Texas Department of Emergency Management, Texas Department of Transportation – County Transportation Infrastructure Fund.



Anna Martin, M.B.A. & M.S. - Project Coordinator HMGP - Works with TDEM everyday on behalf of clients applying/managing HMGP 404 and with TWDB for FMA projects.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: jill@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills



**JILL
PHINNEY**

**Disaster Recovery / ARPA
Program Manager**

CDBG-DR / ARP Areas of Expertise

Monitoring & Compliance

**Creation and Maintaining
Systems of Record**

**Understanding of Action
Plan Amendments**

**Review of future staffing,
contracts, scoping, and
feasibility**

Financial Management

**DISASTER RECOVERY/ARP PROGRAM MANAGER, LANGFORD COMMUNITY MANAGEMENT SERVICES
JUNE 2019 - PRESENT**

Provides critical leadership and managerial expertise in delivering multiple operation and programs. Her expertise centers on ARPA, CDBG-DR, CDBG-MIT, FEMA, HUD, NHTSA, and other state and federal programs. Manages the ARPA team and provides guidance and support required for successful project implementation. Experienced in disaster recovery, federal procurement, and grant management with the ability to work on current large-scale disaster recovery efforts. Provides internal quality oversight and day-to-day operations management.

**GRANT MANAGER, STATE OF TEXAS GENERAL LAND OFFICE (GLO), COMMUNITY DEVELOPMENT AND
REVITALIZATION INFRASTRUCTURE | JANUARY 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.

Educational & Experience

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

Completed the National Development
Council ED101 and ED201, 2006

FEMA Fundamentals of Grant
Management, 2011

Minnesota Certified Emergency Manager



Core Task 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 up-front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- 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
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: judy@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com



**JUDY
LANGFORD**

President & Owner

CDBG-MIT Areas of Expertise

Monitoring & Compliance

**Creation and Maintaining
Systems of Record**

**Understanding of Action
Plan Amendments**

**Review of future staffing,
contracts, scoping, and
feasibility**

Financial Management

Educational & Experience

**Bachelor of Science,
The University of Texas**

39 Years of Experience



Professional Skills

I have owned LCMS since 1983 and my firm brings full-spectrum grant writing and management services with over 39 years of Texas based grant administration as a firm, and more than a decade of combined experience from her team of grant specialists. We write, review, and administer competitive grants on behalf of rural cities and counties throughout the State of Texas, and have assisted numerous communities complete grant applications, secure approved funding, administer timely project service, monitor, and successfully close projects in full compliance with State and Federal requirements, which results in few monitoring and concerns. My experience and responsibilities include, but are not limited to; oversight of financial management, monitoring of construction and engineering activities, environmental clearance of projects to include the submission and maintenance of the environmental review record for projects as needed, conducting public hearings for grant programs at city council and commissioner's court meetings as needed and ensuring the communities we represent comply with applicable State and Federal rules and regulations from application through administration, attendance of trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program, and maintaining and building solid working relationships with pertinent governmental agencies that manage the grant programs of our clients. Our overall approach identifies and addresses problems long before the funding agency audits the project. We specialize in disaster recovery grants that meet the needs of recovering community, and by working closely with local governments, engineers, and other parties, we ensure that projects conform to project performance statements and schedules and have 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. Our firm 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.

Core Task 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 up-front what information is required by the state agency,
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Respond to clients in a timely manner,
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion,
- 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.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: Kay@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com



**KAY LYNN
WOLFE**

Finance Director

Professional Skills

**Langford Community Management Services, Austin, Texas
Finance Director, 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.

Finance Areas of Expertise

- Monitoring & Compliance
- Creation and Maintaining Systems of Record
- Financial Management

Educational & Experience

- Bachelor of Business Administration – Accounting
Texas Tech University
- Certified Public Accountant

Core Task Include

- Assist with strategic Management of business operations
- Execute and manage the financial strategy
- Prepare financial documents such as business reports, financial statements and budgets
- Assist with organization development and policies
- Responsible for payroll and employee benefits
- Responsible for financial transactions and functions



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: briana@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com



**BRIANA
GIBBS**

Project Coordinator

ARP / DR Areas of Expertise

Monitoring & Compliance

**Creation and Maintaining
Systems of Record**

Financial Management

Professional Skills

**Disaster Recovery Project Coordinator, Langford Community Management Services
February 2021 - Present**

- Duties include: Ensuring program compliance within the American Rescue Plan funding
- 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
- Facilitating outreach efforts, application intake, and eligibility review for community residents regarding ARP funding

**Case Manager, Absolute Legal Solutions
February 2016 - January 2021**

- Facilitated retrieval of records for attorneys by drafting, sending and following up on requests
- Fostered and maintained a good relationship with clients
- Communicated with different provider offices across US to ensure requests were processing and completed in a timely manner
- Trained several new employees on various portions of the record retrieval processes
- Assisted in processing vendor invoices for payment
- Learned most aspects of the process and was able to cover each position when needed.

**Bank Teller, Prosperity Bank
March 2014 - January 2016**

- Quickly and accurately processed customer transactions
- Maintained a balanced cash drawer
- Responded to customer inquiries and requests
- Greeted customers by name and maintained a working relationship
- Followed bank policies and procedures

Educational & Experience

**Bachelor of Business Administration
- Accounting
University of Houston, Victoria**

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 up-front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- 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
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: erin@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills



**ERIN
THOMPSON**

**Disaster Recovery
Program Manager**

CDBG-DR Areas of Expertise

- Monitoring & Compliance
- Creation and Maintaining Systems of Record
- Understanding of Action Plan Amendments
- Financial Management
- Federal Procurement

Educational & Experience

- Bachelor of Arts, Microbiology
University of California - Davis
- Notary Public- State of Texas
- TDA Implementation Workshop,
TxCDBG Grants Certification
- Fundamentals of Grant Management
FEMA, Emergency Management
Institute Certification
- Federal register Notice of Funds
Available (NOFA) Certification



**Program Manager, Langford Community Management Services
Austin, Texas | June 2019 - 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 Requirements; 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; Facilitating outreach efforts, application intake, and eligibility review for community residents regarding CDBG - DR funding. HMGP Program Management. Facilitate the HMGP team through application preparation project management and compliance requirements for FEMA/TDEM funded projects.

**Fundraising Coordinator, Hannah's House,
San Diego, California | 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 & decor, live music & DJ services) set up & break down of event. 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 applications.

Training:

- 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)

Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for GLO/HMGP funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Predict potential project delays while providing assistance to mitigate these potential issues early in the project
- Charting critical paths to timely project completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns,
- Preparing required State Agency reports
- Ensuring environmental compliance is met before, during and after project development and construction
- Assist in resolution of issues at the state and federal agencies level

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



Email: melisa@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

**Environmental Specialist, Langford Community Management Services
Austin, Texas | August 2013 to present**

Prepare Environmental Review Records (ERR) to ensure compliance with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws. ERRs are compiled for projects administered by Langford, i.e., Texas Department of Agriculture Office of Rural Affairs Community Development Block Grant, Texas General Land Office, Texas Water Development Board, Texas Department of Transportation, Texas Department of Housing and Community Affairs, Texas Parks and Wildlife Department, Federal Emergency Management Agency, and others. The ERR includes research and determination as to whether the human environment would be negatively impacted by the project activities and outcome; publishing of Public Notices; coordination with other agencies, i.e., Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, USDA Natural Resources Conservation Service, and tribes of interest in the project county as identified on the HUD Tribal Assessment Tool; coordination with project engineers, Langford Project Coordinator and Responsible Entity staff to ensure complete and correct information is included in the ERR.

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.

WORKSHOPS and TRAININGS

- HUD-sponsored Trainings
- Texas General Land Office-sponsored Trainings
- The Office of Rural Affairs Implementation Trainings
- The Office of Rural Affairs TxCDBG Administrator Certification Trainings
- Texas Municipal League Annual Conferences
- TDHCA Eligibility Training for Affordable Housing Programs
- TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects



MELISA
DURHAM

Environmental Specialist

ERR Areas of Expertise

Educational & Experience



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Email: Kelley@lcmisinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com



**KELLEY
BAUER**

Labor Standards Specialist

Professional Skills

**Labor Standards Specialist, Langford Community Management Services
Austin, Texas, | 2018 - Present**

- Provide proper Davis-Bacon wage decision rates for bid process and incorporation into construction contracts
- Apply Davis-Bacon requirements properly
- Review weekly payrolls for the duration of a project, and investigate/resolve potential violations
- Provide Labor Standards support to our clients
- Monitor Labor Standards compliance by conducting onsite interviews with construction workers, review payroll reports, and confirm that the Davis-Bacon wage decision and DOL's "Notice to All Employees" are posted at the job site
- Oversee any enforcement actions that may be required

Labor Areas of Expertise

**Production Floor Lead, Stealth Products
Burnet, Texas | 2009- 2018**

- Davis-Bacon Act
- Monitoring & Compliance
- Creation and Maintaining Systems of Record
- Accuracy
- Payroll Monitoring

- Inventory of hardware – In charge of inventory control and prioritizing hardware shortages for the machine shop to schedule production
- Quality Control – Ensure all outgoing hardware packages and wheelchair assemblies were completed according to the build of materials
- Oversee production orders according to specs
- Design assembly specs for hardware builds

Educational & Experience

Core Task Include

TDA - Certified to Administer TxCDBG contracts, 2021

TDA - Certified to Administer TxCDBG contracts, 2019

- Maintain regular contact with construction contractors
- Demonstrate a full understanding of the priorities, goals, and objectives of the Labor Standards department. Utilizing this understanding to make independent decisions and as part of the group decision making process, coordinating with project administrator to ensure Labor Standards compliance
- Respond to clients in a timely manner
- Demonstrate an ability to identify and minimize risks and liabilities associated with pertinent federal, state, and local labor standards compliance. Resolves issues and refers more complex issues to supervisory staff
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



**JESSICA
DAIDONE**

**Senior Management
Consultant**

CDBG-DR Areas of Expertise

- Monitoring & Compliance**
- Creation and Maintaining
Systems of Record**
- Financial Management**
- Federal Procurement**

Educational & Experience

**Austin Community College
Associates of General Studies
(Anticipated Completion 2022)**

9 Years of Experience



Email: jessica@lcmsinc.com Phone: (512) 452-0432 Website: www.LCMSinc.com

Professional Skills

**Management Consultant, Langford Community Management Services
Austin, Texas | December 2013 - Present**

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.

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.

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

Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for GLO/HMGP funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Predict potential project delays while providing assistance to mitigate these potential issues early in the project
- Charting critical paths to timely project completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns
- Preparing required State Agency reports
- Ensuring environmental compliance is met before, during and after project development and construction
- Assist in resolution of issues at the state and federal agencies level

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: justin@lcmsinc.com Phone: (512) 452-0432 Website: www.LCMSinc.com

Professional Skills

**Project Coordinator, Langford Community Management Services
Austin Texas | June 2021 - Present**

- Detailed involvement with central Texas Cities and Counties who suffer damage and loss from federally declared natural disasters
- Ensuring program compliance within all Community Development Block Grant – Disaster Recovery, Mitigation and Supplemental 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 request for payments and procuring supporting documentation
- Facilitates outreach efforts, application intake and eligibility review for community residents regarding GLO CDBG funding

**Administrative Assistant - Karnes County Judge's Office
Karnes City, Texas | 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
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

Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for GLO/HMGP funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Predict potential project delays while providing assistance to mitigate these potential issues early in the project
- Charting critical paths to timely project completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns
- Preparing required State Agency reports
- Ensuring environmental compliance is met before, during and after project development and construction
- Assist in resolution of issues at the state and federal agencies level



**JUSTIN
MEYER**

Project Coordinator

CDBG-DR Areas of Expertise

- Monitoring & Compliance
- Creation and Maintaining Systems of Record
- Financial Management
- Federal Procurement

Educational & Experience

Bachelor of Business Administration – Management
University of Houston – Victoria

Associate of Science – Mathematics
Victoria College



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



3.2 CAPACITY TO PERFORM

Our highly skilled staff can quickly and effectively begin to implement the services described in this RFP. With our strong connections in Texas communities, we are confident that we have the capacity needed to execute these services quickly. LCMS' quality and capacity enhance our performance and spread effective decision-making across our organization.

LCMS will administer through completion and monitoring, the projects developed and submitted to the Comptroller LCMS will follow all 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. Our team is here to help you succeed. Whether you are building a new treatment plant, adding broadband, or working to identify your revenue loss post COVID-19, we are here to help your project be a success. 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 Pre-construction 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. Our highly skilled staff can quickly and effectively begin to implement the services described in this RFP.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



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.

3.3 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.

3.4 ENVIRONMENTAL REVIEW/HUD CDBG-MIT COMPLIANCE

LCMS is a Grant Administrator (GA) and Environmental Services Provider (ESP) for the GLO'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 GLO since the agency took over management of the program.



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



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 1500 environmental reviews for grantees on the Hurricane Ike and Dolly disaster recovery program, GLO CDBG-DR, Texas Department of Agriculture TxCDBG Program and Wildfire's I & II recovery. All sites will be evaluated for federal environmental compliance with all applicable laws, regulations, and Executive Orders. Reviews will be conducted in accordance with all laws, regulations, and Executive Orders.

3.5 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.

3.6 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 the U.S. Treasury will be submitted through the agency's system of record. We will assist the County with the Architectural and Engineering processes through the chosen system of record for approval. Contractor reassignment of scope alignment will be completed as necessary.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



3.7 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 state and federally funded projects.

As Section 3 participation and Fair Housing Opportunities have become critical to grantors, 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 County's policies and assure compliance with U.S. Treasury's requirements as part of the identified scope of work.

3.8 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 state and federal guidelines for final grant closeout. LCMS will administer through to completion and monitoring, the projects developed and submitted to the U.S. Treasury..



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



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 County 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)

* 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.

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023



PART 4: PROPOSED COST OF SERVICES



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



4.1 Cost of Services - ARP Act Program

Fee Schedule -ARP Act Program

LCMS is happy to negotiate our proposed fee and scope of services with the County before final selection, as federal guidelines allow. LCMS will manage all aspects of the ARP Direct Allocation described in this proposal for a lump sum amount of \$156,000. The fee includes all project management and ancillary services necessary to complete the above-listed scope for any ARP-eligible activities. As part of the procurement process, the federal government requires administrators to disclose and certify the percentage of profit for professional administrative service costs over \$50,000. LCMS' expected profit is 5% of the above-referenced fee. Without knowing what projects the County would like to implement, LCMS made some assumptions about our level of effort.

COST OF SERVICES

The Responder should enter pricing which includes all costs, expense, and materials needed to perform the services in accordance with this RFP. Pricing for ARP funded projects other than Subtitle M Sec 603 projects will be determined with the awarded vendor once projects are identified.

LUMP SUM PRICE: \$156,000

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



SECTION 5: REFERENCES & REQUIREMENTS



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



		<u>Contact Phone #</u>	<u>Contract Amount</u>
Bandera	Suzanne Schauman, Mayor	(830) 796-3765	\$16,700
Cisco	Erwin Archer, City Manager	(254) 442-2111	\$60,500
Clear Lake Shores	Brent Spier, City Administrator	(281) 595-1585	Hourly
Eagle	Lina Ferguson, City Secretary	(979) 234-2640	\$64,000
Eastland (city)	JJ Oznick, City Manager	(254) 629-8321	\$61,000
El Paso County	Rex Fields, County Judge	(254) 629-1263	\$200,000
El Lago	Rachel Lewis, City Secretary	(281) 326-1951	\$28,000
Fairview (town of)	Adam Wilbourn, Asst. to Town Manager	(972) 886-4208	\$40,000
Granite Shoals	Peggy Smith, Assistant City Manager	(830) 598-2424	\$75,600
Guadalupe County	Kyle Kutscher, County Judge	(830) 303-9729	\$850,000
Hallettsville	Grace Ward, City Administrator	(361) 798-3681	\$52,000
Iredell	Marilyn Berry, City Secretary	(254) 485-3514	\$5,000
Ivanhoe	C.D. Woodrome, City Secretary	(409) 283-3299	\$17,791
Jonestown	Laura Arnold, Administrative Assistant	(737) 236-9925	\$25,000
Jourdanton	Debbie Molina, City Secretary	(830) 769-3589	\$54,000
Kyle	Jo Ann Garcia, Road Bond Project Manager	(512) 262-3949	\$350,000
Lee County	Gregory LeBlanc, Emergency Management Coordinator	(979) 540-2081	\$167,000
Liberty Hill	Sidney Smith, Finance Director	(512) 548-5530	\$43,500
Madison County	Donna Cuevas, Assistant to Madison County Judge	(936) 241-6202	\$90,000
Moody	Jerry Keith Fisher, City Manager	(254) 853-2314	\$15,800
Polk County	Jessica Hutchins, Grant & Contract Coordinator	(936) 327-6849	\$160,000
Ranger	Gerald Gunstanson, City Manager	(254) 647-3522	\$36,000
Rockport	Kimberly Henry, Assistant to City Manager	(361) 729-2213	\$127,000
Rosenberg	Melissa Peña, Program Director-Capital Projects	(832) 595-3590	\$285,000
Runge	Esmerelda Castro, City Secretary	(830) 239-4121	\$14,000
San Jacinto County	Fritz Faulkner, County Judge	(936) 653-2199	\$252,000
Seadrift	Gabriela Torres, City Secretary	(361) 785-2251	\$25,000
Simonton	Jennifer Ward, City Manager	(281)533-9809	\$9,000
Smithville	Robert Tamble, City Manager	(361) 237-3282	\$60,000
Thrall	Troy Marx, City Mayor	(512) 898-5306	\$12,000
Tolar	Michelle Burdette, City Secretary/Treasurer	(254) 835-4390	\$9,000
West	Shelly Nors, City Administrator	(254) 826-5251	\$33,200

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Current Projects

- Waste-to-Energy Plant Rehab Project**
- Premium/Hazard Pay**
- Generator Projects**
- Assistance to Local Fire Departments**
- Assistance to Local Hospitals**
- Assistance to Local Water Districts**
- Smart Water Meter Upgrade Projects**
- County Jail Upgrades**
- Community Building Ventilation Upgrades**
- Attorney/Court System Relief Project**
- Sewer Improvement Project**
- Park Improvement Projects**
- Local Community Clinic Support Project**
- Drainage Repair Project**
- AV System Upgrade Project**
- Tourism Projects**
- Water Plant Upgrades**
- Small Business Grants**
- Local Workforce Training Center Support Project**
- Courthouse Improvements/Upgrades**
- City Building Expansions**
- Fire Stations**
- Emergency Operations Center**
- Law Enforcement Equipment**
- Interoperable Communications**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



References

1. City of Seguin

Steve Parker – City Manager

Contact Number: (830) 379 – 3212

Sparker@Seguintexas.gov

Grant Funding: GLO-CDBG MIT and EDA

Projects: Langford Community Management Services is currently working with the City on a city-wide drainage and street improvement project that is estimated to be approximately \$38 million. These projects will increase/install detention basins, replace low-water crossings with all-water crossings and bridges, and install an underground stormwater conveyance system and drainage network.

Amount of funding secured: \$38.6 Million

2. Karnes County

Wade J. Hedtke – County Judge

Contact Number: (830) 780-3732

Wade.hedtke@co.karnes.tx.us

Grant Funding: Texas Water Development Board & Community Development Block Grants

Projects: Langford Community Management Services has implemented projects designed to improve water infrastructure including water lines, drainage improvements along roadways, and a bridge in the City of Runge. The County is also working with LCMS with implementing a drainage study that is being funded by the Texas Water Development Board.

Amount of funding secured: \$3.5 Million

3. Gonzales County

Patrick C. Davis – County Judge

Contact Number: (830) 672-2327

CJadmin@co.gonzales.tx.us

Grant Funding: Community Development Block Grants

Projects: Langford Community Management Services has implemented several projects with Gonzales County including various communication towers and generators. The current GLO mitigation grant will install two towers, one master site with core server system and a wireless microwave link between sites.

Amount of funding secured: \$6.1 Million

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

4. City of Smithville

Robert Tamble – City Manager

Contact Number: (512) 237-3282

Citymanager@ci.smithville.tx.us

Grant Funding: Community Development Block Grants & American Rescue Plan

Projects: Langford Community Management Services has implemented projects to improve street and drainage systems throughout the City of Smithville. The current GLO mitigation grant will also include street improvements, pavement repairs, upgrading/extend the City's existing storm sewer and two regional detention ponds. With their ARP funds, Langford is assisting the city in doing several projects to help mitigate the effects of the COVID-19 pandemic including assisting small businesses, several tourism projects, assistance to the local workforce training center and community clinic, and more.

Amount of secured funding: \$15 million

5. City of Ivanhoe

Cathy Bennett – City Mayor

Contact Number: (409) 283-3299

coicathybennett@gmail.com

Grant Funding: Community Development Block Grants & American Rescue Plan

Projects: Langford Community Management Services is currently implementing projects to convert the Lake Ivanhoe Dam into a stormwater detention facility, clear and grade drainage channels, and reconstruct the emergency discharge structure and water control gates at Lake Tristan Emergency Spillway and Lake Camelot Water Control and Dam.

Amount of funding secured: \$22 Million

6. City of Hallettsville

Grace Ward – City Administrator

Contact Number: (361) 798-3681

cityadmin@cityofhallettsville.org

Grant Funding: Community Development Block Grants & American Rescue Plan

Projects: Langford Community Management Services has implemented and improved street and drainage projects throughout the City of Hallettsville. Through grant funding the City has also installed storm sewers, box culverts, sidewalks, and is in the process of upgrading their city water meters.

Amount of funding secured: \$12.5 Million

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

7. San Jacinto County

Caroline Weisinger – County Auditor

Contact Number: (936) 653-4461

caroline@san-jac.us

Grant Funding: American Rescue Plan

Projects: Langford Community Management is currently working with the county to assist local water supply corporations in making various improvements to infrastructure, water supply towers, and obtaining generators.

Amount of funding secured: \$9.5 Million

8. Bastrop County

Judge Paul Pape

Contact Number: (512) 332-7201

Paul.pape@co.bastrop.tx.us

Grant Funding: GLO

Projects: Langford Community Management has assisted Bastrop County with several projects including the following: Wildfire (2012), Fire Station, Ingress and Egress, and currently a drainage project through CDBG-MIT.

Amount of secured funding: \$34 million

9. Caldwell County

Judge Hoppy Haden

Contact Number: (512) 398-1809

Hoppy.haden@co.caldwell.tx.us

Grant funding: GLO CDBG DR and MIT

Projects: Langford Community Management has assisted Caldwell County with several projects including their 2017 Infrastructure project and a 2020 GLO-MIT award for an Emergency Shelter.

Amount of secured funding: \$21 million

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

Last updated by Judy Langford on Nov 02, 2022 at 01:23 PM

LANGFORD COMMUNITY MANAGEMENT SERVICES INC



LANGFORD COMMUNITY MANAGEMENT SERVICES INC

Unique Entity ID E9ZTZ6ZKMK51	CAGE / NCAGE 5U3R0	Purpose of Registration Federal Assistance Awards Only
Registration Status Active Registration	Expiration Date Nov 2, 2023	
Physical Address 9017 W State Highway 29 STE 206 Liberty Hill, Texas 78642-2424 United States	Mailing Address 9017 W State Highway 29 STE 206 Liberty Hill, Texas 78642-2424 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 *****tt1		

Registration Dates

Activation Date Nov 4, 2022	Submission Date Nov 2, 2022	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 Unique Entity ID, 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, end/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 Unique Entity ID, 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 Unique Entity ID 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 Unique Entity ID 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 Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, end/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

Last updated by Judy Langford on Nov 02, 2022 at 01:23 PM

LANGFORD COMMUNITY MANAGEMENT SERVICES INC

Points of Contact

Accounts Receivable POC

⌘
JUDY LANGFORD, Owner
judy@LCMSINC.com
5124520432

Electronic Business

⌘
JUDY LANGFORD, Owner
judy@LCMSINC.com
5124520432

9017 W. State HWY 29
Suite #206
Liberty Hill, Texas 78642
United States

Judy Langford
judy@lcmsinc.com
5127042040

2901 County Road 175
Leander, Texas 78641
United States

Government Business

⌘
Judy Langford, Owner
judy@LCMSINC.com
5124520432

9017 W. State HWY
Suite #206
Liberty Hill, Texas 78642
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.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

11/7/22, 3:45 PM

SAM.gov | Search

An official website of the United States government
[Here's how you know](#)



You have 2 new alerts
Show / Hide Alerts



Search

All Words

e.g. 1606N020Q02



Search Results	Saved Searches
----------------	----------------

Select Domain
Entity Information



All Entity Information

Entities

Disaster Response Registry

Exclusions

Filter By



Keyword Search

For more information on how to use our keyword search, visit our help guide

- Any Words ⓘ
- All Words ⓘ
- Exact Phrase ⓘ

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

11/7/22, 3:45 PM

SAM.gov | Search

e.g. 123456789, Smith Corp

Classification

Excluded Individual

First Name

Middle Name

Last Name

SSN / TIN

Add Individual

Reld Howell

Judy Langford

Excluded Entity

Entity Name

Unique Entity ID

e.g. HTYR9YJHK65L

LANGFORD COMMUNITY MANAGEMENT SERVICES INC (E9ZTZ6ZKMK51)

CAGE / NCAGE

Federal Organizations

Exclusion Type

Exclusion Program

Location

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023

11/7/22, 3:45 PM

SAM.gov | Search

Dates



Reset 



No matches found

We couldn't find a match for your search criteria.

Please try another search or go back to previous results.

[Go Back](#)



[Feedback](#)

[Our Website](#)

[Our Partners](#)

[Policies](#)

[Customer Service](#)



General Services Administration

This is a U.S. General Services Administration Federal Government computer system that is **"FOR OFFICIAL USE ONLY."** This system is subject to monitoring. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Entities Search Results 1 Total Results

Filter by:

UEI	Status
E9TZ6ZKMK51	active
	Inactive

LANGFORD COMMUNITY MANAGEMENT SERVICES INC ● Active Registration

Unique Entity ID: E9TZ6ZKMK51

CAGE/NCAGE: 5U3R0

Physical Address:

9017 W STATE HIGHWAY 29 STE 206
LIBERTY HILL , TX
78642 USA

Expiration Date:

Nov 02, 2023

Purpose of Registration:

Federal Assistance Awards

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/15/2022

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

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

PRODUCER Central Insurance Agency 6000 N. Lamar Blvd Austin TX 78752	CONTACT NAME: Jesus Sanchez PHONE (A/C, No, Ext): (512) 451-6551 FAX (A/C, No): (512) 454-0183 E-MAIL ADDRESS: jsanchez@centralins.com
INSURED	INSURER(S) AFFORDING COVERAGE NAIC #
Langford Community Management Services, Inc. 9017 W. Hwy 29, Suite 206 Liberty Hill TX 78642	INSURER A : Hartford Lloyds 36253 INSURER B : Sentinel Ins Co, LTD 11000 INSURER C : Travelers Casualty & Surety Co of America INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 22/23 GL WC Prof **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			65SBANN6521	01/09/2022	01/09/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 EPLI \$ 5,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			65SBANN6521	01/09/2022	01/09/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		65WBCAT2987	01/09/2022	01/09/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Professional Liability			106982716	09/18/2022	09/18/2023	Occurrence \$2,000,000 Aggregate \$2,000,000 Deductible \$5,000

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

CERTIFICATE HOLDER

CANCELLATION

INSURED'S COPY FOR INFORMATIONAL PURPOSES ONLY	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center; font-weight: bold; font-size: 1.2em;">NO CONFLICT OF INTEREST</p>	<p>Date Received</p>	
<p>2 <input type="checkbox"/> 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.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name of Officer</p>		
<p>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.</p> <p style="margin-top: 20px;">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?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-top: 10px;">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?</p> <p style="margin-left: 100px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>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.</p>		
<p>6 <input type="checkbox"/> 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).</p>		
<p>7 _____</p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p>		<p>3-6-2023</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Date</p>

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

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.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

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



Signature of Contractor's Authorized Official

Judy Langford, President

Printed Name and Title of Contractor's Authorized Official

3-6-2023

Date

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

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

1. Type of Federal Action: a. contract _____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application _____ b. initial award c. post-award	3. Report Type: a. initial filing _____ b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known: _____ Congressional District, if known: _____		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: _____ Congressional District, if known: _____
6. Federal Department/Agency: _____	7. Federal Program Name/Description: _____ CFDA Number, if applicable: _____	
8. Federal Action Number, if known: _____	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): _____	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): _____	
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>Judy Langford</u> Title: <u>President</u> Telephone No.: <u>512-452-0432</u> Date: <u>3-6-2023</u>		
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

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

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

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

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES		FORM 1295	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.		Must file online at www.ethics.state.tx.us/File	
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 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		<input type="checkbox"/> Controlling	<input type="checkbox"/> Intermediary
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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			

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

Last updated by Judy Langford on Nov 02, 2022 at 01:23 PM

LANGFORD COMMUNITY MANAGEMENT SERVICES INC



LANGFORD COMMUNITY MANAGEMENT SERVICES INC

Unique Entity ID E9ZTZ6ZKMK51	CAGE / NCAGE 5U3R0	Purpose of Registration Federal Assistance Awards Only
Registration Status Active Registration	Expiration Date Nov 2, 2023	
Physical Address 9017 W State Highway 29 STE 206 Liberty Hill, Texas 78642-2424 United States	Mailing Address 9017 W State Highway 29 STE 206 Liberty Hill, Texas 78642-2424 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 *****att1		

Registration Dates

Activation Date Nov 4, 2022	Submission Date Nov 2, 2022	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 Unique Entity ID, 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 Unique Entity ID, 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 1988?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID 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 Unique Entity ID 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 Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Entities Search Results 1 Total Results

Filter by:

UEI	Status
E9ZTZ6ZKMK51	active

● Active Registration

Unique Entity ID: E9ZTZ6ZKMK51

CAGE/NCAGE: 5U3R0

Physical Address:

9017 W STATE HIGHWAY 29 STE 206
LIBERTY HILL , TX
78642 USA

Expiration Date:

Nov 02, 2023

Purpose of Registration:

Federal Assistance Awards

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: janell@lcmsinc.com Phone: (512) 452-0432 Website: www.LCMSinc.com

Professional Skills

**Operations Manager, Langford Community Management Services
Austin, Texas | November 2017 - 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 Block Grant (TxCDBG) applications issued through TDA, 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 - 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, Circuit of the Americas
Austin, Texas | April 2013 - 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 - 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.

WORKSHOPS and TRAININGS

TDA, CDBG Implementation Certification - 2019, 2020
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

Core Tasks Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for TDA funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Assist in resolution of issues at the state and federal agencies level



**JANELL
FOSTER**

Operations Manager

TDA Areas of Expertise

- Monitoring & Compliance
- Creation and Maintaining Systems of Record
- Financial Management
- Project Management
- Detailed and Accurate

Educational & Experience

Bachelor of Science in Business Management, 2017
National American University,

Cornish College of the Arts, Dance
Seattle, Washington



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: Karen@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com



**KAREN
WALKER**

**Home Program
Management Consultant**

Professional Skills

**Langford Community Management Services, Austin Texas
Home Program Management Consultant | November 2012 - 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. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration.

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.

Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain mortgage loan originator continuing education courses.

Core Task Include

- Manage cities and counties Home Program
- Manage and update homeowner
- Perform environmental reviews
- Prepare files for funding
- Manage and oversee each home construction
- Prepare close out documents
- Meet all audit monitoring and audit requirements

Home Program Areas of Expertise

- Monitoring & Compliance
- Creation and Maintaining Systems of Record
- Environmental Management
- Homeowner Application Management & Oversight
- Construction Project Management
- Financial Management

Educational & Experience

- Entrepreneurial Business Ownership
- Franchise Upstart
- 9 Years of Experience with TDHCA Home Program
- Mortgage Loan Originator (RMLO) License # 1209925
LCMS License # 630095



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: paula@lcmsinc.com Phone: (512) 452-0432 Website: www.LCMSinc.com



**PAULA
RODRIGUEZ**

Sr. Program Coordinator

Areas of Expertise

TDA
TWDB
TDHCA
USDA
TxDOT

Educational & Experience

Bachelor of Science,
Texas A&M University

Master of Education,
Texas A&M University

Certified Floodplain Manager



Professional Skills

**Sr. Program Coordinator, Langford Community Management Services
Harlingen, Texas | January 2018 - 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 - 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 - 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.

Training:

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

Core Task 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
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- 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
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: angela@lcmisinc.com Phone: (512) 452-0432 Website: www.LCMSinc.com



**ANGELA
SIFUENTES**

Project Coordinator

Professional Skills

**Project Coordinator, Langford Community Management Services
June 2022 - 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 Texas Department of Agriculture. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. 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.

**Tax Preparer, Conlon Tax Service, Iron Shield Insurance
January 2021 - May 2022**

Provide Excellent Customer Service
Bookkeeping/Minor Accounting/Profit and Loss Reports
Franchise Tax and Sales Tax Reports
Warranty Deed Transfer
Affidavit Paperwork and Notary Services
Translations for Immigration Documentation
Letters of Permission and Power of Attorney Letters
Prepare and File Income Tax Forms
Agency Owner of Iron Shield Insurance
Manage and Train Staff in accordance with the Texas Department of Insurance
Offer Auto, Home, Life, Commercial and Bonds

**Office Manager, Producer Agent, Farmers Insurance Group
November 2017 - January 2021**

Train staff to perform and maintain excellent Customer Service skills.
Ensure staff is up to date with all trainings related to Insurance Regulations.
Account for daily financial reports.
Manage scheduling for staff.
Meet monthly quotas on insurance policies.

**Human Resources Assistant, Employees Solutions
April 2016 - October 2017**

Greet and educate applicants on the hiring process and policies.
Assist applicants with the application process and conduct background checks through a National Screening System.
Interview applicants for job placement.
Complete and process all hiring documentation for applicants.

TDA Areas of Expertise

- Monitoring & Compliance
- Creation and Maintaining Systems of Record
- Financial Management

Educational & Experience

2020-Current
Purdue Global University
Currently attending and majoring in Business Management.
Current GPA is 4.0.

2008-2009
Southwest Texas Junior College
Studied basic studies.

Obtained Microsoft Office Certification



Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for TDA funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Assist in resolution of issues at the state and federal agencies level

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



**TERESA
SCALAPINO**
Office Manager



Email: teresa@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

**Office Manager, Langford Community Management Services
2018 - Present**

Manage the daily operations of a demanding office. Efficiently direct office support activities including; maintenance, mailing, shipping, ordering of supplies and equipment, deposits, taking care of business cars, assist all employees with any help needed to ensure project success, run all errands needed for business to run smoothly.

- Facilitate the onboarding of new personnel and assist and coordinates IT equipment ordering and set-up.
- Assist coworkers with IT issues and following through with results.
- Fullfill urgent coworker requests for potential clients... proposal processing, proof reading and delivery (both in person and via ahipment).
- Distribution of company mail to the appropriate employees.
- Monitor and maintain office supplies inventory.
- Weekly/Daily Deposits
- Organization of company vehicles for employees travel plus all maintenance, repair and registration.
- Assist in the collection and retrieval of documents needed during ongoing the application processes.
- Organizing new administrative contracts for city and county signatures and uploading them into their respective online project files.
- Check state comptroller aite daily for processed grant disbursements.
- Assiat cities and counties in the renewal/updating of SAM/UEI numbers and sending email reminders when expiration dates are close.
- Assists with document uploads into our online electronic filing system.

I'm always assisting someone. Organization, flexibility and teamwork are what make a company successfull

**Labor and Delivery/Surgery/Surgical Technologist, St. David's Hospital
Austin, Texas | 1995-2002:**

Assisted physicians with deliverias, c-sections and post-partum tubala; assisted nurses with patient care before and after childbirth. Rotatad through all areas of surgery with concentration in cardiology, gynecology, and general; preoperative, intraoperative and postoperative.

**Companion/Aide, Home Health Agency
Austin, Texas | 1993-1995**

Provided supervision to clients with mobility problems, insured patient safety throughout the evening.

**Medical Assistant to Dr. Phillips Reeves, McCarron and Phillips: Urology Group
Austin, Texas | 1992-1993**

Responsible for assisting Doctors and Nurses in providing patient care. Duties include recording and updating medical histories and contact information in patient files, perform standard care procedures like drawing blood, checking vitals, collecting lab samples, prepping patients and assisting the doctor in certain procedures while maintaining patient confidentiality.

Volunteer Service:

Booster Club President, son's high school tennis team, 2017-2019
Booster Club President, daughter's gymnastic team, 2012 - 2017
Church Preschool Teacher, 2006
Girl Scout Co-Leader, 2004-2009

Areas of Expertise

- Planning and Organization
- Creation and Maintaining Systems of Record
- Inventory Control
- Highly Adaptable
- Multi-tasking
- Client Relations

Educational & Experience

- Associates Degree: Surgical Technology
- TDA Implementation Certification

Core Task Include

- Oversee the day-to-day activities of the office as the main point of contact for mail, errands, supplies, company vehicle assignment and maintenance
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement
- Coordinate with IT department on all office equipment
- Maintain the office condition and arrange necessary repairs
- Contributes to team effort by accomplishing related results as needed



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



**SHAUNA
COSPER**

**Project Coordinator /
Labor Standards Specialist**

TDA Areas of Expertise

Monitoring & Compliance
Creation and Maintaining
Systems of Record
Financial Management

Educational & Experience

10 Years of Experience



Email: shauna@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

**Project Coordinator/Labor Standards Specialist, Langford Community Management Services
Austin, Texas | July 2012 - 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 Texas Department of Agriculture. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. 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.

Provide proper Davis-Bacon wage decision rates for bid processes and incorporation into construction contracts. Review of weekly payroll for the duration of a project, and investigate/resolve potential violations. Provide Labor Standards support to our clients; monitor Labor Standards compliance by conducting onsite interviews with construction workers, review payroll reports, and confirm that the Davis-Bacon wage decision and DOL's "Notice to All Employees" are posted at the job site.

**Restaurant Manager, My Friend's Place Deli
Duluth, Georgia | June 2004 - December 2010**

Managed different areas of restaurant operations such as customer relations, vendor relations and inventory control. Specialized in training and motivating staff regarding their work and responsibilities. Ensured provision of service in terms of order accuracy and time management. Ensured smooth coordination between the back-end and front-end activities. Monitored procurement, storage, preparation, cooking, handling, and serving of food. Maintained a clean and safe environment.

**Shipping Coordinator, American Spincast
Belton, Texas | February 1996 - December 2003**

Daily scheduling of pickups with numerous carriers on a daily basis. Ongoing negotiation of freight carrier contracts to reduce inbound and outbound freight costs. Forklift operation, operated ceiling crane, operated floor saw in time critical situations. Daily invoicing of all materials shipped, daily rate quotes to find the fastest cost saving freight move, maintenance and processing of "UPS Online Worldship" shipping and receiving logs. Continued organization of inventory control area, working knowledge of international customs rules and regulations to ensure compliance, documents needed for international shipping and brokerage. Ensured record keeping of invoices, bill of lading, work orders, and shop orders.

Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for TDA funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Assist in resolution of issues at the state and federal agencies level

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: sierra@lcmisinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

Environmental Specialist, Langford Community Management Services

Austin, Texas | July 2021 - 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. 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 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. Assist with creating and maintaining comprehensive project documentation, plans, and reports. Assist with monitor project progress, act as a point of contact for the environmental review and communicate project status with clients.

Customer Support Specialist, Outdoorsy

Austin, Texas | May 2021 - July 2021

Moving forward I got the opportunity to work for extremely fast paced outdoor travel marketplaces with office all over the world. In this role I got to provide world class experiences with customer s advocated for owners and travelers maintained high level of documentation, and gain a whole new skill set

Cashier/ Cash Office Backup, Whole Foods Market

Austin, Texas | April 2020 - May 2021

Due to a pandemic, and the campus being shut down, I moved back to Austin to be near family and finish up my bachelors and was welcomed with open arms at my old place of employment. In this role I have felt more weight as the team leans on my 5 years of experience in store support which has made me an essential part of the team for solving various problems and leading by example.

Cash Office Lead, Whole Foods Market,

San Antonio, Texas | December 2018 - May 2020

Pursuing my education to UTSA, I moved to San Antonio and transferred to a Whole Foods Market there, where my cash handling skills and professionalism was quickly noticed and due to the need of the store, I stepped up into the cash office lead position. Here I learned to enter data in POS systems, reconcile and prepare bank deposits, track origins of variances and settle discrepancies.

Cashier, Whole Foods Market

Austin, Texas | January 2016 - December 2017

Prior to this, I have held several serving jobs in which I gained knowledge of cash handling and customer service, within this role my people skills have flourished, and I received many "homegrown hospitality badges" for my exemplary service.

Office Assistant/Tour Guide Intern, Austin Sustainable Food Center

Austin, Texas | 2015 - 2016

In this role, I leveraged my knowledge from being a vice president in FFA and my passion for urban gardening to get my foot in the door and led tours for children to educate them about sustainable practices within a city, along with carrying out administrative duties for my superiors.

Core Task 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 up- front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- Assist with ensure NEPA compliance
- 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
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project



**SIERRA
ALLEE**

Environmental Specialist

ERR Areas of Expertise

Monitoring & Compliance

Creation and Maintaining
Systems of Record

Financial Management

Educational & Experience

**Bachelor of Arts - Geography &
Environmental Sustainability
-Minor in Communications
University of Texas at San Antonio**



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: suellen@lcmsinc.com Phone: (512) 452-0432 Website: www.LCMSinc.com



**SUELLEN
JORDAN**

Management Consultant

HMGP Areas of Expertise

Project/Staff Management

Operational Efficiency

Planning/Organizing

Time Line Management

Sales/Customer Service

Marketing Support

Client Satisfaction/Retention

Systems Oriented

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: FEMA Hazard Mitigation Assistance (HMA); Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Fire Mitigation Assistance (FM), and Building Resilient Infrastructure and Communities Grant (BRIC). Oversee financial management, monitor construction and engineering activities for grantees. 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 2019

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 as 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.

Dell, Inc, Austin Texas | 1988 to 1998

Senior Logistics Manager - Dell employee number 600, was promoted through 4 positions during Dell's explosive growth period. Positions included accounts payable, logistics, procurement, and logistics management. Managed a five-person logistics team to coordinate efforts of 150+ Dell personnel. Created methodology for transportation vendor selection, contracting and management resulting in extensive reduction in freight costs. Methodology also included streamlining delivery of raw materials to warehouse and delivery of finished goods to end user. Pioneered and debugged the computer industry's first Just-in-Time (JIT) logistics program. Established and managed lost/stolen computer/parts claims procedures, re-inventing the claims reimbursement process with vendors such as FedEx, UPS, and Airborne Express.

Educational & Experience

Bachelor of Fine Arts
Sam Houston State University



Core Task 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 up-front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- 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
- Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: Charles@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com



**CHARLES
REAGAN**

HMG SME

HMGP Areas of Expertise

- Project/Staff Management**
- Operational Efficiency**
- Planning/Organizing**
- Time Line Management**
- Sales/Customer Service**
- Client Satisfaction/Retention**
- Systems Oriented**

Educational & Experience



Professional Skills

**Management Consultant, Langford Community Management Services,
Austin, Texas | October 13, 2021 - 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: FEMA Hazard Mitigation Assistance (HMA); Hazard Mitigation Grant Program (HMGP), Fire Mitigation Assistance (FM), and Building Resilient Infrastructure and Communities Grant (BRIC). Oversee financial management, monitor construction and engineering activities for grantees. 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.

**Mitigation Grant Coordinator, Texas Department of Emergency Management
Austin, Texas | December 27, 2010 - July 31, 2021**

Reviewed and drafted response letters for Notices of Intent submitted by jurisdictions statewide for eligibility prior to application development. Presented Application Briefings. Assisted jurisdictions with application development for Presidentially Declared Disasters.

Perform project management duties for assigned jurisdictions in TDEM Regions. Skilled in complex grant development, coordination, and administration. Work involves preparing, maintaining, and reporting grant status; coordinating and evaluating grant applications to determine appropriateness of grant including compliance with requirements and standards; and serve as a liaison between jurisdictions and the state or federal government. Experienced in training of others. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

Demonstrate knowledge of laws and regulations pertaining to grants, contract administration, business administration principles and practices, and of research and budgeting processes. Skilled in grant preparation, development, evaluation, and monitoring; in report writing; in budget development; and in the use of a computer and applicable software. Ability to interpret guidelines, policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements; demonstrate ability to communicate effectively. Researches and identifies concerns with grant scope of work, budgets, other application components. Prepares grant closeout materials to close grants at FEMA.

Core Task Include

- Maintain regular contact with the local contact person, the project engineer, and construction contractors
- Provide local contact, project engineers, and construction contractors with an instruction and forms packet so they know up-front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- 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
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: Jennifer@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com



**JENNIFER
BOYD**

Project Coordinator

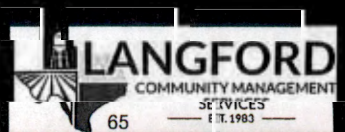
HMGP Areas of Expertise

- Project Management
- Operational Efficiency
- Planning/Organizing
- Time Line Management
- Sales/Customer Service
- Marketing Support
- Client Satisfaction/Retention
- Systems Oriented

Educational & Experience

Bachelor of Arts in Business
Southwestern University, 2012
Georgetown, Texas

Focus in International Business and
Business Writing
Imperial College London, Fall 2008
London, UK



Professional Skills

Management Consultant, Langford Community Management Services | February 2022 - 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: FEMA Hazard Mitigation Assistance (HMA); Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Fire Mitigation Assistance (FM), and Building Resilient Infrastructure and Communities Grant (BRIC) Oversee financial management, monitor construction and engineering activities for grantees. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Insure 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.

Hazard Mitigation Specialist, Texas Division of Emergency Management | January 2022 - February 2022

Develop and conduct hazard mitigation grant trainings and workshops for internal and external clients. Serve as a Subject Matter Expert on HMA grants within TDEM. Examine project and application data sets to identify and analyze trends. Review and finalize applications for HMGP and BRIC grants for submission to FEMA.

Hazard Mitigation Coordinator, Texas Division of Emergency Management | August 2020 - December 2021

Review hazard mitigation grant applications for accuracy and completeness. Monitor programmatic and financial compliance with applicable laws, regulations, policies, and procedures. Evaluate and determine eligibility of HM grant modifications (e.g., budget and scope of work). Work with FEMA and local communities to resolve Requests for Information (RFIs).

Management Consultant, Langford Community Management Services | July 2019 - August 2020

Write, review, and manage hazard mitigation grants on behalf of communities throughout the State of Texas: Specialization in FEMA's Hazard Mitigation Grant Program (HMGP). Ensure compliance with federal and state laws for contractual terms and conditions by monitoring and analyzing inter-local agreements, contracts, and subcontract expenses and activities. Oversee financial management and monitor construction/engineering activities for grantees. Travel throughout the state to meet with City and County administration regarding hazard mitigation projects. Represent Langford in City Council and Commissioners Court meetings

WORKSHOPS and TRAININGS

FEMA E/L-212- Hazard Mitigation Assistance: Developing Quality Application Elements, 2018 & 2022
FEMA E/L-213 - Hazard Mitigation Assistance: Application Review and Evaluation, 2019
G-318 - TDEM Local Mitigation Planning Workshop, 2020

Core Task 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 up-front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- 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
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



**KATHLEEN
WHITECOTTON**

Project Administrator

CDBG-DR Areas of Expertise

- Monitoring & Compliance**
- Creation and Maintaining Systems of Record**
- Financial Management**
- Federal Procurement**

Educational & Experience

Bachelor of Business Administration -
Interdisciplinary Business
Tarleton State University, Stephenville Tx

SHRM-CP Certification, 2016

SHRM Certification Class
University of Texas, Austin Tx



Email: kat@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

Professional Skills

**Project Administrator, Langford Community Management Services
Austin, Texas | June 2022 - Present**

- Detailed involvement with central Texas Cities and Counties who suffer damage and loss from federally declared natural disasters.
- Ensuring program compliance within all Community Development Block Grant - Disaster Recovery, Mitigation and Supplemental 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 request for payments and procuring supporting documentation
- Facilitates outreach efforts, application intake and eligibility review for community residents regarding GLO CDBG funding

**Human Resource Manager, Venture Energy Services
Gillett, Texas | May 2011 - May 2022**

- Serve as HR management team to oversee HR processes and projects concerning, benefits, open enrollment, internal staffing, recruiting support, and support of company initiatives and HR strategy. Represent many roles beyond HR including billing agent, office manager, and customer services.
- Provide HR leadership through periods of rapid growth and downturns to match company strategy
 - Administered, processed, maintained company benefit programs including health plans, short and long-term disability, 401K, COBRA, leaves of absence
 - Analyzed and evaluated services, coverage and options available through insurance companies to determine programs best meeting needs of organization
 - Facilitate all onboarding processes - monitoring the status of background and drug screens, offer letter, and benefit enrollments to all incoming employees across three South Texas locations.
 - Manage unemployment claims and appeals
 - Act as point of contact and resource for employee relations and customer service.
 - Collaborate with customer department foreman to customize billing process resulting in retaining relationship and vital future work
 - Orchestrate and managed phone, network, and IT needs for new building project allowing a streamline transition of our office

**Legal Secretary/Receptionist, Oxford Law Office
Stephenville, Texas | 2009-2011**

- Maintained scheduling, answering phones, and case follow ups.
- Acted as Notary Public
 - Strong time management skills applied to handle time sensitive cases
 - Conserved attorney's time by drafting letters and legal documents, routing and organizing client correspondence

**Abstractor, King Abstract Company
Stephenville, Texas | 2004 - 2009**

- Searched public records, copy or summarized recorded documents which affect condition of title property and present report to title examiner for review and approval.
- Analytical skills used to research relevant title documents
 - Collaborated with team leader to translate physical filing records into digital copies to reduce space and stay in compliance

Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for GLO/HMGP funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Predict potential project delays while providing assistance to mitigate these potential issues early in the project
- Charting critical paths to timely project completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns
- Preparing required State Agency reports
- Ensuring environmental compliance is met before, during and after project development and construction
- Assist in resolution of issues at the state and federal agencies level

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Email: anna@lcmsinc.com Phone: (512) 452-0432 Website: www.LCMSinc.com



**ANNA
MARTIN**

Program Administrator

HMGP Areas of Expertise

- Monitoring & Compliance
- Creation and Maintaining Systems of Record
- Financial Management

Educational & Experience

**Master of Business Administration - Management and Business
University of Houston, Victoria**

**Health and Kinesiology
University of San Antonio**

**Kinesiology
University of Texas at Austin**



Professional Skills

**Program Administrator, Langford Community Management Services
Austin, Texas, July 1 2021 - 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.

**Teacher/Coach, Karnes City Independent School District
Karnes City, Texas | 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. Con- tribute 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
Beeville, Texas | 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. Ob- serve and evaluate students' performance, behavior, social development, and physical health. Maintain clear learning objectives, behavior expectations, and classroom policies and procedures.

Core Task 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 up-front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- 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
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project

March 27, 2023



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
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on November 16, 2020

Suzanne Barnard Director for Community Development Block Grant Program

March 27, 2023



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Jessica Bickford

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on December 7, 2020

Suzanne Barnard Director for Community Development Block Grant Program

March 27, 2023



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Janel Foster

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on January 5, 2021

Suzanne Barnard Director for Community Development Block Grant Program

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Kelley Myers

This is to certify that the above named individual has completed the
Texas Department of Agriculture's
Texas Community Development Block Grant Implementation
Exam And is certified to Administer TxCDBG contracts for 2021.

Awarded on January 5, 2021

Suzanne Barnard Director for Community Development Block Grant Program



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

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



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

MINUTES OF THE COLORADO COUNTY

COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

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, appearing to read "David A. Storms". The signature is written in a cursive, flowing style.

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

MINUTES OF THE COLORADO COUNTY

COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

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



MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



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 development 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.

MARK DAYTON
GOVERNOR

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

STATE OF MINNESOTA

OFFICE OF THE GOVERNOR



Texas Department of Public Safety



TEXAS
DIVISION
OF
EMERGENCY MANAGEMENT

Issues this certificate to

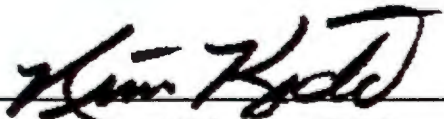
Janell Foster

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

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023



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

A handwritten signature in black ink, appearing to read 'Kevin K...'. The signature is written over a horizontal line.

Deputy Director/DPS
Chief/TDEM

Mejia, Raymond

Instructor

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

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



A handwritten signature in black ink, appearing to read "Z. R. A.", positioned above the title.

**Superintendent
Emergency Management Institute**

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023

Emergency Management Institute



FEMA

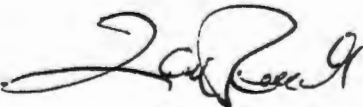
This is to certify that
Janell Marie Foster
successfully completed

Hazard Mitigation Assistance: Developing Quality Application Elements
Austin, Texas

2.80 IACET CEU

June 5 - 7, 2018




Superintendent
Emergency Management Institute


MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

The logo for GrantWorks, featuring the word "GrantWorks" in a bold, sans-serif font.

BUILDING OUR NATION'S COMMUNITIES:
HELP FOR TODAY, HOPE FOR TOMORROW

A black and white photograph of a rural landscape. A dirt road winds through a field of tall grass or crops. In the background, there is a line of trees under a sky filled with large, dramatic clouds. The image is partially obscured by a large, dark, geometric shape that cuts across the bottom right corner.

PROFESSIONAL ADMINISTRATION SERVICES FOR
AMERICAN RESCUE PLAN ACT (ARPA) PROGRAMS

COLORADO COUNTY, TEXAS

MARCH 16, 2023

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

GrantWorks

Bruce J. Spitzengel
President
Mobile: (713) 252-5872
Email: bruce@grantworks.net

March 16, 2023

Michelle Lowrance
County Auditor
Colorado County
318 Spring Street
Suite 104
Columbus, Texas, 78934

Subject: Colorado County, Texas Request for Proposal: Professional Administration Services for the American Rescue Plan Act

Dear Ms. Lowrance:

Thank you for including GrantWorks in your Request for Proposals. Our 40+ years of experience managing projects will help you identify eligible activities and project requirements under the American Rescue Plan Act of 2021 (ARPA). GrantWorks is Texas' foremost provider of state and federal management services, securing and administering more than \$8 billion in assistance for hundreds of localities with thousands of successful projects. GrantWorks' 400+ employees have the experience to manage and implement your ARPA projects.

GrantWorks is the most qualified bidder to provide the services described in the Colorado County request for proposal for the following reasons:

Dedicated ARPA Team – In response to the announcement of the ARPA funding availability in February 2021, GrantWorks established a department 100% dedicated to ARPA implementation. Our senior director, director, four executive-level subject matter experts, 28 project managers, three assistant project managers, and two procurement specialists will provide detailed and informative guidance and top-notch management services to the County. Our ARPA Team is immediately available to assist with project selection, compliance, reporting, and project management services.

Highly Qualified Staff – GrantWorks hires skilled and experienced employees—over 50% of our employees hold master's degrees in relevant disciplines such as law, city planning, engineering, business administration, and construction management. More than a dozen team members have joined us after successful careers in state and local government or in related consulting. GrantWorks' experienced staff and deep bench strength allow our team to incorporate best practices and lessons learned from past similar programs, identify efficiencies, and mitigate any risk Colorado County might face.

Proven Experience – GrantWorks' experience includes 40+ years of administering and managing state and federally-funded projects. Currently, we are working with multiple cities and counties across Texas and other states to manage the funds received through the ARPA, CARES Act, COVID-19 relief programs, and other major state and federal grant programs. Our ARPA program services include project management, procurement, compliance assurance with state and federal regulations, and implementation of funded projects. Our goal is to free you and your staff from paperwork while providing the timely and accurate decision-making information you need.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**


March 27, 2023

Implementation Excellence – Our team of professionals includes project managers, grant administrators, planners, and subject matter experts. Specialists in labor standards, environmental review, procurement, applications, fair housing, and field-based client services support our professional staff. Having a strong foundation supporting our grant administration professionals allows them to focus on project implementation. Proprietary tools such as GrantWorks 20/20 (GW 20/20)—our grant management software solution for tracking and managing projects end-to-end in real-time—detailed work plans that have been vetted and refined across hundreds of projects, enable GrantWorks to manage hundreds of grants across various programs successfully simultaneously. We will use this specialized support when working with Colorado County, ensuring our staff can deliver consistent, high-quality, integrated services.

Commitment – We at GrantWorks hold ourselves to the highest standards. This commitment is reflected in our numerous long-standing client relationships, our dedication to staff training and certification, and our continuous involvement at every step of the grant process. We commit ourselves to providing the County with the highest-quality administration and implementation services for which we are known.

GrantWorks is interested in assisting the County with any ARPA project. We have sufficient resources in personnel, equipment, and time available to commit to this project. Our team is ready to help you meet your ARPA goals. We appreciate your consideration.

Sincerely,
GRANTWORKS, INC.



Bruce J. Spitzengel
President

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER’S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

TABLE OF CONTENTS

SECTION 1 – EXPERIENCE OF THE FIRM	1
1.1 Company History	1
1.2 Form of Business	2
1.3 Contact Person	3
1.4 Litigation	3
1.5 Related Recent Experience in Securing and Managing Federally Funded Local Projects, Both Infrastructure Construction and Service Projects	3
1.5.1 U.S. Department of Treasury Grant Programs	4
1.5.2 Community Development Block Grant Programs	5
1.5.3 Other Federal and State Grant Programs	6
1.6 Experience/Background with Specific Services	7
SECTION 2 – PRIOR WORK PERFORMANCE REFERENCES	17
2.1 Work Performance and Experience with the U.S. Department of Treasury, CARES Act, CDBG, CDBG-DR, FEMA Hazard Mitigation or Similar Construction and Services Projects	17
2.2 References for Prior Work	39
SECTION 3 – CAPACITY TO PERFORM	41
3.1 Understands the Approach to Project Implementation	41
3.1.1 Understanding of Project, Scope of Services, and Tasks	41
3.1.2 GrantWorks Proposed Performance Tasks Under ARPA Funding Categories	44
3.2 Demonstrated Understanding of the Scope of the ARPA Projects, As Appropriate	48
3.3 Qualifications/Experience of Proposed Staff	48
3.3.1 Organization Chart	49
3.3.2 Leadership and Program Management Team	49
3.3.3 Project Management Team	52
3.3.3 Project Support Services Team	59
3.4 Resumes	61
3.5 Current and Projected Workloads	61
3.6 Approach/Strategy to Implement Services/Projects	62
3.7 Statement of Substantiating Resources and Timeline	64
3.8 Financial Capacity	65
SECTION 4 – PROPOSED COST OF SERVICES	67
4.1 Cost of Services – ARPA Program	67
ATTACHMENT 1 – RESUMES OF KEY PERSONNEL	71
ATTACHMENT 2 – CERTIFICATE OF INSURANCE	143
ATTACHMENT 3 – STATEMENT OF CONFLICTS OF INTEREST	147
ATTACHMENT 4 – SYSTEM FOR AWARD MANAGEMENT VERIFICATION	149

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

ATTACHMENT 5 – CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)	155
ATTACHMENT 6 – CERTIFICATION REGARDING LOBBYING	159
ATTACHMENT 7 – DISCLOSURE OF LOBBYING ACTIVITIES	163
ATTACHMENT 8 – CERTIFICATE OF INTERESTED PARTIES (FORM 1295)	167
ATTACHMENT 9 – REQUIRED CONTRACT PROVISIONS	171

Proposal Disclaimer: The information in this proposal contains certain trade secrets and proprietary information that GrantWorks owns. Such information is confidential as a matter of law, pursuant to Chapter 552, Texas Government Code. In the event that you receive a public information request for this proposal or any of its content, we ask that you immediately contact us so that we may submit a briefing to the Office of the Attorney General's Open Records Division to protect our information and prevent its release.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

SECTION 1

**EXPERIENCE OF
THE FIRM**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

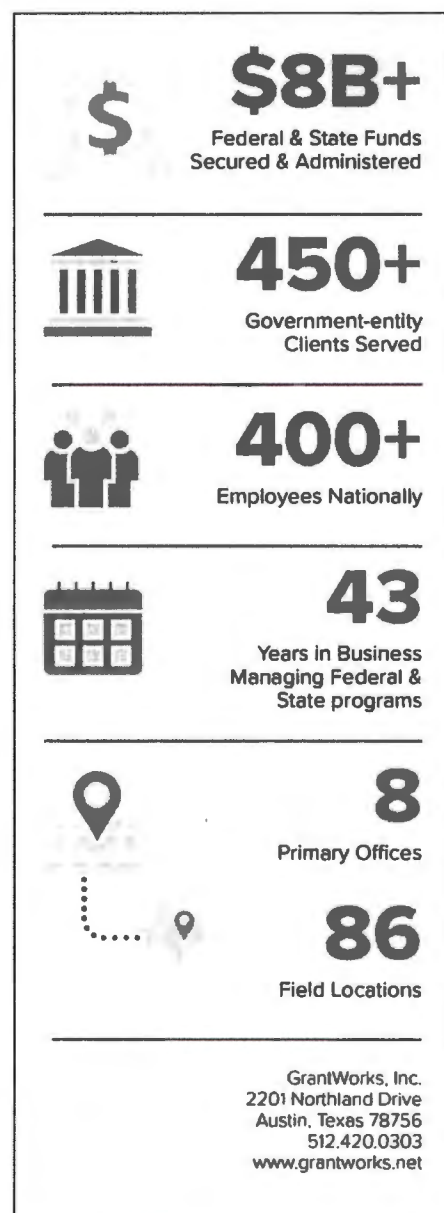
SECTION 1 – EXPERIENCE OF THE FIRM

1.1 Company History

Since our founding in La Porte in 1979, GrantWorks has successfully assisted local governments with multiple state and federally-funded programs. We are the foremost provider of community development, housing, planning, disaster recovery, economic development, transportation, and coastal grant program management for local governments in Texas, securing and administering more than \$8 billion in assistance for hundreds of localities through thousands of grant funding contracts.

The GrantWorks Team is experienced in administering state and federal grant programs and has 400+ experienced full-time employees, half of whom work in our numerous field locations. In addition, we have more than 100 project managers, 15 Project Management Professionals (PMPs), 3 Certified Public Accountants (CPAs), and 12 American Institute of Certified Planners (AICP) skilled at implementing a wide variety of grant development projects. Our services include:

- ▶ Program/Project Management
- ▶ Grant Administration and Management
- ▶ Marketing and Outreach
- ▶ Application Development
- ▶ Intake (for Program Participants)
- ▶ Project Eligibility Reviews
- ▶ Home Elevation Scopes
- ▶ Beneficiary Eligibility Determinations
- ▶ Feasibility Reviews
- ▶ Cost Estimates
- ▶ Reviews for Duplication of Benefits (DOB)
- ▶ Records and Data Management
- ▶ Federal and State Procurement
- ▶ On-Site Davis-Bacon Labor Standards
- ▶ Uniform Act Compliance (Acquisition)
- ▶ Environmental Review and Clearance
- ▶ Mapping/GIS
- ▶ Construction and Project Management
- ▶ Federal, State, and Local Compliance Assurance
- ▶ Reporting, Audit, and Monitoring Support



GW 104 V1

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

GrantWorks administers grants from a wide variety of state and federal funding resources that are very similar to ARPA projects and works directly with many agencies, including:

- ▶ U.S. Department of the Treasury (U.S. Treasury)
- ▶ U.S. Department of Housing and Urban Development (HUD)
- ▶ U.S. Department of Commerce, Economic Development Administration (EDA)
- ▶ Federal Emergency Management Agency (FEMA)
- ▶ Texas Department of Transportation (TxDOT)
- ▶ Texas General Land Office (GLO)
- ▶ Texas Department of Housing and Community Affairs (TDHCA)
- ▶ Texas Department of Agriculture (TDA)
- ▶ Texas Parks and Wildlife Department (TPWD)
- ▶ Texas Water Development Board (TWDB)
- ▶ Texas Division of Emergency Management (TDEM)

We provide the full breadth of grant management services for a wide variety of program types, including:

- ▶ ARPA Administration and Management
- ▶ Disaster Recovery
- ▶ Infrastructure Projects
- ▶ CARES Act - COVID-19 Response
- ▶ Economic Development
- ▶ Emergency Rent Relief
- ▶ Housing Rehabilitation and Reconstruction
- ▶ Buyout/Acquisition
- ▶ Transportation
- ▶ Homebuyers Assistance
- ▶ Demolition/Clearance Activities
- ▶ Flood Mitigation
- ▶ Elevations
- ▶ Resiliency
- ▶ Mitigation
- ▶ Generators
- ▶ Retrofits for Public Buildings
- ▶ Accessibility
- ▶ Wildfire Mitigation
- ▶ Community Safe Rooms

GrantWorks will self-perform the requested services. We provide the best service and meet the highest standards in all that we do. Our long-standing client relationships, dedication to staff training and certification, and involvement at every step of your program's process reflect our performance quality. Our firm is financially stable, well-capitalized, and exceedingly capable of performing all services required by this RFP.

1.2 Form of Business

The firm that became GrantWorks, Inc. was established on September 16, 1979, as Community Management Services and incorporated in Texas in 1994 as Housing Services, Inc. The firm's corporate name changed in 1998 to GrantWorks, Inc. GrantWorks is a C corporation registered with the Texas Secretary of State (Charter No. 1324264) and authorized to conduct business in the State of Texas.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

1.3 Contact Person

Bruce J. Spitzengel
President
GrantWorks, Inc.
2021 Northland Drive
Austin, Texas 78756
Telephone: 512-420-0303, Ext. 309
Cell: 713-252-5872
Email: bruce@grantworks.net
Website: www.grantworks.net

1.4 Litigation

GrantWorks has not been a part of any criminal charges, civil lawsuits, or dispute resolution in the past five (5) years.

1.5 Related Recent Experience in Securing and Managing Federally Funded Local Projects, Both Infrastructure Construction and Service Projects

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. This \$1.9 trillion package is intended to combat the effects of the COVID-19 pandemic, including public health and economic impacts. The ARPA Program is a new program with specific eligibility and compliance requirements. **Figure 1** demonstrates GrantWorks' experience with related state and federal grants similar to what ARPA guidance indicates will be required for ARPA projects.

GrantWorks is actively working with 180+ cities and counties across Texas and other states and is either under contract, pilot projects, and/or **negotiations to manage funds received through the ARPA, CARES Act, and COVID-19-related activities**. We handle ARPA program implementation, including project management, environmental review, labor standards, procurement, project oversight, compliance with state and federal regulations, and implementation of funded projects.

Figure 1: GrantWorks Experience with Other Related State/Federal Grants Similar to Current ARPA Guidance

ARPA REQUIREMENTS	PROGRAM EXPERIENCE					
	CDBG	CDBG-DR	CDBG-MIT	FEMA PA	FEMA IA	USDT RESTORE
Grant Management and Administration	✓	✓	✓	✓	✓	✓
Procurement and Compliance with 2 CFR 200	✓	✓	✓	✓	✓	✓
Shareholder Engagement, Project Identification, Community Assessment, and/or Eligibility Determinations	✓	✓	✓	✓		✓
Project/Program Design and Development	✓	✓	✓	✓		✓

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER’S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 1: GrantWorks Experience with Other Related State/Federal Grants Similar to Current ARPA Guidance

ARPA REQUIREMENTS	PROGRAM EXPERIENCE					
	CDBG	CDBG-DR	CDBG-MIT	FEMA PA	FEMA IA	USDT RESTORE
Case/Contract/Project Management	✓	✓	✓	✓	✓	✓
Duplication of Benefits Review	✓	✓	✓	✓	✓	✓
Financial Assistance	✓	✓	✓	✓	✓	✓
Labor/Wage Compliance	✓	✓	✓		✓	✓
Construction Oversight	✓	✓	✓	✓	✓	✓
Uniform Administration Requirements, Cost Principles, and Audit Compliance	✓	✓	✓	✓	✓	✓
Complete or Assist with Environmental Review Records	✓	✓	✓	✓	✓	✓
Uniform Relocation Act (URA), Fair Housing, Section 504 of the Rehabilitation Act of 1973	✓	✓	✓	✓	✓	✓
Reporting	✓	✓	✓	✓	✓	✓
Monitoring and Audit Readiness	✓	✓	✓	✓	✓	✓
Recordkeeping and Document Storage/Retention	✓	✓	✓	✓	✓	✓
Close-Out	✓	✓	✓	✓	✓	✓

GrantWorks is proud to announce that we are currently helping 138 cities and 42 counties in Texas navigate the intricacies of ARPA grant management.

1.5.1 U.S. Department of Treasury Grant Programs

GrantWorks is currently working on the following U.S. Treasury grant programs.

Coronavirus Relief Bill – Texas Emergency Rental Assistance Program

GrantWorks assisted the GLO's Texas Department of Housing & Community Affairs (Prime: Horne, LLC) grant program under the Coronavirus Relief Bill administered by the U.S. Treasury. Our services include case management, eligibility determination and analysis, quality control, and payment processing. We have provided a full project description in Section 2.1.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Coronavirus Relief Bill – OUR FLORIDA: Opportunities for Utilities and Rental Assistance Program
GrantWorks assisted the Florida Department of Children and Families (Prime: Tidal Basin Government Consulting, LLC) grant program under the Coronavirus Relief Bill administered by the U.S. Treasury. Florida's state government accepted applications for over \$800 million in federal emergency rental assistance funds designed to help struggling tenants and landlords during the pandemic. GrantWorks services included case management, eligibility determination and analysis, quality control, and payment processing.

RESTORE Act

GrantWorks is currently administering a Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act (RESTORE Act) project, which the U.S. Treasury also administers. GrantWorks provides grant administration services to Brazoria County for the Lower San Bernard River Ecosystem Restoration Project through Texas Commission on Environmental Quality (TCEQ) under the RESTORE Act Program. We have developed the work plan in compliance with TCEQ guidelines. We will monitor contractors and subcontractors to ensure compliance with all requirements. GrantWorks will also assist with reporting, required sub-grant activities, and reimbursement requests following applicable federal and state laws and regulations.

1.5.2 Community Development Block Grant Programs

Since 1974, GrantWorks has successfully assisted local governments in implementing thousands of state and federally-funded programs. Our experienced staff has the knowledge and expertise to quickly translate our success with TxCDBG, CDBG-DR, and CDBG-MIT projects into successful ARPA projects. Our expertise includes a complete understanding and implementation of the procurement requirements contained in 2 CFR 200.

Texas Department of Agriculture

Texas Community Development Block Grant (CDBG) Infrastructure and Non-Rental Housing Program:
More than 2,000 local government projects funded and managed

- ▶ Texas Main Street/Downtown Revitalization Program: 54+ projects, \$10+ million
- ▶ Texas Capital Fund (Economic Development): 90+ projects, \$50+ million
- ▶ Community Development Fund: 940+ projects funded, \$283+ million
- ▶ Colonia Construction Fund: 115+ projects administered, \$54+ million
- ▶ Colonia Planning Fund: 50+ projects completed, \$3+ million
- ▶ Disaster Relief Fund: 75+ projects funded, \$24+ million
- ▶ Fire, Ambulance, and Services Truck (FAST) Program: 10+ projects, \$5+ million
- ▶ Planning Grants: 220+ projects funded, completed, or underway, \$8+ million

Texas General Land Office

CDBG-DR 2018 Floods and 2019 Lower Rio Grande Valley Floods Program:

- ▶ State-level Housing Assistance and Reimbursement Programs in South Texas counties, \$66+ million

CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 Infrastructure Program:

- ▶ 50+ local governments projects funded, \$454+ million

CDBG-DR Hurricane Harvey Round 1 Housing and Infrastructure Program:

- ▶ 65+ local government projects funded, \$183+ million
- ▶ Buyouts and Acquisitions – 16 local government projects funded, \$59 + million with no match required

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ State-level oversight of major subrecipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, \$3.3+ billion
- ▶ State-level Housing Assistance Program in Coastal Bend Council of Governments Region, Golden Crescent Regional Planning Commission Region, and multiple central Texas counties, \$643+ million

CDBG-DR 2016 Floods Program:

- ▶ 12+ local government projects funded, including multifamily and single-family housing, \$43 million

CDBG-DR 2015 Floods Program:

- ▶ 24+ local government projects funded, including multifamily and single-family housing, \$180+ million

CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 Infrastructure and Rental Housing Program:

- ▶ 90+ local government projects funded, \$436 million
- ▶ Projects include the \$100 million City of Galveston Infrastructure, \$65 million Galveston Housing Authority Multifamily Rebuild, \$26 million City of Houston Infrastructure, and \$26 million Galveston Rental Housing Replacement Programs
- ▶ Complete grant administration and project delivery services

1.5.3 Other Federal and State Grant Programs

Texas Department of Housing and Community Affairs

Texas CDBG-CV Community Resiliency Program:

- ▶ 4 local government projects funded, \$13+ million

Texas HOME Non-Rental Housing Program:

- ▶ Homeowner Rehabilitation Assistance (HRA) Program/Owner-Occupied Assistance
- ▶ 600+ contracts awarded to cities, counties, and nonprofits for \$220+ million
- ▶ 3,300+ substandard houses rehabilitated or reconstructed:
- ▶ Complete administrative and project delivery services:
 - › Application development, beneficiary income verification, project eligibility assessment
 - › Procurement, acquisition, environmental review
 - › Financial management, draw, change order, pay estimates, amendments
 - › Compliance, duplication of benefit analysis, audit, and monitoring support

Texas Department of Transportation

- ▶ County Transportation and Infrastructure Fund: 70+ projects administered, \$131+ million
- ▶ Border Colonia Access Program: \$1.3 million
- ▶ Safe Routes to School Program: 25+ projects funded, \$14.5+ million
- ▶ Surface Transportation Environment and Planning: \$1 million
- ▶ Transportation Enhancement Act for the 21st Century: \$2.4 million

National Oceanic and Atmospheric Administration/Texas General Land Office

Coastal Management and Coastal Impact Assistance Programs:

- ▶ 45+ projects managed

U.S. Treasury Department/Texas Commission on Environmental Quality

RESTORE Act Program:

- ▶ 2 projects, \$17.5 million

Federal Emergency Management Agency

- ▶ FEMA Public Assistance: 8 Hurricane Harvey contracts, \$80+ million

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER’S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Texas Department of Emergency Management

- ▶ Hazard Mitigation Construction Projects: Homeowner Elevations and Reconstructions: 4 projects, \$65+ million
- ▶ Hazard Mitigation Plans: 36+ projects, \$3.2+ million
- ▶ Critical Facility Generators: 30+ projects, \$12.1+ million
- ▶ Warning Sirens: 8 contracts, \$428,489
- ▶ Drainage Infrastructure and Community Safe Rooms: 4 projects, \$6.8+ million

Texas Parks and Wildlife Department

- ▶ Outdoor/Indoor Recreation and Small Community Parks Program: 70+ projects funded, \$42+ million

1.6 Experience/Background with Specific Services

Our staff works directly with cities and counties to identify and implement infrastructure improvements, including wastewater treatment plant rehabilitation, water production, treatment, distribution and storage facilities, water and sewer line installation, and flood, drainage, road, and sidewalk improvements. We are dedicated to community development through public works construction and believe these improvements are essential to strengthening Texas communities. **Figure 2** shows recent project experience within Colorado County and the Houston-Galveston Area Council (HGAC) region. The following activities, especially water, sewer, and drainage, would be eligible for ARPA funding under Activity D – Infrastructure. Sidewalk improvements and main street projects would also be allowable, provided they meet the requirements specified in the interim final rule.

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Alvin	2017	CDBG-DR	Water Generators/Public Facilities Generator	\$1,012,332
	2008	PA	Sewer System Improvements	\$2,159,644
	2008	PA	Water System Improvements	\$719,881
Ames	2021	CD	Street Reconstruction	\$350,000
Anahuac	2016	CD	Sewer Improvements	\$350,000
Angleton	2017	CDBG-DR	Sewer Improvements	\$154,439
	2008	PA	Water System Improvements	\$1,559,011
	2008	PA	Sewer System Improvements	\$519,670
	2007	CD	Sewer System Improvements	\$350,000
	2007	PA	Sewer System Improvements	\$350,000
	2006	CD	Sewer System Improvements	\$350,000
	2004	CD	Water System Improvements	\$350,000
	2004	CD	Sewer System Improvements	\$350,000
	2002	CD	Sewer System Improvements	\$350,000
2002	DRP	Infrastructure Improvements	\$407,000	
Arcola	2016	CD	Flood & Drainage Facilities	\$643,405
Austin County	2021	CDBG-DR	Buyout Program	\$1,655,654

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2017	CDBG-DR	Flood & Drainage Improvements	\$4,301,175
	2016	CD	Flood & Drainage Facilities	\$2,000,000
	2004	CD	Water System Improvements	\$350,000
Bay City	2021	ARPA	Administrative Services	\$4,344,927
	2020	CD	Water Improvements	\$350,000
	2020	MS	Sidewalk Improvements	\$500,000
	2018	DRP	Sidewalk Improvements	\$250,000
	2018	HMGP	Volunteer Fire Department Generator	\$47,238
	2018	HMGP	Civil Venter Generator	\$158,237
	2018	HMGP	Public Works Generator	\$118,727
	2018	HMGP	City Hall Generator	\$122,237
	2017	CD	Flood & Drainage Improvements	\$287,006
	2016	DRP	Street, Sewer, & Flood Drainage Improvements	\$6,110,100
	2015	DRP	Main Street Project	\$150,000
	2015	CD	Sewer Improvements	\$350,000
	2013	TWDB	Sewer & Street Improvements	\$2,880,000
	2013	DRP	Main Streets	\$150,000
	2013	DRP	Infrastructure for Assisted Living Facility	\$299,900
	2013	DRP	Infrastructure for Manufacturing Facility	\$500,000
	2011	CD	Sewer System Improvements	\$350,000
	2007	CD	Water System Improvements	\$350,000
	2006	CD	Sewer System Improvements	\$350,000
	2004	CD	Sewer System Improvements	\$104,449
2003	DRP	Infrastructure Activities/Improvements	\$150,000	
2001	CD	Sewer System Improvements	\$350,000	
Bayou Vista	2008	PA	Street Improvements	\$805,119
	2008	PA	Sewer System, Street, & Drainage Improvements	\$2,101,656
Beasley	2021	ARPA	Administrative Services	\$167,751
Bellville	2022	CD	Flood & Drainage Improvements	\$350,000
	2021	ARPA	Administrative Services	\$1,045,409
	2021	DRP	Sidewalk Improvements	\$325,250
	2017	CD	Water Improvements	\$350,000
	2005	CD	Sewer Collection Improvements	\$350,000

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Brazoria	2021	ARPA	Administrative Services	\$757,234
	2021	CDBG-MIT	Sewer Improvements	\$3,176,375
	2021	CDBG-MIT	Flood & Drainage Improvements	\$4,311,537
	2008	PA	Sewer System Improvements	\$190,169
Brazoria County	2021	ARPA	Administrative Services	\$72,586,198
	2019	RESTORE	Lower San Bernard River Ecosystem Restoration	\$10,766,000
	2017	CDBG-DR	Planning Study/Drainage Improvements	\$10,916,934
	2016	CDBG-DR	Flood & Drainage – Debris Removal	\$15,291,481
	2016	CDBG-DR	Non-Rental Housing	\$1,699,053
	2008	PA	Water, Sewer, Street, Flood & Drainage Improvements	\$8,095,357
	2008	PA	Community Shelter & Water System Improvements	\$8,704,745
Brookshire	2021	ARPA	Administrative Services	\$1,002,273
	2021	DRP	Sidewalk Improvements	\$350,000
	2018	PCB	Planning Studies	\$52,830
	2017	CDBG-DR	Flood & Drainage/Street Improvements	\$252,637
	2017	CDBG-DR	Water & Sewer System Improvements	\$350,000
	2016	CDBG-DR	Single-Family Homeowners Assistance	\$2,000,000
Brookside Village	2021	ARPA	Administrative Services	\$390,758
	2017	CDBG-DR	Street Improvements	\$999,834
Clute	2008	PA	Water & Sewer Improvements	\$1,664,451
Colorado County	2018	CD	Water Improvements	\$350,000
	2017	CDBG-DR	Flood & Drainage Improvements	\$1,527,327
	2014	CD	Water & Sewer Improvements	\$350,000
	2009	TWDB	Water System Improvements	\$263,500
	2005	CD	Sewer System Improvements	\$250,000
	2005	CD	Water & Sewer Improvements	\$350,000
	2003	CD	Sewer System Improvements	\$350,000
	2002	CD	Water System Improvements	\$350,000
	2001	CD	Water System Improvements	\$350,000
	2000	CD	Sewer System Improvements	\$350,000
Columbus	2018	CD	Water Improvements	\$350,000
	2017	CD	Flood & Drainage Improvements	\$310,663

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2013	CD	Water Improvements	\$350,000
	2013	DRP	Infrastructure Improvements	\$1,000,000
	2012	DRP	Downtown Revitalization	\$150,000
	2009	CD	Water System Improvements	\$350,000
	2005	PCB	Planning Studies	\$49,200
Dalsetta	2021	ARPA	Administrative Services	\$278,511
	2017	CDBG-MIT	Drainage & Sewer Improvements	\$3,366,142
	2015	CD	Water Improvements	\$350,000
	2015	PCB	Planning Studies	\$30,780
	2007	CD	Water System Improvements	\$350,000
Danbury	2021	ARPA	Administrative Services	\$436,103
	2017	CDBG-DR	Infrastructure Improvements	\$178,095
Dayton	2021	ARPA	Administrative Services	\$2,078,676
Dayton Lakes	2020	DRP	Sidewalk & Street Improvements	\$350,000
Deer Park	2021	ARPA	Administrative Services	\$8,294,387
Eagle Lake	2017	CD	Sewer Improvements	\$220,089
	2015	CD	Sewer Improvements	\$350,000
	2010	PCB	Planning Studies	\$45,300
	2009	CD	Sewer System Improvements	\$350,000
	2007	CD	Water & Sewer System Improvements	\$350,000
	2005	CD	Sewer System Improvements	\$350,000
	2002	CD	Sewer System Improvements	\$350,000
East Bernard	2021	ARPA	Administrative Services	\$580,315
	2020	CD	Sewer & First-time sewer Improvements	\$350,000
	2017	CDBG-DR	Street Improvements	\$157,563
	2017	CD	Sewer Improvements	\$750,000
	2014	CD	Sewer Improvements	\$350,000
	2011	SRTS	Safe Routes to School	\$724,550
	2009	CD	Water System Improvements	\$350,000
	2009	DRP	Real Estate Program	\$400,000
Freeport	2017	CDBG-DR	Sewer Improvements	\$193,271
	2017	CDBG-MIT	Sewer Improvements	\$5,991,468
	2016	CDBG-MIT	Sewer Improvements	\$5,931,626
	2008	PA	Water & Sewer System Improvements	\$1,539,279

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2008	PA	Sewer System Improvements	\$554,001
Galena Park	2017	CDBG-MIT	Water Plant Improvements	\$5,482,123
Galveston	2008	PA	Water System Improvements	\$16,298,376
Galveston County	2020	CDBG-DR	Infrastructure Improvements	\$3,399,435
	2007	CD	On-Site Sewer Facilities Installation	\$350,000
	2005	CD	Sewer System Improvements	\$350,000
	2004	CD	Sewer System Improvements	\$350,000
Hempstead	2021	ARPA	Administrative Services	\$2,070,252
	2020	PCB	Planning Studies	\$54,816
	2020	CD	Sidewalk Improvements	\$350,000
	2020	DRP	Sidewalk Improvements	\$500,000
	2018	CD	Sewer Improvements	\$350,000
	2017	CDBG-MIT	Flood & Drainage Improvements	\$9,395,324
	2017	CDBG-DR	Sewer Generators/Water Generators	\$421,314
	2016	CD	Sewer Improvements	\$350,000
	2011	CD	Wastewater Collection Line Replacement	\$350,000
	2009	CD	Sewer System Improvements	\$350,000
	2006	CD	Sewer Collection Upgrade	\$350,000
	2004	CD	Sewer Collection Upgrade	\$350,000
Hitchcock	2021	ARPA	Administrative Services	\$1,960,978
	2017	CD	Water Improvements	\$350,000
	2017	CDBG-MIT	Sewer Improvements	\$3,598,315
	2017	CDBG-DR	Sewer/Flood & Drainage Improvements	\$1,463,149
	2013	CD	Sewer Improvements	\$350,000
	2008	CD	Sewer System Improvements	\$350,000
	2008	PA	Water, Sewer, Flood, & Drainage Improvements	\$6,134,606
	2008	PA	Sewer System Improvements	\$2,044,869
	2008	PA	Water & Sewer System Improvements	\$2,888,164
	2007	PCB	Planning Studies	\$49,400
	2003	CD	Water & Sewer System Improvements	\$350,000
2000	CD	Sewer System Improvements	\$350,000	
Holiday Lakes	2021	ARPA	Administrative Services	\$309,732
	2017	CD	Flood & Drainage Improvements	\$599,008
	2002	CD	Water System Improvements	\$350,000

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Iowa Colony	2017	CDBG-DR	Flood & Drainage Improvements	\$131,675
Jacinto City	2017	CDBG-MIT	Sewer Facility – Wastewater Treatment Plant Improvements	\$5,319,718
	2016	CDBG-MIT	Flood & Drainage Facility – Storm Sewer Improvements	\$5,319,718
Jamaica Beach	2008	PA	Water System, Road, & Drainage Improvements	\$2,195,385
	2008	PA	Sewer System & Street Improvements	\$626,746
Jones Creek	2021	ARPA	Administrative Services	\$514,651
	2017	CD	Flood & Drainage Improvements	\$200,859
Kendleton	2016	CD	Flood & Drainage Facilities	\$702,296
Kenefick	2021	CD	Street Improvements	\$350,000
La Marque	2021	ARPA	Administrative Services	\$4,291,405
	2020	CDBG-DR	Infrastructure Improvements	\$1,447,527
	2017	CDBG-MIT	Sewer Improvements	\$48,904,004
	2015	CDBG-MIT	Sewer Improvements	\$7,493,145
La Porte	2021	ARPA	Administrative Services	\$8,666,561
	2008	PA	Flood & Drainage Facilities Improvements	\$1,197,695
	2008	PA	Flood & Drainage Facilities	\$4,721,465
League City	2002	CD	Sewer System Improvements	\$350,000
	2000	CD	Sewer System Improvements	\$99,982
Liberty County	2021	ARPA	Administrative Services	\$17,135,507
	2020	CDBG-DR	Buyout & Acquisition Program	\$6,820,960
	2017	CDBG-DR	Flood & Drainage Improvements	\$4,921,503
Liverpool	2021	ARPA	Administrative Services	\$136,530
	2017	CDBG-DR	Street Improvements	\$191,486
	2006	CD	Water System Improvements	\$350,000
	2001	CD	Water System Improvements	\$350,000
Magnolia	2021	ARPA	Administrative Services	\$518,615
	2021	CD	Water & Sewer Improvements	\$350,000
	2016	CDBG-DR	Sewer, Flood, & Drainage Facilities	\$1,800,000
	2000	CD	Water & Sewer System Improvements	\$350,000
Matagorda County	2021	ARPA	Administrative Services	\$7,117,473
	2020	CD	Water Improvements	\$350,000

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2017	CDBG-DR	Flood, Drainage, Water, & Sewer Improvements	\$6,948,605
	2017	CDBG-MIT	Water, Sewer, Drainage	\$3,111,101
	2016	CD	Water & Sewer Improvements	\$350,000
	2013	DRP	Infrastructure Improvements	\$1,500,000
	2012	CD	Sewer System Improvements	\$367,500
	2009	CD	Water & Sewer System Improvements	\$350,000
	2008	CD	Gulf Pier at Sargent Beach	\$0.00
	2008	CD	Sewer System Improvements	\$350,000
	2008	PA	Sewer, Street, Flood, & Drainage Improvements	\$8,009,157
	2008	PA	Street Improvements	\$651,315
	2008	PA	Water System Improvements	\$491,165
	2007	CD	Palacios Nature Center	\$187,809
	2005	CD	Sewer System Improvements	\$350,000
	2001	CD	Water & Sewer System Improvements	\$350,000
	2001	CD	Road Improvements	\$225,280
2001	CD	Sewer System Improvements	\$350,000	
Montgomery	2017	CD	Water, Flood, & Drainage Improvements	\$350,000
	2017	PA	Street Improvements	\$345,840
	2016	CD	Flood, Drainage, & Water Facilities Improvements	\$2,280,000
Needville	2021	ARPA	Administrative Services	\$768,880
New Waverly	2013	DRP	Infrastructure Improvements	\$175,000
Orchard	2019	CD	Water Improvements	\$350,000
Oyster Creek	2017	CDBG-MIT	Sewer Improvements	\$5,291,898
Palacios	2021	ARPA	Administrative Services	\$1,123,709
	2021	DRP	Sidewalk Improvements	\$350,000
	2019	CEF	Public Healthcare Facilities Project	\$120,633
	2018	CDBG-MIT	Flood & Drainage Improvements	\$6,814,726
	2018	DRP	Sidewalk Improvements	\$250,000
	2018	CD	Water Improvements	\$350,000
	2017	CDBG-DR	Water & Street Improvements	\$1,414,860
	2017	CDBG-MIT	Flood & Drainage Improvements	\$5,014,832
	2015	CD	Water System Improvements	\$350,000

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2011	CD	Water & Sewer System Improvements	\$350,000
	2010	CD	Sewer System Improvements	\$350,000
	2008	PA	Sewer System Improvements	\$1,522,407
	2007	CD	Sewer System Improvements	\$350,000
	2007	PCB	Planning Studies	\$49,400
	2005	CD	Water & Sewer System Improvements	\$350,000
	2003	PA	Brush & Debris Clearing	\$350,000
	2001	DRP	Texas Capital Fund	\$500,000
	2001	CD	Sewer System Improvements	\$350,000
Pattison	2021	CD	Infrastructure Improvements	\$350,000
Patton Village	2017	CDBG-DR	Infrastructure Improvements	\$19,000,000
	2017	CDBG-DR	Street Improvements	\$473,136
	2016	CDBG-DR	Street Improvements	\$1,920,000
Plum Grove	2021	CD	Street Improvements	\$350,000
Richwood	2021	ARPA	Administrative Services	\$988,170
	2017	CDBG-DR	Sewer Improvements	\$602,578
Riverside	2021	ARPA	Administrative Services	\$136,034
	2016	CD	Water Improvements	\$350,000
Rosenberg	2021	CDBG-MIT	Flood & Drainage	\$47,585,955
	2017	CDBG-DR	Sewer Improvements	\$298,611
	2016	CDBG-DR	Sewer Facilities	\$712,525
San Felipe	2021	ARPA	Administrative Services	\$204,423
	2021	CD	Street Improvements	\$350,000
	2017	CDBG-MIT	Streets & Drainage	\$3,209,122
	2016	CDBG-DR	Flood & Drainage Facilities	\$2,000,000
	2016	PCB	Planning Studies	\$30,780
Santa Fe	2020	CD	Water Improvements	\$350,000
	2017	CD	Street, Flood, & Drainage Improvements	\$1,389,501
	2014	CD	Water Improvements	\$350,000
	2008	CD	Water System Improvements	\$350,000
	2008	PA	Water & Sewer System Improvements	\$2,337,719
	2008	PA	Sewer System Improvements	\$779,240
	2008	PA	Water & Sewer System Improvements	\$2,738,741
Sealy	2021	ARPA	Administrative Services	\$1,597,228

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2010	CD	Lift Station	\$350,000
	2006	CD	Elevated Water Storage Tank	\$350,000
	2000	CD	Sewer System Improvements	\$350,000
Stagecoach	2016	CD	Street, Flood, & Drainage Improvements	\$1,440,000
Sweeny	2016	CDBG-MIT	Sewer Improvements	\$5,398,293
	2008	PA	Sewer System Improvements	\$235,860
Texas City	2021	CDBG-MIT	Flood & Drainage Improvements	\$17,874,592
	2020	CDBG-DR	Buyout & Acquisitions	\$2,270,138
	2017	CDBG-MIT	Flood & Drainage Improvements	\$14,965,447
	2017	CDBG-DR	Flood & Drainage Improvements	\$2,211,686
	2008	PA	Flood, Drainage, & Sewer System Improvements	\$13,277,159
	2008	PA	Storm Sewer System Improvements	\$4,614,680
	2008	PA	Water, Sewer, & Drainage Improvements	\$4,425,720
Walker County	2021	ARPA	Administrative Services	\$14,173,761
	2017	CDBG-DR	Street/Flood & Drainage Improvements	\$4,445,805
	2016	PA	Street Improvements	\$350,000
	2015	PA	Street Improvements	\$105,973
	2013	PA	Water Improvements	\$193,910
	2013	CD	Water Improvements	\$350,000
	2009	CD	Water System Improvements	\$350,000
	2002	CD	Well & Distribution System	\$350,000
	2000	CD	Water Distribution System	\$350,000
Waller	2021	ARPA	Administrative Services	\$864,278
	2017	CD	Sewer Improvements	\$350,000
	2014	CD	Water Improvements	\$350,000
Waller County	2020	CDBG-DR	Buyouts & Acquisitions	\$2,244,015
	2017	CDBG-DR	Street Improvements	\$4,036,599
	2016	CD	Water System Improvements	\$208,484
Wallis	2021	ARPA	Administrative Services	\$322,865
	2021	DRP	Sidewalk Improvements	\$350,000
	2021	CDBG-MIT	Sewer & Drainage Improvements	\$5,748,125
	2018	CD	Water Improvements	\$350,000
	2017	CDBG-DR	Sewer & Fire Station Improvements	\$427,602

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2016	CDBG-DR	Flood & Drainage Facilities	\$2,000,000
	2013	CD	Sewer Improvements	\$350,000
	2010	CD	Water System Improvements	\$350,000
	2009	PCB	Planning Studies	\$36,250
	2008	PA	Water & Sewer System Improvements	\$750,000
Welmar	2021	CD	Infrastructure Improvements	\$350,000
West Columbia	2017	CDCG-DR	Sewer Improvements	\$159,795
	2008	PA	Sewer System Improvements	\$269,915
Wharton	2021	DRP	Sidewalk Improvements	\$350,000
	2020	CDBG-DR	Buyouts & Acquisitions	\$1,693,784
	2020	CD	Sewer Improvements	\$350,000
	2017	CDBG-DR	Flood & Drainage Improvements	\$1,650,172
	2016	CD	Sewer Improvements	\$350,000
	2016	PCB	Planning Studies	\$53,460
	2016	CDBG-DR	Single Family Homeowner Assistance	\$2,000,000
	2014	CTIF	Sidewalk Enhancements	\$961,400
Wharton County	2021	ARPA	Administrative Services	\$8,071,766
	2020	CDBG-DR	Buyouts & Acquisitions	\$2,243,565
	2019	CD	Water & Sewer Improvements	\$311,500
	2017	CDBG-DR	Flood & Drainage Improvements	\$2,028,234
	2016	CD	Sewer Improvements	\$350,000
	2013	CD	Sewer Improvements	\$350,000
	2010	DRP	Real Estate Program	\$750,000
	2010	CD	First-Time Sewer System Improvements	\$350,000
	2005	PA	Disaster Relief	\$350,000
	2004	CD	Water & Sewer System Improvements	\$350,000
	2002	CD	Water & Sewer System Improvements	\$350,000
Woodloch	2020	CD	Sewer Improvements	\$350,000
	2017	CDBG-DR	Sewer Improvements	\$720,000
	2016	CDBG-DR	Sewer Facilities	\$720,000

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

SECTION 2

**PRIOR WORK
PERFORMANCE
REFERENCES**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER’S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

SECTION 2 – PRIOR WORK PERFORMANCE REFERENCES

2.1 Work Performance and Experience with the U.S. Department of Treasury, CARES Act, CDBG, CDBG-DR, FEMA Hazard Mitigation or Similar Construction and Services Projects

GrantWorks’ local presence means that we can act quickly and complete activities promptly and efficiently. Our Texas roots enable us to support local governments and state agencies by effectively and efficiently implementing programs within the federal and Texas statutory framework. Many of our staff have experience in nearby communities, giving us unique insights into local culture and people. **Our team is here to help Colorado County succeed. Whether you are building new roads or bridges, adding broadband, or rehabilitating water infrastructure, we are here to help your project succeed.**

GrantWorks has provided project descriptions demonstrating our knowledge and experience with specific ARPA-related project types on the following pages. These project descriptions are like projects which would be eligible uses of ARPA funding, including ARPA Activity A – Direct assistance to families or businesses (listed below as “case management”), grant administration, project management, and ARPA Activity D – Infrastructure (listed below as “construction management”). Our team has discovered that the allowable uses of ARPA funding stretch far and wide in our research into ARPA. We have selected a few projects highlighting our many strengths and broad experience for this proposal (**Figure 3**). As stated on previous pages, if our firm is selected, we will begin our work at a collaborative meeting to define and develop projects unique to Colorado County, Texas.



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 3: GrantWorks ARPA-Related Project Experience

ARPA REQUIREMENTS	SCOPE OF WORK								
	2021 American Rescue Plan Act Program, 180+ Cities & Counties, Texas	ARPA Coronavirus Local Fiscal Recovery Fund Administration & Implementation, City of Brownsville, Texas	Professional Administration Services Consultant for the American Rescue Plan Act Funds, Johnson County, Texas	Grant Consultants for the Usage & Administration of the American Rescue Plan Act Funds, Bastrop County, Texas	2021 American Rescue Plan Act Program, City of Gun Barrel City, Texas	Coronavirus Relief Bill Emergency Rental Assistance Program, Statewide, Texas	Texas Community Development 2Block Grant-Mitigation Program	Hurricane Ike CDBG-DR Infrastructure improvement Program, Galveston, Texas	Hurricane Ike CDBG-DR Round 2.2 Infrastructure Improvement Program, Houston, Texas
Grant Management	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stakeholder Engagement, Marketing, Outreach, &/or Community Involvement	✓	✓	✓	✓	✓	✓	✓	✓	✓
Project Identification, Community Needs, &/or Eligibility Determinations	✓	✓	✓	✓	✓	✓	✓	✓	✓
Project/Program Design and Development	✓	✓	✓	✓	✓		✓	✓	✓
Contract/Project Management	✓	✓	✓	✓	✓	✓	✓	✓	✓
Duplication of Benefits Review	✓	✓	✓	✓	✓	✓	✓	✓	✓
Financial Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓
Labor/Wage Compliance	✓	✓	✓	✓	✓		✓	✓	✓
Construction Oversight	✓	✓	✓	✓	✓		✓	✓	✓
Procurement, Uniform Administration Requirements, Cost Principles, &/or Audit Compliance (i.e., 2 CFR 200)	✓	✓	✓	✓	✓		✓	✓	✓
Environmental Review	✓	✓	✓	✓	✓		✓	✓	✓

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 3: GrantWorks ARPA-Related Project Experience

ARPA REQUIREMENTS	SCOPE OF WORK								
	2021 American Rescue Plan Act Program, 180+ Cities & Counties, Texas	ARPA Coronavirus Local Fiscal Recovery Fund Administration & Implementation, City of Brownsville, Texas	Professional Administration Services Consultant for the American Rescue Plan Act Funds, Johnson County, Texas	Grant Consultants for the Usage & Administration of the American Rescue Plan Act Funds, Bastrop County, Texas	2021 American Rescue Plan Act Program, City of Gun Barrel City, Texas	Coronavirus Relief Bill Emergency Rental Assistance Program, Statewide, Texas	Texas Community Development 2Block Grant-Mitigation Program	Hurricane Ike CDBG-DR Infrastructure Improvement Program, Galveston, Texas	Hurricane Ike CDBG-DR Round 2.2 Infrastructure Improvement Program, Houston, Texas
Related Federal, State, & Local Experience, Other Cross-Cutting Regulatory Requirements, & Compliance	✓	✓	✓	✓	✓		✓	✓	✓
Reporting	✓	✓	✓	✓	✓	✓	✓	✓	✓
Monitoring and Audit Readiness	✓	✓	✓	✓	✓	✓	✓	✓	✓
Recordkeeping & Document Storage/Retention	✓	✓	✓	✓	✓	✓	✓	✓	✓
Close-Out	✓	✓	✓	✓	✓	✓	✓	✓	✓

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



**2021 AMERICAN RESCUE PLAN ACT PROGRAM, 180+ CITIES AND
COUNTIES, TEXAS**

\$800M+

**ARPA FUNDS UNDER
MANAGEMENT IN TEXAS**

CLIENTS

Multiple Cities and Counties
Across Texas

CONTRACT NUMBERS

Contracts with Multiple Cities and
Counties Across Texas

GRANT PROGRAM

American Rescue Plan Act of 2021
Administered by the U.S.
Department of Treasury

CONTRACT DATES

June 2021 – December 2026

SERVICES PERFORMED

- ARPA Compliance
- Project Management
- Grant Administration
- Procurement per 2 CFR 200
- Environmental Compliance
- Davis-Bacon
- Meetings with Government
Officials & Key Stakeholders
- Strategic Planning
- Project Eligibility
- Data Tracking and Reporting
- Financial Analysis
- Construction Management
- Grant Closeout

THE CHALLENGE

The U.S. Treasury Department (U.S. Treasury) has issued \$350 billion to state and local governments to help cover expenditures and mitigate the COVID-19 pandemic's economic impact under the American Rescue Plan Act (ARPA) of 2021. Entitlement cities and county governments receive award allocations directly from U.S. Treasury, while non-entitlement communities will receive allocations through designated state agencies. Funds can be used to respond to the public health emergency or its negative economic impact by assisting residents, businesses, and non-profits or aid to impacted local industries; provide premium pay to essential workers; provide for revenue loss due to COVID-19; or to make investments in water, sewer, and broadband infrastructure.

THE SOLUTION

GrantWorks provides ARPA-related professional administrative and grant management services to multiple cities/counties across Texas. Services provided include ARPA compliance expertise, grant management, guidance on project selection, environmental processing, infrastructure construction oversight, reporting, monitoring, and project close-out. Our services also include developing policies/procedures for application-based programs and assisting communities in identifying and analyzing loss revenues. Our comprehensive efforts decrease the burden on local governments while providing needed improvements and services.

Managing a complex Coronavirus recovery fund requires a cross-functional team of seasoned, multi-disciplinary professionals led by an effective manager with the right tools and support system. GrantWorks provides an ARPA Senior Director that supports a sound project management approach shaped by his training and extensive experience with state and local governments. Our ARPA Senior

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Director and Director coordinate with our assigned ARPA Project Manager and Client Services Manager to secure ARPA funds, select projects, ensure project compliance, and document efforts via reports throughout the program from initiation to close-out.

GrantWorks uses a custom-built integrated project and financial management platform to manage project compliance, progress, expenditures, risks, and reporting for ARPA projects. Each identified project is entered into the GrantWorks 20/20 project management database, where team members can access project data required to monitor quality, compliance, and progress. GrantWorks 20/20 creates project reports that easily convey the budget and status of the client's overall ARPA implementation plan.

THE RESULTS

GrantWorks' extensive project management experience includes working with hundreds of state and local governments. Our team provides project management professionals 100% dedicated to ARPA-funded projects. Project managers have implemented ARPA projects in all four eligibility categories. Our experience across the state benefits Webb county as we share ideas and best practices from similar projects in more advanced stages of implementation. Our references will attest to our expertise, excellent customer service, quality of services, and efficient, cost-effective delivery options.

Timeliness: GrantWorks uses automated project checklists and workflows built into our GrantWorks 20/20 project management system to keep projects and communications on track. We build checkpoints to identify bottlenecks and risks. We prioritize proximity to our clients when developing project teams and facilitating in-person meetings necessary for collaboration and communication. Client cities and counties appreciate GrantWorks' availability, responsiveness, resiliency, and can-do attitude.

Cost Control: The GrantWorks ARPA team uses processes that have proven successful in over 40 years of working on similar projects. We proactively communicate with all stakeholders to 1) avoid issues that may result in questioned costs or audit concerns and 2) resolve any identified problems as quickly as possible. For each municipality, GrantWorks assists with establishing and maintaining compliant financial records and processes by using the GrantWorks 20/20 database to track obligations and expenditures for each ARPA-funded project. Our database collects all information required for Quarterly Project and Expenditure Reports and ensures compliance with federal and state requirements. We maintain electronic documentation to ensure eligibility, compliance, and benchmark conformance. Other cost control services include preparing and submitting all required reports, monitoring changing ARPA compliance guidance, implementing fraud prevention and abuse practices, submitting and reviewing all program invoices, and preparing and submitting closeout documents.

Quality of the Service(s) Provided: GrantWorks achieves performance excellence and high-quality services through outreach and engagement of key stakeholders, project assessments, ongoing education, and research on changing ARPA requirements. Project managers hold scope and implementation meetings and provide guidance and support with RFQs, RFPs, contracts, and agreements. Our diverse team is experienced in various project types, from equipment to infrastructure, beneficiary to sub-recipient programs, and anything in between. Project managers can access the knowledge and depth of 400+ staff within GrantWorks. They can access expertise and best practices in labor standards, environmental compliance, acquisition and URA, reporting, procurement, contracting, data management, and planning. GrantWorks has the experience to enhance the quality of any project selected for ARPA implementation.

Business Relationships: GrantWorks assigns project managers to each jurisdiction to provide the best customer service possible and provides additional support from our other internal departments. We ensure completeness on the front end, and our key to success is communication and processes that keep

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

the client included, informed, and respected throughout the entire project lifecycle. We go above and beyond to ensure that all projects are successful. We encourage recipients to maximize the impact of funds by leveraging dollars, creating private/public partnerships wherever possible, and leveraging other funding sources, as applicable. We understand that many of our clients have grants and financial management departments that will remain in place after the ARPA funds are expended. Our project managers seek to understand and work within existing processes, providing compliance guidance and support, where needed, to respond to your ARPA allocation. We aim to collaborate and provide management services that complement and integrate with existing structures. GrantWorks provides our clients with unrivaled consultant services to further augment their capacity.

"GrantWorks is the best ARPA money we could have spent," Smith County, Texas

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



**ARPA CORONAVIRUS LOCAL FISCAL RECOVERY FUND
ADMINISTRATION AND IMPLEMENTATION, CITY OF BROWNSVILLE,
TEXAS**

\$65.2M

ARPA FUNDS MANAGED

CLIENT

City of Brownsville, Texas

REGION

Lower Rio Grande Valley
Development Council

GRANT PROGRAM

American Rescue Plan Act of 2021
Administered by the U.S.
Department of Treasury

GRANT AMOUNT

\$65.2 million

CONTRACT DATES

September 2021 – December 2026

SERVICES PERFORMED

- Project Management
- Grant Administration
- Procurement per 2 CFR 200
- Environmental Compliance
- Davis-Bacon
- Meetings with Government
Officials & Key Stakeholders
- Strategic Planning
- Project Eligibility
- Data Tracking & Reporting
- Construction Management
- Grant Closeout

THE CHALLENGE

The City of Brownsville was awarded \$65.2 million in aid through the ARPA Coronavirus Local Fiscal Recovery Fund to combat the impact of Coronavirus and strengthen community resources. GrantWorks is working with the City to provide comprehensive professional administration, project selection, and project implementation services related to these funds.

With nearly 67% of Brownsville households lacking access to cable, DSL, or fiber broadband, the City of Brownsville has been ranked the “least connected city” by the National Digital Inclusion Alliance (NDIA) since 2016. The City is using \$19.5 million, the largest share of SLFRF funds, to install a 95-mile underground “middle mile” fiber infrastructure that will bring accessible and affordable broadband to 100% of Brownsville’s population of 189,000.

In addition to the broadband initiative, the City has approved major projects that range from government services and public health response to water and sewer infrastructure. Most of these projects are in the engineering and design phase. They include:

- ▶ Downtown Water & Wastewater Improvements – \$14.5 million
- ▶ Los Tomates Regional Detention Facility & Nature Preserve – \$11.5 million
- ▶ Gladys Porter Zoo Water & Wastewater Improvements – \$5.5 million
- ▶ Cultural & Improvement Beneficiary Grants – \$2.62 million
- ▶ COVID-19 Public Health Response – \$650,000

THE SOLUTION

GrantWorks initially met with City officials and staff to gauge their familiarity with ARPA and the Final Rule and discuss projects they

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

consider most important in benefiting the residents of the City of Brownsville.

ARPA Grant Administration & Technical Assistance: GrantWorks provided key technical guidance to help the City and stakeholders (including subrecipients and beneficiaries) understand the complicated ARPA legislation and eligible use of funds. They assisted in project selection and design and identified existing municipal priorities that qualified for funding under ARPA.

2 CFR 200 Procurement: The project management team has reviewed and amended the City's procurement policies and bid documents to ensure 2 CFR 200 compliance and continues to provide procurement assistance as new projects are launched.

Management Reports: With an expansive group of decision-makers, stakeholders, sub-recipients, and beneficiaries to keep informed, GrantWorks publishes a bi-weekly management report that updates project progress, high-level reporting of grant expenditures, and award allocation announcements. This report enables interested parties to operate from a common data set and facilitates transparency and clarity in the administration process. GrantWorks uses its ARPA grant and project management software solution, GW 20/20®, to produce reports for the City. Our team uses GW 20/20 for real-time tracking and managing all projects.

Financial Management: Working closely with the City's accounting department, GrantWorks reviews expenditures and supporting documentation. The project management team updates Project and Expenditure Reports in the U.S. Treasury portal every quarter.

THE RESULTS

Cultural & Tourism Grant Program: Working closely with the City of Brownsville, the GrantWorks team designed and implemented all aspects of an application-based beneficiary program to channel \$2.6 million in ARPA funds to cultural and tourism-related nonprofits impacted by the Pandemic. GrantWorks managed two rounds of funding and continues to provide comprehensive beneficiary administration and monitoring. Services included:

- ▶ Development of Program Guidelines
- ▶ Clearly defining eligibility requirements under ARPA
- ▶ Grant application development and scoring matrix
- ▶ The population of a microsite linked to the City of Brownsville website with an Online Grant Application and supporting documentation, including grant requirements, application instructions, grant program FAQs
- ▶ Planned and hosted Information Sessions (both in person and virtual) for potential applicants
- ▶ Application review and scoring and providing award recommendations
- ▶ Technical advice on how to communicate funding decisions, including providing drafting award letters and phrasing to avoid appeals
- ▶ Financial management of awarded funds
- ▶ Development and administration of Beneficiary Agreements and ongoing beneficiary administration and monitoring

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



**PROFESSIONAL ADMINISTRATION SERVICES CONSULTANT FOR THE
AMERICAN RESCUE PLAN ACT FUNDS, JOHNSON COUNTY, TEXAS**

\$34.1M

ARPA FUNDS MANAGED

CLIENT

Johnson County, Texas

REGION

North Central Texas Council of Governments

GRANT PROGRAM

American Rescue Plan Act of 2021
Administered by the U.S.
Department of Treasury

GRANT AMOUNT

\$34.1 million

CONTRACT DATES

December 2021 – December 2026

SERVICES PERFORMED

- Program Development
- Grant Administration
- Project Management
- Construction Management
- Procurement per 2 CFR 200
- Meetings with Government Officials & Key Stakeholders
- Project Eligibility
- Data Tracking and Reporting
- Financial Analysis
- Grant Closeout

THE CHALLENGE

Johnson County received a \$34.1 million allocation from the ARPA Coronavirus Local Fiscal Recovery Fund. The County selected GrantWorks as the administrator based on our extensive history managing state and federal grant programs throughout Texas with a particular focus on ARPA since its passage on March 10, 2021. Johnson County required assistance with program design best practices, identifying a need for entities requesting funding, and compliance oversight for their projects.

THE SOLUTION

GrantWorks provides administrative services to assist Johnson County in managing and implementing its \$34.1 million allocation from the ARPA Coronavirus Local Fiscal Recovery Fund and ancillary projects financed from their ARPA allocation. We have met with County officials on numerous occasions to gauge their familiarity with ARPA and the Final Rule and discuss projects they consider most important in benefiting the constituents of Johnson County. Our team reviewed their procurement policies and instructed Johnson County to adopt one we developed to ensure they comply with federal uniform guidance 2 CFR 200. We have also assisted the County in soliciting community input as recommended by the Final Rule and answering questions the County had about the eligibility of the projects the community suggested.

Johnson County is planning to move forward on over 40 projects. The County has already awarded over half of them, including nonprofits and other entities inside the County, about water/sewer infrastructure improvements, public health response projects to better assist and mitigate negative impacts and revenue loss because of COVID-19. GrantWorks has interviewed all applicants for funds to gather data and has provided quantitative analysis of that data to assist the

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

commissioners in making their decision. We also continue to help the County's auditing department develop the quarterly project and expenditure report.

THE RESULTS

The value of using GrantWorks is evident in Johnson County. In reviewing County plans to award \$9 million to area nonprofits, we recommended reclassifying program participants from "sub-recipients" to "beneficiaries," a change that simplified the project approach and expedited funding to eligible organizations.

2 CFR 200 Procurement: At the client's request, GrantWorks is optimizing the County procurement process, reviewing all RFP and RFQ documentation and methodology for opportunities to streamline and improve practices and ensure compliance.

Management Reporting: We have also taken responsibility for the project's monthly and quarterly reporting requirements, including coordination with the County and the engineering team on project progress.

Business Relationship: As their ARPA projects commence, we meet regularly with County staff during commissioner court to update and inform all county officials and discuss the next steps and considerations for future projects.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



**GRANT CONSULTANTS FOR THE USAGE AND ADMINISTRATION OF
AMERICAN RESCUE PLAN ACT FUNDS, BASTROP COUNTY, TEXAS**

\$17.2M

ARPA FUNDS MANAGED

CLIENT

Bastrop County, Texas

REGION

Capital Area Council of Governments

GRANT PROGRAM

American Rescue Plan Act of 2021
Administered by the U.S.
Department of Treasury

GRANT AMOUNT

\$17.2 million

CONTRACT DATES

December 2021 – December 2026

SERVICES PERFORMED

- Program Development
- Grant Administration
- Project Management
- Construction Management
- Procurement per 2 CFR 200
- Meetings with Government Officials & Key Stakeholders
- Project Eligibility
- Data Tracking and Reporting
- Financial Analysis
- Grant Closeout

THE CHALLENGE

Bastrop County received \$17.2 million in American Rescue Plan Act (ARPA) funds from the U.S. Treasury to assist in recovery from COVID-19. The County recognized that multiple non-profit organizations needed financial assistance due to an inability to fundraise during the pandemic. The County needed a fair and equitable way to distribute its ARPA funds to these organizations.

THE SOLUTION

GrantWorks created and developed the Bastrop County ARPA Public Needs Program upon the County's request. GrantWorks developed guidelines for the program and provided an online application that allowed applicants to submit supporting documents for the application.

Once applications were submitted, GrantWorks Staff reviewed the applications, preparing for questions from the Commissioner's Court and County Judge. When further details were required, GrantWorks staff reached out to the non-profit entity to gather the information, especially instructing them on procurement policy, 2-CFR 200, and other federal requirements for funding.

This sub-recipient program is still in its early stages, but the County plans to award more than \$4 million to non-profits that serve Bastrop County Residents. GrantWorks staff has assisted Public Needs awardees in developing procurement policies and procedures, including assisting with RFQ and RFP processes for construction projects. GrantWorks has worked with County staff to document and report all aspects of the Bastrop County Public Needs program.

THE RESULTS

GrantWorks developed guidelines, and an application for the Bastrop County Public Needs Program, then met with County Staff and their

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

appointed committee to recommend award amounts. The County Judge and Commissioner's Court voted on awards, and GrantWorks went to work developing service agreements with each subrecipient.

Schedule: GrantWorks helped establish this project's schedule and met all implementation milestones. We provided an online application and document-storage process within two weeks of the request.

Cost Control: GrantWorks advised the County on the required selection requirements and reviewed the program budgets and planned expenditures for cost reasonableness, allowability, and allocability.

2 CFR 200 Procurement: GrantWorks has taken extra steps to handle procurement issues with the County and their selected subrecipients, including reviewing past projects to move forward with ARPA projects and retracing steps to ensure that the forward movement of projects is correct in compliance with federal standards.

Business Relationships: The County and the non-profit organizations that applied for funds via the online application process have praised the system GrantWorks provided. They especially noted the ease of use, the ability to upload documents easily and quickly, and the ability to save their information intermittently.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



2021 AMERICAN RESCUE PLAN ACT PROGRAM, CITY OF GUN BARREL CITY, TEXAS

11,000+ SF

MULTI-PURPOSE COMMUNITY CENTER

CLIENT

City of Gun Barrel City, Texas

REGION

East Texas Council of Governments

GRANT PROGRAM

American Rescue Plan Act of 2021 Administered by the U.S. Department of Treasury

GRANT AMOUNT

\$1.5 million

CONTRACT DATES

October 2021 – December 2026

SERVICES PERFORMED

- Project Development
- Grant Administration
- Project Management
- Construction Oversight
- Procurement per 2 CFR 200
- Meetings with Government Officials & Key Stakeholders
- Compliance
- Data Tracking and Reporting
- Financial Analysis
- Grant Closeout

THE CHALLENGE

Gun Barrel City in East Texas has operated without an ad valorem property tax for over 50 years. A \$1.5 million ARPA allocation for this small community represents a once-in-a-lifetime opportunity to invest in the town's future. The city council unanimously backed a project that would have a community-wide impact—the construction of a multi-purpose community center.

The new facility will be built on public property adjacent to the fire department, police station, and city park. The community center will include a senior center, youth sports facilities, meeting space and classrooms, and a COVID-19 testing and vaccination facility. This center will be Gun Barrel City's first public-use space.

The development will also serve as an emergency operations center equipped with shower facilities, a large kitchen, and public restrooms that will remain open to visitors even when the community center is closed. The city council is also considering incorporating City Hall offices into the final plans.

THE SOLUTION

GrantWorks has been working alongside Gun Barrel City leadership to facilitate this project, including:

- ▶ Providing advice on ARPA program provisions and eligibility requirements
- ▶ Developing reporting protocols and facilitating access to the U.S. Treasury portal
- ▶ RFQ/contract facilitation to hire the project engineer
- ▶ Budget and funding consultation
- ▶ Progress and expenditure tracking

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

THE RESULTS

While this project is still in the design phase, GrantWorks will continue to provide comprehensive project management services through project completion. These services include supporting the construction process, ensuring labor, procurement, reporting compliance, and providing project closeout services.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

TEXAS CORONAVIRUS RELIEF BILL EMERGENCY RENTAL ASSISTANCE PROGRAM

80,000

HOUSEHOLDS BENEFITED

CLIENT

Texas Department of Housing & Community Affairs (Prime: Horne, LLC)

CONTRACT NUMBER

TDHCA Contract No. 21-064-001-C847

GRANT PROGRAM

Coronavirus Relief Bill
Administered by the U.S.
Department of Treasury

REGION

Statewide

CONTRACT DATES

February 2021 – Ongoing

SERVICES PERFORMED

- COVID-19 Relief Bill Funds
- Case Management
- Application Reviews
- Eligibility Analysis
- Data Management
- Reporting
- Financial Reviews & Payment Processing
- Quality Control

THE CHALLENGE

The Texas Department of Housing & Community Affairs (TDHCA) received \$1.3 billion in Emergency Rental Assistance funds from the Coronavirus Relief Bill. This program provides up to 15 months of rent for past or future payments for tenants who have felt the impact of the COVID-19 pandemic. The use of funds includes rent, rental arrears, utilities, utility arrears, and other housing-related expenses. Assistance under the new program is only available to households with income less than 80% of the area's median income, which varies by county and by the number of members in a household. Both landlords and tenants can apply. TDHCA expects 80,000 households will benefit from this new rental assistance program.

THE SOLUTION

GrantWorks performs eligibility analyses, quality control reviews, and payment processing services as a subcontractor to Horne, LLC. GrantWorks staffs 16 positions, including 13 Eligibility Analysts and 3 Quality Assurance Specialists. Our staff members process applications, review income, and determine eligibility for program benefits. We also verify rent, utility, and other household expenses by analyzing documentation provided by tenants and landlords.

Other responsibilities include:

- ▶ Provide financial control information by collecting, analyzing, and summarizing data
- ▶ Create updates and reports to communicate the progress of the program effectively
- ▶ Collect and verify information provided by tenants and landlords

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Develop and maintain professional relationships with the case management team, homeowners, landlords, tenants, and other external groups to provide effective and timely customer service, information, and problem resolution
- ▶ Establish and maintain an extensive electronic and hard copy filing system for homeowners, landlords, and tenants
- ▶ Review completed applications and approve funding

THE RESULTS

Schedule: The GrantWorks team members routinely exceed daily performance expectations. They often double or triple the expected productivity goals. Our team members have been promoted to perform higher-level quality control functions because of our efficiency and attention to detail.

Quality: GrantWorks provides a team of well-trained professionals who provide efficient and accurate program eligibility and award analyses. Our team communicates with tenants and landlords to gather the necessary documentation and promptly enters data into TDHCA's electronic data system. Both applicants and landlords have commented on our quality of assistance, responsiveness, and communications:

*"Zabelle, good morning! I want to thank you for being so prompt and diligent on my case. I was approved, and you helped me get that. I am forever grateful. I would like to let your organization know how much of a good job you are doing, helping people recover from this pandemic."
Successful Applicant*

*"Danyail, I just saw that my application was approved! I would like to thank you for your assistance and patience! THANK YOU, DANYAIL!"
Successful Applicant*

*"Awesome!!! I am unexplainably elated!!! God bless you and this process."
Successful Applicant*

*"I just wanted to say thank you for all your help. I truly appreciate your assistance in getting this grant for my rent. It's a blessing, and forever grateful. God bless!"
Successful Applicant*

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION PROGRAM

\$609M+

CDBG-MIT PROJECTS

CLIENTS

Multiple Cities and Counties
Across Texas

CONTRACT NUMBER

65+ Contracts with Multiple Cities
and Counties Across Texas

GRANT PROGRAM

U.S Department of Housing &
Urban Development, Community
Development Block Grant-
Mitigation (CDBG-MIT) Program
Administered by the Texas
General Land Office

TOTAL GRANT AMOUNT

\$609,389,718

CONTRACT DATES

2021 – Ongoing

SERVICES PERFORMED

- Federal & State Funding
Compliance & Management
- Investments In Water, Sewer, &
Infrastructure
- Application Development
- Grant Administration
- Project Management
- Construction Management
- Financial Analysis
- Data Management
- Cost Control

THE CHALLENGE

The Texas Community Development Block Grant-Mitigation (CDBG-MIT) program aims to increase disaster resilience and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, lessening the impact of future disasters. Congress appropriated \$12 billion in CDBG funds in February 2018, specifically for mitigation activities for qualifying disasters in 2015, 2016, and 2017, and HUD was able to allocate an additional \$3.9 billion, bringing the amount available for mitigation to nearly \$16 billion. Texas received \$4.2 billion, with an additional allocation of \$4.6 million for a total of \$4.3 billion.

THE SOLUTION

GrantWorks works with eligible grantees to implement strategic and high-impact mitigation projects. These projects help mitigate disaster risks and reduce future losses. We administer both HUD and state funding programs.

GrantWorks' Texas CDBG-MIT team has performed work, including the 2015 and 2016 Floods and the Hurricane Harvey disaster event for 65+ counties and cities across Texas. Over 65+ CDBG-MIT applications were submitted for grant requests totaling \$609,289,718 and leveraged amounts for CDBG-MIT projects totaling \$5,912,566.

GrantWorks is administering, managing, and completing projects that include improvements to drainage structures (roadside ditches, culverts, flood gates, retention ponds, etc.), streets systems, wastewater infrastructure (collection and treatment systems), water infrastructure (distribution, treatment, and storage systems), and other mitigation enhancement. These projects serve various beneficiary areas, from target areas within cities and counties to broader citywide and countywide efforts.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

THE RESULTS

We use project checklists and workflows to keep things on track. We build checkpoints and oversight so potential issues can be discovered at the earliest point in the process and addressed before they create a problem. We have received numerous compliments from client cities and counties expressing appreciation for GrantWorks' timely responses.

Cost Control: GrantWorks works proactively with all stakeholders to 1) avoid issues that may result in questioned costs or audit concerns and 2) resolve any identified problems as quickly as possible. For each municipality, GrantWorks assists with establishing and maintaining compliant financial records and processes by providing a grant ledger to track expenses for grant dollars and local leverage contributions, reporting for all grant activities, and recordkeeping requirements that comply with federal, state, and local regulations. Our recordkeeping methods consistently receive high marks from state and federal monitors. We focus on maintaining electronic and hard copy documentation so that the jurisdiction is always audit-ready and ensures eligibility and benchmark conformance. Other cost control services include preparing and submitting all required reports, monitoring CDBG-MIT program compliance, implementing fraud prevention and abuse practices, submitting and reviewing all program invoices, and preparing and submitting closeout documents.

Timeliness: GrantWorks establishes objectives and efforts that align with each entity's need to address mitigation efforts. We create a cohesive work environment coordinating federal, state, and local requirements to complete services on time. We completed our work and services ahead of time in many areas, such as environmental reviews, mitigation planning, application development, and risk assessments.

Quality: GrantWorks achieves performance excellence and high-quality services through outreach and engagement of key stakeholders, project assessments, application assistance, scope and project planning, and implementing effective processes and communication with federal, state, and local officials. These mitigation projects aim to reduce the risk to public infrastructure and services that benefit human health, safety, and/or economic security from being severely affected by natural disasters. The quality of our services and the completion of the mitigation projects transform the communities we serve into safer places.

Business Relationships: To provide the best customer service possible, GrantWorks assigns project managers to each jurisdiction and provides additional support from our other internal departments. We do it right the first time, and our key to success is communication and processes that keep the client included, informed, and respected throughout the project. We go above and beyond to ensure that all projects are successful. We encourage recipients to maximize the impact of funds by leveraging dollars, creating private/public partnerships wherever possible, and coordinating with other federal funding sources if applicable. We support data-informed investments, focusing on the repetitive loss of property and critical infrastructure. We build capacity through ongoing training and adopting policies that reflect local and regional priorities that will have long-lasting effects on reducing a community's disaster risk and decreasing future disaster costs.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN



**HURRICANE IKE CDBG-DR INFRASTRUCTURE IMPROVEMENT PROGRAM,
GALVESTON, TEXAS**

\$91.3M

CDBG-DR AND FEMA GRANTS

CLIENT

City of Galveston, Texas

CONTRACT NUMBER

15-081-000-8748

REGION

Houston-Galveston Area Council

GRANT PROGRAM

U.S. Department of Housing & Urban Development, Community Development Block Grant-Disaster Recovery Program Administered by the Texas General Land Office

GRANT AMOUNT

\$91,322,457

CDBG-DR: \$81,201,258

FEMA: \$10,121,199

CONTRACT DATES

October 2014 – October 2021

SERVICES PERFORMED

- Grant Writing & Applications
- Grant Administration
- Project Management
- 2 CFR 200 Procurement
- Financial Management
- Environmental Services
- Data Tracking & Reporting
- Acquisition/URA
- Stakeholder Coordination
- Recordkeeping
- Construction Management
- Davis Bacon Labor Standards Compliance Monitoring
- Project Closeout

THE CHALLENGE

Hurricane Ike, which came ashore with Category 2 winds and a storm surge as high as 17 feet in some locations, devastated the City's housing, businesses, and infrastructure. So severe was the damage that the number of recovery projects needed, and the costs associated with these projects, were staggering. The City initially prioritized restoration and hardening of critical water and sewer facility projects and the local cost-share for water, sewer, drainage, and road projects initiated with \$10 million in FEMA Public Assistance funds. The City also saw an opportunity for strategic investment in neighborhoods and public facilities to encourage a broader economic recovery.

This complex \$212 million multi-agency-funded program encompassed more than 35 major infrastructure and non-housing projects ranging from infrastructure improvements to economic development programming and planning over a performance period of seven years.

The City of Galveston hired GrantWorks to provide professional grant administration services in 2014 after a previous firm failed to deliver the level of support and technical expertise required by the City. The Texas General Land Office funded the City of Galveston through three cycles: Round 1 for \$107 million, Round 2.1 for \$24 million, and Round 2.2 for \$81 million. GrantWorks served as the City's grant administrator for all three funding rounds.

THE SOLUTION

The City of Galveston received funding for over 35 projects, including the rehabilitation of a pump station and water tanks, a new pump station, a fire station, a public works building, a wastewater treatment plant, streets, demolition and clearance of a fire station and incinerator, and planning. The funds provided reliable and continuous potable water, ensured roadway and city service function, and provided safe and efficient wastewater treatment. GrantWorks provided grant

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

administration and project delivery services to the City.

THE RESULTS

Schedule: GrantWorks scheduled and hosted regularly scheduled meetings with all parties, including engineers, architects, project managers, and environmental specialists, to discuss timelines. GrantWorks also worked with the City and GLO on all extension requests. The regular status update and planning meetings implemented by GrantWorks played an essential role in maintaining stakeholder alignment, schedules, and successful completion of projects under the program.

Cost Control: GrantWorks closely monitored the project budget, assisted with procuring materials testing and environmental services, and advised the City on any budget changes. GrantWorks thoroughly reviewed draws for any ineligible costs.

Quality: GrantWorks assisted the City with qualifying the projects in the application phase and implementing the project tasks as they moved through construction and close-out. GrantWorks also helped the City acquire donated property for off-site parking for the Public Works Building project.

Business Relationships: GrantWorks facilitated weekly conference calls to coordinate with the City and GLO staff members and helped strategize the projects' next steps.

KEY ACCOMPLISHMENTS

Economic Development Loans for Local Businesses: GrantWorks provided grant administration services to establish an Economic Development Loan Program with \$2.28 million allocated funds for recovery efforts by the local business community.

Managing Historic Structures: The Galveston Water & Electric Light Building was built in 1904. GrantWorks coordinated with the Texas Historical Commission to rehabilitate the building's exterior facade with added weatherization protections to improve the structure's physical integrity. The team worked with the City to renovate the interior for public use as a community center serving a mixed-income, multi-family community.



Renovated Galveston Water & Electric Light Building

Environmental Resolution: Environmental issues arose on several projects, including the 59th St. Water Tank Rehabilitation & Incinerator Demolition project. The Environmental Engineers identified soil contamination upon removal of the incinerator. The GrantWorks Environmental Team worked closely with Environmental Engineers to determine the extent of the problem and planned and oversaw the soil remediation efforts.



Galveston Public Works Building

Land Acquisition: GrantWorks provided federally compliant acquisition services for purchasing 20 parcels of land under 13 unique transactions to support an infrastructure project and helped the City acquire donated property for off-site parking for the construction of the Galveston Public Works Building.

Davis-Bacon Labor Standards Violations: GrantWorks identified potential wage-standard violations in the payroll reports from a subcontractor. GrantWorks worked closely with the Department of Labor, GLO, and the City to investigate the discrepancies, clarify the issues, and ensure the subcontractor made reparations.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



**HURRICANE IKE CDBG-DR ROUND 2.2 FUND INFRASTRUCTURE
IMPROVEMENT PROGRAM, HOUSTON, TEXAS**

\$22M

CDBG-DR GRANT

CLIENT

City of Houston, Texas

CONTRACT NUMBER

14-236-000-8329

REGION

Houston-Galveston Area Council

GRANT PROGRAM

U.S. Department of Housing & Urban Development, Community Development Block Grant-Disaster Recovery Program Administered by the Texas General Land Office

GRANT AMOUNT

\$22 million

CONTRACT DATES

October 2014 – March 2019

SERVICES PERFORMED

- Grant Writing & Applications
- Grant Administration
- Project Management
- 2 CFR 200 Procurement
- Financial Management
- Stakeholder Coordination
- Recordkeeping
- Construction Management
- Davis Bacon Labor Standards Compliance Monitoring
- Project Closeout

THE CHALLENGE

After Hurricane Ike landed on September 13, 2008, the City of Houston sustained flooding, causing critical street and drainage infrastructure to fail. Floodwaters submerged the City's roadways, and the existing storm sewer/drainage system infrastructure could not handle the volume of water generated during the storm. The flooding and resultant infrastructure failures threatened residents' public health, safety, and welfare and impeded emergency vehicle access.

THE SOLUTION

The City of Houston selected GrantWorks to project grant administration and project delivery services. The City of Houston used \$22 million in CDBG-DR funds to improve drainage in four lower-income central city neighborhoods to repair the infrastructure and reduce the possibility of failure in future storms. Activities included constructing storm sewers, drainage ditches, culverts, and other flood and drainage improvements serving the Near Northside. GrantWorks also restored the function of the road for primary access and emergency vehicle use and reconstructed an open ditch storm drainage system in the Greater Fifth Ward, Near Northside, and Old Spanish Trail/South Union neighborhoods.

THE RESULTS

Schedule: GrantWorks provided and delivered all services on time with no findings.

Cost Control: GrantWorks staff worked with local stakeholders and project engineers to ensure all project elements were within budget. The infrastructure improvements included four separate construction projects, each bid and constructed at different times. We maintained a grant ledger and tracked project costs closely with the project engineer for cost control to account for each project's costs.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Quality: GrantWorks worked with the City of Houston Housing and Community Development Department staff, Near Northside TIRZ Board, Houston Public Works, Mayor's Recovery Office, General Land Office, Jones & Carter, and RPS Engineering to ensure that the projects conformed to performance statements and schedules. As needed, we conducted monthly meetings and held weekly meetings at critical junctures. These meetings helped ensure all stakeholders were well-informed and ready to move to the project's next step. Effective stakeholder communication and coordination were essential for this large-scale five-year project.

Business Relationships: GrantWorks coordinated with several City Departments to facilitate project implementation. One of the open ditch locations was adjacent to an identified hazard facility, triggering additional environmental clearance requirements. Rather than delay construction for all locations, GrantWorks proposed splitting the construction contracts to allow open ditch work to start in other locations. GrantWorks expedited the construction to restore the drainage's function outside several neighborhoods impacted by Hurricane Ike by allowing the open ditch work to start in other locations. Once GrantWorks environmentally cleared the last site, we expedited the bidding and construction process.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

2.2 References for Prior Work

We take pride in our performance, helping implement projects on time, within budget, and in compliance with state and federal requirements. Speaking to our clients is the best way to evaluate our work performance. We have provided references for projects from past/present clients in **Figure 4**.

Figure 4: GrantWorks References from Past/Present Clients

	<p>BASTROP COUNTY Leon Scaife Purchasing Agent Bastrop County 804 Pecan Street Bastrop, Texas 78602 Telephone: 512-581-7110 leon.scaife@co.bastrop.tx.us</p>		<p>CITY OF GUN BARREL CITY Jeff Arnsward City Manager City of Gun Barrel City 1715 W. Main Street Gun Barrel City, Texas 75156 Telephone: 903-887-1087 jarnswald@gunbarrelcity.net</p>
	<p>CITY OF BROWNSVILLE Helen Ramirez, AICP Interim City Manager City of Brownsville City Hall 1001 E. Elizabeth St., 2nd Floor Brownsville, Texas 78522 Telephone: 956-548-6007 helen.ramirez@brownsvilletx.gov</p>		<p>JOHNSON COUNTY Roger Harmon County Judge Johnson County 2 N Main Street, Room 120 Cleburne, Texas 76033 Telephone: 817-556-6360 countyjuge@johnsoncountytexas.org</p>
	<p>WHARTON COUNTY Phillip Spenrath County Judge Wharton County 100 South Fulton Street, Ste. 100 Wharton, Texas 77488-5001 Telephone: 979-532-4612 judge.spenrath@co.wharton.tx.us</p>		

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

SECTION 3

**CAPACITY TO
PEFORM**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER’S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

SECTION 3 – CAPACITY TO PERFORM

3.1 Understands the Approach to Project Implementation








GrantWorks will provide comprehensive professional administration, project selection, and implementation services to manage the 2021 American Rescue Plan (ARPA) funding from the U.S. Department Act Treasury (U.S. Treasury). Managing a complex Coronavirus recovery fund requires a cross-functional team of experienced, multi-disciplinary professionals led by an effective manager with the right tools and support system.

GrantWorks proposes a single, integrated grants management approach to pursue the ARPA efforts. Given the award of these federal resources, current efforts, and unique challenges, we will maximize funding while minimizing compliance issues and time-consuming delays.

GrantWorks offers an effective project management system based on two guiding principles: 1) provide quality personnel, including an experienced director and leadership, and 2) provide staff with state-of-the-art management tools and systems.

GrantWorks’ approach to project management addresses Colorado County’s future needs; we kick off each project by identifying the County’s long-term goals and structure our project schedule, management tools, and deliverables to meet those goals.

OUR 38-MEMBER ARPA TEAM HAS ACCOMPLISHED:

-  **180+**
Number of Active ARPA Clients
-  **\$800M**
Amount of ARPA Funds Under Our Management
-  **187**
Number of ARPA Kickoff Meetings Held
-  **1,100+**
Number of Projects Designed and Managed by ARPA Clients
-  **268**
Number of Reports Submitted to the U.S. Treasury
-  **213**
Number of ARPA-Related RFQs Developed
-  **34**
APRA Expenditure Categories Managed
-  **297**
Procurement Policies Reviewed/ Developed Compliant with 2 CFR 200

3.1.1 Understanding of Project, Scope of Services, and Tasks

As described below in **Figure 5**, GrantWorks thoroughly understands the anticipated projects, the scope of services, and the tasks necessary to meet state and federal requirements. We meet the Request for Proposal (RFP) requirements, including general administration, project selection, implementation, and financial services.

To effectively administer ARPA fund programs, counties must plan and communicate with their incorporated and unincorporated constituents. GrantWorks currently serves 180+ Texas counties and understands how to eliminate duplicative efforts, ensuring projects within counties support common objectives. Under ARPA, there are unique requirements related to the request for funding, reporting, and compliance that vary by the size of the government. We created **Figure 5** specifically for Colorado County, which provides detailed guidance representative of the requirements of counties that will receive their

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER’S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

funds from and report directly to the U.S. Treasury.

Figure 5: GrantWorks’ Scope of Work Methodology and Tasks

Your Need		The GrantWorks Solution
<p>Help With Online Registration and Reporting Portals</p> <ul style="list-style-type: none"> ▶ Jurisdictions must submit a request to receive the second tranche of funding through the Treasury Submission Portal. 	✓	<ul style="list-style-type: none"> ▶ GrantWorks will assist your staff with registering through the U.S. Treasury and setting up online reporting for the U.S. Treasury. ▶ We will support and train staff as requested regarding ARPA reporting requirements.
<p>Project Selection and Design</p> <ul style="list-style-type: none"> ▶ Develop project narratives and Performance Plan metrics for projects selected in Colorado County ▶ Project formulation, development, assessments, and research to support community engagement, equitable outcomes, and evidence-based interventions ▶ Determine schedule, scope, and costs ▶ Prepare public procurement documentation and secure engineer/contractors/non-profit partners to carry out the work ▶ Identify and assess environmental concerns on projects 	✓	<ul style="list-style-type: none"> ▶ GrantWorks will guide the selected projects into eligible categories indicated by the Final Rule. ▶ Our team will guide stakeholders, County leadership, staff, and community members on eligible uses of ARPA funding. ▶ GrantWorks will collaborate with existing department staff, NGOs, and County leadership to determine and revise project schedules and scopes to maintain identified budgets. ▶ GrantWorks will provide procurement assistance and oversight to ensure compliance from contractors, non-profits, and beneficiaries. ▶ GrantWorks will use in-house resources to evaluate and respond to federal, state, and local environmental requirements.
<p>Project Implementation and Management</p> <ul style="list-style-type: none"> ▶ Develop program guidelines, policies, procedures, and implementation plans or other documents ▶ Create presentations and communication materials for community stakeholders and the public ▶ Market-created programs and respond to requests for information ▶ Access to project budgets, progress, obligations, and expenditures ▶ Implement our processes to monitor project progress, regulatory compliance, and control quality ▶ Monitor construction firms for adherence to the scope of work and baseline schedule ▶ Adhere to federal, state, and local regulatory requirements 	✓	<ul style="list-style-type: none"> ▶ Our team will help you create a well-run, efficient, and successful program that complies with federal and local reporting requirements. The development of policies and procedures is a priority, as is regularly updating them in response to evolving guidance from the U.S. Department of the Treasury. ▶ We will provide elected officials, staff, and the public with regular updates as needed. ▶ Your Project Manager will provide regular communication to all identified stakeholders. ▶ GrantWorks has in-house resources to comply with Fair Housing, Wage Monitoring, Uniform Relocation policies, EEO, and other applicable regulations. ▶ GrantWorks will review construction contracts for required contract provisions. ▶ Project Managers use our GrantWorks 20/20 project management system for tracking and

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 5: GrantWorks' Scope of Work Methodology and Tasks

Your Need		The GrantWorks Solution
		managing ARPA projects so that reports of performance, budget, obligations, and expenditures are readily available.
Financial Management <ul style="list-style-type: none"> ▶ Develop financial program guidelines, policies, procedures, and implementation plans or other documents ▶ Reassess the ARPA program eligibility of all expenses with citations of Treasury's Final Rule and accompanying guidance. ▶ Write Justifications for Capital Improvement Projects 	✓	<ul style="list-style-type: none"> ▶ GrantWorks will establish a system of checks and balances to monitor budgets and expenditures, validate payment requests, and disburse funds. ▶ We will advise you regarding financial processes that comply with state and federal regulations. ▶ GrantWorks will identify and seek fund-leveraging opportunities. ▶ GrantWorks will help establish reporting and recordkeeping systems, including physical and digital copies of all documents. ▶ GrantWorks will identify the need for and complete written justifications for Capital Improvement Projects based on the project cost.
Recordkeeping and Reporting <ul style="list-style-type: none"> ▶ Establish and maintain recordkeeping in compliance with the U.S. Treasury and local document retention requirements ▶ Complete and upload Project & Expenditure Reports required by the U.S. Treasury ▶ Detailed and periodic management reports on project status, including developments, revisions, submissions/approvals, open issues, financial overview, etc. ▶ Compliant and audit-ready file archives 	✓	<ul style="list-style-type: none"> ▶ GrantWorks will develop recordkeeping, document storage, and retention processes to meet U.S. Treasury requirements. ▶ GrantWorks will help prepare reports so that all expenditures and progress reports are accurate and well-documented. ▶ DECEMBER 31, 2024: All funds must be obligated ▶ DECEMBER 31, 2026: All funds must be expended to cover obligations, and all work must be completed
Contract Close-Out <ul style="list-style-type: none"> ▶ Strategies for document retention and archiving ▶ Comprehensive close-out process 	✓	<ul style="list-style-type: none"> ▶ GrantWorks adopts the audit and close-out philosophy that projects should 'begin with the end in mind.' This simple statement means we create policies and procedures that support a compliant operation and a continuous close-out process throughout the project lifecycle, making final close-out steps routine and predictable. ▶ GrantWorks will conduct a thorough file audit at close-out to ensure all requirements have been met, policies followed, and any issues are resolved at the end of your project.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER’S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Figure 5: GrantWorks’ Scope of Work Methodology and Tasks

Your Need	The GrantWorks Solution
	<ul style="list-style-type: none"> ▶ GrantWorks will ensure that your files are complete, accurate, and audit-ready, following regulatory requirements

GrantWorks is well-equipped to provide comprehensive response, management consulting, planning, and cost recovery services for current and future Coronavirus relief programs. We will provide extensive technical guidance, strategic advice, and program management support from experienced professionals skilled in federal program management and compliance requirements. Our proven team will provide time-sensitive and critical technical support to the County’s leadership and staff on complex policy, process, and federal assistance matters. Assigned Subject Matter Experts (SMEs) will liaise with and support key County staff counterparts to ensure the County has access to the necessary technical expertise in key functional areas for as long as this support is required.

3.1.2 GrantWorks Proposed Performance Tasks Under ARPA Funding Categories

The ARPA allocates a total of \$130.2 billion to be used by cities and counties for the four activities described below. Each activity type requires differing scopes and work levels to be performed, but overall, it is a once-in-a-generation opportunity to make vital investments in infrastructure, public health, and economic revitalization.

ARPA FUNDS USE 1: Respond to public health and negative economic impacts of the pandemic.
Including assistance to households, small businesses, nonprofits, and aid to impacted local industries such as tourism, travel, and hospitality.
<p>Example Activities:</p> <ul style="list-style-type: none"> ▶ Grants to homeowners to pay medical expenses, housing costs, transportation costs, etc. ▶ Assistance to small businesses with staffing, operational expenses, etc. ▶ Aid to nonprofits to assist them in responding to the COVID-19 crisis ▶ Assist local impacted industries to increase public health security, conduct marketing, increase accessibility, etc. ▶ Improve ventilation/filtration systems in public buildings ▶ Enhance public health data systems ▶ Provide vaccination, testing, or contact tracing programs <p>Anticipated Scope of Work/Tasks:</p> <ul style="list-style-type: none"> ▶ Identify the needs for this program ▶ Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc. ▶ Identify, document, and prioritize negative economic impacts on local services ▶ Identify and coordinate with local stakeholders ▶ Determine the feasibility of potential projects ▶ Select project delivery mechanism(s) ▶ Determine recipients of funds (i.e., impacted households, businesses, nonprofits, industries, etc.) and amounts of assistance to be provided

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

ARPA FUNDS USE 1: Respond to public health and negative economic impacts of the pandemic.

Including assistance to households, small businesses, nonprofits, and aid to impacted local industries such as tourism, travel, and hospitality.

- ▶ Develop detailed project policies and guidelines
- ▶ Establish document management controls
- ▶ Assist in performing any necessary procurement(s)
- ▶ Review environmental concerns as necessary
- ▶ Develop operational and data management protocols
- ▶ Develop staffing plan
- ▶ Perform project outreach and marketing
- ▶ Monitor intake/eligibility of participants
- ▶ Implement project(s) and services
- ▶ Complete reporting and compliance requirements
- ▶ Review change requests and all required documentation related to change requests
- ▶ Perform project close-out and retain files
- ▶ Complete final file audit to ensure all procedures were followed correctly

Our experienced staff have developed and implemented application-based programs that provide health/human services for low-income and special needs populations. We fully train our staff on how to monitor the activities of sub-recipients who may be procured to perform these services.

ARPA FUNDS USE 2: Provide premium pay to essential workers.

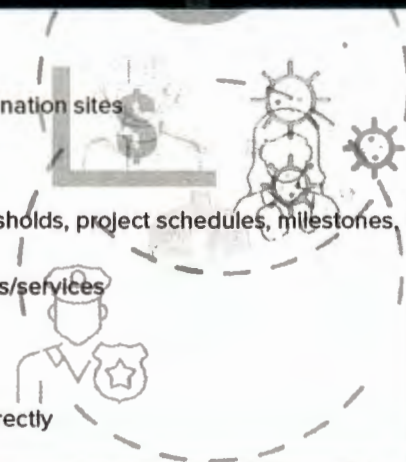
Including eligible workers of the County who are performing essential work or providing grants to eligible employers who have eligible workers who perform essential work.

Example Activities:

- ▶ Provide premium pay for those providing essential services
- ▶ Provide grants to businesses that supply workers at COVID-19 vaccination sites

Anticipated Scope of Work/Tasks:

- ▶ Identify the needs for this program
- ▶ Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.
- ▶ Identify, document, quantify and prioritize costs for essential workers/services
- ▶ Implement project(s) and recommend disbursement of funds
- ▶ Complete reporting and compliance requirements
- ▶ Perform project close-out and retain files
- ▶ Complete final file audit to ensure all procedures were followed correctly



Our team can provide experts in designing and documenting force-account projects to meet all requirements.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

ARPA FUNDS USE 3: Provide government services to the extent of lost public sector revenue

Lost revenue examples include property tax or income tax revenue loss due to the COVID-19 public health emergency

Example Activities:

- ▶ Use municipal records to calculate lost revenue caused by the COVID-19 pandemic
- ▶ Re-open services (such as libraries and recycling) that were canceled or reduced
- ▶ Maintenance or new infrastructure (including roads)
- ▶ Modernization of cybersecurity (hardware, software, protection of critical infrastructure)
- ▶ Health services
- ▶ Environmental remediation
- ▶ School or educational services
- ▶ Provision of police, fire, and other public safety services

Anticipated Scope of Work/Tasks:

- ▶ Identify the needs for this program
- ▶ Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.
- ▶ Identify, document, quantify and prioritize negative economic impacts on local services
- ▶ Identify and coordinate with local stakeholders
- ▶ Determine the feasibility of potential projects
- ▶ Establish document management controls
- ▶ Perform any necessary procurement(s)
- ▶ Review environmental concerns as necessary
- ▶ Develop operational and data management protocols
- ▶ Develop staffing plan
- ▶ Implement project(s) and provide services
- ▶ Complete reporting and compliance requirements
- ▶ Review change requests and all required documentation related to change requests
- ▶ Perform project close-out and retain files
- ▶ Complete final file audit to ensure all procedures were followed correctly



We have certified CPAs that can assist in reviewing revenue losses. Our team will guide project selection to ensure your ARPA funds are thoughtfully planned and projects successfully implemented.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

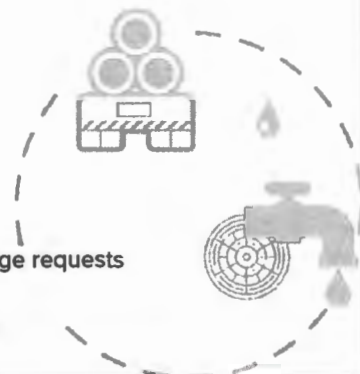
ARPA FUNDS USE 4: Make investments in water, sewer, and broadband infrastructure.

Example Activities:

- ▶ Replace deteriorating roads and bridges
- ▶ Repave and widen City streets
- ▶ Add bike lanes to roads
- ▶ Add traffic-calming areas connecting neighborhoods and main arteries
- ▶ Add sidewalks, trails, and tree canopies throughout the County
- ▶ Park and riparian renovation projects
- ▶ Replace deteriorating water mains
- ▶ Perform tests to determine inflow and infiltration (I&I) or leaks in the sanitary sewer system
- ▶ Perform pipe burst activity to replace and enlarge sewer lines
- ▶ Upgrade storm sewer facilities with necessary road repair
- ▶ Replace lead fixtures, joints, or pipes in the distribution system
- ▶ Water conservation, efficiency, and reuse projects
- ▶ Add broadband to meet 100 mbps upload and download speeds
- ▶ Prioritize fiber-optic infrastructure

Anticipated Scope of Work/Tasks:

- ▶ Identify the needs for this program
- ▶ Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.
- ▶ Identify and coordinate with local stakeholders and attend meetings
- ▶ Proactively identify opportunities to maximize public assistance projects
- ▶ Assist in RFQ preparation and submission review to procure engineer
- ▶ Work with the project engineer to review potential projects
- ▶ Review projects for potential real property acquisition needs
- ▶ Determine the feasibility of potential projects
- ▶ Prepare/review Commissioners' Court Approvals and Authorizations
- ▶ Establish document management controls
- ▶ Assist with necessary procurement of contractors
- ▶ Review environmental concerns as necessary
- ▶ Develop operational and data management protocols
- ▶ Manage implementation of the project(s)
- ▶ Perform Davis-Bacon Labor compliance tasks as applicable
- ▶ Complete reporting and compliance requirements
- ▶ Review change requests and all required documentation related to change requests
- ▶ Perform project close-out and retain files
- ▶ Complete final file audit to ensure all procedures were followed correctly



GrantWorks has provided project management services and monitored labor rates for hundreds of infrastructure projects across Texas since 1979.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER’S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

3.2 Demonstrated Understanding of the Scope of the ARPA Projects, As Appropriate

GrantWorks is currently working for 180+ cities and counties under the ARPA Program and thoroughly understands the scope of the Coronavirus Local Fiscal Recovery Fund.

3.3 Qualifications/Experience of Proposed Staff

GrantWorks has the staff and capacity to complete multiple simultaneous large- and small-scale projects and scopes of work. We have experience with the U.S. Treasury, CARES Act, CDBG, Disaster Recovery, FEMA Hazard Mitigation, or similar construction and service projects.

Our capacity extends to the number and the quality of staff we bring to the table. Our team has administered state and federal programs for more than 40 years. The breadth of our experience and the lengthy tenure of our senior staff means that this team has a thorough knowledge of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, ARPA, Stafford Act, and Supplemental Appropriations Bills.

Figure 6: Why should Colorado County select GrantWorks

GRANTWORKS KEY STRENGTHS AND BENEFITS – WHY SHOULD COLORADO COUNTY SELECT US?	
We are ahead of the curve, having established and staffed an ARPA Team in February 2021	✓
We are well-connected, having contracted with a lobbyist to get our questions answered	✓
We have a dedicated Client Services Department that will support you after the projects are complete	✓
With 400+ full-time employees, we are the largest Texas-based firm dedicated to project management for local governments	✓
We can carry out the work in-house (we do not need to subcontract the work)	✓
We have experience implementing multiple grant programs in Texas	✓
We have extensive experience with water, sewer, drainage, and street projects	✓
We are knowledgeable of USDT systems and processes	✓
We are familiar with local codes and ordinances (zoning, floodplain, permitting, building code)	✓
We understand federal and Texas statutes and regulations (ARPA, 2 CFR 200, Local Gov’t Code)	✓

GrantWorks hires and retains skilled and experienced employees—over 50% of our employees hold a master’s degree in law, city planning, engineering, business administration, construction management, public administration, or fields relevant to implementing federal grant projects. With our strong connections in Texas communities, we have the capacity and expertise needed to execute these services immediately. Look no further; our staff believes in working on projects through teamwork, where teamwork is the ability to work together toward a shared vision—your vision.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

3.3.1 Organization Chart

Figure 7 shows the GrantWorks Team's organization chart. Upon contract award, our Subject Matter Experts Jo Carroll, Ken Pevovar, PMP, Mary Shapiro, and Sherie Goin Marks, PHM, will work with Senior Director Greg Aiello, PE, and Director Fred Morris to assign a project team to work on your ARPA program. GrantWorks has summarized the qualifications and experience of our leadership, program management, and project delivery staff below.

Our ARPA Team leadership will identify the specific staffing needs of each project. As determined by the project's needs, we will designate fully trained support staff to assist the assigned Project Manager with expert/specialty services such as procurement, construction management, planning, environmental, labor standards, and GIS/mapping support. The organizational chart and the short bios below describe only a few of our available staff who can provide support services to ensure that all projects comply with U.S. Treasury requirements.

3.3.2 Leadership and Program Management Team



Bruce Spitzengel, President

Project Role: Principal-in-Charge

Bruce has worked with grants since 1975, first as the planning director for Texas City, then as CDBG Manager for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 400+ employees in 8 primary offices and 86 field locations, with headquarters in Austin, Texas. GrantWorks is one of Texas' most successful local government grant service providers. Bruce has extensive expertise in ARPA, CDBG, FEMA, HOME, transportation, planning, infrastructure development, affordable and fair housing, and application/grant preparation.



Jo Carroll, Senior Vice President, Program Operations

Project Role: ARPA Subject Matter Expert

Jo Carroll has 40 years of leadership experience designing, managing, and implementing federally funded community development, infrastructure, public works, public services, and housing programs, including ARPA, HUD, CDBG, CDBG-DR, FEMA, HOME, HOPE, Tax Credits, and Texas Housing Trust Fund. In addition to managing over 100 federally funded infrastructure projects, her experience includes implementing and managing over \$1.6 billion in major CDBG-DR programs and assisting over 10,000 homeowners. Jo uses her extensive knowledge to help with policy development, program design, process implementation, and project management.



Ken Pevovar, PMP, Senior Vice President, Program Management

Project Role: ARPA Subject Matter Expert

Ken Pevovar, PMP, has 16 years of experience managing and implementing ARPA, FEMA, HUD CDBG-DR housing and infrastructure projects in every stage of the lifecycle, from initiation to close-out. He has extensive training and experience in construction and project management. He is certified at the master level for Xactimate 28 estimating software and is a PMI Certified Project Manager. Ken brings program implementation and construction experience to this engagement. He has overseen the rehabilitation and reconstruction of 4,000+ single-family/multifamily housing units damaged by natural disasters.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

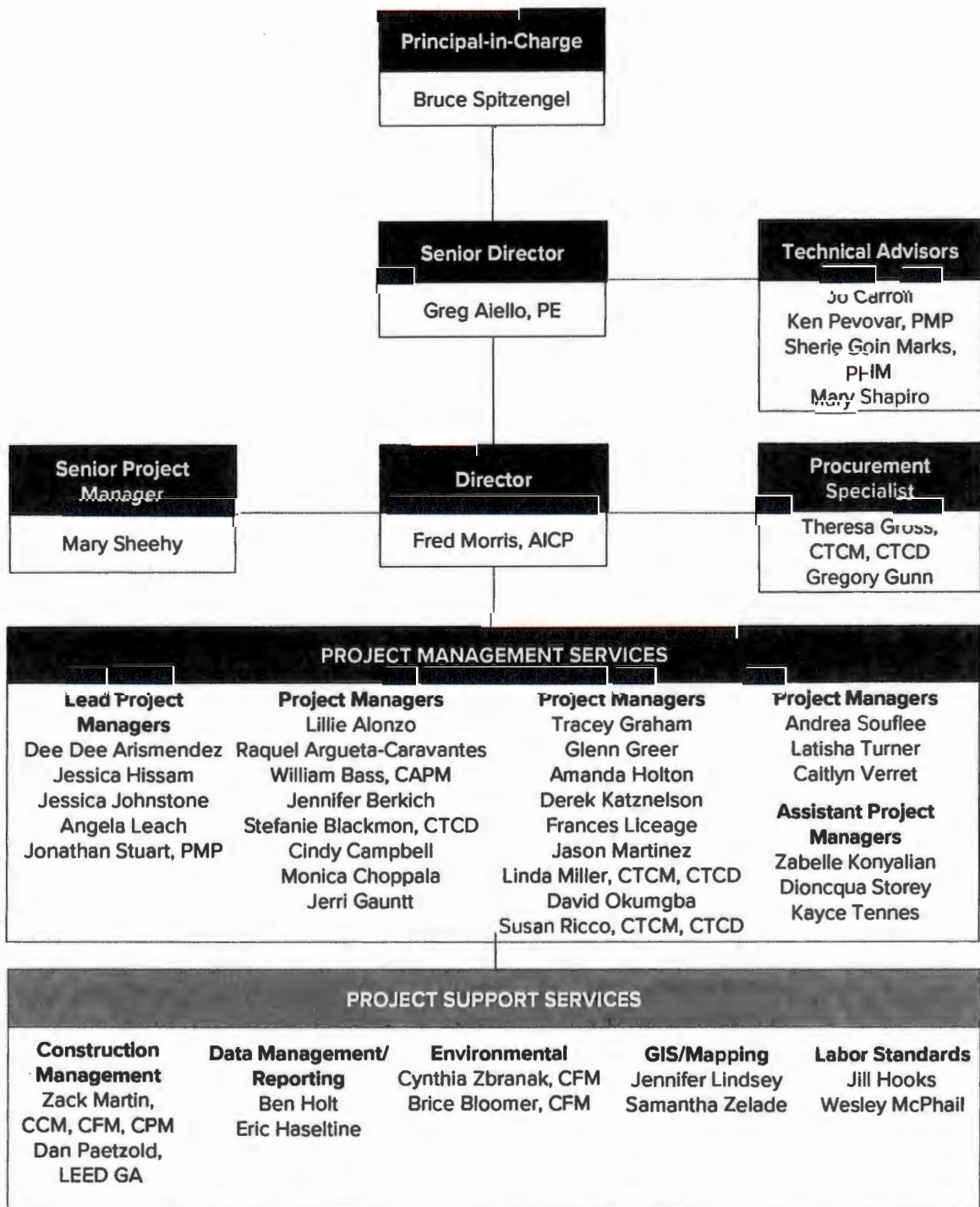


Figure 7: The GrantWorks Team's Detailed Organization Chart for the ARPA Program.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



**Mary Shapiro, Vice President of State Program Management,
Project Role: ARPA Subject Matter Expert**

Mary Shapiro has over 18 years of experience managing large-scale grants, programs, and projects and significant regulatory compliance and policy expertise in disaster recovery, housing and infrastructure, and environmental planning. Mary is an ARPA program design and delivery expert focusing on continuous process improvement. She serves as a resource to a 38-member team, assisting with distilled U.S. Treasury guidance, issue/resolutions trending, best practice planning, monitoring, and all related change, budget, and performance management needs. She oversees the daily development and oversight of all ARPA-specific policies and procedures, including researching and developing standardized written and systematic tools and workflow processes and assessing quality and compliance at the global, client, and individual project levels. Mary provides leadership support on consultation and project management operations within the GrantWorks ARPA Department. She has extensive experience in all program management phases, from initiation, procurement, and planning through closeout. She holds a BS in Psychology from Louisiana State University.



**Sherie Goin Marks, PHM, Associate Vice President, State Programs
Project Role: ARPA Subject Matter Expert**

Since the inception of the American Rescue Plan Act (ARPA), Sherie has provided operational and managerial support, leadership, technical assistance, compliance, and expertise for multiple jurisdictions. Her experience covers every eligible ARPA activity from start-up to closeout. With over 38 years of experience and as a former Community Development Manager for multiple cities, Sherie has overseen all aspects of the grant, financial, and construction management for various federal, state, and local programs, including New Jersey. She managed 1,000+ programs and projects in 7 different reporting systems, oversaw rehabilitation/ construction of 2,000+ housing units, completed 75 infrastructure projects, and closed out over 50 grants.



**Greg Aiello, PE, Senior Director
Project Role: ARPA Managing Senior Director**

As the ARPA Managing Senior Director, Greg Aiello provides leadership and project management expertise supporting multiple ARPA programs and projects. He manages the GrantWorks ARPA Team and provides the guidance and support required for successful project implementation. Greg reviews project scopes and assigns personnel with the knowledge, skill, and experience necessary for success. He mentors the team and coordinates resource requirements within the GrantWorks framework. Greg is a Professional Engineer with over 20 years of experience leading high-profile projects related to disaster recovery, commercial construction, and transportation engineering. Greg takes pride in leading large teams and provides strategic guidance resulting in quality services and client satisfaction.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



Fred Morris, AICP, ARPA Director

Project Role: ARPA Director

Fred Morris has been a Director of Development Services, Public Works, and Economic Development for local Texas governments since 2002. He has managed permitting and inspections, contract and construction management, zoning/subdivision, and site plan review. His work in economic development provides critical insights into the viability of various potential projects under ARPA. He has also provided code interpretations and negotiated project elements to improve development quality. Fred has directed, managed, and supervised 38 team members in water distribution, wastewater collections, treatment plant operations, park maintenance, streets, and drainage.



Client Services, Director of Client Services

Project Role: Director of Client Services

Kelle Odom has over 30 years of business management experience in the public and private sectors. Kelle joined GrantWorks in 2013, bringing 20 years of grant management experience. She previously worked with the Texas General Land Office, the Texas Department of Rural Affairs' CDBG-DR programs, and a private grant management consulting firm. Kelle oversees a team of Client Services Managers and Representatives and GrantWorks' relationship with its clients. She maintains high retention rates, developing long-term relationships with repeat clients. She also manages the company's accounts and communicates with clients to ensure their satisfaction. Her responsibilities include tracking data about accounts and intervening when problems occur. She leads marketing efforts and outreach. She manages staff, clients, processes, and policies for all accounts.

3.3.3 Project Management Team



Theresa Gross, CTCM, CTCD, Procurement Specialist

Project Role: ARPA Procurement Specialist

As a Procurement Specialist, Theresa Gross collaborates with GrantWorks staff to ensure documentation complies with federal procurement requirements described under 2 CFR 200 to promote clients' successful program outcomes. Theresa evaluates and determines compliance with federal, state, and local procurement requirements related to 2 CFR 200. She conducts reviews of procurement documents to determine compliance with laws, regulations, and policies and procedures. She also follows quality assurance procedures to produce accurate and complete work products. Gregory evaluates procurement proposal documents using best practices and maintains policies, procedures, and guidelines related to procurement. Theresa is a resource for project managers overseeing various ARPA projects requiring procurement under 2 CFR 200.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



Gregory Gunn, Procurement Specialist

Project Role: ARPA Procurement Specialist

Gregory Gunn spent 15 years in the U.S. Army as a Contingency Contracting Officer, Contracting Specialist, and Instructor/Training Program Manager before joining GrantWorks. Gregory evaluates and determines compliance with federal, state, and local procurement requirements related to 2 CFR 200. He conducts reviews of procurement documents to determine compliance with laws, regulations, and policies and procedures. He also follows quality assurance procedures to produce accurate and complete work products. Gregory evaluates procurement proposal documents using best practices and maintains policies, procedures, and guidelines related to procurement. Gregory is a resource for project managers overseeing various ARPA projects requiring procurement under 2 CFR 200.



Mary Sheehy, Senior Project Manager

Project Role: ARPA Senior Project Manager

Mary Sheehy has 14 years of experience in project management and implementation of state and federal residential programs for CDBG-DR (NJ-Sandy and TX-Harvey), low-income Housing development (NJHMFA), and energy efficiency residential upgrades (weatherization). Previous experience includes working with developers and community organizations on residential and/or green residential development projects, coordinating funding between state agencies for energy efficiency and renewable energy financing for multi-family affordable housing, and developing policies and programs in New Jersey. In addition, her spectrum of skills includes eligibility reviews, case management, specialized projects, compliance and monitoring, closeout and scope of work reviews, utilization of training tools, and adherence to regulatory updates related to managing government-funded programs. Mary has an MS in City Planning, Environmental, and Physical Planning from Rutgers University and a BA in Architecture from the University of Houston.



Dee Dee Arismendez, Project Manager

Project Role: ARPA Lead Project Manager

Dee Dee Arismendez is a dedicated and highly motivated ARPA Project Manager with a proven customer service record across multiple communities. With over 20 years of federal grant administration experience, she stays abreast of constantly evolving grant program requirements and communicates with clients, individuals, and others. With her knowledge of the ARPA, she assists customers by providing resources, information, tools, and guidance. Dee Dee has an AS in Data Entry Processing from Coastal Bend College and a BAAS in Psychology from Texas A&M University.



Jessica Hissam, Project Manager

Project Role: ARPA Lead Project Manager

With 11 years of experience, Jessica Hissam uses her interdisciplinary project management, multi-system policy research, and program implementation skills to oversee and support complex governmental and grant-funded behavioral health and social service programs at the state and local levels. She also uses her expertise to foster interdisciplinary collaborations across systems to maximize organizational impact and provide our clients the best possible service. Jessica holds a BA in Psychology and Criminology from St. Edward's

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

University.



Jessica Johnstone, Project Manager

Project Role: ARPA Lead Project Manager

Jessica Johnstone is an experienced project management professional. She is a self-driven critical thinker with experience in environmental outreach, coordination, and technical assistance. Her growth mindset, unique knowledge, and skills make her a strong ARPA Project Manager. Jessica earned a BS in Ecosystem Science & Sustainability from Colorado State University and an AS from Georgia Highlands College.



Angela Leach, Project Manager

Project Role: ARPA Lead Project Manager

Angela Leach has seven years of grant writing and management experience. She is an experienced disaster recovery manager with critical thinking and policy analysis skills. She is also an outcome-focused leader skilled in collaboration. Under the ARPA Program, Angela coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. Angela holds a BS in Psychology from Angelo State University.



Jonathan Stuart, PMP, Project Manager

Project Role: ARPA Lead Project Manager

Jonathan Stuart is an experienced Project Manager with over 13 years of experience working in construction, service, and start-up environments. His project management experience includes working with third-party contractors/vendors from all over the world. He coordinates and expedites projects for the ARPA Program, working directly with local government contacts, U.S. Treasury staff, engineers, and other project service providers. Jonathan is fully qualified in Project Management with a PMP certification and holds a BA in Philosophy from the University of Stoney Brook.



Lillie Alonzo, Project Manager

Project Role: ARPA Project Manager

Lillie Alonzo is an experienced analytical thinker and strategic leader. Her knowledge and skills include budgeting, leadership, contract management, problem-solving, and oral and written communication. With 19 years of project management experience, she has a strong background and an excellent record of meeting deadlines.



Raquel Argueta Caravantes, Project Manager

Project Role: ARPA Project Manager

With two years of management experience, Raquel Caravantes is an ARPA Project Manager with proven skills in the organization, planning, and management of ARPA, CARES Act, HHS, and FEMA and government programs designed to assist clients during and in the aftermath of natural disasters and emergencies. In any role she takes on, Raquel is happy to use her skills and experience to maximize client satisfaction to help restore and improve affected communities. She has a BBA in Marketing from the University of Houston.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



William Bass, CAPM, Project Manager

Project Role: ARPA Project Manager

With eight years of experience, William Bass is a Project Manager with a team management, customer success, and program development background. He is energetic, personable, and curious. He is also passionate about delivering projects on time and under budget. William has a BA in Philosophy from the University of Texas at Austin. He is also a Certified Associate in Project Management (CAPM) through the Project Management Institute (PMI). He has Project Management Certification through the Center for Professional Education, University of Texas at Austin.



Jennifer Berkich, Project Manager

Project Role: ARPA Project Manager

Jennifer Berkich is an experienced public servant professional with over six years of experience in multiple municipalities. At GrantWorks, Jennifer is an ARPA Project Manager and coordinates multiple projects for local government entities. She manages financial details, tracks milestones, adheres to deadlines, reviews project documents, works with professional service providers, and ensures overall compliance with the ARPA. Before GrantWorks, Jennifer was a grants administrator and wrote and managed grants. She holds an MPA in Public Administration and a BBA in Business Administration from Texas A&M University.



Stephanie Blackmon, CTCD, Project Manager

Project Role: ARPA Project Manager

Stephanie Blackmon is an experienced manager with ten years of experience, including four years of government work. Under the Disaster Case Management Program with the State of Texas, she developed a FEMA-approved training program for recovery efforts after Hurricane Harvey, Tropical Storm Imelda, and Severe Flooding in the Rio Grande Valley. She assisted selected vendors in the ongoing compliance and closeout of several multi-million-dollar federal grants. In addition, Stephanie worked closely with non-profits to identify unmet needs and provide resources to cities and communities affected by the disaster. Stephanie earned a BA in Journalism and Mass Communication from Texas State University and is a Certified Texas Contract Developer.



Cindy Campbell, Project Manager

Project Role: ARPA Project Manager

Cindy Campbell has over 29 years of project management and finance experience. She has worked with local municipal and county governments and developed strong relationships with diverse stakeholders. Cindy coordinates and manages multiple moderately complex projects at various stages of implementation. She communicates with local officials, professional service providers, and various state and federal agencies through written memos, emails, formal letters, and telephone conversations. She also helps manage the financial details of projects, including reviewing contractor pay estimates and professional service invoices, budget tracking, billing projections, and payment thresholds. Cindy assists with reviewing project documents, including applications, demographic surveys, maps, and environmental assessments; periodically scheduling and arranging public meetings; and tracking performance milestones and numerous deadline events, including reports,

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

contract amendments, newspaper advertisements, and grant-specific requirements.



Monica Choppala, Project Manager
Project Role: ARPA Project Manager

With six years of project management experience, Monica Choppala is an enthusiastic civil engineer who brings first-rate critical thinking and communication skills, deep construction industry knowledge, and other advanced skills. As an engineer, Monica is accomplished in every aspect of project execution, including marketing, proposals, revision, design, personnel management, construction oversight, and public relations. She has worked for NYCHA and with various general contractors performing CADD design, drafting as per specifications, and ensuring compliance with quality assurance procedures and requirements.



Jerri Gauntt, Project Manager
Project Role: ARPA Project Manager

Jerri Gauntt is an ARPA Project Manager with GrantWorks. She is a former Belton City Council member and community volunteer. Jerri has five years of federal grant administration experience from the City of Belton. She has seven years of experience in various roles with Belton Independent School District. Jerri holds a BS in Agricultural Development and an MEd in Agricultural Education from Texas A&M University in College Station.



Glenn Greer, Project Manager
Project Role: ARPA Project Manager

Glenn Greer is an enthusiastic, analytical, and resourceful project manager with four years of management experience with a record of streamlining daily business operations, planning and organizing projects and events, and leading community development initiatives. Glenn has experience in municipal government, including an exceptional understanding of municipal and regional planning principles and practices. He is also skilled in conducting detailed research and analysis, compiling, and summarizing technical data, and ensuring high-quality customer service.



Amanda Holton, Project Manager
Project Role: ARPA Project Manager

As a Project Manager, Amanda Holton coordinates and manages multiple projects funded primarily by ARPA via the U.S. Treasury. She communicates with local officials and various state and federal agencies daily. Amanda reviews project documents and manages financial details, including contractor pay estimates, professional service invoices, billing projections, and budget tracking. She also tracks and meets performance milestones and deadlines. Amanda interprets government publications and regulations about project implementation. Amanda also has four years of auditing and quality assurance experience.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



Derek Katznelson, Project Manager

Project Role: ARPA Project Manager

Derek Katznelson is an ARPA Project Manager at GrantWorks. He has over 10 years of experience in writing, research, and financial management of processes, programs, and projects. His former programs include TWDB's Flood Infrastructure Fund, TCEQ's Water Quality Planning Grant, and EDA's Regional Resilience Coordinator for the Lower Rio Grande Valley. He communicates with ARPA recipients, U.S. Treasury officials, and engineers to collaborate on procedure and compliance documents, prepares quarterly reports for submittal to the U.S. Treasury on the use of ARPA funds, and maintains eligible expenses and budget compliance. Derek holds an MS in Disaster Studies from the University of Texas and a BS in Anthropology from Colgate University.



Frances Liceaga, Project Manager

Project Role: ARPA Project Manager

With seven years of project management experience, Frances Liceaga is an experienced Project Manager specializing in executing multiple projects simultaneously. She has an extensive background and knowledge in state-funded programs, reporting, training, and compliance. Frances has successfully assisted in various state- and federal-funded programs, such as emergency rental assistance and hurricane recovery infrastructure projects. Her leadership experience includes delegating tasks amongst different departments, improvising, and team development. Frances has a BA in Communications from Rutgers University.



Jason Martinez, Project Manager

Project Role: ARPA Project Manager

Jason Martinez is currently an ARPA Project Manager at GrantWorks. He has over three years of experience in writing, research, and grant management and over ten years of experience in the financial management of processes, programs, and projects. In addition, Jason has experience working with multiple agencies, including FEMA, the Texas Department of Emergency Management, the U.S. Economic Development Administration, Non-Profit Organizations, the Council of Governments, and local entities. Jason coordinates and manages multiple complex projects at various stages of implementation. This includes coordinating with senior officials and client staff and ensuring compliance with all state and federal requirements. Jason has an MPA in Public Affairs and a BA in Political Science from the University of Texas Rio Grande Valley.



Linda Miller, CTCM, CTCD, Project Manager

Project Role: ARPA Project Manager

Linda Miller is a project manager with over 20 years of experience. As a Lean Six Sigma Black Belt, she is a results-driven, well-organized, analytical, and strategic leader. She uses the DMAIC methodology to maximize impact and provide the best possible outcome for stakeholders. Linda uses her self-driven critical thinking skills to foster collaborations across government systems/organizations. She has developed and implemented performance and process improvement projects to identify, collect, and analyze business procedures to remove waste, reduce variations, achieve compliance, and ensure program/project success. Linda holds a BBA in Business Administration from the University of Houston.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



David Okungba, Project Manager
Project Role: ARPA Project Manager

David Okungba is a results-driven and well-organized ARPA Project Manager. He multitasks, learns new skills rapidly, and is flexible in managing competing priorities. David is adept at recognizing potential obstacles and launching the steps needed to analyze risk. He thrives on problem-solving and meeting challenges with solutions that are technically sound and financially feasible. David coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. He holds a BBA in Project Management from the American InterContinental University.



Susan Rico, CTCM, CTCD, Project Manager
Project Role: ARPA Project Manager

As an ARPA Project Manager, Susan Rico brings four years of experience in data analysis and emergency services programs. She has developed and implemented monitoring processes to identify, collect, and analyze case management procedures to achieve grant compliance. Susan has assisted in developing and implementing program systems, processes, procedures, and forms that ensure the success of grant projects. She holds an MS in Applied Data Science from Syracuse University, an MEd in Exercise Science from the University of Texas, and a BS in Exercise and Sports Science from Texas State University.



Andrea Souflee, Project Manager
Project Role: ARPA Project Manager

Andrea answered an inner calling to help strengthen communities by using her unique experiences, talents, and education. She has worked and volunteered in nonprofit organizations in various capacities, including grant assessment, submission, evaluation, and allocation. She delivered results by building relationships within various communities using my organizational and managerial skills and listening to the organization's needs. Andrea also worked for Texas Health and Human Services and two United Ways in Texas for several years. She earned an MPA in Public Administration and a BFA in Fine Arts from the University of Texas at Arlington.



Latisha Turner, Project Manager
Project Role: ARPA Project Manager

Latisha Turner has six years of grant and project management experience. She has managed projects under the ARPA, Multifamily HOME, National Housing Trust Fund, and other federal programs. As an ARPA Project Manager, Latisha coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. ARPA funds are distributed directly to the state or local government (cities and counties) via the U.S. Treasury. The projects are mainly related to water, sewer, or broadband improvement.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



Caitlyn Verret, Project Manager
Project Role: ARPA Project Manager

Caitlyn Verret coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. Caitlyn has three years of economic development, disaster resiliency, and transportation planning in Texas and Louisiana. She holds a BS in Urban Studies and Planning and an MS in Geographic Information Sciences from Northwest Missouri State University.

3.3.3 Project Support Services Team
Construction Management



Zach Martin, CPM, CFM, CCM, Director of State Housing Programs
Project Role: Construction Manager

Zach Martin is a Senior Construction Manager with over 15 years of CDBG-DR experience working in numerous disaster recovery housing programs. He develops and implements processes in concert with program and project management staff for applicant intake and eligibility, data management, damage assessment, environmental review, and construction to deliver a complete, turnkey programmatic solution for recovery. Zach has provided strong leadership and team development skills that ensure effective communication and timely resolution of production hurdles, allowing projects to have transparent visibility.



Dan Paetzold, LEED GA, Senior Program Manager
Project Role: Construction Manager

Dan Paetzold is a dynamic project manager who has effectively managed viable construction projects throughout his 20-year career. As demonstrated by his track record, Dan has the strategic mindset and business acumen to efficiently oversee high-volume and complex projects. His construction management experience spans several categories: residential, retail, commercial, and government projects. He is an effective communicator who believes that clear messaging and a consistent workflow are the keys to navigating expansive programs. Dan holds an MBA and BS in marketing and business administration from Rowan University.

Data Management/Reporting



Ben Holt, Associate Vice President, Business Applications
Project Role: Data Management & Reporting

Ben is an expert in database architecture and management (including Quickbase), mobile data collection design, and most industry-standard GIS software packages. Ben has over 22 years of experience and has overseen various asset management, emergency response, environmental remediation, and site investigation projects. He is a leader in emergency response GIS and data management, supervising project staff that provides data management and GIS services on numerous disaster support efforts. Ben earned an MS and BS in Environmental Science from McNeese State University.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



**Eric Haseltine, Director of Business Systems Technologies
Project Role: Data Management & Reporting**

Eric Haseltine is a technical manager and senior information analyst with 19 years of information management, business analysis, and application development experience. He has been instrumental in designing, developing, and implementing successful IT systems supporting complex and rapidly evolving requirements. He has worked on various programs ranging from large ARPA and CDBG-DR programs to federal environmental investigation programs with databases storing up to 4 million analytical records. He has repeatedly translated client requirements and project needs into effective information management systems to guide and manage programs and generate clear and accurate reports.

GIS/Mapping



**Jennifer Lindsey, GIS/Mapping Manager
Project Role: GIS/Mapping Manager and Co-Team Lead**

Jennifer Lindsey is the GIS/Mapping Co-Team Lead at GrantWorks. She has four years of experience in GIS and mapping. Jennifer creates databases and mapping products for housing, infrastructure, population, and land-use planning. She also assists with needs assessments and data analysis. As a specialist, Jennifer has extensive knowledge, schooling, and hands-on experience, allowing her to bring high-end GIS/mapping analysis to life.



**Samantha Zelade, GIS/Mapping Manager
Project Role: GIS/Mapping Manager and Co-Team Lead**

Samantha Zelade creates databases and mapping products for comprehensive plans. She previously worked for the City of Austin Watershed Protection Department and the Texas General Land Office. Samantha earned a BA in Anthropology and Latin American Studies from the University of Texas at Austin and holds a Level I Certification in GIS from Austin Community College.

Labor Standards



**Jill Hooks, Labor Standards Specialist
Project Role: Labor Standards Specialist**

Jill Hooks is a Labor Standards Team Lead with 13 years of experience working on Davis-Bacon Labor Standards. Jill ensures that builders provide payrolls and related paperwork in a timely manner. Her role often requires her to provide hands-on technical assistance to contractors unfamiliar with federal reporting and labor standards requirements. She works with project managers to ensure that agency reports, and other program documents are accurate and submitted on time. Jill is a Certified TxCDBG Administrator.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT



Wesley McPhail, Labor Standards Manager

Project Role: Labor Standards Manager

Wesley McPhail is a Labor Standards Manager with 11 years of experience working on Davis-Bacon Labor Standards. Wesley ensures that the project contractors provide payrolls and related paperwork in a timely manner, often guides contractors on payroll submission and helps them understand all applicable labor standards requirements. Wesley is a TxCDBG Certified Administrator.

Environmental



Cynthia Vallejo-Zbranak, Associate Vice President of Environmental Services

Project Role: Senior Environmental Specialist

Cynthia joined GrantWorks in 2019 after retiring from the State of Texas. She has 27 years of experience with federally funded programs, including overseeing environmental compliance for HUD-funded programs and project management with the State of Texas CDBG Program. Cynthia brings an in-depth knowledge of federal environmental regulations and project implementation of the CDBG program. Cynthia holds a BBA in Business Administration from Texas State University.



Brice Bloomer, Environmental Scientist and Manager

Project Role: Environmental Scientist and Manager

Brice joined GrantWorks in 2019 to work on housing environmental reviews for the HOME and Community Development programs. After college, Brice began his career at an environmental consulting firm in Austin, conducting NEPA reviews and environmental compliance assessments. He earned his BS from Texas A&M University with a major in Environmental Studies and a minor in Parks and Natural Resource Management. Brice is also a TxCDBG Certified Administrator.

3.4 Resumes

We have provided resumes for each staff member in **Attachment 1 – Resumes of Key Personnel**. Each staff member listed in our proposal is a full-time employee of GrantWorks.

3.5 Current and Projected Workloads

GrantWorks understands and can meet all requirements identified in the RFP. We have assisted localities like Colorado County in administering and managing grants for over 40 years. We have built a reputation as a trusted partner with a long history of working in communities throughout Texas. Our deep and mutually respectful relationship with our clients is the key to our success. We work to understand each client's internal capacity and the impact that each project will have on their community. We work closely with key stakeholders to understand how each task impacts the project team's ability to complete it on schedule.

Our project managers provide the highest service quality by carefully balancing their workloads and using the robust support available from GrantWorks' leadership, Subject Matter Experts, and a team of compliance, environmental, data management and reporting, procurement, construction management, and quality assurance specialists (**Figure 8**). The GrantWorks management team assigns each project a "weight" based on the anticipated scope and complexity, relying on years of experience and lessons learned to inform the process. We also consider each project manager's tenure and capacity.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

GrantWorks holds weekly staff meetings to confirm that all employees are current on the latest state and federal regulations. Staff also regularly meet with management to evaluate project progress. Our management team regularly reviews all project manager portfolios to see that we have allocated the appropriate level of resources to each project. Our management team ensures we identify and avoid potential project risks early and give each project the right level of attention in a manager's portfolio.

Weekly team meetings also provide a forum for evaluating and discussing project management challenges and solutions. All project managers also receive biweekly portfolio reviews to ensure that all aspects of a project are moving forward and meeting critical milestones. Our leadership team actively engages in every project GrantWorks undertakes and does not hesitate to implement staffing and capacity adjustments when necessary to ensure successful project execution.

Figure 8: GrantWorks Actively Manages Workload During Project Execution by Following a Simple Five-Step Workload Management Process. We continuously review and revise the present and projected workload as projects move forward and change.

1	Review our team's present workload
2	Identify over-allocated staff
3	Identify under-allocated staff
4	Account for skills and absences
5	Adjust assignments as needed

3.6 Approach/Strategy to Implement Services/Projects

GrantWorks has reviewed the available information regarding your community's ongoing and future projects. We acknowledge your interest in economic relief and recovery programs, as stated in your RFP. Our dedicated ARPA Team is capable and willing to assist you through that process or any other need that you may have.

Figure 9 illustrates our standard, phased project approach for every ARPA implementation. As a courtesy, we conduct a lost revenue calculation for all clients as lost revenue funds have the least restrictions under ARPA. GrantWorks will also assist with determining equipment purchases to ensure they are allowable within ARPA guidelines.

Figure 10 illustrates anticipated tasks and timelines for common types of Infrastructure projects (i.e., water, sewer, broadband, etc.) and Service/Beneficiary-based projects (i.e., direct assistance to households, businesses, non-profits, etc.) that we anticipate will be implemented with ARPA funding. Timeframes are assumed to begin after contract execution.

GrantWorks will work with Colorado County to initiate project selection within 30 days of contract signing. We will ensure all projects developed are ARPA eligible and advise on appropriate document retention processes to safeguard your locality against questioned costs. We will procure engineers and/or non-profit partners within 30 days of project selection. GrantWorks always ensures that procurement is compliant with 2 CFR 200.

We have 11 divisions within GrantWorks with over 400 staff; we also have additional staff available on-demand that we can pull in to assist. Throughout the project lifecycle, we will provide reports that can be sent to the U.S. Treasury and support audits/archiving as needed after project completion.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

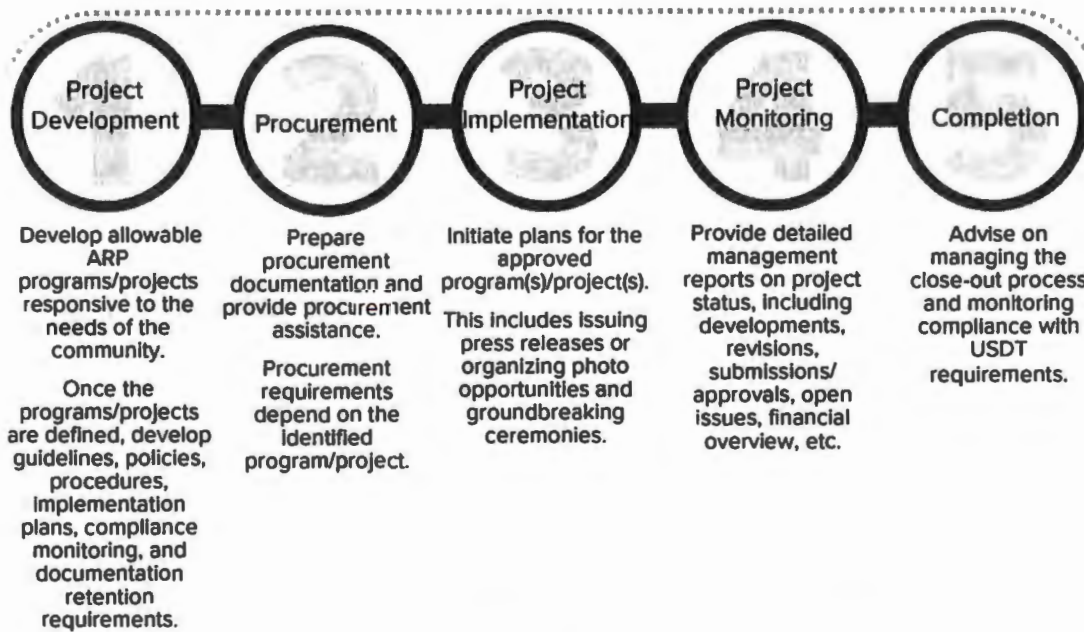


Figure 9: GrantWorks' Approach to ARPA Projects.

Steps Required by Type of Project		Timeline for Implementation							
Infrastructure	Application-Based	30 days	60 days	90 days	120 days	180 days	1 year	2 year	3 year
Project Selection	Project Selection	●							
Commence Engineer Procurement	Commence SOP Development		●	●	●				
Review Cost Estimate	Staffing (hiring or contracting)		●	●					
Procure Contractor	Participant Outreach			●	●				
Permitting	Disburse Applications				●	●			
Groundbreaking	Application Review Period					●	●		
Construction Oversight/Inspections	Funding disbursement					●	●	●	
Payroll Review	Eligibility reviews/file audits					●	●	●	
Completion/closeout	Completion/closeout								●

Timeframes are all approximate and will fluctuate based on needs of the project.

Figure 10: Anticipated Tasks & Timeline for ARPA Infrastructure & Service/Beneficiary Projects

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER’S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

3.7 Statement of Substantiating Resources and Timeline

GrantWorks understands and can meet all requirements identified in the RFP. GrantWorks employs 400+ staff members who work out of 8 primary offices and 86 field locations strategically situated throughout Texas (Figure 11). We have primary offices in Austin (x3), Galveston, Palestine, Paris, Rockport, and Weslaco. Field locations include Abilene, Alice, Alpine, Amarillo, Aubrey, Barker, Bastrop, Bedford, Bellville/Sinton, Belton, Bryan, Buffalo, Buda, Clute, College Station, Conroe, Corpus Christi, Cypress, Dallas, Denton, Dripping Springs, Edinburg, Elgin, El Paso, Floresville, Fort Worth, Frisco, Georgetown, Gilmer, Hallettsville, Harlingen, Hebbronville, Houston, Humble, Hutto, Jarrell, Katy, Kirbyville, Kyle, Lago Vista, League City, Leander, Longview, Lubbock, Lufkin, Marble Falls, McAllen, McGregor, McKinney, New Braunfels, Newton, New Ulm, Odessa, Pearland, Pearsall, Palacios, Pflugerville, Richmond, Rockport, Rosenberg, Round Rock, San Angelo, San Antonio, San Marcos, Seabrook, Seadrift, Spring, Temple, Victoria, Waco, Whitehouse, Wichita Falls, and Wimberley.

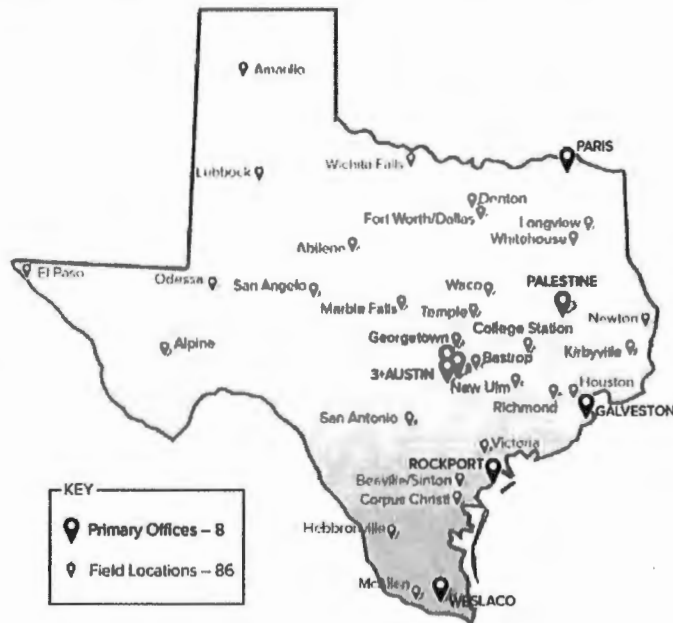


Figure 11: GrantWorks Office and Field Locations.

Our team is here to help you succeed. Whether you are building a new treatment plant, adding broadband, or working to identify your revenue loss post-COVID-19, we are here to help your project succeed.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

3.8 Financial Capacity

GrantWorks has provided a copy of its CONFIDENTIAL fiscal year-end financial statements for 2023 as a separate attachment. Current year-to-date statements will not be available until after the end of the first quarter.



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

SECTION 4

**PROPOSED
COST OF
SERVICES**

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

SECTION 4 – PROPOSED COST OF SERVICES

4.1 Cost of Services – ARPA Program

GrantWorks is happy to negotiate our proposed fee and scope of services with the County before final selection, as federal guidelines allow.

The following is a list of eligible activities as stated in the ARPA:

“(1) USE OF FUNDS

- (A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;*
- (B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, a non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;*
- (C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, a non-entitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, non-entitlement unit of local government, or county prior to the emergency; or*
- (D) to make necessary investments in water, sewer, or broadband infrastructure.”*

GrantWorks will manage all aspects of Colorado County's \$4,174,763.20 ARPA Direct Allocation as described in this proposal for a lump sum of \$154,000.00. The above fee includes all consultation, project management, assistance with reporting, and ancillary services necessary to complete the above-listed scope for any ARPA-eligible activities. Our stated fee is less than 3.7% of the funding, as indicated in the RFP.

GrantWorks' proposed fee for this contract is contingent upon the County's determination of eligible activities specified in the ARPA.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COST OF SERVICES

The Responder should enter pricing which includes all costs, expense, and materials needed to perform the services in accordance with this RFP. Pricing for ARP funded projects other than Subtitle M Sec 603 projects will be determined with the awarded vendor once projects are identified.

LUMP SUM PRICE: \$ 154,000.00

If your pricing is only for a specific activity(ies) in this scope, please indicate the service(s) with your pricing. Respondents proposing to offer specific services are limited to environmental services and will be scored only on that service.

SPECIFIC SERVICE DESCRIPTION: _____

PRICE: \$ _____

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

The federally approved proposal format Colorado County used allows us to clearly provide our value and expertise in grant management services with multiple agencies and programs. The criteria provided in your RFP with scoring considerations include the following:

- ▶ Experience of the Firm (30 points)
 - ▶ Prior Work Performance (20 points)
 - ▶ Capacity to Perform (30 points)
 - ▶ Proposed Cost (20 points)
- Total Points (100 points)

As with all proposals, the cost is one factor to be considered. Our fee contains the level of staffing needed to deliver the services required in the contract. The final cost of our agreement can be subject to negotiation based on request.



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

ATTACHMENTS

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

GrantWorks has provided full resumes for the following key personnel.

- ▶ Jo Carroll, Executive Management and Subject Matter Expert
- ▶ Ken Pevovar, PMP, Executive Management and Subject Matter Expert
- ▶ Mary Shapiro, Subject Matter Expert
- ▶ Sherie Goin Marks, PHM, Executive Management and Subject Matter Expert
- ▶ Kelle Odom, Director of Client Services
- ▶ Greg Aiello, PE, Senior Director
- ▶ Fred Morris, AICP, Director
- ▶ Kelle Odom, Director of Client Services
- ▶ Mary Sheehy, Senior Project Manager
- ▶ Theresa Gross, CTCM, CTCD, Procurement Specialist
- ▶ Gregory Gunn, Procurement Specialist
- ▶ Dee Dee Arismendez, Lead Project Manager
- ▶ Jessica Hissam, Lead Project Manager
- ▶ Jessica Johnstone, Lead Project Manager
- ▶ Angela Leach, Lead Project Manager
- ▶ Jonathan Stuart, PMP, Lead Project Manager
- ▶ Lillie Alonzo, Project Manager
- ▶ Raquel Argueta Caravantes, Project Manager
- ▶ William Bass, CAPM, Project Manager
- ▶ Jennifer Berkich, Project Manager
- ▶ Stefanie Blackmon, CTCD, Project Manager
- ▶ Cindy Campbell, Project Manager
- ▶ Monica Choppala, Project Manager
- ▶ Jerri Gauntt, Project Manager
- ▶ Glenn Greer, Project Manager
- ▶ Amanda Holton, Project Manager
- ▶ Derek Katznelson, Project Manager
- ▶ Frances Liceaga, Project Manager
- ▶ Jason Martinez, Project Manager
- ▶ Linda Miller, CTCM, CTCD, Project Manager
- ▶ David Okumgba, Project Manager
- ▶ Susan Rico, CTCM, CTCD, Project Manager
- ▶ Andrea Souflee, Project Manager
- ▶ Latisha Turner, Project Manager
- ▶ Caitlyn Verret, Project Manager

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

JO CARROLL
SUBJECT MATTER EXPERT

PROFESSIONAL QUALIFICATIONS

Jo Carroll is a nationally acclaimed HUD CDBG/CDBG-DR expert with extensive management and administrative experience in major housing programs and infrastructure projects for local, state, and federal entities. She is a National "HUD Best Practices" winner for Housing, Public Services, and Minority Business Participation. HUD also identified Jo to serve as an "expert in Disaster Recovery" at the 2018 HUD CDBG-DR Clinic. Jo uses her knowledge and experience to assist grantees with designing and managing disaster recovery programs that help thousands of impacted residents. Her experience also includes the co-ownership of a home construction business, enabling her to apply first-hand knowledge and experience in the home building and construction industry.

As Senior Vice President of Operations at GrantWorks, Jo provides critical leadership and managerial expertise in delivering multiple operations and programs. Her expertise is managing HUD CDBG/CDBG-DR/CDBG-MIT, ARPA, COVID-19, CARES Act, FEMA, and other state and federal programs.

RELEVANT EXPERIENCE

**SENIOR VICE PRESIDENT OF PROGRAM OPERATIONS,
GRANTWORKS, INC., TEMPLE, TEXAS, JULY 2020 – PRESENT**

Technical Advisor, Major CDBG Home Rehabilitation and Home Reconstruction Programs, City of Dallas Department of Housing & Neighborhood Revitalization, Dallas, Texas, January 2023 – Present

As a Technical Advisor, Jo guides and advises on the work performed. She also keeps current and advises the project team on CDBG and cross-cutting state/federal compliance requirements, including grant administration, construction management, and environmental rules and regulations.

Executive Sponsor/Subject Matter Expert, American Rescue Plan Act Project Management Services, Local Government Clients, Multiple Locations, Texas and New Jersey, March 2021 – Present

Jo pioneered our ARPA Team by studying legislation before the act was passed and worked with lobbyist groups while Congress refined the legislation. She stays current with directives, FAQs, Federal Register publications, and interpretive guidance from advocacy groups. She continually educates and provides senior leadership to the 38+ member ARPA Team. GrantWorks is managing over \$800 million in ARPA-provided direct allocations.



40 YEARS

**GRANT MANAGEMENT
EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Psychology,
Texas A&M University, College
Station, Texas, 1982

HIGHLIGHTS

Program Manager of CDBG-DR
funded New Jersey Hurricane
Sandy and Texas Hurricane Rita,
Ike, and Harvey Programs

40+ years of HUD and CDBG
housing and infrastructure program
management experience

National "HUD Best Practices"
winner for Housing, Public Services,
and Minority Business Participation

**CERTIFICATIONS/
REGISTRATIONS**

Certified HOME Program Specialist

PROFESSIONAL AFFILIATIONS

Past memberships on the National
Community Development
Association Committees, National
Affordable Housing Committee, and
National HOME Program
Committee

Past Member of Board of Directors,
NCDA Region VIB

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Executive Sponsor, Emergency Rental Assistance Programs, Florida Department of Children and Families/Tidal Basin Government Consulting, LLC and Texas Department of Housing & Community Affairs/Horne LLP, Florida and Texas, February 2021 – Present

Jo provides contract support and subject matter expertise to managers and staff who work on CARES Act programs. These programs provide rental and utility relief to tenants and landlords who meet eligibility criteria which vary slightly by state.

DIRECTOR/SENIOR PROGRAM MANAGER/SENIOR PROJECT MANAGER/ PROJECT MANAGER, APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, TRENTON, NEW JERSEY, AUSTIN AND HOUSTON, TEXAS, APRIL 2009 – JULY 2020

Program Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, May 2013 – June 2020

The RREM Program provided disaster housing relief services for over 10,000 homeowners damaged by Superstorm Sandy in nine coastal counties. The team provided program management services, including policy development, damage assessments, environmental mitigation, CDBG-DR expertise, case management, call center operations, construction oversight and inspections, and compliance monitoring. Program activities include rehabilitation, reconstruction, elevation, mitigation, resiliency, demolition, lead paint assessments and clearances, asbestos assessments, and engineering design services. The project team completed construction following HUD, HQS, NJDCA Construction Standards, the International Residence Code (IRC), Energy Star, and HUD's CPD Green Building Checklist. She provided all aspects of program management, and her team of policy, environmental, and construction professionals provided leadership and oversight for program design and construction management. Jo and her team of 150+ disaster experts collaborated daily with New Jersey State staff, elected officials, homebuilders, homeowners, and municipal/state inspectors and officials.

Program Manager, Bring it Forward Programs, City of Houston Housing Community Development Department (HCDD), Houston, Texas, January 2018 – July 2019

The City of Houston Hurricane Harvey Recovery Programs used \$450 million FEMA and \$1.2 billion CDBG-DR funding to assist thousands of homeowners and renters damaged or displaced by Hurricane Harvey. The project team served as the Master Program Management firm engaged to assist in the overall administration of the multiple programs, including providing comprehensive case management services and developing and operating a call center to handle inbound and outbound calls for program applicants. As the Program Manager, Jo oversaw the development of program guidelines and workflows, compliance, and advising the City regarding policy and programmatic decisions.

EMPLOYMENT HISTORY

- ▶ Senior Vice President, Operations, GrantWorks, Inc., Temple, Texas, July 2020 – Present
- ▶ Director/Senior Program Manager, Aptim Environmental & Infrastructure, LLC, Trenton, New Jersey, and Houston, Texas, July 2017 – July 2020
- ▶ Program Manager/Senior Project Manager, CB&I Environmental & Infrastructure, LLC, Trenton, New Jersey, February 2013 – June 2017
- ▶ Project Manager, Shaw Environmental & Infrastructure, Inc., Austin, Texas, April 2009 – February 2013
- ▶ CDBG Private Consultant, Multiple Cities, Counties, States, Nonprofits, 2000 – April 2009
- ▶ Community Development Director, City of College Station, Texas, 1990 – 2000
- ▶ Deputy Director/Director, Brazos Valley Council of Governments, Bryan, Texas, 1980 - 1990

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

KEN PEVOVAR, PMP
SUBJECT MATTER EXPERT



PROFESSIONAL QUALIFICATIONS

Ken Pevovar has 16 years of experience managing public infrastructure, FEMA, and CDBG-DR projects in every stage of the lifecycle, from initiation to close-out. Ken has diverse training in construction, education, and management. He received HUD training in CDBG-DR grant management and is certified at the Master level for the industry-leading Xactimate 28 estimating software system. He is a PMI-certified project manager with significant infrastructure experience from designing and installing city and county communications/network operations centers and a pipeline and metering station project for a proposed power plant. His expertise in disaster recovery began as a Red Cross Disaster Services volunteer and shelter manager.

As Senior Vice President at GrantWorks, Ken provides leadership and managerial expertise in delivering multiple operations and programs. His expertise centers on HUD CDBG/CDBG-DR, ARPA, COVID-19, CARES Act, FEMA, and other state/federal programs.

RELEVANT EXPERIENCE

**SENIOR VICE PRESIDENT OF PROGRAM MANAGEMENT,
GRANTWORKS, INC., AUSTIN, TEXAS, JULY 2020 – PRESENT**

Technical Advisor, Major CDBG Home Rehabilitation and Home Reconstruction Programs, City of Dallas, Department of Housing & Neighborhood Revitalization, Dallas, Texas, October 2022 – Present

As a Technical Advisor, Ken guides and advises on the work performed. He keeps current and advises the project team on CDBG and cross-cutting state/federal compliance requirements, including grant administration, construction management, and environmental rules and regulations.

Executive Sponsor/Subject Matter Expert, American Rescue Plan Act Program Management Services, Local Government Clients, Multiple Locations, New Jersey and Texas, March 2021 – Present

Ken spearheaded the development of the GrantWorks ARPA Team by studying legislation before the act was passed and worked with lobbyist groups while it was refined. He stays current with directives, FAQs, Federal Register publications, and interpretive guidance from advocacy groups and continually educates and provides senior leadership to the 38+ member ARPA Team. The team provides subject matter expertise consultation, grant management, and project management services to city and

16 YEARS

**PROJECT & CONSTRUCTION
MANAGEMENT EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Biology,
Monmouth University, West Long
Branch, New Jersey, 1997

HIGHLIGHTS

Developed a successful change management System for the State of New Jersey

Disaster recovery conference speaker and panel presenter

Managed FEMA's first permanent repairs program (DALHR)

Executed three FEMA task orders in the Northern Mariana Islands

Spearheaded the creation of the ARPA Team to provide specialized services to the government

**CERTIFICATIONS/
REGISTRATIONS**

Certified Project Management Professional (PMP), Project Management Institute, Certification No. 1935804

Xactimate Master Level 3 Certification, Certificate No. 150321

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

county governments. The team also provides support and leadership for many of the competitive funding initiatives created within ARPA. GrantWorks is managing over \$800 million in ARPA-provided direct allocations.

Executive Sponsor, Emergency Rental Assistance Programs, Florida Department of Children and Families/Tidal Basin Government Consulting, LLC and Texas Department of Housing & Community Affairs/Horne LLP, Florida and Texas, February 2021 – Present

Ken provides contract support and subject matter expertise to managers and staff who work on CARES Act and ARPA-funded programs. These programs provide rental and utility relief to tenants and landlords who meet eligibility criteria which vary slightly by state. GrantWorks provided 20 experienced staff members supporting eligibility and quality control. This program distributed over \$1 billion in aid and was the national leader in funds disbursed and efficiency of execution. This program may be reinstated through a second tranche of funds recaptured from other state programs that did not fully use their allocations.

**DIRECTOR/SENIOR PROGRAM MANAGER/SENIOR PROJECT MANAGER/PROJECT MANAGER/
CONSTRUCTION MANAGER, APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, TRENTON, NEW
JERSEY, AND HOUSTON, TEXAS, MAY 2015 – JULY 2020**

**Program Manager, Supplemental Fund Program, New Jersey Department of Community Affairs,
Trenton, New Jersey, August 2019 – November 2019**

The NJDCA developed the Supplemental Fund Program to assist homeowners previously accepted into either NJ's RREM or LMI programs but had not yet completed the construction of their primary residence. The program aimed to quantify unmet needs and allocate funds for those activities. Ken managed a team of six, providing review and quality control of baseline site assessments, project funding audits, and reconciliation services supporting the NJDCA. He worked with NJDCA to create and update policy, ensuring the program followed best practices and processes aligned with CDBG-DR regulations.

**Subject Matter Expert, Repair, Reconstruction, or Relocation (R3) Program, Puerto Rico Department of
Housing/ICF International, San Juan, Puerto Rico, April 2019 – June 2020**

After authoring the technical proposal for this program with ICF, Ken served as a consultant for preconstruction services on the R3 CDBG-DR housing recovery program. In this as-needed role, he has developed inspection protocols, written policies, guidelines, and SOPs and provided consultation and guidance to field teams operating on the island. In February 2020, his role expanded to providing construction inspection guidance.

**Senior Construction Manager, Build it Forward Houston, City of Houston Housing and Community
Development Department, Houston, Texas, July 2018 – August 2019**

Ken served as the Senior Construction Manager for CDBG-DR housing recovery programs. The Build it Forward programs included repair, elevation, and reconstruction of single-family dwellings, the landlord (small rental), and new home buyer assistance. He managed procurements, wrote construction-related policies, developed guidelines and SOPs, and provided consultation and guidance to the City of Houston's senior management team.

EMPLOYMENT HISTORY

- ▶ Senior Vice President of Program Management, GrantWorks, Inc., Austin, Texas, July 2020 – Present
- ▶ Director of Operations/Senior Program Manager/Senior Project Manager, Aptim Environmental & Infrastructure, LLC, Houston, Texas, July 2017 – June 2020
- ▶ Construction Manager, CB&I Environmental & Infrastructure, LLC, Houston, Texas, May 2015 – June 2017

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

MARY SHAPIRO
SUBJECT MATTER EXPERT



PROFESSIONAL QUALIFICATIONS

Mary Shapiro has over 19 years of experience managing large-scale grants, programs, and projects and over 14 years of experience managing CDBG-DR-funded recovery programs, where she developed significant regulatory compliance and policy expertise in disaster recovery, housing and infrastructure, and environmental planning. She has extensive experience in all program management phases, from initiation, procurement, and planning through closeout. Mary also has HUD and CDBG-DR regulatory knowledge, including intake/eligibility, labor relations, Section 3, fair housing, special needs, Stafford Act, Section 504, and Uniform Relocation Act. She has been responsible for policy and procedure development, program design, case management, outreach and communications, planning, operations management, call center operations, and compliance and monitoring. Her experience spans Hurricanes Harvey, Sandy, Gustav, Rita, Ike, and Katrina recovery programs.

RELEVANT EXPERIENCE

**VICE PRESIDENT OF STATE PROGRAM MANAGEMENT,
GRANTWORKS, INC., HOUSTON, TEXAS, JUNE 2020 – PRESENT**

**Subject Matter Expert, American Rescue Plan Act Program
Management Services, Local Government Clients, Multiple
Locations, New Jersey and Texas, November 2021 – Present**

Mary is an ARPA program design and delivery expert focusing on continuous process improvement. She serves as a resource to a 40+ member team, assisting with distilled U.S. Treasury guidance, issue/resolutions trending, best practice planning, monitoring, and all related change, budget, and performance management needs. She oversees the daily development and oversight of all ARPA-specific policies and procedures, including researching and developing standardized written and systematic tools and workflow processes and assessing quality and compliance at the global, client, and individual project levels. Mary provides leadership for consulting and project management operations within the team.

**Program Manager, CDBG-DR Hurricane Harvey Round 1 Funding
Project Management Services, Texas General Land Office,
Houston, Texas, June 2020 – November 2021**

HUD allocated \$5.02 billion in CDBG-DR funds to the State of Texas through the General Land Office in response to Hurricane Harvey (DR-4332). HUD declared 49 counties eligible for recovery assistance. GrantWorks supports the GLO on over 20 approved

19 YEARS
**GRANT MANAGEMENT
EXPERIENCE**

COMPANY
GrantWorks, Inc.

EDUCATION
Bachelor of Science, Psychology,
Louisiana State University, Baton
Rouge, Louisiana, 2000

HIGHLIGHTS
CDBG-DR compliance

Operations and schedule
management

Complex problem-solving and
change management

Team recruiting, training, and
employee development

Goal setting and milestone
management

TRAINING
FEMA Personally Identifiable
Information (PII)

FEMA IS-403 Course: Introduction
to Individual Assistance

FEMA IS-405 Overview of Mass
Care/Emergency Assistance

IS 660 Introduction to Public-Private
Partnerships

Customer Relations and Conflict
Resolution

Community Leadership, Nonprofit
Management Engagement &
Outreach Planning

Conflict of Information (COI)

Construction Safety for Supervisors

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

programs and 49 eligible counties. GrantWorks provides program management and grants management services. Support service includes applicant/eligibility file reviews, draw reviews, technical assistance, reports development, day-to-day sub-recipient monitoring, and GLO ad-hoc support services. Mary provided internal quality oversight and daily operations management.

SENIOR PROJECT MANAGER/PROJECT MANAGER, APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, BATON ROUGE, LOUISIANA; TRENTON, NEW JERSEY; AND HOUSTON, TEXAS, AUGUST 2003 – JULY 2020

Construction Program Manager, CDBG-DR Home Repair, Reconstruction, or Relocation Program (R3), Puerto Rico Department of Housing and ICF International, Puerto Rico, November 2018 – June 2020
HUD initially allocated \$20 billion to the Puerto Rico Department of Housing (PRDOH) following Hurricanes Irma and Maria for programs spanning the island. The R3 Program is the largest federally funded housing program. PRDOH uses these funds to repair, reconstruct, or provide housing relocation assistance. Mary provided inspections and construction management oversight for the island's east side, covering 17 municipalities, including Vieques and Culebra. The project scope of services included providing the initial damage assessments (using Xactimate), conducting scope walks with contractors, reviewing/approving all construction scopes of work, conducting milestone code inspections, construction invoice reviews, and final closeout. She provided day-to-day oversight of three MWBE subcontractors and key personnel, including the Safety Manager, Operations Manager, Engineering Special Inspectors, Construction Specialists, and a Damage and Milestone Inspectors team. She also led the QA/QC team, providing a continued focus on process development across all three award types (reconstruction, rehabilitation, and relocation) and training. Her primary responsibilities included managing the program AR/AP, timely and accurate invoicing, financial tracking, process improvement, standard procedures, and identifying areas of risk and concern operationally and financially.

Senior Project Manager, CDBG-DR Build it Forward Housing Programs, City of Houston Housing & Community Development Department (HCDD), Houston, Texas, July 2018 – November 2019

HUD initially allocated \$1.5 billion to the City of Houston's Build It Forward Programs, comprising nine major housing and infrastructure recovery programs. As part of the senior management team, Mary provided HCDD leadership with program development consulting and assisted with the action plan, guidelines, waivers, and policies and procedures development needs. In addition to developing program policies, she created initial staffing plans, organizational charts, milestone schedules, process flows, and numerous public-facing materials. She also established the Eligibility and Verification, Housing Specialists, and Grant/Loan Closing Teams for the \$400M Single-Family Housing and Assistance Program.

EMPLOYMENT HISTORY

- ▶ Vice President of State Program Management, GrantWorks, Inc., Houston, Texas, June 2020 – Present
- ▶ Senior Project Manager, Aptim Environmental & Infrastructure, LLC, Houston, Texas, July 2017 – June 2020
- ▶ Project Manager, CB&I Environmental & Infrastructure, Inc., Trenton, New Jersey, February 2013 – June 2017
- ▶ Project Manager/Facility Operations Manager/Proposal Manager/Human Resource Coordinator/Planning & Analysis Coordinator, Shaw Environmental & Infrastructure, Inc., Baton Rouge, Louisiana, August 2003 – February 2013

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

SHERIE GOIN MARKS, PHM
SUBJECT MATTER EXPERT



PROFESSIONAL QUALIFICATIONS

Over the last 38 years as a former Community Development Manager, Sherie is considered a subject matter expert and has performed oversight in all aspects of the grant, financial, and construction management for various federal, state, and local programs, specifically in Texas. She has managed 1,000+ programs, projects, and activities, oversaw the rehabilitation/ construction of 2,000+ housing units, and completed 75 infrastructure projects valued at over \$728 million. She can perform any aspect of the program, from the start-up to close-out, because of her vast experience covering every eligible activity allowed. She has managed 75 infrastructure projects and three buyout programs and closed out over 50 grants. In addition, she has extensive experience completing over 50,000 municipal reimbursements for hundreds of activity types in seven different reporting systems. She has developed and authored over 60 regulatory and programmatic plans, guidelines, policies, and standard operating procedures.

RELEVANT EXPERIENCE

**ASSOCIATE VICE PRESIDENT OF STATE PROGRAMS,
GRANTWORKS, INC., DALLAS, TEXAS, JULY 2020 – PRESENT**

Program Manager, Major CDBG Home Rehabilitation and Home Reconstruction Programs, City of Dallas, Department of Housing & Neighborhood Revitalization, Dallas, Texas, December 2022 – Present

As the Program Manager, Sherie performs management oversight, assisting the city with completing home repair and reconstruction projects. She coordinates the entire program process from start-up to completion. Sherie leads case management, marketing, construction, records/reporting management, and closeout of the City CDBG projects. Sherie also oversees and coordinates the assigned staff for individual projects.

Subject Matter Expert, American Rescue Plan Act Program Management Services, Local Government Clients, Multiple Locations, New Jersey and Texas, February 2021 – Present

Sherie is a management team member overseeing the American Rescue Plan Act (ARPA) programs and projects for multiple jurisdictions. She serves as a subject matter expert and a key operation specialist for ARPA, advising and providing support and technical assistance to cities, counties, staff, and project managers. She can perform any aspect of the ARPA program. Her duties and

38 YEARS

**GRANT MANAGEMENT
EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Graduate Real Estate Designation Coursework, Mountain View and North Lake Colleges, University of Texas, Arlington, Texas

HIGHLIGHTS

Over 38 years of experience in professional administrative and grants management expertise in local, state, and federal programs, primarily in CDBG and HOME

Over 10 years of experience with Section 8

8 years of experience with ESG and HOPWA

Served as Environmental Review Officer for 18 years

Expert in reporting systems and other grants for CDBG, HOME, ESG, HOPWA, HPRP, CDBG-R, NSP, ALERT12 – Lead Grant Systems include IDIS, DRGR, ESNAPS/HMIS, FSRS/FAFTA, Federal Reporting.gov

**CERTIFICATIONS/
REGISTRATIONS**

Certified Public Housing Manager (PHM)

EPA Certified Lead Risk Assessor

EPA Certified Lead Inspector

Certified HOME Program Specialist

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

responsibilities for ARPA include grant, financial, and contract management, invoicing, developing policies and procedures, records/file management, reporting, procurement, ARPA

and 2 CFR 200 compliance, eligibility, monitoring, training, data analytics, and various other components of the program. Her knowledge also includes other federal, state, and local funding resources that may be used with ARPA funds.

SENIOR PROJECT MANAGER/PROJECT MANAGER, APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, TRENTON, NEW JERSEY, AND DALLAS, TEXAS, MAY 2013 – JUNE 2020

Project Manager, CDBG-DR Professional Administrative Services, Galveston County, Texas, February 2019 – August 2021

Sherie provides Galveston County with comprehensive CDBG-DR administration and professional services funded by the Texas General Land Office for Hurricane Harvey recovery. These services include developing and submitting the County's application to the state and the overall project management from pre-funding to post-funding services, including close-out for the County's proposed CDBG-DR projects. She helps the County to complete its applications for qualified CDBG-DR housing and non-housing, infrastructure, rental housing, non-rental housing, reimbursement, homelessness prevention, affordable rental housing, and economic revitalization projects as funds become available. In addition, she secured \$3.2 million for a Galveston County infrastructure project.

Project Manager, Grant Administrator for CDBG-DR Funds (May 2015 and October Flooding Events), Newton County, Texas, October 2017 – July 2020

As Project Manager, Sherie assisted Newton County in fulfilling state and federal CDBG-DR statutory responsibilities related to 2015 federally declared disaster events. Program management services included all plans, policies, procedures, and guidelines. In addition, she served as the County's administrator for the program's life cycle from start-up to implementation and close-out. She also provided the County with case management, construction management, data management, appeals, reporting, and record retention services.

Project Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, June 2013 – January 2019

Sherie was part of the team that oversaw operations and special projects for the \$1.3 billion Hurricane Sandy New Jersey RREM Program. She served as a primary program point of contact for RREM operations, knowing every aspect of the program, she resolved hundreds of problems and issues requests. In addition, Sherie provided technical assistance and homeowner appeals for work-in-place scope, construction feasibility, and scopes of work. She was the RREM team "go-to" person for homeowners, NJDCA, and staff, solving complex policy-driven issues effectively and efficiently. She also served as a subject matter expert for the State of New Jersey.

EMPLOYMENT HISTORY

- ▶ Associate Vice President of State Programs, GrantWorks, Inc., Dallas, Texas, July 2020 - Present
- ▶ Senior Project Manager, Aptim Environmental & Infrastructure, LLC, Trenton, New Jersey, and Dallas, Texas, July 2017 - June 2020
- ▶ Project Manager, CB&I Environmental & Infrastructure, LLC, Trenton, New Jersey, May 2013 – June 2017
- ▶ Community Development Manager/Supervisor, Cities of Fort Worth, Tyler, and Grand Prairie, Texas, February 1984 – June 2013

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

KELLE ODOM
DIRECTOR OF CLIENT SERVICES

PROFESSIONAL QUALIFICATIONS

Kelle Odom has over 35 years of business management experience in the public and private sectors. Kelle joined GrantWorks in 2013, bringing 20 years of grant management experience. She previously worked with the Texas General Land Office, the Texas Department of Rural Affairs' CDBG programs, and a private grant management consulting firm.

RELEVANT EXPERIENCE

**DIRECTOR OF CLIENT SERVICES, GRANTWORKS, INC.,
HOUSTON, TEXAS, OCTOBER 2021 – PRESENT**

Kelle oversees a team of Client Services Managers and GrantWorks' relationship with its clients. She maintains high retention rates, developing long-term relationships with repeat clients. She also manages the company's accounts and communicates with clients to ensure their satisfaction. Her responsibilities include tracking data about accounts and intervening when problems occur. She leads marketing efforts and outreach. She manages staff, clients, and processes and policies for all accounts.

**SENIOR PROJECT MANAGER AND APPLICATION MANAGER,
GRANTWORKS, INC., GALVESTON, TEXAS, MARCH 2013 –
OCTOBER 2021**

Kelle coordinated with local government clients throughout Texas to plan and develop approximately 40 federally funded infrastructure and economic development grant projects each year. She developed grant applications for the State's TxCDBG program and CDBG-DR programs. She assessed damages, gathered data and resources, and developed fundable projects to address local needs and recovery responses. Kelle also provided client services for 20 counties, including conducting pre-construction conferences, employee interviews, public hearings, commissioner's court, and city council presentations.

**GRANT ADMINISTRATOR, LANDFORD COMMUNITY
MANAGEMENT SERVICES, AUSTIN, TEXAS, JANUARY 2010 –
MARCH 2013**

Kelle managed over 75 state and federally-funded grant projects, including public infrastructure, disaster recovery, and economic development projects.



35+ YEARS

**BUSINESS & GRANT
ADMINISTRATION
EXPERIENCE**

COMPANY
GrantWorks, Inc.

EDUCATION
Master of Business Administration,
Business Administration, St.
Edward's University, Austin, Texas,
2001

Bachelor of Business
Administration, Business
Administration, St. Edward's
University, Austin, Texas, 1999

HIGHLIGHTS
Over 18 years of experience in
government and CDBG
Managed over 400 federal and
state projects at the local level for
communities throughout Texas

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**PROGRAM SPECIALIST/REGIONAL COORDINATOR, TEXAS DEPARTMENT OF RURAL AFFAIRS,
AUSTIN, TEXAS, MAY 2002 – JANUARY 2010**

Kelle managed over 440 CDBG projects, totaling approximately \$121 million. Projects managed included public infrastructure, private property rehabilitation, renewable energy, rural health, planning, economic development, and disaster recovery. Kelle also served as the Training Coordinator for all new CDBG staff and was the team lead for the Project Implementation Manual Workshops held each year.

**ASSISTANT DIRECTOR FOR INTERGOVERNMENTAL RELATIONS, EXECUTIVE ASSISTANT TO LAND
COMMISSIONER, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, JANUARY 1990 – SEPTEMBER
1999**

Kelle served as Executive Assistant to statewide elected Land Commissioner Garry Mauro. In addition to her primary roles, Kelle served as the State Coordinator for the Alternative Fuels Conference.

EMPLOYMENT HISTORY

- ▶ Director of Client Services Director, GrantWorks, Inc., Houston, Texas, October 2021 – Present
- ▶ Senior Project Manager/Field Representative, GrantWorks, Inc., Galveston, Texas, March 2013 – October 2021
- ▶ Grant Administrator, Langford Community Management Services, Austin, Texas, January 2010 – March 2013
- ▶ Program Specialist/Regional Coordinator, Texas Department of Rural Affairs, Austin, Texas, May 2002 – January 2010
- ▶ Assistant to Vice President of Professional and Graduate Studies, St. Edward's University, Austin, Texas, September 1999 – May 2002
- ▶ Executive Assistant to Land Commissioner, Texas General Land Office, Austin, Texas, January 1990 – September 1999

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

GREG AIELLO, PE
SENIOR DIRECTOR



PROFESSIONAL QUALIFICATIONS

Greg Aiello, PE, is a Professional Engineer with over 20 years of experience leading high-profile projects related to disaster recovery, commercial construction, and transportation engineering. He is an effective communicator who believes that clear messaging and a consistent workflow are the keys to navigating comprehensive programs. Greg takes pride in leading large teams and provides strategic guidance resulting in quality services and client satisfaction. He is skilled at cultivating and maintaining partnerships with stakeholders in the public and private sectors. He is adept at problem-solving, developing new reporting and program policies, and process re-engineering for greater efficiency.

RELEVANT EXPERIENCE

SENIOR DIRECTOR, GRANTWORKS, INC., MOUNT LAUREL, NEW JERSEY, JANUARY 2022 – PRESENT

Senior Director, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, New Jersey and Texas, January 2022 – Present
As the ARPA Senior Director, Greg provides leadership and project management expertise supporting multiple ARPA programs and projects. He manages the GrantWorks ARPA Team and provides the guidance and support required for successful project implementation. Greg reviews project scopes and assigns personnel with the knowledge, skill, and experience necessary for success. He mentors the team and coordinates resource requirements within the GrantWorks framework.

CONSTRUCTION MANAGER, RJP CONSULTING GROUP, LLC., EXTON, PENNSYLVANIA, SEPTEMBER 2019 – JANUARY 2022

Owner's Representative, New Jersey Turnpike Service Area Program, New Jersey Turnpike, New Jersey, September 2019 – January 2022, Contract Value: \$70 million

Greg managed the demolition and reconstruction of the Vince Lombardi Service Area as part of the New Jersey Turnpike Program. Greg managed all aspects of this program, from initial site investigation, feasibility studies, and budgeting through due diligence, entitlements, permitting, bidding, contract award, construction supervision, and building turnover. He provided daily supervision of the schedule and costs to deliver the project on time and within budget. Through solid communication, he fostered and

20+ YEARS

**PROJECT MANAGEMENT
EXPERIENCE**

COMPANY
GrantWorks, Inc.

EDUCATION
Bachelor of Science, Civil
Engineering, L.C. Smith College of
Engineering & Computer Science,
Syracuse University, Syracuse,
New York, May 1998

HIGHLIGHTS
Professional Engineer with 20+
years of project management
experience

Experience in high-profile disaster
recovery projects

**REGISTRATIONS/
CERTIFICATIONS**
Professional Engineering, Civil,
License No. #24GE04905600,
New Jersey

Work Zone Coordinator
Certification

Xactimate Level 1 Certification

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

maintained client relationships, including telephone calls and in-person visits with representatives, officials, or decision-makers. Greg assisted his client in developing new projects that included site investigation studies and reports, drawing reviews, entitlement recommendations, schedules, and cost analysis. He also prepared weekly executive updates and reported on project status.

PROJECT MANAGER, CB&I ENVIRONMENTAL & INFRASTRUCTURE, LLC, TRENTON, NEW JERSEY, APRIL 2014 – SEPTEMBER 2019

Inspections Intake Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, August 2014 – September 2019

Greg oversaw a team of 16 employees and 10 consultants on this residential disaster recovery program. The team conducted damage assessments, lead and asbestos inspections, and prepared cost estimates to rehabilitate/reconstruct single-family, multi-unit, and mobile homes. He developed and implemented a new workflow process that streamlined production, increased productivity, and led to cost savings. He also reviewed and prioritized the distribution of bid documents, developed new policies and standard operating procedures aligned with the program requirements, and produced daily, weekly, and monthly scheduling and forecasting reports for senior management and the client. Greg conducted weekly team meetings to achieve objectives, oversaw and performed quality control checks to ensure compliance with program state and federal guidelines, and interacted directly with the client to ensure satisfaction.

Lead Construction Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, April 2014 – August 2014

As the Lead Construction Manager, Greg managed a team of five construction managers on this residential disaster recovery program. He coordinated activities between contractors, applicants, and inspectors in the field by planning and participating in design reviews, pre-bid, pre-construction, and in-progress construction meetings. He provided design, bid, construction, and safety oversight by reviewing design documents, bid documents, construction feasibility, contractor invoices and disbursements, creating punch lists, and performing routine site visits. Greg negotiated and finalized construction contracts between applicants and contractors. He also verified that construction projects comply with the program specifications, permit drawings, and municipal code requirements. He also monitored the implementation and compliance of company safety policies.

EMPLOYMENT HISTORY

- ▶ Senior Director, GrantWorks, Inc., Mount Laurel, New Jersey, January 2022 – Present
- ▶ Construction Manager, RJP Consulting Group, Mount Laurel, New Jersey, September 2019 – January 2022
- ▶ Project Manager, CB&I Environmental & Infrastructure, LLC, Trenton, New Jersey, April 2014 – September 2019
- ▶ Principal Engineer, The RBA Group, Inc., Parsippany, New Jersey, July 2007 – April 2014
- ▶ Project Manager, Toll Brothers, Inc., Freehold, New Jersey, February 2005 – July 2007
- ▶ Transportation Engineer, The RBA Group, Morristown, New Jersey, September 2000 – February 2005
- ▶ Junior Transportation Engineer, Vollmer Associates, LLP, New York, New York, June 1998 – August 2000

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

FRED MORRIS, AICP
DIRECTOR

PROFESSIONAL QUALIFICATIONS

Fred Morris has been a Director of Development Services, Public Works, and Economic Development for local Texas governments since 2002. He has managed permitting and inspections, contract and construction management, zoning/subdivision, and site plan review. Fred has also provided code interpretations and negotiated project elements to improve development quality. Fred has directed, managed, and supervised 38 team members in water distribution, wastewater collections, treatment plant operations, park maintenance, streets, and drainage. He has also served as emergency preparedness manager for all essential public utility and transportation services. His work in economic development provides critical insights into the viability of various potential projects under ARPA.

Fred is a seasoned professional with many years of experience in team building and personnel management. He has managed diverse teams of planners, building and code officials, administrative staff, and field personnel. His experience with state and federal grant management includes EPA Superfund Cleanups; TxDOT Enhancement Grants for historic rehabilitations, public improvements, and trail systems, and SRTS and CDBG. He has designed and implemented local grant programs assisting in property improvements and reinvestment in neighborhoods.

RELEVANT EXPERIENCE

DIRECTOR, GRANTWORKS, INC., BELTON, TEXAS, JUNE 2021 – PRESENT

Director, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, June 2021 – Present

Fred provides leadership and compliance expertise supporting multiple ARPA programs and projects. He helps to manage the ARPA Team and provides the guidance and support required for successful project implementation. He reviews project scopes and assigns personnel with the knowledge, skill, and experience necessary for success. He mentors the team and coordinates resource requirements within the GrantWorks framework.

SENIOR PLANNING MANAGER, CITY OF BAYTOWN, BAYTOWN, TEXAS, 2020 – MAY 2021

Fred managed team functions associated with the development review, ordinance development, interpretation, and application. He



25 YEARS

**PLANNING AND DEVELOPMENT
MANAGEMENT EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Urban and Regional Planning, Texas A&M University, College Station, Texas 1984

Bachelor of Science, Physical and Applied Geography, Southwest Texas State University, San Marcos, Texas, 1982

HIGHLIGHTS

Wide range of planning and community development experience working for local governments

**CERTIFICATIONS/
REGISTRATIONS**

Certified Planner, American Institute of Certified Planners

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

was responsible for permit review and inspection services, and code enforcement. He mentored a team in professional development and growth. Fred's team used GIS programs for addressing streetlights, data management, and application.

DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT SERVICES, CITY OF PORTLAND, PORTLAND, TEXAS, 2018 – 2020

Fred managed permitting and inspections, contract and construction management, zoning/subdivision, and site plan review. He provided code interpretations and negotiated project elements to improve development quality. He also directed, managed, and supervised 40 team members in water distribution, wastewater collections, treatment plant operations, park maintenance, streets, and drainage. In addition, Fred served as emergency preparedness manager for all essential public utility and transportation services.

ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES AND ECONOMIC DEVELOPMENT, CITY OF BURLESON, BURLESON, TEXAS, 2015 – 2017

Fred assisted a team of planners and economic development professionals in implementing targeted growth objectives, context-sensitive design solutions, permitting and inspection process improvements, and infrastructure enhancement programs.

DIRECTOR OF DEVELOPMENT SERVICES, CITY OF HARKER HEIGHTS, HARKER HEIGHTS, TEXAS, 2012 – 2015

Fred directed planning and development programs, project review, permitting, inspections, code enforcement, GIS enhancements, and infrastructure design improvements. He developed FBC overlays and negotiated site development components for development projects. In addition, Fred introduced and applied context-sensitive design elements. He also implemented transit considerations as a project component.

DEVELOPMENT SERVICES DIRECTOR, CITY OF BELTON, BELTON, TEXAS, 2002 – 2011

Fred created FBC-based regulations to implement community objectives in housing, economic development, building form, transportation alternatives, and downtown revitalization. He served as the primary contact for development inquiries. He also directed a Superfund remediation project and numerous road, street, and utility programs. In addition, Fred created a stormwater utility district and managed planning, inspections, permitting, GIS, and code enforcement operations.

EMPLOYMENT HISTORY

- ▶ Director, GrantWorks, Inc., Belton, Texas, June 2021 – Present
- ▶ Senior Planning Manager, City of Baytown, Baytown, Texas, 2020 – May 2021
- ▶ Director of Public Works and Development Services, City of Portland, Portland, Texas, 2018 – 2020
- ▶ Assistant Director of Development Services and Economic Development, City of Burleson, Burleson, Texas, 2015 – 2017
- ▶ Director of Development Services, City of Harker Heights, Harker Heights, Texas, 2012 – 2015
- ▶ Development Services Director, City of Belton, Belton, Texas, 2002 – 2011
- ▶ Downtown Economic Development Manager, City of Temple, Temple, Texas, 1999 – 2002
- ▶ Sales and Marketing Manager, American Spincast Inc., Belton, Texas, 1995 – 1999
- ▶ Chief Planner, City of Georgetown, Georgetown, Texas, 1992 – 1995
- ▶ City Planner, City of Killeen, Killeen, Texas, 1989 – 1992
- ▶ Planner III, Office of Comprehensive Planning, Fairfax County, Virginia, 1987 – 1989

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

MARY SHEEHY
SENIOR PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Mary Sheehy has 16 years of experience in project management and implementation of state and federal residential programs for CDBG-DR (NJ-Sandy and TX-Harvey), low-income housing development (NJHMFA), and energy efficiency residential upgrades (weatherization). Previous experience includes working with developers and community organizations on residential and/or green residential development projects; coordinating funding between state agencies for energy efficiency and renewable energy financing for affordable multifamily housing; developing policies and programs in New Jersey; as well as eligibility reviews, case management, special projects, compliance and monitoring, closeout reviews, scope reviews, training tools and updates related to the management of government-funded programs.

RELEVANT EXPERIENCE

SENIOR PROJECT MANAGER, GRANTWORKS, INC., HO-HO-KUS, NEW JERSEY, MARCH 2022 – PRESENT

Senior Project Manager, American Rescue Plan Act (ARPA) Project Management Services, Local Government Clients, Multiple Locations, New Jersey and Texas, March 2022 – Present
As a Senior Project Manager, Mary develops program policies, procedures, tips sheets, and procurement and contract agreement templates in compliance with ARPA program regulations and updated guidelines. In addition to written guidance, she participates in client calls, provides training, and answers Project Managers' questions on various compliance topics. She also directly manages ARPA clients in New Jersey.

CONSTRUCTION CIVIL SUPERVISOR, APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, TRENTON, NEW JERSEY, JULY 2017 – MARCH 2022

Section 3 Specialist, Section 3 Reporting and Davis-Bacon Certified Payroll Reviews and Field Interviews, Flood Hazard Risk Reduction and Resiliency Program, New Jersey Department of Environmental Regulation, Trenton, New Jersey, February 2018 – March 2022
Mary is responsible for collecting and compiling quarterly Section 3 Reports for the program, interviewing field workers, reviewing Davis-Bacon certified payrolls, and documenting checklist items submitted with contractor draw requests. These are resiliency infrastructure projects initiated by townships to alleviate future flooding events.



16 YEARS
PROJECT MANAGEMENT
EXPERIENCE

EDUCATION

Master of City Planning,
Environmental & Physical
Planning, Rutgers University,
2006

Bachelor of Architecture,
Architecture, University of
Houston, Houston, Texas, 2003

HIGHLIGHTS

Extensive experience in Section 3
Reporting

Quality control reviews of
contractor payment requests

Compliance reviews

Energy efficiency and renewable
energy programs and policies

CDBG-DR funding and programs

Davis-Bacon payroll reviews

Xactimate scope adjustments –
DOB reviews

Policy development

TRAINING

FEMA IS-320

FEMA IS-321

FEMA IS-322

FEMA IS-403

Xactimate – basics

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Construction Civil Supervisor, Construction Contract & DOB Reviews, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs (NJDCA), Trenton, New Jersey, January 2020 – March 2022

The NJDCA call Mary back to work on the NJ RREM program under a new/separate contract. This new role involved reviewing program applicants' construction contracts to ensure they completed scopes of work, met program requirements, and achieved a CO. This role included making program/project scope changes using the Xactimate program, updating the state reporting system website (SIROMS) with new contract amounts, scope amounts and review documents, and reaching out to homeowners and representatives to discuss contracts, scope needs and collect other required documentation. NJDCA also tasked Mary with completing closeout/DOB scope reviews – reviewing final paid invoices and work completed against funding allocations.

Eligibility QC Reviewer, Build It Forward Housing Programs, Master Program Manager, City of Houston Housing & Community Development Department (HCDD), Houston, Texas, June 2019 – August 2019

Mary completed file reviews for eligibility compliance on applicant files, including reviewing income verifications, ownership documentation, and other relevant program information. Also, she responded to requests for information from the Texas General Land Office (GLO) to receive approvals for the next steps in the program – loan closing and construction starts. The following steps included verifying Duplication of Benefits (DOB) results and quality control reviews on awards documentation, confirming mortgage information as applicable, etc.

Community Outreach Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs (NJDCA), Trenton, New Jersey, May 2015 – December 2018

The RREM Program provided disaster housing relief services for over 10,000 homeowners damaged or displaced by Superstorm Sandy in nine coastal counties. APTIM provided Master construction management services by conducting damage assessments, implementing environmental mitigation, CDBG-DR expertise, construction oversight, and compliance monitoring. Program activities include rehabilitation, reconstruction, elevation, mitigation, resiliency, demolition, lead paint assessments and clearances, asbestos assessments, windstorm compliance, and engineering design services. Ms. Sheehy provided support to the management team by drafting presentations, reviewing programmatic forms, generating compliance recommendations, conducting closeout document QC reviews, working directly with the state on issue file resolution, providing training and tools for other team members, ensuring uniformity of process and information provided to the homeowner, grant management counterparts and homeowner's advocates.

EMPLOYMENT HISTORY

- ▶ Senior Project Manager, GrantWorks, Inc., Ho-Ho-Kus, New Jersey, January 2022 – Present
- ▶ Construction Civil Supervisor, Aptim Environmental & Infrastructure, LLC, Trenton, New Jersey, July 2017 – January 2022
- ▶ Construction Civil Supervisor, CB&I Environmental & Infrastructure, LLC, Trenton, New Jersey, May 2015 – June 2017
- ▶ Green Homes Administrator, New Jersey Housing & Mortgage Finance Agency, Trenton, New Jersey, May 2006 – May 2012

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**THERESA GROSS, CTCD, CTCM
PROCUREMENT SPECIALIST**



PROFESSIONAL QUALIFICATIONS

Theresa Gross is a developer of state government procurement guidance to mitigate audit findings and promote successful program results. She is a key contributor to the Clean Energy-Environment Guide to Action Policies, Best Practices, and Action Steps for States (U.S. Environmental Protection Agency 2006)

RELEVANT EXPERIENCE

PROCUREMENT SPECIALIST, GRANTWORKS INC., AUSTIN, TEXAS, NOVEMBER 2022 – PRESENT

Procurement Specialist, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, November 2022 – Present

As a Procurement Specialist, Theresa collaborates with GrantWorks staff to ensure documentation complies with federal procurement requirements described under 2 CFR 200 to promote clients' successful program outcomes. Theresa evaluates and determines compliance with federal, state, and local procurement requirements related to 2 CFR 200. She conducts reviews of procurement documents to determine compliance with laws, regulations, and policies and procedures. She also follows quality assurance procedures to produce accurate and complete work products. Gregory evaluates procurement proposal documents using best practices and maintains policies, procedures, and guidelines related to procurement. Most importantly, Theresa is a resource for project managers overseeing various ARPA projects requiring procurement under 2 CFR 200.

QUALITY ASSURANCE SPECIALIST, PROCUREMENT AND CONTRACT SERVICES DEPARTMENT, TEXAS WORKFORCE COMMISSION, AUSTIN, TEXAS, AUGUST 2019 – NOVEMBER 2022

- ▶ Served as the principal liaison between agency staff and management for the development of purchasing and contract procedures affecting staff, program providers, and customers
- ▶ Ensured staff had procedures to comply with legal requirements for purchasing, awarding, developing, and monitoring contracts for a portfolio of programs
- ▶ Collaborated with directors, project managers, subject matter experts, and other state agencies to expand the purchasing contract options required to serve agency customers
- ▶ Analyzed legislative bills during the legislative session

5 YEARS

**CONTRACTS AND
PROCUREMENT EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Interdisciplinary Studies, Public Administration, Communication, Southwest Texas State University, San Marcos, Texas, 1986

Bachelor of Science, Natural Sciences, University of Texas, Austin, Texas, 1981

HIGHLIGHTS

Extensive knowledge of analyzing legislative procurement

Experience developing procurement procedures

Experience working with the Council of Governments (COGs)

**REGISTRATIONS/
CERTIFICATIONS**

Certified Texas Contract Developer, State of Texas, 20018

Certified Texas Contract Manager, Certificate Number 1900017071, 2018

Certified Comptroller of Public Accounts, State of Texas, 2018

TRAINING

Various Ongoing Trainings, National Association of State Procurement Officials, 2022

Ongoing Trainings, Comptroller of Public Accounts, 2022

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Developed and managed the PCS Continuity of Operations Plan for the agency's Risk and Security Management Department
- ▶ Maintained requirements as a Certified Texas Contract Developer (CTCD) and a Certified Texas Contract Manager (CTCM) with the Comptroller of Public Accounts

CONTRACT SPECIALIST, TEXAS SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED, AUSTIN, TEXAS, AUGUST 2017 – JUNE 2019

- ▶ Advised staff on risk mitigation for purchases and contracts to accommodate individuals with disabilities and the organizations that provided services to individuals with disabilities
- ▶ Initiated grant renewals for federally funded programs.
- ▶ Oversaw the execution and administration of contracts and grant agreements by defining requirements to negotiate, award, and monitor contracts in compliance with federal and state requirements
- ▶ Met with staff and vendors to identify operational risks and to develop contracts followed by contract and vendor management to ensure program success
- ▶ Consulted on requirements to mitigate accounting audits
- ▶ Coordinated with the Outreach Department on contracts for conferences drawing international attendance on developmental disabilities

PROGRAM MANAGER, PUBLIC UTILITY COMMISSION OF TEXAS, AUSTIN, TEXAS, AUGUST 2001 – JUNE 2011

- ▶ Planned, developed, and implemented the PUCs first grant program and presented the results of the high-profile program to legislative groups
- ▶ Advised state and federal agencies and Councils of Governments (COGs) regarding compliance requirements
- ▶ Analyzed problems and made recommendations to ensure program success for the grantees

EMPLOYMENT HISTORY

- ▶ Procurement Specialist, GrantWorks, Inc., Austin, Texas, November 2022 – Present
- ▶ Quality Assurance Specialist, Procurement and Contract Services Department, Texas Workforce Commission, Austin, Texas, August 2019 – November 2022
- ▶ Contract Specialist, Texas School for the Blind and Visually Impaired, Austin, Texas, August 2017 – June 2019
- ▶ Program Manager, Public Utility Commission of Texas, Austin, Texas, August 2001 – June 2011

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

GREGORY GUNN
PROCUREMENT SPECIALIST



PROFESSIONAL QUALIFICATIONS

Gregory Gunn spent 15 years in the U.S. Army as a Contingency Contracting Officer, Contracting Specialist, and Instructor/ Training Program Manager before joining GrantWorks. During his time in the U.S. Army, he acquired extensive contract and procurement experience following the Federal Acquisition Regulation, Defense Federal Acquisition Regulation, and applicable policies and statutes.

RELEVANT EXPERIENCE

PROCUREMENT SPECIALIST, GRANTWORKS, INC., ELGIN, TEXAS, NOVEMBER 2021 – PRESENT

Procurement Specialist, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, November 2021 – Present

Gregory evaluates and determines compliance with federal, state, and local procurement requirements related to 2 CFR 200. He conducts reviews of procurement documents to determine compliance with laws, regulations, and policies and procedures. He also follows quality assurance procedures to produce accurate and complete work products. Gregory evaluates procurement proposal documents using best practices and maintains policies, procedures, and guidelines related to procurement. Most importantly, Gregory is a resource for project managers overseeing various ARPA projects requiring procurement under 2 CFR 200.

STAFF SERGEANT, U.S. ARMY, FAYETTEVILLE, NORTH CAROLINA, FEBRUARY 2006 – NOVEMBER 2021

Contingency Contracting Officer

Gregory served as a Defense Acquisition Workforce Improvement Act (DAWIA) Level II. As an acquisition official with a Secret Security Clearance, he had an exemplary performance record, providing forward area contracting support to war zones and worldwide humanitarian missions. His role and responsibilities included:

- ▶ Executed direct procurement support for counter-drug, peacekeeping, humanitarian, training exercises, and Department of Defense contingency missions
 - › Planned, coordinated, and facilitated customers' requirements development and supply, services, and minor construction contract execution

15 YEARS
MILITARY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Webster University, St. Louis, Missouri, 2018

Bachelor of Science, Managerial Economics, Hampden-Sydney College, Farmville, Virginia, 2002

HIGHLIGHTS

Extensive federal government contract and procurement experience

**CERTIFICATIONS/
REGISTRATIONS**

Secret Security Clearance

TRAINING

Senior Leadership

Market Research

Curriculum Development

Strategic Planning

Program Development

Program Management

Contract Management

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Provided senior leadership enhanced operational flexibility by leveraging the local economy for contracted life and logistic support
 - › Appointed Lead Contracting Officer for joint task force operations at Soto Cano Air Base, Honduras
 - › Executed \$2.5 million in operational support contracts
 - › Negotiated with local providers and increased services by 75%, with a resulting \$750,000 reduction in contractual cost
- ▶ Trained and mentored 20 expeditionary joint task force Contracting Specialists and Contracting Officers
- ▶ Rated the #1 Contracting Officer at the organizational level and Top 10% at the corporate level

Contracting Specialist

Gregory served as a critical member of the Contingency Contracting Team, advising the Contracting Officer on the availability, location, and condition of commercial supplies and services. His role and responsibilities included:

- ▶ Conducted market research, prequalified vendors, solicited quotes, made cost comparisons, negotiated offers with vendors, recommended contract awards, administered contracts, and closed out contracts adhering to the Federal Acquisition Regulation, Defense Federal Acquisition Regulation, and applicable policies and statutes
- ▶ Assisted with vendor selection, purchases, procurement, and the timely arrival of materials, products, and services
 - › Recommended contract awards, administered contracts, and closed out contracts
 - › Appointed Lead Closeout Specialist
- ▶ Selected as a Contingency Contracting Officer during deployed operations, including humanitarian assistance, disaster relief operations, and training exercises

Instructor/Training Program Manager

Gregory was an Instructor/Training Program Manager providing corporate-level training, curriculum development, and specialized lesson planning for 1,200 students annually.

- ▶ Taught over 500 hours of classroom instruction annually, revised 52 lesson plans, and developed 5 Programs of Instruction (POIS)
 - › Selected as Instructor of the Cycle, received Senior Instructor recognition, and a 100% readiness rating
- ▶ Certified as the Radiation Safety Officer and maintained a perfect safety record over eight assigned laboratories
- ▶ Received the U.S. Army's highest possible assessments for competence, leadership, and accountability

EMPLOYMENT HISTORY

- ▶ Procurement Specialist, GrantWorks, Inc., Elgin, Texas, November 2021 – Present
- ▶ Staff Sergeant, U.S. Army, February 2006 – November 2021

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

DEE DEE ARISMENDEZ
LEAD PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Dee Dee Arismendez is a dedicated and highly motivated ARPA Project Manager with a proven customer service record across multiple communities. She stays abreast of constantly evolving grant program requirements and communicates with clients, individuals, and others. With her knowledge of the ARPA, she assists customers by providing resources, information, tools, and guidance. Dee Dee has 20 years of federal grant administration, 15 years of human and health services, and 15 years of Chamber Ambassador experience.

RELEVANT EXPERIENCE

**LEAD PROJECT MANAGER, GRANTWORKS, INC., ALICE, TEXAS,
AUGUST 2021 – PRESENT**

**Lead Project Manager, American Rescue Plan Act (ARPA)
Program Management Services, Multiple Local Governments,
Multiple Locations, Texas, August 2021 – Present**

Dee Dee coordinates projects funded primarily by the ARPA. These funds are distributed directly by the U.S. Department of Treasury to the state or local government (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. Dee Dee coordinates and expedites the projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers.

**CENTER MANAGER, C2 GLOBAL PROFESSIONAL SERVICES,
ALICE, TEXAS, OCTOBER 2019 – MARCH 2020**

As the Center Manager, Dee Dee managed the daily operations of the career centers in Alice, Kingsville, and Falfurrias and related workforce programs to ensure efficient and effective service delivery. She maintained client management systems, provided exceptional customer services to meet performance measures, maintained ongoing communications with employees about individual performance, and provided guidance to ensure goals. Dee Dee used her organizational and electronic file management skills, analyzed performance data, took appropriate actions to remedy any situations, assisted and conducted quality assurance functions, and developed strategies.

**CENTER MANAGER, C2 GLOBAL PROFESSIONAL SERVICES,
ALICE, TEXAS, JANUARY 2017 – SEPTEMBER 2019**

20 YEARS

**FEDERAL GRANT
ADMINISTRATION EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts & Applied Science,
Psychology, Texas A&M University,
Kingsville, Texas, 2014

Associate of Science, Data Entry
Processing, General Business, and
Micro-Computer, Coastal Bend
College, Alice, Texas, 1990

HIGHLIGHTS

10 years of experience as a Rotarian
20 years of experience working with
businesses and non-profit
organizations

PROFESSIONAL AFFILIATIONS

Member, Rotary International

Member, Veterans of Foreign War
Auxiliary

Board Member, Department of
Family of Protected Services of
Texas

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Dee managed employer outreach activities to connect employers with job seekers for employment opportunities. She promoted the resources and services of the workforce to businesses and was responsible and held accountable for exceeding communicated goals. Dee assisted rural small businesses with managing employee

placements and made presentations to introduce services to new and existing clients. She also consulted with area Chambers of Commerce, institutions of higher education, and regional employers about economic and employment trends in the Coastal Bend area. She was responsible for the coordination, development, recruitment, account maintenance, and outreach activities for prospective employers. Dee compiled reports on business development statistics and created network files for businesses.

DIRECTOR OF ALICE CAMPUS, COASTAL BEND COLLEGE, ALICE, TEXAS, JANUARY 2015 – AUGUST 2017

As the Director of the Alice Campus, Dee planned and promoted social, cultural, and recreational events for students and community areas and served as CBC representative for the Alice community and surrounding area. She coordinated the schedule for meetings and visits; developed and maintained partnerships with local businesses, industries, governments, and educational entities; and attended presentations, special events, and meetings. She contacted businesses for courses that needed to be developed; and attended, supported, and participated in social events and fundraisers. Dee created continuing education courses/programs for the local community; analyzed the end-of-the-month financials and produced reports; input data on an online computer system; and managed day-to-day operations and college goals to meet deadlines. She also traveled to schools and communities for recruitments and programs to develop; provided information and presented materials for civic groups, school personnel, community leaders, and businesses; and built relationships and partnerships with businesses and agencies in rural communities.

EMPLOYMENT HISTORY

- ▶ Lead Project Manager, GrantWorks, Inc., Alice, Texas, August 2021 – Present
- ▶ Center Manager, C2 Global Professional Services, Alice, Texas, October 2019 – March 2020
- ▶ Business Services Representative, Serco of Texas, Alice, Texas, January 2017 – September 2019
- ▶ Director of Alice Campus, Coastal Bend College, Alice, Texas, January 2015 – August 2017

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

JESSICA HISSAM
LEAD PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

With 11 years of experience, Jessica Hissam uses her interdisciplinary project management, multi-system policy research, and program implementation skills to oversee and support complex governmental and grant-funded behavioral health and social service programs at the state and local levels. She also uses her expertise to foster interdisciplinary collaborations across systems to maximize organizational impact and provide our clients with the best possible service.

RELEVANT EXPERIENCE

LEAD PROJECT MANAGER, GRANTWORKS, INC., BASTROP, TEXAS, NOVEMBER 2021 – PRESENT

Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, November 2021 – Present

Jessica coordinates projects funded primarily by the ARPA. These funds are distributed directly by the U.S. Department of Treasury to the state or local government (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. Jessica coordinates and expedites the projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers.

CONTRACT SPECIALIST, TEXAS HEALTH & HUMAN SERVICES, AUSTIN, TEXAS, NOVEMBER 2020 – NOVEMBER 2021

Jessica was a Contract Specialist for the Acquired Traumatic Brain Injury Unit of the Comprehensive Rehabilitation Services Program within the Health, Developmental, and Independence Services Department at HHSC. She performed advanced consultative and technical assistance work, including contract procurement, development, and support to contracted providers. She also provided oversight, monitoring, analysis, process, procedure, and program improvement of all contracted service providers.

TEAM LEAD, COORDINATED SPECIALTY CARE FOR FIRST EPISODE PSYCHOSIS, TEXAS HEALTH & HUMAN SERVICES, AUSTIN, TEXAS, JULY 2019 – NOVEMBER 2020

Jessica served as a subject matter expert on Coordinated Specialty Care for First Episode Psychosis at 24 local mental and behavioral health authorities across Texas. She managed and monitored individualized program budgets allocated from a \$9.6

2 YEARS

**PROJECT MANAGEMENT
EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Psychology and Criminology, St. Edward's University, Austin, Texas, 2014

HIGHLIGHTS

2 years of project management experience

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

million portfolio. She performed advanced research, policy, and consultation work on adult mental health services, including providing leadership, developing/revising projects, and facilitating activities to promote effective program design and implementation. Jessica worked with a unit that analyzed various highly technical and complex policy issues, including behavioral health bill analysis, legislature, grants, contracts, and state administrative codes.

JAIL DIVERSION SPECIALIST, TEXAS HEALTH & HUMAN SERVICES, AUSTIN, TEXAS, OCTOBER 2018 – JULY 2019

Jessica served as a statewide subject matter expert providing training, consultation, policy guidance, and recommendations to stakeholders with a vested interest in enhancing the coordination and efficiency of the Texas forensic services. She analyzed policy affecting individuals at risk of being justice-involved or who are justice-involved, specifically, those with behavioral health and intellectual developmental disorders who have been placed on or are at risk for a forensic or civil commitment treatment, to divert services to the least-restrictive environment. Jessica led targeted state and federal workgroup initiatives, data analysis, quality management, policy consultation, process mapping, and technical assistance around jail diversion.

PROGRAM SPECIALIST V, TEXAS HEALTH & HUMAN SERVICES, AUSTIN, TEXAS, SEPTEMBER 2016 – SEPTEMBER 2018

Jessica served as a Subject Matter Expert on Assertive Community Treatment/Evidence-Based Practices, Supportive Housing Rental Assistance, Permanent Supported Housing, and Section 811 for 39 local mental and behavioral health authorities across Texas. She performed advanced research, policy, and consultation work on adult mental health services, including providing leadership, developing/revising projects, and facilitating activities to promote effective program design and implementation. She facilitated technical assistance, webinars, conference calls, and creative problem solving, emphasizing the Texas Resilience and Recovery system focusing on the person-centered provision of services. Jessica also worked with a unit team of 14 that analyzed various highly technical and complex policy issues, including behavioral health bill analysis, legislature, grants, contracts, and state administrative codes.

EMPLOYMENT HISTORY

- ▶ Lead Project Manager, GrantWorks, Inc., Bastrop, Texas, November 2021 – Present
- ▶ Contract Specialist, Texas Health & Human Services, Austin, Texas, November 2020 – November 2021
- ▶ Team Lead, Coordinated Specialty Care for First Episode Psychosis, Texas Health & Human Services, Austin, Texas, July 2019 – November 2020
- ▶ Jail Diversion Specialist, Texas Health & Human Services, Austin, Texas, October 2018 – July 2019
- ▶ Program Specialist V, Texas Health & Human Services, Austin, Texas, September 2016 – September 2018
- ▶ Certified Mental Health First Aid Instructor, National Council for Behavioral Health, Austin, Texas, July 2017 – Present
- ▶ Agency Representative, Housing & Health Services Coordination Council, Austin, Texas, September 2016 – September 2018
- ▶ Agency Representative, Texas Interagency Council for the Homeless, Austin, Texas, September 2016 – September 2018
- ▶ Human Rights Officer, Vinfen, Cambridge, Massachusetts, January 2016 – September 2016

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

JESSICA JOHNSTONE
LEAD PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Jessica Johnstone is an experienced project management professional. She is a self-driven critical thinker with experience in project management, environmental outreach and coordination, and technical assistance. Her growth mindset, unique knowledge, and skills make her a strong ARPA Project Manager.

Most recently, in her position as Project Manager for the Nonpoint Source Program (NPS) at the Texas Commission on Environmental Quality (TCEQ), she developed and managed multiple projects at various stages of implementation to benefit water quality in urban areas across the state. These projects often included planning and implementing best management practices, including low infrastructure development and green infrastructure. Additionally, she coordinated the annual Clean Water Act (CWA) § 319(h) grant solicitation for the last two years. The year prior, she served as an evaluator of the grant applications received during the solicitation. NPS is an organizational leader in file structure and documentation practices, through which Jessica developed an aptitude for project management.

RELEVANT EXPERIENCE

LEAD PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, OCTOBER 2021 – PRESENT

Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, October 2021 – Present

Jessica coordinates projects funded primarily by the ARPA. These funds are distributed directly by the U.S. Department of Treasury to the state or local government (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. Jessica coordinates and expedites the projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers.

PROJECT MANAGER/NATURAL RESOURCES SPECIALIST, WATER QUALITY PLANNING AND IMPLEMENTATION, TEXAS COMMISSION ON ENVIRONMENTAL QUALITY, AUSTIN, TEXAS, JANUARY 2019 – OCTOBER 2021

Jessica managed multiple moderately complex grant-funded projects at various stages of implementation to benefit water quality in urban communities across the state. She provided

2 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Ecosystem Science & Sustainability, Colorado State University, Fort Collins, Colorado, May 2017

Associate of Science, Georgia Highlands College, Rome, Georgia, May 2011

HIGHLIGHTS

2 years of project management experience

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

technical and administrative support for creating EPA-approved watershed-based plans (WBPs). She also oversaw contract actions, including project selection and development, status tracking, spending and billing, and the review of deliverables.

ENVIRONMENTAL COMPLIANCE SPECIALIST, WATERSHED MONITORING AND PLANNING PROGRAM, GEORGIA DEPARTMENT OF NATURAL RESOURCES, ENVIRONMENTAL PROTECTION DIVISION, CARTERSVILLE, GEORGIA, MAY 2018 – DECEMBER 2018

Jessica gathered, organized, and maintained samples and measurements from over 50 lake and tributary sites based on potential factors contributing to ambient water quality and EPA-defined Watershed Monitoring and Planning Program regulations. She used a variety of field instruments, lab tools, and methods, including habitat assessments and surveys, designed long-and-short term studies, and operated boats and trailers.

OPERATIONS MANAGER, GROUSE MALTING AND ROASTING, WELLINGTON, COLORADO, SEPTEMBER 2015 – NOVEMBER 2017

As the Operations Manager, Jessica orchestrated sales, shipping, and logistics. She also performed analytical chemistry, sensory, and material quality trials to develop and revise procedures and specifications for the plant, field, or laboratory operations and developed quality control and training programs.

FIELD/LABORATORY TECHNICIAN, LOCH VALE LONG-TERM ECOLOGICAL RESEARCH AND MONITORING PROGRAM, JANUARY 2016 – AUGUST 2016

Jessica performed weekly standardized sample collection in harsh environmental conditions, analyzed water and soil samples for various metrics, and contributed to an extensive research database and literature.

EMPLOYMENT HISTORY

- ▶ Lead Project Manager, GrantWorks, Inc., Austin, Texas, October 2021 – Present
- ▶ Project Manager/Natural Resources Specialist, Water Quality Planning and Implementation, Texas Commission on Environmental Quality, Austin, Texas, January 2019 – October 2021
- ▶ Environmental Compliance Specialist, Watershed Monitoring and Planning Program, Georgia Department of Natural Resources, Environmental Protection Division, Cartersville, Georgia, May 2018 – December 2018
- ▶ Manager of Operations, Grouse Malting and Roasting, Wellington, Colorado, September 2015 – November 2017
- ▶ Field/Laboratory Technician, Loch Vale Long-Term Ecological Research and Monitoring Program, January 2016 – August 2016

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

ANGELA LEACH
LEAD PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Angela Leach is an experienced disaster recovery manager with critical thinking and policy analysis skills. She is also an outcome-focused leader skilled in collaboration. Under the ARPA Program, Angela coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers.

RELEVANT EXPERIENCE

LEAD PROJECT MANAGER, GRANTWORKS, INC., CORPUS CHRISTI, TEXAS, OCTOBER 2021 – PRESENT

Lead Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, October 2021 – Present

Angela coordinates projects funded primarily by the ARPA. These funds are distributed directly to the state or local government (cities and counties) via the U.S. Treasury. The projects are primarily related to water, sewer, or broadband improvement.

RENTAL CASE MANAGER, HAGERTY CONSULTING, CORPUS CHRISTI, TEXAS, JUNE 2021 – OCTOBER 2021

Angela worked within a project team to determine eligibility, calculate benefits and recommend approvals for low-income households seeking Emergency Rent Assistance.

CONTRACT CASE MANAGER, ACCESSIBLE HOUSING RESOURCES, INC., CORPUS CHRISTI, TEXAS, SEPTEMBER 2019 – MAY 2021

As a Contract Case Manager, Angela developed organizational capacity by securing state and city contracts to provide disaster rent assistance using federal HUD HOME funds. She wrote program policies and procedures for intake, client records, compliance, and referrals, contributing to compliant audits from city and state programs. She also completed reports of program activities and grant compliance for board and funding sources. Angela provided direct case management for low-income persons seeking housing assistance, supervised and trained program case managers, and created community resource referrals. She also participated in community collaboration through Coastal Bend community organizations active in disaster and weekly homeless service provider calls with the City.



7+ YEARS

GRANT WRITING AND MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Psychology,
Angelo State University, San Angelo,
Texas

HIGHLIGHTS

Responds to customer situations with sensitivity

Understands a target audience and how to best communicate with them

Knowledge of compensation and benefits programs

Determines client needs, provides support resources, and collaborates with clients and multidisciplinary teams

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**ASSISTANT INDEPENDENT OMBUDSMAN, STATE-SUPPORTED LIVING CENTER AGING AND
DISABILITY SERVICES, CORPUS CHRISTI, TEXAS, DECEMBER 2014 – NOVEMBER 2016**

In this position, Angela advocated for client rights. She monitored critical incidents through in-person interviews and chart reviews.

She ensured regulatory compliance and the least restrictive practices.

**DIRECTOR OF INTELLECTUAL AND DEVELOPMENTAL DISABILITY SERVICES BEHAVIORAL HEALTH
CENTER OF NUECES COUNTY, CORPUS CHRISTI, TEXAS, OCTOBER 2002 – DECEMBER 2014**

Angela hired, developed, and supervised approximately 80 staff to implement service coordination, employment, and skills training. She developed and implemented quality improvement goals. She also worked individually and within teams to write federal and local funds grants.

EMPLOYMENT HISTORY

- ▶ Lead Project Manager, GrantWorks, Inc., Corpus Christi, Texas, October 2021 – Present
- ▶ Rental Case Manager, Hagerty Consulting, Corpus Christi, Texas, June 2021 – October 2021
- ▶ Contract Case Manager, Accessible Housing Resources, Inc., Corpus Christi, Texas, September 2019 – May 2021
- ▶ Assistant Independent Ombudsman, State Supported Living Center Aging and Disability Services, Corpus Christi, Texas, December 2014 – November 2016
- ▶ Director of Intellectual and Developmental Disability Services Behavioral Health Center of Nueces County, Corpus Christi, Texas, October 2002 – December 2014

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

JONATHAN STUART, PMP
LEAD PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Jonathan Stuart is an experienced Lead Project Manager with over 13 years of experience in the construction, service, and start-up industries. His experience includes working with third-party contractors/vendors from all over the world. Jonathan is a fully qualified Project Management Professional with a PMP certification.

RELEVANT EXPERIENCE

**LEAD PROJECT MANAGER, GRANTWORKS INC., AUBREY, TEXAS,
JANUARY 2022 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, January 2022 – Present**

As a Project Manager, Jonathan assists and collaborates with the ARPA project management team and client project managers that liaison directly with governmental entities receiving ARPA funds. These funds are distributed directly by the U.S. Department of Treasury to state or local governments (cities and counties). Jonathan coordinates and manages multiple moderately complex projects at various stages of implementation. He communicates with local officials, professional service providers, and various state and federal agencies through written memos, emails, formal letters, and telephone conversations. He also helps manage project management's financial details, including reviewing contractor pay estimates and professional service invoices, budget tracking, billing projections, and payment thresholds. Jonathan leads a team to assist with reviewing project documents, including applications, demographic surveys, maps, and environmental assessments; periodically scheduling and arranging public meetings; and tracking performance milestones and numerous deadline events, including reports, contract amendments, newspaper advertisements, and grant-specific requirements.

**PROJECT MANAGER, ISLAMIBLOCKCHAIN, GLOBAL, JANUARY
2021 – PRESENT**

- ▶ Developed large-scale global utility cryptocurrency aimed at providing financial independence for participants
- ▶ Researched subject matter experts to contract with to fast-track road map goals and objectives
- ▶ Primary liaison to streamline operations of multiple lines of business within the organization
- ▶ Raised capital from a variety of investors and grew to over 10,000 holders

13 YEARS

MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Philosophy,
University of Stony Brook, Stony
Brook, New York, 2014

HIGHLIGHTS

Team communication
Attention to detail
Building client relationships

**REGISTRATIONS/
CERTIFICATIONS**

Project Management Professional
(PMP), Project Management
Institute, 2021

TRAINING

SQL Course, UDEMY, 2021
Azure-900, UDEMY, 2021
SAP ERP, UDEMY, 2021
SAP 4HANA, UDEMY, 2021
30-Hour Card, OSHA, 2020
Non-Violent Communication,
Virtual Course, 2018

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Investigated trends, surfaced issues, identified root problems, and collaboratively worked with the team to effectively resolve the issues
- ▶ Created a detailed work plan that identifies and sequences the activities needed and determined the resources (time, money, resources, etc.) required to launch on DeFi exchange formally

HEALTH AND WELLNESS ENTREPRENEUR, OPEX, MOUNT SINAI, NEW YORK, JUNE 2014 – JANUARY 2021

- ▶ Performed extensive research
- ▶ Employed a research group that culminated in the development of the business plan
- ▶ Defined the scope of the project, roles and responsibilities, and resources needed and created the staffing needs and budget
- ▶ Developed a plan to meet deadlines and deliverables for clientele
- ▶ Identified and communicated with stakeholders
- ▶ Developed best practices
- ▶ Monitored activities
- ▶ Identified risks and planned for risk response
- ▶ Finalized project activities
- ▶ Reported on final performances
- ▶ Documented lessons learned and conducted administrative closure
- ▶ Enhanced customer satisfaction year over year by implementing a consult-first approach to consistently produce the highest customer loyalty ratings in the industry using Net Promoter Score with a minimal churn rate (<1% monthly) combined with >50% referral business
- ▶ Created a new standard adopted as a corporate policy with streamlined templates and a faster process by developing and implementing change management tools and activities to benefit end-user life cycle/client engagement
- ▶ Trained, staffed, and contracted more than 15 professional coaches, HR, and marketing team, and accounting firm to align with company vision and future growth

MANAGER, MOUNT SINAI FITNESS, MOUNT SINAI, NEW YORK, SEPTEMBER 2009 – JUNE 2014

- ▶ Managed 7+ employees, 200+ clients
- ▶ Led and directed marketing campaigns focused on SEO, content marketing, social media, and mobile
- ▶ Provided day-to-day contact with employees and clients via phone calls, email, and face-to-face meetings to discuss progress as well as ways we could improve along
- ▶ Discussed company vision with everyone
- ▶ Coordinated scheduling, program design, and overseeing instructor's efficacy, along with providing weekly feedback and educational seminars on movement as well as nutrition
- ▶ Evaluated new clients by diagnosing their physical condition and health status
- ▶ Performed body analysis, fitness level diagnosis, and nutritional consulting
- ▶ Developed individualized training plans based on BMI, conditioning, and client goals

EMPLOYMENT HISTORY

- ▶ Lead Project Manager, GrantWorks, Inc., Aubrey, Texas, January 2022 – Present
- ▶ Project Manager, Islamiblockchain, Global, January 2021 – January 2022
- ▶ Health and Wellness Entrepreneur, OPEX, Mount Sinai, New York, June 2014 – January 2021
- ▶ Manager, Mount Sinai Fitness, Mount Sinai, New York, September 2009 – June 2014

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

LILLIE ALONZO
PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Lillie Alonzo is an experienced analytical thinker and strategic leader. Her knowledge and skills include budgeting, leadership, contract management, problem-solving, and oral and written communication. She also has a strong background in project management with an excellent deadline record.

RELEVANT EXPERIENCE

PROJECT MANAGER, GRANTWORKS, INC., CORPUS CHRISTI, TEXAS, OCTOBER 2021 – PRESENT

Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, October 2021 – Present

Lillie coordinates projects funded primarily by the ARPA. These funds are distributed directly by the U.S. Department of Treasury to the state or local government (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. Lillie coordinates and expedites the projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers.

PROGRAM MANAGER, CITY OF CORPUS CHRISTI NEIGHBORHOOD SERVICES, CORPUS CHRISTI, TEXAS, OCTOBER 2017 – OCTOBER 2021

Lillie supervised and assisted three Contract Administrators. She oversaw all federal grant construction and administration projects, attended pre-contracting meetings, conducted an environmental review process for all projects and potential environmental impacts to determine whether they met federal, state, and local environmental standards, and coordinated and monitored contracts with various non-profit service providers, City departments, and government entities for the use of CDBG, HOME, ESG and other federal, state and local funds received and allocated by the City's Neighborhood Services Department.

She also assisted in coordinating and implementing the annual grant allocation process for CDBG, HOME, ESG, and other federal, state, and local dollars. Lillie prepared and submitted various reports, including but not limited to the Five-Year Consolidated Plan, Annual Action Plan, Consolidated Annual Performance Evaluation Report, and other reports required by HUD and other entities such as CDBG-DR for the GLO. Lillie was responsible for



19 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Diploma, Roy Miller High School, Corpus Christi, Texas

HIGHLIGHTS

Extensive project management experience in Texas

TRAINING

Advanced CDBG

CDBG Subrecipient Management

CDBG for Sub-recipients

Advanced HOME

Environmental Training

Streamline Certification

Fair Housing Certification

Tax Credit Specialist

Income Eligibility Certification

Davis-Bacon Wage Standards

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

the overall administration of COVID-19 grants, such as the Texas Emergency Rental Assistance Program and Texas Emergency Mortgage Assistance Program through TDHCA, CDBG-DR through the GLO, and Emergency Rental Assistance through the U.S. Treasury. She prepared CDBG, HOME, ESG, and other contracts, amendments, invoices, and reports as required. She initiated, reviewed, and guided environmental, Davis-Bacon, and other required reviews for CDBG, HOME, and other related programs and projects. She tracked and reported grant spending and awardee performance outcomes. Lillie prepared and submitted Section 3 and other required reports and monitored CDBG, HOME, ESG, and other funded sub-recipient/recipient organizations for contractual and programmatic compliance. She also coordinated project construction projects and followed federal procurement standards for all federally funded projects.

CONTRACT ADMINISTRATOR, CITY OF CORPUS CHRISTI HOUSING AND COMMUNITY DEVELOPMENT, CORPUS CHRISTI, TEXAS, AUGUST 2016 – OCTOBER 2017

Lillie was responsible for contract management, oversight, and compliance with HUD federal and financial regulations for the ESG, HOME, and CDBG programs. She reviewed and processed CDBG, HOME, and ESG payment requests, provided technical assistance, and addressed issues of non-compliance with each program. She coordinated the funded project's budget/expenditures, performed closeout activities, on-site monitoring reviews, and federal/HUD environmental reviews, and counseled recipients on potential environmental issues. Lillie coordinated requests for the proposal process and monitored contracts to ensure compliance with local, state, and federal requirements to comply with labor standards at all construction sites. She also evaluated construction sites and conducted site assessments to complete the environmental review for all programs. Project planning included researching and analyzing performance outcome data to meet project measures.

COMPLIANCE OFFICER/PROPERTY MANAGER, CORPUS CHRISTI HOUSING AUTHORITY, CORPUS CHRISTI, TEXAS, JANUARY 2002 – AUGUST 2016

Lillie monitored property compliance with Section 42, Section 8 guidelines, HOME, Rural Development, and other affordable programs in this role. She oversaw the monitoring of two tax credit sites and four public housing projects, assisted in the development and implementation of compliance forms, policies, and procedures at affordable sites, provided resources and guidance to site and corporate staff, and assisted with the coordination of all HUD audits, timely submission of data as required by HUD, HFAs and other related entities or partnerships, collected, reviewed, and analyzed data to evaluate compliance with corporate control requirements, including maximum allowable rents. Lillie implemented new rent, income limits, and utility allowance calculations, served as an EIV coordinator, assisted with HUD annual rent increases, contract renewals, and utility allowance changes, and tracked monthly HAP requests and the payment process, including correction requests.

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Corpus Christi, Texas, October 2021 – Present
- ▶ Program Manager, City of Corpus Christi Neighborhood Services, Corpus Christi, Texas, October 2017 – October 2021
- ▶ Contract Administrator, City of Corpus Christi Housing and Community Development, Corpus Christi, Texas, August 2016 – October 2017
- ▶ Compliance Officer/Property Manager, Corpus Christi Housing Authority, Corpus Christi, Texas, January 2002 – August 2016

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

RAQUEL ARGUETA CARAVANTES
PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Raquel Caravantes is an experienced Project Manager with proven skills in the organization, planning, and management of HHS, FEMA, ARPA, CARES ACT, and government programs designed to assist clients during and in the aftermath of natural disasters and emergencies. In any role she takes on, Raquel is happy to use her skills and experience to maximize client satisfaction and help restore and improve affected communities.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS INC., HOUSTON, TEXAS,
SEPTEMBER 2022 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, September 2022 – Present**

- ▶ Coordinates and manages multiple moderately complex projects at various stages of implementation, in coordination with GrantWorks management and client services/business development staff, and in compliance with state/federal requirements
- ▶ Communicates effectively with local officials, professional service providers, and various state and federal agencies through written memos, e-mails, formal letters, and telephone conversations
- ▶ Manages financial details of project management, including review of contractor pay estimates and professional service invoices, budget tracking, billing projections, and payment thresholds
- ▶ Tracks and meets performance milestones and numerous deadline events, including reports, contract amendments, newspaper advertisements, and grant-specific requirements

**SENIOR CONSULTANT, MPACT STRATEGIC CONSULTING,
HOUSTON, TEXAS, JANUARY 2022 – AUGUST 2022**

- ▶ Managed small business grants relating to the American Rescue Plan Act for Fort Bend County government
- ▶ Developed the process and managed a team of 10 to 15 case managers responsible for the replacement expense grants allocated to area small businesses
- ▶ Responsible for the design and execution of this grant option, including process, approval, audit, and successful
- ▶ delivery for the client

2 YEARS

MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Business
Administration, Marketing,
University of Houston, Houston,
Texas, 2020

HIGHLIGHTS

Bilingual - Spanish
Monitoring and Compliance
Reporting
Strategic Planning and Analysis

**REGISTRATIONS/
CERTIFICATIONS**

Certified Associate Project
Management (CAPM), Project
Management Institute, In progress
Certified Microsoft Suite
Administrator, Microsoft, 2016

TRAINING

IS-00230.e Fundamentals of
Emergency Management,
Emergency Management Institute,
FEMA, 2021

PROFESSIONAL AFFILIATIONS

Member, American Marketing
Organization, 2018 - 2019
Member, National Society of
Leadership and Success, 2017 -
2019
Member, National Society of
Collegiate Scholars, 2017 - 2019

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Created interactive dashboard, templates, and reports to provide real-time data and analysis to both the client and our internal stakeholders

DEPUTY PROJECT MANAGER, MPACT STRATEGIC CONSULTING, POMONA, CALIFORNIA, APRIL 2021 – DECEMBER 2021

- ▶ Managed team responsible for the recruitment, training, and professional development of over 300 case managers and youth care professionals
- ▶ Assisted over 10,000 unaccompanied migrant minors with family reunification and placement services
- ▶ Successfully developed and implemented internal processes and best practices to ensure compliance with the Department of Health and Human Services program requirements, guidelines, and objectives
- ▶ Handled client relations with all groups within HHS and Prime Contractor departments, including operations management, project scheduling, training, and human resources
- ▶ Managed daily and weekly reporting deliverables to clients and prime contractors

TEAM LEAD/BUSINESS ANALYST, MPACT STRATEGIC CONSULTING, HOUSTON, TEXAS, JUNE 2020 – APRIL 2021

- ▶ Developed internal processes for the implementation of initial and secondary grants designated to help Small Businesses located in Fort Bend County
- ▶ Designed and enforced training processes for case managers and auditors within the FBC Small Business Program
- ▶ Monitored team members' participation to achieve daily tasks in a timely manner
- ▶ Created reports to update client and internal management on the team's progress

MARKETING ASSOCIATE, QUEST OFFSHORE RESOURCES, SUGAR LAND, TEXAS, JULY 2019 – MAY 2020

- ▶ Collected quantitative and qualitative data from marketing campaigns and assisted in analyzing marketing data such as campaign results, conversion rates, and traffic to help shape future marketing strategies
- ▶ Researched and analyzed trends of both existing and emerging customers and in industry sectors, their successful product applications, and pertinent competitive information
- ▶ Planned and executed initiatives to reach the target audience through appropriate channels such as social media, email, webinars, and videos

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Houston, Texas, September 2022 – Present
- ▶ Senior Consultant, MPACT Strategic Consulting, Houston, Texas, January 2022 – August 2022
- ▶ Deputy Project manager, MPACT Strategic Consulting, Pomona, California, April 2021 – December 2021
- ▶ Team Lead/Business Analyst, MPACT Strategic Consulting, Houston, Texas, June 2020 – April 2021
- ▶ Marketing Associate, Quest Offshore Resources, Sugar land, Texas, July 2019 – May 2020
- ▶ Marketing Associate, The Lab Consulting, Houston, Texas, April 2019 – July 2019
- ▶ Client Service Representative, LTD Financial Services, Houston, Texas, March 2018 – April 2019

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

WILLIAM BASS, CAPM
PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

With eight years of experience, William Bass is a Project Manager with a team management, customer success, and program development background. He is energetic, personable, and curious. He is also passionate about delivering projects on time and under budget.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS,
SEPTEMBER 2021 – PRESENT**

Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, September 2021 – Present

William coordinates projects funded primarily by the ARPA. These funds are distributed directly by the U.S. Department of Treasury to the state or local government (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. William coordinates and expedites the projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers.

**PROJECT MANAGER, CERTAIN, SAN FRANCISCO, CALIFORNIA,
OCTOBER 2019 – JUNE 2020**

As a Project Manager, William conducted requirement gathering meetings, prepared project plans, and monitored and closed eight implementation projects for high ARR clients. He collated projects into Smartsheets, leading to a higher visibility rate of the project process, allocation, and risk management for the team and executives. He managed consulting resources and ensured compliance with the project budget and statement of work, 90% of projects were kept within scope. William established and ran weekly risk review meetings to identify, assign, and follow up regarding any outstanding project risks. He also worked with his manager to implement project management processes, leading to a 15% increase in client satisfaction survey feedback.

**PROJECT MANAGER, HEALTHRIGHT360, SAN FRANCISCO,
CALIFORNIA, OCTOBER 2018 – OCTOBER 2019**

William collaborated with his manager to implement principles of both Waterfall and Agile methodologies to improve the rollout methodology. He conducted weekly meetings with project teams to identify, assess, and mitigate risk. He identified and worked with



8 YEARS

**PROJECT MANAGEMENT
EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Philosophy,
University of Texas at Austin, Austin,
Texas, December 2008

HIGHLIGHTS

8 years of project management
experience

**CERTIFICATIONS/
REGISTRATIONS**

Certified Associate in Project
Management (CAPM), Project
Management Institute (PMI), May
2018

Project Management Certification,
University of Texas at Austin, Center
for Professional Education,
December 2017

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

stakeholders on projects to workshop requirements and agreements and finalized project plans. William drove the successful adoption of the EHR system for ten partner organizations within the HR360 network.

**PROGRAM EMPLOYMENT PROJECT COORDINATOR, SKILLPOINT ALLIANCE, AUSTIN, TEXAS,
JANUARY 2017 – FEBRUARY 2018**

William developed six new partnerships with trade organizations and local businesses in construction and healthcare, interviewing stakeholders about their needs as employers and communicating those needs to the Director of Programs. He connected program graduates with local employers, creating a candidate pipeline for hard-to-fill positions and securing program-relevant employment for 86% of students. He worked with industry partners on updating outdated curriculum standards to re-establish Skillpoint's esteem with its employers. William owned the instructional design of the professional development curriculum, training 15 cohorts of students. He also built three advisory committees and led summits on curriculum improvement and alignment with industry demand.

**TIER 1 TECH SUPPORT TEAM LEAD, SOCIAL SOLUTIONS, AUSTIN, TEXAS, JULY 2013 – DECEMBER
2016**

William managed nine top-AAR customers post-implementation. Over two years, he built a customer support team, hiring and managing five direct reports with an overall customer base of 500+. He rehabilitated the customer health of 15 at-risk accounts through daily communication, personalized training, custom solutions, and expedited issue resolution. He also tracked team analytics in Salesforce to maximize efficiency, achieving a team customer satisfaction score (CSAT) of 90% across multiple quarters. William led daily team stand-ups and weekly syncs with developers, identifying and removing blockers and tracking issue progress against release dates.

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Austin, Texas, September 2021 – Present
- ▶ Project Manager, Certain, San Francisco, California, October 2019 – June 2020
- ▶ Project Manager, HealthRight360, San Francisco, California, October 2018 – October 2019
- ▶ Program Employment Project Coordinator, Skillpoint Alliance, Austin, Texas, January 2017 – February 2018
- ▶ Tier I Tech Support Team Lead, Social Solutions, Austin, Texas, July 2013 – December 2016

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

JENNIFER BERKICH
PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Jennifer Berkich is an experienced public servant professional with over six years of experience within multiple municipalities in various roles. She recently served as grants administrator to a community where she wrote and managed grants from the General Land Office, Texas Department of Emergency Management, Federal Emergency Management Agency, Council of Governments, etc. She is a motivated, collaborative strategic thinker who takes pride in providing the best customer service.

RELEVANT EXPERIENCE

PROJECT MANAGER, GRANTWORKS INC., CORPUS CHRISTI, TEXAS, JANUARY 2022 – PRESENT

Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, January 2022 – Present

Jennifer coordinates complex projects for local government entities as an ARPA Project Manager. She manages financial details, tracks milestones, adheres to deadlines, reviews project documents, works with professional service providers, and ensures overall compliance with the ARPA.

GRANT ADMINISTRATOR, CITY OF ROBSTOWN, ROBSTOWN, TEXAS, AUGUST 2021 – JANUARY 2022

- ▶ Administrator and project managed 10 various grants totaling \$2.4 million
- ▶ Worked with city departments to prepare, coordinate, review, and submit grant-specific elements such as narratives, logic models, Gantt charts, budgets, quotes, etc.
- ▶ Applied for over \$1.3 million in opportunities since September 2021
- ▶ Ensured that grant funds followed programmatic, timeline, fiscal reporting, and reporting post-award
- ▶ Prepared budget adjustments and reconciliation when necessary
- ▶ Maintained documentation for project closeout and met auditing requirements
- ▶ Prepared and managed procurement Request for Proposals and Requests for Qualifications
- ▶ Researched federal, state, and local grant opportunities weekly
- ▶ Prepared and presented monthly reports of all grants to management and the City Council

6 YEARS

GRANT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Public Administration,
Texas A&M University, Corpus
Christi, Texas, 2016

Bachelor of Business
Administration, Texas A&M
University, Corpus Christi, Texas,
2013

HIGHLIGHTS

Detail-oriented
Collaborative
Adaptability

**REGISTRATIONS/
CERTIFICATIONS**

Grant Writing Certification,
University of Massachusetts,
Boston, Massachusetts, 2021

PROFESSIONAL AFFILIATIONS

Member, Grant Professionals
Association, 2022
Member, Project Management
Institute, 2022
Member, American Associations of
University Women, 2021

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Experience working with multiple agencies, including FEMA, the General Land office, the Office of the Governor, the Texas Department of Emergency Management, the Texas Department of Health and Community Affairs, the Council of Governments, and local counties

**EXECUTIVE MANAGEMENT ASSISTANT, CITY OF CORPUS CHRISTI, CORPUS CHRISTI, TEXAS,
SEPTEMBER 2019 – DECEMBER 2020**

- ▶ Provided high-level support to an Assistant City Manager (ACM) and Chief Financial Officer (CFO), including composing correspondence, reports, and memoranda that delivered quality service aligned with business needs
- ▶ Assisted with special projects for over 12 of the 30 City departments, including but not limited to Request for Proposals, Request for Qualifications, interlocal agreements, special purchases, ordinances, installation of equipment, major demolitions, etc.
- ▶ Tracked tasks, monitored timelines, created correspondence, and attended meetings in place of the manager to certify deliverables following project goals
- ▶ City's contract administrator for various agreements, including Harbor Bridge lighting special requests, including coordinating with interested parties like Information Technology for programming and Finance for invoice creation plus payment
- ▶ Monitored budget and dealt with Human Resources matters relating to the departments under executives
- ▶ Acted as a backup to the one City Agenda Coordinator for City Council agendas created
- ▶ Coordinated with various departments, tracked, and edited 20+ agenda items through the Legistar system
- ▶ Staff support/liaison for a city committee (Island Strategic Action Committee) to include the creation of monthly agenda, presentation, meeting minutes, and online meeting facilitator
- ▶ Made travel arrangements, arranged meetings, and maintained schedules and calendars, resulting in successful travel under budget and a well-organized schedule maximized for time
- ▶ Interacted with the public via phone, email, and in-person, guaranteeing satisfaction from clients
- ▶ Coordinated analysis and development of final recommendations for staff reports and distributed records to management

PROGRAM ANALYST, CITY OF CORPUS CHRISTI, CORPUS CHRISTI, TEXAS, JULY 2016 – SEPTEMBER 2019

- ▶ Successfully established and implemented an in-house temporary employee program Citywide for 30+ departments, including the creation of policies and procedures
- ▶ Transferred over 200 temp agency employees to the city through onboarding via a job application, criminal background check, physical, and drug screen within four months
- ▶ Tracked new hires, transfers, and terminations of 176 active temporary employees and incoming leased workers, achieving clear documentation for compliance and reporting
- ▶ Recruited and conducted interviews, onboarded and counseled applicants and employees throughout the city to increase the quality of candidates for positions and improve best practices in the workplace
- ▶ Generated monthly reports for management, analyzed program metrics for monthly changes/trends, and developed recommendations to improve program operations

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Corpus Christi, Texas, January 2022 – Present
- ▶ Grant Administrator, City of Robstown, Robstown, Texas, August 2021 – January 2022
- ▶ Executive Management Assistant, City of Corpus Christi, Corpus Christi, Texas, September 2019 – December 2020
- ▶ Program Analyst, City of Corpus Christi, Corpus Christi, Texas, July 2016 – September 2019

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

STEFANIE BLACKMON, CTCD
PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Stefanie Blackmon is an experienced manager with ten years of experience, including four years of government work. Under the Disaster Case Management Program with the State of Texas, she developed a FEMA-approved training program for recovery efforts after Hurricane Harvey, Tropical Storm Imelda, and Severe Flooding in the Rio Grande Valley. She assisted selected vendors in the ongoing compliance and closeout of several multi-million-dollar federal grants. In addition, Stefanie worked closely with non-profits to identify unmet needs and provide resources to cities and communities affected by a disaster.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS INC., HOUSTON, TEXAS,
MARCH 2022 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, March 2022 – Present**

Stefanie coordinates projects funded by the America Rescue Plan Act (ARPA). These funds are distributed directly by the U.S. Department of Treasury to the state or local government (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. Stefanie coordinates and expedites the projects, working directly with local government contacts, the U.S. Treasury staff, engineers, and other professional service providers.

**TRAINING AND PROJECT SPECIALIST V, TEXAS HEALTH AND
HUMAN SERVICES COMMISSION, EMERGENCY SERVICES
PROGRAM & DISASTER CASE MANAGEMENT PROGRAM,
HOUSTON, TEXAS, JANUARY 2018 – FEBRUARY 2022**

- ▶ Performed highly visible advanced training and consultative services for the State of Texas Emergency Services Programs
- ▶ Developed FEMA-approved training curriculum for the State Disaster Case Management Program
- ▶ Trained all state and vendor staff both in person and virtually
- ▶ Managed the State and Vendor training schedules
- ▶ Maintained training records and other data following federal program and state contract requirements
- ▶ Assisted in developing FEMA-approved monitoring tools for both programmatic and financial reviews
- ▶ Participated in ongoing monitoring of vendor performance, ensuring federal grant guidance and 2 CFR 200 compliance

10 YEARS
MANAGEMENT EXPERIENCE

COMPANY
GrantWorks, Inc.

EDUCATION
Bachelor of Arts, Journalism and
Mass Communication, Texas State
University, San Marcos, 2008

HIGHLIGHTS
Self-starter
Team leader

Problem Solver

**REGISTRATIONS/
CERTIFICATIONS**
Certified Texas Contract
Developer, State of Texas, 2021

TRAINING
FEMA Courses:
ICS 100, 230.d, 241.b, 505, 700. a,
700. a, 800.b – Houston, Texas,
2018

Immediate Disaster Case
Management – Houston, Texas,
2018

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Assisted with facilitating bi-weekly project status calls with state vendors to confirm grant milestones were on track
- ▶ Compiled data and drafted required monthly and quarterly reports as needed for both state and federal partners
- ▶ Worked closely with federal, state, and local governments, stakeholders, non-profits, and other local community partners to identify best practices and lessons learned
- ▶ Functioned as liaison between the state program and local officials in over 20 Texas counties; spear-headed partnership with the State of Texas and Texas 211 Help Line / Hurricane Harvey Call Center to gather and disseminate information, as well as collect, review, and analyze data as required by the federal cooperative agreement
- ▶ Served and presented on the Texas Joint Housing Committee and various sub-groups, as well as other state and federal funding-related workshops and conferences

SENIOR SALES MANAGER/DISTRICT SALES MANAGER/CENTER MANAGER/CLIENT SERVICES COORDINATOR, MERIDIAN BUSINESS CENTERS, HOUSTON, TEXAS, FEBRUARY 2011 – JANUARY 2018

- ▶ Managed new accounts as well as current client needs for full-service office, virtual office, and meeting room sales for two Houston properties, with cross-selling in our Dallas/Fort Worth District (13 additional properties)
- ▶ Directly supervised five District Sales Managers
- ▶ Communicated with and qualified new leads via phone and e-mail daily
- ▶ Easily transitioned through daily tasks
- ▶ Customized proposals based on availability and client needs
- ▶ setup and gave tours, drafted and received execution on service agreements and other legal documents
- ▶ Maintained and nurtured relationships with Brokers and Property Managers
- ▶ Heavily focused on customer satisfaction through all stages of the sales process
- ▶ Maintained pipeline of all sales leads
- ▶ Generated and reported monthly sales figures and goals, including commission reports

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Houston, Texas, March 2022 – Present
- ▶ Training and Project Specialist V, Texas Health and Human Services Commission, Emergency Services Program & Disaster Case Management Program, Houston, Texas, January 2018 – February 2022
- ▶ Senior Sales Manager/District Sales Manager/Center Manager/Client Services Coordinator, Meridian Business Centers, Houston, Texas, February 2011 – January 2018
- ▶ Sales and Marketing, Coast Global Seafood, Plano, Texas, February 2010 – December 2010
- ▶ Server, Cypress Grill, Austin, Texas, February 2009 - November 2009
- ▶ Front Desk Agent, Hyatt Summerfield Suites – Arboretum, Austin, Texas, October 2008 – March 2009
- ▶ Server/Trainer, New Braunfels, New Braunfels, Texas, March 2006 – April 2008
- ▶ Sales Associate, Brooks Brothers, San Marcos-Austin, Texas, August 2005 – March 2006

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

CINDY CAMPBELL
PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Cindy Campbell has over 29 years of project management and finance experience. She has worked with local municipal and county governments and developed strong relationships with diverse stakeholders. Cindy collaborates internally continuously to serve clients best and improve processes.

RELEVANT EXPERIENCE

PROJECT MANAGER, GRANTWORKS INC., BATON ROUGE, LOUISIANA, SEPTEMBER 2022 – PRESENT

Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, September 2022 – Present

As a Project Manager, Cindy assists and collaborates with the ARPA project management team and client project managers that liaison directly with governmental entities receiving ARPA funds. These funds are distributed directly by the U.S. Department of Treasury to state or local governments (cities and counties). Cindy coordinates and manages multiple moderately complex projects at various stages of implementation. She communicates with local officials, professional service providers, and various state and federal agencies through written memos, emails, formal letters, and telephone conversations. She also helps manage the financial details of projects, including reviewing contractor pay estimates and professional service invoices, budget tracking, billing projections, and payment thresholds. Cindy assists with reviewing project documents, including applications, demographic surveys, maps, and environmental assessments; periodically scheduling and arranging public meetings; and tracking performance milestones and numerous deadline events, including reports, contract amendments, newspaper advertisements, and grant-specific requirements.

HOUSING FINANCE MANAGER/SPECIALIST, LOUISIANA HOUSING CORPORATION, BATON ROUGE, LOUISIANA, FEBRUARY 2015 – SEPTEMBER 2022

- ▶ Managed and administered the State's Affordable Small Rental Property Program (SRPP)
- ▶ Reviewed, completed, and submitted Request for Payments
- ▶ Kept track and updated the budget expenditures for the program
- ▶ Provided all program-related reports to HUD, Louisiana Legislative Auditors, and OCD-DRU



29 YEARS
MANAGEMENT AND
FINANCE EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Associate of Arts, Paralegal Studies, Louisiana State University, Baton Rouge, Louisiana, 1991

HIGHLIGHTS

Organized and self-directed
Excellent written and oral communications
Proven leadership and management

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Reviewed Requests for Proposals/Requests for Qualifications for outside consultants
- ▶ Worked with staff, borrowers, and outside agencies to resolve problems that arise
- ▶ Oversaw 12 SRPP staff and their compliance and monitoring of federal, state, and local requirements
- ▶ Handled all HR-related items, including hiring, training, and day-to-day operations
- ▶ Represented the SRPP in any outside meetings, presentations, Zoom calls, and public request

COMPLIANCE AND MONITORING LEAD AUDITOR, SHAW/ PROVIDENCE/FRANKLIN ASSOCIATES, BATON ROUGE, LOUISIANA, OCTOBER 2009 – FEBRUARY 2015

- ▶ Ensured compliance with federal, state, CDBG, and LIHTC regulations
- ▶ Conducted audit of each file to verify qualifications and confirm no abusive activity of program money
- ▶ On-site monitoring of each property to investigate that proper policies and procedures were followed
- ▶ Lead for conducting interviews of clients to collect pertinent information for each case
- ▶ Developed and analyzed weekly data from each audit performed
- ▶ Provided a complete detailed report of audit findings for upper management
- ▶ Prepared and preserved pertinent documents on each case file for follow-up discussions, audits, and/or investigations
- ▶ Worked daily with others on Auditing Team to prepare a plan of action and/or resolution
- ▶ Developed guidelines, policies, applications, and handbooks for CD and CDBG programs

QUALITY AUDIT REVIEW, APPEALS AND PROGRAM SUPPORT MANAGER, ICF INTERNATIONAL, EMERGENCY MANAGEMENT SERVICE, BATON ROUGE, LOUISIANA, NOVEMBER 2006 – OCTOBER 2009

- ▶ Liaison for HUD, Louisiana Legislative Auditors (LLA), and Office of Inspector General (OIG) for all Small Rental audit visits
- ▶ Directed contact for visiting auditors and provided documents, and clarified questions and inquiries
- ▶ Assisted with implementing suggested directives from Auditors into the auditing process and procedures
- ▶ Small Rental Constituent Service contact including constituents from the Governor's office, Senators, Legislatures, Representatives, and the client, Louisiana Office of Community Development
- ▶ Conducted one-on-one interviews with applicants to discuss their files
- ▶ Interviewed/hired staff and managed a staff of 15 – 20 Small Rental Underwriters and Rental Advisors

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Baton Rouge, Louisiana, September 2022 – Present
- ▶ Housing Finance Manager/Specialist, Louisiana Housing Corporation, Baton Rouge, Louisiana, February 2015 – September 2022
- ▶ Compliance and Monitoring Lead Auditor, Shaw/Providence/Franklin Associates, Baton Rouge, Louisiana, October 2009 – February 2015
- ▶ Quality Audit Review, Appeals and Program Support Manager, ICF Emergency Management Service, Baton Rouge, Louisiana, November 2006 – October 2009
- ▶ Chief Credit Officer, Primekey Mortgage, Baton Rouge, Louisiana, April 2006 – November 2009
- ▶ Senior Underwriter, GMFS, Baton Rouge, Louisiana, December 2004 – April 2006
- ▶ Senior Contract Auditing Underwriter, PMI Mortgage Insurance Company Houston, Texas, February 2002 – December 2004
- ▶ Senior Contract Auditing Underwriter, The Clayton Group, Shelton, Connecticut, August 2001 – February 2022
- ▶ Senior Auditor – Quality Control & Paralegal – Litigation Department, United Companies Lending Corporation, Baton Rouge, Louisiana, July 1993 – August 2001

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

MONICA CHOPPALA
PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Monica Choppala is an enthusiastic civil engineer who brings first-rate critical thinking and communication skills, deep knowledge of the construction industry, and other various advanced skills. As an engineer, Monica is accomplished in every aspect of project execution, including marketing, proposals, revision, design, personnel management, construction oversight, and public relations. She has worked for NYCHA and with various general contractors performing CADD design, drafting as per specifications, and ensuring compliance with quality assurance procedures and requirements.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS INC., AUSTIN, TEXAS,
JANUARY 2023 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, January 2023 – Present**

Monica coordinates and manages multiple moderately complex projects at various stages of implementation in coordination with GrantWorks management and client services/business development staff and in compliance with state/federal requirements. She communicates effectively with local officials, professional service providers, and various state and federal agencies through written memos, e-mails, formal letters, and telephone conversations. She manages the financial details of project management, including review of contractor pay estimates and professional service invoices, budget tracking, billing projections, and payment thresholds. Monica reviews project documents which may include applications, demographic surveys, maps, and environmental assessments, and periodically hosts public meetings and presents to local elected bodies (i.e., councils, commissioners courts) regarding project status. Monica also tracks and meets performance milestones and numerous deadline events, including reports, contract amendments, newspaper advertisements, and grant-specific requirements. She interprets government publications and regulations as they pertain to project implementation.

**PROJECT ENGINEER, DESI CONSULTANTS, NORTH BRUNSWICK,
NEW JERSEY, APRIL 2019 – JULY 2019**

- ▶ Reviewed Requests for Proposals (RFPs), construction drawings, and specifications to identify potential conflicts in project



6 YEARS
PROJECT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Civil Engineering, Environmental Control Technology, New York Institute of Technology, New York, New York, 2016

Bachelor of Science, Civil Engineering, MVSR Engineering College, Hyderabad, India, 2014

HIGHLIGHTS

Budget Monitoring
Project Reporting
Collaboration

**REGISTRATIONS/
CERTIFICATIONS**

Certified 40-Hour OSHA (HAZWOPER), OSHA, 2015

Certified 30-hour Construction Industry Outreach, OSHA, 2017
10-hour, OSHA, 2016

Certification, Working with Nuclear Gauges, Radiation Safety, 2018

TRAINING

Construction Cost Estimating Training, Regional Alliance for Small Contractors, New York, New York, 2016

PROFESSIONAL AFFILIATIONS

Member of Regional Alliance for Small Contractors, 2016

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- documents and obtain clarifications from the designer/owner ahead of time
- ▶ Identified appropriate drawings and specifications, compiled a list of scope items, quantities, and estimated hours, including expenses
 - ▶ Reviewed and provided marketing materials to the existing and new clients
 - ▶ Reviewed NY, NJ, and CT government agency websites for potential opportunities and presented to management in a timely manner for teaming as well as to submit as prime
 - ▶ Coordinated schedules of staff and notified them in a timely manner, reviewed reports, and compiled supporting documentation for invoices
 - ▶ Coordinated with project personnel for smooth performance.
 - ▶ Reviewed quality control testing reports and log of Non-Conformance Reports (NCR). Coordinate with the Designer/Owner to resolve NCR in a timely manner

PROJECT ENGINEER, CM – ATANE CONSULTANTS, NEW YORK, NEW YORK, JULY 2018 – MARCH 2019

- ▶ Administrative support for projects in various stages of design, estimations, and construction
- ▶ Assisted the project manager with payment requisition preparation – reviewing drawings, quantities and creating P.O. Boxes with ORACLE Primavera Contract Manager (Expedition)
- ▶ Tracked permits and insurances; initiated, prepared, reviewed, posted, and distributed RFIs, and change orders; received, prepared, reviewed, processed, forwarded, and tracked the status of submittals
- ▶ Tracked work as it was completed and provided progress reports, recommended methodologies and determined the timeframe and workforce required to address
- ▶ Supported project manager when the scope of work also included preparation and maintenance of construction schedules
- ▶ Assisted estimators with analysis of specifications and drawings to determine the scope of work and required contents of estimates
- ▶ Maintained, organized, and detailed construction, files, project records, and logs
- ▶ Kept-up daily work reports
- ▶ Maintained as-built drawings as work was completed
- ▶ Tracked, documented, and managed project issues and conditions
- ▶ Tracked, maintained, and managed project
- ▶ Reviewed, coordinated, and tracked project meetings and recorded meeting minutes
- ▶ Assisted in the preparation of bi-weekly owner project status reports
- ▶ Assisted in project closeouts
- ▶ Collaborated as required with the closeout process, including as-built drawings, punch lists, permits, and other closeout documentation
- ▶ Monitored construction site progress and managed issues that arose
- ▶ Advised the project manager regarding the construction material costs and quantity calculations
- ▶ Reviewed and provided comments on CSQ Reports and took necessary steps to cure any deficiencies

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks Inc., Austin, Texas, January 2023 – Present
- ▶ Project Engineer, DESI Consultants, North Brunswick, New Jersey, April 2019 – July 2019
- ▶ Project Engineer, CM – Atane Consultants, New York, New York July 2018 – March 2019
- ▶ Project Engineer, General Contractor – Neelam Construction Corp, Northvale, New Jersey, October 2016 – July 2018
- ▶ Assistant Estimator, Powerhouse Paving Company, Islip, New York, March 2016 – May 2016
- ▶ Graduate Assistant, New York Institute of Technology, New York, New York, October 2015 – May 2016

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

JERRI GAUNTT
ARPA PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Jerri Gauntt is an ARPA Project Manager with GrantWorks. She is a former Belton City Council member and community volunteer. Jerri has five years of federal grant administration experience from the City of Belton. She has seven years of experience in various roles with Belton Independent School District.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS, INC., BELTON, TEXAS,
AUGUST 2021 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, August 2021 – Present**

Jerri coordinates projects funded primarily by the ARPA. These funds are distributed directly by the U.S. Department of Treasury to the state or local government (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. Jerri coordinates and expedites the projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers.

**VARIOUS POSITIONS, BELTON INDEPENDENT SCHOOL
DISTRICT, BELTON, TEXAS, 2014 – 2021**

Jerri was the library assistant at Belton High School, where she managed and processed library inventory, trained students and staff, provided technology assistance, and maintained the library's social media accounts. She has been a substitute teacher at all grade levels. Jerri administered standardized assessments and implemented grading and assessment techniques to document students' growth, development, and knowledge advancements. She also worked as an accelerated reading instructor, coordinating with staff members and teachers to design comprehensive and individualized plans to optimize student education.

**SUPPORT SERVICES COORDINATOR, CITY OF BELTON, TEXAS,
SEPTEMBER 2007 – OCTOBER 2012**

Jerri wrote, analyzed, and helped administer grants for the City of Belton, including the TDHCA HOME, TDA CDBG, TPWD Community Recreation Grant, TxDOT Transportation Enhancement, and Safe Routes to School programs. She reviewed legal instruments relative to the purchase, sale, lease, and management of real estate, specifically land titles and provided opinions to the City



5+ YEARS

**GRANT ADMINISTRATION
EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Education, Agriculture
Education, Texas A&M University,
College Station, Texas, May 1998

Bachelor of Science, Agriculture
Development, Texas A&M University,
College Station, Texas, May 1996

HIGHLIGHTS

7+ years of teaching experience

5+ years of federal grant
administration experience

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Attorney and the City Manager. Jerri met with grant applicants to review and process grant applications before submission, during processing, and once approved. She also communicated with area schools and local non-profits to coordinate events and programs to meet community needs, including housing and transportation, safety and accident prevention, and health and nutrition. Jerri compiled socio-economic data for specific program eligibility determinations.

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Belton, Texas, August 2021 - Present
- ▶ Library Assistant, BHS9 And Belton High School, Belton Independent School District, Belton, Texas, 2018 – August 2021
- ▶ Substitute Teacher (All Campuses), Belton Independent School District, Belton, Texas, 2016 – 2018
- ▶ Part-Time Accelerated Reading Instructor, Chisholm Trail Elementary, Belton Independent School District, Belton, Texas, 2015 – 2016
- ▶ Substitute Teacher (All Campuses), Belton Independent School District, Belton, Texas, 2014 – 2015
- ▶ Support Services Coordinator, City of Belton, Belton, Texas, 2007 – 2012
- ▶ Secretary/Receptionist/Clerical (Part-Time), AirTite Technologies, LLC, Belton, Texas, 2006 – 2007

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

GLENN GREER
PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Glenn Greer is an enthusiastic, analytical, and resourceful project manager with four years of management experience with a record of streamlining daily business operations, planning, and organizing projects and events, and leading community development initiatives. Glenn has experience in municipal government, including an exceptional understanding of municipal and regional planning principles and practices. He is also skilled in conducting detailed research and analysis, compiling, and summarizing technical data, and ensuring high-quality customer service

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS INC., AUSTIN, TEXAS,
JANUARY 2023 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, January 2023 – Present**

Glenn coordinates and manages multiple moderately complex projects at various stages of implementation in compliance with state/federal requirements. He manages the financial details of project management, including review of contractor pay estimates and professional service invoices, budget tracking, billing projections, and payment thresholds. He also tracks and meets performance milestones and numerous deadline events, including reports, contract amendments, newspaper advertisements, and grant-specific requirements. Glenn interprets government publications and regulations as they pertain to project implementation.

**PLANNER, CITY OF PLANO, PLANO, TEXAS, NOVEMBER 2021 –
JANUARY 2023**

- ▶ Analyzed and evaluated zoning and development proposals following applicable codes and ordinances, policies, and design guidelines
- ▶ Performed research of and maintained records on historical zoning and development codes and reviewed properties for compliance with applicable ordinances, policies, and guidelines in coordination with City code enforcement representatives
- ▶ Identified, researched, and evaluated amendments to zoning and development ordinances to improve the development review process, meet community objectives, and align with state law, applicable codes and ordinances, policies, and design guidelines, and made recommendations to the Planning & Zoning Commission and City Council



4 YEARS

MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Arts, Urban & Regional
Planning, Jackson State
University, Jackson, Mississippi,
2020

Bachelor of Science, Liberal
Studies, University of Southern
Mississippi, Hattiesburg,
Mississippi, 2016

HIGHLIGHTS

Time Management

Flexibility and Adaptability

Budget, Planning, Collaboration

PROFESSIONAL AFFILIATIONS

American Planning Association,
2018

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Prepared reports, meeting agendas, graphics, and associated studies and documentation for preparation and distribution to the Planning & Zoning Commission and City Council

STORE SUPPORT SUPERVISOR, WHOLE FOODS MARKET, JACKSON, MISSISSIPPI, SEPTEMBER 2019 – SEPTEMBER 2021

- ▶ Improved customer experience and ensured smooth daily store operations by orchestrating a team of 40+ members, delegating tasks efficiently, and training new team members
- ▶ Managed inventory levels by monitoring and ordering store supplies of up to \$5,000 per week
- ▶ Assisted team leader in managing a labor budget of \$15,000 per week by harmonizing sales staff numbers with the daily business needs
- ▶ Ensured the required \$20,000 safe balance was maintained daily by identifying issues and communicating the information to the regional office
- ▶ Increased cleaning compliance from 76% to 94% by acting as the green team point and leading sanitation and store cleanliness improvement efforts
- ▶ Resolved challenging customer situations by applying a customer-focused mindset and addressing their issues timely and efficiently
- ▶ Improved team member retention by acting as an advocate for team members and their concerns

GRADUATE ASSISTANT, JACKSON STATE UNIVERSITY, JACKSON, MISSISSIPPI, JANUARY 2019 – DECEMBER 2019

- ▶ Conducted research and analysis for two journal articles and grant proposals per month
- ▶ Facilitated efforts for revitalizing the historic Mount Olive Cemetery by researching in cooperation with the Center's Director
- ▶ Coordinated service projects with surrounding neighborhoods, including house paintings, urban garden upkeep, etc., by planning and organizing the project, communicating information to all concerned parties, and ensuring student volunteers
- ▶ Spearheaded initiatives for building trust between the neighborhood residents and the university by conducting meetings with neighborhood associations and addressing the current neighborhood state

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Austin, Texas, January 2023 – Present
- ▶ Planner, City of Plano, Plano, Texas, November 2021 – January 2023
- ▶ Store Support Supervisor, Whole Foods Market, Jackson, Mississippi, September 2019 – September 2021
- ▶ Graduate Assistant, Jackson State University, Jackson, Mississippi, January 2019 – December 2019
- ▶ Clinical Assistant, Pine Grove Behavioral Health, Hattiesburg, Mississippi, August 2016 – August 2017
- ▶ Vice President & Student Advisor, The National Pan-Hellenic Council, USM, Hattiesburg, Mississippi, December 2014 – December 2016
- ▶ Desk Assistant, The Office of Student Activities, University of Southern Mississippi, Hattiesburg, Mississippi, December 2014 – August 2015
- ▶ Student Ambassador, The Office of Student Activities, University of Southern Mississippi, Hattiesburg, Mississippi, August 2014 – December 2015

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

AMANDA HORTON, CTCM
PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Amanda Horton has four years of auditing and quality assurance experience.

RELEVANT EXPERIENCE

PROJECT MANAGER, GRANTWORKS, INC., CORPUS CHRISTI, TEXAS, FEBRUARY 2023 – PRESENT

Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, January 2023 – Present

As an ARPA Project Manager, Amanda coordinates and manages multiple projects funded primarily by ARPA via the U.S. Treasury. She communicates with local officials and various state and federal agencies daily. Amanda reviews project documents and manages financial details, including contractor pay estimates, professional service invoices, billing projections, and budget tracking. She also tracks and meets performance milestones and deadlines. Amanda interprets government publications and regulations about project implementation.

ASSOCIATE AUDITOR, TEXAS OFFICE OF THE INSPECTOR GENERAL, AUSTIN, TEXAS, NOVEMBER 2021 – PRESENT

- ▶ Completed risk and control assessments for assigned audit project
- ▶ Identified and documented audit issues while making recommendations for improvements
- ▶ Developed and documented audit objectives, scope, and testing procedures
- ▶ Researched and studied relevant criteria for the audit project
- ▶ Conducted fieldwork for assigned audit project

QUALITY ASSURANCE SPECIALIST, STATE OF TEXAS DEPARTMENT OF HUMAN AND HEALTH SERVICES, AUSTIN, TEXAS, JULY 2020 – NOVEMBER 2021

- ▶ Researched and analyzed the program's assigned Texas Administrative Code to determine that program and staff efforts are complying with the rule
- ▶ Reviewed cases for social work and medical billing errors
- ▶ Worked closely with the assigned program attorney on confidentiality and HIPAA compliance concerns while working on an initiative to update the program's release and collect forms
- ▶ Created Corrective Action Plans (CAP) for errors and trends found in ad hoc reports and case reviews



4 YEARS

COMPLIANCE EXPERIENCE

EDUCATION

Master of Business Administration, Accounting, Texas A&M University, Corpus Christi, Texas (In Process)

Bachelor of Science, Social Justice (Nonprofit Organizational Leadership), Trevecca Nazarene University, Nashville, Tennessee, May 2015

HIGHLIGHTS

Specialized experience in accounting, auditing, and quality

**REGISTRATIONS/
CERTIFICATIONS**

Certified Texas Contract Manager, 2021

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Analyzed and created visualizations of data found from ad hoc reports and case reviews
- ▶ Appointed lead to rollout DocuSign efforts for the program
- ▶ Appointed lead to update and organize the program policy

QUALITY CONTROL SPECIALIST, TENNCARE, NASHVILLE, TENNESSEE, DECEMBER 2018 – JULY 2020

- ▶ Researched Medicaid eligibility cases to identify potential caseworker or system errors with 100% accuracy
- ▶ Appointed team lead to assist co-workers in completing case reads, audits, and ad hoc projects
- ▶ Appointed project lead on the Tennessee Payment Error Rate Measurement (PERM) Audit, conducted by the Center of Medicare and Medicaid Services (CMS)
- ▶ Aid CMS PERM auditors by providing Medicaid eligibility policy guidance, assistance with gathering documentation, and addressing any identified deficiencies
- ▶ Work directly with internal and external stakeholders to ensure appropriate eligibility determination processes are established and maintained
- ▶ Create training materials for onboarding new staff who will process Tennessee Office of Inspector General Medicaid fraud referrals

MANAGED CARE SPECIALIST 3 (ELIGIBILITY SPECIALIST), TENNCARE, NASHVILLE, TENNESSEE, APRIL 2017 – DECEMBER 2018

- ▶ Determined Medicaid eligibility for families, the disabled, and the elderly.
- ▶ Researched and executed Medicaid policy while processing Medicaid eligibility.
- ▶ Appointed Tennessee Eligibility Determination System (TEDS) Change Agent – learning and articulating information about TEDS rollout to have effective change management
- ▶ Continuously received a 100% accuracy rating on all case readings and audits
- ▶ Communicated with applicants and members about their application processing and eligibility

MEMBER RELATIONS – FRONT DESK, GILDA'S CLUB OF MIDDLE TENNESSEE, NASHVILLE, TENNESSEE, JUNE 2016 – NOVEMBER 2016 AND APRIL 2017 – JULY 2020

- ▶ Greeted visitors, answered the phone for the clubhouse, and maintained clubhouse appearance
- ▶ Maintained the volunteer database and input data into the Gilda's Club donor system, Donor Perfect
- ▶ Maintained administrative work, including data entry to support grant applications and maintenance

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Austin, Texas, February 2023 – Present
- ▶ Associate Auditor, Texas Office of the Inspector General, Austin, Texas, November 2021 – February 2023
- ▶ Quality Assurance Specialist, Texas Department of Human and Health Services, Austin, Texas, July 2020 – November 2021
- ▶ Quality Control Specialist, TennCare, Nashville, Tennessee, December 2018 – July 2020
- ▶ Managed Care Specialist 3 (Eligibility Specialist), TennCare, Nashville, Tennessee, April 2017 – December 2018
- ▶ Member Relations – Front Desk, Gilda's Club Of Middle Tennessee, Nashville, Tennessee, June 2016 – November 2016 and April 2017 – July 2020
- ▶ Director of the Service Coordinator Department (Promotion)/Service Coordinator, Trevecca Retirement Community, Nashville, Tennessee, November 2014 – April 2017 and April 2014 – November 2014

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

DEREK KATZNELSON
PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Derek Katznelson is an ARPA Project Manager at GrantWorks. He has over 10 years of experience in writing, research, and financial management of processes, programs, and projects. His former programs range from Texas Water Development Board (TWDB)'s Flood Infrastructure Fund, Texas Commission on Environmental Quality (TCEQ)'s Water Quality Planning Grant, and Economic Development Administration (EDA)'s Regional Resilience Coordinator for the Lower Rio Grande Valley.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS INC., EDINBURG, TEXAS,
JANUARY 2022 – PRESENT**

Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, January 2022 – Present

Derek communicates with ARPA recipients, U.S. Treasury officials, and engineers to collaborate on procedure and compliance documents throughout different departments and levels. He prepares quarterly reports for submittal to the U.S. Treasury on the use of ARPA funds. He also maintains eligible expenses and budget compliance.

**PROGRAM SPECIALIST, LOWER RIO GRANDE VALLEY
DEVELOPMENT COUNCIL, WELASCO, TEXAS, MAY 2020 –
JANUARY 2022**

In this role, Derek managed water quality contract deliverables – stakeholder engagement, grant administration, education, outreach, and plan analysis. He facilitated public committee meetings with agenda planning, document preparation, and presenter preparation. Derek provided technical assistance with GIS mapping, policy review, and grant education webinars. He wrote grant narratives, project reports, educational marketing materials, and budgets.

**GRADUATE ASSISTANT, UNIVERSITY OF TEXAS – RIO GRANDE
VALLEY, EDINBURG, TEXAS, JANUARY 2019 – MAY 2020**

As a Graduate Assistant, Derek researched articles, generated questions based on literature, disseminated a survey to 2500 recipients, and analyzed findings. He also participated in TOPIC – Organizational Theory Research on Coherence & Fragmentation in the Gulf of Maine Fishery (Interdisciplinary Social Science) & Control Systems for Natural Resource Management.

10 YEARS

**CUSTOMER SERVICE &
PROGRAM MANAGEMENT**

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Disaster Studies, University of Texas, Rio Grande Valley, Texas, 2020

Bachelor of Science, Anthropology, Colgate University, Hamilton, New York, 2011

HIGHLIGHTS

Survey and process development
Policy research, analysis, and opportunity

Advanced GIS Mapping/Flood Model Mapping Oversight

**REGISTRATIONS/
CERTIFICATIONS**

TxCDBG Certified Administrator, Texas Department of Agriculture, 2021

TRAINING

HEC-RAS 1D/2D Training, U.S. Army Corps of Engineers, 2921

Public Assistance Training, Texas Department of Emergency Management, 2022

PROFESSIONAL AFFILIATIONS

Member, Phi Delta Theta Fraternity, 2008

Secretary, GLO Citizen's Advisory Committee CDBG-MIT, 2022

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**ELIGIBILITY SPECIALIST, DATA ENTRY FOR RIUHIP, DELOITTE, PROVIDENCE, RHODE ISLAND,
MARCH 2017 – DECEMBER 2017**

Derek entered and corrected financial, household, residency, and personal information from client documents and online verification systems into the State of RI's case management online system, specifically for Medicaid, LTSS, and CCAP programs. He led the team in production numbers (an average of ten cases per day, double the par), taught coworkers' software flow, and troubleshoot entry issues. He also supervised the work of others to ensure accuracy and proper entry.

**DEPOSIT LOSS CLAIMS ADMINISTRATOR, GARDAWORLD, BOCA RATON, FLORIDA, APRIL 2015 –
NOVEMBER 2016**

Derek managed the case management software database (JDE Edwards) and hard copy files for the Accounts Payable, Tax, and Claims Departments. He relayed, cross-referenced, and expedited claim's approval and payment status between account managers, investigators, and customers. He accurately coded approved claims in the general ledger and customer payment distributions. Derek created financial reports with Microsoft Excel, including claims payable, sales tax, personal property tax, and real estate tax in multiple states. He also completed tax audit preparation – sales and use tax schedules and supporting documents.

**REMEDIATION AUDITOR, TRANSUNION ALTERNATIVE DATA SOLUTIONS, BOCA RATON, FLORIDA,
JANUARY 2013 – OCTOBER 2014**

Derek reviewed existing customer accounts (i.e., private investigators and collections agencies) for the required credentials set for the industry. He analytically researched discrepancies online and through client interviews. He also optimized the due diligence process to improve efficient workflow while exceeding production goals. Derek guided clients through the audit process with outbound telephone calls and professionally crafted emails.

**TAX AND CUSTOMER SERVICE PROFESSIONAL, H&R BLOCK, BOCA RATON, FLORIDA, NOVEMBER
2012 – APRIL 2014**

Derek prepared 100 tax returns for individuals, grasping concepts of brokerage statements, college tax credits, and state returns. He researched, collaborated, and creatively solved, mitigated, and planned tax issues. He also financially advised clients on the best course of action on a case-by-case basis. Derek also managed front tax office customer support services, including but not limited to client appointments, client files, and staff memos.

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Edinburg, Texas, January 2022 – Present
- ▶ Program Specialist, Lower Rio Grande Valley Development Council, Weslaco, Texas, May 2020 – January 2022
- ▶ Graduate Assistant, University of Texas – Rio Grande Valley, Edinburg, Texas, January 2019 – May 2020
- ▶ Eligibility Specialist Lead, Data Entry for RIUHIP, Deloitte, Providence, Rhode Island, March 2017 – December 2017
- ▶ Deposit Loss Claims Administrator, GardaWorld, Boca Raton, Florida, April 2015 – November 2016
- ▶ Remediation Auditor, Transunion Alternative Data Solutions, Boca Raton, Florida, January 2013 – October 2014
- ▶ Tax and Customer Service Professional, H&R Block, Boca Raton, Florida, November 2012 – April 2014

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

FRANCES LICEAGA
PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Frances Liceaga is an experienced Project Manager specializing in executing multiple projects simultaneously. She has an extensive background and knowledge in state-funded programs, reporting, training, and compliance. Frances has successfully assisted in various state- and federal-funded programs, such as emergency rental assistance and hurricane recovery infrastructure projects. Her leadership experience includes delegating tasks amongst different departments, improvising, and team development.

RELEVANT EXPERIENCE

**PROJECT MANAGER/ELIGIBILITY POD MANAGER/LEAD,
GRANTWORKS INC., FREEHOLD, NEW JERSEY, SEPTEMBER 2021
– PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, November 2022 – Present**

Frances coordinates and manages multiple projects funded primarily by ARPA via the U.S. Treasury. She communicates with local officials and various state and federal agencies daily. Frances reviews project documents and manages financial details, including contractor pay estimates, professional service invoices, billing projections, and budget tracking. She tracks and meets performance milestones and deadlines. Frances also interprets government publications and regulations about project implementation.

**Eligibility POD Manager, Emergency Rental Assistance Program
(ERAP), Texas Department of Housing & Community Affairs/Horne
LLP, Houston, Texas, September 2021 – March 2022**

As an Eligibility POD Manager, Frances develops test strategies using Smartsheet, Looker, and Excel across all tactics working with the project to create a workflow. These workflows include automation, measure production, reporting, analysis, dashboards, and sheet summaries. Frances also manages the operations of various projects to meet goals and objectives as assigned by Deputy Manager and Production Manager. She works to identify bottlenecks and deficiencies by coordinating with the department and implementing recommendations to reach resolutions. Frances often reports and analyzes performance per project, provides insights on variance to plan, and liaises with all stakeholders and colleagues to influence change in workflow.



7 YEARS
MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Communications,
Rutgers University, New
Brunswick, New Jersey, 2013

Associate of Arts, English,
Brookdale Community College,
Lincroft, New Jersey, 2010

HIGHLIGHTS

Operational Processes

Data Quality

Reporting & Auditing

TRAINING

FEMA Individual Assistance,
FEMA, 2017

FEMA Environmental Health
Training in Emergency Response
Awareness, FEMA, 2017

FEMA Public Assistance, FEMA,
2017

PROFESSIONAL AFFILIATIONS

Member, Professional
Management Institute

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

Eligibility POD Lead, Emergency Rental Assistance Program (ERAP), Texas Department of Housing & Community Affairs/Horne, LLP, Houston, Texas, September 2021 – March 2022

Frances maintained the order of operation for up to 21 case managers in meeting goals and complying with all federal, state, and local regulatory requirements to meet stakeholder expectations. She developed solution-orientated strategies that facilitated program growth and success. She also developed efficient management tools for program targeting and performance reporting. Frances provided clear and concise daily reports to management and the case management team.

PROJECT MANAGER, INNOVATIVE EMERGENCY MANAGEMENT (IEM), LLC, WEST LONG BRANCH, NEW JERSEY, JULY 2019 – JANUARY 2021

Project Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, July 2019 – January 2021

Frances managed construction projects for 55 CDBG-funded recipients from project startup to closeout. By effectively developing strategies targeting the budget, organization, and process improvements, she streamlined construction from startup to closeout. She improved funding availability for applicants by actively coordinating with non-profit organizations and contractors and ensured all applicants complied with and met project deadlines by conducting routine site inspections.

PROJECT MANAGER, PLEXOS GROUP, INC., WEST LONG BRANCH, NEW JERSEY, JANUARY 2018 – JULY 2018

Project Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, January 2018 – July 2018

Frances simultaneously managed 40 construction projects across all phases of project development and met all key milestones following individual deadlines. She ensured quality assurance by developing and monitoring individual project workflow plans while providing accurate and timely updates to senior management and the NJDCA. By collaborating with various teams to achieve project objectives, assisting in all document completion, and supporting client needs to move all construction projects to closeout, Frances achieved maximum client satisfaction. Frances also volunteered in community outreach events in multiple townships to assist homeowners and contractors.

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Freehold, New Jersey, November 2022 – Present
- ▶ Eligibility POD Manager, GrantWorks, Inc., Freehold, New Jersey, March 2022 – November 2022
- ▶ Eligibility POD Lead, GrantWorks, Inc., Freehold, New Jersey, September 2021 – March 2022
- ▶ Project Manager, Innovative Emergency Management (IEM), LLC, West Long Branch, New Jersey, July 2019 – January 2021
- ▶ Project Manager, Plexos Group, Inc., West Long Branch, New Jersey, January 2018 – July 2018
- ▶ Project Manager, Aptim Environmental & Infrastructure, LLC, Trenton, New Jersey, August 2015 – January 2018

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

JASON MARTINEZ
PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Jason Martinez is an American Rescue Plan Act (ARPA) Project Manager at GrantWorks. He has over three years of experience in writing, research, and grant management and over ten years of experience in the financial management of processes, programs, and projects. In addition, Jason has experience working with multiple agencies, including FEMA, Texas Department of Emergency Management (TDEM), U.S. Economic Development Administration, nonprofit organizations, council of governments, and local entities.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS INC., WESLACO, TEXAS,
NOVEMBER 2022 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, November 2022 – Present**

Jason is responsible for coordinating and managing multiple moderately complex projects at various stages of implementation. This includes coordinating with senior officials and client staff and ensuring compliance with all state and federal requirements. Jason applies his knowledge in managing project financial details, document review, and communication. In addition, Jason provides professional support and expertise to ensure that projects meet performance milestones and deadlines.

**BUSINESS DEVELOPMENT MANAGER, CITY OF ALTON
ECONOMIC DEVELOPMENT CORPORATION, ALTON, TEXAS,
JUNE 2020 – DECEMBER 2021**

Jason assisted in the City of Alton Development Corporation's daily operations, including Economic Development Programs, Marketing, Special Projects, and the Chamber of Commerce. Jason was responsible for the accurate, timely, and efficient performance of duties and assisted in the general operations of the CADC and the Chamber of Commerce as deemed necessary. Jason also provided professional support and expertise regarding funding sources for the business community, grant writing, and organizing events. His work involved planning, organizing, and preparing financial and programmatic reports for the CADC Board of Directors, Chamber of Commerce, and City.

**SUPERVISOR OF HUMAN RESOURCES, OFFICE OPERATIONS,
U.S. CENSUS BUREAU, MCALLEN, TEXAS, AUGUST 2019 – JUNE**



14 YEARS
MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Public Affairs, Public Affairs, University of Texas Rio Grande Valley, Edinburg, Texas, 2020

Bachelor of Arts, Political Science, University of Texas Rio Grande Valley, Edinburg, Texas, 2018

HIGHLIGHTS

Bilingual – Spanish

Strategic Planning

Team Management

TRAINING

Basic Economic Development Course, TEEX, 2021

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

2020

In this position, Jason was responsible for the daily functions of the administrative department. He was directly responsible for a team of four clerks, ensuring that office administrative operations were on track to meet deadlines and in compliance with Census guidelines. This included preparing reports and official documents, decision-making, coordinating meetings, conducting quality checks, developing department work schedules, conducting individual and group training, and monitoring administrative progress.

SENIOR MEDICAL DEPARTMENT REPRESENTATIVE, U.S. NAVY, HARLINGEN, TEXAS, MAY 2008 – JUNE 2015

As an office manager directly responsible for daily clinic functions, Jason oversaw safeguarding clinic PII (healthcare record management and injury case management), creating standard operating procedures that complied with DoD, Federal, and State regulations, and purchasing all clinics' inventory. Jason managed a staff of 12, requiring decision-making, coordinating meetings, conducting quality checks, developing department work schedules, conducting individual and group training, and monitoring employee progress.

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Weslaco, Texas, August 2022 – Present
- ▶ Business Development Manager, City of Alton Economic Development Corporation, Alton, Texas, June 2020 – December 2021
- ▶ Supervisor of Human Resources, Office Operations, U.S. Census Bureau, McAllen, Texas, August 2019 – June 2020
- ▶ Senior Medical Department Representative, U.S. Navy, Harlingen, Texas, May 2008 – June 2015

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

LINDA MILLER, CTCD, CTCM
PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Linda Miller is a Project Manager with over 20 years of experience. As a Lean Six Sigma Black Belt, she is a results-driven, well-organized, analytical, and strategic leader. She uses the Define, Measure, Analyze, Improve, and Control (DMAIC) methodology to maximize impact and provide the best possible outcome for stakeholders. Linda uses her self-driven critical thinking skills to foster collaborations across government systems/ organizations. She has developed and implemented performance and process improvement projects to identify, collect, and analyze business procedures to remove waste, reduce variations, achieve compliance, and ensure program/project success.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS INC., KIRBYVILLE, TEXAS,
APRIL 2022 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management, Multiple Local Governments, Multiple Locations,
Texas, April 2022 – Present**

Under the ARPA Program, Linda coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. These funds are distributed directly to the state or local government (cities and counties) via the U.S. Treasury. The projects are primarily related to water, sewer, or broadband improvements. Linda works to identify potential projects and assess utility and feasibility given clients' needs and capacities. Linda meets with clients, coordinates grant processes, manages project development, and creates/compiles report documents.

**PROJECT MANAGER, INDEPENDENT CONTRACTOR, KIRBYVILLE,
TEXAS, MARCH 2014 – APRIL 2022**

- ▶ Managed various types of proposals: Request for Proposal (RFP), Request for Quotation (RFQ), Request for Offer (RFO), Request for Applications (RFA), Memorandum of Understanding (MOU), & other grant administration
- ▶ Nonprofit and For-Profit entity experience, including hospitals, laboratories, emergency medical services
- ▶ Incorporated the Lean Six Sigma and DMAIC approach: implemented process/performance improvement strategies which include communicating project status and resolving

22+ YEARS

**PROJECT MANAGEMENT
EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Business
Administration, Business
Administration, University of
Houston, Houston, Texas, 1985

HIGHLIGHTS

Performance/Process
Improvement

Contract Negotiations

Business Continuity Planning

**REGISTRATIONS/
CERTIFICATIONS**

Certified Texas Contract
Developer (CTCD), State of Texas,
Comptroller of Public Accounts,
2021

Certified Texas Contract Manager
(CTCM), State of Texas,
Comptroller of Public Accounts,
2021

TRAINING

Lean Six Sigma Black Belt through
Quest Diagnostics in Houston,
Texas, 2004

PROFESSIONAL AFFILIATIONS

Member, Delta Sigma Pi
(Professional Business Fraternity)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

program issues while facilitating processes, improving performances, and training/coaching/mentoring staff

- ▶ Managed business activity, including inventory, contract negotiation/management, business continuity, leases, retail, and corporate vendor/client management, insurance, supply chain, budget, taxes, audits/profit and loss/financial reporting, human resources, and process/performance improvement
- ▶ Directed development of products, including management of e-commerce, marketing strategies, and client/customer services

MANAGER PERFORMANCE IMPROVEMENT/BUSINESS PROCESS CONSULTANT, DIGNITY HEALTH/OPTUM360, RANCHO CORDOVA, CALIFORNIA, AUGUST 2013 – MARCH 2014

- ▶ Managed strategic, innovative, and operational projects leveraging program management, auditing of process and results, change management, and process/performance improvement of core capabilities for cross-functional team
- ▶ Collaborated on the design of information technology required to support performance/process improvement system
- ▶ Developed Business Continuity Plan/Disaster Recovery Plan (DRP)
- ▶ Facilitated resolution of issues/risks raised by the leadership while acting as the primary point of contact across the facility for process/performance improvement
- ▶ Delivered high-quality outcomes on time and within budget while establishing a continuous improvement environment
- ▶ Managed overall team productivity, including performance issues, identification of staffing needs, hiring, and training
- ▶ Collaborated with the training department to develop and deliver quality and process improvement training modules

PROJECT MANAGER (BUSINESS IMPROVEMENT SPECIALIST), CHRISTUS HEALTH, HOUSTON/SAN ANTONIO, TEXAS, AND SHREVEPORT/ALEXANDRIA/LAKE CHARLES, LOUISIANA, FEBRUARY 2011 – NOVEMBER 2012

- ▶ Managed process improvement projects using methodologies grounded in Lean Six Sigma principles to achieve efficient, highly productive workflow processes by analyzing data, identifying key issues, removing barriers, designing performance metrics, generating solutions, and implementing process changes in collaboration with the functional manager(s), stakeholder(s) and/or the process owner(s)
- ▶ Supported transfer of new solutions/processes to ongoing operations by developing recommendations/action plans
- ▶ Documented the results and created summaries of the project work, including performance indicators, while ensuring that the key metrics were implemented and monitored
- ▶ Provided Lean Six Sigma education and guidance on performance and productivity issues to staff and leadership via hands-on project engagement

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks Inc., Kirbyville, Texas, April 2022 – Present
- ▶ Project Manager, Independent Contractor, Kirbyville, Texas, March 2014 – April 2022
- ▶ Manager Performance Improvement/Business Process Consultant, Dignity Health/Optum360, Rancho Cordova, California, August 2013 – March 2014
- ▶ Project Manager (Business Improvement Specialist), Christus Health, Houston/San Antonio, Texas, and Shreveport/Alexandria/Lake Charles, Louisiana, February 2011 – November 2012
- ▶ Project Manager, Affiliated Computer Services, Houston, Texas, November 2006 – January 2009

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**DAVID OKUMGBA
PROJECT MANAGER**

PROFESSIONAL QUALIFICATIONS

David Okumgba is a result-driven and well-organized ARPA Project Manager. He multitasks, learns new skills rapidly, and is flexible to changing and competing priorities. David is adept at recognizing and launching steps needed to perform risk analysis. He also thrives on challenges to overcome obstacles with solutions that are technically sound and financially feasible.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS, INC., KATY, TEXAS,
SEPTEMBER 2021 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, September 2021 – Present**

David coordinates projects funded primarily by the ARPA. These funds are distributed directly to the state or local government (cities and counties) via the U.S. Treasury. The projects are primarily related to water, sewer, or broadband improvement. David also coordinates and expedites the projects, working directly with local government contacts, the U.S. Treasury staff, engineers, and other professional service providers.

**LEAD PSYCHIATRIC TECHNICIAN, THE HARRIS CENTER FOR
MENTAL HEALTH AND IDD, HOUSTON, TEXAS, DECEMBER
2014 – JUNE 2021**

The Harris Center is an adult mental health and mental retardation hospital that serves Houston, Texas, and the surrounding areas. As the Lead Psychiatric Technician, David delegated duties to technicians, ensuring a balanced and peaceful work environment. He interacted and built relationships with peers, colleagues, and patients in a positive and therapeutic environment. He provided direct care services to consumers with mental disabilities and supported nursing staff and clinical treatment teams. He also maintained a safe and secure environment for all consumers, completed observation sheets with levels of observation for each patient, and recognized and administered crisis intervention with other business units. David handled special projects that involved document processing for internal reviews, and spreadsheets to track projects and implementation. He communicated effectively with upper management and appropriate staff on the status of



12+ YEARS

**PROJECT MANAGEMENT
EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Business Administration,
Project Management, American
InterContinental University, Houston,
Texas

HIGHLIGHTS

12+ years of project management
experience

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

projects and documentation. He also coordinated activities while using strong attention to detail and execution follow-up on projects.

ASSISTANT PROJECT MANAGER, RELIEF SOLUTIONS, HOUSTON, TEXAS, JULY 2013 – NOVEMBER 2014

Relief Solutions provides quality, personalized counseling in a nurturing environment for life's most challenging problems with family, mental health, substance abuse, and other services, as well as preventive and educational counseling for adults and children. As an Assistant Project Manager, David coordinated and completed projects across various functional areas to ensure projects were completed on time and within scope; managed vendor and service providers to define project performance expectations. He presented to upper management project updates, project cycles, and expected results. He managed vendors and service providers to define project scope and performance expectations. David developed and maintained detailed projects to transition Relief Solutions into a full scope of counseling services to meet the needs of our clients. He also partnered with the State of Texas for program certifications, approval, and referrals for services surrounding DWI Education Programs, substance use disorder services, and behavioral and mental health benefit design.

ALTERNATE ADMINISTRATOR, CONSOLIDATED COMMUNITY RESOURCES, INC., HOUSTON, TEXAS, JULY 2011 – JUNE 2013

Consolidated Community Resources provides quality home health and personal care services to Houston and surrounding areas. As the Alternate Administrator, David assumed all administrative duties while staying abreast of regulatory changes, administrative policies, and procedures and assumed a leadership role to plan and achieve goals and objectives consistent with the agency's mission philosophy and objectives. Davis assisted in establishing guidelines for care planning, including referral intake, assessments/evaluations, treatment and prevention plans, quality assurance, and discharge planning. Under DADS Region 6, David ensured that patients received authorized services by electronically verifying service visit end and begin times using the Electronic Visit Verification (EVV) telephone and computer-based system or the Fixed Visit Verification (FVV) Device.

HUMAN RESOURCES/SERVICE COORDINATOR, DE' ROSS HEALTHCARE INC., HOUSTON, TEXAS, AUGUST 2009 – JUNE 2011

As Human Resources/Service Coordinator, David assisted in recruiting and supporting administrative employees, clinical staff, and providers. He delivered exceptional customer service by building rapport and proactively identifying and assisting with service and claim issues; he took inbound and made outbound phone calls and/or emails about changes in client status and pending documents as needed.

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Katy, Texas, September 2021 – Present
- ▶ Lead Psychiatric Technician, The Harris Center for Mental Health and IDD, Houston, Texas, December 2014 – June 2021
- ▶ Assistant Project Manager, Relief Solutions, Houston, Texas, July 2013 – November 2014
- ▶ Alternate Administrator, Consolidated Community Resources, Inc., Houston, Texas, July 2011 – June 2013
- ▶ Human Resources/Service Coordinator, De' Ross Healthcare Inc., Houston, Texas, August 2009 – June 2011

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

SUSAN RICO, CTCM, CTCD
PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Susan Rico is an ARPA Project Manager at GrantWorks. Susan has four years of experience in data analysis and emergency services programs. She has developed and implemented monitoring processes to identify, collect, and analyze case management procedures to achieve grant compliance. Susan has also assisted in developing and implementing program systems, processes, procedures, and forms to ensure the success of grant projects.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS,
FEBRUARY 2022 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, February 2022 – Present**

Susan coordinates projects funded primarily by the ARPA. These funds are distributed via the U.S. Treasury directly to state or local governments (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. Susan coordinates and expedites the projects, working directly with local government contacts, the U.S. Treasury staff, engineers, and other professional service providers.

**DATA ANALYST/MANAGER, EMERGENCY SERVICES PROGRAM,
TEXAS HEALTH AND HUMAN SERVICES COMMISSION, AUSTIN,
TEXAS, MARCH 2018 – JANUARY 2022**

- ▶ Developed and implemented monitoring processes for the identification, collection, and analysis of case management procedures to achieve grant compliance
- ▶ Provided technical assistance in ensuring data integrity, reliability, and efficiency related to Case Management Customer Relationship Management (CRM) systems
- ▶ Used a Case Management CRM database to monitor and track grantees' progress toward meeting performance outcomes and deliverables
- ▶ Counseled non-profit organizations on the best ways to improve outcome measures related to case management for recovery
- ▶ Participated in the development and implementation of program systems, processes, procedures, and forms to ensure the success of grant projects
- ▶ Performed statistical analysis with large data sets related to Disaster Case Management

4 YEARS

GOVERNMENT EXPERIENCE

EDUCATION

Master of Science, Data Science,
Syracuse University, Syracuse,
New York, 2020

Master of Education, Kinesiology
and Exercise Science, University of
Texas at Austin, Austin, Texas,
2017

Bachelor of Science, Kinesiology
and Exercise Science, Texas State
University, San Marcos, Texas,
2015

HIGHLIGHTS

Skilled in data analysis, customer
service, coaching, and team
building

Knowledge of contractual
compliance, quality assurance,
and customer service

Fluent in English and Spanish

**REGISTRATIONS/
CERTIFICATIONS**

Certified Texas Contract Manager,
Texas, Issued August 2019

Certified Texas Contract
Developer, Texas, Issued January
2021

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Reviewed and evaluated disaster case management documents for deficiencies during periodical audits and informal inspections
- ▶ Assisted in coordinating and overseeing corrective action plans related to ongoing Disaster Case Management grants
- ▶ Monitored contract requirements, regulations, policies, and directives affecting disaster case management
- ▶ Acquired data from primary or secondary data sources and maintained databases and evaluation tool
- ▶ Collaborated with internal and external stakeholders to provide consultation and guidance regarding strategies for case management to improve processes and ensure compliance

EXERCISE COORDINATOR, SETON MEDICAL CENTER, AUSTIN, TEXAS, MAY 2015 – MARCH 2018

- ▶ Planned and taught exercise therapy for patients using test data, patient status, and current medication regimen
- ▶ Monitored patient's response and revised exercise prescription accordingly
- ▶ Provided education and classes on cardiovascular risk factors for cardiac rehab patients and families in individual and group settings, maintaining cultural and socioeconomic sensitivity
- ▶ Participated in the daily operations, administrative duties, and functions of the Cardiac Rehabilitation department under the supervision of the program manager
- ▶ Ensured complete, accurate, and timely documents and communication of patient information for all phases of cardiac rehab

TEACHING ASSISTANT, UNIVERSITY OF TEXAS AT AUSTIN, AUSTIN, TEXAS, JANUARY 2015 – MAY 2017

- ▶ Facilitated the learning of over 60 students in a Human Gross and Microscopic Anatomy lab through the delivery of oral and written communication, as well as other relevant teaching methods
- ▶ Assisted students in achieving the completion of objectives.
- ▶ Provides regular, accurate, and timely feedback to students relative to key metrics, which assess student performance
- ▶ Provided additional individualized assistance to students during regularly held office hours
- ▶ Collaborated with a team of professors and peers at weekly meetings and actively contributed new teaching ideas

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Austin, Texas, February 2022 – Present
- ▶ Data Analyst/Manager, Texas Health and Human Services Commission, Austin, Texas, March 2018 – January 2022
- ▶ Exercise Coordinator, Seton Medical Center, Austin, Texas, May 2015 – March 2018
- ▶ Teaching Assistant, University of Texas at Austin, Austin, Texas, January 2015 – May 2017
- ▶ Intern – Cardiac Reh, Seton Medical Center, Austin, Texas, January 2015 – May 2015
- ▶ Retention Specialist, U.S. Army, March 2006 – January 2013

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

ANDREA SOUFLEE
PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Andrea Souflee answered an inner calling to help strengthen communities by using her unique experiences, talents, and education. She has worked and volunteered in nonprofit organizations in various capacities, including grant assessment, submission, evaluation, and allocation. She delivered results by building relationships within multiple communities using her organizational and managerial skills and listening to the organization's needs. Andrea worked for Texas Health and Human Services for several years and at two United Ways locations in Texas.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS INC., SAN ANGELO, TEXAS,
APRIL 2022 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, April 2022 – Present**

Andrea coordinates projects funded primarily by the ARPA. These funds are distributed via the U.S. Treasury directly to state or local governments (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. Andrea coordinates and expedites the projects, working directly with local government contacts, the U.S. Treasury staff, engineers, and other professional service providers.

**COMMUNITY RELATIONS AND VOLUNTEER SERVICES DIRECTOR,
SAN ANGELO STATE-SUPPORTED LIVING CENTER (SASSLC), SAN
ANGELO, TEXAS, DECEMBER 2016 – MARCH 2022**

- ▶ Managed and created partnerships within the San Angelo community – some examples include Shannon Medical Center, San Angelo Health Foundation, San Angelo Cultural Services Council, San Angelo Chamber of Commerce, and many area nonprofits.
- ▶ Spoke at engagements throughout the city to spread awareness of the facility and the Intellectual Disability Community
- ▶ Recruited board members for Volunteer Services Council (VSC), a nonprofit that works with SASSLC
- ▶ Fundraised for Volunteer Services Council
- ▶ Managed VSC Board recruitment, retention, and training
- ▶ Oversaw and directed daily operations of the VSC
- ▶ Managed the VSC budget of \$230,000
- ▶ Assisted with Volunteer Relations

15 YEARS

MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Public Administration,
Nonprofit Management, University
of Texas, Arlington, Texas, 2013

Bachelor of Fine Arts, Graphic
Design, University of Texas,
Arlington, Texas, 1993

HIGHLIGHTS

Over a decade of nonprofit
experience

Delivered results by using
relationship-building, strong
organizational, and managerial
skills, including out-of-the-box
thinking

Possesses strong analytical,
assessment, and time-
management skills

PROFESSIONAL AFFILIATIONS

Member, San Angelo Association
of Nonprofits

Member, San Angelo Chamber of
Commerce

Volunteer, San Angelo Foundation
Scholarship Review

Volunteer, United Way of the
Concho Valley Community Impact
Grant Panel

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Managed volunteer recruitment and retention department
- ▶ Oversaw and managed volunteer appreciation events
- ▶ Administration duties
- ▶ Fundraised through events, solicitations, marketing, and grant writing
- ▶ Liaison between SASSLLC and VSC
- ▶ Managed compliance of VSC with state rules
- ▶ Managed grant programs for facility programs
- ▶ Collected donations for residents on campus
- ▶ Managed the State Employee Charitable Campaign for over 800 employees

**COMMUNICATIONS DIRECTOR, UNITED WAY OF THE COASTAL BEND, CORPUS CHRISTI, TEXAS,
JANUARY 2015 – APRIL 2016**

- ▶ Managed, wrote content, and designed collateral material for Workplace Campaign
- ▶ Designed and wrote content for various materials for special events and support materials
- ▶ Managed creation of new website; wrote and uploaded content
- ▶ Created and maintained ongoing website content
- ▶ Managed production of corporate videos from concept to completion
- ▶ Tracked and reported brand impressions, quarterly
- ▶ Maintained/updated social media accounts
- ▶ Managed and wrote content for quarterly newsletters
- ▶ Managed relationships with local media
- ▶ Wrote and distributed press releases
- ▶ Organized interviews and promotional PSAs

**PROJECT COORDINATOR, TEAM CONNER CHILDHOOD CANCER FOUNDATION, DALLAS, TEXAS,
JANUARY 2014 – NOVEMBER 2014**

- ▶ Organized and managed the process of grant allocations
- ▶ Created grant review and scoring process
- ▶ Managed communications with applicants
- ▶ Coins for Kids with Cancer Program Manager
- ▶ Organized fundraising campaigns in area schools, K-12
- ▶ Maintained relationships with schools that run existing campaigns
- ▶ Recruited prospective schools for participation and cultivated new relationships with school administrators

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks Inc., San Angelo, Texas, April – Present
- ▶ Community Relations and Volunteer Services Director, San Angelo State Supported Living Center, Carlsbad, Texas, December 2016 – March 2022
- ▶ Communications Director, United Way of the Coastal Bend, Corpus Christi, Texas, January 2015 – April 2016
- ▶ Program Coordinator, Team Conner Childhood Cancer Foundation, Dallas, Texas, January 2014 – November 2014
- ▶ Creative Services Director, United Way of Metropolitan (UWMD), Dallas, Texas, June 2007 – August 2013
- ▶ Marketing and Special Event Coordinator, Christian Community Action, Lewisville, Texas, June 2005 – June 2007
- ▶ Senior Graphic Designer, Human Kinetics Sports Publisher, July 2001 – July 2004

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

LATISHA TURNER
PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Latisha Turner has six years of grant and project management experience. She has managed projects under the ARPA, Multifamily HOME, National Housing Trust Fund, and other federal programs. As an ARPA Project Manager, Latisha coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. ARPA funds are distributed directly to the state or local government (cities and counties) via the U.S. Treasury. The projects are mainly related to water, sewer, or broadband improvement.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS, INC., FORT WORTH, TEXAS,
SEPTEMBER 2022 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management Services, Multiple Local Governments, Multiple
Locations, Texas, September 2022 – Present**

- ▶ Coordinates and manages multiple moderately complex projects at various stages of implementation, in coordination with GrantWorks management and client services/business development staff, and compliance with state/federal requirements
- ▶ Communicates effectively with local officials, professional service providers, and various state and federal agencies through written memos, e-mails, formal letters, and telephone conversations
- ▶ Manages financial details of project management, including review of contractor pay estimates and professional service invoices, budget tracking, billing projections, and payment thresholds
- ▶ Tracks and meets performance milestones and numerous deadline events, including reports, contract amendments, newspaper advertisements, and grant-specific requirements

**MULTIFAMILY DIRECT LOAN PROGRAM MANAGEMENT, TEXAS
DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS, AUSTIN,
TEXAS FEBRUARY 2022 – SEPTEMBER 2022**

- ▶ Managed the activities of staff performing work related to the Multifamily HOME, TAP RF, National Housing Trust Fund, and other federal programs
- ▶ Oversaw, managed, and allocated \$70 million a year in direct loan funds to facilitate the development of affordable housing

6 YEARS

**GRANT MANAGEMENT
EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Public Administration,
Public Policy and Management,
University of Oklahoma, Norman,
Oklahoma, May 2011

Bachelor of Arts, Sociology,
University of Oklahoma, Norman,
Oklahoma, August 2006

HIGHLIGHTS

Experience in grant management
and project management

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

- ▶ Analyzed and interpreted federal laws, regulations, and statutes
- ▶ Managed audit resolutions by responding to federal monitoring/ audit requests and findings
- ▶ Developed and completed the department's annual plans/reports
- ▶ Oversaw NOFA development/implementation, application reviews, awards, Davis Bacon, URA, Section 3, lease-up, draws, project closeout

PROGRAM AND COMPLIANCE MANAGER, CITY OF DALLAS, DALLAS, TEXAS, JUNE 2021 – FEBRUARY 2022

- ▶ Supervised and managed the compliance and lien release division staff
- ▶ Managed federally funded single-family and multifamily real estate portfolio
- ▶ Conducted training on HOME, CDBG, Part 5 method, TIF compliance, etc.
- ▶ Approved financial draw requests
- ▶ Analyzed and interpreted federal laws, regulations, and statutes
- ▶ Managed audit resolutions by responding to federal monitoring/audit requests and findings
- ▶ Provided compliance oversight for affordable housing developments (multifamily and single-family homes), home repair programs, down payment assistance programs, and tax increment financing districts
- ▶ Provided oversight of single-family/multifamily developments (Davis Bacon, URA, Section 3, lease-up, draws, project closeout)
- ▶ Developed and completed the Housing department consolidated plan, action plan, and CAPER
- ▶ Provided compliance oversight of NOFA development, application reviews, awards, and closings

REAL ESTATE ASSET MANAGER, CITY OF DALLAS, DALLAS, TEXAS, JULY 2019 – JUNE 2021

- ▶ Managed federally funded single-family and multifamily real estate portfolio
- ▶ Provided housing compliance under HOME 24 CFR Part 92, CDBG 24 CFR Part 570, and other funding sources (TIF Projects)
- ▶ Reviewed and approved contracts for refinancing or subordination requests to determine compliance with program rules
- ▶ Conducted training on HOME 24 CFR Part 92 and CDBG 24 CFR Part 570 regulations
- ▶ Provided Davis-Bacon, URA, and Section 3 compliance and oversight on multifamily projects
- ▶ Reviewed/scored NOFA applications and attended closings

SENIOR ASSOCIATE, TDA CONSULTING, DALLAS, TEXAS, FEBRUARY 2019 – JULY 2019

- ▶ Provided consulting services to the Housing and Neighborhood Revitalization Department at the City of Dallas
- ▶ Conducted training on HOME 24 CFR Part 92 and CDBG 24 CFR Part 570 regulations
- ▶ Developed policy and procedures
- ▶ Provided excellent customer service and problem resolution
- ▶ This position was a time-limited, short-term position as a consultant for the City of Dallas

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Fort Worth, Texas, September 2022 – Present
- ▶ Multifamily Direct Loan Program Management, Texas Department of Housing and Community Affairs, Austin, Texas February 2022 – September 2022
- ▶ Program and Compliance Manager, City of Dallas, Dallas, Texas, June 2021 – February 2022
- ▶ Real Estate Asset Manager, City of Dallas, Dallas, Texas, July 2019 – June 2021
- ▶ Senior Associate, TDA Consulting, Dallas, Texas, February 2019 – July 2019
- ▶ Coordinator, City of Fort Worth, Fort Worth, Texas, April 2016 – February 2019
- ▶ Field Representative, State of Oklahoma, January 2015 – April 2016

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

CAITLYN VERRET
PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Caitlyn Verret is an ARPA Project Manager with GrantWorks. Before GrantWorks, Caitlyn spent three years as economic development, disaster resiliency, and transportation planner in Texas and Louisiana.

RELEVANT EXPERIENCE

**PROJECT MANAGER, GRANTWORKS, INC., BRYAN, TEXAS,
AUGUST 2021 – PRESENT**

**Project Manager, American Rescue Plan Act (ARPA) Program
Management, Multiple Local Governments, Multiple Locations,
Texas, August 2021 – Present**

Caitlyn coordinates projects funded primarily by the ARPA. These funds are distributed directly to the state or local government (cities and counties) via the U.S. Treasury. The projects are primarily related to water, sewer, or broadband improvement. Caitlyn coordinates and expedites the projects, working directly with local government contacts, the U.S. Treasury staff, engineers, and other professional service providers.

**ECONOMIC DEVELOPMENT PLANNER, BRAZOS VALLEY
COUNCIL OF GOVERNMENTS, BRYAN, TEXAS, APRIL 2021 –
AUGUST 2021**

Caitlyn managed and developed partnerships to augment job growth/retention, economic resiliency, and community needs. She prepared, researched, and designed multiple strategic plans such as the Transportation Inventory Plan, Comprehensive Economic Development Strategy Plan, and Comprehensive Needs Assessment. Other responsibilities included:

- ▶ Developed and executed various regional planning programs and initiatives for multiple jurisdictional entities
- ▶ Coordinated various community and economic development, fiber, and transportation project initiatives.
- ▶ Analyzed data for public consumption regarding job growth/retention, transportation, socioeconomics, and other quality-of-life statistics.
- ▶ Created social media posts, articles, and communication outreach documents for agency staff.
- ▶ Coordinated committee meetings, regional conferences, workshops, and public hearings.
- ▶ Monitored policies, legislation, and court orders that affected Brazos Valley's economic development efforts.

3+ YEARS

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Geographic Information Sciences, Northwest Missouri State University, Maryville, Missouri, May 2021

Graduate Certificate, Geographic Information Sciences, Northwest Missouri State University, Maryville, Missouri, May 2017

Bachelor of Science, Urban Studies and Planning, University of New Orleans, New Orleans, Louisiana, December 2015

HIGHLIGHTS

3+ years of planning experience

4+ years of GIS experience

**CERTIFICATIONS/
REGISTRATIONS**

TSA TWIC Card, Expires: January 2022

TRAINING

FEMA Courses: 100c, 200c

NTI: Performance-Based Planning and Programming

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**DISASTER RESILIENCY PLANNER, BRAZOS VALLEY COUNCIL OF GOVERNMENTS, BRYAN, TEXAS,
AUGUST 2020 – APRIL 2021**

As a Disaster Resiliency Planner, Caitlyn developed and executed various regional planning programs and initiatives for multiple jurisdictional entities. She managed and developed partnerships to augment risk planning, recovery, and community needs. She also served as the liaison between the Economic and Community Development and Public Safety Planning to ensure consistency between divisions and reduce the duplication of efforts between program areas. Caitlyn coordinated various special resiliency and mitigation projects and planning initiatives and monitored policies, legislation, and court orders that affected Brazos Valley's regional mitigation efforts.

**TRANSPORTATION PLANNER, NORTH DELTA REGIONAL PLANNING, MONROE, LOUISIANA,
SEPTEMBER 2018 – AUGUST 2019**

Caitlyn was the Team Leader for the Northeast Louisiana Highways Safety Partnership, Infrastructure Emphasis Area. She collaborated with federal, state, regional, and local partners to facilitate planning efforts and explore transportation options available to Louisiana's communities in compliance with federal and state law and transportation planning requirements. She helped manage and staff the Metropolitan Planning Organization for the Monroe Urbanized Area and the Ouachita Council of Governments. Caitlyn participated in public meetings and hearings to explain planning proposals, gather feedback from those affected by projects, or gain approval on project designs. She interpreted data from traffic modeling software, geographic information systems, and associated databases. She collaborated with engineers, including transportation modeling specialists, to research, analyze, or resolve complex transportation design issues.

**DILO OBSERVER, UP PROFESSIONAL SOLUTIONS, LLC, GEISMER, LOUISIANA (CONTRACTED TO
BASF IN GEISMER, LOUISIANA), FEBRUARY 2017 – AUGUST 2018**

Caitlyn created a Microsoft Access database to store observation reports encompassing multiple craftsmen and job positions. Using Microsoft Power BI, she generated charts to exhibit "Day in the Life Of" (DILO) observations. She used SAP to conduct work order audits to ensure integrity and perform quality checks on data entered. Caitlyn worked with multiple project managers on special assignments to conduct tool-time and time-loss studies across the plant to improve work efficiency and cost savings. She also held weekly meetings with area maintenance managers to discuss observation findings and performed observations in the maintenance department to discover weaknesses in the process workflow.

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Bryan, Texas, August 2021 – Present
- ▶ Economic Development Planner, Brazos Valley Council of Governments, Bryan, Texas, April 2021 – August 2021
- ▶ Disaster Resiliency Planner, Brazos Valley Council of Governments, Bryan, Texas, August 2020 – April 2021
- ▶ Transportation Planner, North Delta Regional Planning, Monroe, Louisiana, September 2018 – August 2019
- ▶ DILO Observer, Up Professional Solutions, LLC, Geismar, Louisiana (Contracted to BASF, Geismar, Louisiana), February 2017 – August 2018
- ▶ GIS Database Records Editor, Adecco Staffing, Lake Charles, Louisiana (Contracted to CenterPoint Energy, Lake Charles, Louisiana), March – December 2016

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

ATTACHMENT 2 – CERTIFICATE OF INSURANCE

GrantWorks has provided a copy of our Professional Liability Certificate of Insurance on the following page.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/13/2022

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

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

PRODUCER Van Dyke Rankin & Company, Inc. 211 S Austin St Brenham TX 77833	CONTACT NAME: Kathy Kennedy PHONE (A/C, No, Ext): 979-836-5636 FAX (A/C, No): 979-836-5059 E-MAIL ADDRESS: kathy@vandykerankin.com
INSURER(S) AFFORDING COVERAGE	
INSURED GrantWorks, Inc. Cecella Johnson 2201 Northland Drive Austin TX 78756	INSURER A: ACE Fire Underwriters Insurance Co. NAIC # 20702 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER: 1810891567** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability	Y		G28235768 006	7/30/2022	7/30/2023	Each Claim \$5,000,000. Aggregate \$5,000,000. Retention \$25,000.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Certificate Holder is shown as Additional Insured per written contract.

CERTIFICATE HOLDER Informational Purposes for GrantWorks, Inc. 2201 Northland Dr Austin TX 78756	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**ATTACHMENT 3 – STATEMENT OF CONFLICTS OF
INTEREST**

GrantWorks has identified no conflicts and/or potential conflicts regarding the company or key employees.



Authorized Signature

March 16, 2023
Date

Bruce J. Spitzengel, President
Print Name & Title

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**ATTACHMENT 4 – SYSTEM FOR AWARD MANAGEMENT
VERIFICATION**

GrantWorks is not debarred from doing business in the State of Texas, as shown by the attached proof of non-debarment from the Texas Comptroller. GrantWorks is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM). We have included verification that GrantWorks and the company's principal are not listed through SAM through a printout of the search results with the record date on the following pages.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

11/15/22, 3:00 PM

Debarred Vendor List



Glenn Hegar
Texas Comptroller of Public Accounts

Debarred Vendor List

The following vendors shown below are debarred from doing business with the State of Texas, effective from the date of debarment for the length of time indicated. Whether they are listed below or not, the debarred vendors include the vendors' successors in interest as defined in Rule §20.102(b) (4).

Last updated: 11/18/21

Vendor ID Number	Vendor Name/Address	Date of Debarment	Length of Debarment
23075463	BRI Supply Inc 9332 N. 95th Way, STE B1 09 Scottsdale, AZ 85258	April 1, 2021	5 Years

Download Debarred Vendor List [comptroller.texas.gov/purchasing/docs/debarred-vendor-list.pdf].

Federal Exclusion

Agencies and Texas Smartbuy members may wish to check the list of vendors excluded from doing business on the federal level. The System for Award Management, or SAM, can be used as a resource for purchasing entities.

According to Statewide Procurement Division rules, other debarment activities from other entities may be considered as possible indicators of vendor responsibility.

Debarment Statute and Rules

Texas Government Code §2155.077

Texas Administrative Code: 34.TAC.20 Subchapter G

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Entity Information Search Results 1 Total Results

Filter by:

Keyword (ALL)	Status
"grantworks inc"	active,inactive

GRANTWORKS INC ● Active Registration

Unique Entity ID: UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:

2201 NORTHLAND DR
AUSTIN , TX
78756 USA

Expiration Date:

Oct 04, 2023

Purpose of Registration:

All Awards

Entity

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Entity Information Search Results 1 Total Results

Filter by:

Keyword (ALL)	Status
"bruce spitzengel"	active,inactive

GRANTWORKS INC ● Active Registration

Unique Entity ID: UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:
2201 NORTHLAND DR
AUSTIN , TX
78756 USA

Expiration Date:
Oct 04, 2023

Purpose of Registration:
All Awards

Entity

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

Last updated by Cecelia Johnson on Aug 03, 2021 at 11:59 AM

GRANTWORKS, INC.



GRANTWORKS, INC.

Unique Entity ID UZ9NMVF8SGD8	CAGE / NCAGE 5JH22	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Sep 2, 2022	
Physical Address 2201 Northland DR Austin, Texas 78756-1117 United States	Mailing Address 2201 Northland Drive Austin, Texas 78756-1117 United States	

Business Information

Doing Business as (blank)	Division Name Grantworks	Division Number (blank)
Congressional District Texas 10	State / Country of Incorporation Texas / United States	URL http://www.grantworks.net

Registration Dates

Activation Date Aug 4, 2021	Submission Date Aug 3, 2021	Initial Registration Date Jun 16, 2009
--------------------------------	--------------------------------	---

Entity Dates

Entity Start Date Sep 16, 1979	Fiscal Year End Close Date Dec 31
-----------------------------------	--------------------------------------

Immediate Owner

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

Highest Level Owner

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

Executive Compensation

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

Proceedings Questions

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

Exclusion Summary

Active Exclusions Records?
No

SAM Search Authorization

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

Entity Types

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

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

Last updated by Cecelia Johnson on Aug 03, 2021 at 11:59 AM

GRANTWORKS, INC.

Socio-Economic Types

Self Certified Small Disadvantaged Business

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

Financial Information

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

EFT Indicator 0000	CAGE Code 5JH22
------------------------------	---------------------------

Points of Contact

Electronic Business

<input checked="" type="checkbox"/>	2201 Northland Drive Austin, Texas 78756 United States
Bruce Spitzengel, President	

ERIC HARTZELL, Executive VP	2201 Northland Drive Austin, Texas 78756 United States
------------------------------------	---

Government Business

<input checked="" type="checkbox"/>	2201 Northland Drive Austin, Texas 78756 United States
Bruce Spitzengel, President	

ERIC HARTZELL, Executive VP	2201 Northland Drive Austin, Texas 78756 United States
------------------------------------	---

Service Classifications

NAICS Codes

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

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States	Counties	Metropolitan Statistical Areas
Any	(blank)	(blank)

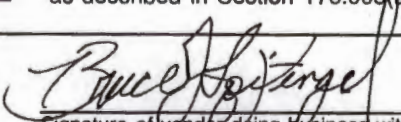
**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**ATTACHMENT 5 – CONFLICT OF INTEREST
QUESTIONNAIRE (FORM CIQ)**

GrantWorks has provided a signed copy of the Conflict-of-Interest Questionnaire (Form CIQ) on the following pages.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>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).</p> <p>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.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY	
	Date Received	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center;">N/A</p>		
<p>2 <input type="checkbox"/> 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.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">N/A</p> <p style="text-align: center;">_____ Name of Officer</p>		
<p>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.</p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p style="margin-left: 40px;">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?</p> <p style="margin-left: 80px;"><input type="checkbox"/> Yes <input type="checkbox"/> No</p>		
<p>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.</p>		
<p>6 <input type="checkbox"/> 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).</p>		
<p>7 </p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p>		<p><u>March 16, 2023</u></p> <p style="text-align: center;">Date</p>

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

**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.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**ATTACHMENT 6 – CERTIFICATION REGARDING
LOBBYING**

GrantWorks has provided a signed copy of our Certification Regarding Lobbying on the following page.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

Certification Regarding Lobbying

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

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

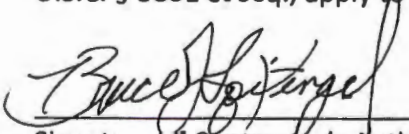
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection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

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

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

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

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



Signature of Contractor's Authorized Official

Bruce J. Spitzengel, President

Printed Name and Title of Contractor's Authorized Official

March 16, 2023

Date

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**ATTACHMENT 7 – DISCLOSURE OF LOBBYING
ACTIVITIES**

GrantWorks has provided a signed copy of our Disclosure of Lobbying Activities on the following pages.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

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

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

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

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

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

**ATTACHMENT 8 – CERTIFICATE OF INTERESTED
PARTIES (FORM 1295)**

GrantWorks has provided a copy of our Certificate of Interested Parties - Form 1295 on the following pages.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES		FORM 1295	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.		Must file online at www.ethics.state.tx.us/File	
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 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		<input type="checkbox"/> Controlling	<input type="checkbox"/> Intermediary
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
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 is _____ (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			

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

COLORADO COUNTY, TEXAS | PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT

ATTACHMENT 9 – REQUIRED CONTRACT PROVISIONS

GrantWorks acknowledges and will comply with the ARPA-required contract provisions. (Note: Some provisions appear to apply to other federal funds and may not necessarily apply to ARPA.)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



Colorado County
Administration Professional Services for ARPA Funds
Response to Solicitation
March 16, 2023 by 2:00 PM CST

PROPOSAL

SUBMITTED BY:

SUBMITTED TO:



DELIVER TO:

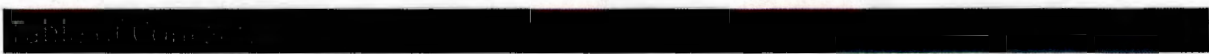
Michelle Lowrance
Colorado County Auditor
318 Spring Street, Suite 104
Columbus, Texas 78934

Company Information	
Company Name	Booth Management Consulting, LLC
Cage Code:	1YDJ1
Web Page URL	http://www.bmc-llc.net/
Physical Address:	7230 Lee Deforest Drive, Suite 103, Columbia, MD 21046
Authorized Point of Contact Name	Robin Booth, CPA, CFE
Point of Contact Phone Number	410-309-4929, ext. 2010 (office) 410-984-7458 (cell) 667-200-5972 (fax)
Point of Contact Email Address	robinb@bmc-llc.net
DUNS: 069527419	
SAM UEI:K5DVUN4SFMF4	
Business Type/Size:	Small, Minority, Women-Owned Business (WOSB), Economically Disadvantaged WOSB (EDWOSB), Small Disadvantaged Business (SDB), Multi-State Small Minority Business (MBE)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



HEADQUARTERS:
7230 Lee Deforest Drive
Suite 103
Columbia, MD 21046
Tel: 410-309-4929
Fax: 667-200-5972
www.bmc-llc.net



A. EXPERIENCE OF THE FIRM..... 1

 A.1 Firm Profile..... 1

 A.2 Competitive Advantage 2

 A.3 Understanding of the ARPA Grant..... 2

 A.4 Experience 4

 A.4.1 Federal Experience 4

 A.4.2 ARPA Experience..... 6

B. PRIOR WORK PERFORMANCE REFERENCES..... 7

 B.1 Reference: Luzerne County, PA 7

 B.2 Reference: City of Columbus, OH..... 8

 B.3 Reference: City of Las Vegas 9

 B.4 Reference: City of Appleton, WI 11

 B.5 Reference: City of Sun Prairie, WI 12

C. CAPACITY TO PERFORM..... 13

 C.1 Personnel Qualifications 13

 C.1.1 BMC ARPA Team..... 13

 C.1.2 Staffing Skills Matrix..... 18

 C.1.3 Bench Capacity 19

 C.2 Project Management 20

 C.2.1 Project Kickoff Meeting 20

 C.2.2 Project Tools & Systems..... 20

 C.2.3 Project Ramp-Up 23

 C.2.4 Task Assignment Process 23

 C.2.5 Status Calls/Meetings 24

 C.3 Approach to Providing Services 24

 C.3.1 Proposed ARPA Compliance System - AIRRS..... 26

 C.3.2 Summary of Approach to Services 27

 C.3.3 Quality Control Plan 34

D. REPORTING CAPACITY 35

E. LEGAL CONSIDERATION..... 35

G. COST OF SERVICES 35

APPENDIX A – BUSINESS LICENSE 37

APPENDIX B – PEER REVIEW 38

APPENDIX C- RESUMES 40

 Program Manager– Robin Booth, CPA, CFE, CIA..... 40

 Project Manager – Richard Yirenkyi, PMP 44

 Senior Auditor – Gladys Vazquez, MBA 49

 Senior Grants Analyst – LaAndra Jones, MBA..... 51

 Senior Grants Analyst –Stanley Gordon, MBA 54

 Project Editor/Technical Writer – Kyla Cullinane 57

 Project Coordinator – Summaria Kirkpatrick..... 59

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

A. EXPERIENCE OF THE FIRM

We appreciate this opportunity to submit this proposal in response to the Colorado County Administration Professional Consulting Services for ARPA funds solicitation.

Founded in 1998, Booth Management Consulting, LLC (BMC) is a licensed CPA Firm in the State of Maryland, a U.S. Small Business Administration, Small Disadvantaged Business (SDB), Woman Owned Small Business (WOSB), and minority-owned business specializing in auditing, attestation, acquisition, contract/grants management, accounting, and administrative support services to Federal, State, and Local governments. We are certified with the Maryland Department of Transportation as a Disadvantaged Business Enterprise (DBE) and a Minority Business Enterprise (MBE). BMC has successfully provided grant management services to Federal, State, and local governments throughout the United States. We have in-depth knowledge of 2 C.F.R Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”), Code of Federal Regulations (CFR), U.S. Department of Housing & Urban Development (HUD) funded programs, CARES Act, American Recovery Plan (ARPA), Treasury Guidance on State and Local Fiscal Recovery Fund (SLFRF) Interim and Final Rule, Treasury issued Frequently Asked Questions (FAQs) on ARPA and CARES, and other relevant information.

VALUE TO THE COUNTY

BMC is an experienced contractor that understands the scope, objectives, desired outcomes, and context of grants management — assuring risk assessment and compliance.

A.1 Firm Profile



We have staff providing grant management and monitoring in Texas, Mississippi, Florida, Maryland, Pennsylvania, Ohio, California, North Dakota, Wisconsin, Nevada, and Washington State. The table below is our company profile.

Table 1. Company Profile.

Company Name	Booth Management Consulting, LLC
Demographics	Regional Firm
Physical Address	7230 Lee Deforest Drive, Suite 103, Columbia, MD 21046
Year Founded	1998
Corporate Structure	Limited Liability Company – S Corp
Web Page URL	http://www.bmc-llc.net
Federal EIN#	52-2168025
Authorized Point of Contact Name	Robin Booth, CPA, CFE Principal
Point of Contact Phone Number	410-309-4929, ext. 2010; Cell Phone; 410-984-7458
Fax No.	667-200-5972
Point of Contact Email Address	robinb@bmc-llc.net
Number of FTE Employees	168 Full-time Employees, 22 Part-time
Office Locations	Maryland, Washington State, and Texas
Line of Credit Facility	\$10 million
FY 2020 Annual Revenue	\$12 million
Licensed CPA Firm	See Appendix 1 for a copy of our business license
Peer Reviewed Firm	See Appendix 2 for a copy of our peer review


**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

A.2 Competitive Advantage

- We are providing ARPA grants management services to over \$1.5 billion in ARPA funds.
- Direct experience providing comprehensive Federal, State, and local grants management services from development of Notices of Funding Opportunity to fiscal and program monitoring to Federal and State agencies affording us in-depth knowledge of not only the regulations and directives, but also insight from the Federal level on best practices to mitigate grant management challenges. 
- Extensive knowledge of Office of Management and Budget (OMB), state financial manual for grants and contracts, 2 CFR Part 200, and the various grant programs.
- Currently providing ARPA grants management services to multiple cities, counties, and towns.
- An agile technology-based approach to project management — including web-based project management, timekeeping, and HRIS systems that transfers seamlessly to a telework environment. In response to the shelter-at-home and social distancing mandates due to the COVID-19 pandemic, we are performing 100% remote monitoring activities for multiple agencies.
- Excellent Contractor Performance Ratings (CPARS) on Federal contracts for grants management staff augmentation contracts of similar size and complexity providing the exact same services required for this solicitation. Excellent references on the State and local levels.
- Robust and comprehensive recruiting, hiring, onboarding, retention, and recognition of our qualified staff able to meet the fluctuating needs of the County.
- Extremely price competitive because our rates are not burdened with subrecipient handling costs since we will perform all work as a prime contractor.
- One-stop shop for communications as the prime contractor with no subrecipients proposed.
- All proposed staff are existing full-time employees of BMC who are immediately available to work on the contract. Please see Section C.1.2 Team Roles & Responsibilities for details.

A.3 Understanding of the ARPA Grant

Section 603 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021 (ARPA) established the Coronavirus State and Local Fiscal Recovery Fund (the SLFRF) appropriating \$130,200,000,000 to metropolitan Cities, non-entitlement units of local government, and counties.

In May 2021, Treasury published the Interim final rule (IFR) describing eligible and ineligible uses of funds (as well as other program provisions), sought feedback from the public on these program rules, and began to distribute funds. The IFR went immediately into effect in May, and since then, governments have used ARPA funds to meet their immediate pandemic response needs and begin building a strong and equitable recovery, such as through providing vaccine incentives, development of affordable housing, and construction of infrastructure to deliver safe and reliable water.

As governments began to deploy this funding in their communities, Treasury carefully considered

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

the feedback provided through its public comment process and other forums. Treasury received over 1,500 comments, participated in hundreds of meetings, and received correspondence from a wide range of governments and other stakeholders.

On January 6, 2022, Treasury issued the Final Rule providing broader flexibility and greater simplicity in the program. Below are the features in the final rule that most impact the services we provide to States and Cities. The final rule clarified and provided more flexibility for the following Eligible Use Categories.

CATEGORY 1: PUBLIC HEALTH AND ECONOMIC IMPACTS

For the projects that fall under Public Health, which are projects awarded to subrecipients, we are assisting existing clients in mapping the project eligibility between the Expense Categories (EC) in the IFR to the categories of assistance for public health under the final rule which include:

- ✓ Assistance to Households
- ✓ Assistance to Small Businesses
- ✓ Assistance to Nonprofits
- ✓ Aid to Impacted Industries

CATEGORY 2: WATER, SEWER & BROADBAND INFRASTRUCTURE

The final rule significantly broadens eligible broadband infrastructure investments to address challenges with broadband access, affordability, and reliability, and adds additional eligible water and sewer infrastructure investments, including a broader range of lead remediation and stormwater management projects.

For projects under this category, we assist the various departments in the governmental units in their procurement, specifically ensuring that contract awards comply with ARPA funds, specifically 2 CFR Part 200.317 to 200.327 and Appendix II¹. This includes ensuring the project descriptions comply with the Final Rule, preparing subcontract agreements, reviewing invoices, reviewing internal departmental assessments and project requests for eligibility.

CATEGORY 3: PUBLIC SECTOR CAPACITY

These projects can be internal and external resulting in contract awards. However, as indicated in the Final Rule, these projects must include an assessment of time spent on COVID-19 response so there is additional programmatic reporting required. For this category we also provide guidance and technical assistance with:

- ✓ Restoring pre-pandemic employment
- ✓ Supporting and retaining public sector workers
- ✓ Covering administrative costs associated with administering the hiring, support, and retention programs above

CATEGORY 4: CAPITAL EXPENDITURES

¹ Appendix II to Part 200 - Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

The final rule clarifies that recipients may use funds for programs, services, and capital expenditures that respond to the public health and negative economic impacts of the pandemic. Any use of funds in this category for a capital expenditure must comply with the capital expenditure requirements, in addition to other standards for uses of funds.

The Uniform Guidance has specific requirements relative to capital expenditures as discussed in 2 CFR Part 200.311, 200.312, 200.313 relative to capital expenditures. These requirements tend to be inconsistent with State and local capital expenditures requirements. We assist the agencies in developing the required policies and procedures to ensure compliance with the Uniform Guidance.

FRAMEWORK FOR ELIGIBLE USES BEYOND THOSE ENUMERATED

The Final Rule provides a catch all category to ensure recipients have broad flexibility to identify and respond to other pandemic impacts and serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients should undergo the following steps to decide whether their project is eligible:

- ✓ Identify a COVID-19 public health or negative economic impact on an individual or a class.
- ✓ Design a response that addresses or responds to the impact

This category allows us to modify existing projects or shape new projects that may not fall in within the other categories to meet the eligibility criteria.

The final rule took effect on April 1, 2022.

A.4 Experience

A.4.1 Federal Experience

We have critical domain knowledge of successfully providing grant management services — specifically for grant recipients of awards from the U.S. Department of Housing and Urban Development (grantee or the state administrator), Community Development Block Grants (CDBG), CDBG-CARES Emergency Solutions Grant (ESG), ESG-CARES Emergency Rental Assistance Program (ERAP), and awards under the CARES and American Rescue Plan (ARPA) Acts.

Table 2. Summary of Experience

Contracting Agency	Period of Performance	Contract Award Amount
U.S. Housing and Urban Development, Office of Housing Counseling, Housing Counseling Grant Financial Quality Control Audits & Technical Assistance, Contract# DU100H-14-T-00004	10/1/2014 to 7/31/2019	\$5,300,000
Social Security Administration (SSA), Grants Management and Acquisition Support, Contract#28321319A00040016	9/5/2018 to 9/4/2024	\$6,211,890
Department of Interior, National Park Service (NPS), Grants Financial Assistance Support Contract# 140P2118F0358	10/1/2015 to 9/30/2020 10/1/2020 to 9/30/2025 Awarded contract twice	\$3,437,034
NeighborWorks America (Grants), Grant Financial Management, Contract#: CON1639265	12/29/2016 to 5/31/2019	\$1,500,000

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

For **HUD-OHC, NPS and SSA**, we conduct cradle-to-grave grant management services — from pre-award to grant closeout for local and state agencies, non-profits, and tribal organizations. For pre-award, we review applications and grant execution packages, conduct financial capability assessments, perform financial management system reviews, and recommend the approval or rejection of applications and grant management. For post-award, we conduct onsite financial audit/reviews of grantees throughout the United States to evaluate and assess their level of compliance with 2 CFR Part 200, administrative and programmatic requirements and perform grant closeout. For HUD/OHC, NPS, and SSA our services include developing the assessment procedures for performing financial and accounting system reviews, developing onsite assessment questionnaires, assessment tools, and providing a standard site visit confirmation letter and a checklist. We conduct interviews and meetings with OHC, NPS, and SSA staff to gather information on program policies and structure to develop an understanding of financial requirements of local and State agencies and tribal and non-profit organizations.

For **HUD-OHC**, we developed the financial and programmatic monitoring/review procedures referred to as a “Financial and Administrative Review (FAR)” used to determine compliance with the HUD grant and Federal regulations including 2 CFR Part 200. We used attestation standards to assess approximately 400 subrecipients that received various housing-related grants. Subrecipients included non-profit organizations, state and local agencies, and tribal organizations. As a part of determining the types of compliance activity (i.e. desk review, full-scope review, etc.), we developed a risk-based approach to determining the nature, timing and extent of oversight and monitoring/review. We established risk factors and risk categories (low, medium, high) and scored each grant recipient and subrecipients based on agreed upon risk factors. We created a three-year database, in Excel, of critical grant data including award amount, prior audit findings, single audit findings, number of eligible entities or subrecipients, amount reimbursed (captured), and review findings, to compute the risk scores based upon the agreed upon risk factors. For those recipients that had a low risk score, they received a desk review; medium risk score, a limited scope review; and high-risk score, a full review. We developed different procedures for each type of review. We performed approximately 148 desk, limited and full assessment reviews annually based on the risk-based approach.

For **NeighborWorks**, we performed 186 financial and programmatic reviews annually, 92 onsite and 94 remote, within a 4-month time period. We conducted financial and programmatic reviews, evaluations of internal controls, reviews of project accounting, financial capability assessments, training, technical assistance, grant execution reviews, budget analysis, procurement system reviews, reviews of their Conflicts of Interest Plans, and other audit and miscellaneous financial services for its National Foreclosure Mitigation and Project Reinvest grant recipients which consisted of housing counseling agencies. All reviews were to determine the subrecipients compliance with 2 CFR Part 200, agreement terms, and other applicable regulations.

We conducted various assessments of the agencies, from internal control and compliance with Uniform Guidance, to financial management system assessments, etc. Based on the assessment, we recommend corrective actions consisting of, but not limited to, performing additional agreed upon procedures, performing a financial and administrative review, providing technical assistance, and/or training. Recommendations are subject to HUD/OHC and NPS acceptance. Our company received agency recognition from HUD for assisting in developing a risk-based performance rating

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

system to determine awards, award amounts, and the nature, timing, and extent of oversight and monitoring/review.

A.4.2 ARPA Experience

For *SSA and NPS*, in addition to the services we are currently providing, we are also developing the monitoring tools for CARES and ARPA funds received and awarded to subrecipients.

Below is a list of our existing CARES and ARPA contracts our ARPA Team is currently working on.

ARPA CLIENTS



MIDDLETON | WI



THE CITY OF
COLUMBUS
ANDREW J. GINTHER, MAYOR



CITY OF
SUN PRAIRIE
Wisconsin



MDES
MISSISSIPPI DEPARTMENT OF EMPLOYMENT SECURITY

UW-Shared Services
University of Wisconsin System



PIMA COUNTY



City of
Appleton

For the City of Sun Prairie, WI, City of Middleton, WI, City of Appleton, WI, City of Las Vegas, NV, City of Columbus, OH, Luzerne County, PA, and Henry County GA, we are currently providing cradle-to-grave ARPA grants management services — including development of Notice of Funding Opportunities, process of grant applications including evaluation and post-award, preparation of beneficiary/subrecipient/contracts, and other similar agreements, subrecipient award reporting requirements, performing eligibility determination and risk assessments of proposed projects for compliance with the Treasury guidelines criteria, developing related policies and procedures, developing process and reviewing cost reimbursement requests from subrecipients, developing the subrecipient monitoring program and performing subrecipient monitoring of ARPA funds received, ongoing guidance and consultation to client personnel, technical assistance and training to subrecipients, and assistance with tracking expenditures and reporting to the Treasury.

We are providing financial and programmatic monitoring, technical assistance, and training for subrecipients that received ARPA funds. This includes performing risk assessments, developing, and implementing a programmatic and final monitoring plan, providing technical assistance to ensure compliance with the Uniform Guidance, ARPA, and other related regulations, and providing training to subrecipients and the City of Columbus team as needed.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Below is a summary of the timeline we were able to develop, release, process, and recommend applications for award for the relevant project.

We will leverage the ARPA monitoring tools we have developed for other contracts if awarded.

B. PRIOR WORK PERFORMANCE REFERENCES

B.1 Reference: Luzerne County, PA	
Client Name:	Luzerne County, PA
Project Name:	County of Luzerne ARPA Funding Administration & Grant Management Services
Type of Organization:	Municipality (County)
Address:	20 North Pennsylvania Avenue, Wilkes Barre, PA
Contact Person:	Michele Sparich Title: Grants Specialist
Telephone:	570-830-5112 Email: michele.sparich@luzernecounty.org
Contract Period	From: 05/01/2022 to 12/31/2026
Cost:	\$1,500,000

SCOPE OF WORK:

Development and Planning:

- Review existing plan and implement strategies designated to maximize federal assistance by collaborating with County staff on project formulation; information gathering; project development (review and refine project's scope, including cost estimating that will be the basis of each project, define measurable performance outcomes and outputs)
- Provide expert programmatic and policy advice on ARPA programs.
- Provide support for strategic planning and coordination of all recovery efforts.
- Conduct and coordinate community engagements at the request of the County.
- Identify potential improvements and maximize public assistance/American Rescue Plan Act funding.
- Represent the County and attend meetings with the County Council, community, stakeholders, and U.S. Treasury

NOFO and Application Processing

- Developing the Grant application
- Providing an on-line platform for applicants to submit applications.
- Compiling application information in a format that is easily reviewed by the County's ARPA Committee
- Providing award/denial letters
- Disbursement of funds
- Collection of data and documentation from applicants
- Provide proper documentation for both ARPA reporting and auditing purposes.

Program Coordination, Compliance and Reporting:

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

- Provide oversight and guidance to guarantee compliance with the U.S. Treasury Interim Final Rule, 2 CFR 200, and assist with any requests for information, justification, and eligibility requirements.
- Coordinate and manage reports with County staff federal funds.
- Coordinate with stakeholders and sub-recipients to obtain all cost and necessary back-up documentation to develop, monitoring, as well as revise and submit reports
- Develop program guidelines, policies, procedures, implementation plans, or other pertinent documents
- Prepare and conduct the close-out process, ensuring maximum retention of all eligible funding, satisfactory disposition of appeals and availability of supporting documents for future audits
- Prepare for and respond to reviews and audits for on-going and completed projects
- Prepare formal audit responses and justifications; attend associated meetings and hearing as needed.
- Keep track and monitor consultant's own time and activities by project, or as allowable under the provisions of Federal guidance for direct administrative, indirect, and project management costs (reference Federal regulations and policy guidance for these topics)
- Assist in preparation of the *Project and Expenditures Reports* as required by the U.S. Treasury reporting guidelines
- Coordinate, prepare, and amend the *Recovery Plan Performance Reports* as required by the U.S. Treasury reporting guidelines
- Streamline reporting process to ensure continued compliance and provide post-award grants administration and communicate these requirements to stakeholders to ensure cost recovery and compliance of expenditures using federal funds
- Coordinate with stakeholders and sub-recipients to obtain all cost and necessary back-up documentation to develop, monitoring, as well as revise and submit reports.
- Generate time extension requests to the U.S. Department of Treasury when necessary, so that eligibility is not forfeited.
- Provide detailed and periodic management reports to the Luzerne County Manager on the status of reporting including developments, revisions, submissions/approvals, open issues, financial overview, etc.
- Develop program guidelines, policies, procedures, implementation plans, or other pertinent documents
- Provide written performance and status reports to Luzerne County on the status of the ARPA programs.

B.2 Reference: City of Columbus, OH	
Client Name:	City of Columbus, Ohio
Project Name:	City of Columbus ARPA
Type of Organization:	Municipality (City)
Address:	90 West Broad St., Columbus, OH, 43215
Contact Person:	Kali Harris Title: Federal Grants Coordinator
Telephone:	614-645-6645 Email: kjharris@columbus.gov
Contract	From: 01/22/2022 to 01/23/2024

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Period	
Cost:	\$150,000

SCOPE OF WORK:

The BMC team assists with the following:

- Review of grant requirements, guidance, and interpretation in accordance with uniform guidance referencing 2 CFR §200.
- Funds administration and control procedures for the review of grant requirements, guidance, and interpretation.
- Funds administration and control procedures of grant proposals selected for funding.
- Developing policies and procedures for administrative, accounting, and grant compliance oversight.
- Advise on the proper fund structure, accounting standards, internal controls, and compliance.
- Creation and maintenance of project files. These files must demonstrate compliance with all applicable state, local, and federal regulations.
- Fiscal and programmatic monitoring of subrecipients of HUD's Community Development Block Grant (CDBG) and Emergency Solutions Grant (ESG) and the Treasury's State and Local Fiscal Recovery Fund (SLFRF) and Emergency Rental Assistance Program (ERA) which are new grant programs implemented under the American Rescue Plan Act (ARPA) enacted to address the economic impact of COVID.
- Establishing an internal financial tracking system to ensure funds are expended within established timelines, recorded appropriately in the accounting system, and generate information needed for periodic reporting to the granting agency.
- Conduct required risk assessments and review of internal controls.
- Preparation of project files identified as the subject of monitoring visits and/or audits by any requesting entity.
- Preparation of monitoring and/or audit responses to findings and/or concerns.
- Project Evaluations as required.
- Other grant administration-related activities and technical assistance as needed.

B.3 Reference: City of Las Vegas	
Client Name:	City of Las Vegas, NV
Project Name:	ARPA Compliance Consultant; Contract: 220148-JL
Type of Organization:	Municipality (City)
Address:	495 S. Main Street, 4 th Floor, Las Vegas, NV, 89101
ConBtact Person:	Dina Babsky Title: Strategic Initiatives Manager
Telephone:	702-229-5939 (office) 702-528-0667 (cell) Email: dbabsky@lasvegasnevada.gov
Contract Period	From: 11/01/2022 to 12/13/2024
Cost:	\$850,000

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

SCOPE OF WORK:

NOFO and Application Processing

- Developing the Grant application
- Providing an on-line platform for applicants to submit applications.
- Compiling application information in a format that is easily reviewed by the City's ARPA Committee
- Providing award/denial letters
- Disbursement of funds
- Collection of data and documentation from applicants
- Provide proper documentation for both ARPA reporting and auditing purposes.

Financial Advisory Services:

1. Provide expert guidance and advisory services regarding all applicable legislation, regulations, policies, and rules related to federal recovery funds.
2. Develop control procedures of grant proposals selected for funding.
3. Develop policies and procedures for grant compliance oversight.
4. Perform comprehensive compliance and eligibility reviews of uses of the ARPA funds on a regular basis and in a timely manner to ensure compliance with ARPA guidance and propose corrective actions when necessary
5. Assist with preparation of monitoring and/or audit responses to findings and/or concerns

Auditing / Monitoring Services:

1. Develop a monitoring plan for field audits of subrecipients, including a schedule of visits, types of documents to review, items or assets to observe, and planned interviews
2. Develop subrecipient monitoring plan (per program/project award)
3. Review Grant Program Coordinator risk assessments
4. Evaluate City ARPA Grant Program processes: eligibility, reporting, labor practices, and other US Treasury requirements.
5. Conduct risk-based field audits, including percentage of capital projects, to ensure compliance of subrecipients in accordance with US Treasury requirements
6. Conduct post monitoring follow-up meetings.
7. Document & communicate findings from field audits.
8. Develop corrective action plans/recommendations for compliance.
9. Prepare comprehensive monitoring reports (of all subrecipients reviewed)
10. Provide tools and resources for compliance.
11. Develop a corrective action recommendation.
12. Audit appropriate city grant administration controls and subrecipient documentation.
13. Assist with conducting required risk assessments of subrecipient projects/programs
14. Assist with preparation of project files identified as the subject of monitoring visits and/or audits

Project Management Services:

1. Provide project management services, including project oversight, compliance with project and/or grant requirements, and compliance with general federal and state guidelines related to administrative expenses, accountability, transparency, and contracting

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

2. Provide monthly status updates.

Other Services:

1. Assist the City in developing appropriate documentation to demonstrate compliance with ARPA guidance.
2. Assist the City with preparing reports related to federal recovery funds, including the annual Recovery Plan Performance Report

B.4 Reference: City of Appleton, WI	
Client Name:	City of Appleton, WI
Project Name:	ASSISTANCE WITH AMERICAN RESCUE PLAN ACT (ARPA) GRANT ADMINISTRATION FOR THE CITY OF APPLETON, WI
Type of Organization:	Municipality (City)
Address:	7426 Hubbard Avenue, Middleton, WI, 53562
Contact Person:	Jeri Ohman, CPA Title: Finance Director
Telephone:	920-832-5742 Email: jeri.ohman.appleton.org
Contract Period	From: 10/01/2022 to 12/31/2024
Cost:	\$150,000

SCOPE OF WORK:

We are providing the following services:

- Develop overall ARPA program management plan and monitor performance and effectiveness against milestones, adjusting the plan as needed to achieve ARPA objectives, and reporting out to stakeholders on plan progress.
- Assistance with all ARPA documentation and compliance, project development and determination of project eligibility within Treasury's Final Rule
- Establish proper accounting and reporting internal control mechanisms to record, track, and disburse funds according to all federal and state regulations including, but not limited to, Treasury's Final Rule and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- Monitor, track, and review federal and state guidelines for ongoing changes and provide timely updates as necessary.
- Facilitate engagement and cooperation, acting as a City liaison representative with federal, state, and local agencies or organizations, coordination a broad range of programs, projects, and services associated with the City's ARPA funds
- Work with relevant departments and committees of jurisdiction to manage projects within the scope, schedule, and budget baseline; monitoring project progress, forecasting expenditures, and mitigating risks
- Serve as point of contact for grantee questions and public inquiries associated with ARPA funding
- Develop program guidelines, policies, procedures, implementation plans or other pertinent documents
- Research, develop and prepare grant applications and/or other public assistance documents as needed.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

- Ensure that proper internal controls are developed and implemented for prevention of fraud and abuse.
- Review and assist with processing payment requests, determining allowable costs, compliance with federal regulations with scope of review and assistance to be set by the City
- Attend meetings and assist with and/or present public hearings in conjunction with the City of Appleton
- Assist in responding to Requests for Information from federal and/or state agencies
- Provide monthly project status reports and cash management reports showing the projected schedule for reimbursement requests and the actual status of the reimbursements received
- Provide and prepare public procurement documentation and any additional procurement assistance, including but not limited to preparing and writing requests for qualification, request for proposals or other application procurement processes for identified projects that align with the grant in compliance with Federal and State Law
- Review, advise and assist on the management of the closeout process.
- Be knowledgeable of other ARPA projects in the area, look for collaborative opportunities and avoidance of duplication of services.
- Coordinate with the Finance Director and staff on project-specific cost accounting and tracking
- Assist with audit services and resolve any requests for information, justification, audit finding, and eligibility appeals

B.5 Reference: City of Sun Prairie, WI	
Client Name:	City of Sun Prairie, WI
Project Name:	American Rescue Plan (ARP) Grant Administration, Accounting and Compliance Services Contract #: 21-FIN25
Type of Organization:	Municipality (City)
Address:	300 E. Main Street, Sun Prairie, WI 53590
Contact Person:	Caitlin Stene, Title: Director of Administrative Services
Telephone:	608-622-1502 Email: cstene@Cityofsunprairie.com
Contract Period	From: 11/02/2021 to 12/31/2026
Cost:	\$800,000

SCOPE OF WORK:

We are providing the following services for the ARPA Funds:

- Assist with review of grant requirements, guidance, and interpretation in accordance with uniform guidance referencing 2 CFR §200.
- Assist in funds administration and control procedures for the review of grant requirements, guidance, and interpretation.
- Assist in funds administration and control procedures of grant proposals selected for funding.
- Assist in developing policies and procedures for administrative, accounting, and grant compliance oversight.
- Advise on the proper fund structure, accounting standards, internal controls, and compliance.
- Assist with creation and maintenance of project files. These files must demonstrate compliance

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

- with all applicable state, local and federal regulations.
- Assist with compliance and monitoring of subrecipients and beneficiaries, including review of funding requests submitted by subrecipients as well as auditing for appropriate controls and documentation, if applicable.
 - Assist in establishing an internal financial tracking system to ensure funds are expended within established timelines, recorded appropriately in the accounting system, and generate information needed for periodic reporting to the granting agency, if applicable.
 - Assist with conducting required risk assessments and review of internal controls.
 - Assist with preparation of project files identified as the subject of monitoring visits and/or audits by any requesting entity.
 - Assist with preparation of monitoring and/or audit responses to findings and/or concerns.
 - Provide support as required to meet all stated deadlines to meet American Rescue Plan required timelines to recover full reimbursement.
 - Meet with federal representatives, and/or state representatives as requested to discuss the City's COVID-19 related costs and expenditures.
 - Assist the City in completing the appropriate documentation required for federal grant funding, and the submittal of all eligible expenditures to the appropriate agencies, and within the required deadlines.
 - Aid determines if any eligible expenses have not been quantified and presented for reimbursement.
 - Assist with developing closeout strategies and procedures for the City and assist the City with implementation of those strategies and procedures.
 - Assist with responding to any requests for audit information by any source and assist with preparing responses to any audit.
 - Use generally accepted accounting (GAAP) principles in conducting any of the services pursuant to the contract.
 - Collaborate with local government on project formulation; information gathering; project development.

C. CAPACITY TO PERFORM

C.1 Personnel Qualifications

C.1.1 BMC ARPA Team

We have created the ARPA Team consisting of BMC managers, auditors, analysts, grants specialists, and analysts, who have been specially trained to provide ARPA grants management and monitoring services. This team is currently working on the contracts discussed above and the ARPA past performance references in Section 3.

Project Leadership: At the helm of the ARPA team is Robin Booth, CPA, CFE, CIA as the Program Manager. Mrs. Booth has extensive project management experience managing multiple complex projects simultaneously. Mrs. Booth was initially the Project Manager for the contract with the U.S. Department of Housing and Urban Development, Office of Housing Counseling (HUD-OHC) and for the NeighborWorks America simultaneously. Mrs. Booth ultimately assigned Mrs. Brown as the Project Manager.

Although Mrs. Booth is the Principal of the company, because this is a new grant program for

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

which she has acquired in-depth knowledge, she is leveraging her knowledge, lessons learned, and best practices for the ARPA contracts to ensure consistency and uniformity in our management and technical approach. She will be supported by highly experienced Managers:

This team has received 40+ hours of CARES Act, ARPA, and Uniform guidance training conducted by the Treasury, National League of Cities, National League of Counties, American Institute of Certified Public Accountants (CPA), and internal training specific to SLFRF and ERAP programs.

Within the ARPA Team, there are two (2) distinctive teams, the Grants Management Team, and the Grants Monitoring Team. We established the 2 teams to ensure objectivity and independence on the project with different staff working each team as depicted in the figure below:

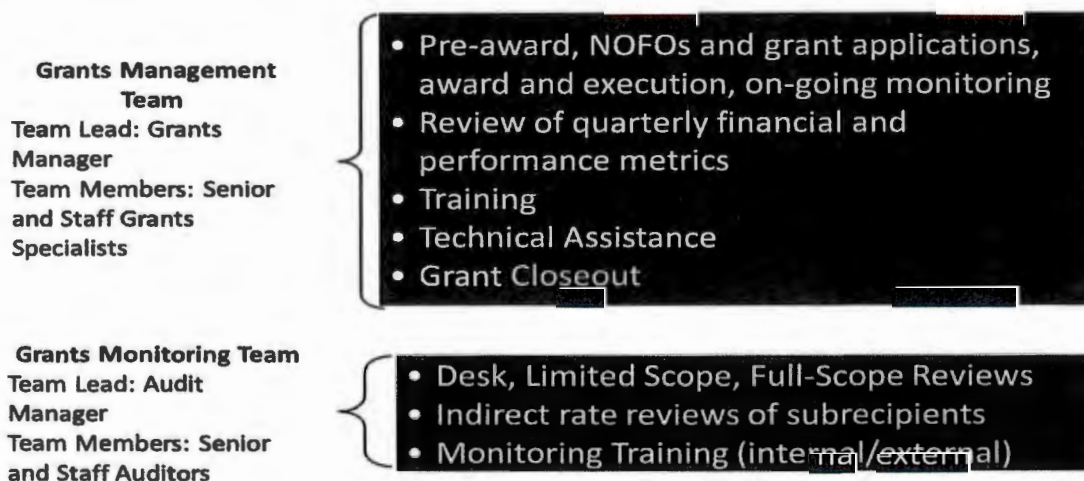


Figure 1. BMC ARPA Teams

The Grants Management Team is generally the most active during the first phase of the contract performing the grant planning and management services. They then hand-off the subrecipient monitoring to the Grants Monitoring Team once the subrecipients are fully onboard and have begun their grant program. We call this the “Handoff”. The figure below depicts what should occur during the handoff.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

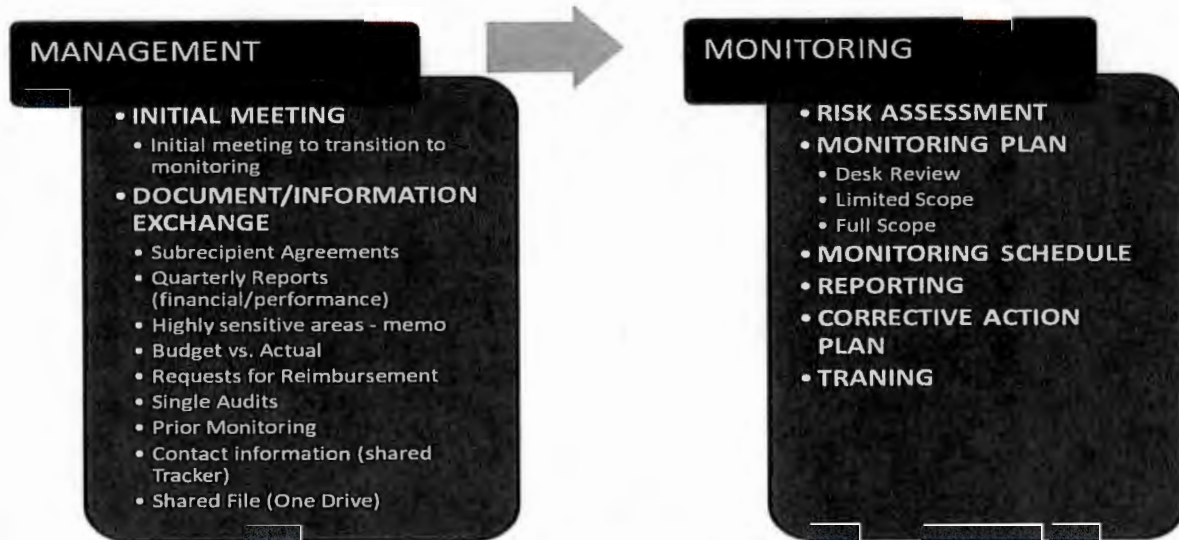


Figure 2. ARPA Team Handoff

The ARPA Group is currently working with 16 ARPA clients consisting of the Federal and State governments and municipalities (Cities, Counties, and Towns) providing the following services:

- Development of project descriptions — including performing project risk assessments, scorecards, budgets, and procurement plans for internal projects.
- Strategic planning and development of ARPA budgets — including the revenue loss computations, infrastructure projects, community outreach.
- Preparation of the required quarterly (and/or annual) reporting.
- Development of core documents in compliance with the Uniform Guidance — including subrecipient agreements, subcontracts, risk assessments, financial and performance report templates and toolkits, budget formats, and a tool to determine eligible activity.
- The team has developed policies and procedures in the areas of procurement, internal controls, subrecipient monitoring, cost principles (i.e., determining allowability of submitted request for reimbursement), and grant-related accounting.
- Development of Notice of Funding Opportunities and managing the grant application process from intake to evaluation for awards
- Providing a platform/IT solution (AIRRS) for submitting applications, monitoring subrecipient agreements and subcontracts, accepting and monitoring financial and performance metrics reporting, accepting, and processing request for reimbursement, and expenditure reporting as required by Treasury.
- Responding to internal and external inquiries.
- Providing training and technical assistance to clients and subrecipients.
- Serving as a liaison to clients with the Federal government, subrecipients and the public.

Organizational Chart. We are part of our client's Team – and as such, we want to ensure we

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

work closely with you, understand your concerns, and give you our best product. BMC has a simple, but proven approach: provide the best Team possible, give them the right facilities and tools, focus on quality control, and ensure that the Firm stands behind the effort. BMC creates client Teams from the best available resources to fit the requirements.

The organizational chart below details our proposed team consisting of the following:

The ***Project Management Team*** (hereinafter referred to as the “***PM Team***”) representing full-time BMC non- billable employees included as G&A in proposed fully burdened rates that will support the contract.

The ***Project Team*** consists of a highly qualified, multi-disciplined team led by our firm’s experienced management team.

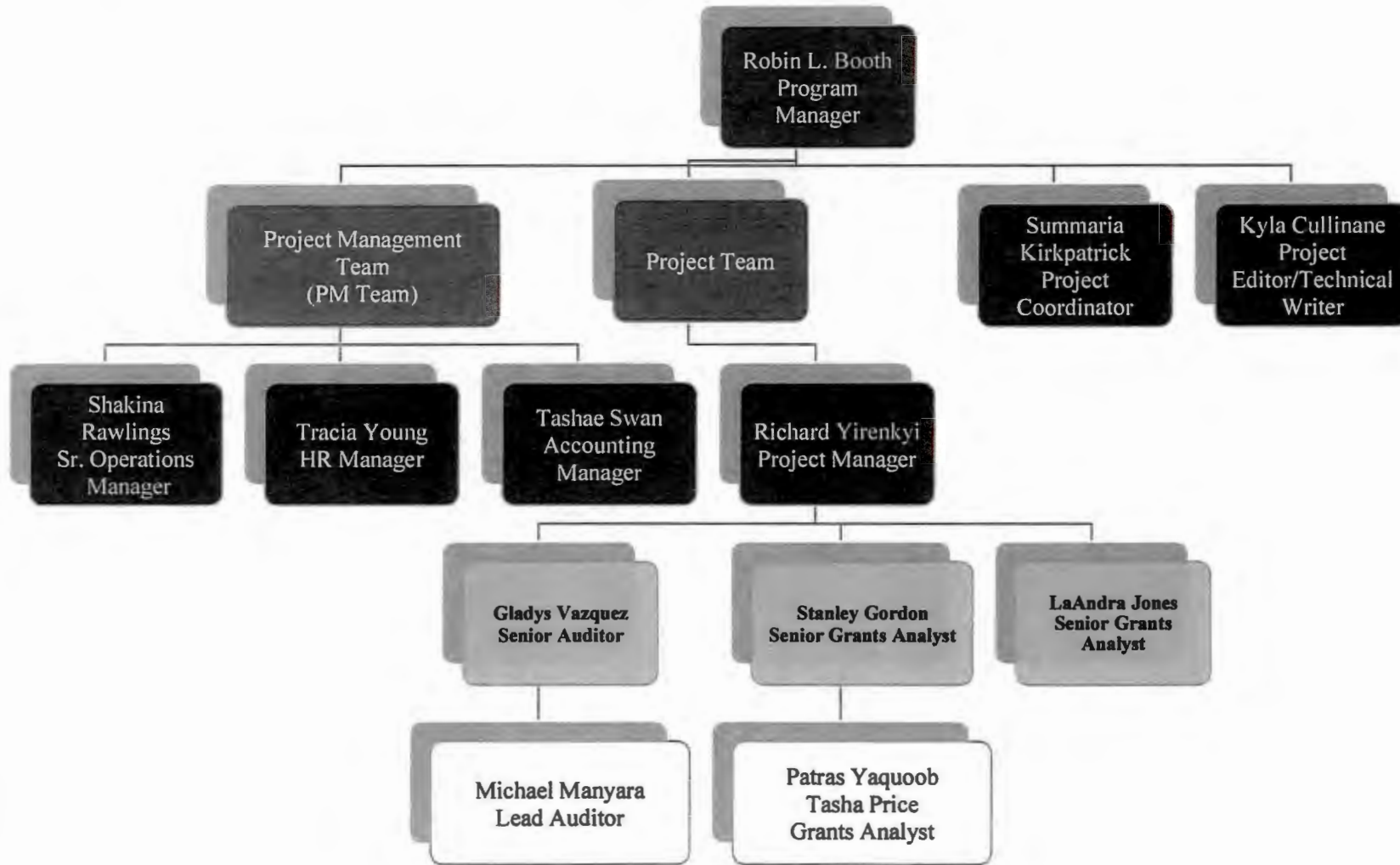


Figure 3. Project Team Organizational Chart

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

The Program Manager and Technical Writer will collaborate with the assigned team for each service area. In Section C.1.2 Staffing Skills Matrix we identify the proposed BMC personnel and their education, experience, and workload accomplishments. We also identify the personnel from our strategic partners who available to work on this project.

C.1.2 Staffing Skills Matrix

Below is the PM Team staffing skills matrix demonstrating their role, responsibilities, education, and experience.

Table 3: PM Team Skills Matrix

Name/Role	Responsibility/Communication	Education and Experience
Shakina Rawlings Senior Operations Manager	Key point of contact for performance issues. Responsible for contract management, systems, and overall company operations. Works closely with project teams to ensure contract compliance, engagement management, and adequate resources.	BS Business - 8 years of project management and operations experience, 3 yrs. of contract management experience
Tracia Young Human Resource Director	Responsible for all the oversight of HR activities working closely with the Senior Manager and Operations Manager to ensure task orders are properly staffed. Responsibilities include developing compensation packages, ensuring compliance Federal, State, and local employment laws, and all other HR services.	10 yrs. Human Resources experience with multiple Federal government agencies
Tashae Swan, MBA Accounting Manager	Internal accountant overseeing fiscal tracking and oversight, timekeeping, payroll processing, accounts receivable and payable, job costings, and all other company accounting functions. Works closely with the Principal and Senior Operations Manager.	10+ years of corporate accounting experience as an Accounting Manager at multiple companies of equal or larger size.

The following is the Project Team skills matrix detailing the name, labor category, roles and responsibilities, and their relevant contract experience discussed in Section A.4.2 ARPA Experience. We also show the level of effort on other projects as of the submission of this proposal.

Table 4: Project Staff Skill Matrix.

Name/Title	Qualifications	Relevant Contracts	Workload Availability
Robin Booth CPA, CFE Principal	<ul style="list-style-type: none"> • BS Accounting – CPA, CFE, CIA • 30+ years general audit, OMB • 30+ years managing large projects. • 20+ years grant monitoring/auditing, technical assistance, and training 	ALL	65%
Richard Yirenkyi, PMP Project Manager	<ul style="list-style-type: none"> • BS Business Administration, • 15+ years of contract and grants management 		
Gladys Vazquez, Senior Auditor	<ul style="list-style-type: none"> • BA Business Administration, MBA 	ALL	40%

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Name/Title	Qualifications	Relevant Contracts	Workload Availability
Stanley Gordon Senior Grants Specialist	<ul style="list-style-type: none"> 15+ years of contract and grants management 6 years grants monitoring experience 		
	<ul style="list-style-type: none"> BS Business Administration, MBA 20+ years of grants of Federal, State, and local grants management 	ALL	60%
LaAndra Jones Senior Grants Specialist	<ul style="list-style-type: none"> MA, BS, Business 10+ years Federal grants management experience 5+ years non-profit grants management experience 	ALL	60%
Kyla Cullinane Project Editor/Technical Writer	<ul style="list-style-type: none"> BA/MFA, 5+ years technical writing for Federal and State program management 	ALL	60%
Summaria Kirkpatrick Project Coordinator	<ul style="list-style-type: none"> BS in General Studies 4 years of project coordination experience 	ALL	50%

As evidenced by the level of effort on other projects, the proposed team is immediately available to work on this project. However, if additional staff is required, we identify our capacity to add additional existing staff in Section C.1.3 Bench Capacity. evidenced by the level of effort on other projects, the proposed team is immediately available to work on this project. However, if additional staff is required, we identify our capacity to add additional existing staff in Section C.1.3 Bench Capacity.

C.1.3 Bench Capacity

The table below summarizes our bench capacity to provide additional staff to address work fluctuations and staff turnover.

Table 8. Bench Capacity Requirements.

Labor Category	BMC Staff Available	Education	Experience
Principal/Senior Manager	2	BS in Accounting or related field, CPA required, and other certifications preferred (i.e., CIA, CFE, CGGM)	Minimum of 15 yrs. government auditing Minimum of 10 yrs. of government contract auditing
Project Manager	6	BS in Accounting or related field, MBA required, CPA Preferred, and other certifications preferred (i.e., CIA, CFE, CGGM)	Minimum of 10 yrs. government auditing Minimum of 6 yrs. of government contract auditing
Senior Auditor/Analysts	9	BS in Accounting or related field, MBA, CPA, and other certifications preferred (i.e., CIA, CFE, CGGM)	Minimum of 6 yrs. government auditing, 5 yrs. of government contract auditing, 2 years supervisory
Accountants	22	BS in Accounting, CPA candidate required	Minimum of 1-4 yrs. government auditing
Project Coordinators	2	Degree in related field	4 yrs. of project coordination experience, 2 yrs. of Government experience

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

C.2 Project Management

As discussed in Section A.4 we are currently providing these exact services to multiple cities and understand the project services desired. With that said, the project tools, systems, and communications plan discussed below are critical to providing the desired services.

Work Location: The work for this solicitation will be performed from our headquarters in Columbia, MD.

Subcontractors: We are not proposing any subcontractors. All services will be performed by full-time BMC employees.

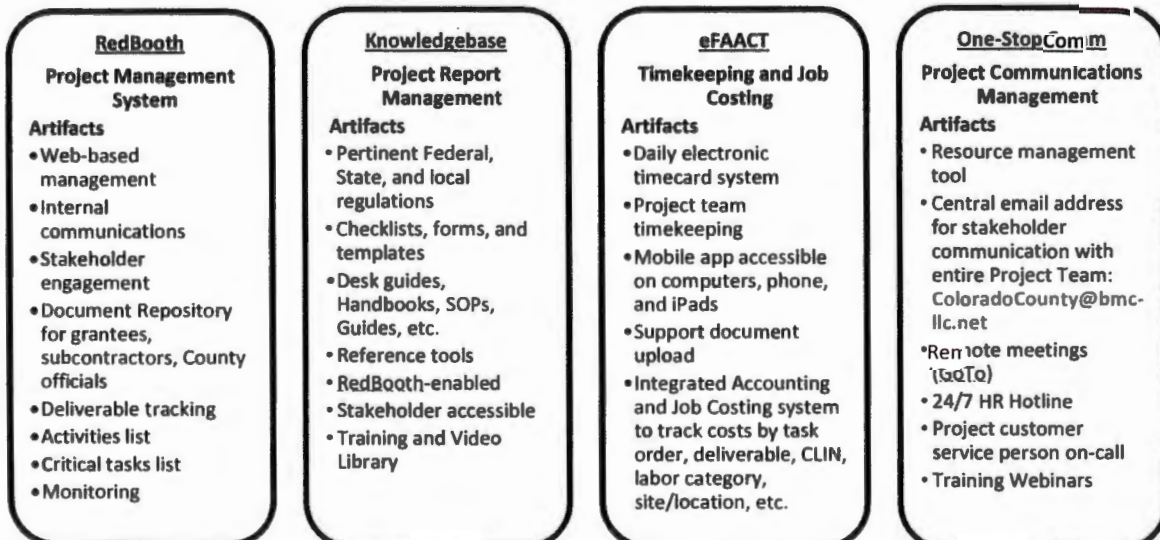
C.2.1 Project Kickoff Meeting

Our team will be immediately available to work on this contract upon award. As scheduled by the County, we will attend a post-award meeting to introduce our team, their roles and background, meet project leadership, and establish day-to-day communications and working schedules. At the meeting we will listen to the goals, objectives, and expectations of the contract and document any issues or directives and focus areas. We will discuss the proposed funding schedule, tools, project steps, and schedule. We will also discuss logistics, access to systems and other critical contract information.

The Management team and the Project Manager will participate in the kick-off meeting. Between contract award and the kick-off meeting, assigned team members will sign a Conflict of Interest, Non-Disclosure Agreement, the required security forms, and any other relevant documentation.

C.2.2 Project Tools & Systems

Our plan capitalizes on the use of technology to maintain continuous communications — specifically email; internet or cloud-based project management, HRIS, timekeeping, accounting, and database management systems, remote meeting tools that include conferencing, webinars, desktop sharing, and skype, and a 24/7 toll free number. At the post award/kick-off meeting we will review each project tools and systems, discuss access to the document repository (i.e., obtaining usernames and passwords, links to get to various systems, etc.), and the purpose/use for each of the systems discussed in the following figure.



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Figure 4. Project Tools & Systems.

Project Management and Document Repository System (RedBooth): We will use our web-based project management system, RedBooth, to track deliverables, critical task lists, staff assignments, milestones, and due dates. County stakeholders and all BMC Team members will be provided a username and password in RedBooth and given access to the County workspaces. RedBooth is also a document repository. The County will be given access to a contract administration workspace to review the master schedule, critical task list, milestones, due dates, and staff assignments. The County will also be able to upload documents in this workspace.

In RedBooth we will maintain the staffing plan, key tasks and sub-tasks, deliverables, and key milestones with an associated time-phased schedule required for the Work Plan. The BMC team will update the critical task list and milestones in RedBooth daily, adding comments and notes where necessary. RedBooth has a chat room for immediate communications when users are logged in. We have used RedBooth with other State agencies and the users can access the application at Government facilities with no security limitations. We will train designated County personnel on how to access and use the RedBooth platform. County will have access to the workspace providing real time information on the status of all audits. This report will also be a part of the monthly status report for the Work Plan.

Document Repository: The subrecipient will be given access to RedBooth to upload documents. RedBooth emails a link to the email recipient that will allow them to set up a username and password to access the repository. Each RedBooth link is unique to that specific email recipient. If the link is forwarded to another email address, it will not allow access to the system. Accordingly, we can generate an email link for as many individuals that need to access the subrecipient workspace. We will also provide access to the monitoring team members assigned to that subrecipient and the County to download the documents once they are available. Only assigned individuals will have access to the subrecipient workspace. The workspace is available to the subrecipient throughout the monitoring process and allows them to upload large files and confidential documentation without size or security system limitations.

Knowledgebase: We will develop a knowledgebase of all pertinent regulations, work programs, and reports for subrecipient monitoring. At a minimum, the knowledgebase will consist of; 1) the applicable State regulations, relevant Treasury Guidance, and regulations, ARPA, and CARES Act, subrecipient grant agreement, Generally Accepted Government Accounting Standards (GAGAS), and other regulatory guidance; 2) the monitoring program including a report template; 3) various templates; 4) lessons learned and best practices and 5) common questioned costs. It will also include program related communications, alerts, or publications from the County applicable to subrecipients financial audits, professional alerts from regulatory cites specific to subrecipients, and reference tools. The Knowledgebase is in RedBooth as a separate folder in the contract administration workspace, allowing the County and the entire BMC team access to the pertinent information.

Web Based Library: In RedBooth we will upload all training materials, recorded training sessions, and training schedules, in a folder named "Library" in the dedicated County workspace. Assigned users and the County will have access to the Library.

Web Based Message Board: There will be a Message Board where we will post relevant articles and other informative technical information. When a message is posted to the Message Board, the users will receive an email indicating the topic and what was posted. In addition, they will receive an

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

email when new documents are uploaded in the Library. Access to the workspace will be enabled throughout the entire period of performance.

Web Based HRIS System: Our company uses Bamboo as our Human Resource Information System (HRIS). This web-based system ensures that employees at all geographical locations have access to key human resource information such as payroll, benefits, Paid Time Off (PTO), evaluations, assessments, and company news — facilitating HR activities and processes electronically. Employees can upload and print HR and payroll related forms directly in the system for processing. BMC Forms, employee handbook, policies and procedures, and other employment related documents are housed in Bamboo to allow employees easy and immediate access from all locations.



Web-Based Accounting/Job Costing System (eFAACT): Our company uses the eFAACT Timekeeping, Expense Reporting, and Job Costing system (a web-based electronic timekeeping and job costing system) that integrates our general ledger system (QuickBooks) with standard policies and procedures. It includes a robust contracts management module to track cost by contract, contract order, Contract Line-Item Numbers (CLINs), and any sub-CLINs. eFAACT delivers a total solution, seamlessly integrating with our accounting system and generating reports according to Government and contract specific rules. For the electronic timekeeping system, individuals (employees, consultants, and subcontractors) enter their timecards daily, logging onto the internet-based system using a username and password and charge time to authorized work orders including contracts, contract orders, work orders, subrecipient assignments, CLINS and similar charging methods unquietly designed to be consistent with how funding on State Government contracts are obligated. Although this is a firm-fixed priced contract, we will track the time by each subrecipient monitoring.

Electronic Workpapers (CaseWare): All workpapers for the monitoring will be maintained in our integrated electronic workpaper software, (CaseWare). CaseWare is a highly flexible engagement software for electronic workpapers. Engagements are planned, performed, and reviewed entirely on screen, eliminating paper. We will provide the County with access to CaseWare and a zipped file of all workpapers at the completion of the monitoring.

Email: Establish an ColoradoCounty@bmc-llc.net central email address to communicate with the entire BMC team simultaneously. This allows the County and any of its personnel to communicate with the entire team when needed, although we will provide an individual email address for each team member.

Remote Meetings: To facilitate remote working sessions, meetings, and conference calls, we will use the following tools:

- LogMeIn allows us remote access to a hard drive and/or server.
- Meetings will be conducted using a dedicated conference call number specifically for this contract, allowing participants from multiple locations to participate.
- GoToMeeting will be used for sharing desktops to review documents and other materials during conference calls.
- As necessary, we can also conduct Webinars for trainings or larger group conferencing.

24/7 Toll Free Access: We have a 1-800 customer service number that will have a live person answer

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

calls 24-hours a day, 7 days a week. During normal business hours, the calls will be answered by our office. After hours calls will be answered by a live answering service with emails sent to the ColoradoCounty@bmc-llc.net so that all team members are aware of the question.

C.2.3 Project Ramp-Up

Over the last several years, we have assisted in the implementation of grant programs for Federal and State government agencies. We will leverage our experience and successful delivery of services. We anticipate leveraging existing forms, toolkits, guidance, work programs, and policies and procedures developed for other Government agencies for which we are providing CARES Act and ARPA grants management.

We anticipate 15-30 days for Ramp-Up Activities which will consists of, but not be limited to:

1. Obtain confirmation of acceptance of the proposed personnel from our team. Have team execute all Non-Disclosure Agreements (NDA), Conflict of Interest (COI), and Independence Statements for approved staff.
2. Complete the necessary forms to obtain remote access to relevant County systems including Grant Solutions (Treasury's system ARPA reporting), and other relevant systems, if applicable.
3. Conduct a document exchange of all available documentation from the County. At the time of the post award conference or before and concurrent with meeting with the established County Team, we will provide the County with a document request list that will include, at a minimum, list of approved projects, ARPA budget (preferably approved by Board); copy of the subrecipient grant agreements (by grantee type if the agreements differ); Notice of Funding Opportunity (NOFO), if applicable; relevant handbooks, memorandums, and other guidance; copies of grant related documents such as the budget; existing forms, policies and procedures, monitoring checklists, templates, reports, etc.; grant financial reporting documentation; and any other program related documentation. Simultaneously, as identified by the County POC, we will interview the County personnel that have been working on the ARPA program to get up to speed on the status.
4. During this time, we will also provide designated County Personnel with access to the document repository and our project management system to facilitate the document exchange.
5. Establish a weekly meeting to discuss tasks required for the ARPA program. We will prepare an agenda, record the meetings, and provide follow up summary minutes within two (2) business days of each meeting. All assigned tasks and subtasks will be logged into the appropriate tracking report and entered in the project management system to track
6. After each weekly meeting we will agree to the action items for the next weekly meeting, including any new deliverables.

The Ramp-Up activities will be managed by the Principal, Project Manager, and Project Coordinator and should be completed within 45 days.

C.2.4 Task Assignment Process

As the County identifies and requests services, we will agree to the nature, timing, and extent of the services, and what, if any deliverable will be required. We recognize that there will be a lot of verbal communications which we will track in our project management system RedBooth to ensure follow

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

up and resolution but will not include in the tracking report unless it requires a deliverable. We anticipate a lot of communications and activities as issues arise and want to minimize obstacles or bureaucratic processes that may cause delays. We recommend the following approach for the County to assign tasks as they are identified.

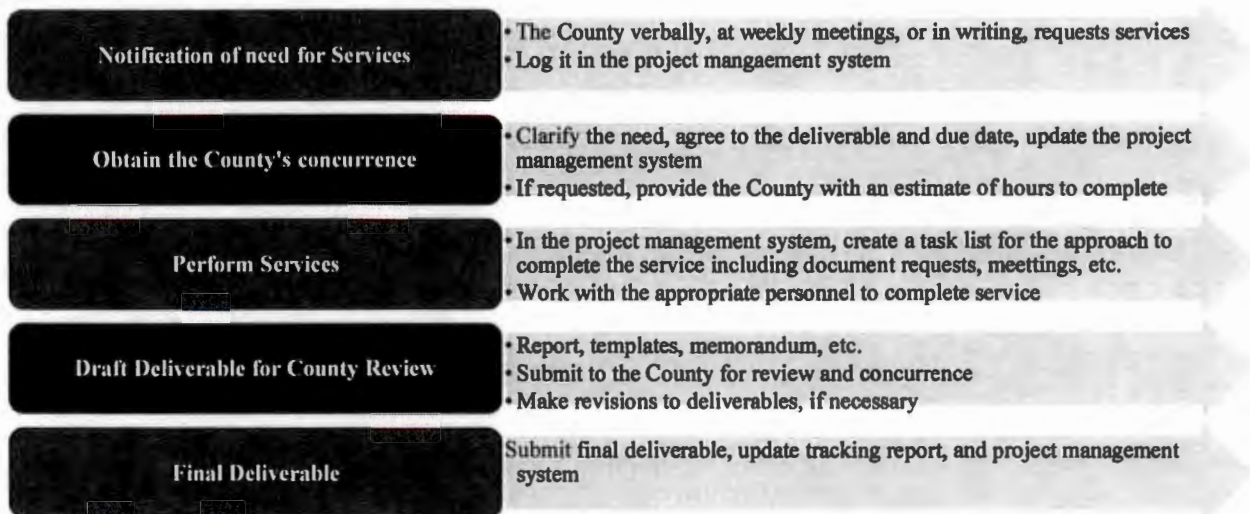


Figure 5. Tasks Request Process Flow.

We anticipate daily communications, weekly status conference calls, and monthly reporting to track needed assistance in a timely matter. The Project Manager will be available 24/7 to respond to the County.

C.2.5 Status Calls/Meetings

We strongly recommend, at a minimum, bi-weekly conference call to discuss the submitted Work Plan and obtain approval from the County to move forward with assigned tasks.

C.3 Approach to Providing Services

The figure below provides a high-level summary of our approach to providing the services.

Documentation Exchange	Understanding of ARPA Plan	Validation of Approved ARPA Projects	ARPA Plan Recommendations	Complete Execution of ARPA Plan	Treasury Quarterly Reporting	Subrecipient Monitoring Plan	Grant Closeout
ARPA Plan	Funding Buckets (Eligible Categories)	Project Eligibility & Risk Assessment	Modification to existing agreements, budgets, quarterly reports	NOFO and Applications	Project reporting	Review of quarterly financial and performance reports	Expenditure reconciliations
Approved Projects data	Approved projects (internal/external)	Budget Allowability Determination	Documentation required for project file	RFP/RFQs	Expenditure and Obligation reporting		Review of final reports
Agreement Templates	Projected Projects (internal/external)	Subrecipient/Beneficiary/Subcontract Determination	Changes to Project eligibility determination	Internal Project Application	Performance metrics	Risk Assessments	Closeout certifications and disclosures
Related Policies and Procedures	Expenditures to Date	Review of agreements, MOUs, and execution documents	Updates to Policies and Procedures			Subrecipient Monitoring Plan Desk Review • Full Scope • Review	
		Assessment of Project Files					

Figure 6. Summary of Approach

The following sections provide more detailed information regarding our approach.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

C.3.1 Proposed ARPA Compliance System - AIRRS

We can provide the County with an IT solution for reporting, tracking, and management of ARPA funds under PRiSM American Investment Response & Report Services (AIRRS). AIRRS is a platform providing an electronic tracking and reporting system for management of programmatic metrics, funding obligations, grants applications, subrecipient awards, and generating quarterly and annual reports. Our team will deliver end-to-end operational procedures and/or augment the County's contract and grant management processes. If the County elects this option, there is an annual license fee ranging from \$10,000 to \$25,000.

The figures shown are screenshots of the data collection and reporting capabilities in PRiSM. The following figure represents the interview/survey process for developing projects that are eligible under the Final Rule. **Figures 7 and 8** shows the dashboard for tracking projects consistent with the Treasury Final Rule. The County will be able to have real time access to project information from expenditures to status of completion of the projects. **Figure 9** represents graphs of the required quarterly and/or annual reporting required for the Treasury. AIRRS can report the information in narrative, graphs, and pivot tables.

Figure 7. Project Development.

Figure 8. Project Tracking and Reporting

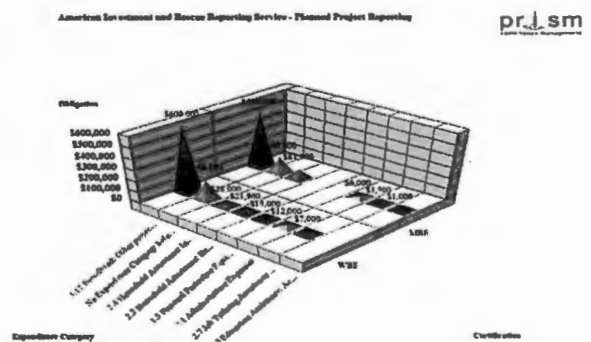


Figure 9. Annual Report Graphs.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

C.3.2 Summary of Approach to Services

The table below is a summary of list is not meant to be all inclusive, and we continue to provide other services for existing ARPA clients as the program continues to evolve.

Table 9. Summary of ARPA Grant Services.

TASK #	Summary of Approach	Deliverable (s)
ARPA PLAN MANAGEMENT		
1.Strategy Development & Program Design	<p>We will review the proposed and/or approved ARPA Plan and assist the County in full implementation. On existing contracts, we have recommended that County allocate a pool of funds to be awarded to not-for-profit organizations, small businesses, and other eligible non-public entities through a NOFO and subsequent grant award process. We recommended the types of grants awards based on the eligible criteria in the ARPA and worked with the agencies to do a community-based needs assessment to ensure the ARPA grants are most impactful to the community.</p> <p>Meet with County officials to obtain an understanding of actions taken to date relative to the ARPA funding. In our experience the County may have conducted public hearings meetings, conducted a community assessment, informally awarded grants, or approved internal documents, requested proposed projects and/or uses of the funds, identified other potential funding resources, and other similar actions. This includes meeting with departments that received or will receive ARPA funding. On other projects, for internal stakeholders we have created internal ARPA project request forms, conducted one-on-one meetings to obtain an understanding of their needs, assisted in developing the requested projects and performed risk assessments to ensure compliance with ARPA requirements. We also recommend use of an internal MOU between the County and its stakeholders with both parties agreed to the project scope, budget, reporting, and performance metrics, if applicable, and that they will comply with the Treasury Final Rule and the Uniform Guidance</p>	<ul style="list-style-type: none"> • Recommendations to the Existing ARPA Plan • Meeting minutes • Trainings/Presentations • MOUs for Internal ARPA Projects
1. Strategy Development & Program Design	<p>We have participated and will continue to participate in webinars conducted by the Treasury and HUD on this program. We are subscribed to the Treasury's and HUD's websites and get daily updates regarding ARPA, CARES, and any information relative to COVID-19. We are also corporate members of the American Institute of Certified Public Accountants (AICPA) and Maryland Association of CPAs (MACPA) where we participate in webinars, receive regular updates and alerts on emerging accounting issues relative to ARPA and COVID related issues.</p>	<ul style="list-style-type: none"> • Briefings • Technical Write-ups • Trainings
1. Strategy Development & Program Design	<p>We have active contracts with the City of Middleton and City of Sun Prairie, neighboring Cities, providing ARPA grants management services. Under both of those contracts, they have additional ARPF funding from Dane County and have MOUs for ongoing projects. Accordingly, we are very</p>	<ul style="list-style-type: none"> • Briefings • Weekly Status Meetings •

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

TASK #	Summary of Approach	Deliverable (s)
	knowledgeable of the projects in the area and will leverage this knowledge for this contract.	
PROGRAM/PROJECT DEVELOPMENT & MANAGEMENT		
1. Strategy Development & Program Design	<p>Review the proposed Projects and perform a project risk assessment relative to the Project's compliance with eligibility requirements per the Treasury FAQ and Final Rule. The risk assessments will include reviewing the Project description and justification and determining the appropriate use of funds categories; mapping the Project to an eligible ARPA category, compliance framework (source), and Treasury reference; determining the risk category (low, medium, high) based on agreed risk definitions; confirming the budgeted spending by project and determining the spending by risk category.</p> <p>Obtain a copy of the Project Proposals for approved and anticipated projects. Review the descriptions to ensure they are comprehensive, includes a justification, falls within the ARPA eligibility criteria, and have sufficient information as provided in the Treasury Guidance. In addition, we will maintain electronic files in the AIRRS system discussed in Section 3.2.1.</p> <p>AIRRS includes a module to evaluate approved projects based on the performance metrics and reporting standards approved for each project.</p> <p>We will assist in the development of performance metrics that comply with the Treasury Guidance. This includes prioritizing and organizing by eligible activity and the corresponding expenditure category. Based on the eligible activity and expenditure category, we will work with subrecipients and internal departments to develop performance metrics that comply with the Final Rule. This includes reviewing the project descriptions and all available documentation to obtain an understanding of the project, communicating with the subrecipient/internal department to discuss performance metrics, documenting the performance metrics, and incorporating them in the subrecipient agreements.</p>	<ul style="list-style-type: none"> • Project Development • Project Risk Assessment • Project File Maintenance • Project Performance Metrics
1. Strategy Development & Program Design	The AiRRS system will allow transparent access to all approved projects, internal and external. We can allow unlimited read only access to the system to all the departments, committees, and other stakeholders where they will have a dashboard view consisting of, but not limited to, the project description, name of subgrantee or department, approved budget, amount obligated, expenditures, request for reimbursement, schedule/timeline, and any other notes.	<ul style="list-style-type: none"> • Dashboard access in AiRRS to ARPA project information • Meeting minutes • Briefings
1. Strategy Development & Program Design	<p>We provide a range of deliverables for this service:</p> <ul style="list-style-type: none"> • We will leverage existing grant application intake, review, and recommendation for award processes that we are utilizing for other agencies. This includes verifying with the County how applications will be accepted (i.e., on an existing platform with the County, 	<ul style="list-style-type: none"> • Notice of Funding Opportunity • Grant Application • Subrecipient Agreement

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

TASK #	Summary of Approach	Deliverable (s)
	<p>directly to BMC's platform, etc.), evaluation criteria, evaluators (which may be a combination of County personnel for programmatic and BMC personnel for financial), processing time, and award notification.</p> <ul style="list-style-type: none"> • We will leverage existing NOFOs we have prepared for ARPA funding and assist the County in ensuring they are consistent with the approved Projects. We will also assist the County in determining application submission and review process, evaluation criteria, submission requirements, award ranges, eligibility requirements, application submission and processing, eligible expenditures based on the NOFO and reporting requirements. We will also ensure that the NOFO includes information such as the draft subgrant agreement, list of eligible expenditures, information on supporting documentation, and reporting requirements and frequency. • We will leverage existing subrecipient agreements for ARPA funds. The subrecipient agreement will be consistent with the information in the NOFO including the list of eligible expenditures, information on supporting documentation, and reporting requirements and frequency. • For ARPA funding used for internal projections, we will leverage an existing Internal Memorandum of Understanding between that can be used to document the agreed use of ARPA funds for internal projects. 	<ul style="list-style-type: none"> • Internal Memorandum of Understanding • Templates for budgets • Templates for financial reporting • Performance Metrics
2. Program Execution: Program Management and Technical Assistance	<p>Our firm has extensive experience developing RFPs and other solicitations consistent with 2 CFR Part 200, specifically Sections 200.317 to 200.327, and Appendix II. There are specific provisions, procurement methods, pricing, and other requirements unique to 2 CFR Part 200. We review our clients existing purchasing policies and where necessary develop supplemental policies specifically for Federal grant awards. See <i>Attachment 2</i> for a sample of a contract we developed for an existing client. In addition, AIRRS also have procurement tracking and reporting functionalities that will allow RFPs to be entered and track through the system.</p> <p>The proposed AIRRS system will allow BMC and the County to track RFPs, enter evaluation scores and comments from evaluators. BMC has Grants Specialist on our existing contracts that have direct experience reviewing and evaluating solicitations subject to Federal regulations who will assist in developing, evaluating, scoring, and recommending for award for solicitations.</p>	<ul style="list-style-type: none"> • Subcontracts including required Uniform Guidance Clauses • Scope of Services • Independent Cost Estimates • RFP Tracking System • Subcontract Evaluation and Award System
PUBLIC NOTIFICATION & INVOLVEMENT		
2. Program Execution: Program Management and Technical Assistance	<p>As requested by the County, the Principal and Project Manager will be available for meetings, debriefings, and presentations with third parties. This may include preparation of oral presentations, debriefings, analysis, and other materials to present at the meeting. Upon notification of the</p>	<ul style="list-style-type: none"> • Presentation materials • Surveys and follow up • Responses to Questions

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

TASK #	Summary of Approach	Deliverable (s)
2. Program Execution: Program Management and Technical Assistance	<p>meeting, we will have a planning call with the County, obtain an understanding of the purpose and participants for the meeting, agree to the meeting materials to be developed by BMC and their due date, and confirm how the meeting will be facilitated.</p> <p>We strongly recommend developing a FAQ list that can be posted to the County's website or provided to subrecipients and the general public to ensure consistency in the County's response to ARPA related issues. The FAQ would be updated quarterly and released to the general public. This should also provide parties with a centralized reference point to obtain current information on the County's ARPA program.</p>	<ul style="list-style-type: none"> ● Frequently Ask Question (FAQ) list
	<p>Upon written receipt of a public inquiry for response, we will track the inquiry in a tracking report, establish a task in our project management system, and assign it to appropriate BMC personnel. BMC will prepare a formal written response for the County's approval within three (3) business days of receipt unless otherwise indicated by the County. We will request an extension if we need more time to respond. In addition, we will notify the County if we are unable to provide a response due to lack of availability of information, relevance, or lack of clarity. For responses we will first research the FAQs published by the Treasury, then Treasury guidance, 2 CFR Part 200, and other Federal guidance. If the inquiry is project specific, we will confer with the County to obtain the needed information.</p>	<ul style="list-style-type: none"> ● Written Response ● Tracker for Inquiries
ACCOUNTING/REPORTING		
2. Program Execution: Program Management and Technical Assistance	<p>BMC is proposing the electronic AiRRS ARPA compliance system for data collection and Treasury reporting. See Section 3.2.1 for more information concerning AIRRS. AIRRS is a web-based system designed to award and administer grant funds, perform grant management, track fund obligations, collect programmatic data, and define economic impact. The County, subrecipients, subcontractors, and other third party can access this system to submit grant applications, award grants, submit cost reimbursement requests, submit programmatic reports, monitor socioeconomic goals, track obligations and expenditures, send notifications and alerts to users such as reporting reminders, and for managing funds. This system is currently being used by State and local government agencies for their labor and DBE compliance. This approach is more expensive and recommended for Cities and Counties that receive \$25 million or more of ARPA funding. Our manual tracking system ensures that all the same information is tracked through excel files and project reporting.</p> <p>We will assist the County in preparing for monitoring by performing internal Quality Control Reviews, ensuring policies and procedures are operating as designed, and tracking all audit inquiries and working with the County to address them until resolved.</p>	<ul style="list-style-type: none"> ● Project Expenditure Reports ● Treasury Reporting Requirements ● Subrecipient Expenditure and Performance Reporting ● Subcontract Financial Reports

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

TASK #	Summary of Approach	Deliverable (s)
2. Program Execution: Program Management and Technical Assistance	<p>We will leverage existing policies and procedures that we developed for other agencies which are compliant with 2 CFR Part 200, Treasury Guidance, applicable local regulations, and other requirements. The key areas include procurement, grant award, cash management, subrecipient monitoring, financial management system, internal controls, and reporting.</p> <p>We will review and ensure the fund structure, accounting standards, and internal controls utilized by the County's to requirements under 2 CFR Part 200 and recommend, if applicable, changes to ensure compliance with 2 CFR Part 200 and Treasury guidance. If needed, we will work with the County to implement the recommendations</p>	<ul style="list-style-type: none"> • Uniform Guidance compliant policies and procedures • Internal Control Policies and Procedures
2. Program Execution: Program Management and Technical Assistance	<p>We will leverage existing reimbursement forms, and checklists that we are using with other agencies. We strongly recommend providing subrecipients with a cost reimbursement form consisting of instructions, a list of eligible expenses, and the applicable supporting documentation. Each reimbursement form will be logged in as a separate task in our project management system and on the tracking reports where they will be tracked until completion. Reimbursements will be processed within five (5) business days of receipt with BMC recommending payment of those expenses that meeting the eligibility and supporting documentation requirements. If requested reimbursements are deemed ineligible, BMC will notify the County and the subrecipient and request resubmission of the reimbursement request with only eligible costs.</p> <p>We will process the reimbursement request in the AiRRS system and upload all supporting documentation. The system will track our review of the request, recommendation for approval for rejection, the County's final approval, and information from the County on actual payment. We will work with the County to establish a process to obtain the payment information for approved reimbursements. We recommend a weekly report from the County with payment information that we will post to AiRRS to generate the required treasury reports.</p>	<ul style="list-style-type: none"> • Reimbursement Form template • Treasury Obligation and Expenditure Report • Tracking of request in AiRRS • Processed claims for reimbursements
2. Program Execution: Program Management and Technical Assistance	<p>We will provide monthly project status reports as discussed in Section 3.1.9. For the cash management and reimbursement requests, we can generate multiple reports from AiRRS including cash management, reimbursement request status, obligations and expenditures by project, EC category, and eligibility category.</p>	<ul style="list-style-type: none"> • Cash Management Report • Reimbursement Status Report (Received, Approved, Paid) • Obligations and expenditures by project, EC category, and eligibility category.
2. Program Execution: Program Management and Technical Assistance	<p>We will leverage our existing grant closeout process that complies with the Uniform Guidance to meet the County's needs. This includes the timing for grant closeout, required</p>	<ul style="list-style-type: none"> • Grant closeout package

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

TASK #	Summary of Approach	Deliverable(s)
2. Program Execution: Program Management and Technical Assistance	forms and certifications, and reconciliation of the amount awarded to the amount funded. This process will be completed using information from AiRRS	
	We will maintain request for information, audit findings, and eligibility appeals in a Tracker. For any instances, we will prepare a comprehensive response for the County's approval and communicate with the third party until the issue is resolved. This includes preparation of supporting documentation, research to support the County's position, and collaboration with the County.	<ul style="list-style-type: none"> • Tracker • Comprehensive written responses and supporting documentation • Briefings to the County
OTHER AVAILABLE SERVICES		
3. Compliance & Monitoring	We will leverage existing subrecipient monitoring programs that we are using with other agencies to perform ARPA subrecipient monitoring in compliance with Uniform Guidance, Treasury Final Rule, and other Federal guidance. We will customize the work programs to comply with any County or grant specific requirements. The monitoring will include risk assessments for all subrecipients to determine the nature, timing, and extent of the monitoring.	<ul style="list-style-type: none"> • Risk Assessment including Scorecard • Individual subrecipient risk assessment • ARPA monitoring program • Conduct individual subrecipient monitoring
3. Compliance & Monitoring	We will assist the County in preparing for monitoring by performing internal Quality Control Reviews, ensuring policies and procedures are operating as designed, and tracking all audit inquiries and working with the County to address them until resolved.	<ul style="list-style-type: none"> • Internal Quality Control Reviews • Responding to audit request and other inquiries • Tracking audit inquiries
2. Program Execution: Program Management and Technical Assistance	As the County or our team identifies technical assistance and/or training needs, we will leverage existing information we are using with other agencies such as training webinars. Upon County approval, for any training or technical assistance, we will agree on the nature, timing, extent, participant, level of effort, and the final deliverable. If we determine that the inquiry could potentially be from a whistleblower or require further investigation, we will notify the County immediately and recommend reporting it to the Federal Whistleblower hotline.	<ul style="list-style-type: none"> • Technical Assistance Summaries or other deliverables • Facilitate Training Webinars • Prepare training materials
PROJECT MANAGEMENT		
4. Additional Services	See <u>Section B.1</u> for our detailed approach to project management.	<ul style="list-style-type: none"> • Project Reports • Status Calls • Project Management System

In addition to the services identified in the table above we also perform **Grant Application Processing** consisting of the following:

1. Develop the Notice of Funding Opportunity including the subrecipient agreement, evaluation factors, website content, and communication plan.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

2. Develop an online application where subrecipients created an account, saved and made changes as needed, uploaded all required supporting documentation, and submitted their applications. Applicants can save and work on the application until it was completed at which time they would electronically sign and submit the application. We provide real time information on application submissions and a detailed report of submitted applications within 1 hour of the application closing deadline.
3. Review submitted applications performing an initial screening for completeness (Phase I) and an ARPA Eligibility Determination, Risk Assessment, and Budget review (Phase II) using a Microsoft excel tool we created specifically for ARPA grants. During Phase I and II above, we communicate with the Applicants as needed to obtain missing documentation, verify that the project met the ARPA Eligibility project requirements as defined in the Final Rule, perform a pre-award risk assessment, as required by the Uniform Guidance, and review the budget to verify if the proposed expenditures were allowable and reasonable as required in Subpart E of the Uniform Guidance,
4. Throughout this process we maintain a Tracker in Microsoft Excel in a shared environment that provides real-time status, comments, and feedback. We also create a task list that includes a detailed chronology of all communications with the applicant.
5. At the completion of Phase I for each applicant, we update the Tracker with our recommendations for the ARPA eligible category and Expenditure Category (EC), risk score based on the risk assessment, and allowable budget amount based on the budget review. We provide an application workbook including the application, eligibility and pre-award risk assessment, and budget review. Our determinations are considered recommendations for the evaluation panel's further review. The evaluation panel makes all final determinations relative to award.
6. The evaluation panel uses the information we provide from Phase I and Phase II as a part of their evaluation when making award decisions.
7. Based on the evaluation team's award decisions, we generate award/non award letters and a comprehensive grant execution package consisting of the subrecipient agreement, project scope of work, final approved budget template, performance measures, quarterly reporting templates, requests for reimbursement templates, and other relevant documents.

We are performing these exact services for all our ARPA contracts indicated herein. In the table below we summarize the Notice of Funding Availability (NOFO), application creation, processing, evaluation, award and grant execution process.

Table 2: Relevant development timelines

Contract/Project	# of Days for Online Application to Go Live	# of Applications Received	# of Days for Application Processing	# of Days for Evaluation
	Luzerne County, PA	18 days	151	46
City of Sun Prairie, WI	9 days	28	15	10
City of Las Vegas, NV	12 days	59	32	15
City of Appleton, WI	5 days	5	7	7
Henry County, GA	12 days	26	14	10

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

C.3.3 Quality Control Plan

BMC will design a Quality Control Plan (QCP) consisting of a comprehensive quality program to ensure quality and timely performance and to prevent, detect, and/or correct any deficiencies prior to submission of deliverables to County. Our framework leverages industry best practices by focusing on three critical elements: quality planning, quality assurance, and quality control as shown in the figure below.



Figure 10. The BMC Team's Quality Framework Ensures High Quality and Standards.

The three elements are defined as follows:

- **Quality Planning (QP)** is the process that identifies the quality standards that are relevant to the County project and determines how to fulfill them.
- **Quality Assurance (QA)** is the process of ensuring each task order meets relevant quality standards. This is accomplished through peer reviews, the County reviews, and product reviews by our Quality Control Team.
- **Quality Control (QC)** is the process of monitoring and managing quality issues to ensure compliance is maintained. It also includes the objective reporting of quality issues to BMC team leadership and to our client.

Our Quality Control Plan capitalizes on the experience, skills, and expertise of each member of the team. We use a pyramid approach to quality service allowing different levels of QC depending on the deliverable. The QC level is determined by the deliverable and the staffing. As a team, we hold each team member accountable for providing the highest level of service and support this accountability through cross-functional quality control checks, peer reviews, and internal reviews. We understand that a strong quality control process involves checks and balances throughout the project well before deliverables are provided to the client.

Upon contract award, we will develop a Quality Control plan specific to this contract.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

D. REPORTING CAPACITY

Below is a summary of the reports we provide for this type of program.

Table 10. Proposed Reporting Schedule & Frequency.

Report Title	Description	Report Source/Location
ARPA Grant Tracker	An excel spreadsheet tracking all ARPA projects including an assigned a tracking number, organization name, project name, project description, organization type, project type (internal/external), subrecipient/beneficiary/contractor, requested amount, eligible activity category, Treasury expenditure category, risk score, allowable budget amount, obligations, expenditures, recommended for award/non award, grant execution sent, grant execution received, compliance file completed.	Shared Files
Performance Metrics Tracker	An excel spreadsheet tracking performance measures. The data fields include, organization name, type, expenditure category, eligible activity, performance metrics, performance outcomes by date, and narrative.	Shared Files
Monthly Status Report	Generate a report from RedBooth including activities completed, projected for completion the next reporting period, updated task schedule, and open items.	Project Management System (RedBooth)

E. LEGAL CONSIDERATION

Pending or Past Litigation: In our almost 24 years of operations, our company has no pending or past litigation

Table 11: Insurance coverages

Insurance Type	Coverage	Expiration Date
General Liability	2,000,000.00	12/12/2022
Umbrella	5,000,000.00	12/09/2022
Cybersecurity	2,000,000.00	3/27/2023
Errors & Omissions – Professional Liability	5,000,000.00	3/27/2023
Fidelity Bond	30,000.00	12/27/2022
Workmen’s Compensation	1,000,000.00	11/29/2022
Automobile – we have no company owned vehicles	NA	NA

G. COST OF SERVICES

There is insufficient information to estimate the hours to complete each the scope of services. Critical information such as the number of APRA projects awarded, to be awarded, etc. is not known. Accordingly, we are proposing a percentage of the award amount based on actual hours billed at the rates and labor categories below.

Labor Category	Proposed Personnel	Team Member	Hourly Rate
Principal	Robin Booth, CPA	BMC	\$285.00
Project Manager	Richard Yirenyi	BMC	\$125.00
Senior Grants Specialist	Gladys Vazquez	BMC	\$95.00

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Labor Category	Proposed Personnel	Team Member	Hourly Rate
Senior Grants Specialist	Stanley Gordon	BMC	\$85.00
Senior Grants Specialist	LaAndra Jones	BMC	\$95.00
Grants Analyst	Michael Manyara Patras Yaqoob	BMC	\$85.00
Technical Writer	Kyla Cullinane	BMC	\$60.00
Project Coordinator	Summaria Kirkpatrick	BMC	\$45.00

ASSUMPTIONS

We are proposing an annual escalation for all labor categories of 3%.

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

APPENDIX A – BUSINESS LICENSE



Results for Active Licensed Certified Public Accountants: 1

Name	Address	City	State	Zip	Expiration	Category	Reg. #
BOOTH MANAGEMENT CONSULTING, LLC	7230 LEE DEFOREST DRIVE SUITE 103	COLUMBIA	MD	21046	2024-04-15	CPA LIMITED LIABILITY COMPANY	40609

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

APPENDIX B – PEER REVIEW



Report on the Firm's System of Quality Control

To the Member of
Booth Management Consulting LLC
Certified Public Accountants
and the Peer Review Committee of the
Coastal Peer Review

We have reviewed the system of quality control for the accounting and auditing practice of Booth Management Consulting LLC, Certified Public Accountants (the firm) in effect for the year ended February 28, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of and compliance with the firm's system of quality control based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under Government Auditing Standards.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Dayton | 6105 N. Dixie Drive | P.O. Box 13449 | Dayton, Ohio 45414
(937) 898-3167 | Fax (937) 898-9202 | Email: dayton@manningcpallc.com

Sidney | 500 Folkers Avenue | Sidney, Ohio 45365
(937) 492-0386 | Fax (937) 492-3262 | Email: sidney@manningcpallc.com

America Counts
On CPAs®
www.manningcpallc.com

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Booth Management Consulting LLC, Certified Public Accountants in effect for the year ended February 28, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Booth Management Consulting LLC, Certified Public Accountants has received a peer review rating of *pass*.

Manning & Associates CPAs, LLC
Manning & Associates CPAs, LLC
Dayton, Ohio

August 22, 2022

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

APPENDIX C- RESUMES

Below are the resumes for the Program Manager, Senior Grants Analysts, Project Editor/Technical Writer, and Project Coordinator whom we consider to be Key Personnel for this solicitation. All the proposed individuals are full-time employees of BMC and are immediately available to provide services upon contract award.

Program Manager– Robin Booth, CPA, CFE, CIA								
<i>30+ years of Federal Grant Management, Uniform Guidance and Compliance Experience</i>								
Education and Certifications	Bowie State University, BS, Accounting Certified Public Accountant (CPA) Certified Fraud Examiner (CFE) Certified Internal Auditor (CIA)							
Skills	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="background-color: #eee; padding: 2px;">Experience</th> </tr> <tr> <td style="padding: 2px;"> <ul style="list-style-type: none"> ▪ 33+ years government accounting and auditing experience ▪ 25+ years grants management experience ▪ 17+ years acquisition and procurement experience ▪ 15+ years system design and implementation experience ▪ Significant understanding of 2 CFR Part 200, Uniform Guidance, GMRA, FFMIA, FMFIA, FISMA, GAGAS (“Yellow Book”), GAAP, USSGL, CFO Act, Improper Payment Act, SCRUM, and the Taxpayer Accountability Act. ▪ U.S. Government Accounting Standards </td> </tr> <tr> <th style="background-color: #eee; padding: 2px;">Professional Affiliations</th> </tr> <tr> <td style="padding: 2px;"> <ul style="list-style-type: none"> ▪ National Association of Black Accountants – Baltimore Chapter Member ▪ Maryland Association of Certified Public Accountants (Member) ▪ American Institute of Certified Public Accountants (Member) </td> </tr> <tr> <th style="background-color: #eee; padding: 2px;">Awards and Recognition</th> </tr> <tr> <td style="padding: 2px;"> <ul style="list-style-type: none"> ▪ 2021 Women of Color Achievement Awards, 100 Black Men of Greater Washington, D.C., in partnership with the Women Presidents’ Organization (WPO) ▪ 2019 Joe Manns Black Wall Street Award, BWI Thurgood Marshall Airport ▪ 2004 Nominated as the U.S. Small Business Administration, Small Business of the Year ▪ 2004 U.S. SBA, Maryland Accountant of the Year ▪ 2003 Recognized as an Emerging Business by the Maryland Department of Business and Economic Development ▪ 2002 NAACP Small Business of the Year Award </td> </tr> <tr> <th style="background-color: #eee; padding: 2px;">Certifications</th> </tr> </table>	Experience	<ul style="list-style-type: none"> ▪ 33+ years government accounting and auditing experience ▪ 25+ years grants management experience ▪ 17+ years acquisition and procurement experience ▪ 15+ years system design and implementation experience ▪ Significant understanding of 2 CFR Part 200, Uniform Guidance, GMRA, FFMIA, FMFIA, FISMA, GAGAS (“Yellow Book”), GAAP, USSGL, CFO Act, Improper Payment Act, SCRUM, and the Taxpayer Accountability Act. ▪ U.S. Government Accounting Standards 	Professional Affiliations	<ul style="list-style-type: none"> ▪ National Association of Black Accountants – Baltimore Chapter Member ▪ Maryland Association of Certified Public Accountants (Member) ▪ American Institute of Certified Public Accountants (Member) 	Awards and Recognition	<ul style="list-style-type: none"> ▪ 2021 Women of Color Achievement Awards, 100 Black Men of Greater Washington, D.C., in partnership with the Women Presidents’ Organization (WPO) ▪ 2019 Joe Manns Black Wall Street Award, BWI Thurgood Marshall Airport ▪ 2004 Nominated as the U.S. Small Business Administration, Small Business of the Year ▪ 2004 U.S. SBA, Maryland Accountant of the Year ▪ 2003 Recognized as an Emerging Business by the Maryland Department of Business and Economic Development ▪ 2002 NAACP Small Business of the Year Award 	Certifications
Experience								
<ul style="list-style-type: none"> ▪ 33+ years government accounting and auditing experience ▪ 25+ years grants management experience ▪ 17+ years acquisition and procurement experience ▪ 15+ years system design and implementation experience ▪ Significant understanding of 2 CFR Part 200, Uniform Guidance, GMRA, FFMIA, FMFIA, FISMA, GAGAS (“Yellow Book”), GAAP, USSGL, CFO Act, Improper Payment Act, SCRUM, and the Taxpayer Accountability Act. ▪ U.S. Government Accounting Standards 								
Professional Affiliations								
<ul style="list-style-type: none"> ▪ National Association of Black Accountants – Baltimore Chapter Member ▪ Maryland Association of Certified Public Accountants (Member) ▪ American Institute of Certified Public Accountants (Member) 								
Awards and Recognition								
<ul style="list-style-type: none"> ▪ 2021 Women of Color Achievement Awards, 100 Black Men of Greater Washington, D.C., in partnership with the Women Presidents’ Organization (WPO) ▪ 2019 Joe Manns Black Wall Street Award, BWI Thurgood Marshall Airport ▪ 2004 Nominated as the U.S. Small Business Administration, Small Business of the Year ▪ 2004 U.S. SBA, Maryland Accountant of the Year ▪ 2003 Recognized as an Emerging Business by the Maryland Department of Business and Economic Development ▪ 2002 NAACP Small Business of the Year Award 								
Certifications								

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Relevant Experience	<ul style="list-style-type: none"> ▪ Certified Public Accountant ▪ AICPA Certified COSO Internal Auditor ▪ AICPA Certified Project Manager ▪ Certified QuickBooks Pro Advisor ▪ Certified eFAACT Government Accounting System Advisor 	
	Booth Management Consulting, LLC	
	Managing Principal; Founder	Nov 1998 - Present
	Notable Contracts	
	<ul style="list-style-type: none"> ▪ ARPA Grants Management Contracts <ul style="list-style-type: none"> ○ Luzerne County, PA ○ Henry County, GA ○ Pima County, AZ ○ Santa Cruz County, AZ ○ City of Sun Prairie, WI ○ City of Middleton, WI ○ City of Appleton, WI ○ City of Columbus, OH ○ City of Las Vegas, NV ○ Mississippi Department of Employment Security ○ State of Delaware ○ University of Washington ▪ U.S. Agency for International Development ▪ Department of Energy ▪ General Services Administration ▪ Defense Contract Audit Agency ▪ National Institute of Health ▪ NAVSEA ▪ US Department of Housing and Urban Development ▪ Department of the Treasury ▪ Department of Homeland Security ▪ Department of Health & Human Services ▪ Department of Transportation, Federal Transit Administration, Federal Aviation Administration ▪ NeighborWorks America ▪ Department of Veteran Affairs ▪ United States Commission on Civil Rights 	
General Responsibilities		
<ul style="list-style-type: none"> ▪ Project and contract management (accounting services, internal control engagements, audits, due diligence and quality assurance services, accounting, financial) and management consulting projects for various Federal, State, and local governments and private sector enterprises ▪ 30+ years of experience and knowledge of federal accounting and auditing standards, policies, and procedures including: 2.CFR Part 200, Uniform Guidance, GMRA, FFMA, FMFIA, FISMA, 		

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

GAGAS (“Yellow Book”), GAAP, USSGL, CFO Act, Improper Payment Act, SCRUM, and the Taxpayer Accountability Act.

- Manages all phases of contracts/projects/programs from inception to completion for the cost, schedule, and technical performance.
- Primary liaison to the Government/Customer to discuss costs, schedule, and performance; identifies program problems and assist in obtaining solutions.
- Develops project plans quality control plans, human resource plans, risk plans, audit plans, and all project planning documents
- Establishes milestones and monitors adherence to master plans and schedules such as allocation of resources or changing contractual specifications.

ARPA and CARES Act Grant Management

- Extensive experience in CARES Act and American Rescue Plan (ARPA); Successfully navigates clients through the new and evolving programs enacted due to the COVID National Pandemic, including the State and Local Fiscal Recovery Funds (SLFRF) and Emergency Rental Assistance Programs (ERAP).
- Created the ARPA Team consisting of BMC auditors, grants specialists, and analysts, who have been specially trained to provide ARPA grants management and monitoring services. This team is currently working with ten (10) clients consisting of Federal and State governments and municipalities (Cities, Counties, and Towns). This team provides the following services:
 - Development of project descriptions including performing project risk assessments, scorecards, budgets, and procurement plans for internal projects.
 - Strategic planning and development of ARPA budgets including the revenue loss computations, infrastructure projects, community outreach,
 - Preparation of the required quarterly (and/or annual) reporting.
 - Development of core documents in compliance with the Uniform Guidance including subrecipient agreements, subcontracts, risk assessments, financial and performance report templates and toolkits, budget formats, and a tool to determine eligible activity.
 - The team has developed policies and procedures in the areas of procurement, internal controls, subrecipient monitoring, cost principles (i.e., determining allowability of submitted request for reimbursement), and grant related accounting.
 - Development of Notice of Funding Opportunities and managing the grant application process from intake to evaluation for awards
 - Provides a platform/IT solution (IT Solution) for submitting applications, monitoring subrecipient agreements and

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023



subcontracts, accepting and monitoring financial and performance metrics reporting, accepting, and processing request for reimbursement, and expenditure reporting as required by Treasury.

- Responds to internal and external inquiries.
- Provides training and technical assistance to clients and subrecipients.
- Serves as a liaison to clients with the Federal government, subrecipients and the public.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Project Manager – Richard Yirenkyi, PMP	
Richard Yirenkyi – Project Manager	
Education	Bachelor of Science, Business Administration Morgan State University, Baltimore, Maryland, 1998 Project Management Professional SCRUM Certified
Training/ Systems/ Certifications	<ul style="list-style-type: none"> • Grant Management Course, George Washington University Law School (Management Concepts), 2008 • Completed Acquisition courses at Defense Acquisition University (DAU), 2009-2012 • Federal Acquisition Regulation (FAR)-based Contracts Course with (ESI International) • PRISM (contract writing system), DELPHI (accounting system), FPDS-NG (federal procurement data system) and TEAM (transportation grant system) experience. • Financial Management Software Systems (FMSS) experience • Knowledge and hands-on experience with Social Networking tools • 24-40hours per year of Continuing Professional Education specifically related to grants management.
Relevant Experience	<p>Booth Management Consulting (BMC) LLC, Columbia, MD 2007 – Present</p> <p style="text-align: center;"><i>The following contracts were performed during his tenure at BMC.</i></p> <p>Booth Management Consulting LLC, Columbia, MD, July 2021 to Present Project Manager on the following projects:</p> <ul style="list-style-type: none"> • <i>City of Columbus</i> • <i>Henry County</i> • <i>City of Las Vegas</i> <p>Provides 1) assistance with the development of ARPA Plans and determination of ARPA eligibility; 2) performs project risk assessments and budgets in compliance with the Treasury's Interim and Final Rules, 2) meets with department heads to develop projects; 3) develops Notices of Funding Opportunities (NOFO) and performs grant application process, evaluation, and post -award; 4) prepares subrecipient, beneficiary, and subcontract agreements; 5) performs on-going subrecipient monitoring including review of financial and programmatic monthly/quarterly reports; 6) develops risk assessment tools and pre-award and post-award risk assessments of subrecipients; 7) based on the risk assessments, performs desk reviews or remote/on-site subrecipient monitoring on an annual basis; 8) assists with the preparation of ARPA Treasury reports; 9) processes subrecipient request for reimbursements; 10) responds to public inquiries; 11) facilitates training and technical assistance to ARPA subrecipients/beneficiaries/contractors; and 12) facilitates meetings, community outreach, and other internal and external communications associated with ARPA.</p>

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Richard Yirenkyi – Project Manager

**United States Agency for International Development (USAID)
Defense Contract Audit Agency
Senior Auditor, December 2019- Present**

Manage multiple audit teams simultaneously performing different types of grant audits consistent with 2 CFR Part 200, Uniform Guidance.

- Serve as the primary POC for multiple clients.
- Prepare fiscal monitoring plans.
- Supervise multiple audit teams on multiple contracts.
- Reviewed standard audit programs and plans, previous audit reports, working papers and other guidance to plan assignments.
- Contacted contractor personnel to obtain audit information and records.
- Performed tests and examinations of contract records, cost representations, internal controls and accounting systems or segments to assure compliance with accounting principles, applicable government regulations and contract provisions.
- Made audit determinations as to the accuracy of the contractor's cost representations, reasonableness, or allowability of costs to specific contracts, validity of labor, material costs, etc.
- Prepared audit working papers and supporting documentation.
- Drafted detailed audit findings, conclusions and recommendations covering audit assignments.
- Participated in meetings with contractor and acquisition personnel to discuss fiscal monitoring plans, present findings, or resolve material audit issues identified.

U.S. Department of Housing and Urban Development, Office of Housing and Urban Development, Quality Audit and Technical Assistance for Housing Grant Programs

Program Manager - October 2014- January 2017

- Research, provide guidance, and respond to technical questions associated with the implementation of 2 CFR Part 200, Uniform Guidance.
- Tracks, assigns, and reviews technical assistance and outreach activities performed by team members.
- Conduct webinars to HUD and grantees including one-on-one trainings.
- Developed the risk assessment process including the risk factors, scoring system, and score cards in Microsoft excel. Processed the risk scores for grant award, ongoing grant management, and grant oversight.
- Review and oversee the review of grant execution packages in conjunction with the grant award processing. Including reviewing financial information submitting such as budgets, single audits, and other financial information

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Richard Yirenkyi – Project Manager

- Performs audits and reviews of grants and contracts consisting of, but not limited to, performing accounting system reviews, pre-award audits, incurred cost audits, financial feasibility reviews, purchasing reviews and compliance reviews.
- Plans and conducts testing procedures on an organization's internal control environment.
- Performs agreed upon- procedures consistent with Statements on Standards of Attestation Engagements #10, Federal Acquisition Regulations, Cost Accounting Standards and the Office of Management and Budget (OMB) Omni Circular and other regulatory requirements. Supervises and reviews work performed by less experienced staff and designated assignments.
- Served as a liaison between clients and upper management on engagements.
- Supervisors and reviews workpapers for teams performing programmatic reviews.

NeighborWorks America, Grant Financial Assessments and Expenditure Testing,

Program Manager, January 2017- December 2019

- Coordinate with all levels of government, contractors, and stakeholders to develop, manage, and execute expenditure compliance testing procedures, to test the adherence of grantees to Grant Agreements, Funding Announcements, 2 CFR Part 200, and other program related requirements.
- Perform expenditure testing of submitted payment requests verifying allowability, reasonableness, necessity and that the expenditures had adequate supporting documentation.
- Utilize combined Program Management and Financial Analyst expertise to develop and provide recommendations and methodology protocols to NeighborWorks and its National Initiatives - Foreclosure Mitigation Programs Quality Control and Compliance staff relating to testing procedures and outcomes.
- Develop financial tracking tools and databases to collect, analyze and develop reports on the compliance level of grantees financial statements, general ledger details, income statements and other financial and program related materials.
- Oversee and participate in the development and delivery of highly analytical status and trend analysis reports on budget, cost, or other financial information to multiple stakeholders, for over 200 grantees.
- Formulate detailed comprehensive weekly, monthly, quarterly, and annual reports used by the client to determine financial estimates and forecasts for the future planning of agencies initiatives.

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Richard Yirenkyi – Project Manager

- Successful tailor Program Management tool to track multi-project activities to include, but not limited to project status, financial data, staff time, collect and analyze grantee financial submissions and other information.

U.S. DOT Federal Transit Administration, Close-out, and Grant/Contract Auditing Services

Senior Specialists - October 2007- September 2014

- Oversaw a team of eight (8), five (5) on site Financial and Procurement Analyst, and three (3) off-site auditors.
- Actively participated in multi-level government staff meetings to research contracts and establish milestones as well as develop policies and procedures for closeout and audit task.
- Developed and managed workload of 10 closeout staff in 2 DOT offices
- Established, exceeded, and tracked Contract Closeout milestone plans and completed ad hoc assignments for closeout of Purchase Cards, Cost Reimbursable, Fixed Price, Time and Material, Inter/Intra Agency Agreements, Task Orders, Indefinite Delivery Indefinite Quantity (IDIQ) and other contract types as part of a Tiger Team.
- Collaborated with Procurement Department, Program Offices, and auditors/audit authorities to request, collect and review contractor incurred cost rate information in the form of desk reviews to ensure that Cost Type and Time and Material contracts were closed according to the FAR and agency policies.
- Provided the Government with hands on knowledge and strategies to consider Quick Closeout Procedures for closing out Cost Type contracts.
- Trained and managed contractors, Contract Officer Technical Representative (CORs) and program office staff, and other government personnel in the Federal Acquisition Regulation (FAR) contract closeout policies and procedures, and the agencies closeout process
- Tracked and provided statistical status reports for all deliverables for two (2) closeout contracts with a total of 10 people; Criteria for review included, but was not limited to, identifying Period of Performance, audit status and or disposition, possibility of follow-on task, and other internal criteria.
- Significantly increased de-obligations and contracts closed by establishing closeout priorities based on FAR guidelines, by using communications training that enhancing customer service, implementing industry best practices and other acquisition planning strategies
- Drafted, disseminated, collected, and reviewed contractor closeout release packages and final invoices, and reconciled them against

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Richard Virenkyi – Project Manager

government financial records, contract writing system documents and physical files.

- Performed quality assurance of submitted close out packages, worked with Contracting Officers and Procurement Staff to review closeout modification and obtain signatures.
- Corresponded with multi-level government staff and multiple agency trading partners to ensure deliverables were received and all work completed and obtained Program Office closeout completion memos.
- Utilized FAR knowledge, professional experience, DELPHI/ DAFIS and TEAM financial systems expertise, and PRISM/FPDS-NG procurement systems knowledge to reconcile financials and complete contract modifications, set up de-obligation amendments, and other documentation pertinent to the cradle-to-grave contract process for agency projects and congressionally mandated programs.
- Coordinated with and provided guidance to the budget and accounting office to ensure complex reconciliation issues were resolved in a timely fashion.
- Resolved complex reconciliation issues in a timely fashion by analyzing data collected from procurement, accounting, budget, and program offices and contractors, and creating a streamline process for reducing backlogs, tracking lessons learned, increasing production, and achieving overall success of the closeout program.
- Developed electronic metric tools to track and report the status of all deliverables to the customer; identified level of impact on Agency mission and provided pertinent information and funding data for planning future projects and budgets

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Senior Auditor – Gladys Vazquez, MBA	
Education	BA- Business Management and Administration, SUAGM, August 2000 – May 2002 MBA, SUAGM, August 2002 – May 2004
Training/ Systems/ Certifications	<ul style="list-style-type: none"> • Proficient in Windows, Microsoft Office, MS Word, PowerPoint, Excel • Google Cloud Based Services for Businesses (Chrome, Mail, Drive/ Docs, Calendar, Sheets, Sites, etc.) • Salesforce • Project Management Certification • FDCPA • ISO Standards • FAR 31.205 • Neighborhood Watch for HUD
Relevant Experience	<p>Senior Grants Analyst Booth Management Consulting LLC, Columbia, MD March 2021 to Present Senior Grants Analysts on the following projects:</p> <ul style="list-style-type: none"> • <i>Luzerne County</i> • <i>Henry County</i> • <i>City of Sun Prairie</i> • <i>City of Middleton</i> • <i>City of Columbus</i> • <i>City of Las Vegas</i> <p>Provides 1) assistance with the development of ARPA Plans and determination of ARPA eligibility; 2) performs project risk assessments and budgets in compliance with the Treasury's Interim and Final Rules, 2) meets with department heads to develop projects; 3) develops Notices of Funding Opportunities (NOFO) and performs grant application process, evaluation, and post -award; 4) prepares subrecipient, beneficiary, and subcontract agreements; 5) performs on-going subrecipient monitoring including review of financial and programmatic monthly/quarterly reports; 6) develops risk assessment tools and pre-award and post-award risk assessments of subrecipients; 7) based on the risk assessments, performs desk reviews or remote/on-site subrecipient monitoring on an annual basis; 8) assists with the preparation of ARPA Treasury reports; 9) processes subrecipient request for reimbursements; 10) responds to public inquiries; 11) facilitates training and technical assistance to ARPA subrecipients/beneficiaries/contractors; and 12) facilitates meetings, community outreach, and other internal and external communications associated with ARPA.</p> <p>2016 to 2019 Senior Auditor on the following projects:</p> <p style="padding-left: 40px;"><i>NASA Shared Services Center (NASA)</i> <i>U.S. Agency for International Development (USAID)</i> <i>Defense Contract Audit Agency (DCAA)</i> <i>U.S. Department of Transportation, Federal Transit Administration</i></p> <p>Supervise audit teams of 2-3 auditors performing contract and grant auditing including grant audits, indirect rate reviews, incurred cost audits, accounting system audits, and business system audits on multiple Federal, State, and local government contracts. Audits are performed in accordance with Government Auditing Standards (GAAS), Generally Accepted Accounting Principles (GAAP) Federal Acquisition Regulations (FAR), Cost Accounting Standards (CAS), 2 CFR Part 200 Uniform Guidance, American Association of State</p>

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Highway and Transportation Officials (AASHTO) and Federal agency acquisition regulations using standard work programs either developed by BMC or the standard work programs issued by the Defense Contract Audit Agency (DCAA). Contract auditing services consists of, but are not limited to, incurred cost, accounting system (pre-post), disclosure statement, government property, estimating, and purchasing. Perform non-audit contract/grant services such as review of indirect cost rate proposals and price proposals, negotiating rates, cost realism analysis, and financial capability assessments.

2017-2019 Lead Auditor on the following projects:

U.S. Agency for International Development (USAID)

U.S. Housing and Urban Development (HUD)

NeighborWorks America

Supervise teams of 3-4 auditors on mid-risk engagements.

- Perform grant executions in conjunction with the grant award processing. Including reviewing financial information submitted such as budgets, single audits, and other financial information, comparing financial to performance (work plan) information and making a recommendation of award to HUD.
- Performs audits and reviews of grants and contracts consisting of, but not limited to, performing accounting system reviews, pre-award audits, incurred cost audits, financial feasibility reviews, purchasing reviews, and compliance reviews.
- Provides technical assistance and outreach activities performed to grantee/subrecipients and subrecipients.
- Conducts one-on-one on-site and remote trainings to grantees and subrecipients.
- Performs indirect cost rate reviews and negotiations including reviewing submissions, preparing the workpaper packages, making recommendations concerning the rate submissions, and negotiating the indirect rates.
- Plans and conducts testing procedures on an organization's internal control environment.
- Performs agreed upon- procedures consistent with Statements on Standards of Attestation Engagements #10, Federal Acquisition Regulations, Cost Accounting Standards and 2 CFR Part 200 regulatory requirements.
- Supervises and reviews work performed by less experienced staff and designated assignments.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Senior Grants Analyst – LaAndra Jones, MBA	
Education	<p>M.A. Public Administration May 2008 Northern Illinois University, DeKalb, Illinois</p> <p>B.A. Political Science May 2006 Hampton University, Hampton, Virginia</p>
Relevant Experience	<p>Booth Management Consulting LLC, Columbia, MD, July 2021 to Present Senior Grants Analysts on the following projects:</p> <ul style="list-style-type: none"> • <i>Luzerne County</i> • <i>Henry County</i> • <i>City of Sun Prairie</i> • <i>City of Middleton</i> • <i>City of Columbus</i> • <i>City of Las Vegas</i> <p>Provides 1) assistance with the development of ARPA Plans and determination of ARPA eligibility; 2) performs project risk assessments and budgets in compliance with the Treasury's Interim and Final Rules, 2) meets with department heads to develop projects; 3) develops Notices of Funding Opportunities (NOFO) and performs grant application process, evaluation, and post -award; 4) prepares subrecipient, beneficiary, and subcontract agreements; 5) performs on-going subrecipient monitoring including review of financial and programmatic monthly/quarterly reports; 6) develops risk assessment tools and pre-award and post-award risk assessments of subrecipients; 7) based on the risk assessments, performs desk reviews or remote/on-site subrecipient monitoring on an annual basis; 8) assists with the preparation of ARPA Treasury reports; 9) processes subrecipient request for reimbursements; 10) responds to public inquiries; 11) facilitates training and technical assistance to ARPA subrecipients/beneficiaries/contractors; and 12) facilitates meetings, community outreach, and other internal and external communications associated with ARPA.</p> <p style="text-align: center;">•</p> <p>NeighborWorks America, March 2013-June 2021 National Initiatives Division, Washington, DC Program Manager August 2018 – June 2021</p> <ul style="list-style-type: none"> • Managed a multi-million-dollar fee-for-service home ownership counseling initiatives program in partnership with the Wells Fargo Foundation to provide pre-purchase housing counseling funds to over 120 grantees in seventeen nationwide markets. • Collaborated with software development vendors and supervised program staff to ensure key targets and milestones were met in the grant program. • Launched a new comprehensive data collection system to track client data and payment details to grantees. • Spearheaded the corporate Workplace Employee Advisory Committee under the Diversity and Inclusion Director; create diversity and inclusion policies and procedures and implemented an 'equity lens' to be integrated across NeighborWorks' national offices and networks. • Advised corporate leadership on current diversity and inclusion practices. <p>Manager, Quality Control & Compliance, July 2016 – December 2018</p> <ul style="list-style-type: none"> • Managed and strengthened quality control and compliance for a \$122.5 million-dollar grant program providing financial capability services and economic development opportunities to communities nation-wide.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

- Developed testing procedures and risk rating analysis used to select grantees for compliance testing.
- Researched and oversaw the implementation of federal guidance and regulations from the OMB Uniform Guidance and Title 2 of the Code of Federal Regulations (2 CFR 200).
- Supervised a team responsible for providing daily compliance, oversight, and monitoring. This included global compliance oversight, audit reviews, oversight and approval of grantee disbursements, guidance to program staff on policies related to funding announcements, grant agreement, and grant addendums.
- Oversaw and guided the internal and external compliance review process.

Specialist, Quality Control & Compliance, December 2014 – July 2016

- Managed the creation of grantee compliance reports for on-site audit reviews for a national foreclosure mitigation counseling program and an emergency homeowners loan program.
- Formulated compliance and audit reviews by evaluating financial documentation, audit reports, and client files documentation to ensure programmatic compliance.
- Provided qualitative and quantitative analysis to create quarterly compliance updates for executive leadership.
- Reviewed and negotiated vendor and consultant contracts, worked directly with executive officers to coordinate approval signoffs, and worked with members of the planning committee to develop all logistics related to the execution of the biennial All Staff Corporate Meeting for over 400 staff members.

Grants Specialist, March 2013 – December 2014

- Developed and streamlined quality control measures to manage over \$7 million in grant disbursements to over 90 grantees for a U.S. Department of Treasury funded program.
- Facilitated and tracked grantee disbursement approvals through close coordination with internal stakeholders and created individualized monthly reporting forms for grantees to track disbursements.
- Reviewed and approved quarterly reports and outreach funds expenditure reports, evaluated grantee compliance, and provided recommendations to hold funding for organizations that were not in compliance while also providing technical assistance to organizations to help them meet production goals.

St. Ambrose Housing Aid Center, July 2012 – March 2013

Compliance Officer Baltimore, Maryland

- Managed post-award grants and contract management for the Homeownership, Foreclosure Prevention, Legal, and Home-sharing Programs.
- Developed policies and procedures for streamlining and improving the accuracy of production and compliance reports as set by funders.
- Developed an internal system for client file monitoring and compliance and implemented a compliance review process for the Pre-Purchase and Foreclosure Prevention programs.
- Provided staff training on programmatic and compliance requirements for awarded grant contracts.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Maryland Dept. of Housing & Community Development, July 2009 – June 2012

Division of Neighborhood Revitalization, Crownsville, MD

Project Manager, June 2010 – June 2012

- Managed the Maryland Housing Counseling Fund - a statewide grant program for housing counseling agencies and legal organizations to provide foreclosure prevention assistance.
- Developed and led the pre- and post- grant application review process, advised senior-level staff on funding opportunities, oversaw the grant distribution and agreement process to awardees.
- Created a grant disbursement and execution schedule to track approved grants through the internal grants management system, oversaw programmatic compliance, and provided on-going analysis to both internal and external partners.
- Organized and coordinated 8 regional Emergency Mortgage Assistance program events to allow constituents to directly apply for mortgage/loss mitigation assistance and connected them to housing counselors and foreclosure attorneys.

Governor's Policy Fellow, July 2009 – June 2010

- Managed the Smart Sites Designation Program, a series of site-specific capital projects that encourage public/private investment, transit-oriented development, and green building practices in existing communities around Maryland.
- Co-authored the Neighborhood Business Works Program Analysis and Economic Impact Report, which provided qualitative and quantitative analysis of 264 Maryland potential applicants that received Neighborhood Business Works loans.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Senior Grants Analyst – Stanley Gordon, MBA	
Education	<p>Graduate Certificate in Acquisition and Supply Chain Management, University of Maryland University College, August 2015</p> <p>Graduate Certificate in Project Management, University of Maryland University College, May 2014</p> <p>Master’s Degree in Urban Planning, Design & Development, Cleveland State University, 1999</p> <p>Bachelor Degree in Urban Studies, Cleveland State University, 1994</p>
Training/ Systems/ Certifications	<ul style="list-style-type: none"> • SharePoint • Microsoft Word, Excel, Access, PowerPoint • Supply Chain • Disaster Recovery • Asset Management • Project Management
Relevant Experience	<p>Booth Management Consulting LLC, Columbia, MD August 2021 to Present Senior Grants Analysts on the following projects:</p> <ul style="list-style-type: none"> • <i>Luzerne County</i> • <i>Henry County</i> • <i>City of Sun Prairie</i> • <i>City of Middleton</i> • <i>City of Columbus</i> • <i>City of Las Vegas</i> <p>Provides 1) assistance with the development of ARPA Plans and determination of ARPA eligibility; 2) performs project risk assessments and budgets in compliance with the Treasury’s Interim and Final Rules, 2) meets with department heads to develop projects; 3) develops Notices of Funding Opportunities (NOFO) and performs grant application process, evaluation, and post -award; 4) prepares subrecipient, beneficiary, and subcontract agreements; 5) performs on-going subrecipient monitoring including review of financial and programmatic monthly/quarterly reports; 6) develops risk assessment tools and pre-award and post-award risk assessments of subrecipients; 7) based on the risk assessments, performs desk reviews or remote/on-site subrecipient monitoring on an annual basis; 8) assists with the preparation of ARPA Treasury reports; 9) processes subrecipient request for reimbursements; 10) responds to public inquiries; 11) facilitates training and technical assistance to ARPA subrecipients/beneficiaries/contractors; and 12) facilitates meetings, community outreach, and other internal and external communications associated with ARPA.</p> <p>Administration (HRSA) Grants Management Specialist U.S. Department of Health and Human Services, Health Resources and Services March 2016 to July 2021</p> <ul style="list-style-type: none"> • Managed a complex portfolio consisting of Block Grants, Cooperative Agreements, and Discretionary Grants for the Maternal, Child, and Health Systems Branch (MCHSB) throughout the life of the grant cycle. • Responsible for monitoring and assuring that non-federal entities follow the terms and conditions found on their Notice of Award.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

- Prepared Notice of Awards based on Notice of Funding Opportunities, prior approval requests, and closeout actions.
- Maintained security and accountability of classified information.
- Developed and negotiated budgets while providing expert technical assistance, guidance, and assistance on all aspects of grant/financial matters to internal staff, management and program officials, non-federal applicants and recipients, and review panels.
- Utilized expertise in interpreting, developing, and applying federal regulations, policies, and procedures as it relates to MCHSB grants and cooperative agreements.
- Conducted cost analysis, risk assessments, and apply Federal Uniform Guidance via 2 CFR 200 (Code of Federal Regulations) in the application of Federal financial administrative requirements and audit requirements for federal awards; determine allowability, allocability, necessity, and reasonableness of costs, and participate in compliance reviews and evaluation of financial assistance award actions.
- Collaborated with Bureaus and Offices on the status of funding memos and prior approval requests in order to complete budget analysis and develop options for action in order to meet departmental metrics and deadlines.
- Used Electronic Handbook and financial management tools (e.g., Payment Management System and Excel) to reconcile federal financial reports and closeout actions.
- Participated on workgroup to review and develop Standard Operating Procedures for Federal Interest Disposition of Real Property and Equipment. Conducted internal training on Expanded Authority and the School-Based Health Centers Capital Program Application Review Process between Program Officers and Grants Management Specialists.
- Worked with non-federal entities, program office, and senior staff to plan and conduct site visits.
- Provided excellent customer service, written reports and recommendations to internal staff and non-federal applicants and grant recipients.

Project Manager
State of Maryland Department of Housing and Community Development, Office of Community Programs, Community Development Block Grant Division
October 2013 to March 2016

- Managed 25 Community Development Block Grants (CDBG) totaling \$6.7 million and two Disaster Recovery II Grants totaling \$6 million to ensure compliance with applicable State of Maryland and/or Federal laws, regulations, and policies for CDBG projects.
- Monitored 23 CDBG Unit of General Local Government (UGLG) Grants; consisting of three desk monitoring and 20 on-site monitoring reviews.
- Focused on monitoring the Terms and Conditions Grant Agreements; including the review of Economic Development,

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Housing Rehabilitation, Financial Management, Labor Standards, and Procurement and Bonding.

- Provided reports and made recommendations for corrective action steps based on National Objectives and Eligible Activity findings.
- Managed the Integrated Disbursement and Information System (IDIS) and Federal Funding Accountability and Transparency ACT (FFATA) online databases.

**Assistant/Neighborhood Stabilization Program (NSP), Community Planning and Development Specialist
U.S. Department of Housing and Urban Development (HUD), Office of Block Grant**

March 2013 to Sept. 2013

- Provided technical assistance to NSP grantees as they implement the programs outlined in their approved action plans.
- Verified grantees' compliance for expenditure requirements for NSP1, NSP2, and NSP3 programs by using SharePoint.
- Responded to grantee inquiries on program rules and requirements. Assisted grantees in assuring that federal funds are expended by the statutory deadlines.

**Marketing and Outreach Agent
City of Baltimore, Department of Housing and Community Development**

August 2010 to March 2013

- Monitored land disposition agreement contracts between developers and Baltimore City to ensure compliance with applicable City requirements.
- Operated City of Baltimore Land Asset Management (CoBlam) online database to track, monitor, analyze, and dispose of City-owned single-, multi-family, and commercial properties.
- Created reports and maps on findings for upper management, elected officials, community-based groups, and potential developers.
- Provided technical assistance to homeowners, homebuyers, developers, community residents, and CHDOs with Baltimore Housing funding opportunities, initiatives, and programs.
- Assisted applicants with review and completion of Baltimore Housing's Vacants to Value Open Bid applications, Request-for-Proposals, and Community Development Clusters for the purchase of City-owned properties.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Project Editor/Technical Writer – Kyla Cullinane		
Education	University of Baltimore, Baltimore, MD	2021
	<i>Master of Fine Arts Creative Writing and Publishing Arts</i>	
Skills	Colorado State University, Fort Collins, CO	2015
	<i>Bachelor of Arts English</i>	
Skills	Systems	
	<ul style="list-style-type: none"> ▪ Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Access, etc.) ▪ Record Management ▪ eFAACT ▪ Adobe Suite (PDF, Acrobat, Photoshop, InDesign, Illustrator) ▪ Newsletter creation ▪ Canva graphic design ▪ Social Media management ▪ Scrum project management 	
Relevant Experience	Booth Management Consulting, LLC	
	<i>Project Editor/Technical Editor</i>	2022 - Present
Relevant Experience	<i>Current Projects</i>	
	<ul style="list-style-type: none"> ▪ Mississippi Department of Employment Security (MDES) ▪ City of Middleton ▪ City of Las Vegas ▪ City of Columbus ▪ Workforce Solution Rural Capital Area ▪ Henry County ▪ NASA ▪ Washington River Protection Solutions ▪ Luzerne County 	
Relevant Experience	<i>Responsibilities</i>	
	<ul style="list-style-type: none"> ▪ Prepares, edits, compiles, formats, documents, and reports for dissemination to the public or to the client. ▪ Ensures all contract policies are followed in terms of reporting standards and communication standards. ▪ Edits documents and content. ▪ Compiles Project Summary Plans, proposals, contract documentation, NOFOs, and other project related documents ensuring for accuracy, and grammar. 	
Relevant Experience	Kyla M. Cullinane, LLC	
	<i>Freelance Editor</i>	2021 – Present
Relevant Experience	<ul style="list-style-type: none"> ▪ Compiles government proposals (responses to RFPs, RFIs, Past Performance, etc.) for several IT government contractor clients ▪ Edits, and critiques application essays for undergraduate and graduate prospective students to both private and public secondary institutions. 	

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

	<ul style="list-style-type: none"> ▪ Invoices, and writes client contracts for large projects requiring multiple payments. ▪ Maintains accounting and business management responsibilities. ▪ Networks and acquires clients
	Business Analyst
	<i>KSApex LLC</i> 2021
	<ul style="list-style-type: none"> ▪ Assistant to the CEO and Project team for an IT Database contract for the Library of Congress ▪ Compiled reports on a weekly, monthly and by sprint basis ▪ Wrote emails and maintained communication between contractors, SMEs, and their government counterparts. ▪ Maintained meeting minutes and transcriptions through live transcription of meetings. ▪ Familiar with 508 Compliant guidelines and Scrum Project Management Principles ▪ Software: Jira, Confluence, SharePoint, Outlook.
	Senior QC Editor
<i>Ivy League Consulting</i> 2018-2021	
<ul style="list-style-type: none"> ▪ Managed 20 editors in revising, copyediting, and compiling application materials for prospective graduate students. ▪ Edited documents for syntax, style, grammar, and structure from non-English speaking clients. ▪ Performed some counseling services in researching programs and schools on an as-needed basis 	

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

Project Coordinator – Summaria Kirkpatrick		
Education	Johnson C. Smith University, Charlotte, NC <i>Bachelor of the Arts in Communication</i>	2011
Skills	Systems	
	<ul style="list-style-type: none"> ▪ Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Access, etc.) ▪ Record Management ▪ eFAACT ▪ Egencia Travel Management ▪ Adobe Suite 	
	Training	
	<ul style="list-style-type: none"> ▪ Aurora Training 	
	Certifications	
<ul style="list-style-type: none"> ▪ Minute Taking 101: Tips and Tricks to Own Your Meetings 		
Relevant Experience	Booth Management Consulting, LLC	
	Project Coordinator	2021 - Present
	Current Projects <ul style="list-style-type: none"> ▪ Mississippi Department of Employment Security MDES) ▪ Texas Department of Housing and Community Affairs (TDHCA) ▪ City of Sun Prairie ▪ City of Middleton ▪ City of Las Vegas ▪ City of Columbus ▪ Workforce Solution Rural Capital Area 	
Responsibilities <ul style="list-style-type: none"> ▪ Acts as key point of contact and liaison for projects. ▪ Updates and maintains project management databases and CaseWare document repository files for all contracts, including confirming contractor information, scheduling. ▪ Assists operations and support staff with their assigned duties, particularly when more advanced, skilled, or sensitive work is required. ▪ Maintains general office scheduling and tracking as it relates to personnel. This includes updating phone extensions, company directory. ▪ Produces and distributes a variety of memos, office letters, bulletins, charts, proposals, correspondence. ▪ Maintains, orders, and dispenses all office supplies. ▪ Maintains the filing system for the company ensuring that documents are filed appropriately and in a timely manner and updates regularly; maintain computer and manual filing systems. ▪ Monitors employee compliance with timekeeping policies and procedures. ▪ Collects and reviews all expense reimbursements reports. 		

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

	<ul style="list-style-type: none"> ▪ Prepares travel reports for invoicing pulling information from the various company systems (eFAACT, Travel Management, etc.) ▪ Handles and maintain the Executives' schedule daily providing them with updates as needed. ▪ Oversees telephone/conference line services, email set-up and correspondence, and mail distribution. ▪ Communicates with personnel, under the direction of Executives and designated management about any matters affecting the business. This includes payroll issues, personnel issues, scheduling issues and any other issues requested by Management. ▪ Prepares contract reports in Microsoft and any other database as determined by the company. ▪ Assists in maintaining the company's project management system, working closely with the Principal and/or Client Service Coordinator. ▪ Communicates with client service staff on assignments, as directed. ▪ Assists in administrative aspects of client service activities. ▪ Assists with checking and reviewing a variety of data for completeness in performance
	Sandy Spring Bank
	<i>Client Service Specialist</i> ————— Nov 2020 – Feb 2021
	<ul style="list-style-type: none"> ▪ Interacted with clients in a courteous, professional manner. ▪ Provided prompt, efficient, and accurate service via telephone. ▪ Responded to customer inquiries and provided immediate support ▪ Solved routine issues by researching and collecting data to provide clients with clear solutions ▪ Participated proactively in all trainings, both online and in-person ▪ Worked cohesively with colleagues to ensure accurate knowledge of new products and services
	Covance, Inc.
	<i>Program Specialist/Care Manager</i> ————— Dates
	<ul style="list-style-type: none"> ▪ Responsible for supporting the operations of Intelligencer(TM) programs including, but not limited to, reimbursement hotlines, patient assistance programs, foundations, safety surveillance programs and compliance programs. ▪ Developed status reports, articulated data calls, authored correspondences, collaborated special projects, customized weekly reports, updated internal databases daily, briefed management on program processes. ▪ Kept management informed about any financial, schedule and administrative issues. ▪ Continuously updated the system with patient enrollment, denials, approvals, payment processing, withdrawals, shipments, and caller requests per program specifications.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023



Colorado County
Administration Professional Services for ARPA funds
March 16, 2023

	<ul style="list-style-type: none">▪ Received and screened internal and external messages, prioritized and delivered information to leadership▪ Conducted insurance verifications to confirm patient benefits; facilitated the prior authorization process on behalf of patients; assisted with problem claims and performed case management per program specifications.
--	--

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- _14. Resolution authorizing professional service provider(s) selection for American Rescue Plan Act (ARP Act) Programs(s).

Motion by Judge Prause to approve a resolution authorizing Langford Community Management Services as the professional service providers selected for American Rescue Plan Act (ARP Act) Programs; seconded by Commissioner Brandt; 5 ayes 0 nays; motion carried; it was so ordered.

Commissioner Brandt asked if Ms. Lowrance would call and ask if Langford Community Management Services would lower their proposal to match GrantWorks. She agreed to do so.

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

RESOLUTION

A RESOLUTION OF COLORADO COUNTY, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR AMERICAN RESCUE PLAN ACT (ARP ACT) PROGRAM(S).

WHEREAS, participation in American Rescue Plan Act (ARP Act) program(s) requires implementation by professionals experienced in the administration of federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration services has been completed in accordance with the federal requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to the ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

NOW, THEREFORE, BE IT RESOLVED:

Section 1.	That <u>Langford Community Mgt.</u> is selected to provide project-related administration services for ARP Act program(s).
Section 2.	That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED ON March 27, 2023

APPROVED:



County Judge/City Mayor/Authorized Representative

ATTEST:


County Clerk/City Secretary/Authorized Representative



**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- _15. Consent Items:
- a. Certificate of Completion for completing 16 hours of educational training at the V.G. Young School for Commissioners Courts February 21-23, 2023:
 1. Doug Wessels, Commissioner Precinct No. 1;
 2. Ryan Brandt, Commissioner Precinct No. 2;
 3. Keith Neuendorff, Commissioner Precinct No. 3; and
 4. Darrell Gertson, Commissioner Precinct No. 4.
 - b. Darrell Gertson, Commissioner Precinct No. 4: Certification for Continuing Education for completing the 2023 County Administrative Training County Budget.
 - c. Recognition of completion of cyber security awareness training as per HB 3834.
 - d. George Donalson agrees to serve on salary grievance committee.
 - e. Certificate of Liability Insurance posted by Sundown Energy LP (3/1/2023-3/1/2-2024).

Motion by Commissioner Neuendorff to approve all consent items as presented; seconded by Commissioner Gertson; 5 ayes 0 nays; motion carried; it was so ordered.

(See Attachment)

Certificate of Completion

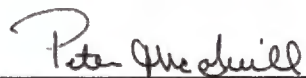
The V.G. Young Institute of County Government
Awards This Certificate To

Doug Wessels

For Successfully Completing 16.00 Hours of Educational Training

65th Annual VG Young School for Commissioners Courts

Bryan, TX



Peter J. McGill, Ph.D., Director
V.G. Young Institute of County Government



Harold Keeter, President
County Judges & Commissioners Association of Texas



Rick Avery, Ph.D., Director
Texas A&M AgriLife Extension Service

February 21-23, 2023

Certificate of Completion

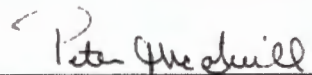
The V.G. Young Institute of County Government
Awards This Certificate To

Darrell Gertson

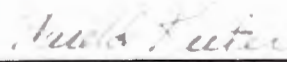
For Successfully Completing 4.00 Hours of Educational Training

Administrative Training: County Budgeting

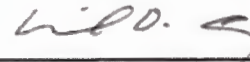
Bryan, TX



Peter J. McGill, Ph.D., Director
V.G. Young Institute of County Government



Harold Keeter, President
County Judges & Commissioners Association of Texas



Rick Avery, Ph.D., Director
Texas A&M AgriLife Extension Service

February 21, 2023

Certificate of Completion

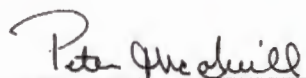
The V.G. Young Institute of County Government
Awards This Certificate To

Ryan Brandt

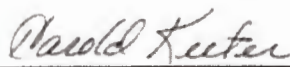
For Successfully Completing 16.00 Hours of Educational Training

65th Annual VG Young School for Commissioners Courts

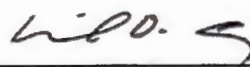
Bryan, TX



Peter J. McGill, Ph.D., Director
V.G. Young Institute of County Government



Harold Keeter, President
County Judges & Commissioners Association of Texas



Rick Avery, Ph.D., Director
Texas A&M AgriLife Extension Service

February 21-23, 2023

Certificate of Completion

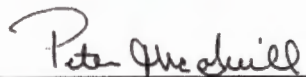
The V.G. Young Institute of County Government
Awards This Certificate To

Keith Neuendorff

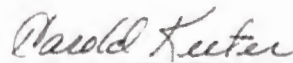
For Successfully Completing 16.00 Hours of Educational Training

65th Annual VG Young School for Commissioners Courts

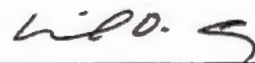
Bryan, TX



Peter J. McGill, Ph.D., Director
V.G. Young Institute of County Government



Harold Keeter, President
County Judges & Commissioners Association of Texas



Rick Avery, Ph.D., Director
Texas A&M AgriLife Extension Service

February 21-23, 2023

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

TEXAS ASSOCIATION *of* COUNTIES

Certification for Continuing Education

This course is planned according to the requirements of continuing education rules covering maintenance of attendance records, retention of program outlines, qualifications of instructors, program content, physical facilities, and length of class hours.

How Many Hours May Be Earned? And how do I register my hours?

The following have been approved for continuing education for the 2023 County Administrative Training: County Budgeting. The following have approved 4 hours of continuing education. Please sign-in and complete the attached attendance form in duplicate.

- The Commissioners' Education Committee of the Texas Judges and Commissioners Association of Texas
- The Education Committee of the County Treasurers' Association of Texas
- The Tax Assessor-Collector Association
- Texas Justice Court Training Center
- Auditors and Certified Public Accountants It is the responsibility of the Auditor and Certified Public Accountant to decide what contributes to his/her professional competence. According to the Continuing Education Standards and Rules issued by the Texas State Board of Public Accountancy, courses that are considered by the Board should include:
 - Technical Course: Such as audit, tax, management advisory services, and other technical areas of benefit to a licensee and a licensee's employer(s)
 - Non-Technical Course: Such as communications, ethics, behavioral science and practice management which are of benefit to a licensee or a licensee's employer(s).
 - To claim credit, please sign-in and complete the attached attendance form in duplicate. Keep the top copy as proof of attendance and submit to your District Judge and/or the Texas State Board of Public Accountancy. Texas Association of Counties Sponsor #05298

How Do I Register My Hours?

To claim credit, please sign attendance roster and complete the attached attendance form in duplicate.

3. Return original to TAC Representative prior to leaving the conference, email to jackieb@county.org or mail to:
Texas Association of Counties
Attn: Jackie Boone
P.O. Box 2131
Austin, Texas 78768
4. Keep one original for your records.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

First Name	Last Name	Completed
Carolyn	Olson	3/15/2023 17:49
Charles	Schneider	3/15/2023 14:31
Brenda	Henkes	3/15/2023 15:09
Carol	Richter	3/24/2023 13:50
Clifford	Schindler	3/19/2023 14:38
Doug	Wessels	3/22/2023 10:12
Charles	Rogers	3/15/2023 17:04
Darrell	Gertson	3/22/2023 17:17
Julian	Moore	3/16/2023 9:34
Suzanne	Mazac	3/20/2023 13:46
Perla	Taylor	3/20/2023 2:13
Nathan	Zwahr	3/16/2023 8:00
Jan	Willette	3/19/2023 11:35
Richard	Lacourse	3/16/2023 9:52
R.H.	Wied	3/21/2023 15:59
Roderick	James	3/15/2023 14:27
Rebecka	Lacourse	3/15/2023 14:16
Ivan	Menke	3/21/2023 21:39
Justin	Lindemann	3/16/2023 14:28
Daniel	Zahradnik	3/15/2023 14:25
Chris	Vanicek	3/15/2023 14:13
Stephen	Heffley	3/15/2023 14:11
Travis	Leihardt	3/15/2023 20:50
Alyssa	Lindemann	3/20/2023 9:58
Michelle	Kollmann	3/21/2023 9:51
Brittany	Krenek	3/16/2023 14:12
Keith	Neuendorff	3/16/2023 11:29
Racheal	Essary	3/16/2023 9:20
Geri	Vandermark	3/21/2023 13:44
Melinda	Zajicek	3/16/2023 17:05
Lisa	Weiss	3/19/2023 23:12
Beth	Mayfield	3/15/2023 13:52
joshua	cadman	3/19/2023 21:47
Cody	Nance	3/15/2023 14:26
Samantha	Navarro	3/15/2023 19:59
Michelle	Lowrance	3/15/2023 18:53
Donnie	Templeton	3/21/2023 12:26
Katlyn	Perales	3/21/2023 12:51
Ryan	Brandt	3/16/2023 10:43
Caleb	Tello	3/15/2023 14:40
katie	zingelmann	3/15/2023 18:33
Valerie	Harmon	3/23/2023 16:35

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023



Colorado County, Texas

TY PRAUSE
County Judge

Ph. (979) 732-2604
Fax (979) 732-9389
Email: ty.prause@co.colorado.tx.us

P.O. Box 236
400 Spring Street, Rm. 107
Columbus, Texas 78934

March 3, 2023

PLEASE RETURN

Mr. George Donalson
739 Charter
Columbus, Texas 78934

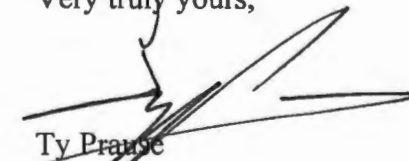
Dear Mr. Donalson:

The law requires that the Commissioners Court officially organize a Salary Grievance Committee, whose job it is to consider a grievance of a county elected official with respect to the salary set for that official by the Commissioners Court. The Salary Grievance Committee is composed of the six county-wide elected officials and three public members drawn from the list of Grand Jurors that served in the county during the preceding calendar year. **Public members must be residents of the county.** Your name was drawn from that list of Grand Jurors at the Commissioners Court meeting on January 9, 2023.

The only time this committee can be called upon to serve would be immediately following the adoption of the County Budget, which will occur in September. However, I do not expect an elected official to ask for the committee to meet.

Please initial at the bottom of this letter whether you agree to serve or decline to serve, and return this letter in the enclosed envelope.

Very truly yours,


Ty Prause
Colorado County Judge

TP:sam
Enclosure

I agree to serve GD

I decline to serve _____

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- _16. Closed Session: Pursuant to Section 551.071 and 551.129, Texas Government Code, to conduct a private consultation with the County's attorney regarding pending or contemplated litigation, and to authorize any required, necessary, or possible action deemed to serve the best interests of Colorado County, Texas.

Judge Prause recessed the open meeting at 10:15 A.M.

Closed session ended at 11:25 A.M.

- _17. Open Session: Motion to approve to authorize the law firm of Crain, Caton & James to represent Colorado County in advising it regarding federal and state legal issues and options relating to the proposed permanent residential care facility in Eagle Lake, Texas, for unaccompanied minors.

Judge Prause announced the continuation of the open meeting at 11:41 A.M.

Motion by Judge Prause to authorize the law firm of Crain, Caton & James to represent Colorado County in advising it regarding federal and state legal issues and options relating to the proposed permanent residential care facility in Eagle Lake, Texas, for unaccompanied minors; seconded by Commissioner Gertson; 5 ayes 0 nays; motion carried; it was so ordered.

(See Attachment)

MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING

March 27, 2023

TELEPHONE: 713.658.2323
FACSIMILE: 713.658.1921
DIRECT LINE: 713.752.8628

Kelly D. Brown
Shareholder



17TH FLOOR
FIVE HOUSTON CENTER
1401 MCKINNEY STREET
HOUSTON, TEXAS 77010-4035

Email: kbrown@craincaton.com

March 23, 2023

Honorable Ty Prause, County Judge
Colorado County, Texas
318 Spring Street
Columbus, Texas 78934

VIA ELECTRONIC MAIL

RE: Federal and state legal issues and options relating to the proposed permanent residential care facility in Eagle Lake, Texas, for unaccompanied minors

Dear Judge Prause:

The purpose of this letter is to memorialize the agreement under which Crain, Caton & James, P.C. (the "Firm") will represent Colorado County (the "Client") with respect to the above-referenced matter.

The Firm will bill this matter in accordance with our standard hourly rates, as those rates may be adjusted from time-to-time in accordance with normal firm billing procedures but discounted by 10% as a courtesy to Colorado County. Jim Smith will be the primary attorney handling this matter and his 2023 rate is \$575 per hour. My regular 2023 rate is \$745 per hour. Other shareholders' and of-counsel rates vary from \$450-\$795 per hour. The rates of our associate attorneys vary from \$350-\$450 per hour, depending on their level of experience and the rates of our paralegals vary from \$195 to \$250 per hour, again depending on their level of experience. We normally bill monthly and our invoices are due upon receipt.

It is the Firm's policy to direct all third-party service providers such as court reporters, process servers, copy services, consultants and experts witnesses to look directly to Client for payment. Client will be responsible for direct payment of all invoices from third-party providers. Bills from third-party service providers will be passed along to Client for handling and must be paid on a timely basis. To the extent the Firm pays, or is required to pay, for any such charges, Client will be billed and expected to reimburse the Firm.

The Firm normally requests that clients deposit an initial retainer in the Firm's client retainer account as a guarantee of payment on all outstanding balances owed and is applied to the final invoice. In this instance, we have determined that no retainer is required. The State Bar of Texas requires all attorneys to maintain client trust funds in a specifically designated "Interest on Lawyer Trust Accounts: more commonly referred to as IOLTA trust accounts." Trust funds are generally those monies held by attorneys for the benefit of the Client or other parties. The law requires that interest on these accounts be paid to the State Bar of Texas.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

March 23, 2023

Page 2

The Firm reserves the right to charge interest at a rate not to exceed ten percent (10%) per annum, compounded monthly, on any balance outstanding on your account that has been on our receivable list for more than thirty (30) days. If assessed, this amount shall be added to Client's monthly billing. Subject to ethical obligations and judicial requirements, we reserve the right to terminate our attorney client relationship for non-payment of fees and expenses.

The Firm attempts, where possible, to coordinate our actions with Client so that it understands and approves of all efforts taken on its behalf. The Firm is not currently representing a client involved in, or to our knowledge planning to become involved in, a dispute with Client. However, Client agrees that the Firm's representation of it in this matter shall not disqualify the Firm from representation against or adverse to Client in matters for existing or new clients that are substantially unrelated to the legal services described herein. The Firm agrees that the prospective waiver and consent to conflicting representation reflected in this paragraph shall not apply in any instance where, because of our representation in this matter, we have obtained sensitive, proprietary, or otherwise confidential information that, if known to such other client of the Firm, could be used in any such other matter by such client to Client's disadvantage.

Any controversy or claim arising out of or related to this engagement letter, including any alleged breach, shall be settled by mediation or, if mediation fails or either party objects to mediation, in accordance with the rules of the American Arbitration Association, and judgment on the award may be entered in any court having jurisdiction thereof. Client expressly recognizes that this agreement to arbitrate any dispute with this firm arising under this legal services agreement will *waive its right to a trial by jury* in connection with any such dispute.

At the conclusion of an engagement, the Firm customarily retains the files as more fully set forth in the attached Records Retention Policy.

REQUIRED NOTICE TO CLIENTS

The State Bar of Texas investigates and prosecutes professional misconduct committed by Texas Attorneys.

Although not every complaint against or dispute with a lawyer involves professional misconduct, the Stat Bar Office of General Counsel will provide you with information about how to file a complaint.

For more information, please call 1-800-932-1900. This is a toll-free phone call.

A copy of the Texas Lawyer's Creed is attached hereto as required by the State Bar of Texas.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

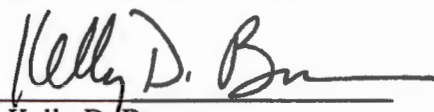
March 27, 2023

March 23, 2023
Page 3

If the foregoing is acceptable, please indicate that agreement by signing in the space provided.

Sincerely,

CRAIN, CATON & JAMES, P.C.

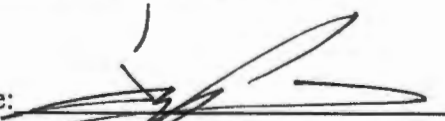
By: 
Kelly D. Brown

KDB/kkd
Attachment

READ, AGREED TO AND ACCEPTED
this 27th day of March, 2023.

**AGREED:
COLORADO COUNTY, TEXAS**

By:

Name: 
Title: County Judge

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

**CRAIN CATON & JAMES
Records Retention Policy**

How Crain Caton & James (the "Firm" or "we") handles and retains the physical and electronic records that relate to the matters in which the Firm represents you is important, especially in this day and age. The Firm provides you with a copy of this policy so that you may understand our procedures in this regard. If you have any questions or concerns, please let us know.

The Firm typically maintains a file of documents during the time we provide our services to a client. Our policy is to identify the electronic copy of all records as the official copy of those records for retention purposes. Accordingly, your file(s) will be saved into the Firm's document management system and retained electronically for the duration of the retention period described below.

The Firm may scan and electronically save hard copies of documents that we receive from you and third parties. The Firm will consider hard copies of documents that we create as unofficial, non-record copies. We may securely dispose of hard copies of records that we have electronically saved without affecting the official electronic copy.

The Firm will securely retain vital records and wet ink originals of client documents (including, but not limited to all original estate planning documents and executed originals, stock certificates, bonds, deeds, titles and easements) throughout the length of the engagement unless we return them to the client sooner. At our discretion or upon your written request, we will return all such documents and records to you. Regarding estate planning documents, the Firm's clients will be given the option to store original estate planning documents with us. Copies of vital records may be retained by the Firm as convenience copies for the client in accordance with the retention period described below.

The Firm will electronically retain client files for a given matter for a period of 10 years following the earlier of the end of the representation in that matter or the Firm's internal closing of the matter; however, we will retain intellectual property and fiduciary litigation records for a period of 15 years and retain estate planning documents indefinitely or until we return them to the client or its authorized representative.

The Firm may destroy client files that we have retained for the required period (1) without client notification, (2) in a manner that ensures client confidentiality, and (3) with the approval of the Firm's personnel authorized for this purpose. The Firm will return client files (in electronic format) to the client or its authorized representative within a reasonable period following our receipt of a written request from the client, which request the Firm must receive not later than the expiration of the applicable retention period. The Firm reserves the right, at its expense, to retain copies of all or parts of a client's file without further notice to the client. The Firm will not release client files except upon written authorization of the client or pursuant to a legal requirement, such as a subpoena or a court order, etc.

Rev. June 28, 2018

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

**THE TEXAS LAWYER'S CREED
A MANDATE FOR PROFESSIONALISM**

Promulgated by The Supreme Court of Texas and the Court of Criminal Appeals, November 7, 1989

I am a lawyer. I am entrusted by the People of Texas to preserve and improve our legal system. I am licensed by the Supreme Court of Texas. I must therefore abide by the Texas Disciplinary Rules of Professional Conduct, but I know that professionalism requires more than merely avoiding the violation of laws and rules. I am committed to this creed for no other reason than it is right.

I. OUR LEGAL SYSTEM

A lawyer owes to the administration of justice personal dignity, integrity, and independence. A lawyer should always adhere to the highest principles of professionalism.

1. I am passionately proud of my profession. Therefore, "My word is my bond."
2. I am responsible to assure that all persons have access to competent representation regardless of wealth or position in life.
3. I commit myself to an adequate and effective pro bono program.
4. I am obligated to educate my clients, the public, and other lawyers regarding the spirit and letter of this Creed.
5. I will always be conscious of my duty to the judicial system.

II. LAWYER TO CLIENT

A lawyer owes to a client allegiance, learning, skill, and industry. A lawyer shall employ all appropriate means to protect and advance the client's legitimate rights, claims, and objectives. A lawyer shall not be deterred by any real or imagined fear of judicial disfavor or public unpopularity, nor be influenced by mere self-interest.

1. I will advise my client of the contents of this creed when undertaking representation.
2. I will endeavor to achieve my client's lawful objectives in legal transactions and in litigation as quickly and economically as possible.
3. I will be loyal and committed to my client's lawful objectives, but I will not permit that loyalty and commitment to interfere with my duty to provide objective and independent advice.
4. I will advise my client that civility and courtesy are expected and are not a sign of weakness.
5. I will advise my client of proper and expected behavior.
6. I will treat adverse parties and witnesses with fairness and due consideration. A client has no right to demand that I abuse anyone or indulge in any offensive conduct.
7. I will advise my client that we will not pursue conduct which is intended primarily to harass or drain the financial resources of the opposing party.
8. I will advise my client that we will not pursue tactics which are intended primarily for delay.
9. I will advise my client that we will not pursue any course of action which is without merit.
10. I will advise my client that I reserve the right to determine whether to grant accommodations to opposing counsel in all matters that do not adversely affect my client's lawful objectives. A client has no right to instruct me to refuse reasonable requests made by other counsel.
11. I will advise my client regarding the availability of mediation, arbitration, and other alternative methods of resolving and settling disputes.

III. LAWYER TO LAWYER

A lawyer owes to opposing counsel, in the conduct of legal transactions and the pursuit of litigation, courtesy, candor, cooperation, and scrupulous observance of all agreements and mutual understandings. Ill feelings between clients shall not influence a lawyer's conduct, attitude, or demeanor toward opposing counsel. A lawyer shall not engage in unprofessional conduct in retaliation against other unprofessional conduct.

1. I will be courteous, civil, and prompt in oral and written communications.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

2. I will not quarrel over matters of form or style, but I will concentrate on matters of substance.
3. I will identify for other counsel or parties all changes I have made in documents submitted for review.
4. I will attempt to prepare documents which correctly reflect the agreement of the parties. I will not include provisions which have not been agreed upon or omit provisions which are necessary to reflect the agreement of the parties.
5. I will notify opposing counsel, and, if appropriate, the Court or other persons, as soon as practicable, when hearings, depositions, meetings, conferences or closings are cancelled.
6. I will agree to reasonable requests for extensions of time and for waiver of procedural formalities, provided legitimate objectives of my client will not be adversely affected.
7. I will not serve motions or pleadings in any manner that unfairly limits another party's opportunity to respond.
8. I will attempt to resolve by agreement my objections to matters contained in pleadings and discovery requests and responses.
9. I can disagree without being disagreeable. I recognize that effective representation does not require antagonistic or obnoxious behavior. I will neither encourage nor knowingly permit my client or anyone under my control to do anything which would be unethical or improper if done by me.
10. I will not, without good cause, attribute bad motives or unethical conduct to opposing counsel nor bring the profession into disrepute by unfounded accusations of impropriety. I will avoid disparaging personal remarks or acrimony towards opposing counsel, parties and witnesses. I will not be influenced by any ill feeling between clients. I will abstain from any allusion to personal peculiarities or idiosyncrasies of opposing counsel.
11. I will not take advantage, by causing any default or dismissal to be rendered, when I know the identity of an opposing counsel, without first inquiring about that counsel's intention to proceed.
12. I will promptly submit orders to the Court. I will deliver copies to opposing counsel before or contemporaneously with submission to the Court. I will promptly approve the form of orders which accurately reflect the substance of the rulings of the Court.
13. I will not attempt to gain an unfair advantage by sending the Court or its staff correspondence or copies of correspondence.
14. I will not arbitrarily schedule a deposition, court appearance, or hearing until a good faith effort has been made to schedule it by agreement.
15. I will readily stipulate to undisputed facts in order to avoid needless costs or inconvenience for any party.
16. I will refrain from excessive and abusive discovery.
17. I will comply with all reasonable discovery requests. I will not resist discovery requests which are not objectionable. I will not make objections nor give instructions to a witness for the purpose of delaying or obstructing the discovery process. I will encourage witnesses to respond to all deposition questions which are reasonably understandable. I will neither encourage nor permit my witness to quibble about words where their meaning is reasonably clear.
18. I will not seek Court intervention to obtain discovery which is clearly improper and not discoverable.
19. I will not seek sanctions or disqualification unless it is necessary for protection of my client's lawful objectives or is fully justified by the circumstances.

IV. LAWYER AND JUDGE

Lawyers and judges owe each other respect, diligence, candor, punctuality, and protection against unjust and improper criticism and attack. Lawyers and judges are equally responsible to protect the dignity and independence of the Court and the profession.

1. I will always recognize that the position of judge is the symbol of both the judicial system and administration of justice. I will refrain from conduct that degrades this symbol.
2. I will conduct myself in Court in a professional manner and demonstrate my respect for the Court and the law.
3. I will treat counsel, opposing parties, the Court, and members of the Court staff with courtesy and civility.
4. I will be punctual.
5. I will not engage in any conduct which offends the dignity and decorum of proceedings.
6. I will not knowingly misrepresent, mischaracterize, misquote or miscite facts or authorities to gain an advantage.
7. I will respect the rulings of the Court.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

8. I will give the issues in controversy deliberate, impartial and studied analysis and consideration.
9. I will be considerate of the time constraints and pressures imposed upon the Court, Court staff and counsel in efforts to administer justice and resolve disputes.

**ORDER OF THE SUPREME COURT OF TEXAS
AND THE COURT OF CRIMINAL APPEALS**

The conduct of a lawyer should be characterized at all times by honesty, candor, and fairness. In fulfilling his or her primary duty to a client, a lawyer must be ever mindful of the profession's broader duty to the legal system.

The Supreme Court of Texas and the Court of Criminal Appeals are committed to eliminating a practice in our State by a minority of lawyers of abusive tactics which have surfaced in many parts of our country. We believe such tactics are a disservice to our citizens, harmful to clients, and demeaning to our profession.

The abusive tactics range from lack of civility to outright hostility and obstructionism. Such behavior does not serve justice but tends to delay and often deny justice. The lawyers who use abusive tactics instead of being part of the solution have become part of the problem.

The desire for respect and confidence by lawyers from the public should provide the members of our profession with the necessary incentive to attain the highest degree of ethical and professional conduct. These rules are primarily aspirational. Compliance with the rules depends primarily upon understanding and voluntary compliance, secondarily upon re-enforcement by peer pressure and public opinion, and finally when necessary by enforcement by the courts through their inherent powers and rules already in existence.

These standards are not a set of rules that lawyers can use and abuse to incite ancillary litigation or arguments over whether or not they have been observed.

We must always be mindful that the practice of law is a profession. As members of a learned art we pursue a common calling in the spirit of public service. We have a proud tradition. Throughout the history of our nation, the members of our citizenry have looked to the ranks of our profession for leadership and guidance. Let us now as a profession each rededicate ourselves to practice law so we can restore public confidence in our profession, faithfully serve our clients, and fulfill our responsibility to the legal system.

The Supreme Court of Texas and the Court of Criminal Appeals hereby promulgate and adopt "The Texas Lawyer's Creed - A Mandate for Professionalism" as attached hereto and made a part hereof.

In Chambers, this 7th day of November, 1989.

The Supreme Court of Texas

The Texas Court of Criminal Appeals

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

_18. Examine and approve all accounts payable and budget amendments.

Motion by Commissioner Brandt to examine and approve all accounts payable and budget amendments; seconded by Commissioner Gertson; 5 ayes 0 nays; motion carried; it was so ordered.

(See Attachment)

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

03/23/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0012 GENERAL FUND CYCLE: ALL PAGE 1
 TIME: 05:25 PM PREPARER: 0011

DEPARTMENT	NAME-OF-VENDOR	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT
0100-TOTAL REVENUES/CARRY-OVER					
	JUAN M RIOS	240069	A	REFUND OF OVERPAYMENT CR22-1221	9.00
		12-100-411		JUSTICE OF PEACE PCT. #1	
	SHERMAN WILSON	240075	A	REFUND OF SERVICE EV23-0004	95.00
		12-100-411		JUSTICE OF PEACE PCT. #1	
	TEXAS PARKS AND WILDLIFE DEPARTMENT	240016	A	TPW FINE/2-8-23/CR230050/8524418	39.95
		12-100-414		JUSTICE OF PEACE PCT. #4	
	TEXAS PARKS AND WILDLIFE DEPARTMENT	240077	A	TPW FINE/1-29-22/CR22-0111/A8447440	212.50
		12-100-411		JUSTICE OF PEACE PCT. #1	
	DEPARTMENT TOTAL				356.45
0400-COUNTY JUDGE					
	GREATAMERICA FINANCIAL SVCS	240036	A	COPIER SVCS/JUDGE OFFICE/#33573731	128.00
		12-400-421		COPIER USAGE EXPENSE	
	DEPARTMENT TOTAL				128.00
0401-COMMISSIONER'S COURT					
	ALLISON, BASS, & MAGEE, L.L.P	240023	A	LEGAL SERVICES/INV#6819	1,532.50
		12-401-403		OUTSIDE LEGAL SERVICES	
	DEPARTMENT TOTAL				1,532.50
0403-COUNTY CLERK					
	CDW GOVERNMENT	239981	A	FUJITSU FI-8170 SCANNER/INV#HC52075	967.49
		12-403-532		EQUIPMENT OVER \$500	
	DEPARTMENT TOTAL				967.49
0410-ELECTIONS					
	ELECTION SYSTEMS & SOFTWARE, INC.	240035	A	19 BALLOT LAYOUT/INV#CD2054039	797.05
		12-410-310		VOTING SUPPLIES/PRINTING	
	ELECTION SYSTEMS & SOFTWARE, INC.	240063	A	19 LOCAL ELECTION AUDIO/#CD2053860	2,048.00
		12-410-310		VOTING SUPPLIES/PRINTING	
	DEPARTMENT TOTAL				2,845.05
0435-DISTRICT COURT					
	AMAZON CAPITAL SERVICES	240091	A	JRY RMDISC PLYR & TV/1HXF-4JFN-GD4C	306.94
		12-435-485		JUROR EXPENSE	
	TRAVIS HILL, ATTORNEY AT LAW	240078	A	CRT APPT ATTY/CAUSE#25-177	750.00
		12-435-428		CRT APPOINTED ATTORNEYS	
	DEPARTMENT TOTAL				1,056.94
0451-JUSTICE OF THE PEACE #1					
	PRESTIGE OFFICE PRODUCTS, LLC	240072	A	OFC SUPPLIES/INV#128784,128921	128.63
		12-451-310		SUPPLIES/EQUIPMENT UNDER \$500	
	DEPARTMENT TOTAL				128.63
0454-JUSTICE OF THE PEACE #4					
	STAN WARFIELD	240076	A	MILEAGE TO CONF IN CORPUS	216.15
		12-454-427		CONFERENCES/SEMINARS/DUES	
	DEPARTMENT TOTAL				216.15
0475-COUNTY ATTORNEY					
	FAGEN FORENSICS, PLLC	240105	A	AUTOPSY REVIEW & EXP - MOYER TRIAL	9,240.94
		12-475-410		CO/DIST ATTY OFFICE EXPENSES	
	KEITH WEBB	240111	A	REIMB FOR HARD DRIVE	127.74
		12-475-410		CO/DIST ATTY OFFICE EXPENSES	
	NET TRANSCRIPTS, INC	240114	A	TRANSCRIPTION FOR CR20-067	117.60
		12-475-410		CO/DIST ATTY OFFICE EXPENSES	

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

03/23/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0012 GENERAL FUND CYCLE: ALL PAGE 2
 TIME:05:25 PM PREPARER:0011

DEPARTMENT				
NAME-OF-VENDOR	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT
ODP BUSINESS SOLUTIONS	240010	A	2 PACKS CD LABELS/INV#295487570001	139.98
	12-475-410		CO/DIST ATTY OFFICE EXPENSES	
DEPARTMENT TOTAL				9,626.26
0495-COUNTY AUDITOR'S OFFICE				
AMAZON CAPITAL SERVICES	240093	A	WIRELESS MOUSE/1PFX-69DK-4QCV	9.89
	12-495-310		SUPPLIES/EQUIPMENT UNDER \$500	
AMAZON CAPITAL SERVICES	240094	A	BINDER CLIPS/INV#1RRN-JHWM-1364	17.82
	12-495-310		SUPPLIES/EQUIPMENT UNDER \$500	
DEPARTMENT TOTAL				27.71
0497-COUNTY TREASURER				
PRESTIGE OFFICE PRODUCTS, LLC	240038	A	3,000 ENVELOPES/INV#129056	394.85
	12-497-310		SUPPLIES/EQUIPMENT UNDER \$500	
DEPARTMENT TOTAL				394.85
0510-COURTHOUSE BUILDING				
AMAZON CAPITAL SERVICES	240090	A	LECTURN CO CRTRM/INV#1YKL-Y6QC-664X	179.00
	12-510-395		MISCELLANEOUS SUPPLIES	
CARD SERVICE CENTER	240097	A	MAINTENANCE FUEL	69.31
	12-510-454		REPAIRS/MAINT TO EQUIPMENT	
COLORADO CO TAX ASSESSOR/COLLECTOR	240104	A	LP#1097958 RENEWAL	7.50
	12-510-454		REPAIRS/MAINT TO EQUIPMENT	
CONSTELLATION NEW ENERGY, INC.	239986	A	TRAVIS STREETLIGHTS TO 3-27	8.64
	12-510-440		UTILITIES	
CONSTELLATION NEW ENERGY, INC.	239987	A	SVC FACILITY THRU 2/28	1,071.25
	12-510-440		UTILITIES	
CONSTELLATION NEW ENERGY, INC.	239991	A	ANNEX ELECT TO 3-7-23	1,535.10
	12-510-440		UTILITIES	
CONSTELLATION NEW ENERGY, INC.	239992	A	COURTHOUSE ELECT TO 3-7-23	1,944.92
	12-510-440		UTILITIES	
CONSTELLATION NEW ENERGY, INC.	239993	A	AG BUILDING ELECT TO 3-7-23	150.49
	12-510-440		UTILITIES	
CONSTELLATION NEW ENERGY, INC.	239994	A	RMO/MAINT ELECT TO 3-7-23	222.66
	12-510-440		UTILITIES	
CONSTELLATION NEW ENERGY, INC.	239995	A	SPRING STREETLIGHTS TO 3-7-23	17.29
	12-510-440		UTILITIES	
CONSTELLATION NEW ENERGY, INC.	239996	A	JP#3 ELECTRICITY TO 3-7-23	342.66
	12-510-440		UTILITIES	
JOHNSON CONTROLS INC	240068	A	RESET BOARD/INV#1-127640988513	2,893.43
	12-510-454		REPAIRS/MAINT TO EQUIPMENT	
ROSENBAUM ELECTRIC, LLC	240048	A	TRIM ANNEX TREES W/ BUCKET TRUCK	870.00
	12-510-494		GROUNDS MAINTENANCE	
DEPARTMENT TOTAL				9,312.25
0515-PARKS & RECREATION DEPT				
CONSTELLATION NEW ENERGY, INC.	239989	A	BEASONS PARK ELECT TO 3-2-23	38.87
	12-515-440		UTILITIES	
DEPARTMENT TOTAL				38.87
0530-EMERGENCY MANAGEMENT				
DEPARTMENT OF INFORMATION RESOURCES	239998	A	FEB T-LINE/INV#23010890N	467.38
	12-530-704		STATE HOMELAND SECURITY GRANT PROG	
GT DISTRIBUTORS, INC.	240026	A	NAME ID FOR PROTECTIVE GEAR/#001757	13.99
	12-530-310		SUPPLIES/EQUIPMENT UNDER \$500	
DEPARTMENT TOTAL				481.37
0540-EMS DIRECTOR/AMBULANCE				

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

03/23/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0012 GENERAL FUND CYCLE: ALL PAGE 3
 TIME: 05:25 PM PREPARER: 0011

DEPARTMENT					
NAME-OF-VENDOR	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT	
3L USA LLC	240029	A	630 GAL GAS/550 DIESEL EMS/#306105	3,937.46	
	12-540-330		FUEL & OIL		
BOUND TREE MEDICAL, LLC	240033	A	AMBULANCE SUPPLIES/INV#84882331	874.25	
	12-540-334		AMBULANCE SUPPLIES		
CARD SERVICE CENTER	240098	A	EMS CLEANING SUPPLIES	56.34	
	12-540-310		SUPPLIES/EQUIPMENT UNDER \$500		
COLUMBUS PLUMBING & SERVICE, INC.	240061	A	TOILET PARTS/INV#256	69.00	
	12-540-310		SUPPLIES/EQUIPMENT UNDER \$500		
IMPACT PROMOTIONAL SVCS, LLC	240064	A	EMS UNIFORMS/INV48131,50458,50593	1,482.58	
	12-540-491		UNIFORMS		
IMPACT PROMOTIONAL SVCS, LLC	240065	A	EMS UNIFORMS/INV47923,50205,47364	515.97	
	12-540-491		UNIFORMS		
LINDE GAS & EQUIPMENT INC.	240027	A	OXYGEN FOR EMS/INV#34560014	532.77	
	12-540-334		AMBULANCE SUPPLIES		
TIME WARNER CABLE ENTERPRISES LLC	240014	A	FIBER INTERNET @ SVCS FACILITY	488.09	
	12-540-420		COMMUNICATIONS EXPENSE		
TREHOUSE EMBROIDERY	240028	A	SEWING ON PATCHES FOR EMS	13.00	
	12-540-491		UNIFORMS		
DEPARTMENT TOTAL				7,969.46	
0553-CONSTABLE, PCT #3					
TEXAS STATE UNIVERSITY	240015	A	FY23 CIVIL PROCESS SEMINAR/INV66210	50.00	
	12-553-427		SEMINARS/DUES/MEETINGS		
DEPARTMENT TOTAL				50.00	
0560-COUNTY SHERIFF					
3L USA LLC	240049	A	820 GAL GAS/INV#307074	2,406.79	
	12-560-330		FUEL & OIL		
3L USA LLC	240050	A	975 GAL GAS/INV#300594	616.85	
	12-560-330		FUEL & OIL		
3L USA LLC	240051	A	861 GAL GAS/INV#306106	2,485.63	
	12-560-330		FUEL & OIL		
3L USA LLC	240083	A	775 GAL GAS/INV#307130	2,266.91	
	12-560-330		FUEL & OIL		
CAPITAL ONE	240054	A	(4) BUS CARD/TR#04275	21.08	
	12-560-310		SUPPLIES/EQUIPMENT UNDER \$500		
CHUCK BROWN FORD	240034	A	OIL CHANGE FOR SO/INV#FOCS201521	53.33	
	12-560-454		REPAIRS OF VEH/EQUIP		
COLORADO CO TAX ASSESSOR/COLLECTOR	240101	A	LP#1318059,1415579 & 1415576 RENEWL	22.50	
	12-560-454		REPAIRS OF VEH/EQUIP		
COLUMBUS MEDICAL CLINIC	239985	A	(2)PREEMPLYMT TESTING/ACCT#222271	355.00	
	12-560-417		DRUG & ALCOHOL TESTING		
JORDAN GOEBEL	240110	A	COWBOY FEE/CS#2023-0192	225.00	
	12-560-475		ESTRAY EXPENSES		
O'REILLY AUTO PARTS	240011	A	WIPES/CUST# 1269383	13.98	
	12-560-454		REPAIRS OF VEH/EQUIP		
O'REILLY AUTO PARTS	240012	A	BATTERY/CUST# 1269383	211.49	
	12-560-454		REPAIRS OF VEH/EQUIP		
O'REILLY AUTO PARTS	240039	A	VEH CLEAN SUPPLIES/#1269383	123.44	
	12-560-476		EMERGENCY EQUIP/DETAIL		
PRESTIGE OFFICE PRODUCTS, LLC	240116	A	CERT COPY CCSD STAMP/INV#129044	25.99	
	12-560-310		SUPPLIES/EQUIPMENT UNDER \$500		
SCHNEIDER TIRE & LUBE LLC	240042	A	OIL CHANGE/INV #45302	58.98	
	12-560-454		REPAIRS OF VEH/EQUIP		
SCHNEIDER TIRE & LUBE LLC	240057	A	OIL CHANGE & INSPECTION/INV#45490	65.98	
	12-560-454		REPAIRS OF VEH/EQUIP		
SCHNEIDER TIRE & LUBE LLC	240074	A	OIL CHANGE & INSPECTION/INV#45292	65.98	
	12-560-454		REPAIRS OF VEH/EQUIP		

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

03/23/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0012 GENERAL FUND CYCLE: ALL PAGE 4
 TIME:05:25 PM PREPARER:0011

DEPARTMENT					
NAME-OF-VENDOR	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT	
SCHNEIDER TIRE & LUBE LLC	240117	A	OIL CHG & INPECTION/INV#45446	65.98	
	12-560-454		REPAIRS OF VEH/EQUIP		
SCHNEIDER TIRE & LUBE LLC	240118	A	TIRE WORK/INV#45446	27.49	
	12-560-354		BATTERIES, TIRES & TUBES		
TIME WARNER CABLE ENTERPRISES LLC	240013	A	FIBER INTERNET @ SHERIFF'S OFFICE	1,078.09	
	12-560-420		COMMUNICATIONS EXPENSE		
VOCEON	240122	A	RADIO MICS/INV#440000842-1	121.60	
	12-560-453		RADIO AND RADIO REPAIRS		
DEPARTMENT TOTAL				10,312.09	
0565-OPERATION OF JAIL					
A L & M BUILDING SUPPLY	240045	A	LOCKS FOR JAIL/#545873	48.84	
	12-565-450		JAIL REPAIRS		
A L & M BUILDING SUPPLY	240052	A	WATER HOSE/CUST#5134	47.99	
	12-565-395		MISCELLANEOUS SUPPLIES		
BRYAN RADIOLOGY ASSOCIATES	240053	A	INMATE LABS/3-1-23/#BRA295231	22.45	
	12-565-405		PRISONER MEDICAL/MEDICINE		
BRYAN RADIOLOGY ASSOCIATES	240096	A	INMATE LAB/3-6-23/#BRA295726	132.32	
	12-565-405		PRISONER MEDICAL/MEDICINE		
CLINICAL SOLUTIONS PHARMACY	240099	A	FEB INMATE MEDICINE/INV#73362	4,477.66	
	12-565-405		PRISONER MEDICAL/MEDICINE		
CONCORD MEDICAL GROUP, PLLC	240062	A	INAMTE LAB/3-1-23/#114528600	107.42	
	12-565-405		PRISONER MEDICAL/MEDICINE		
CONSTELLATION NEW ENERGY, INC.	239990	A	JAIL ELECT TO 2-28-2023	3,989.96	
	12-565-440		UTILITIES		
CORNERSTONE DETENTION PRODUCTS, INC	239997	A	JAIL DOOR REPAIR/INV#667049	4,541.70	
	12-565-450		JAIL REPAIRS		
H.E. BUTT GROCERY COMPANY	240044	A	BLEACH FOR JAIL/INV#318956	25.00	
	12-565-333		FOOD FOR PRISONERS		
LABATT FOOD SERVICE	240024	A	WEEKLY FOOD ORDER/INV#03062930	2,212.33	
	12-565-333		FOOD FOR PRISONERS		
LABATT FOOD SERVICE	240025	A	WEEKLY FOOD ORDER/INV#03139889	2,176.78	
	12-565-333		FOOD FOR PRISONERS		
LABATT FOOD SERVICE	240037	A	WEEKLY FOOD ORDER/INV#03094031	2,526.68	
	12-565-333		FOOD FOR PRISONERS		
LABATT FOOD SERVICE	240070	A	FOOD ORDERS/#03166440,03166439	2,706.09	
	12-565-333		FOOD FOR PRISONERS		
SANDY B. BAHM, MD	240073	A	PHY SVCS/2-9-23/#518197A	55.52	
	12-565-405		PRISONER MEDICAL/MEDICINE		
SOUTHERN HEALTH PARTNERS, INC	240043	A	APRIL INMATE MEDICAL SVCS/BASE46823	10,237.66	
	12-565-405		PRISONER MEDICAL/MEDICINE		
SOUTHERN HEALTH PARTNERS, INC	240119	A	FEB REIMB OF QMHP/INV#MISC8809	4,912.00	
	12-565-405		PRISONER MEDICAL/MEDICINE		
TOEPFERWEIN AIR-CONDITIONING	240021	A	REPLACE JAIL THERMOSTAT/INV#15905	461.11	
	12-565-450		JAIL REPAIRS		
TOEPFERWEIN AIR-CONDITIONING	240022	A	SERVICE CALL TO JAIL/INV#15883	260.50	
	12-565-450		JAIL REPAIRS		
DEPARTMENT TOTAL				38,942.01	
0570-SUPERVISION & CORRECTIONS					
ROSENBAUM ELECTRIC, LLC	240046	A	REPLACE BREAKER@PROBATION BLDG	229.93	
	12-570-413		JUVENILE PROBATION DEPT		
DEPARTMENT TOTAL				229.93	
0580-VETERAN SERVICE OFFICER					
AMAZON CAPITAL SERVICES	240092	A	VSO PRINTER CARTRS/1MW3-DQRX-1VPN	119.01	
	12-580-310		OFFICE SUPPLIES		

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

03/23/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0012 GENERAL FUND CYCLE: ALL PAGE 5
 TIME:05:25 PM PREPARER:0011

DEPARTMENT	NAME-OF-VENDOR	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT
	CHARLOTTE ALGER	239982	A	EXPS FOR MARCH TRAINING IN HOUSTON	428.31
		12-580-427		SEMINARS/DUES	
	DEPARTMENT TOTAL				547.32
0640-CONTRACT SERVICES					
	HENNEKE FUNERAL HOME, LTD.	240001	A	REMOVE & TRANSPORT BODY 2/27/23	1,735.00
		12-640-445		AUTOPSIES	
	DEPARTMENT TOTAL				1,735.00
0645-INDIGENT HEALTH CARE					
	COLUMBUS COMM HOSP ORTHOPEDIC CLINI	240058	A	IHC PHY SVCS/2-27-23/#432907	80.28
		12-645-467		MEDICAL, IHC	
	COLUMBUS COMMUNITY HOSPITAL	240055	A	IHC XRAY/2-21-23/#20490461	239.40
		12-645-466		HOSPITALIZATION, IHC	
	COLUMBUS COMMUNITY HOSPITAL	240056	A	IHC XRAY/2-6-23/#20488363	196.08
		12-645-466		HOSPITALIZATION, IHC	
	COLUMBUS MEDICAL CLINIC	240059	A	IHC OFC VISIT/2-6-23/#432215	43.34
		12-645-467		MEDICAL, IHC	
	COLUMBUS MEDICAL CLINIC	240060	A	IHC OFC VISIT/3-9-23/#433480	77.00
		12-645-467		MEDICAL, IHC	
	DEPARTMENT TOTAL				636.10
0665-AGRI EXTENSION SERVICE					
	AMAZON CAPITAL SERVICES	240095	A	13 COLUMNAR PAD/INV#1RRN-JHWM-1364	18.95
		12-665-310		SUPPLIES/EQUIPMENT UNDER \$500	
	JA'SHAE CARTER	240066	A	MARCH MILEAGE, LODING FOR HLSR	325.17
		12-665-429		TRAVEL ALLOWANCE	
	DEPARTMENT TOTAL				344.12
0695-MISCELLANEOUS					
	BANNER PRESS NEWSPAPER, INC.	240030	A	HELP WANTED AD IT DEPT.	120.00
		12-695-431		PUBLISHING & SUBSCRIPTION	
	BANNER PRESS NEWSPAPER, INC.	240031	A	NOTICE TO BIDDER FOR ROAD	192.00
		12-695-431		PUBLISHING & SUBSCRIPTION	
	BANNER PRESS NEWSPAPER, INC.	240032	A	NOTICE TO BIDDER FOR FUEL	128.00
		12-695-431		PUBLISHING & SUBSCRIPTION	
	CMRS-FP	240100	A	USPS POSTAGE/CIN#106000976543	3,000.00
		12-695-311		POSTAGE & BOX RENT	
	RECORDS CONSULTANTS, INC.	240040	A	181 BX PROCESSED/ANNUAL FEE/#47946	5,368.00
		12-695-434		RECORDS MANAGEMENT & ARCH	
	SAFEGUARD	240041	A	ACCT PAYABLE/PAYROLL CKS/#600391431	1,286.47
		12-695-472		PRINTED CHECKS/FORMS	
	U.S POSTAL SERVICE (NEOPOST POSTAGE	240047	A	ANNUAL BOX 607 FEE FOR SHERIFF OFC	114.00
		12-695-311		POSTAGE & BOX RENT	
	WEIMAR MERCURY	240124	A	(3) IT HELP WANTED ADS/#15	137.81
		12-695-431		PUBLISHING & SUBSCRIPTION	
	WEIMAR MERCURY	240125	A	NOTICE TO BIDDERS FUEL&ROADS/#15	244.12
		12-695-431		PUBLISHING & SUBSCRIPTION	
	DEPARTMENT TOTAL				10,590.40
	FUND TOTAL				98,468.95

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 March 27, 2023**

03/23/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0021 R&B PCT #1
 TIME:05:25 PM

CYCLE: ALL

PAGE 6
 PREPARER:0011

DEPARTMENT				
NAME-OF-VENDOR	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT
0621-R&B #1 TOTAL DISBURSEMNTS				
COLORADO CO TAX ASSESSOR/COLLECTOR	240102	A	LP#1092809 & 1318069 RENEWAL	15.00
	21-621-454		REPAIRS TO EQUIPMENT	
HARRY FREUDENBERG	240000	A	MARCH CELL PHONE REIMBURSEMENT	20.00
	21-621-420		COMMUNICATIONS EXPENSE	
KYRISH TRUCKS CENTERS OF VICTORIA	240004	A	PARTS/INV#X501057552:01,	177.34
	21-621-355		REPAIR MATERIALS	
LARRY'S SUPER SERVICE	240005	A	O-RINGS/INV#114727	23.40
	21-621-355		REPAIR MATERIALS	
LARRY'S SUPER SERVICE	240006	A	(4) TIRES/INV#114727	683.60
	21-621-354		BATTERIES, TIRES & TUBES	
LINDE GAS & EQUIPMENT INC.	240007	A	PARTS/INV#34397078	171.58
	21-621-355		REPAIR MATERIALS	
NADA GARAGE & SERVICE STATION	240113	A	2 INSPECTIONS/INV#25/721	14.00
	21-621-454		REPAIRS TO EQUIPMENT	
UNIFIRST CORPORATION	240079	A	UNIFRM/2680014537,15342,16088,16848	245.84
	21-621-491		UNIFORMS	
WALLER COUNTY ASPHALT, INC	240017	A	50.11 TONS COLD MIX/INV#24746	5,537.16
	21-621-350		R&B MATERIALS	
DEPARTMENT TOTAL				6,887.92
FUND TOTAL				6,887.92

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 March 27, 2023**

03/23/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0022 R&B PCT #2
 TIME:05:25 PM

CYCLE: ALL

PAGE 7

PREPARER:0011

DEPARTMENT				
NAME-OF-VENDOR	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT
0622-PCT #2 TOTAL DISBURSEMNTS				
CINTAS CORPORATION	239983	A	SHOP SUPLS/INV4148776784,4149480146	6.32
	22-622-325		SHOP SUPPLIES	
CINTAS CORPORATION	239984	A	SHOP SUPLS/INV4148776784,4149480146	176.78
	22-622-491		UNIFORMS	
COLORADO CO TAX ASSESSOR/COLLECTOR	240103	A	LP#1197471 & 1197470 RENEWALS	15.00
	22-622-454		REPAIRS OF EQUIP/VEHICLES	
DON'S REPAIR SHOP	239999	A	(2) INSPECTIONS/INV#7062	14.00
	22-622-454		REPAIRS OF EQUIP/VEHICLES	
HERRMANN INTERNATIONAL	240002	A	REPAIR PARTS/INV#X101010391:01	764.68
	22-622-454		REPAIRS OF EQUIP/VEHICLES	
KATY HYDRAULICS, LLC	240003	A	REPAIR PARTS/INV#20608,20621	435.79
	22-622-454		REPAIRS OF EQUIP/VEHICLES	
LINDE GAS & EQUIPMENT INC.	240008	A	HOSES & GAS FOR TORCH/INV#34522332	174.99
	22-622-325		SHOP SUPPLIES	
MCCOY'S BUILDING SUPPLY	240009	A	WATER LINE REPAIRS/INV#1237753	7.88
	22-622-355		REPAIR MATERIALS	
WALLER COUNTY ASPHALT, INC	240018	A	49.82 TONS COLD MIX/INV24727,24726	5,480.20
	22-622-350		R&B MATERIALS	
WICK'S WESTERN AUTO	240019	A	SAW CHAIN/INV#1492	34.99
	22-622-356		HAND TOOLS & EQUIPMENT	
WICK'S WESTERN AUTO	240020	A	CHAIN SHARPENING & LUBE/INV#1492	19.49
	22-622-355		REPAIR MATERIALS	
DEPARTMENT TOTAL				7,130.12
FUND TOTAL				7,130.12

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING
March 27, 2023**

03/23/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0023 R&B PCT #3

CYCLE: ALL

PAGE 8

TIME:05:25 PM

PREPARER:0011

DEPARTMENT				
NAME-OF-VENDOR	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT
0623-R&B #3 TOTAL DISBURSEMNTS				
A L & M BUILDING SUPPLY	240084	A	HAMMER HANDLE/CUST#5132	11.99
	23-623-356		HAND TOOLS & EQUIPMENT	
A L & M BUILDING SUPPLY	240085	A	CLEANING SUPPLIES/CUST#5132	93.02
	23-623-325		SHOP SUPPLIES	
A-LINE AUTO PARTS	240087	A	OIL,ANTIFREEZE/CUST#457801	443.41
	23-623-330		FUEL & LUBRICANTS	
A-LINE AUTO PARTS	240088	A	TRUCK REPAIR PARTS/CUST#457801	102.17
	23-623-355		REPAIR MATERIALS	
A-LINE AUTO PARTS	240089	A	P/U HITCH BALL MOUNT/CUST#457801	38.20
	23-623-356		HAND TOOLS & EQUIPMENT	
ALLEYTON RESOURCE COMPANY LLC	240086	A	267.41 TONS 3/8 GRAVEL	5,348.20
	23-623-350		ROAD & BRIDGE MATERIALS	
COLORADO MATERIALS, LTD	240106	A	155.57 TONS LIMESTONE BASE/#360977	3,578.11
	23-623-350		ROAD & BRIDGE MATERIALS	
COLUMBUS BEARING & INDUST	240107	A	TRUCK REPAIR PARTS/CUST#201427	251.17
	23-623-355		REPAIR MATERIALS	
COLUMBUS BEARING & INDUST	240108	A	BRIDGE REPAIR BOLTS/CUST#201427	96.60
	23-623-355		REPAIR MATERIALS	
JOHN DEERE FINANCIAL	240067	A	PCT3 TRACTOR PARTS/CUST#75317-75398	764.38
	23-623-355		REPAIR MATERIALS	
MUSTANG CAT	240071	A	BACKHOE PARTS/PART621555,621554	991.54
	23-623-355		REPAIR MATERIALS	
UNIFIRST CORPORATION	240080	A	UNIFORMS/INV#2960020138,296021178	226.28
	23-623-491		UNIFORMS	
WALLER COUNTY ASPHALT, INC	240123	A	69.59 TONS COLD MIX/INV#24754	6,332.69
	23-623-350		ROAD & BRIDGE MATERIALS	
DEPARTMENT TOTAL				18,277.76
FUND TOTAL				18,277.76

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

03/23/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0024 R&B PCT #4 CYCLE: ALL PAGE 9
 TIME: 05:25 PM PREPARER: 0011

DEPARTMENT	NAME-OF-VENDOR	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT
0200-LIABILITY ACCOUNTS					
	PAYROLL FUND	239914	A	TRANSFER TO COVER/3-1 TO 3-15 P/R	19,535.27
		24-200-120		PAYROLL TRANSFER CLEARING ACCT	
	DEPARTMENT TOTAL				19,535.27
0624-PCT #4 TOTAL DISBURSEMNTS					
	CAPITAL ONE	240082	A	(4) 2.5 GAL DEF/TR#06291	37.92
		24-624-330		FUEL & LUBRICANTS	
	CONSTELLATION NEW ENERGY, INC.	239988	A	PCT4 BARN ELECT TO 3-6	581.47
		24-624-440		UTILITIES	
	DARRELL GERTSON	240109	A	MARCH 1-18 MILEAGE	818.75
		24-624-429		TRAVEL EXPENSE	
	MUSTANG CAT	240112	A	PARTS FOR CAT 12M/INV#PART6212762	601.02
		24-624-355		REPAIR MATERIALS	
	TRACTOR SUPPLY CREDIT PLAN	240120	A	FUEL TANK HOSE	59.99
		24-624-355		REPAIR MATERIALS	
	TRACTOR SUPPLY CREDIT PLAN	240121	A	TRACTOR FLUID	139.98
		24-624-330		FUEL & LUBRICANTS	
	UNIFIRST CORPORATION	240081	A	UNIFORMS/#2680016635,2680015865	136.12
		24-624-491		UNIFORMS	
	DEPARTMENT TOTAL				2,375.25
	FUND TOTAL				21,910.52

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

03/23/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0080 HOT CHECK FUND
TIME:05:25 PM

CYCLE: ALL

PAGE 10
PREPARER:0011

DEPARTMENT				
NAME-OF-VENDOR	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT
0475-COUNTY ATTY-HOT CHK FUND				
PARKS COFFEE	240115	A	APRIL COFFEE SVC/INV#11041173	63.07
	80-475-497		MISCELLANEOUS	
DEPARTMENT TOTAL				63.07
FUND TOTAL				63.07

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 March 27, 2023**

03/23/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 9999 GRAND TOTAL PAGE
 TIME:05:25 PM

CYCLE: ALL PAGE 11
 PREPARER:0011

DEPARTMENT	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT
NAME-OF-VENDOR				
GRAND TOTAL				152,738.34

**MINUTES OF THE COLORADO COUNTY
 COMMISSIONER'S COURT REGULAR MEETING
 March 27, 2023**

03/24/2023--FUND/DEPARTMENT/VENDOR INVOICE LISTING --- 0012 GENERAL FUND CYCLE: ALL PAGE 2
 TIME:02:10 PM CLAIMS FOR PAYMENT FOR MARCH 24, 2023 PREPARER:0011

DEPARTMENT				
NAME-OF-VENDOR	INVOICE-NO	S	DESCRIPTION-OF-INVOICE	AMOUNT
TIME WARNER CABLE ENTERPRISES LLC	240143	A	INTERNET @ AG BLDG	130.68
	12-665-420		COMMUNICATIONS EXPENSE	
DEPARTMENT TOTAL				130.68
0695-MISCELLANEOUS				
FP FINANCE PROGRAM	240130	A	MAIL MACHINE LEASE/INV#33648217	177.00
	12-695-311		POSTAGE & BOX RENT	
TIME WARNER CABLE ENTERPRISES LLC	240144	A	FIBER INTERNET @ ANNEX	854.46
	12-695-420		COMMUNICATIONS EXPENSE (DSL)	
DEPARTMENT TOTAL				1,031.46
FUND TOTAL				19,081.84

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

- _19. Announcements (without discussion and no action) by elected officials/department heads. (Types of Announcements: Events, Road Conditions, Weather Occurrences, Important Dates, Vacancies in Offices or Positions, Accomplishments of Individuals, and Notices)

Commissioner Gertson announced that the Household Hazardous Waste event went well. He thanked the commissioners and employees for their help. He also extended thanks to Snappy's in Alleyton for the meals that were provided to the workers and to the EMS for being present in case anything was needed. He expects to receive a report from Clean Earth soon.

Commissioner Neuendorff announced that the Bernardo Volunteer Fire Department chicken fried steak dinner would be April 16. This is a drive thru only event from 11:00 A.M to 1:00P.M.

Commissioner Brandt announced that on April 15, the Weimar FFA and 4-H groups would be cleaning up trash along the roads through the Adopt A Road program. He's also advertising in the newspaper to hopefully find more volunteers.

Commissioner Wessels expressed his condolences to the Zajicek family with the passing of Robert "Bobby" Zajicek; he was the county engineer for many years.

- _20. Commissioners Court Members sign all documents and papers acted upon or approved.

Judge Prause announced it is now time to sign all papers and documents.

- _21. Recess the Commissioners Court meeting and reconvene at the Colorado County Jail for a site visit and repairs/maintenance.

Judge Prause recessed the meeting at 11:59 A.M. and reconvened at the Colorado County Jail at 12:15 P.M.

- _22. Adjourn.

Motion by Commissioner Wessels to adjourn at 1:19 P.M.; seconded by Commissioner Neuendorff; 5 ayes 0 nays; motion carried; it was so ordered.

An audio recording of this meeting of March 27, 2023 is available in the County Clerk's Office.

The Colorado County Courthouse is wheelchair accessible and accessible parking spaces are available.

**MINUTES OF THE COLORADO COUNTY
COMMISSIONER'S COURT REGULAR MEETING**

March 27, 2023

Minutes were taken and prepared by Kimberly Menke, County Clerk on the 27th day of March 2023 with Judge Ty Prause presiding.

I, KIMBERLY MENKE, COUNTY CLERK AND EX-OFFICIO OF THE COMMISSIONERS COURT IN AND FOR COLORADO COUNTY, TEXAS do hereby certify that the foregoing is a true and correct copy of the minutes of the Commissioner Court in session on the 27th day of March 2023.

Given under my hand and official seal of office this date March 27, 2023.

