



NOTICE OF THE CITY OF BRECKENRIDGE
**REGULAR MEETING OF THE BRECKENRIDGE CITY
COMMISSION**

October 08, 2024 at 5:30 PM

AGENDA

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that the City Commission will meet in a Regular Meeting of the Breckenridge City Commission on October 08, 2024 at 5:30 PM at the Breckenridge City Offices, 105 N. Rose Avenue, Breckenridge, Texas.

CALL TO ORDER

INVOCATION led by Trey McDuff of New Destination Church

PLEDGE OF ALLEGIANCE

American Flag

OPEN FORUM

This is an opportunity for the public to address the City Commission on any matter of public business, except public hearings. Comments related to public hearings will be heard when the specific hearing begins.

STAFF REPORT

(Staff Reports are for discussion only. No action may be taken on items listed under this portion of the agenda, other than to provide general direction to staff or to direct staff to place such items of a future agenda for action.)

City Manager

1. City Business

Employee of the Month

Street Project update

DRP Project update

Gunsolus Creek update

2. Upcoming Events

10/17-10/11 Customer Service Week

- 10/17 Bulk Pickup
- 10/19 Sloan Everette Bike Ride
- 1021-10/24 Fall Brush Pickup
- 10/28 National First Responders Day
- 10/29 Family Fun Fest
- 10/31 Walker St. Trick-or-Treat
- 11/4-11/8 Municipal Court Week

Police Chief

- 3. Police Sergeant-Justin Shockley

SPECIAL PRESENTATIONS AND ANNOUNCEMENTS

(Mayoral proclamations, presentations of awards and certificates, and other acknowledgements of significant accomplishments or service to the community.)

- 4. Presentation on EFleets Vehicle Replacement status

CONSENT AGENDA

Any commission member may request an item on the Consent Agenda to be taken up for individual consideration.

- 5. Consider approval of the September 3, 2024, regular commission meeting minutes as recorded.
- 6. Consider approval of the September 5, 2024, special commission meeting minutes as recorded.
- 7. Consider approval of department head reports and monthly investment reports for August 2024.
- 8. Discussion and any necessary action regarding approval of Resolution 2024-29 appointing members to the Breckenridge Housing Authority.
- 9. Consider approval of Resolution 2024-30 recognizing the week of November 4-8, 2024, as Municipal Court Week.

ACTION ITEMS

- 10. Discussion and any necessary action regarding approval of BEDC recommendation to approve Ox Manufacturing Incentive Agreement.

- [11.](#) Discussion and any necessary action regarding approval of BEDC approval of a 15-year lease with Vero Fiber.
- [12.](#) Discussion and any necessary action approving Resolution 2024-26; BEDC's Vacant-to-Vibrant grant program (second reading).
- [13.](#) Discussion and any necessary action on approving the Stephens County Appraisal District FY 2024-2025 Budget.
- [14.](#) Discussion and any necessary action regarding approval of Resolution 2024-27 awarding a grant administrator to assist the City with a 2025-2026 CDBG application and grant, if funded.
- [15.](#) Discussion and any necessary action regarding approval of Resolution 2024-28 authorizing the City Manager to execute the Extended Term Street Use License for Cactus Cove Development.
- [16.](#) Discussion and any necessary action regarding Family Fall Festival.

RECEIVE REQUESTS FROM COMMISSION MEMBERS/STAFF FOR ITEMS TO BE PLACED ON NEXT MEETING AGENDA

Discussion under this section must be limited to whether or not the Commission wishes to include a potential item on a future agenda.

ADJOURN

NOTE: As authorized by Section 551.071 of the Texas Government Code (Consultation with City Attorney), this meeting may be convened into closed Executive Session for the purpose of seeking confidential legal advice from the City Attorney on any agenda item herein.

CERTIFICATION

I hereby certify that the above notice was posted in the bulletin board at Breckenridge City Hall, 105 North Rose Avenue, Breckenridge, Texas , by **5:00 PM** on the **5th day of OCTOBER 2024**.

City Secretary



Persons with disabilities who plan to attend this public meeting and who may need auxiliary aid or services are requested to contact the Breckenridge City Hall 48 hours in advance, at 254-559-8287, and reasonable accommodations will be made for assistance.



**BRECKENRIDGE CITY COMMISSION
AGENDA SUMMARY FORM**

Subject: Presentation on EFleets Vehicle Replacement status

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

The City engaged Enterprise/EFleets to implement a Vehicle Replacement Project to increase efficiencies in our vehicle fleet. Our Enterprise representative will present an update.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

No action

Presented By
NATHAN B. GLASCO

CITY OF BRECKENRIDGE, TEXAS

City of Breckenridge

YEAR OVER YEAR REVIEW

CURRENT PERIOD September 2023 to August 2024

PRIOR PERIOD September 2022 to August 2023

This annual client review is the property of Enterprise Fleet Management and the material contained herein is intended solely for use by Enterprise Fleet Management and the client listed herein. The information contained herein is confidential and proprietary and may not be distributed or disseminated.



» AGENDA

- Reduce Cost
- Convenience
- Safety, Image, Reliability
- Control



Fiscal Year	Fleet Cost							
	Purchase	Lease/Finance*	Upfront capital	Maintenance	Fuel	Telematics	Subtotal Operating	Sub total
Old plan	\$ 138,333.00		\$ 20,031.00	\$ 80,352.00	\$ 162,045.00	\$ 10,800.00	\$ 253,197.00	\$ 411,561.00
2024 (Projections)		\$ 225,404.00	\$ 27,053.00	\$ 59,785.00	\$ 105,000.00	\$ 6,690.00	\$ 171,475.00	\$ 423,932.00
2024 (Actual)		\$ 105,597.00	\$ 72,383.00	\$ 19,610.00	\$ 83,054.01	\$ 6,690.00	\$ 102,664.01	\$ 280,644.01

- Lowered Operating Expense-59.5%
 - Maintenance-75.6%
 - Fuel-48.7%
 - Telematics-38.1%
- Lowered Total Fleet Costs-31.8%
- Increase in Upfront Capital
 - Change in aftermarket equipment
 - Radios
 - (2) Totalled PD units



» VEHICLE CATEGORY COMPOSITION

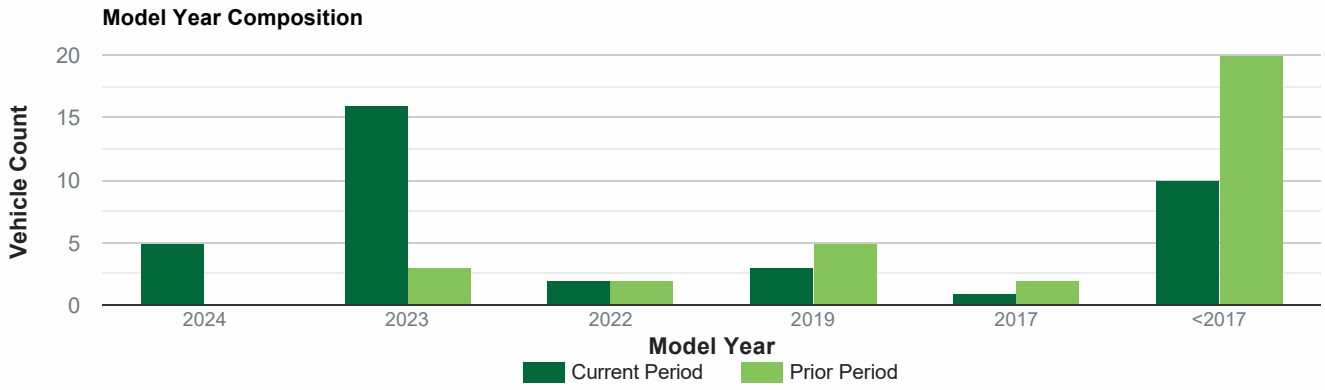
Item 4.

	Current Period	Prior Period
1 Ton Pick Up	1	0
1/2 Ton Pick Up	20	13
3/4 Ton Pick Up	4	5
Chassis Cab (Class 1-3)	2	1
Compact Pick Up	2	2
Large SUV and Crossover	4	7
Mid Sized SUV and Crossover	4	2
Large Car	0	2
Total	37	32

Fiscal Year	Fleet Mix			
	Fleet Size	Annual Needs	Owned	Leased
Old plan	30	3.0	30	0
2024 (Projections)	30	23	7	23
2024 (Actual)	37	22	15	22

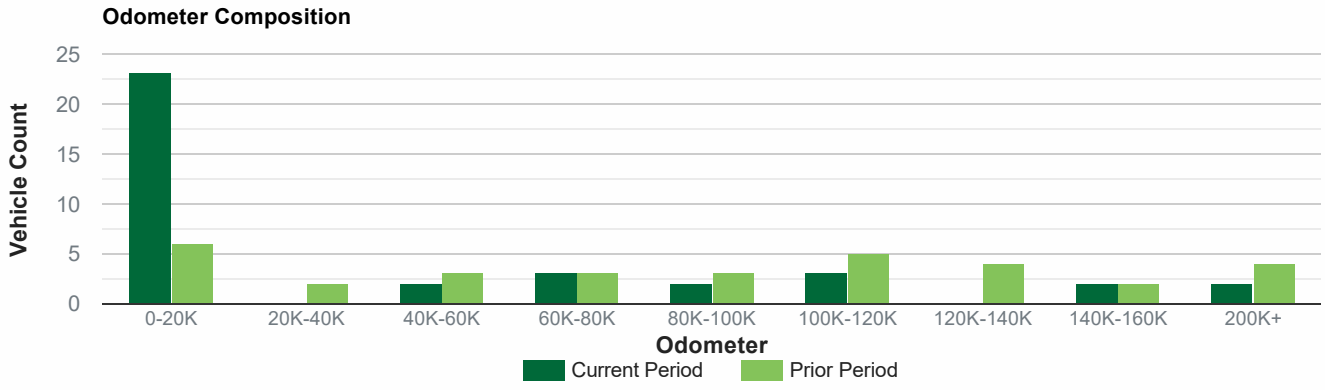


» MODEL YEAR AND ODOMETER COMPOSITION



Model Year	Current Period	Prior Period
2024	5	0
2023	16	3
2022	2	2
2019	3	5
2017	1	2
<2017	10	20
Average Model Year	2019	2014

**Vehicles with unknown odometer readings are excluded.*

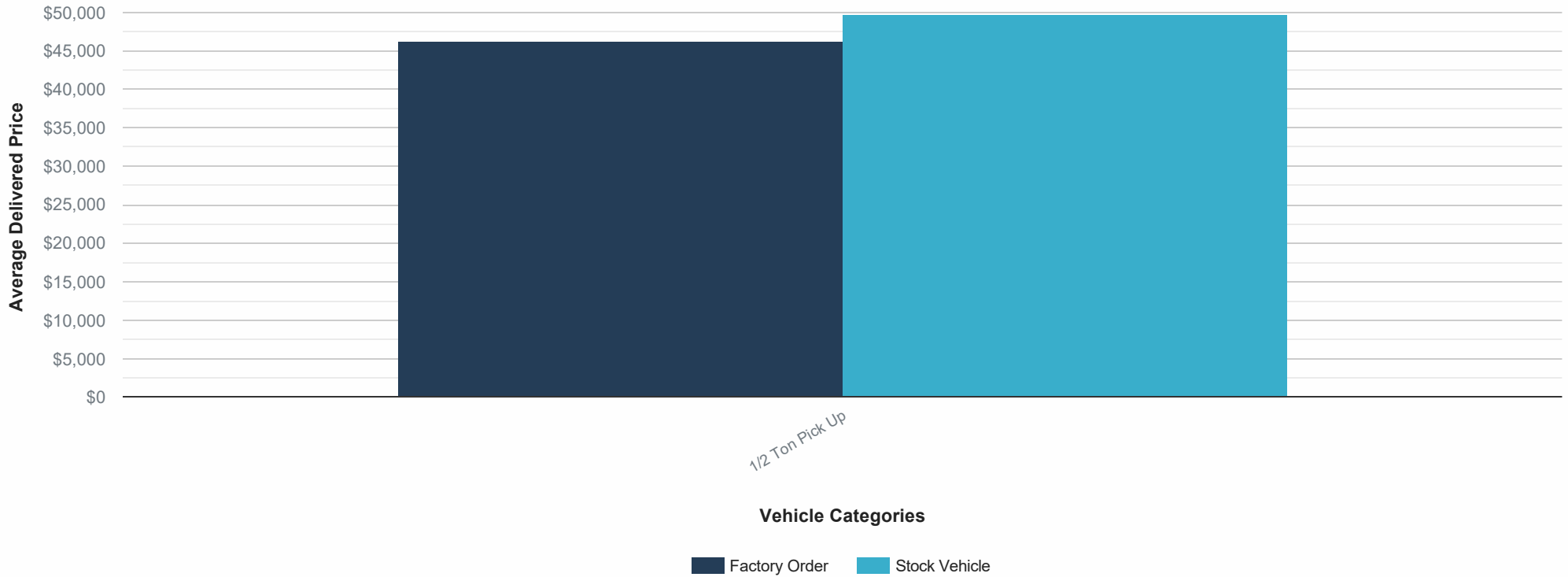


Odometer Band	Current Period	Prior Period
0-20K	23	6
20K-40K	0	2
40K-60K	2	3
60K-80K	3	3
80K-100K	2	3
100K-120K	3	5
120K-140K	0	4
140K-160K	2	2
200K+	2	4

**Vehicles with unknown odometer readings are excluded.*

- Reduce Cost-Maintenance
- Safety, Image, Reliability

» FACTORY ORDER VS. STOCK PRICING - VEHICLE CATEGORY



Vehicle Category	Factory Order	Unit Count	Stock Vehicle	Unit Count
1/2 Ton Pick Up	\$46,223.55	8	\$49,773.04	3
Avg. Delivered Price	\$49,946.79	12	\$58,923.23	8

- Factory order everything
- Incentives



» FULL MAINTENANCE SUMMARY

	Current Period
Total Billing	\$3,585
Average Fleet Size on FMX	6
Total Ending Fleet Size	12
Average Full Maintenance Rate	\$47.00
Total Number of ROs	8
Preferred Account %	100.00%

- Full Maintenance-All leased vehicles except PD
- Fixed and budgeted into payment



» MANAGED MAINTENANCE SUMMARY

Item 4.

	Current Period
Total Billing	\$14,384
Average Fleet Size on MMX	25
Total Customer Savings	\$110
Total Number of ROs	68
Preferred Account %	98.53%

- Managed maintenance- All city owned and PD units
- Majority of maintenance expense



» FUEL EXPENSE OVERVIEW

	Current Period
Total Fuel Spend	\$83,054.01
Total Gallons	26,265
Average # Assigned Cards	22
Cost Per Unit Per Month	\$231.70
Average Price per Gallon	\$3.16

- Reliability and Control
 - Better Fuel economy
 - 20 MPG vs 13MPG
 - Pairs with Telematics for exception reporting



» VEHICLE RESALE OVERVIEW - CLIENT-OWNED VEHICLES

Item 4.

	Current Period	Prior Period
Number of COV Vehicles Sold	5	1
Average Vehicle Age (Based on Model Year)	14	15
Average Days to Sell	39	25
Average Sale Price	\$3,103	\$7,005
Total Sales	\$15,515	\$7,005
Average EFM Sales Fee	\$379	\$395
Average Transportation Fee	\$148	\$0

- Two other units closed
 - totaled PD units
- Other units were sold through auction
 - Planed for \$93,800 in Equity of 23 units



Fiscal Year	Fleet Cost								Resale	Annual	
	Purchase	Lease/Finance*	Upfront capital	Maintenance	Fuel	Telematics	Subtotal Operating	Sub total	Equity	Fleet Budget	Net Difference
Old plan	\$ 138,333.00		\$ 20,031.00	\$ 80,352.00	\$ 162,045.00	\$ 10,800.00	\$ 253,197.00	\$ 411,561.00	\$ -	\$ 411,561.00	\$ -
2024 (Projections)		\$ 225,404.00	\$ 27,053.00	\$ 59,785.00	\$ 105,000.00	\$ 6,690.00	\$ 171,475.00	\$ 423,932.00	\$ 93,800.00	\$ 330,132.00	\$ (81,429.00)
2024 (Actual)		\$ 105,597.00	\$ 72,383.00	\$ 19,610.00	\$ 83,054.00	\$ 6,690.00	\$ 102,664.00	\$ 280,644.00	\$ 13,270.00	\$ 267,374.00	\$ (144,187.00)

- All Objectives were met
 - Reduced cost
 - Convenience
 - Safety, Image, Reliability
 - Control





**BRECKENRIDGE CITY COMMISSION
AGENDA SUMMARY FORM**

Subject: Consider approval of the September 3, 2024, regular commission meeting minutes as recorded.

Department: Administration

Staff Contact: Jessica Sutter

Title: City Secretary

BACKGROUND INFORMATION:

Meeting minutes for the regular commission meeting on September 3, 2024.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Consider approval of the September 3, 2024, regular meeting minutes as presented.

REGULAR MEETING OF THE BRECKENRIDGE CITY COMMISSION



Tuesday, September 3, 2024 at 5:30 PM
Breckenridge City Offices Commission Chambers
105 North Rose Avenue
Breckenridge, Texas 76424

MINUTES

REGULAR CITY COMMISSION MEETING OF THE CITY OF BRECKENRIDGE, TEXAS, HELD ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT.

PRESENT

MAYOR
COMMISSIONER, PLACE 1
MAYOR PRO TEM, PLACE 3
COMMISSIONER, PLACE 4

BOB SIMS
BLAKE HAMILTON
VINCE MOORE
GARY MERCER

CITY MANAGER
CITY SECRETARY
POLICE CHIEF
PUBLIC SERVICES DIRECTOR
CODE ENFORCEMENT/FIRE CHIEF
FINANCE DIRECTOR

CYNTHIA NORTHROP
JESSICA SUTTER
BLAKE JOHNSON
STACY HARRISON
MALCOLM BUFKIN
DIANE LATHAM

NOT PRESENT

COMMISSIONER, PLACE 2

GREG AKERS

CALL TO ORDER

Mayor Sims called the meeting to order at 5:30 p.m.

Invocation led by Cynthia Northrop

PLEDGE OF ALLEGIANCE

OPEN FORUM

Chris Hunnewell-1027 Royal Lane, Graham Tx, 76450

No Action Taken

STAFF REPORT

1. City Business

Public Works Employee of the Month - Gabe Hyatt

Reschedule the October Commission meeting

Department Head reports

2. Upcoming Events

09/07 911 First Responder Benefit

09/19 Bulk Pickup

09/25 Homecoming Parade

10/01 National Night Out

No Action Taken

CONSENT AGENDA

3. Consider approval of the August 6, 2024, regular commission meeting minutes as recorded.
4. Consider approval of the August 20, 2024, special commission meeting minutes as recorded.
5. Consider approval of the August 27, 2024, special commission meeting minutes as recorded.
6. Consider approval of Resolution 2024-23 BISD Homecoming Parade.
7. Consider approval of Resolution 2024-22 for recommended Board of Director appointments to the BEDC.
8. Consider approval of Interlocal agreement with Young County, Texas for the purpose of funding a bond supervision officer.
9. Consider approval of Resolution 2024-25 confirming and accepting securities pledged for municipal funds while acting as City Depository.

Agenda item number 7 was moved to action items. Mayor Pro Tem Moore made a motion to approve consent agenda items 3-6 and 8-9 as presented. Commissioner Mercer seconded the motion. The motion passed 4-0.

PUBLIC HEARING ITEMS

10. Public Hearing on proposed FY 2024-2025 City of Breckenridge budget.

No speakers.

No action taken.

ACTION ITEMS

7. Consider approval of Resolution 2024-22 for recommended Board of Director appointments to the BEDC.

This item was moved to action items from the consent agenda due to Mayor Pro Tem Moore having a conflict of interest on this item. One of the new directors to be appointed Virgil Moore III is his immediate family.

Commissioner Hamilton made a motion to approve Resolution 2024-22 as presented. Commissioner Mercer seconded the motion. The motion passed 3-1 with Mayor Pro-Tem recusing himself from the vote.

11. Discussion and any necessary action regarding the BEDC FY 2024-2025 Budget.

Breckenridge Economic Director David Miller reviewed the FY 2024-2025 budget.

Commissioner Mercer made a motion to approve the BEDC FY 2024-2025 budget as presented. Commissioner Hamilton seconded the motion the motion passed 4-0.

12. Discussion and any necessary action approving Resolution 2024-26; BEDC’s Vacant-to-Vibrant grant program (first reading).

EDC Director David Miller explained that the BEDC approved a project for the repurposing of underutilized 2nd story spaces in the downtown district to be used as short-term rentals. This program will reimburse building owners or business owners for capital improvements made. BEDC will fund the project between \$5,000-\$10,000 per rentable unit based on the bedroom count.

Commissioner Hamilton made a motion to approve the first reading of Resolution 2024-25 as presented. Mayor Pro Tem Vince Moore seconded the motion. The motion passed 4-0.

13. Discussion and any necessary action regarding the Chamber of Commerce annual report.

Breckenridge Chamber of Commerce Executive Director Yuri Huntington presented the annual report to commissioners including Hotel/Motel Fund report.

Mayor Pro Tem Vince Moore made a motion to approve the Chamber of Commerce Annual report as presented. Commissioner Mercer seconded the motion. The motion passed 4-0.

14. Discussion and any necessary action regarding awarding a construction contract related to Phase 1 of 2024 Paving Improvements.

City Manager Cynthia Northrop stated that as part of the street improvement plan the city's engineers, eHT, were tasked with the design of the mid-term street projects. Request for Proposals for construction contract was advertised and two bids were received; JR West Texas Concrete, and Raydon Inc. Raydon, Inc. Engineers identified the lowest and best bid: Raydon, Inc.

Commissioner Hamilton made a motion to award the bid for phase 1 of the paving improvement to Raydon, Inc., the lowest and best bid. Mayor Pro Tem seconded the motion. The motion passed 4-0.

15. Discussion and any necessary action approving the Facility Use Agreement with Stephens County Humane Society for a city owned building located at 210 N. Live Oak Street, Breckenridge, previously known as the Sis Clark Building.

City Manager Cynthia Northrop explained that this agreement allows the Stephens County Humane Society (SCHS) the exclusive right and privilege to use the building located at 210 N. Live Oak Street as a resale shop. Proceeds from sales support the SCHS. The city provides water, sewer, and solid waste services at no additional cost.

Commissioner Mercer made a motion to approve the Facility Use Agreement with Stephens County Humane Society as presented. Commissioner Hamilton seconded the motion. The motion passed 4-0.

16. Discussion and any necessary action on approving Ordinance 2024-16 adopting a budget for the fiscal year beginning October 1, 2024 and ending September 30, 2025 in accordance with the Laws of the State of Texas, appropriating the various amounts thereof, and repealing all Ordinances in conflict therewith; and providing for an effective date.

City Manager Northrop explained that this action item is to approve the Fiscal Year 2024-2025 budget that was presented to commissioners.

Mayor Pro Tem Moore made a motion to approve Ordinance 2024-16 and set and approve the municipal budget for the 2024-2025 fiscal year. Commissioner Hamilton seconded the motion. City Secretary, Jessica Sutter took a roll call vote with Mayor Sims voting Aye, Commissioner Hamilton voting Aye, Commissioner Akers not present, Mayor Pro Tem Moore Aye, and Commissioner Mercer Aye. The motion passed on a vote of 4-0.

17. Discussion and any necessary action regarding approval of Resolution 2024-24 ratifying the tax revenue for the tax year 2024 (FY 2024-2025) for the City of Breckenridge.

City Manager Northrop reviewed the proposed Tax rate of \$1.04471.

Commissioner Hamilton made a motion to ratify the property tax increase reflected in the adopted annual budget for fiscal year 2024-2025. Commissioner Mercer seconded the motion. City Secretary, Jessica Sutter took a roll call vote with Mayor Sims voting Aye,

Commissioner Hamilton voting Aye, Commissioner Akers not present, Mayor Pro Tem Moore Aye, and Commissioner Mercer Aye. The motion passed on a vote of 4-0.

18. Discussion and any necessary action regarding Ordinance 2024-17 Levying Ad Valorem Taxes for the Use and Support of the Municipal Government of the City of Breckenridge, Texas, and providing for the Interest and Sinking Fund for the Fiscal Year 2024-2025; Directing the collection thereof; and providing for the time of paying the Ad Valorem taxes levied and providing that taxes become delinquent if not paid.

Commissioner Mercer made a motion to approve Ordinance 2024-17 and that the property tax rate be increased by the adoption of a tax rate of \$1.04471 which is effectively a 3.91 percent increase in the tax rate. Mayor Pro Tem Moore seconded the motion. City Secretary, Jessica Sutter took a roll call vote with Mayor Sims voting Aye, Commissioner Hamilton voting Aye, Commissioner Akers not present, Mayor Pro Tem Moore Aye, and Commissioner Mercer Aye. The motion passed on a vote of 4-0.

19. Discussion and any necessary action regarding Ordinance 2024-15 amending FY 2023-2024 official budget adopted by Ordinance 2023-15.

Budget amendments are generally presented either bi-annually or quarterly when a need arises to revise the current year's approved fiscal budget. Amendments to the budget can be found in the agenda packet for review.

Commissioner Hamilton made a motion to approve Ordinance 2024-15 amending fiscal year 2023-2024 official budget adopted by Ordinance 2023-15 as presented. Mayor Pro Tem Moore seconded the motion. The motion passed 4-0.

20. Discussion and any necessary action regarding approval of Ordinance 2024-13 updating Schedule of Fees (Second Reading).

Mayor Pro Tem Mercer made a motion to approve the second reading of Ordinance 2024-13 updating the schedule of fees. Commissioner Hamilton seconded the motion. The motion passed 4-0.

EXECUTIVE SESSION

Personnel Matters

§551.074: Personnel matters (to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee):

21. City Manager
22. Public Works

RECONVENE INTO OPEN SESSION

Mayor Sims reconvened into open session at 6:55

Mayor Pro Tem Moore made a motion to renew the City Manager Contract for two years. Commissioner Hamilton seconded the motion. The motion passed 4-0.

RECEIVE REQUESTS FROM COMMISSION MEMBERS/STAFF FOR ITEMS TO BE PLACED ON NEXT MEETING AGENDA

No requests.

ADJOURN

There being no further business, Mayor Sims adjourned the regular session at 6:56 p.m.

Bob Sims, Mayor

Jessica Sutter, City Secretary



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Consider approval of the September 5, 2024, special commission meeting minutes as recorded.

Department: Administration

Staff Contact: Jessica Sutter

Title: City Secretary

BACKGROUND INFORMATION:

Meeting minutes for the special commission meeting on September 5, 2024.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Consider approval of the September 5, 2024, special meeting minutes as presented.

SPECIAL MEETING OF THE BRECKENRIDGE CITY COMMISSION



Tuesday, September 5, 2024, at 2:00 PM
Stephens County Courthouse
200 W. Walker
Breckenridge, Texas 76424

MINUTES

SPECIAL CITY COMMISSION MEETING OF THE CITY OF BRECKENRIDGE, TEXAS, HELD ON THIS DATE WITH THE FOLLOWING MEMBERS PRESENT.

PRESENT

MAYOR
COMMISSIONER, PLACE 1
COMMISSIONER, PLACE 2
MAYOR PRO TEM, PLACE 3

BOB SIMS
BLAKE HAMILTON
GREG AKERS
VINCE MOORE

CITY MANAGER
CITY SECRETARY
POLICE CHIEF

CYNTHIA NORTHROP
JESSICA SUTTER
BLAKE JOHNSON

NOT PRESENT

COMMISSIONER, PLACE 4

GARY MERCER

CALL TO ORDER

The meeting was called to order at 2:00 p.m.

WORKSHOP ITEMS

1. Discussion with Stephens County Commissioners and Stephens County Humane Society regarding Animal Control Services.

Joint discussion with County Commissioners, Mayor, City Commissioners, County Judge, Stephens County Humane Society President Kathy O’Shields, and City Manager regarding animal control services. This was a discussion only and no action was taken.

ADJOURN

There being no further business, the meeting was adjourned at 4:02 p.m.

Bob Sims, Mayor

Jessica Sutter, City Secretary



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Consider approval of department head reports and monthly investment reports for August 2024.

Department: Administration

Staff Contact: Jessica Sutter

Title: City Secretary

BACKGROUND INFORMATION:

The City approves an investment policy that complies with the Public Funds Investment Act of 1987 every year. The city allows investments in money market accounts, certificates of deposits, and investment pools. The Treasurer or their designee is required to provide a quarterly investment report to the Commissioners.

The staff provides commissioners monthly with departmental reports and finance reports that include investment reports. This aids in the transparency of the staff's accomplishments as well as the current financials of the city for commissioners and citizens.

FINANCIAL IMPACT:

N/A

STAFF RECOMMENDATION:

Consider approval of departmental reports and monthly investment reports for August 2024.



DEPARTMENTAL REPORTS

AUGUST 2024

105 N. Rose Ave.
Breckenridge, TX 76424
254.559.8287
www.breckenridgetx.gov

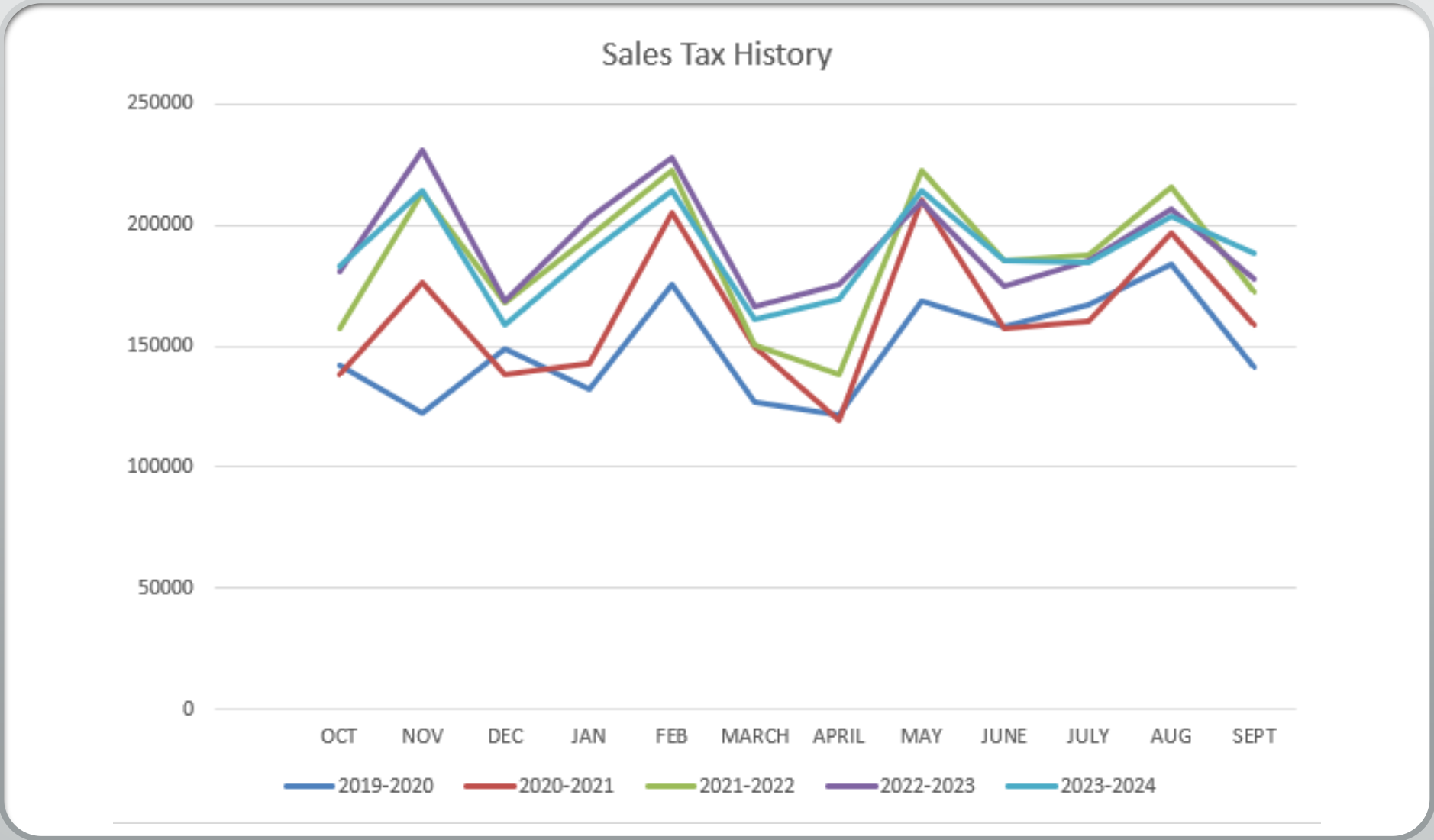
Finance

Bank Statement Balances

	Account Name	Balances as of August 2023	Balances as of August 2022	Item 7.
1001	GENERAL FUND	\$ 1,481,979.20	\$ 1,928,234.73	
1013	ARSON FUND	\$ 509.89	\$ 509.89	
1014	FEDERAL TAX & LOAN	\$ 24,206.51	\$ 81.49	
1001	WATER FUND	\$ 1,556,741.70	\$ 1,884,129.69	
1001	WASTEWATER FUND	\$ 930,450.41	\$ 1,436,294.21	
1001	SANITATION	\$ 26,601.36	\$ 35,560.01	
1001	FIRE DEPT. SPECIAL	\$ 10,305.12	\$ 10,649.90	
1001	FORFEITED PROPERTY	\$ 1,477.49	\$ 1,481.30	
1002	PAYROLL FUND	\$ 41,100.97	\$ 31,683.42	
1001	EQUIP. REPLACEMENT FUND	\$ 237,216.93	\$ 293,646.22	
1001	STREET MAINTENANCE	\$ 900,488.99	\$ 297,528.26	
1001	BRECKENRIDGE PARK FUND	\$ 9,245.17	\$ 9,635.47	
1001	POLICE DEPT. SPECIAL	\$ 13,610.97	\$ 13,645.92	
1001	Excess Sales Tax Revenue	\$ 17,628.95	\$ 17,674.21	
1001	Breck Trade Days	\$ 39,416.62	\$ 39,517.85	
1051	CO 2017 A&B Sinking /Rd	\$ 814,205.13	\$ -	
1001	Water Capital Projects	\$ -	\$ (109,693.27)	
1001	Wastewater Capital Projects	\$ -	\$ 164,314.28	
1001	Capital Improvement Project	\$ 131,786.53	\$ 102,384.69	
1058	GENERAL DEBT SERVICE FUND	\$ 965,338.50	\$ -	
1001	General Debt Service Fund P/C	\$ -	\$ 389,177.82	
1001	REVENUE DEBT SERVICE FUND	\$ -	\$ 178,151.76	
1025	Rescue Boat Donation	\$ 1,812.66	\$ 1,817.20	
1073	CWSRF LF1001492	\$ 17,651.99	\$ 3.02	
1076	CWSRF LF1001492 ESCROW	\$ 1,221,291.49	\$ 1,221,670.84	
1056	CWSRF CO 2022A L1001491	\$ 1.00	\$ 1.00	
1074	CWSRF CO 2022A L1001491 ESCROW	\$ 937,343.45	\$ 982,155.75	
1072	CWSRF CO 2022A L1001426	\$ 1.00	\$ 1.00	
1075	CWSRF CO 2022A L1001426 ESCROW	\$ 1,985,188.63	\$ 2,080,096.14	
1071	DWSRF LF1001495	\$ 1.10	\$ 2.10	
1079	DWSRF LF1001495 ESCROW	\$ 1,343,770.32	\$ 1,274,205.60	
1070	DWSRF CO 2022B L1001493	\$ 1.00	\$ 1.00	
1078	DWSRF CO 2022B L1001493 ESCROW	\$ 1,352,830.89	\$ 1,417,506.75	
1057	DWSRF CO 2022B L1001494	\$ 1.00	\$ 1.00	
1077	DWSRF CO 2022B L1001494 ESCROW	\$ 948,273.54	\$ 993,608.45	
1010	LOGIC CO 2023	\$ 8,645,892.03	\$ 7,662,421.20	
	TOTAL - ALL FUNDS	\$ 23,656,370.54	\$ 22,358,098.90	

Fiscal Year Sales Tax Revenue Received

MONTH RECEIVED	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024
OCT	\$ 142,235.00	\$ 138,040.00	\$ 157,493.00	\$ 180,530.00	\$ 182,914.00
NOV	\$ 122,415.00	\$ 176,091.00	\$ 213,510.00	\$ 230,739.00	\$ 214,002.00
DEC	\$ 149,000.00	\$ 138,215.00	\$ 167,667.00	\$ 169,037.00	\$ 158,898.22
JAN	\$ 132,144.00	\$ 142,770.00	\$ 195,423.00	\$ 203,137.00	\$ 188,303.00
FEB	\$ 175,232.00	\$ 204,822.00	\$ 222,525.00	\$ 228,165.00	\$ 214,081.01
MARCH	\$ 127,285.00	\$ 149,849.00	\$ 150,395.00	\$ 166,133.00	\$ 161,140.16
APRIL	\$ 121,607.00	\$ 119,118.00	\$ 138,407.00	\$ 175,455.75	\$ 169,163.00
MAY	\$ 168,693.00	\$ 210,823.00	\$ 222,804.00	\$ 210,071.22	\$ 213,927.83
JUNE	\$ 158,145.00	\$ 157,037.00	\$ 185,695.00	\$ 175,128.00	\$ 185,557.61
JULY	\$ 167,474.00	\$ 160,631.00	\$ 187,757.00	\$ 185,736.00	\$ 184,363.32
AUG	\$ 183,855.00	\$ 196,582.00	\$ 215,658.00	\$ 206,710.00	\$ 203,593.65
SEPT	\$ 141,151.17	\$ 158,558.00	\$ 172,552.00	\$ 177,704.47	\$ 188,524.22
TOTAL	\$ 1,789,236.17	\$ 1,952,536.00	\$ 2,229,886.00	\$ 2,308,546.44	\$ 2,264,468.02



SECURITIES PLEDGED

The following shows the calculation of deposit coverage for the deposits of The City of Breckenridge held in Clear Fork Bank on: August 27, 2024 and securities pledged as of: August 26, 2024

Checking account balances:	\$	6,939,690.23
CD balances:	\$	-
Total on deposit:	\$	<u>6,939,690.23</u>
FDIC Insurance coverage:		
Checking account balances:	\$	250,000.00
CD balances:	\$	-
	\$	<u>250,000.00</u>
Total Deposit balance		
less FDIC coverage:	\$	<u>6,689,690.23</u>
Securities pledged at market value:	\$	<u>7,468,412.08</u>
Excess securities pledged:	\$	<u>778,721.85</u>

2023 CO BOND

BOND
AMOUNT

• \$8,641,984.74

BANK
TRANSFERS

• \$1,445,646.00

CURRENT
BALANCE

• \$7,647,936.20

2023 CO BOND-LOGIC PROJECT EXPENDITURES

STREETS

\$526,308.00

PARK IMPROVEMENT

\$742,883.17

FACILITIES IMPROVEMENT

\$175,874.76

2023 CO BOND-LOGIC INTEREST EARNED

AUGUST 2024: \$35,571.70

TOTAL: \$451,597.46



BUILDING & DEVELOPMENT

AUGUST 2024		FY 2023-2024
Permits Issued:		
Building	2	47
Roof	2	20
Fence, windows, siding, etc.	1	9
Sign	1	4
Mobile home	0	6
Certificate of Occupancy	1	8
Electrical	3	53
Plumbing	1	28
Gas line	1	29
Irrigation	0	2
HVAC	2	19
Moving	0	0
Demolition	0	1
P&Z	0	3
Variance	0	5
Prelim/final plat/replat	0	3
Solicitor/vendor	1	9
Beer/wine/liquor license	4	18
Gaming machine license	0	5
Food Mobile Unit	0	13
Fire alarm	0	0
Fire sprinkler	0	0

CODE ENFORCEMENT

Violations reported to Code Enforcement via email – 1

Violations reported to Code Enforcement via phone – 0

New violations cases opened – 8

Rubbish – 1106 E. Dyer

Junk vehicle – 1308 Renee

Junk vehicle – 705 S. James

Junk vehicles – 3102 W. Walker

Rubbish – 1210 W. Dyer

High weeds & rubbish – 1015 W. Dyer

High weeds – 200 blk. N. Rose

High weeds – 600 S. Miller

Cases sent to Municipal Court – 3

Rubbish – 1005 E. Wheeler

Rubbish – 303 W. 3rd

Rubbish – 1210 W. Dyer

CODE ENFORCEMENT

Violations closed due to compliance – 23

Junk vehicles – 408 N. Rose

Rubbish – 1409 E. Williams

Parking issues – 1311 W. Williams

High weeds – 1203 W. Hullum

High weeds – 700 W. 3rd

High weeds – 409 W. 4th

High weeds – 810 W. Wheeler

High weeds – 210 Pembroke

High weeds – 207 Pembroke

High weeds – 213 Pembroke

Parking issues – 405 W. 6th

High weeds – 312 W. 1st

High weeds – FM Rd. 3099 North (lot south of Wal-Mart)

High weeds – 109 S. Liveoak

High weeds – 100 Medina Ct.

High weeds – 312 W. 1st

High weeds – 607 N. Panther

High weeds – 800 N. Panther

High weeds – 315 W. 2nd

High weeds – 101 W. Williams

Rubbish – 1106 E. Dyer

High weeds – 200 blk. N. Rose

High weeds – 600 S. Miller

CODE ENFORCEMENT

Substandard homes ready for demolition by the city

1305 W. 1st (city-owned)

601 N. Harvey (city-owned)

803 W. Hullum

513 S. Stoker

1214 W. 4th

CODE ENFORCEMENT

Cases not paid and recorded at County with liens – 8

907 N. Shelton

212 W. 6th - PAID

209 W. Hullum

810 W. Hullum

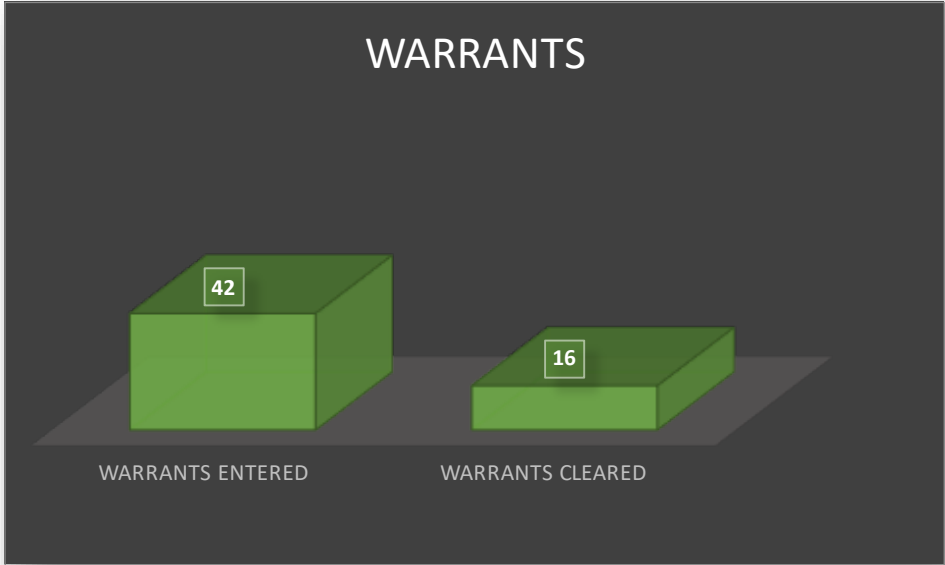
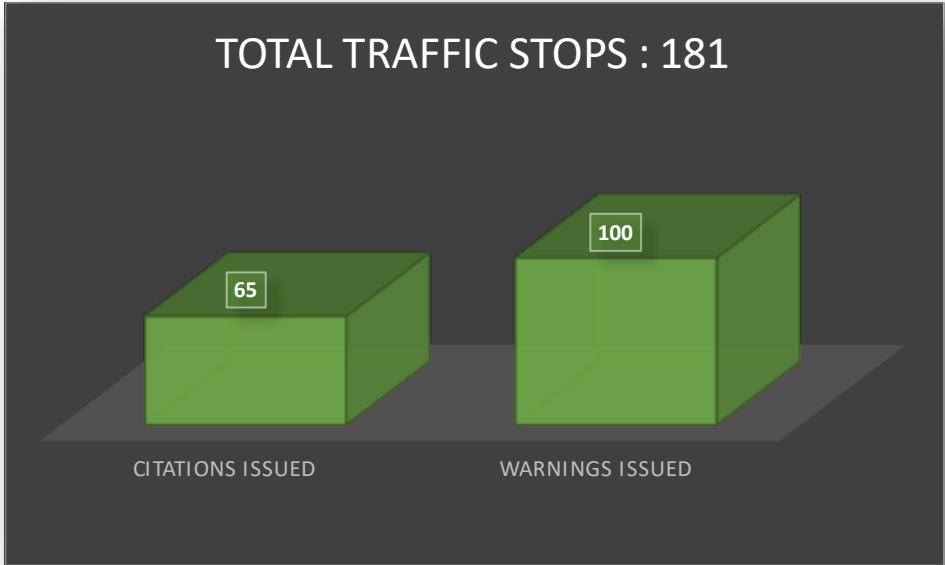
404 S. Pecan

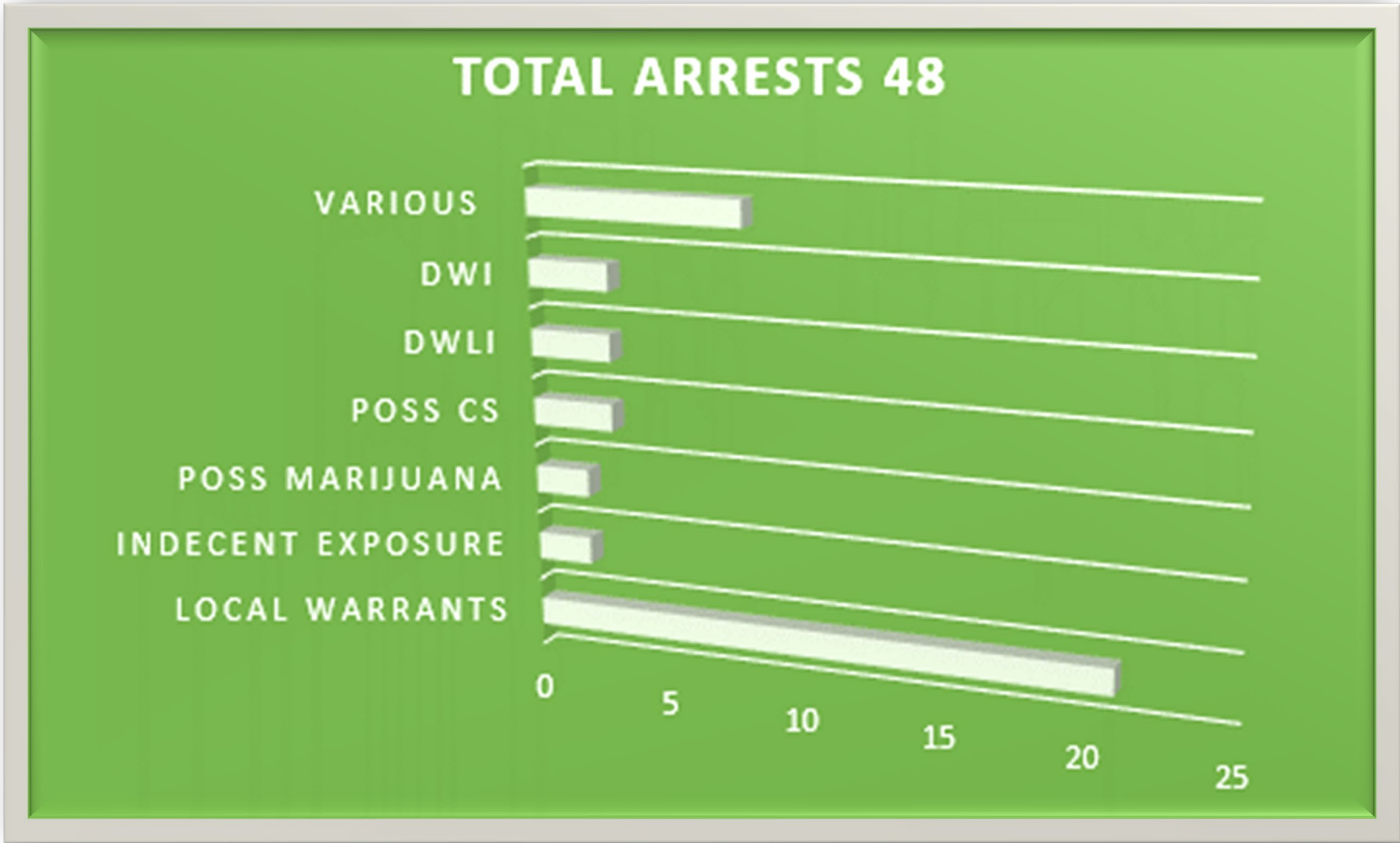
210 N. McAmis

301 N. Dairy

710 W. 4th





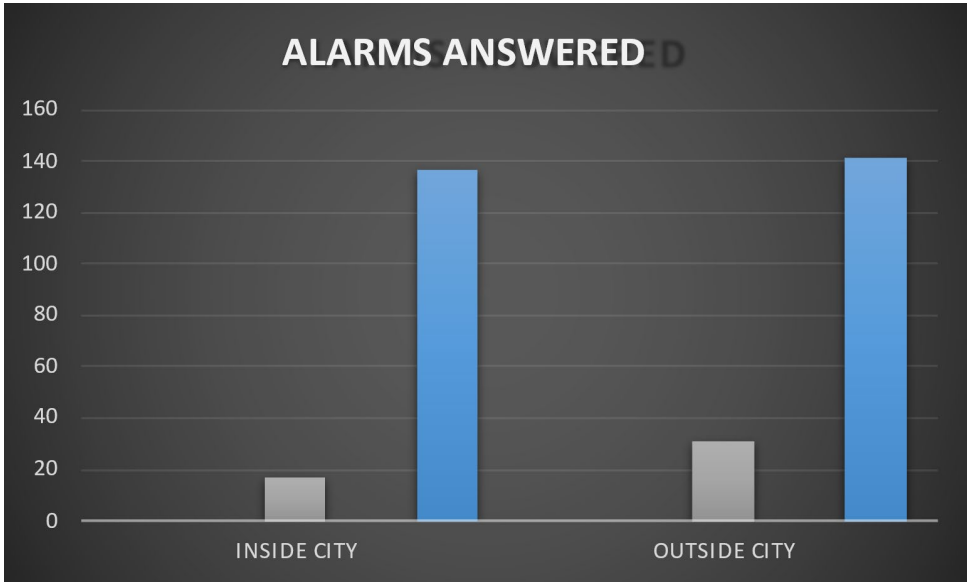
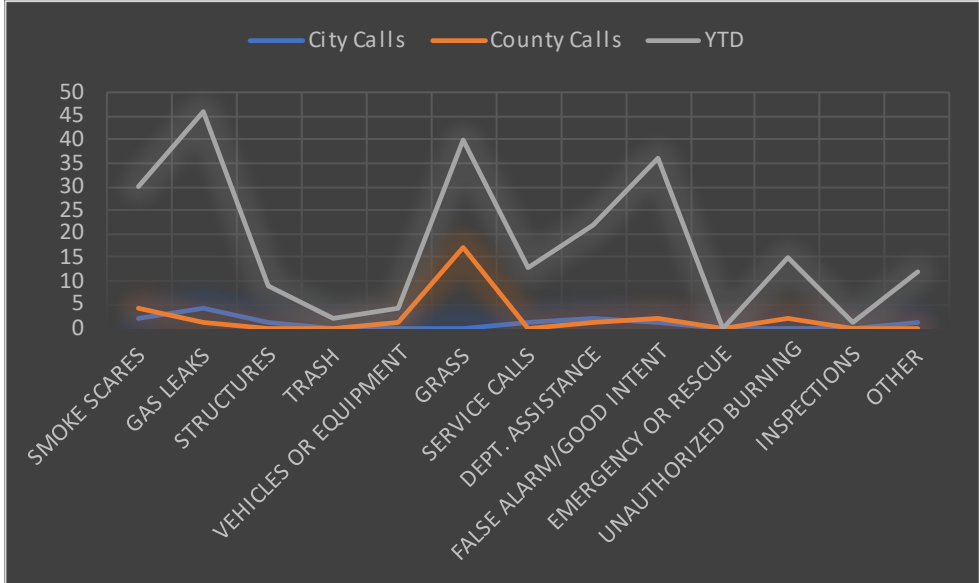


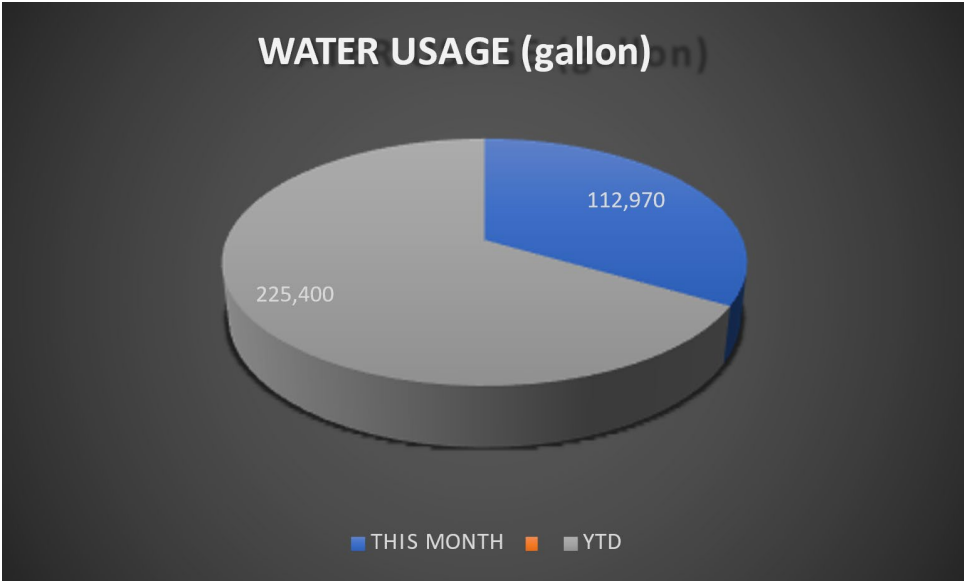
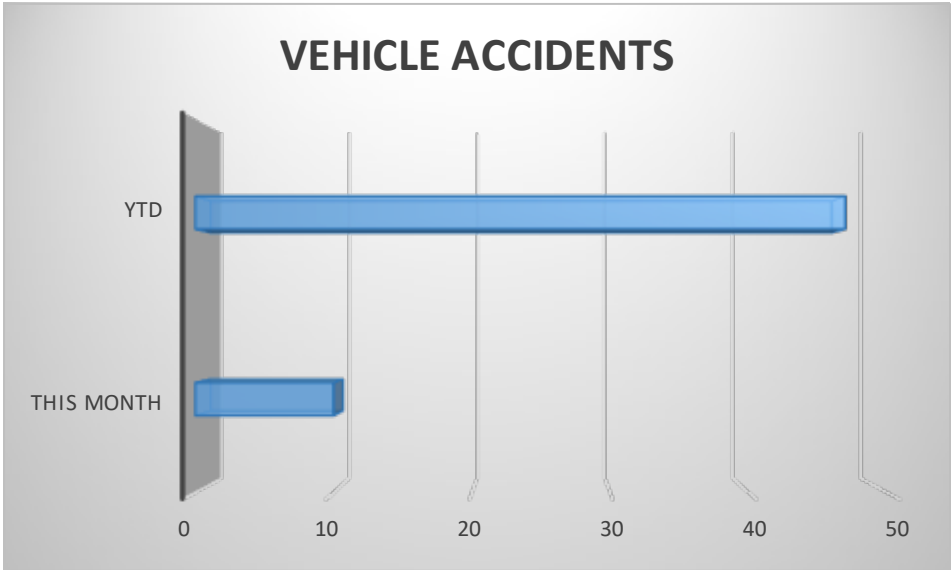
ANIMAL CONTROL

TOTAL CALLS: 64









PARKS & CEMETERY





3 pavilion rentals

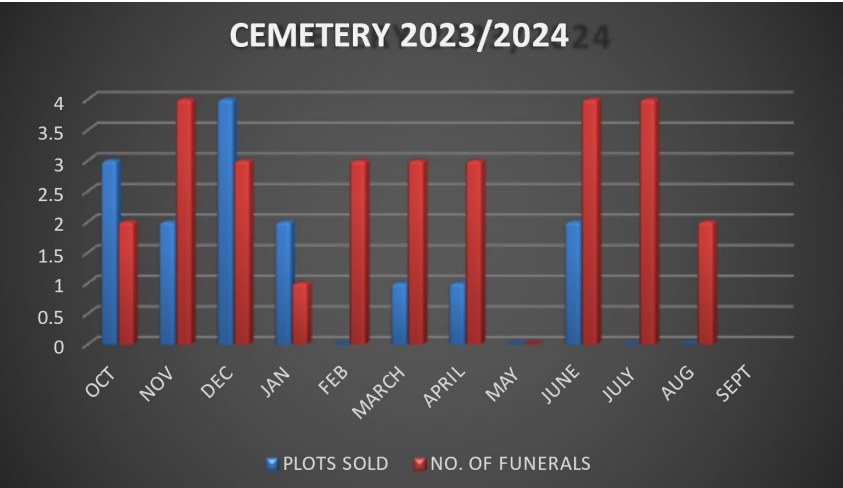
2 tradebarn rental

Maintaining all park

A lot of people using the park

Mowing and weedeating

Pool closed for 2024 prepping to cover



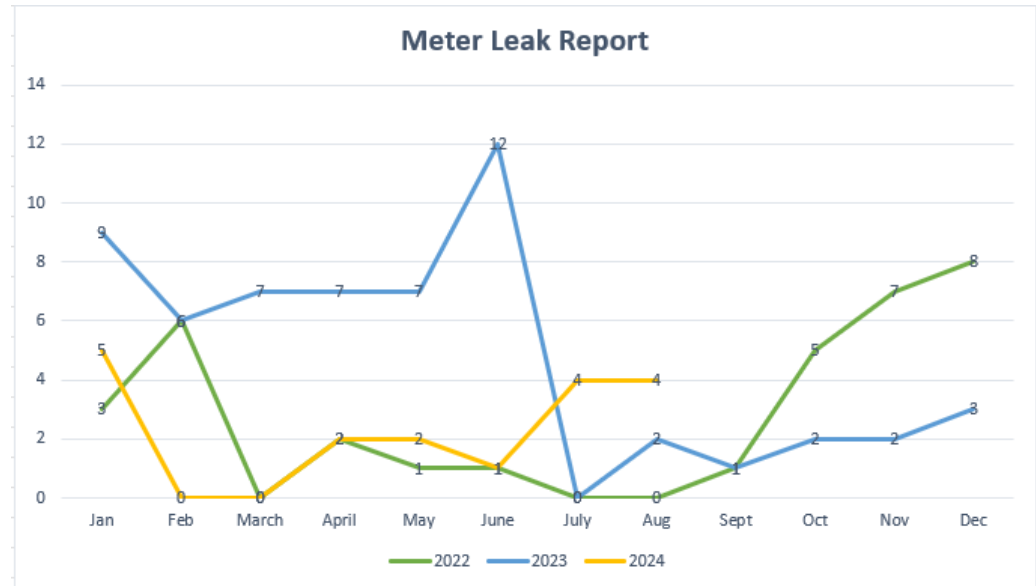
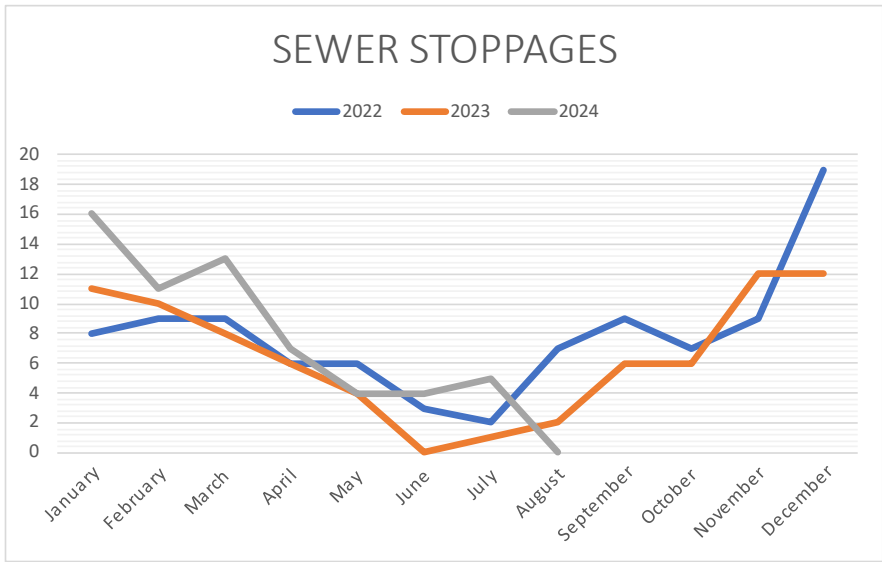
- 1 funeral to report
- Beginning to water
- Leveling small military stone
- Maintaining Cemetery
- Maintaining equipment
- Filling Graves
- Helping in park

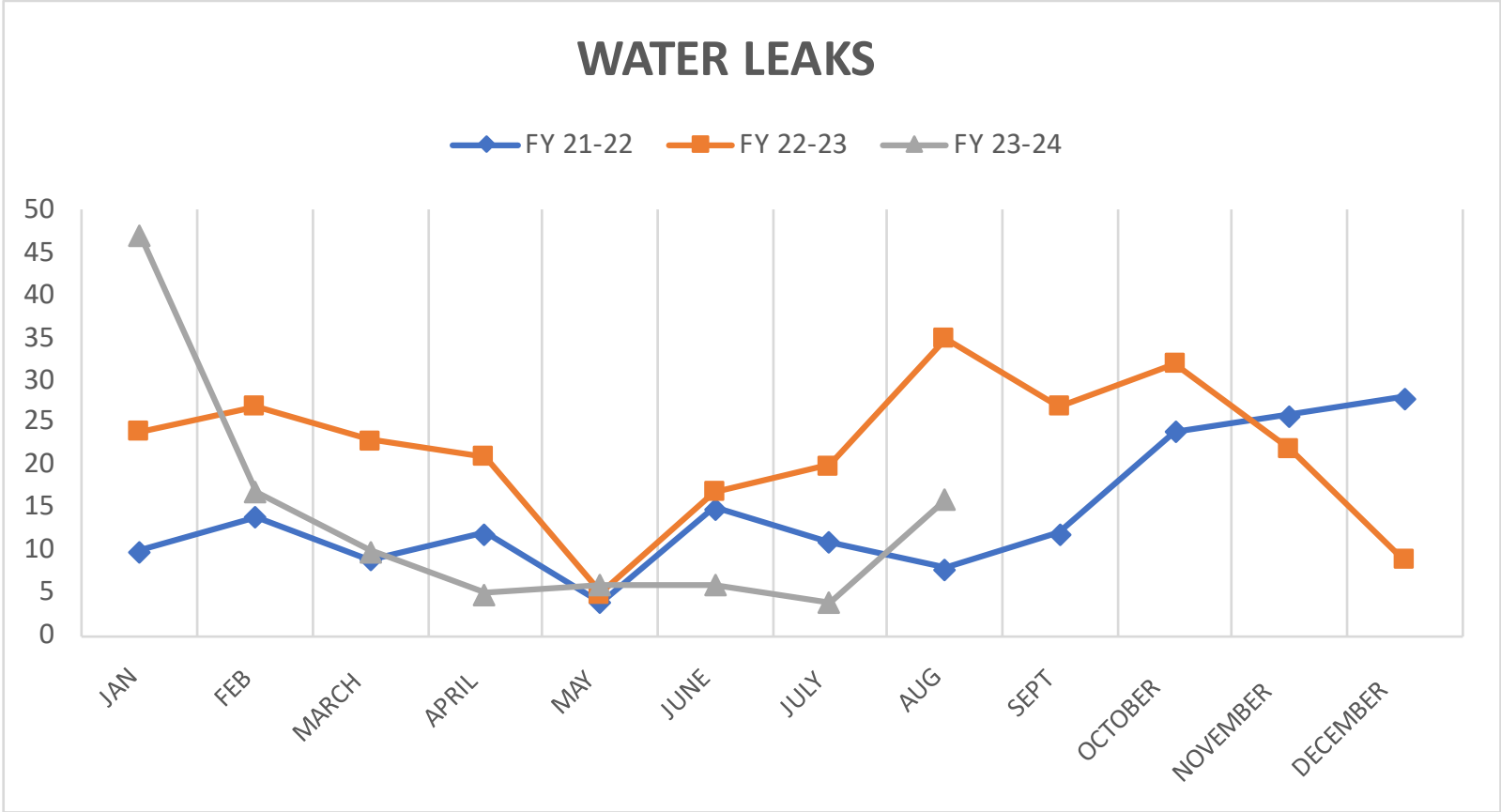
CEMETERY

PUBLIC WORKS



DEPARTMENT







BRECKENRIDGE CITY COMMISSION
AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding approval of Resolution 2024-29 appointing members to the Breckenridge Housing Authority

Department: Administration

Staff Contact: Jessica Sutter

Title: City Secretary

BACKGROUND INFORMATION:

The Housing Authority was established by the City Commission in January 1950. Local Government Code Section 392.031 establishes the criteria for the municipality to appoint the Housing Authority Board of Director members. The board is made up of 5 members: 2 serve one-year terms and 3 serve two-year terms.

The Terms of JB Sparks and Carol McKee are expiring on October 31, 2024, and Joyce Toland would like to retire from her position which expires on October 31, 2025. JB Sparks would like to be reappointed to a 2-year term and Teresa Reynolds would like to be appointed to replace Carol McKee for a 2-year term. Kenny Taylor will be appointed to fill the remaining term of Joyce Toland.

FINANCIAL IMPACT:

N/A

STAFF RECOMMENDATION:

Consider approval of Resolution 2024-29 as presented.

RESOLUTION NO. 2024-29

A RESOLUTION BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS, TO APPOINT MEMBERS TO THE BOARD OF DIRECTORS OF THE HOUSING AUTHORITY OF THE CITY OF BRECKENRIDGE.

WHEREAS the City Commission of the City of Breckenridge is charged with the responsibility of appointing members to the Board of Directors of the Housing Authority of the City of Breckenridge; and,

WHEREAS Carol McKee and J.B Sparks terms on the Housing Authority Board is set to expire October 31, 2024;

WHEREAS Joyce Toland will be stepping down from the position on the Housing Authority Board set to expire October 31, 2025;

NOW, THEREFORE, BE IT RESOLVED: That Kenny Taylor shall be appointed to fill the remaining term of Joyce Toland that expires October 31, 2025; that J.B. Sparks shall be reappointed for a two-year term that expires October 31, 2026; that Teresa Reynolds shall be appointed to a two-year term that expires October 31, 2026.

J.B. Sparks Teresa Reynolds Kenny Taylor (expires October 31, 2025)

PASSED AND APPROVED this 8th day of October 2024.

Bob Sims, Mayor

ATTEST:

Jessica Sutter, City Secretary

S E A L



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Consider approval of Resolution 2024-30 recognizing the week of November 4-8, 2024, as Municipal Court Week.

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

The City of Breckenridge joins municipal courts, city councils, and communities throughout Texas in showing appreciation for the dedicated municipal judges, court clerks, court administrators, prosecutors, bailiffs, and warrant officers who comprise the Texas municipal courts during the week of November 4-8, 2024.

Municipal Court Week is a wonderful time to not only recognize how much municipal courts do but to share with the public the significant role that local courts and their personnel play in the criminal justice system and the larger community. It is noteworthy to highlight our partnership with Stephens County and our interlocal with them that allows Justice of the Peace, Steve Spoon, to also serve as our Municipal Court Judge.

FINANCIAL IMPACT:

N/A

STAFF RECOMMENDATION:

Consider approval of Resolution 2024-30 as presented.

RESOLUTION NO. 2024-30

IN RECOGNITION OF MUNICIPAL COURTS WEEK

A RESOLUTION RECOGNIZING THE IMPORTANCE OF MUNICIPAL COURTS, THE RULE OF LAW, AND THE FAIR AND IMPARTIAL ADMINISTRATION OF JUSTICE

WHEREAS, municipal courts play a significant role in preserving public safety and promoting quality of life in Texas;

WHEREAS, more people come in contact with municipal courts than all other Texas courts combined and public impression of the Texas judicial system is largely dependent upon the public’s experience in municipal court;

WHEREAS, state law authorizes a municipality to either appoint or elect a municipal judge for a term of office, the Breckenridge Municipal Court is a state court and its judges are members of the state judiciary;

WHEREAS, the procedures for the Breckenridge Municipal Court operations are set forth in the Texas Code of Criminal Procedure and other laws of the State of Texas;

WHEREAS, the City of Breckenridge is committed to the notion that our legal system is based on the principle that an independent, fair, and competent judiciary will interpret and apply the laws that govern us and that judges and court personnel should comply with the law and act in a manner that promotes public confidence in the integrity and impartiality of the judiciary;

WHEREAS, Breckenridge Municipal Judges are not policy makers for the City of Breckenridge but are bound by the law and the Canons of Judicial Conduct and are required to make decisions independent of the governing body of the City Council, city officials, and employees;

WHEREAS, the City Council recognizes that the Constitution and laws of the State of Texas contain procedural safeguards in criminal cases for all defendants, including indigent defendants, and supports the Breckenridge Municipal Court in complying with such legal requirements.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRECKENRIDGE, TEXAS THAT THE WEEK OF NOVEMBER 4-8, 2024, IS HEREBY RECOGNIZED AS MUNICIPAL COURTS WEEK IN RECOGNITION OF THE FAIR AND IMPARTIAL JUSTICE OFFERED TO OUR CITIZENS BY THE MUNICIPAL COURT OF BRECKENRIDGE.

PASSED AND APPROVED ON THIS THE 8TH DAY OF OCTOBER 2024.

BOB SIMS, MAYOR

ATTEST:

JESSICA SUTTER, CITY SECRETARY



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding approval of BEDC recommendation to approve Ox Manufacturing Incentive Agreement

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

The BEDC approved a project for the expansion of Ox Manufacturing. The business is expected to see up to 25 new jobs within the next year and this project will serve as support for expansion costs needed on the front end to purchase and relocate equipment. See the attached Performance Agreement.

FINANCIAL IMPACT:

BEDC would fund the project up to \$100,000.

STAFF RECOMMENDATION:

Consider approval of BEDC Board recommendation for Ox Manufacturing Incentive Agreement as presented.

Ox Manufacturing Incentive Proposal

Incentive:

Grant of up to \$100,000

Performance Term:

Ox Manufacturing must maintain \$750,000 in payroll from January 1, 2025 to December 31, 2025. Ox Manufacturing must produce a payroll report by January 31, 2026 for inspection.

Clawback:

The Incentive is repayable within 30 days of notice of default of the Performance Term on a pro-rata basis of payroll required.

Example: If payroll is 90% of what is required in the Performance Term, then Ox Manufacturing must repay 10% of the Incentive within 30 days of notice of default.

Disbursement Schedule:

Expansion costs will be paid directly to vendors upon receipt of invoices approved by Ox Manufacturing.



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding approval of BEDC approval of a 15-year lease with Vero Fiber

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

The BEDC approved a 15-year lease with Vero Fiber for \$200/month plus utility costs. The business will lease 100 square feet of space within our storage room as a hub for fiber internet and construct a demising wall to secure their space. This business will be the first one to offer fiber to the home in Breckenridge.

FINANCIAL IMPACT:

This lease will contribute \$36,000 to the BEDC general fund over 15 years. All construction and remodel costs will be paid by the tenant.

STAFF RECOMMENDATION:

Consider approval of BEDC’s 15-year lease with Vero Fiber as presented.



BRECKENRIDGE CITY COMMISSION
AGENDA SUMMARY FORM

Subject: Discussion and any necessary action approving Resolution 2024-26;
BEDC’s Vacant-to-Vibrant grant program (second reading)

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

The BEDC approved a project for the repurposing of underutilized 2nd story spaces in the downtown district to be used as short-term rentals. This program will reimburse building owners or business owners for capital improvements made.

Commissioners unanimously approved the first reading of Resolution 2024-26 during the September 3, 2024, meeting.

FINANCIAL IMPACT:

BEDC would fund the project between \$5,000-\$10,000 per rentable unit based on bedroom count.

STAFF RECOMMENDATION:

Consider approval of the second reading of Resolution 2024-26 BEDC vacant-to-vibrant grant program as presented.

RESOLUTION NO. 2024-26

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS AUTHORIZING THE BRECKENRIDGE ECONOMIC DEVELOPMENT CORPORATION TO CREATE THE VACANT TO VIBRANT PROGRAM TO PROMOTE NEW OR EXPANDED BUSINESS ENTERPRISES BY PROVIDING A GRANT OF UP TO \$10,000 PER RENTABLE UNIT TO BUILDING AND BUSINESS OWNERS IN THE DOWNTOWN DISTRICT FOR CAPITAL IMPROVEMENTS MADE FOR SHORT-TERM RENTALS; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Breckenridge Economic Development Corporation (“Breckenridge EDC”) is a Type B economic development corporation governed by Chapters 501 and 505 of the Texas Local Government Code;

WHEREAS, the Board of Directors of the Breckenridge EDC (the “EDC Board”) has approved a proposed program to provide a grant in an amount no less than \$5,000 no more than \$10,000 per rentable unit, based on bedroom count, to building and business owners in the downtown district in exchange for capital improvements made by repurposing underutilized second story spaces in the downtown district to be used as short-term rentals in the City of Breckenridge (the “Program”);

WHEREAS, the EDC Board has found that the Program is authorized pursuant to Section 505.158 of the Texas Local Government Code, as the Project would promote new and expanded business enterprises in the City of Breckenridge;

WHEREAS, Section 505.158(b) of the Texas Local Government Code requires the City Commission of the City of Breckenridge (the “City Commission”) to authorize a project allowed by that section by a resolution approved upon two readings if it involves the expenditure of more than \$10,000; and

WHEREAS, the City Commission wishes to approve the proposed Project.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS THAT:

SECTION 1. The recitals outlined above are found to be true and correct and are hereby adopted.

SECTION 2. The Program, as defined above, is hereby authorized.

SECTION 3. This Resolution shall take effect immediately upon its approval on second reading by the City Commission.

PASSED AND APPROVED on first reading by the City Commission of the City of Breckenridge this the 3rd day of September 2024.

PASSED, ADOPTED, AND APPROVED on second reading by the City Commission of the City of Breckenridge this the 8th day of October 2024.

Bob Sims, Mayor

ATTEST:

Jessica Sutter, City Secretary

S E A L



**SHORT-TERM RENTAL CONVERSION
Economic Development Assistance Application
for 2nd Story Downtown Properties**

APPLICATION FORM

This form must be completed and returned to the Breckenridge EDC office, 100 E. Elm St. (or mailed to PO Box 1466, Breckenridge, TX 76424) before your project can be considered for an agenda item at a Board of Directors meeting. For more information, call 254-559-6228.

Date of Application _____

Name of Business or Individual _____

Your Physical Address _____

Mailing Address (if different) _____

Phone _____ Email _____

Contact Person _____ Title _____

Please provide the following information about the 2nd story property you intend to renovate:

Address _____

When did you purchase the property _____

Current use of the downstairs area _____

Current use of the upstairs area _____

How many of each Unit Size do you anticipate

One Bedroom _____ Two Bedrooms _____ Three Bedrooms _____

Estimated square footage of each unit

One Bedroom _____ sf Two Bedrooms _____ sf Three Bedrooms _____ sf

When do expect to start _____ and finish _____ the project?

Projected cost for construction:

Materials _____ Labor _____ **Total** _____

Please provide a brief summary of the speculative renovation and any other improvements you will make to the property outside of this application.



SHORT-TERM RENTAL CONVERSION Economic Development Assistance Application for 2nd Story Downtown Properties

The Breckenridge EDC is offering assistance to qualified builders and developers who renovate underutilized or vacant 2nd story spaces in the Downtown District in order to provide quality short-term housing rental options for overnight stays. The BEDC considers the availability short-term vacation rentals to be an absolute prerequisite to tourism and also to retaining industry and business for Breckenridge.

GUIDELINES FOR APPLICANTS

Requirements

- Structure must be a 2nd story building in the Downtown District.
- You must provide proof of purchase for the property.
- Structure must meet all City of Breckenridge's code requirements.
- Property may not become your personal residence or a residence of a family member or a long-term rental (28+ days at time of booking).
- The property must be put into service as a short-term rental before reimbursement

Procedure

- Applicant must complete and submit the attached application to the BEDC office, 100 E. Elm Street.
- After the application is received, BEDC may request a copy of construction plans, financing details for the project, and any pertinent City permits.
- BEDC will consider the application and approve or deny the project.
- After construction is complete, BEDC will request a final inspection and verify satisfactory City requirements.
- Applicant must obtain a Certificate of Occupancy from the City to verify completion.
- BEDC will issue incentive check after the property is marketed as a short-term rental, but no sooner than sixty days after project is initially published in local newspaper and a public hearing is held.

What does not qualify for this program?

- Any property in which you or any immediate member of your family will reside
- Any property that will be for lease as a long-term rental (28+ days at time of booking)

Formula for BEDC incentive

- Per one-bedroom home: \$5,000.00
- Per two-bedroom home: \$7,500.00
- Per three-bedroom home: \$10,000.00



**SHORT-TERM RENTAL CONVERSION
Economic Development Assistance Application
for 2nd Story Downtown Properties**

CHECKLIST FOR BEDC DEVELOPMENT INCENTIVE

- Application completed and turned in to BEDC office, 100 E. Elm St.
- Copy of construction plans, survey, financing details for the project, and any pertinent City permits have been submitted
- Application approved by BEDC
- Construction completed
- Post-construction inspection performed, and City requirements verified
- Any noted deficiencies corrected
- Corrected deficiencies approved by BEDC
- Proof of home purchase received by BEDC
- Incentive Approval posted in local newspaper by BEDC
- Public Hearing held for Incentive Approval by BEDC

Number of Units (1 BR) _____ (2BR) _____ (3BR) _____

TOTAL INCENTIVE _____

Materials Cost _____ Labor Cost _____

TOTAL _____

Incentive amount approved by BEDC _____

Authorized by _____ Date _____

Payment Received by _____ Date _____



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Discussion and any necessary action on approving the Stephens County Appraisal District FY 2024-2025 Budget

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

Will Thompson, Stephens County Appraisal District, will present their FY 2024-2025 Budget for City Commissioner approval.

FINANCIAL IMPACT:

n/a

STAFF RECOMMENDATION:

Consider approval of the Stephens County Appraisal District FY 2024-2025 Budget.

**STEPHENS CAD
2025 PROPOSED BUDGET**

ALLOCATED INCOME		2024 APPROVED	+ / -	2025 PROPOSED	% INCREASE
Other					
Interest Income		\$ -			
Breckenridge ISD		\$ 170,609.88	\$ 7,253.46	\$ 177,863.35	4.25%
City of Breckenridge		\$ 93,171.79	\$ 8,498.01	\$ 101,669.80	9.12%
Stephens County		\$ 183,067.25	\$ 8,913.16	\$ 191,980.41	4.87%
Stephens Memorial Hospital		\$ 66,804.20	\$ 3,167.12	\$ 69,971.32	4.74%
Albany ISD		\$ 516.82	\$ (24.31)	\$ 492.51	-4.70%
Graham ISD		\$ 297.60	\$ (21.20)	\$ 276.40	-7.12%
Moran ISD		\$ 2,002.09	\$ (465.35)	\$ 1,536.74	-23.24%
Ranger ISD		\$ 2,662.93	\$ (222.47)	\$ 2,440.46	-8.35%
Woodson ISD		\$ 1,891.42	\$ 690.05	\$ 2,581.46	36.48%
TOTAL INCOME:		\$ 521,024.00	\$ 27,788.46	\$ 548,812.46	

EMPLOYEE EXPENSES (6500)		2024 APPROVED	+/-	2025 PROPOSED	% INCREASE
Salaries		\$ 170,200.00	\$ 12,320.00	\$ 182,520.00	7.24%
Contract Labor		\$ -	\$ -	\$ -	
Employer SS (6.2%)		\$ -	\$ -	\$ -	
Employer Medicare (1.45%)	IRS	\$ 2,467.90	\$ 178.64	\$ 2,646.54	7.24%
Worker's Comp (Annual)	(Now under Ins w/ TML)	\$ 1,702.00	\$ (1,702.00)	\$ -	-100.00%
FUTA	IRS	\$ 1,702.00	\$ (1,702.00)	\$ -	-100.00%
SUTA	Wrkfc Comm	\$ -	\$ 250.00	\$ 250.00	100.00%
Retirement (11%)	TCDRS	\$ 17,871.00	\$ 2,206.20	\$ 20,077.20	12.35%
Health Insurance	TML Health	\$ 40,000.00	\$ 24,905.17	\$ 64,905.17	62.26%
Employer Health Supplement	Nat'l Heritage	\$ 3,000.00	\$ (3,000.00)	\$ -	-100.00%
TOTAL EMPLOYEE EXPENSES:		\$ 236,942.90	\$ 33,456.01	\$ 270,398.91	

LONG-TERM LEASES					
Computer Server Lease (\$273.23/m)	SDS	\$ 3,278.76	\$ (208.88)	\$ 3,069.88	-6.37%
Workstation Lease (187.30/mth)	SDS	\$ 2,250.00	\$ (2,250.00)	\$ -	-100.00%
Interest paid		\$ -	\$ 123.36	\$ 123.36	100.00%
		\$ 5,528.76	\$ (2,335.52)	\$ 3,193.24	

OUTSOURCED SERVICES/CONTRACTS (6600)					
Interim Chief Appraiser	Eagle	\$ 26,000.00	\$ (26,000.00)	\$ -	-100.00%
Residential & Real Property	Eagle	\$ 50,000.00	\$ 5,000.00	\$ 55,000.00	10.00%
Mineral, Utility & Ind Appraisal	TY Pickett	\$ 48,500.00	\$ -	\$ 48,500.00	0.00%
Pictometry (Annual Exp)	EagleView	\$ 42,676.00	\$ -	\$ 42,676.00	0.00%
Pictometry (2023 Reimbursement)	EagleView	\$ 42,676.00	\$ (42,676.00)	\$ -	-100.00%
Accounting Audit	Gulley	\$ 6,000.00	\$ -	\$ 6,000.00	0.00%
Payroll Processing	A Plus	\$ -	\$ 2,500.00	\$ 2,500.00	100.00%
Other		\$ -	\$ -	\$ -	
TOTAL OUTSOURCED/CONTRACTED:		\$ 215,852.00	\$ (61,176.00)	\$ 154,676.00	

UTILITIES (6700)					
Electricity	TXU	\$ 2,500.00	\$ 1,000.00	\$ 3,500.00	40.00%
Internet	Suddenlink	\$ 1,500.00	\$ 240.00	\$ 1,740.00	16.00%
Natural Gas	TX Gas Service	\$ 1,800.00	\$ 820.00	\$ 2,620.00	45.56%
Telephone	Navitas	\$ 1,740.00	\$ 600.00	\$ 2,340.00	34.48%
Sewer/Trash	Republic	\$ 850.00	\$ (175.00)	\$ 675.00	-20.59%
TOTAL UTILITIES:		\$ 8,390.00	\$ 2,485.00	\$ 10,875.00	

**STEPHENS CAD
2024 ADJUSTED BUDGET**

		2024 APPROVED	+/-	2025 PROPOSED	% INCREASE
FACILITIES (6800)					
Building/Capital Improvements		\$ -	\$ -	\$ -	
Janatorial Contract (Cleaning)	Holson	\$ 2,600.00	\$ (600.00)	\$ 2,000.00	-23.08%
Maintenance (mowing, windows, pe	Ladybug; Hamilton	\$ 1,500.00	\$ 900.00	\$ 2,400.00	60.00%
Repairs		\$ 1,000.00	\$ -	\$ 1,000.00	0.00%
TOTAL FACILITIES:		\$ 5,100.00	\$ 300.00	\$ 5,400.00	

INFORMATION TECHNOLOGY (7000)					
SOFTWARE					
CAMA Software	SDS	\$ 30,500.00	\$ -	\$ 30,500.00	0.00%
Accounting Software	Intuit	\$ 600.00	\$ -	\$ 600.00	0.00%
Microsoft Office & Email	Go Daddy	\$ 200.00	\$ -	\$ 500.00	150.00%
Other Software		\$ 250.00	\$ 250.00	\$ 1,700.00	580.00%
WEB PRESENCE/SERVICES					
Property Search	BIS	\$ 2,100.00	\$ 2,050.00	\$ 4,150.00	97.62%
Taxpayer Communication (Portal)	BIS (PD \$2500 in late 2023)	\$ -	\$ 6,500.00	\$ 6,500.00	100.00%
GIS Interactive Map	BIS	\$ 1,000.00	\$ 3,650.00	\$ 4,650.00	365.00%
GIS Maintenance Service	BIS	\$ 8,840.25	\$ 378.25	\$ 9,218.50	4.28%
Truth in Taxation Site	BIS	\$ 2,700.00	\$ 450.00	\$ 3,150.00	16.67%
Web Hosting/Landing Page	BIS	\$ 1,450.00	\$ 1,450.00	\$ 2,900.00	100.00%
ARB Site (2025 Prepd)	BIS	\$ -	\$ -	\$ -	
Bundled Discount	BIS	\$ -	\$ (8,949.19)	\$ (8,949.19)	
SERVICE/MAINTENANCE					
Computer/Server Maintenance	SDS	\$ 4,200.00	\$ -	\$ 4,200.00	0.00%
Daily Backup Service	SDS	\$ 1,800.00	\$ -	\$ 1,800.00	0.00%
Computer Services & Repair (Other)		\$ 250.00	\$ (250.00)	\$ -	-100.00%
TOTALS INFORMATION TECHNOLOGY:		\$ 53,890.25	\$ 5,529.06	\$ 60,919.31	

DISTRICT OPERATIONS					
APPRAISAL REVIEW BOARD					
Appraisal Review Board Honarium		\$ 2,625.00	\$ 375.00	\$ 3,000.00	14.29%
Appraisal Review Board Training		\$ -	\$ -	\$ -	
ARB Retainer/Legal Services		\$ 500.00	\$ -	\$ 500.00	0.00%
AG ADVISORY BOARD					
Lunch		\$ 100.00	\$ 50.00	\$ 150.00	50.00%
OPERATIONAL EXPENSES					
Acts of Good Will		\$ 150.00	\$ -	\$ 150.00	0.00%
Dues and Fees		\$ 1,000.00	\$ -	\$ 1,000.00	0.00%
Office Supplies		\$ 5,000.00	\$ -	\$ 7,500.00	0.00%
Insurance*	TML Risk Pool	\$ 600.00	\$ 3,950.00	\$ 4,550.00	658.33%
Subscriptions		\$ 1,000.00	\$ 200.00	\$ 1,200.00	20.00%
Staff Training/Education		\$ 3,000.00	\$ 2,800.00	\$ 5,800.00	93.33%
Staff Travel		\$ 2,000.00	\$ 1,000.00	\$ 3,000.00	50.00%
Miscellaneous		\$ -	\$ -	\$ -	
TOTAL OPERATIONAL EXPENSES:		\$ 15,975.00	\$ 8,375.00	\$ 26,850.00	

PRINTING & POSTAGE		2024 APPROVED	+/-	2025 PROPOSED	% INCREASE
COPY MACHINE					
Lease	Benchmark	\$ 3,000.00	\$ (500.00)	\$ 2,500.00	-16.67%
Copies	Benchmark	\$ -	\$ 500.00	\$ 500.00	100.00%
Other	Benchmark	\$ -	\$ -	\$ -	
PUBLIC RELATIONS					
Notices	SDS	\$ 7,500.00	\$ 500.00	\$ 8,000.00	6.67%
Postcards	SDS	\$ 7,500.00	\$ (7,500.00)	\$ -	-100.00%
Newspaper Postings/Publications		\$ 2,200.00	\$ (700.00)	\$ 1,500.00	-31.82%
Postage (USPS)		\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	100.00%
TOTAL PRINT AND POSTAGE:		\$ 22,200.00	\$ (5,700.00)	\$ 16,500.00	
TOTAL EXPENSES		\$ 563,878.91	\$ (19,066.45)	\$ 548,812.46	-3.38%
Less 2023 Pictometry		\$ (42,676.00)			
2024 SCAD Budget		\$ 521,202.91		\$ 548,812.46	5.30%

2025 PROPOSED SCAD BUDGET AND ALLOCATION

BASED ON 2024 CERTIFIED VALUES (minus value still under protest) AND 2023 APPROVED TAX RATES

The allocation amounts will be recalculated using 2024 certified values and rates once set.

PROPOSED 2025 BUDGET \$ 548,812.46

ALLOCATION PERCENTAGE

JURISDICTIONS	2024 CERTIFIED	2023 RATES	EST 2024 LEVY	%AGE
STEPHENS COUNTY	\$ 931,901,908	\$0.639800	\$5,962,308	34.98%
BRECKENRIDGE ISD	\$ 729,224,651	\$0.757500	\$5,523,877	32.41%
CITY OF BRECKENRIDGE	\$ 299,375,606	\$1.054710	\$3,157,544	18.53%
STEPHENS MEMORIAL HD	\$ 945,150,276	\$0.229920	\$2,173,090	12.75%
ALBANY ISD	\$ 2,072,616	\$0.738000	\$15,296	0.09%
GRAHAM ISD	\$ 838,380	\$1.023900	\$8,584	0.05%
MORAN ISD	\$ 6,832,004	\$0.698570	\$47,726	0.28%
RANGER ISD	\$ 10,461,438	\$0.724500	\$75,793	0.44%
WOODSON ISD	\$ 9,702,552	\$0.826300	\$80,172	0.47%
TOTALS			\$17,044,391	100.00%

ESTIMATED 2025 BUDGET ALLOCATION

JURISDICTIONS	2021 ANNUAL PMT	2022 ANNUAL PMT	2023 ANNUAL PMT	2024 ANNUAL PMT	2025 ESTIMATED PMT	Increase Over Previous Yr	
STEPHENS COUNTY	\$ 123,649.23	\$ 151,746.67	\$ 146,767.90	\$ 183,067.25	\$ 191,980.41	\$ 8,913.16	4.87%
BRECKENRIDGE ISD	\$ 140,010.85	\$ 171,460.49	\$ 186,677.69	\$ 170,609.88	\$ 177,863.35	\$ 7,253.46	4.25%
CITY OF BRECKENRIDGE	\$ 55,140.04	\$ 71,348.96	\$ 76,333.91	\$ 93,171.79	\$ 101,669.80	\$ 8,498.01	9.12%
STEPHENS MEMORIAL HD	\$ 40,600.61	\$ 55,741.37	\$ 52,889.25	\$ 66,804.20	\$ 69,971.32	\$ 3,167.12	4.74%
ALBANY ISD	\$ 413.55	\$ 411.31	\$ 506.12	\$ 516.82	\$ 492.51	\$ (24.31)	-4.70%
GRAHAM ISD	\$ 198.16	\$ 325.95	\$ 318.32	\$ 297.60	\$ 276.40	\$ (21.20)	-7.12%
MORAN ISD	\$ 1,449.35	\$ 1,502.59	\$ 1,664.79	\$ 2,002.09	\$ 1,536.74	\$ (465.35)	-23.24%
RANGER ISD	\$ 2,006.11	\$ 2,432.44	\$ 2,722.83	\$ 2,662.93	\$ 2,440.46	\$ (222.47)	-8.35%
WOODSON ISD	\$ 1,532.10	\$ 1,842.00	\$ 2,119.18	\$ 1,891.42	\$ 2,581.46	\$ 690.05	36.48%
TOTALS	\$ 365,000	\$ 456,812	\$ 470,000	\$ 521,024	\$ 548,812	\$ 27,788	
PREVIOUS YEAR LEVY	\$ 13,630,881 2.68%	\$ 14,457,448 3.16%	\$ 16,178,901 2.91%	\$ 16,712,824 3.12%	\$ 16,712,824 3.28%		

STEPHENS COUNTY APPRAISAL DISTRICT

2025/2026 REAPPRAISAL PLAN

EXECUTIVE SUMMARY

The Texas Property Tax Code requires appraisal districts to develop a biennial written plan for reappraisal of properties within the district. This plan is developed for the reappraisal years 2025 and 2026.

TAX CODE REQUIREMENT

Passage of Senate Bill 1652 amended Section 6.05 of the Texas Property Tax code by adding Subsection (i) to read as follows:

- (i) To ensure adherence with generally accepted appraisal practices, the board of directors of an appraisal district shall develop biennially a written plan for the periodic reappraisal of all property within the boundaries of the district according to the requirements of Section 25.18 and shall hold a public hearing to consider the proposed plan. Not later than the 10th day before the date of the hearing, the secretary of the board shall deliver to the presiding officer of the governing body of each taxing unit participating in the district a written notice of the date, time, and place of the hearing. Not later than September 15 of each even-numbered year, the board shall complete its hearings, make any amendments, and by resolution finally approve the plan. Copies of the approved plan shall be distributed to the presiding officer of the governing body of each taxing unit participating in the district and to the Comptroller within sixty (60) days of the approval date.

The Stephens County Appraisal District is a political subdivision of the State of Texas created effective January 1, 1980. The mission of the Stephens County Appraisal District is to courteously and efficiently serve the property owners and taxing units of Stephens County by timely producing an accurate, complete, and equitable appraisal roll in an environment that values fairness, transparency, consistency, and accountability.

The Stephens County Appraisal District has prepared and published this reappraisal plan to provide the Board of Directors, taxing entities, and taxpayers with a better understanding of the upcoming two-year reappraisal cycle in a clear and transparent manner as required by the Tax Code and local Board Policy. It is our hope that it provides some insight to the overall appraisal process, as well as, the duties and responsibilities required each year.

Except as otherwise provided by the Property Tax Code, all taxable property is appraised at its “market value” as of January 1 of the tax year. The district follows the standards of the International Association of Assessing Officers (IAAO) regarding its appraisal practices and procedures and subscribes to the standards promulgated by the Appraisal Foundation, known as the Uniform Standards of Professional Appraisal Practice (USPAP) to the extent they are applicable.

The Stephens County Appraisal District reappraises all property in the district every year through accepted mass appraisal techniques that include sales ratio studies, cost studies, income studies and other accepted methods. Every property is set to receive an individual, onsite review at least once every three years.

This plan for reappraisal was written by Stephens County Appraisal District in conjunction with Eagle Appraisal and Consulting. The plan utilizes the Eagle Appraisal and Consulting methodology and is in compliance with USPAP requirements. For any additional information or clarification not included in this plan, the district is available to provide such information upon request.

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Addendum: TY Pickett Reappraisal Plans for Stephens County Appraisal District 2025/2026

SCOPE OF RESPONSIBILITY

The Stephens County Appraisal District, as prescribed in the Tax Code and through policy adopted by the Board of Directors, reappraises all property in the district every year, through accepted mass appraisal techniques that include sales ratio studies, cost studies, income studies and other accepted methods. Every property is set to receive an individual, onsite review at least once every three years.

The provisions of the Texas Property Tax Code govern the legal, statutory, and administrative requirements of the appraisal district. The Board of Directors, elected by the taxing units within the boundaries of Stephens County, constitutes the district’s governing body. The chief appraiser, appointed by the Board of Directors, is the chief administrator and chief executive officer of the appraisal district.

The appraisal district is responsible for local property tax appraisal and administration for all taxing entities in the county and overlapping independent school districts. The taxing entities are as follows:

- | | |
|-------------------------------------|-------------|
| Stephens County | Albany ISD |
| City of Breckenridge | Graham ISD |
| Stephens Memorial Hospital District | Moran ISD |
| Breckenridge ISD | Ranger ISD |
| | Woodson ISD |

Each taxing unit sets its own tax rate to generate revenue to pay for such things as police and fire protection, public schools, road and street maintenance, courts, water and sewer systems, and other public services. Property appraisals and estimated values by the appraisal district allocate the year’s tax burden on the basis of each taxable property’s market value. The appraisal district also determines eligibility for various types of property tax exemptions such as those for homeowners, the elderly, disabled veterans, charitable or religious organizations and agricultural and wildlife productivity valuation.

Except as otherwise provided by the Property Tax Code, all taxable property is appraised at its “market value” as of January 1 of the tax year. Under the tax code, “market value” is defined as the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- exposed for sale in the open market with a reasonable time for the seller to find a purchaser;
- both the seller and the buyer know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use, and;
- both the seller and buyer seek to maximize their gains and neither is in a position to take advantage of the other.

The Texas Property Tax Code defines special appraisal provisions for the valuation of residential homestead property (Sec. 23.23), agriculture productivity (Sec. 23.41), real property inventory (Sec. 23.12), dealer inventory (Sec. 23.121, 23.124, 23.1241, nominal (sec. 23.18) or restricted use properties (Sec. 23.83) and allocation of interstate property (Sec. 23.03). The owner of real property inventory may elect to have the inventory appraised at its market value as of September 1st of the year preceding the tax year to which the appraisal applies by filing an application with the chief appraiser requesting that the inventory be appraised as of September 1st.

The Texas Property Tax Code, under Section 25.18, requires each appraisal office to implement a plan to update appraised values for real property at least once every three years. The district’s policy is to conduct a general reappraisal of taxable property and review and adjust appraisal values annually. This plan addresses tax year 2025 and tax year 2026 as the reappraisal years.

The appraised value of real estate is calculated using computer-assisted mass appraisal programs and recognized appraisal methods and techniques, the appraisal district compares ~~that~~ specific information/data on ~~the data for~~ similar properties with recent cost and market data.

SHARED APPRAISAL DISTRICT BOUNDARIES

Section 6.02 of the Property Tax Code amended during the 2007 Legislative Session states the Appraisal District's boundaries are the same as the County's boundaries effective January 1, 2008.

Due to HB1010, effective 2008 this section no longer applies. However, we continue to share information with adjacent counties, especially those the district appraises for overlapping school districts. The district established procedures whereby ownership and property data information are routinely exchanged with over-lapping jurisdictional boundaries. These over-lapping jurisdictions include Albany ISD and Moran ISD in Shackelford County, Graham ISD in Young County, Ranger ISD in Eastland County and Woodson ISD in Throckmorton County.

GENERAL MARKET, COST RECONCILIATION & VALUATION PRACTICES

The district’s primary approach to the valuation of properties uses a hybrid cost-sales comparison approach. This type of approach accounts for neighborhood market influences not particularly specified in a purely cost model.

The following equation denotes the hybrid model used:

$$MV=LV+(RCN-AD)$$

The replacement cost new of property improvements (RCN) less accrued depreciation (AD) plus land value (LV) equals market value (MV). As the cost approach separately estimates both the land and building value, neighborhood analysis of market sales is used to achieve an acceptable sale ratio or level of appraisal. Market factors are developed from appraisal statistics provided from market analyses and ratio studies and are used to ensure that estimated values are consistent with the market and to reconcile cost indicators.

Whereas, in accordance with the cost approach, the estimated market value (MV) of the property equals the land value (LV) plus contributory values and uses depreciated replacement cost, which reflect only the supply side of the market, it is expected that adjustments to the cost values may be needed to bring the level of appraisal to an acceptable standard as indicated by market sales. Thus, demand side economic factors and influences may be observed and considered.

The market, or location adjustments, may be abstracted and applied uniformly within neighborhoods to account for location variances between market areas or across a jurisdiction. Whereas, in accordance with the Market Approach, the estimated market value (MV) of the property equals the basic unit of property, under comparison, times the market price range per unit for sales of comparable property. For residential property, the unit of comparison is typically the price per square foot of living area or the price indicated for the improvement contribution. This analysis for the hybrid model is based on both the cost and market approaches as a correlation of indications of property valuation.

A significant unknown for these two indications of value is determined to be the rate of change for the improvement contribution to total property value. The measure of change for this property component can best be reflected and based in the annualized accrued depreciation rate. This cost related factor is most appropriately measured by sales of similar property. The market approach, when improvements are abstracted from the sale price, indicated the depreciated value of the improvement component, in effect, measuring changes in accrued depreciation, and cost factor.

The level of improvement contribution to the property is measured by abstraction of comparable market sales, which is the property sale price less land value. The primary unknown for the cost approach is to accurately measure accrued depreciation affecting the amount of loss attributed to the improvements as age increases and condition changes. This evaluation of cost results in the depreciated value of the improvement component based on age and condition. The evaluation of this market and cost information is the basis of reconciliation and indication of property valuation under this hybrid model.

When the appraiser reviews a neighborhood, the appraiser reviews and evaluates a ratio study that compares recent sales prices of properties, appropriately adjusted for the effects of time, within a delineated neighborhood, with the value of the properties’ based on the estimated depreciated replacement cost of improvements plus land value. The calculated ratio derived from the sum of the sold properties’ estimated value divided by the sum of the time adjusted sales process indicates the neighborhood level of appraisal based on sold properties. The ratio is compared to the acceptable appraisal ratio, 95% to 105%, to determine the level of appraisal for each neighborhood. If the level of appraisal for the neighborhood is outside the acceptable range of ratios, adjustments to the neighborhood are made.

If reappraisal of the neighborhood is indicated, the appraiser analyzes available market sales, appropriately adjusted for the apparent effects of time, by market abstraction of property components. This abstraction of property components allows the appraiser to focus on the rate of change for the improvements contribution to the property by providing a basis for calculating accrued depreciation attributed to the improvement component.

This impact on value is usually the most significant factor affecting property value and the most important unknown to determine by market analysis. Abstraction of the improvement component from the adjusted sale price for a property indicated the effect of overall market suggested influences and factors on the price of improvements that were a part of this property, recently sold. Comparing this indicated price or value allocation for the improvement with the estimated replacement cost new of the improvement indicated any loss in value due to accrued forms of physical, functional, or economic obsolescence.

This is a market driven measure of accrued depreciation and results in a true and relevant measure of improvements marketability, particularly when based on multiple sales that indicate the trending of the rate of change over certain classes of improvements within certain neighborhoods. Based on this market analysis, the appraiser estimated the annual rate of depreciation for given improvement descriptions considering age and observed condition. Once estimated, the appraiser recalculates the improvement value of all property within the sale sample to consider and review the effects on the neighborhood sale ratio.

After an acceptable level of appraisal is achieved within the sale sample, the entire neighborhood of property is recalculated utilizing the indicated depreciation rates taken from market sales. This depreciation factor is the basis for trending all improvement values and when combined with any other site improvements and land value, brings the estimated property value through the cost approach closer to actual market prices as evidenced by recent sale process available within a given neighborhood.

Therefore, based on analysis of recent sales located within a given neighborhood, estimated property values will reflect the market influences and conditions only for the specified neighborhood, thus producing more representative and supportable values. The estimated property values calculated for each updated neighborhood are based on market indicated factors applied uniformly to all properties within a neighborhood.

Finally, with all the market-trend factors applied, a final ratio study is generated that compares recent sale prices with the proposed appraised values for these sold properties. From this set of ratio studies, the appraiser judges the appraisal level and uniformity in both updated and non-updated neighborhoods and verifies appraised values against overall trends as exhibited by the local market, and finally, for each school district as a whole.

The CAMA system begins with the cost approach to value to estimate original cost of each improvement. All residential parcels in the district are valued with a replacement cost estimated from identical cost schedules based on the improvement classification system using a comparative unit method. These cost estimates are compared with sales of new improvements and evaluated from year to year and indexed to reflect the local residential building and labor market. Costs may also be indexed for neighborhood factors and influences that affect the total replacement cost of the improvements in a smaller market area based on evidence taken from a sample of market sales. The cost schedules are reviewed regularly as a result of state legislation requiring that the appraisal district cost schedules be within a range of plus or minus 10% from nationally recognized cost schedules.

A review of the residential cost schedule is performed annually. As part of this review and evaluation process of the estimated replacement cost, newly constructed sold properties representing various levels of quality of construction in the district are considered. By utilizing the cost system, properties are equalized as to their original costs. The property data characteristics of these properties are verified and photographs are taken of the samples. Components measured in the cost include the size of the structure, number of bathrooms, type of roof structure, roof covering, exterior covering, special features such as fireplaces, pools, and other special amenities. The market sales are studied for improvement contributions in each neighborhood and adjustments to cost are applied to each neighborhood in the form of all types of depreciation. Finally, each structure is rated as to its current condition. Ratings range from poor to excellent. Sales are also categorized using the same condition rating system so that sales comparisons will be made to properties of like construction and condition.

This same concept is used in commercial properties as well as business personal property, with the cost basis being established by nationally recognized resources, such as Marshall & Swift guides, NADA, etc. Utilities, railroads, pipelines, oil and gas, values are set by TY Pickett, Inc.

PLANNING A REAPPRAISAL

Variation in reappraisal requirements requires Stephens County Appraisal District to carefully plan its work before beginning any reappraisal by utilizing the International Association of Assessing Officers (IAAO) textbook, Property Appraisal and Assessment Administration, lists ten steps in a reappraisal.

1. Performance Analysis
 - A. Ratio studies
 - B. Equity studies
 - C. Consistency of values with market
2. Revaluation Decision
 - A. Statutory at least once every three years
 - B. Administrative policy
3. Analysis of Available Resources
 - A. Staffing
 - B. Budget
 - C. Existing practices
 - D. Information system support
 - E. Existing data and maps
 - F. Impacts on resources
4. Planning and Organization
 - A. Target completion dates
 - B. Identify performance objectives
 - C. Specific action plans and schedules
 - D. Identify critical activities with completion dates
 - E. Set production standards for field activities
5. Mass Appraisal System:
 - A. Forms and procedures revised as necessary
 - B. CAMA (computer assisted mass appraisal) system revisions as required
6. Conduct Pilot Study
 - A. Test new/revised appraisal methods as applicable
 - B. Conduct ratio studies
 - C. Determine if values are accurate and reliable
7. Data Collection
 - A. Building permits and other sources of new construction
 - B. Check properties that have undergone remodeling
 - C. Reinspection of problematic properties
 - D. Reinspection of universe of properties on a cyclic basis
8. Valuation
 - A. Market analysis (based on ratio studies)
 - B. Schedules development
 - C. Application of revised schedules
 - D. Calculation of preliminary values
 - E. Tests values for accuracy and uniformity
9. The Mass Appraisal Report
 - A. Establish scope of work
 - B. Compliance with Standards Rule 6 - 7 of USPAP
 - C. Signed certification by the chief appraiser as required by Standards Rule 6-8 of USPAP
10. Value Defense:
 - A. Prepare and deliver notices of value to property owners
 - B. Hold informal hearings
 - C. Schedule and hold formal appeal hearings

Note—the burden of proof (evidence) of market values and equity falls on the appraisal district.

The same timetable and duties apply for each year. The field appraiser shall physically inspect all property as described in Area as scheduled. The chief appraiser and CAD staff shall continue to complete the same duties and reappraisal steps as outlined.

PERFORMANCE ANALYSIS

In each tax year, the previous tax year values are analyzed with ratio studies, to determine appraisal accuracy and uniformity by market areas, as well as by State property categories. Ratio studies are conducted in compliance with the current Standard on Ratio Studies from the International Association of Assessing Officers. Mean, median, and weighted mean ratios are calculated for properties in each category to measure the level of appraisal accuracy.

Sales ratio studies are used to evaluate the district’s mass appraisal performance. These studies not only provide a measure of performance, but also are an excellent means of improving mass appraisal performance. Outliers, and questionable data is flagged, reviewed, and analyzed. Notes, and all appropriate documents are stored in the CAMA software regarding the sale information, field inspection review, and all other information that may be needed regarding the property.

Neighborhood or market adjustment factors are developed from statistics provided from ratio studies and are used to ensure that estimated values are consistent with the market data. Analysis of comparable market sales forms the basis of overall market values, reflecting the current activity, supply and demand, or other factors affecting market prices for any given market area, neighborhood or district.

Due to variations in market prices, circumstances and so forth, indicated values and appraisal values can often be outside of the median level of appraisal. Outliers are characterized from their low, or high ratios. They can result from an erroneous, or unrepresentative sale price, an error in the appraisal, or a transaction that is truly outside of the typical market range. These outliers are recorded within the CAMA system, but may be removed from the overall calculations to value to prevent potential errors to the calculated values.

REVALUATION DECISION

While all property is reappraised ~~all property in the district~~ every year through industry acceptable mass appraisal techniques that include sales ratio studies, cost studies and income approaches to value, the Tax Code and Board Policy stipulates that every property is to receive an individual, onsite review at least once every three years, with appraisers noting condition of the improvement and looking for changes that might have occurred to the property since the last inspection

Plan for Periodic Reappraisal Requirement

Senate Bill 1652 amends Section 25.18, Subsections (a) and (b) to read as follows:

- (a) Each appraisal office shall implement the Plan for Periodic Reappraisal of property approved by the board of directors under Section 6.05(i).
- (b) The plan shall provide for the following reappraisal activities for all real and personal property in the district at least once every three years:
 - 1. identifying properties to be appraised through physical inspection or by other reliable means of identification, including deeds or other legal documentation, aerial photographs, land-based photographs, surveys, maps, and property sketches;
 - 2. identifying and updating relevant characteristics of each property in the appraisal records;
 - 3. defining market areas in the district;
 - 4. identifying property characteristics that affect property value in each market area, including:
 - a. the location and market area of property;
 - b. physical attributes of property, such as size, age, and condition;
 - c. legal and economic attributes; and
 - d. easements, covenants, leases, reservations, contracts, declarations, special assessments, ordinances, or legal restrictions;
 - 5. developing an appraisal model that reflects the relationship among the property characteristics affecting value in each market area and determines the contribution of individual property characteristics;
 - 6. applying the conclusions reflected in the model to the characteristics of the properties being appraised; and
 - 7. reviewing the appraisal results to determine value.

The District will physically inspect properties coded for an inspection. Properties are coded for an inspection for many of the following reasons: remodeled, or demolished properties, properties discovered with errors to the tax roll, property owner requests, building permits, issues discovered through the appeals process, sales of property, and properties with fire, flood, or other damage.

Minerals, tangible industrial properties, utilities, business personal property and any property that utilizes an income approach to value, will be evaluated every year.

ANALYSIS OF AVAILABLE RESOURCES

Staffing and budget requirements for tax year are detailed in the annual budget, as adopted by the Board of Directors of the Stephens Appraisal District. This reappraisal plan is adjusted to reflect the available staffing and resources. Budget restraints can impact the cycle of real property re-inspection and personal property on-site review that can be accomplished in a given time period.

Personnel Resources

The Stephens CAD currently employees four (4) individuals. One is training to become the chief appraiser. In the meantime, the Board of Directors has contracted with Gary Zeitler of Eagle Appraisal & Consulting (Eagle) to serve as the Interim Chief Appraiser, but the transition of chief appraisers should occur in the 2025 appraisal year.

The office of the Chief Appraiser is primarily responsible for overall planning, organizing, staffing, coordinating, and controlling of the appraisal district operations.

Eagle Appraisal and Consulting has been contracted to do Real Property Appraisal and Special Values. Eagle’s appraisers are subject to the provisions of the Property Taxation Professional Certification Act and must be duly registered with the Texas Department of Licensing and Regulations.

TY Pickett is contracted to perform industrial, mineral and utility appraisals including industrial tangible property. Pickett’s appraisers are subject to the provisions of the Property Taxation Professional Certification Act and must be duly registered with the Texas Department of Licensing and Regulations.

All personnel that are performing appraisal work are registered with the Texas Department of Licensing and Regulation and are required to take appraisal courses to achieve the status of Registered Professional Appraiser within five years of employment as an appraiser. After they are awarded their license, they must receive additional training as required to maintain certification. Failure to meet these minimum standards results in termination of employment.

Additionally, the chief appraiser ensures that personnel receive on-the-job training to ensure quality and uniformity of appraisals of all types of property and monitors appraisal activity to ensure that standardized appraisal procedures are being followed by all personnel.

Existing Appraisal Practices

Existing appraisal practices, which are continued from year to year, are identified and methods are utilized to keep these practices current. Current cost schedules for residential and commercial real properties are derived and updated from Marshall and Swift Valuation Service. Marshall and Swift Valuation Service is a national based cost manual and is generally accepted throughout the nation by the real estate appraisal industry. In a reappraisal year, real property appraisal depreciation tables and cost new tables are tested against verified sales data to ensure they represent current market data. Personal property density schedules are tested and analyzed based on rendition and prior year protest hearing documentation. Due to lack of sales of personal property in the district, the Comptroller’s Guide may be utilized to appraise personal property and for testing and analysis purposes.

Information Systems (IS) support is detailed and system upgrades are scheduled with Southwest Data Solutions.

Existing maps and data requirements are continually updated and kept current.

All appraisal companies may face arbitration or lawsuits in any appraisal year. The Texas Legislature amended the appraisal review board appeal process by allowing arbitration in addition to filing suit in District Court with certain limitations. It is anticipated that the number of arbitration requests will increase as the public becomes more informed of this option. Time and effort expended on arbitration cases is a good indicator that additional recourses as well as an increase in staffing may become necessary as the arbitration process evolves.

Changes in legislation involving appraisal districts may occur which may require adjustments to the budget, staffing, and programming.

PLANNING AND ORGANIZATION

<u>Tax Year</u>	<u>Property</u>	<u>Who</u>	<u>Begins</u>	<u>Completed</u>
2025	Area 3 Real Property	Eagle Appraisal	September 2024	April 2025
	All Special Values	Eagle Appraisal	October 2024	January 2025
	All Business PP	Stephens CAD	January 2024	April 2025
	All Industrial PP	TY Pickett	September 2024	April 2025
	All Utilities	TY Pickett	September 2024	April 2025
	All Minerals	TY Pickett	September 2024	April 2025
	Homestead Audit	Stephens CAD	September 2024	April 2025

<u>Tax Year</u>	<u>Property</u>	<u>Who</u>	<u>Begins</u>	<u>Completed</u>
2026	Area 1 Real Property	Eagle Appraisal	September 2025	April 2026
	Special Values	Eagle Appraisal	October 2025	January 2026
	Business PP	Stephens CAD	January 2025	April 2026
	Industrial PP	TY Pickett	September 2025	April 2026
	Utilities	TY Pickett	September 2025	April 2026
	Minerals	TY Pickett	September 2025	April 2026
	Homestead Audit	Stephens CAD	September 2025	April 2026

<u>Tax Year</u>	<u>Property</u>	<u>Who</u>	<u>Begins</u>	<u>Completed</u>
2027	Area 2 Real Property	Eagle Appraisal	September 2026	April 20267
	Special Values	Eagle Appraisal	October 2026	January 2027
	Business PP	Stephens CAD	January 2026	April 2027
	Industrial PP	TY Pickett	September 2026	April 2027
	Utilities	TY Pickett	September 2026	April 2027
	Minerals	TY Pickett	September 2026	April 2027
	Homestead Audit	Stephens CAD	September 2026	April 2027

Pursuant to Section 25.18 of the Texas Property Tax Code, the Stephens County Appraisal District has established the following physical inspection plan to provide for the inspection of all property within the district at least once every three (3) years. This plan establishes an annual cycle of review to meet the three-year requirement:

1. **Three-Year Cycle:**
 The CAD is divided into three areas. Each year, all real residential and commercial property within one of the areas will be reappraised or physically inspected, data updated and photographed, regardless of any ratio study/report findings. These areas are identified as follows:
 - a. **Area One (2026)**
 (A) All properties that fall outside of the city limits of Breckenridge in the Southeast Corner of Stephens County that lies South of Hwy 180 E. and East of Hwy 183 S. This includes all rural land, rural improvements, residential properties, as well as all residential and commercial properties.

 (B) All properties that fall outside of the city limits of Breckenridge in the Northeast Corner of Stephens County that lies North of Hwy 180 W and East of Hwy 67 N. This includes all rural land, rural improvements, and residential properties within the described area.

 (C) Additionally, any minerals, industrial, utility, or personal properties that fall in the boundaries of Stephens County as a whole.
 - b. **Area Two (2027)**
 (A) All properties that fall outside of the city limits of Breckenridge in the Southwest Corner of Stephens County that lie South of HWY 180 W and West of HWY 183 S. This includes all rural land, rural improvements, and residential properties within the described area.

(B) All properties that fall outside of the city limits of Breckenridge in the Northwest Corner of Stephens County that lie north of HWY 180 W and West of HWY 67 N. This includes all rural land, rural improvements, and residential properties within the described area.

(C) Additionally, any minerals, industrial, utility, or personal properties that fall in the boundaries of Stephens County as a whole.

c. Area Three (2025)

(A) All properties located within the city limits of Breckenridge. This includes all rural land, rural improvements, and residential properties within the described area.

(B) Additionally, any minerals, industrial, utility, or personal properties that fall in the boundaries of Stephens County as a whole.

Note: all income producing personal property within the CAD is appraised on an annual basis, regardless of its location.

2. **Annual Ratio Reports**

Ratio studies shall be performed annually to determine areas or categories of properties within the CAD which need to be reappraised within the current year based on sales ratios. Any areas or categories whose ratios are above or below statutory requirements shall be reappraised in the current year regardless of the area in which they are located.

3. **Market Areas Defined**

Stephens CAD has identified four specific market areas: properties inside the city limits of Breckenridge, lake frontage and lakeview properties around Hubbard Lake, lake frontage and lakeview properties around Possum Kingdom Lake and homes in the county.

This annual cycle will ensure not only that all residential and commercial property within the CAD is reappraised at least once every three years, but also that all other categories within the CAD are reviewed annually so that the appraisal district stays current with respect to market value in those areas where residential and/or commercial property values appear to be changing rapidly.

A calendar of key events with critical completion dates is prepared for each specific area of work. This calendar identifies key events for appraisal, clerical, customer service, and information systems. (Attachment A)

Production standards for field activities are calculated and incorporated in the planning and scheduling process.

MASS APPRAISAL SYSTEM

Computer Assisted Mass Appraisal (CAMA) system revisions are completed by the Information Systems Software Provider. System revisions and procedures are performed by the Provider. The Stephens County Appraisal District will continue to contract with Southwest Data Solutions for these services.

Appraisal information for each area of work, maps for each area of work, and appraisal cards showing sketches and pictures of the properties included in the area of work will be provided by the District to the field appraisers as required by the appraisal cycle.

The field appraiser (Eagle) physically inspects areas required by the reappraisal cycle, checks all existing data, takes photographs of improvements, draws plans of new improvements for entry into computer, rechecks any property on which a question or problem has arisen. Other duties may be required and will be executed upon direction of the chief appraiser. Field appraisers will submit appraisal cards reflecting changes and notes made during the field inspection to appraisal district staff for data entry.

Data entry of field work notes and sketches is performed by appraisal district staff.

Appraisal district staff will be responsible for entering all name and address changes received by phone, letter, or from the front counter. Staff will also be responsible for entering any exemption changes, as well as any supplemental changes. Staff is responsible for backing up computer files and maintaining changes to the maps.

The chief appraiser performs the market analysis. Sales data is gathered throughout the year from deed records, sales confirmation letters from property owners, and other sources. The market data is analyzed, sales data is confirmed, outliers are identified, existing classification system is reviewed, market schedules are reviewed and updated as necessary, and final market schedules are applied to the universe of properties.

Real Property Valuation

Revisions to cost models, income models, and market models are specified, updated, and tested each tax year.

Cost schedules are tested with market data (sales) to ensure that the appraisal district is in compliance with Texas Property Tax Code, Section 23.011. Replacement cost new tables as well as depreciation tables are tested for accuracy and uniformity using ratio study tools and compared with cost data from recognized industry leaders, such as Marshall & Swift.

Land schedules are updated using current market data (sales) and then tested with ratio study tools. Value schedules are developed and tested on a pilot basis with ratio study tools.

Personal Property Valuation

Density schedules are tested using data received during the previous tax year from renditions and hearing documentation. Valuation procedures are reviewed, modified as needed, and tested. The latest edition of the Comptroller’s Guide is utilized heavily in the appraisal of personal property in the district.

Noticing Process

25.19 appraisal notice forms are provided by the Information Systems Provider. The Provider reviews and edits for updates and changes required by legislative mandates.

The district publishes, in the local newspaper, information about the notices and how to protest. The district makes available the latest copy of the Comptroller’s pamphlet Taxpayer’s Rights, Remedies, and Responsibilities.

Hearing Process

Protest hearing scheduling for informal and formal Appraisal Review Board hearings is reviewed and updated as required and the ARB modules of the CAMA. Standards of documentation are reviewed and amended, hearing documentation is reviewed and updated to reflect the current valuation process and requirements and compliance with House Bill 201 is insured.

PILOT STUDY BY TAX YEAR

New and/or revised mass appraisal models are tested each tax year. Ratio studies, by market area, are conducted on proposed values each tax year. Proposed values on each category are tested for accuracy and reliability. Actual test results are compared with anticipated results and those models not performing satisfactorily are refined and retested. The procedures used for model specification and calibration are in compliance with USPAP, STANDARD RULE 6.

Residential valuation schedules are cost-based tables modified by actual sales with the cost reflecting the actual replacement cost new of the subject property, market research indicates that the common unit of comparison for new residential construction as well as sales of existing housing is the price paid per square foot. The value of extra items is based on their contributory value to the property. This value may be estimated by the price per square foot or a value of the item as a whole. This data is extracted from the market by paired sales analysis and conversations with local appraisers and brokers. These schedules are formulated from the Marshall and Swift Valuation Service Residential Handbook.

The residential schedule is based on quality of construction, size of structure, condition of structure, contributory value of extra items, and land value. Each of these variables has a direct impact on the cost as well as the value of a property. Following is an example of each of the variables and how they may affect market value.

1. Quality of construction

Residential construction may vary greatly in quality of construction. The type of construction affects the quality and cost of the material used, the quality of the workmanship, as well as the attention paid to detail. The cost and value of residential property will vary greatly, depending on the quality of construction. The District's Appraisal Manual contains an expanded description of classifications used and is attached by reference.

2. Size of structure

The size of a building also has a direct impact on its cost as well as its value. The larger the building, the less the cost per square foot. The District's schedules are graduated in size increments, depending on market conditions. Marshall and Swift Valuation Service also supports this size factor. The District's Appraisal Manual contains an expanded description of size increments and square footage breakdown's and is attached by reference.

3. Condition of improvements

The District rates conditions as very poor, poor, fair, average, good, very good, and excellent. Upon physical inspection appraisers, using their own judgment of age and condition of the structure, applies a depreciation factor. This factor is based generally on one (1) percent for each two years of age. Properties that, in the opinion of the appraisers, are unlivable are not appraised according to the schedule. Rather, they are appraised at salvage value or are marked as no value at all.

4. Age of Structure

The District's field appraiser assigns an approximate effective age. This method is supported by conversations with local appraisers and builders who estimate the economic life of residential properties to be approximately 50 years. Properties in the age 51 and over bracket are given the maximum amount of depreciation unless remodeling or very good upkeep has allowed the structure to maintain a longer life. The effective age and chronological age may or may not be the same depending on the condition of the structure. This depreciation factor is generally based on one (1) percent for each two years of age.

5. Extra Items

Extra items are valued according to their contributory value to the whole. Examples of extra items include covered porches, patios, screened or enclosed porches, storage buildings, swimming pools, etc. The District's Appraisal Manual contains more specific information regarding extra items and is attached by reference.

6. Land Value

The District values land based on market transactions. Units of comparison depend on how the property is purchased and marketed. Large acreage tracts are usually purchased based on the price per acre. Commercial tracts are purchased based on the price per square foot, and residential properties are purchased based on price per front foot. Depth factors are used to modify values according to market indicators. Land prices vary throughout the District, therefore, their values are dependent upon homogenous areas. Land schedules for residential, commercial, agricultural, and industrial properties are available upon request from the District.

Inspections of property are made by exterior perspective, so the interior finish as well as interior components are assumed and are not adjusted. All financing for comparable sales is considered typical to the market. The final estimate of value is a correlation of the comparable sales after net adjustments have been deducted from the sales price to equal the subject property. The value by this method is estimated by the appraiser and is not a function of the computer.

DATA COLLECTION REQUIREMENTS

Stephens County Appraisal District cost and value schedules include land, residential improved, commercial improved, and personal property. Data sources currently used by the District include cost information from Marshall and Swift Valuation Service (as provided by Eagle), cost data obtained from local contractors, and renditions provided by the property owners. Marshall and Swift Valuation Service is a national based cost manual and is generally accepted throughout the nation by the real estate appraisal industry. This cost manual is based on cost per unit or square foot and also uses the unit in place method. The unit in place method involves the estimated cost by using actual building components. This national based cost information service provides the base price of buildings

by classification with modifications for equipment and additional items. The District's schedule is then modified for time and location.

Field and office procedures are reviewed and revised as required for data collection. Activities for each tax year include new construction, demolition, remodeling, re-inspection of problematic market areas, re-inspection of the universe of properties on a specific cycle, and field or office verification of sales data and property characteristics. On properties that have transferred ownership, the District will verify the sales price and individual property characteristics as of the date of the sale through field inspection and office research.

Renditions are confidential sources and cannot be used for specific information. However, data from renditions may be compared with data obtained from cost manuals and used to test schedules for accuracy.

Data on individual properties is also collected from the field, compiled, and analyzed. Buildings and other improvements are inspected in the field, measured, and classified. The appraiser estimates the age and condition of the improvements. This data is used to compile depreciation tables. Any notes pertaining to the improvements are made during inspection.

Land Analysis

Residential land valuation analysis is conducted prior to neighborhood sales analysis. The value of the land component to the property is estimated based on available market sales for comparable and competing land under similar usage. A comparison and analysis of comparable land sales is conducted based on a comparison of land characteristics found to influence the market price in the neighborhood. Computerized land tables store the information required to consistently value individual parcels within neighborhoods given known land characteristics. Specific land influences are considered, where necessary, and depending on neighborhood and individual lot or tract characteristics, to adjust parcels outside the neighborhood norm for such factors as access, view, shape, size, and topography. The appraisers use abstraction and allocation methods to insure that estimated land values best reflect the contributory market value of the land to the overall property value.

Area Analysis

Data on regional economic forces such as demographic patterns, regional locational factors, employment and income patterns, general trends in real property prices and rents, interest rate trends, availability of vacant land, and construction trends and costs are collected from private vendors and public sources and provide the filed appraiser a current economic outlook on the real estate market. Information is gleaned from real estate publications and sources such as continuing education in the form of IAAO classes and other approved classes.

Neighborhood and Market Analysis

Neighborhood analysis involves the examination of how physical, economic, governmental and social forces and other influences affect property values. The effects of these forces are also used to identify, classify, and stratify comparable properties into smaller, manageable subsets of the universe of properties known as neighborhoods. Residential valuation and neighborhood analysis is conducted on various market areas within the district. Analysis of comparable market sales forms the basis of estimating market activity and the level of supply and demand affecting market prices for any given market area.

Highest and Best Use Analysis

The highest and best use of property is the reasonable and probable use that supports the highest present value as of the date of the appraisal. The highest and best use must be physically possible, legal, financially feasible, and productive to its maximum. The highest and best use of residential property is normally its current use. This is due, in part, to the fact that residential development, in many areas, through use of deed restrictions and zoning, precludes other land uses. Residential valuation undertakes reassessment of highest and best use in transition areas and areas of mixed residential and commercial use. In transition areas with ongoing gentrification, the appraiser reviews the existing residential property use and makes a determination regarding highest and best use. Once the conclusion is made that the highest and best use remains residential, further highest and best use analysis is done to decide the type of residential use on a neighborhood basis. In areas of mixed residential and commercial use, the appraiser reviews properties in these areas on a periodic basis to determine if changes in the real estate market require reassessment of the highest and best use of a select population of properties.

New Construction/Demolition

The appraisers performing reappraisals in the field have field cards that contain specific information regarding the property being appraised. These cards contain brief legal descriptions, ownership interests, property use codes, property addresses, land size, and sketches of improvements as well as detailed information of any improvements.

Appraisal field inspections require the appraisers to check all information on the field cards and to update the information when necessary.

New construction field and office review procedures are identified and revised as required. The City of Roby and the City of Rotan do not issue building permits. Additionally, the local newspaper’s articles are kept throughout the year for reference purposes.

Local contractors and builders are another source of cost data utilized by the District. Local contractors provide cost data on new structures that is compared to cost information obtained from Marshall Swift Valuation.

Remodeling

Properties with extensive improvement remodeling are identified and field inspections are scheduled to update property characteristic data. Visual sightings by District staff are key components in this area. Notes made throughout the year as remodeling projects are observed are provided by the District to the field appraiser.

Re-inspection of Problematic Market Areas

Real property market areas, by property classification, are tested for low or high ratio sales and/or high coefficients of dispersion. Market areas that fail any or all of these tests are determined to be problematic. Field inspections are scheduled to verify and/or correct property characteristic data. Additional sales data is researched and verified.

Re-inspection of the Universe of Properties

The International Association of Assessing Officers’ Standard on Mass Appraisal of Real Property, specifies that the universe of properties should be re-inspected on a cycle of 3 years. The re-inspection includes physically viewing the property, photographing, and verifying the accuracy of the existing data. The field appraiser has an appraisal card of each property to be inspected and makes notes of changes, depreciation changes, remodeling, additions, etc. The annual re-inspection requirements for tax years 2025 and 2026 are identified and scheduled in the written reappraisal plan.

Field or Office Verification of Sales Data and Property Characteristics

Sales information is received from various sources. These sources include conversations with local real estate appraisers, agents, and brokers. Also, from deed transactions, the District mails out sales surveys to sellers and purchasers in an effort to obtain additional sales information that may not be otherwise discovered.

These sales are compared to the existing data on the field cards and changes are made as indicated. These changes include age and condition as well as any improvements made to the property before the sale takes place. When sales information indicates a difference in the improvement’s square footage, the buildings are remeasured.

Sales information must be verified and property characteristic data contemporaneous with the date of sale captured. The sales ratio tools require that the property that sold must equal the property appraised in order that statistical analysis results will be valid.

VALUATION BY TAX YEAR

Valuation by tax year is established using market analysis of comparable sales against locally tested cost data, market area income and expense data, along with all other sources or reliable information. The valuation models are specified and calibrated in compliance with the supplemental standards from the International Association of Assessing Officers and the Uniform Standards of Professional Appraisal Practice. The calculated values are tested for accuracy and uniformity using ratio studies. Performance standards are as established by the IAAO Standard on Ratio Studies. Property values in all market areas are updated, and revised as needed each reappraisal year.

Limited Comparable Sales Data

Rural areas typically have fewer real estate transactions compared to in town markets. This scarcity of comparable sales data makes it challenging to find properties similar to the subject for valuation purposes. Appraisers may need to cast a wider net and analyze sales from the previous 2 years or from neighboring counties. In our rural appraisal, all rural is appraised uniformly across the entire county for the exception of lake front leases.

Residential Real Property

SALES COMPARISON APPROACH TO VALUE

Residential improved, and vacant sales are collected from a variety of sources and are kept in a sales file that is maintained in the CAMA. Grouping or clustering sales within the specified neighborhoods and classification of properties utilizes the sales comparison approach to value. The sales are then tested against the appraised values to indicate a ratio for the neighborhood. A neighborhood is a grouping of complementary properties, affected equally by the four forces that influence property value: social trends, economic circumstances, governmental contracts and regulations, and environmental conditions.

These factors have an impact on the value of properties within this grouping and in turn on properties being appraised. Individual neighborhood boundaries within the district vary according to market indications, and the type of property being appraised. The boundaries of these neighborhoods may vary for reasons such as geographical, physical, or political in nature. Residential neighborhoods usually consist of individual subdivisions, or groups of subdivisions, that contain similar properties located within the same jurisdictions.

The effect of time as an influence on price is considered by paired sales comparisons, and applied in the ratio study to the sales as indicated within each neighborhood area. Sales of the same property are considered, and analyzed for any indication of price change attributed to a time change or influence. Neighborhood sales reports are generated as an analysis tool for the development and estimation of market price ranges, and property component value estimates. Abstraction and allocation of property components based on sales of similar property is an important analysis tool to interpret market sales under the cost, and market approaches to value. These analysis tools help determine, and estimate the effects of change with regard to price, as indicated by sale prices of similar properties within the current market.

If there are not enough sufficient sales found in an area, then sales from like neighborhoods are used, and necessary adjustments are made in the form of market modifiers. These modifiers are applied to schedules within the mass appraisal model, and the values for a given neighborhood.

COST APPROACH TO VALUE

All residential parcels in the district are valued with a replacement cost new schedule based on the improvement classification system using a comparative unit method. The cost model categorizes, and values property by class (quality and type of construction), age, and present condition. These cost estimates are compared with sales of new, and existing improvements, and evaluated from year to year to reflect the local markets.

A review of the residential cost schedule is performed annually. As part of this review, and evaluation process of the estimated replacement cost, newly constructed sold properties representing various levels of quality of construction in the district are considered. Depreciation is derived by age/condition, and any additional obsolescence adjustment that may be necessary. The cost schedules are reviewed regularly as legislation requires that the appraisal district schedules be within a range of plus or minus 10% from nationally recognized cost guides.

The land value is then added to the improvement value to indicate a preliminary market value. After cost schedules, depreciation, and land values are applied; market modifiers may be necessary to adjust the values to actual market conditions. These modifiers may apply to improvements, land, or both in varying degrees as determined through the analysis unique to each area.

INCOME APPROACH TO VALUE

The income approach to value is currently not a reliable indicator of value for residential mass appraisal. Data sources for income producing residential properties are not readily available in the Young County area. For this reason the income approach to value is not typically used for residential appraisal.

Special Inventory Residential Property

SALES COMPARISON APPROACH TO VALUE

The sales comparison approach to value for special inventory properties is not currently used by the district in a mass appraisal basis, due to inadequate sales data of these type properties. Sales of special inventory property, developer lots and/or buildings may occur occasionally, however these sales are not always reported, or consistent, therefore the sales comparison approach is not a reliable indicator of value in the mass appraisal report.

COST APPROACH TO VALUE

The cost approach to value is not used in the district’s mass appraisal report for a large variety of reasons. Cost of development for residential, or rural subdivisions, and houses vary greatly due to the multitude of site improvements such as streets, utilities, subdivision restrictions, quality of construction and location costs. Inventory of lots, and houses may also be located in numerous different subdivisions, with varying costs, and qualities of construction. Similar issues are found for other types of special inventory property.

INCOME APPROACH TO VALUE

The income approach to value seems to be the most appropriate valuation method to use in the mass appraisal of residential inventory. Information obtained from owners, etc. of special use property regarding income and expense is required, which is typically included from renditions, surveys, or other methods. Income, after expenses, can be applied to a cap rate to estimate value.

Multifamily Residential Property

SALES COMPARISON APPROACH TO VALUE

Grouping, or clustering sales within specified neighborhoods, and classification of properties utilizes the sales comparison approach to value. The sales are then tested against the appraised values to indicate a ratio for the neighborhood. If there are not sufficient sales found in an area, then sales from like neighborhoods are found and necessary adjustments are made in the form of market modifiers. These modifiers are applied to schedules to indicate mass appraisal values for a given neighborhood.

COST APPROACH TO VALUE

All multi-family residential parcels in the district are valued with a replacement cost new schedule based on the improvement classification system using a comparative unit method. The cost model categorizes, and values property by class (quality and type of construction), age, and present condition. These cost estimates are compared with sales of new, and existing improvements, and evaluated from year to year to reflect the local markets.

A review of the cost schedules is performed annually. As part of this review, and evaluation process of the estimated replacement cost, newly constructed sold properties representing various levels of quality of construction in the district are considered. Depreciation is derived by age/condition, and any additional obsolescence adjustment that may be necessary. The cost schedules are reviewed regularly as legislation requires that the appraisal district schedules be within a range of plus, or minus 10% from nationally recognized cost guides.

The land value is then added to the improvement value to indicate a preliminary market value. After cost schedules, depreciation, and land values are applied; market modifiers may be necessary to adjust the values to actual market conditions. These modifiers may apply to improvements, land, or both in varying degrees as determined through the analysis unique to each area.

INCOME APPROACH TO VALUE

The income approach to value can be a reliable indicator of value for multi-family residential properties. Data sources for income producing multi- family residential properties, when available, is calculated using the income and expenses, applied by the appropriate cap rate, for comparison to our appraisal values, and schedules. Survey information is routinely mailed out to these properties regarding income and expense information, which is used internally in the district’s income approach.

Commercial Real Property

SALES COMPARISON APPROACH TO VALUE

This approach is utilized not only for estimating land values, but also in comparing sales of similarly improved properties to parcels on the appraisal roll. Data from actual sales of properties, both vacant and improved, is pursued throughout the year in order to obtain relevant information, which can be used in all aspects of valuation. Sales of

similarly improved properties can provide a basis for the comparison to the district’s schedules, rates, and multipliers used in the income approach. Market sales are also used in ratio studies, which afford the appraiser an excellent means of judging the accuracy, and uniformity of the appraised values.

COST APPROACH TO VALUE

When sales information is not readily available, which is typical in the district, cost schedules are used. These schedules are based off of the Marshall & Swift cost guides, directly connected within the PACS Appraisal software. The replacement cost new schedules are based off of the property types, using the classification system of a comparative unit method. The cost model categorizes, and values property by class (quality and type of construction), age, and present condition. These cost estimates are compared with sales of new, and existing improvements, and evaluated from year to year to reflect the local markets.

A review of the cost schedules is performed annually, as well as updated within the CAMA software via the updates provided by Marshall & Swift, in conjunction with the PACS software. As part of this review, and evaluation process of the estimated replacement cost, newly constructed sold properties representing various levels of quality of construction in the district are considered. Depreciation is derived by age/condition, and any additional obsolescence adjustment that may be necessary. The cost schedules are reviewed regularly as legislation requires that the appraisal district schedules be within a range of plus, or minus 10% from nationally recognized cost guides.

The land value is then added to the improvement value to indicate a preliminary market value. After cost schedules, depreciation, and land values are applied; market modifiers may be necessary to adjust the values to actual market conditions. These modifiers may apply to improvements, land, or both in varying degrees as determined through the analysis unique to each area.

INCOME APPROACH TO VALUE

The income approach to value is applied to those properties, when sufficient income and expense information is available for properties which are typically viewed as “income producing”, and for which the income methodology is considered a leading value indicator. Income approaches to value are standard for hotel/motel properties. The income approach may be used as a comparative method to the cost or market approach to ensure accuracy, and uniformity of our appraisal methods.

Vacant Real Property

SALES COMPARISON APPROACH TO VALUE

Residential land valuation is conducted through sales analysis. The value of the land component to the property is estimated based on available market sales for comparable, and competing land under similar usage. A comparison of comparable land sales is conducted based on land characteristics found to influence the market price of land located within market areas. Vacant land sales are crucial in developing schedules for varying types of land with regards to location, size, type, use, etc.

A computerized land schedule stores the land information required to consistently value individual parcels within neighborhoods given known land characteristics. Specific land influences are considered, where necessary, and depending on neighborhood and individual lot or tract characteristics, to adjust parcels outside the neighborhood norm for such factors as access, view, shape, size, and topography.

The appraisers use abstraction, and allocation methods in comparison to similar vacant land sales, to ensure that current land values best reflect the contributory market value of the land to the overall property value. It should be noted that all land is valued as vacant and ready for development as to its highest and best use. This process considers physical possible uses, legally permissible uses, as well as financially feasible uses.

INCOME APPROACH TO VALUE

The income approach to value for unimproved land is not currently used by the District on a mass appraisal basis.

INDUSTRIAL, UTILITIES & MINERAL INTERESTS

The plan provides for the annual reappraisal of all utility, railroad and pipeline property under the jurisdiction of the appraisal district. The district has a professional services contract with TY Pickett to appraise these properties. All

information pertaining to the reappraisal of these utility, and mineral interest accounts may be found in the attached reappraisal plan, prepared and submitted by TY Pickett.

Special Valuation Properties

AGRICULTURAL & WILDLIFE SPECIAL USE

Market value for agricultural property is established using market sales information. The productivity values established under the agricultural special use property type is derived from the income approach, as set forth in the Texas Property Tax Code. This is a special valuation process as set forth in the Texas Property Tax Code, regarding income, expenses, and applied by the direct capitalization method. Income and expense for each category of agricultural use is calculated from lease/expense surveys, Ag Advisory Boards, as well as a multitude of other sources regarding income and expense for farm and ranch property.

There is no timber in Stephens County.

Business & Industrial Tangible Personal Property

Business personal property is classified by the property type using a four-digit numeric code, called Standard Industrial Classification (SIC) codes that were developed by the federal government to describe property. These classifications are used by the district to classify personal property by business type.

SIC code identification is the cornerstone of the personal property valuation system at the district. All of the personal property analysis work done in association with the personal property valuation process is SIC code specific. SIC codes are based on observable aspects of homogeneity and business use. The district uses annual renditions received from property owners, as well as a multitude of other sources in publication, or online, as well as local market information in establishing value.

Each category is recorded, and valued by the sub types, such as furniture & fixtures, equipment, inventory, etc. based on a cost new as reported in the rendition, or determined by the appraiser, less depreciation schedule. Vehicles and other property may be valued using cost guides, or other local market information when the information is deemed more reliable to value. Depreciation schedules are developed using market, and cost information compared to typical life expectancy for the various types of property.

THE MASS APPRAISAL REPORT

Each tax year, the required Mass Appraisal Report is prepared and certified by the Chief Appraiser at the conclusion of the appraisal phase of the ad valorem tax calendar (on or about May 15th). The Mass Appraisal Report is completed in compliance with STANDARD RULE 6 – 8 of the *Uniform Standards of Professional Appraisal Practice*. The signed certification by the Chief Appraiser is compliant with STANDARD RULE 6 – 9 of *USPAP*.

VALUE DEFENSE

Evidence to be used by the appraisal district, to meet the burden of proof for market value, and equity for both informal, and formal appraisal review board hearings, is specified and tested. Each appraisal district identifies the evidence to be used in informal and formal hearings by property type and the steps to be taken to ensure compliance with HB 201. Documentation for each case is stored within the ARB module of the SDS CAMA.

Evidence provided for the hearings, as it relates to specific properties they may consist of, may be comparable sales, subdivision or area maps providing various property characteristics such as quality, size and value of surrounding properties, or other data specific to the property in defense of our values. Generally, at the informal hearing, the property owner is provided with the specific information concerning his/her property, and any additional information they may request. Taxpayers have the option to present their concerns informally to the district, by phone, mail, e-mail, or in person. If the taxpayer wishes to pursue a dispute further, the district provides all information necessary for the entire appeals process, procedures, as outlined in the Rights, & Remedies published by the State Comptroller. All informal, and formal hearing information is recorded and stored.

District staff or Eagle Appraisal & Consulting representatives conduct the initial informal hearing with a protesting property owner. If the protest cannot be settled within the guidelines set out for District staff, an informal hearing appointment is set for a meeting between the protesting property owner and staff members of Eagle Appraisal and Consulting. If valuation issues are not agreed upon at this level, the protesting property owner may elect to proceed to a formal hearing.

When the taxpayer, and/or agent on file is scheduled for a formal hearing, they receive a certified letter containing the date, time and location, along with the Appraisal Review Board policies, and procedures pamphlet, as well as a copy of the Property Taxpayer Rights & Remedies published by the State Comptroller’s Office. If protest-hearing evidence is requested, the appraisal district has 14 days prior to the protest hearing date to make its evidence regarding value disputes available in compliance with HB 201

Evidence is generated through multiple formats, including market and equity comp grids, sales information, appraisal cards, or other information specific to the protest. A copy of the district schedules, along with depreciation tables may also be included. The appraisal district has the burden of proof for the value of real and personal property, unless otherwise noted within the Texas Property Tax Code. The taxpayer should present evidence, as they deem necessary, for consideration by the CAD or the ARB.

No confidential income, expense, or other information received from property owners/agents for specific accounts will be released, except as provided by the Texas Property Code. The district maintains confidentiality at all costs, but may be subject to the open meetings act, and other such rights of public information. Renditions, other than that of the subject property, will not be released, or used in a manner that shall identify, or allow confidential information to be exchanged between individual owners.

The firm of Pritchard & Abbott, Inc. defends the value of the industrial, utility and related personal property located in the district before the ARB, as is detailed within their attached biennial reappraisal plan.

ARB APPEAL PROCEDURES

After the Appraisal Review Board hears, and determines all timely filed protests, the district mails out the Appraisal Review Board orders of determined value, containing the Board’s decision. All decision letters will be mailed out by certified mail as outlined in the Texas Property Tax Code. The property owner has 60 days upon receiving a Board Order to either file suit in District Court, or 45 days to file a request for arbitration. Information on procedures for appealing an Appraisal Review Board order is included in the certified mail packet, along with a form for the Request for Binding Arbitration.

**Note: the above areas and times may be changed due to weather, availability of staff, and/or other unforeseen circumstances.*

APPROVED AND ADOPTED ON THIS THE 13 DAY OF August, 2024


BOARD CHAIRMAN


BOARD SECRETARY

ADDENDUM

TY PICKETT
REAPPRAISAL PLANS FOR
STEPHENS COUNTY APPRAISAL DISTRICT
2025/2026

by

Thomas Y. Pickett & Company, Inc.

APPRAISAL PROCEDURES & REAPPRAISAL PLAN

OIL AND GAS RESERVES

Executive Summary

- Thomas Y. Pickett & Co., Inc. (“Thomas Y. Pickett” or “Pickett”) annually reappraises all producing mineral leases within the CAD’s boundaries using a Discounted Cash Flow (“DCF”) methodology.
- Thomas Y. Pickett uses the Comptroller’s Manual for Discounting Oil and Gas Income pursuant to Tax Code Section 23.175.
- Thomas Y. Pickett determines oil and gas prices in accordance with Tax Code Section 23.175.
- Thomas Y. Pickett’s written procedures for identifying new properties are included herein.

Overview

Oil and gas reserves consist of interests in subsurface mineral rights. Thomas Y. Pickett & Co. is contracted to reappraise this type of property annually for the appraisal district. The completed appraisals are all retrospective in nature. The purpose of the appraisals is to estimate market value as of January 1 in accordance with the definition of market value established in the Texas Property Tax Code (Sec. 1.04). “Market value” means the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- A. exposed for sale in the open market with a reasonable time for the seller to find a purchaser.
- B. both the seller and the purchaser know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use; and
- C. Both the seller and purchaser seek to maximize their gains, and neither is in a position to take advantage of the exigencies of the other.

The appraisal results will be used as the tax base upon which a property tax will be levied. Each mineral interest is listed on the appraisal roll separately from other interests in the mineral in place in conformance with the Texas Property tax Code Sec. 25.12. A listing of the oil and gas properties appraised by Pickett for the appraisal district shall be made available at the appraisal district office. Subsurface mineral rights are not susceptible to physical inspection. This condition creates the need to invoke the Departure Provision as required by the Standards Rule

6-7 (f) comment on the Uniform Standards of Professional Practice. However, the inability to physically examine the property does not affect the appraisal process or the quality of the results. The appraisal district is aware of this limiting condition and agrees that it is appropriate.

Documents relevant to an understanding of these appraisals include the confidential rendition, if any, filed with the appraisal district by the owner or agent of the property; the Texas Comptroller's Manual for Discounting Oil and Gas Income; other reports described in the Texas Property Tax Code; and other confidential data supplied by the owner or agent; the General Appraisal Manual adopted by the Texas Comptroller of Public Accounts; Property Assessment Valuation published by the International Association of Assessing Officers and adopted by the Texas Comptroller of Public Accounts and the Texas Property Tax Code.

Pickett's oil and gas appraisal staff includes licensed engineers as well as experienced appraisers who are knowledgeable in all three approaches to value. Oil and gas appraisal staff stays abreast of current trends affecting oil and gas properties through review of published materials, attendance at conferences, course work and continuing education. All oil and gas appraisers are registered with the Texas Department of Licensing and Regulation, (formerly, the Texas Board of Tax Professional Examiners).

Assumptions and Limiting Conditions

All appraisals are subject to the following assumptions and limiting conditions:

1. Title to the property is assumed to be good and marketable and the legal description correct.
2. No responsibility for legal matters is assumed. All existing liens, mortgages or other encumbrances have been disregarded and the property is appraised as free and clear, under responsible ownership and competent management.
3. The appraisers developing these appraisals are not required to give testimony or attendance in court by reason of the appraisals, unless directed by, employed by, and provided legal counsel by the Appraisal District.
4. The appraisers do not inspect every property every year.
5. All sketches on the appraisal documents are intended to be visual aids and should not be construed as surveys or engineering reports unless otherwise specified.
6. All information in the appraisal documents have been obtained by members of Thomas. Y. Pickett's staff or by other reliable sources.
7. The appraisals were prepared exclusively for ad valorem tax purposes.

Property Discover and Data Collection Process

Mineral properties are identified and appraised based on their Railroad Commission Identification Number (RRCID). Upon completion of a new well, a Completion Report must be submitted to the Railroad Commission (RRC). The RRC then issues a RRCID. Production from that property is reported by RRCID. Periodically, wells are completed and start producing prior to being issued a RRCID. The production from these wells still must be reported to the RRC and are usually reported by Drilling Permit Number (DP). Since mineral properties are appraised using a Discounted Cash Flow analysis, production data is required to do the analysis. The RRC is the primary source of that data.

Procedure:

1. At the beginning of the year, the RRC database is searched for new wells that started producing prior to January 1 of the appraisal year. These wells are identified by RRCID or Drilling Permit (DP) number and added to the mineral appraisal database for the county. A well is considered to have value as of January 1 if it has reported production prior to that date, has filed a completion report showing completion prior to that date, or was perforated into a producing formation which showed the presence of oil or gas prior to January 1.
2. Completion reports and plates are retrieved from the RRC to identify the location of the producing wells. These locations are cross-referenced with jurisdictional maps to establish situs.
3. Division of Interest (DOI) statements are requested from the operator of the well to establish working and royalty interests.
4. Additional reviews of the RRC database are done periodically during the year to identify any wells that may have been added to the RRC database after the first of the year but were completed prior to January 1 of the appraisal year. New producing wells identified after the appraisal period are supplemented, going back up to five years.

Other appraisal data on the subject properties are collected from required regulatory reports from the Texas Railroad Commission and the Texas Comptroller of Public Accounts and by the property owner. Submitted data may be on a rendition form or in other modes that require confidentiality. Subject property data are verified through previously existing records and through published reports. Additional data are obtained and verified through published sources, regulatory reports and through analysis of comparable properties, if any. Due to the unique nature of many oil and gas properties there is no standard data collection form or manual.

Valuation Approach and Analysis

The three generally accepted approaches used in determining the Market Value of assets are the cost, income, and market approaches. The following is a brief description of the three general approaches to value.

Cost Approach

The cost approach considers the replacement cost of an asset as an indicator of value. The cost approach is based on the assumption that a prudent investor would pay no more for an asset than the amount for which he could replace or recreate the asset. The cost approach is sometimes performed by estimating the replacement cost of an asset functionally similar to the subject. Often, historical cost data can be used to indicate the current cost of reproduction or replacement. Adjustments are made for physical deterioration and the functional and economic obsolescence of the appraised asset.

Income Approach

The income approach measures the present worth of anticipated future net cash flows generated by the subject assets. The net cash flows are forecast for an appropriate period or capitalized in the case of a single period model, and then discounted to present value using an appropriate discount rate.

Market Approach

The market approach is performed by observing the price at assets comparable to the subject asset are bought and sold. Adjustments are made to the data to account for capacity differences and other relevant differences between the subject asset and the comparable assets.

Depending on the facts and circumstances of a particular appraisal, applying the three approaches independently of one another can yield conclusions that are substantially different. As the appraisal is performed, the strengths of the individual approaches are considered and the influence of each approach in the appraisal process is weighed according to its likely accuracy.

All oil and gas interest values are arrived at through an appraisal of the whole property. Each fractional interest is then assigned a value on the basis of its relative share of expenses, income.

and the value of the operating equipment. Multiple producing zones in the same well may be treated as separate properties.

Oil and gas properties are principally appraised through the income approach to value. Specifically, the discounted cash flow (DCF) technique is used almost exclusively. The almost exclusive reliance on income approach methods, adjusted for risk and market conditions, is typical of the oil and gas industry in dealings between buyers and sellers as well as in single- property appraisals. A mineral property’s intrinsic value is derived from its ability to generate income by producing oil and/or gas reserves.

Income approach calibration involves the selection of the cost of capital or discount rate appropriate to the type of property being appraised as well as adjusting the projected revenue stream to reflect the individual characteristics of the subject property. The DCF model is also calibrated through the use of lease operating expenses that reflect the individual characteristics of the subject property.

A jurisdictional exception to the DCF model, as this process is described in the Statement on Appraisal Standards No. 2 of the Uniform Standards of Professional Appraisal Practice, must be taken. Section 23.175 (a) of the Texas Property Code specifies that the price of oil and gas used for the first year of the DCF analysis must be the monthly average price of the oil and gas received from the interest for the preceding year multiplied by a market condition factor as promulgated by the Texas Comptroller’s office. Furthermore, the prices used for succeeding years are based upon escalation factors also stipulated by the Texas Comptroller’s office.

The highest and best use analysis of the oil and gas reserves is based on the likelihood of the continued use of the reserves in their current use. An appraiser’s identification of a property’s highest and best use is always a statement of opinion, never a statement of fact.

Review and Testing

Review of appraisals is performed through a comparison of income indicators and compliance with Section 23.175 of the Texas Property Tax Code. A review of property values with respect to year-to-year changes and with respect to industry-accepted income indicators is conducted annually. The periodic reassignment of properties among appraisers or the review of appraisals by an experienced appraiser also contributes to the review process.

Appraisal-to-sales ratios are the preferred method for measuring performance, however sales are very infrequent and often the sales conditions are not made public for the sales that do occur.

Furthermore, market transactions normally occur for multiple sites and include real and personal property, tangible and intangible, making analysis difficult and subjective. Performance is also measured through comparison with valid single-property appraisals submitted for staff review. Finally, Pickett's mineral appraisal methods and procedures are subject to review by the Property Tax Assistance Division of the Texas Comptroller's office. The Comptroller's review, as well as comparisons with single-property appraisals, indicates the validity of the models and the calibration techniques employed.

Thomas Y. Pickett & Company, Inc.

Reappraisal Timeline 2025

Event	2024			2025												2026						
	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
New Mineral Lease Discovery				█	█	█	█	█	█													
Schedule ARB Date, Establish Deadlines for 25.19 Data						█																
Mineral Property Appraisals						█	█	█	█	█												
Mineral Appraisals Released to TYP Website							█	<i><-- Mineral Appraisals Released for Operator Review prior to Notice</i>														
Informal Meetings with Owners and Agents							█	█	█	█												
Estimates of Certified Value to CAD								█														
Delivery of 29.19 Notices									█	<i><-- Date as required to meet agreed ARB date</i>												
Appraisal Review Board Hearings										█												
Certified Values to CAD/Data to Software Vendor										█	<i>July 21st or as specified by Chief Appraiser --></i>											
Address 25.25 Correction Protests/Supplements as Necessary											█	█	█	█	█	█	█	█	█	█	█	█
Submit Data for Property Value Study																					█	
Review Category G Ratios/Informal Hearing if Necessary																					█	█
File Formal PVS Protests as Necessary																					█	█

CAD and Joint TYP/CAD Tasks	█
TYP Mineral Department Tasks	█
Milestones and Deadlines	█

Stephens County Appraisal District
Industrial Property
2025-26 Appraisal Procedures and Reappraisal Plan

August 3, 2024

by

Thomas Y. Pickett & Company, Inc.

SUMMARY REVALUATION PROGRAM REPORT

INDUSTRIAL PROPERTY

Overview

Industrial property consists of processing facilities and related personal property. Thomas Y. Pickett & Co., Inc. (“Thomas Y. Pickett” or “Pickett”) is contracted to reappraise this type of property annually for the appraisal district. The completed appraisals are all retrospective in nature. The purpose of the appraisals is to estimate market value as of January 1 in accordance with the definition of market value established in the Texas Property Tax Code (Sec. 1.04). “Market value” means the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- A. exposed for sale in the open market with a reasonable time for the seller to find a purchaser.
- B. both the seller and the purchaser know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use; and
- C. Both the seller and purchaser seek to maximize their gains, and neither is in a position to take advantage of the exigencies of the other.

The effective date of the appraisals is January 1 of the year for which this report is submitted unless the property owner or agent has applied for and been granted September 1 inventory valuation as allowed by Section 23.12(f) of the Texas Property Tax Code.

The appraisal results will be used as the tax base upon which a property tax will be levied. The properties are appraised in fee simple in conformance with the Texas Property Tax Code Sec. 25.06. This is a jurisdictional exception to the Standards Rule 6-5 (c) Comment of the Uniform Standards of Professional Appraisal Practice. A listing of the industrial properties appraised by Pickett for the appraisal district is available at the appraisal district office. Industrial properties are re-appraised annually. Properties are inspected annually where necessary and at least bi- annually.

Documents relevant to an understanding of these appraisals include the confidential rendition, if any, filed with the appraisal district by the owner or agent of the property; other reports described in the Texas Property Tax Code; asset lists and other confidential data supplied by the owner or agent; the General Appraisal Manual adopted by the Texas Comptroller of Public Accounts; Property Assessment Valuation published by the International Association of Assessing Officers and adopted by the Texas Comptroller of Public Accounts; and Engineering Valuation and Depreciation by Marston, Winfrey and Hempstead; and the Texas Property Tax Code.

Pickett's industrial appraisal staff includes licensed engineers as well as experienced appraisers who are knowledgeable in all three approaches to value. Industrial appraisal staff stays abreast of current trends affecting industrial properties through review of published materials, attendance at conferences, course work and continuing education. All industrial appraisers are registered with the Texas Board of Tax Professional Examiners.

Assumptions and Limiting Conditions

All appraisals are subject to the following assumptions and limiting conditions:

1. Title to the property is assumed to be good and marketable and the legal description correct.
2. No responsibility for legal matters is assumed. All existing liens, mortgages or other encumbrances have been disregarded and the property is appraised as though free and clear, under responsible ownership and competent management.
3. The appraisers developing these appraisals are not required to give testimony or attendance in court by reason of the appraisals, unless directed by, employed by, and provided legal counsel by the Appraisal District.
4. The appraisers do not necessarily inspect every property every year.
5. All sketches on the appraisal documents are intended to be visual aids and should not be construed as surveys or engineering reports unless otherwise specified.
6. All information in the appraisal documents have been obtained by members of Thomas Y. Pickett's staff or by other reliable sources.
7. The appraisals were prepared exclusively for ad valorem tax purposes.
8. The appraisers have inspected as far as possible, by observation, the improvements being appraised; however, it is not possible to personally observe conditions beneath the soil or hidden structural components within the improvements. Therefore, no representations are made as to these matters unless specifically considered in an individual appraisal.

Discovery Process and Procedures

Data is collected as part of the inspection process and through later submissions by the property owner. Submitted data may be on a rendition form or in other modes that require confidentiality. Subject property data is verified through previously existing records and through published reports. Additional data are obtained and verified through published sources, regulatory reports and through analysis of comparable properties, if any. Due to the unique nature of many industrial properties, there is no standard data collection form or manual.

Valuation Approach and Analysis

The three generally accepted approaches used in determining the Market Value of assets are the cost, income, and market approaches. The following is a brief description of the three general approaches to value.

Cost Approach

The cost approach considers the replacement cost of an asset as an indicator of value. The cost approach is based on the assumption that a prudent investor would pay no more for an asset than the amount for which he could replace or recreate the asset. The cost approach is sometimes performed by estimating the replacement cost of an asset functionally similar to the subject. Often, historical cost data can be used to indicate the current cost of reproduction or replacement. Adjustments are made for physical deterioration and the functional and economic obsolescence of the appraised asset.

Income Approach

The income approach measures the present worth of anticipated future net cash flows generated by the subject assets. The net cash flows are forecast for an appropriate period or capitalized in the case of a single period model, and then discounted to present value using an appropriate discount rate.

Market Approach

The market approach is performed by observing the price at assets comparable to the subject asset are bought and sold. Adjustments are made to the data to account for capacity differences and other relevant differences between the subject asset and the comparable assets.

Depending on the facts and circumstances of a particular appraisal, applying the three approaches independently of one another can yield conclusions that are substantially different. As the appraisal is performed, the strengths of the individual approaches are considered and the influence of each approach in the appraisal process is weighed according to its likely accuracy.

Industrial properties are generally appraised using replacement/reproduction cost new less depreciation models. Replacement costs are estimated from published sources, other publicly available information and comparable properties. Reproduction costs are based on actual investment in the subject or comparable properties adjusted for typical changes in cost over time. Depreciation is calculated on the age/life method using typical economic lives and depreciation rates based on published sources, market evidence and the experience of knowledgeable appraisers. Adjustments for functional and economic obsolescence may be made if utilization and income data for the subject property justify such. Income Approach models (direct capitalization and discounted cash flow) are also used when economic and/or subject property income information is available. Capitalization and discount rates are based on published capital costs for the industry of the subject property. A market data model based on typical selling prices per unit of capacity is also used when appropriate market sales information is available.

Because cost information is the most readily available type of data, the cost approach model is almost always considered and used. If sufficient data is available, either or both of the other two models are considered and may be used. The market data and income approach models must be reduced by the value of the land in order to arrive at a value of improvements and personal property.

Model calibration in the cost approach involves the selection of the appropriate service life for each type or class of property. Further calibration can occur through the use of utilization or through-put data provided by the owner or agent. Income approach calibration involves the selection of the cost of capital or discount rate appropriate to the type of property being appraised as well as adjusting the projected income stream to reflect the individual characteristics of the subject property. Model calibration in the market data approach involves adjusting sales prices of comparable properties to reflect the individual characteristics of the subject property.

In reconciling multiple model results for a property, the appraiser considers the model results that best address the individual characteristics of the subject property while maintaining equalization among like properties. Final results for each property may be found on the appraisal district's appraisal roll.

Land valuation for industrial properties is the responsibility of appraisal district staff as is the highest and best use analysis of the site. Sites are analyzed for highest and best use as though they were vacant. Highest and best use analysis of the improvements is based on the likelihood of the continued use of the improvements in their current and/or intended use. An appraiser's identification of a property's highest and best use is always a statement of opinion, never a statement of fact.

Review and Testing

Field review of appraisals is performed through the regular inspection of subject properties. The periodic reassignment of properties among appraisers or the review of appraisals by an experienced appraiser also contributes to the review process. A statistical review of property value changes is also conducted.

Appraisal-to-sales ratios are the preferred method for measuring performance, however sales are very infrequent. Furthermore, market transactions normally occur for multiple sites and include both real and personal property, tangible and intangible, making analysis difficult and subjective. Performance is also measured through comparison with valid single-property appraisals submitted for staff review. Finally, Pickett's industrial appraisal methods and procedures are subject to review by the Property Tax Assistance Division of the Texas Comptroller's office. The Comptroller's review, as well as comparisons with single-property appraisals, indicates the validity of the models and the calibration techniques employed.

Stephens County Appraisal District
Utilities Property
2025-26 Appraisal Procedures and Reappraisal Plan

August 3, 2024

by

Thomas Y. Pickett & Company, Inc.

APPRAISAL PROCEDURES AND REAPPRAISAL PLAN

UTILITY, RAILROAD AND PIPELINE PROPERTIES

Overview

Utility, railroad, and pipeline properties consists of operating property, excluding land, owned by utility, railroad and pipeline companies and related personal property and improvements. Thomas Y. Pickett & Co., Inc. (“Thomas Y. Pickett” or “Pickett”) is contracted to reappraise this type of property annually for the appraisal district. The completed appraisals are all retrospective in nature. The purpose of the appraisals is to estimate market value as of January 1 in accordance with the definition of market value established in the Texas Property Tax Code (Sec. 1.04). “Market value” means the price at which a property would transfer for cash or its equivalent under prevailing market conditions if:

- A. exposed for sale in the open market with a reasonable time for the seller to find a purchaser.
- B. both the seller and the purchaser know of all the uses and purposes to which the property is adapted and for which it is capable of being used and of the enforceable restrictions on its use; and
- C. Both the seller and purchaser seek to maximize their gains and neither is in a position to take advantage of the exigencies of the other.

The effective date of the appraisals is January 1 of the year for which this report is submitted.

The appraisal results will be used as the tax base upon which a property tax will be levied. The properties are appraised in fee simple in conformance with the Texas Property Tax Code Sec. 25.06. This is a jurisdictional exception to the Standards Rule 6-5 (c) Comment of the Uniform Standards of Professional Appraisal Practice 2004. A listing of the utility, railroad and pipeline properties appraised by Pickett for the appraisal district is available at the appraisal district office. All properties are reappraised annually. Such utility, railroad and pipeline properties that are susceptible to inspection (e.g. compressor stations, pump stations, buildings and power plants) are normally re-inspected at least every three years.

Pickett's utility, railroad and pipeline appraisal staff includes licensed engineers as well as experienced appraisers who are knowledgeable in all three approaches to value. The appraisal staff stays abreast of current trends affecting utility, railroad and pipeline properties through review of published materials, attendance at conferences, course work and continuing education. All appraisers are registered with the Texas Board of Tax Professional Examiners.

Assumptions and Limiting Conditions

All appraisals are subject to the following assumptions and limiting conditions:

1. Title to the property is assumed to be good and marketable and the legal description correct.
2. No responsibility for legal matters is assumed. All existing liens, mortgages or other encumbrances have been disregarded and the property is appraised as though free and clear, under responsible ownership and competent management.
3. The appraisers developing these appraisals are not required to give testimony or attendance in court by reason of the appraisals, unless directed by, employed by, and provided legal counsel by the Appraisal District.
4. The appraisers do not necessarily inspect every property every year.
5. All sketches on the appraisal documents are intended to be visual aids and should not be construed as surveys or engineering reports unless otherwise specified.
6. All information in the appraisal documents have been obtained by members of Thomas Y. Pickett's staff or by other reliable sources.
7. The appraisals were prepared exclusively for ad valorem tax purposes.
8. The appraisers have inspected as far as possible, by observation, the improvements being appraised; however, it is not possible to personally observe conditions beneath the soil or hidden structural components within the improvements. Therefore, no representations are made as to these matters unless specifically considered in an individual appraisal.

Discovery Procedures and Data Collection

Data is collected as part of the inspection process and through later submissions by the property owner. Submitted data may be on a rendition form or in other modes that require confidentiality. Subject property data is verified through previously existing records and through published reports. Additional data are obtained and verified through published sources, regulatory reports and through analysis of comparable properties. Due to the varied nature of utility, railroad and pipeline properties there is no standard data collection form or manual.

Valuation Approach and Analysis

The three generally accepted approaches used in determining the Market Value of assets are the cost, income, and market approaches. The following is a brief description of the three general approaches to value.

Cost Approach

The cost approach considers the replacement cost of an asset as an indicator of value. The cost approach is based on the assumption that a prudent investor would pay no more for an asset than the amount for which he could replace or recreate the asset. The cost approach is sometimes performed by estimating the replacement cost of an asset functionally similar to the subject. Often, historical cost data can be used to indicate the current cost of reproduction or replacement. Adjustments are made for physical deterioration and the functional and economic obsolescence of the appraised asset.

Income Approach

The income approach measures the present worth of anticipated future net cash flows generated by the subject assets. The net cash flows are forecast for an appropriate period or capitalized in the case of a single period model, and then discounted to present value using an appropriate discount rate.

Market Approach

The market approach is performed by observing the price at assets comparable to the subject asset are bought and sold. Adjustments are made to the data to account for capacity differences and other relevant differences between the subject asset and the comparable assets.

Depending on the facts and circumstances of a particular appraisal, applying the three approaches independently of one another can yield conclusions that are substantially different. As the appraisal is performed, the strengths of the individual approaches are considered and the influence of each approach in the appraisal process is weighed according to its likely accuracy.

For all pipelines a value is calculated using a Replacement Cost New Less Depreciation (RCNLD) model. This involves first calculating the cost of building a new pipeline of equal utility using current prices. The Replacement Cost New (RCN) is a function of location, length, diameter and composition. Depreciation is then subtracted from RCN to produce the final value estimate. Depreciation is defined as the loss of value resulting from any cause. The three common forms of depreciation are physical, functional and economic. Physical depreciation is accounted for on the basis of the age of the subject pipeline. Functional and economic obsolescence (depreciation) can be estimated through the use of survivor curves or other normative techniques. Specific calculations to estimate abnormal functional and/or economic obsolescence can be made on the basis of the typical utilization of the subject pipeline.

After deductions from RCN have been made for all three forms of depreciation, the remainder is the RCNLD or cost approach model indicator of value.

In addition to the RCNLD indicator, a unit value model may also be used for those pipelines for which appropriate income statements and balance sheets are also available. Generally, this model is used for those pipelines that by regulation are considered to be common carriers. The unit value model must be calculated for the entire pipeline system.

The unit value model typically involves an income approach to value and a rate base cost approach. The income approach is based on a projection of expected future typical net operating income (NOI). The projected NOI is discounted to a present worth using a current cost of capital that is both typical of the industry and reflective of the risks inherent in the subject property. The unit value model cost approach is typically an estimation of the current rate base of the subject pipeline (total investment less book depreciation allowed under the current form of regulation). An additional calculation is made to detect and estimate economic obsolescence. Any economic obsolescence is deducted from the rate base cost less book depreciation to achieve a final cost indicator. The unit value model may also include a stock and debt approach in lieu of a market data approach. The stock and debt approach involves finding the total value of the owner's liabilities (equity and debt) and assuming that they are equal to the value of the assets. The two (or three, if the stock and debt approach is included) unit value indicators are then reconciled into a final unit appraisal model indicator of value. The unit value must then be reconciled with the RCNLD model indicator of value for the entire pipeline system being appraised. The final correlated value of the system can then be allocated among the various components of the system to determine the tax roll value for each pipeline segment.

Utility and railroad properties are appraised in a manner similar to pipeline except the RCNLD model is not used. For all three types of property (utility, railroad and pipeline) the appraiser must first form an opinion of highest and best use. If the highest and best use of the operating property is the current use under current regulation, the unit value model is considered highly appropriate. If the highest and best use is something different, then the RCNLD model may be more appropriate.

Compressor stations, pump stations, improvements and related facilities are appraised using a replacement cost new less depreciation model.

Model calibration in the RCNLD model involves the selection of the appropriate service life for each type or class of property. Further calibration can occur through the use of utilization or through-put data provided by the owner or agent. Model calibration in the unit value cost approach involves the selection of the appropriate items to include in the rate base calculation and selection of the best measure of obsolescence, if any. Income approach calibration involves the selection of the cost of capital or discount rate appropriate to the type of property being appraised as well as adjusting the projected income stream to reflect the individual characteristics of the subject property. Model calibration in the stock and debt approach involves allocating sales prices of debt and equity to reflect the contribution to value of the operating property of the subject property.

In reconciling multiple model results for a property, the appraiser considers the model results that best address the individual characteristics of the subject property while maintaining equalization among like properties. Final results for each property may be found on the appraisal district's appraisal roll.

Land valuation for utility and pipeline properties is the responsibility of appraisal district staff as is the highest and best use analysis of the site. Sites are analyzed for highest and best use as though they were vacant. Highest and best use analysis of the improvements is based on the likelihood of the continued use of the improvements in their current and/or intended use. Railroad corridor land is included in the appraisal of the operating property. The highest and best use of railroad corridor land is presumed to be as operating property. An appraiser's identification of a property's highest and best use is always a statement of opinion, never a statement of fact.

The rate-base cost approach, stock and debt approach and income approach models must be reduced by the value of the land in order to arrive at a value of improvements, personal property and other operating property.

Review and Testing

Field review of appraisals is performed through the regular inspection of subject properties. The periodic reassignment of properties among appraisers or the review of appraisals by an experienced appraiser also contributes to the review process. A statistical review of property value changes is also conducted.

Appraisal-to-sales ratios are the preferred method for measuring performance, however sales are very infrequent. Furthermore, market transactions normally occur for multiple sites and include both real and personal property, tangible and intangible, making analysis difficult and subjective. Performance is also measured through comparison with valid single-property appraisals submitted for staff review. Appraisal results are tested annually by the Property Tax Assistance Division of the Texas Comptroller's office. The Comptroller's review, as well as comparisons with single-property appraisals, indicates the validity of the models and the calibration techniques employed.

Appendix A

Resumes

Thomas. Y. Pickett & Company, Inc.

LEONARD B. AMENT

Industrial Appraiser

EXPERIENCE

Thomas Y. Pickett & Company, Inc.	17 Years
Industrial / Manufacturing	24 Years

QUALIFICATIONS

Mr. Ament has over twenty years experience in Industrial, Commercial and Oilfield Service and Manufacturing Industries. During this time-frame he has worked with a variety of equipment and processes from the manufacturing of drilling rig components, chemical mixing and packaging, high-speed electronics assembly, to managing a portable air conditioning rental and sales company. Mr. Ament brings valued experience in a variety of industries. He joined Thomas Y Pickett in 2007 as an Industrial Appraiser. He inspects and appraises SWD (taxable) and other facilities in North Dakota.

EDUCATION

Mechanical Drawing, Electrical Appliance Repair, DECA
Brookhaven Community College
Comprehensive User Course on Phillips Gem Series Surface Mount Machines
Registered Professional Appraiser – State of Texas # 72436

PROFESSIONAL ASSOCIATION

Texas Department of Licensing & Regulation-Property Tax Professional

JOSH BUDOWSKY
Manager of the Industrial/Utilities - Appraiser

EXPERIENCE

Thomas. Y. Pickett & Company, Inc. (Dallas) Property Tax Appraiser	8 Years
Baker Hughes Inc. Sales Manager	9 Years
Aviall Service Inc. Account Executive	2 Years
Bud Oil Company Production Technician	5 Years
Oklahoma State University Bachelor of Business Administration Marketing Management of Information Systems	4 Years

QUALIFICATIONS

Performs industrial evaluations on complex manufacturing sites as well as energy production, energy transmission, and pipeline systems in various states. He is also responsible for evaluation of clean renewable energy production systems, such as solar power and wind power. He is experienced in the oil and gas industry after spending nine years at a service company, giving him exposure to all high-profile production fields across the United States. This experience included enhancements to the drilling and completions of complex and challenging oil and gas wells. He was solely responsible for the increase of revenue and profits while directing the sales and operations in the Southern region for Baker Hughes.

EDUCATION/LICENSES

B.A. in Business Marketing – Oklahoma State University
B.A. in MIS – Oklahoma State University
Property Tax Appraiser - State of Texas - License #75123

PROFESSIONAL ASSOCIATION

Texas Department of Licensing & Regulation-Property Tax Professional

MICHAEL B. PARKS

Vice President - Director
Mineral Appraiser

EXPERIENCE

Thomas Y. Pickett & Company, Inc.	16 Years
JPMorgan Chase Bank	2 Years
Greene & Associates, Inc.	6 Years

QUALIFICATIONS

Mr. Parks performs appraisals of mineral properties in Texas. He currently works five counties in Texas alone and assists with multiple other counties. He handles all aspects of the appraisal process including new well discovery, appraisal of all leases, working with operators to obtain accurate data to assist the appraisal process, handling protests, defending values at the appraisal review board hearings and certifying the values. He has extensive experience managing private mineral interests. Mr. Parks is active in the operations of Thomas Y. Pickett and is Manager of the Dallas office.

EDUCATION/LICENSE

Bachelor of Science - University of North Texas – Denton, TX
Registered Professional Appraiser – State of Texas #72761
Certified Mineral Manager

PROFESSIONAL ASSOCIATION

Texas Department of Licensing & Regulation-Property Tax Professional
National Association of Royalty Owners
National Association of Lease and Title Analysts
American Association of Professional Landmen

ROBERT T. (BOB) LEHN
Vice President

Experience

Thomas Y. Pickett & Company, Inc. (Dallas)	33 Years
Purvin & Gertz, Inc. (Dallas & London) Associate	1 Year
Hadson Gas Systems, Inc. (Houston, Dallas & London) Manager – Projects & Facilities (Dallas) Director – Gas Supply & Transportation (London)	4 Years
Muse, Stancil & Company (Dallas) Consultant	2 Years
Amoco Production Company (USA) (Chicago, Corpus Christi, Houston) Staff Plant Engineer	8 Years

Qualifications

Mr. Lehn performs industrial valuations of railroads, pipeline, gas gathering and processing facilities and of many other complex manufacturing sites in various states. He is experienced in domestic and international energy project management. This experience included performing economic evaluations with consideration of environmental and regulatory issues. Reports to senior management of operating companies and to governmental agencies were made. Prior to T.Y. Pickett, as a consultant, he performed fair market valuations and physical asset appraisals of large gas plants and pipelines as well as other facilities. Mr. Lehn continues appraising these facilities, along with others, including paint pigment, explosives and agrichemical (fertilizer, pesticides, ethanol) and petrochemical plants. Mr. Lehn’s previous and current refinery appraisal assignments include sites in the following states: Kansas, Mississippi, North Dakota, Oklahoma, Texas and Wyoming. Expert testimony has been provided on several refineries and on other special purpose properties to Boards of Equalization, to Appraisal Review Boards, or to Courts and to State Tax Commissions in Texas, Oklahoma, North Dakota, Kansas, Louisiana, Wyoming, Mississippi and in Florida. He has spoken at the Annual IAAO Conferences, at the IAAO Legal Seminars and at regional and at various State and County Assessors’ functions and at other venues.

Education/Licenses

Master of Chemical Engineering – Rice University – Houston, Texas
B.A. in Chemical Engineering – Rice University – Houston, Texas
Professional Engineer – State of Texas – License #73203
Registered Professional Appraiser – State of Texas – License #67474

Professional Associations

American Institute of Chemical Engineers
American Chemical Society
Texas Association of Appraisal Districts
Texas Association of Assessing Officers
International Association of Assessing Officers (IAAO)
-- Associate Member, Ethics Committee (2010-2012)

EDWARD DONALD OWENS

Vice President
Senior Appraiser

EXPERIENCE

Thomas Y. Pickett & Company, Inc.	35 Years
Fina Oil & Chemical	2 Years
Pritchard & Abbott	11 Years

QUALIFICATIONS

Mr. Owens has forty-two years (42) experience in appraising mineral, industrial, commercial, and personal properties. He also values, for Pickett clients, all fiber optic cables in Texas. He has served as contract supervisor for various appraisal districts in South Central and West Central Texas. He is a former tax agent with a major oil firm and is now responsible for his assigned oil-related properties in Texas, Wyoming, Colorado and New Mexico. He inspects and appraises gas plants, railroad loading facilities and SWD (taxable) facilities in North Dakota.

EDUCATION

Bachelor of Science – Business Administration – Southwestern University – Salt Lake City, Utah

Associate in Applied Science – Property Tax Appraisal – Tarrant County Junior College, Fort Worth, Texas

Associate in Applied Science – Mid-Management – Tarrant County Junior College, Fort Worth, Texas

Registered Professional Appraiser – State of Texas #00896

PROFESSIONAL ASSOCIATION

Texas Department of Licensing & Regulation-Property Tax Professional

Appendix B

Industrial Utility Accounts

Thomas Y. Pickett & Company, Inc.

5 L PROPERTIES INC
AEP TEXAS INC
ALBANY COMMUNICATIONS
ALLTEL CORPORATION
AMERICAN TOWER LP
ARI FLEET LT (AUTOMOTIVE RENTALS INC)
ARNOT OIL COMPANY LLC
AT&T COMMUNICATIONS
AT&T MOBILITY LLC
AT&T SERVICES INC
BADGER ROTARY DRILLING
BAKER PETROLITE LLC
BANKHEAD OPERATING CO
BASA RESOURCES INC
BENDORF SERVICES & SUPPLY CO
BFG CORPORATION
BFI WASTE SERVICES OF TX
BJB TRANSPORT LLC
BOB TURNER INC
BORETS US INC
BRAZOS ELECTRIC POWER
BRAZOS TELEPHONE COOPERATIVE, INC.
BRECK OPERATING CORP
BRICO OIL INC
BRIDGEPORT TRUCK MFG INC
CADDO CREEK CORP
CENTRAL TEXAS RURAL TRANSIT DISTRICT
CHEMICAL CONTROL PROD
COGENT INFRASTRUCTURE
COLT GATHERING N TX LP
COMANCHE ELECTRIC COOPERATIVE, INC.
CONTERRA ULTRA
CRAZY COOL IRON & METAL
DELTA OIL & GAS LTD
DISH NETWORK LLC
DJ & T ENERGY
DOUBLE J PIPE & SUPPLY
DYE R E MFG
ECHOLS OIL CO
ELITE SUBMERSIBLE PUMP
ETC TEXAS PIPELINE LTD
ETP CRUDE LLC (PIPE)
ETP CRUDE LLC (PP)
EZELL NELSON & HELEN L

FIBERLIGHT LLC
FORT BELKNAP ELECTRIC COOPERATIVE, INC.
FRANKELL GAS PROCESSING
GRIFFIN RESOURCES LLC
GRIFFIN ROYALTY LTD
GTG OPERATING
GTP AQUISITION PRTN II
IBERIA CORPORATE ASSET FINANCE INC
INGRAM CONCRETE
INSITE TOWERS LLC
JONELL FILTRATION MFG
KARPER OIL & GAS CORP
KORNYE-TILLMAN COMPANY
L3HARRIS TECHNOLOGIES INC
LEE ELEMENT CONST LLC
LEVARE US INC
LINDE GAS & EQUIPMENT INC
LPG DRILLING LLC
MATHESON TRI-GAS INC
MCI COMMUNICATION SERVICES
MCI METRO ACCESS TRANSMISSION SERVICES CORP.
NPRTO TEXAS LLC
ONCOR ELECTRIC DELIVERY CO
ORBIT PLASTIC PIPE
OX MANUFACTURING LLC
PARDUE OIL
PARKER ENERGY
PARKS RHONE INC
PERMIAN LEASING
PETROLEUM EXPLORATION COMPANY LTD
PHILLIPS 66 CARRIER LLC
PICO DRILLING CO LTD
POST OAK OPERATING LLC
RANGER GAS GATHERING
RAYDON INC
REINFORCED EARTH CO
RGN MANUFACTURING SRVCS
RIDGE OIL COMPANY
ROB JOE GAS & OIL CO
SCARLETT BUTANE COMPANY
SHEPHERD PETROLEUM CO
SINGLETON MOLDINGS INC
SMYRNA READY MIX CONCRETE LLC
SOLVAY USA

SQUYRES OIL COMPANY
STAR-TECH ELECTRICAL CO
STEPHENS COUNTY
SUBMERSIBLE PUMPS INC
SUBURBAN PROPANE LP
SUDDENLINK COMM
SUNNOVA SAP IV LLC
SUNNOVA TEP 7-F LLC
SUNNOVA TEP 7-G LLC
SW BELL TELE LP (INCL)
SWEETWATER BARNS
T-MOBILE WEST LLC
TARGA MIDSTREAM SERV LLC
TAURUS GAS SERVICES LP
TEAM OPERATING LLC
TEXAS GAS SERVICE
TEXAS STATE OF
TEXAS-NEW MEXICO POWER
TIVOLI MIDSTREAM LLC
TOWER ASSOCIATES LLC
TOYOTA INDUSTRIES COMMERCIAL FINANCE
TURNER SEED COMPANY LLC
UNION PACIFIC RAILROAD COMPANY
UNITED COOPERATIVE SRV
VALOR TELECOMMUNICATIONS OF TEXAS, LP
VANGARD WIRELESS
VB-S1
WELLS FARGO VENDOR Financial SERV LLC



BRECKENRIDGE CITY COMMISSION AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding approval of Resolution 2024-27 awarding a grant administrator to assist the City with a 2025-2026 CDBG application and grant, if funded.

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

The city sought a CDBG in 22/23 for street improvements and although we scored well, we were just shy of receiving the grant. We are pursuing a CDBG grant for the 2025-2026 cycle and believe we will be competitive. It will be for the same street improvements (Panther and 4th Street).

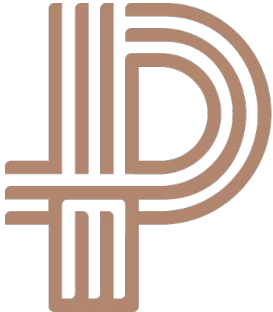
Seeking a grant administrator is the first step. The RFP was advertised, and three proposals were received. Two staff members and one Commissioner scored the proposals (see attached).

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Consider approval of Resolution 2024-27 awarding grant administration services to _____.

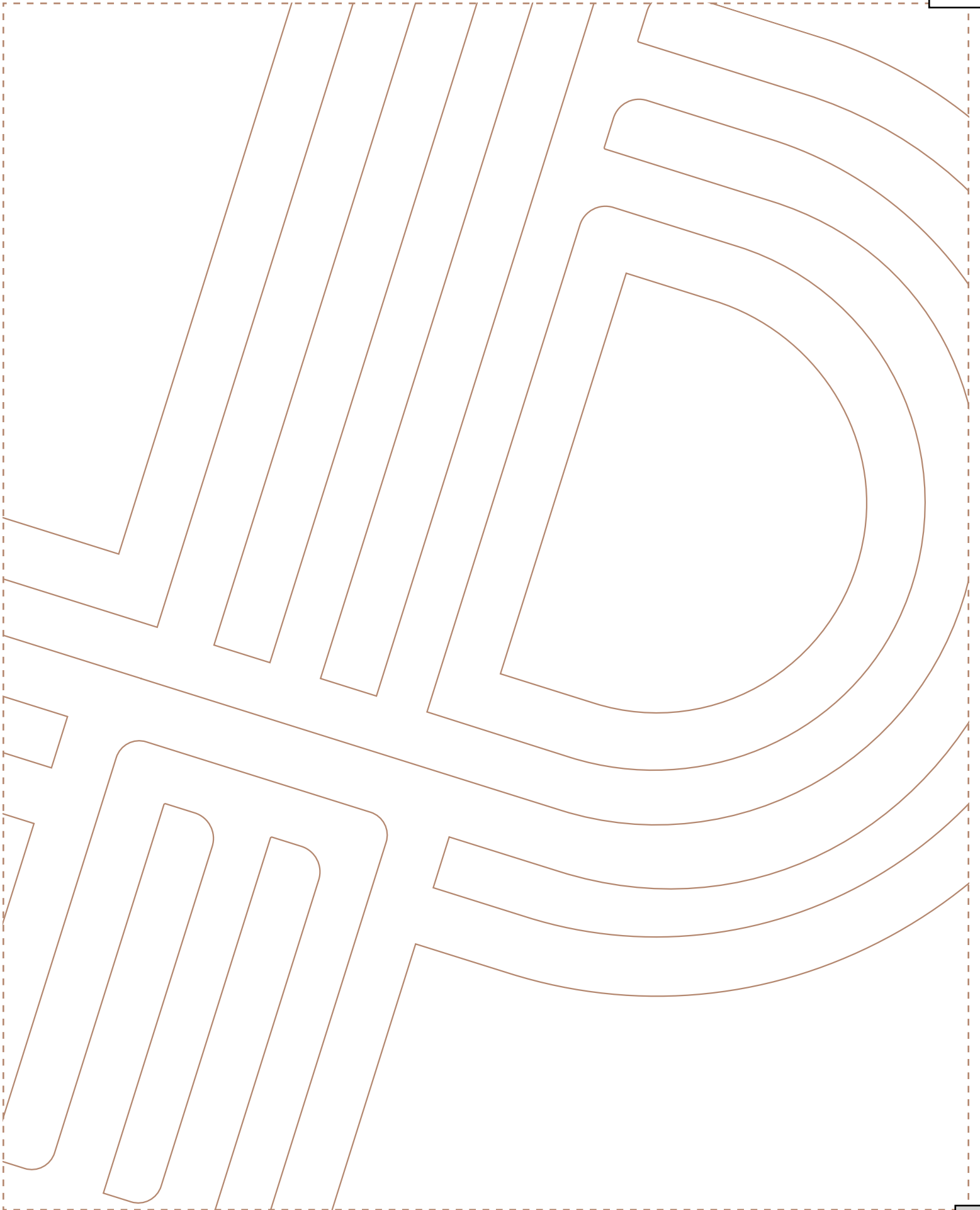


WORKING TO BUILD VIBRANT AND SUSTAINABLE COMMUNITIES.
COMMITTED TO IMPACTFUL SOLUTIONS.
DRIVEN TO MAKE A DIFFERENCE.

**REQUEST FOR PROPOSAL:
CITY OF BRECKENRIDGE**

APPLICATION PREPARATION &
ADMINISTRATIVE SERVICES

TEXAS DEPARTMENT OF AGRICULTURE (TDA)
2025 / 2026 TxCDBG
COMMUNITY DEVELOPMENT FUND (CD)





Planning • Financing • Management

September 20, 2024

Cynthia Northrop
City Manager
City of Breckenridge
105 North Rose Ave
Breckenridge, TX 76424

RE: City of Breckenridge Professional Grant Administration Services for Texas Community Development Block Grant (TxCDBG) 2025 / 2026 Community Development Fund

Dear Ms. Northrop:

We are excited for the opportunity to submit this proposal to the City of Breckenridge for Grant Administration Services. We have assembled a highly qualified team that will be dedicated to identifying, pursuing, and implementing funding opportunities to address your community development goals and needs.

To date, Public Management, Inc. has guided its clients to **over \$1 billion** in various funding initiatives which span multiple state and federal sources. Of this amount **over \$150 million** is associated with community development projects. All projects previously administered by Public Management, Inc. were successfully closed-out on time and within budget.

For forty years, our Team has been dedicated to the mission of **Building Vibrant and Sustainable Communities**. Our performance and longevity are examples of our ability to deliver the needs of our clients and achieve our mission. Additionally, our extensive knowledge of the regulations and procedures of federal programs makes us well-equipped to assist the City with both day-to-day program management as well as high-level policy issues. The Public Management, Inc. team has implemented state and federal programs throughout the Region for decades. Strategically located in Granbury, Texas, our Team will be able to effectively and efficiently assist all coordination related to this funding.

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

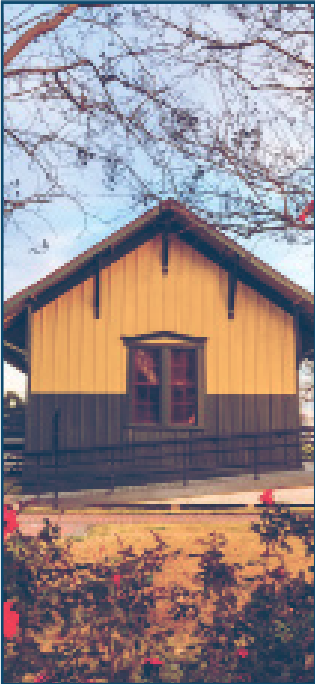
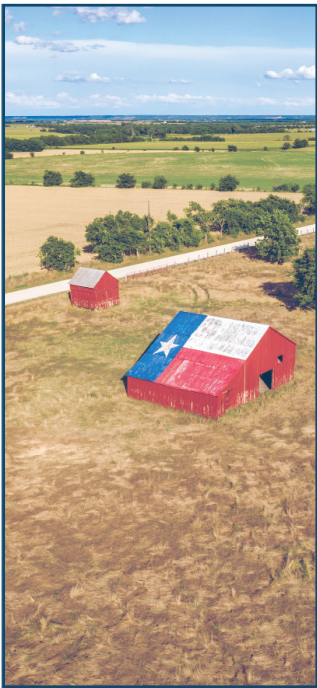
Respectfully,

A handwritten signature in blue ink, appearing to read 'P. Wiltshire', is written over a light blue horizontal line.

Patrick K. Wiltshire
President and CEO

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INTRODUCTION

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APPROACH &
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INTRODUCTION

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

- Chambers County

INTRODUCTION

ABOUT US

Public Management, Inc. was founded to help Texas communities navigate the challenges faced when pursuing prosperity for their cities and towns. We empower our clients to grow and improve the quality of life for their residents through sound planning, financing, and management initiatives. We believe in the potential of every Texas city and town and exist to Build Vibrant and Sustainable Communities. Public Management, Inc. is more than a consultant. We do more than grant management and offer much more than typical planning services. We help communities, big and small, in the pursuit of prosperity.

THE PUBLIC MANAGEMENT, INC. TEAM



JAKE MCADAMS
Regional Project Manager



LISETTE HOWARD
Senior Project Manager



MORGAN VERETTE
Project Manager



Kristen Boswell
Assistant Project Manager

Public Management, Inc. will commit the Team consisting of Jake McAdams, Lisette Howard, Morgan Verette, and Kristen Boswell. Each member of the Team is located and works in the North Texas region, with the main office located in Granbury, Texas, and satellite office in Abilene and McKinney, Texas. As a group, this Team has secured and delivered impactful community projects for various cities and counties within the region.

Public Management, Inc. is uniquely positioned to deliver superior Grant Administration Services for the City for the following reasons: 1) Location - Granbury, Abilene & McKinney - easily accessible to City offices; 2) Experience securing and managing TDA TxCDBG contracts - over \$140 million; 3) Project and Location Familiarity - Public Management, Inc. has worked in the region for decades and understands the needs of the communities within the area.

PROPOSAL STRUCTURE

This proposal is organized in a way that should be clear and concise to the reviewers. The Approach & Methodology section details our specific project approach and methodology for this Proposal, as well as provides a description of the services that will be conducted. The Proposed Cost of Services section will detail Public Management, Inc.'s fee structure and hourly rate. The Team section is included to help you get to know our staff. The Experience section will provide the overall impact that Public Management, Inc. has had on its clients. Within the references section the reviewer will find client details and contact information. The Required Forms section includes all pertinent documents to this proposal and the Additional Information section provides the total experience of the company.

INTRODUCTION



PERFORMANCE IN PERSPECTIVE

Public Management, Inc. is currently managing over 200 contracts totaling more than \$400 million across the State of Texas. Our Granbury, Texas office leads all Community Development and Planning efforts for the company. Our proximity to Central, North, and West Texas allows for swift deployment of personnel to assist with all aspects of program implementation. The detail below covers Public Management, Inc.'s performance as well as highlights the services that are currently being provided.



APPLICATION PREPARATION

Our Team has developed and submitted 500 CD Fund applications since 2007. These applications aimed to benefit more than 1 million people across 250 jurisdictions.



CONTRACT AWARDS

Of the 500 applications submitted over this time span, nearly 75% were awarded a contract from TDA. Our award ratio far exceeds the average within the State of Texas. This further proves the ability of our Team to understand these programs and deliver the needs of our clients.



CONTRACT INITIATION

All previously awarded contracts have been initiated with Kick-off meetings held. Our Team has submitted all preliminary administrative start-up documents and the engineers are fully contracted and actively working through the project design.



ENVIRONMENTAL REVIEW

All environmental services are being performed in-house with Public Management, Inc. staff. All active TxCDBG contracts are currently working through the environmental process and some have already received environmental clearance and are pending construction procurement.



FINANCIAL MANAGEMENT

Due to our experience with TDA TxCDBG programs, as well as our familiarity with their System Management (TDA-GO), we have requested and received millions of dollars to cover project costs (administration, engineering, environmental, and construction). We are able to effectively track the invoices and document the payments for the TDA to reimburse our clients.



PROGRAM COMPLIANCE

All Active TxCDBG contracts are in compliance with TDA program requirements. Contract timelines remain unphased and we anticipate having many contracts under construction or contracts closed in the next 9 months.

INTRODUCTION



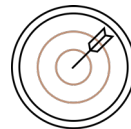
DECADES OF EXPERIENCE

Public Management, Inc. has been committed to aiding Texans since 1982. Our team collectively has decades of experience managing over 1,000 projects for more than 225 cities and towns across the state. With client funding ranging from \$10,000 to \$100 million, our people are equipped with the right tools and knowledge to ensure the successful implementation of federally funded projects.



COMMUNITY DEVELOPMENT

Nearly two-thirds of all contracts secured and managed by Public Management, Inc. are for community development initiatives. Our company has been part of the Community Development Block Grant (CDBG) program since 1982. Over that time we have secured over \$140 million for our clients ranging from water and sewer improvements, to streets and drainage activities, as well as first time service assistance.



SUCCESSFUL IMPLEMENTATION

The Public Management, Inc. Team has successfully secured and managed Community Development Block Grant (CDBG) programs for four decades. All projects administered by our company have been closed on time, within budget, and with no financial penalties. Our experience with CDBG, and our familiarity with the Program administered by the Texas Department of Agriculture (TDA), make us well equipped to serve the City.

APPROACH & METHODOLOGY

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

- City of Baytown

WE HELP COMMUNITIES IN PURSUIT OF PROSPERITY.

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

METHODOLOGY

The Team will immediately begin conducting application assessment and project development meetings to familiarize all parties with the schedule of the proposed funding source, necessary documents, and procedural compliance. These meetings will set the stage for comprehensive understanding of the program and allow the City to secure funding in a timely manner.

The Team will maintain constant communication to ensure all parties are aware of the project status for successful application submittal. Once an application is submitted, the Team will monitor the review process and report the status back to the City. If an application is scheduled for award, the Team will notify the City of the results and discuss next steps and important procedures to undertake in order to be prepared for contract initiation.

Upon successful contract development, the Team will work with the funding agency to ensure that all review and approval requirements are met so that awards will be made. The Team will utilize a project management system to track projects from application development to contract closeout. This system will ensure accountability and efficiency for the City.



APPLICATION PREPARATION

Securing funding is critical to community development. Our Team has a proven process to identify project needs and develop award winning applications.



CONTRACT MANAGEMENT

The Team will ensure the contract remains in full compliance with all applicable state and federal regulations as well as meet the timeline & budget requirements.



PROJECT MANAGEMENT

Our Team has decades of experience building vibrant and sustainable communities. We have secured over \$1 Billion in project initiatives since 1982.



PRE-FUNDING SERVICES

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

Application Preparation

The Team will prepare the application as directed by the Client to apply for the available funding adherent to the state and federal agencies' guidelines. The Team will coordinate all activities and work with other service providers on the preparation of the application.

1. SCHEDULE DEVELOPMENT

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

2. PROGRAM REVIEW

Present program details and application requirements. Cover submission requirements and critical document development.

3. MEETING COORDINATION

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

4. CITIZEN PARTICIPATION

Coordinate public meetings and outreach efforts that are defined in local Citizen Participation Plan. In some cases, this may include the development of appropriate citizen participation plans.

5. PROJECT DEVELOPMENT

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

6. BENEFICIARY REVIEW

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

7. PRELIMINARY ENVIRONMENTAL REVIEW

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

8. MAPPING

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

9. APPLICATION COMPLETION & SUBMISSION

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



POST-FUNDING SERVICES

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

1. ADMINISTRATIVE DUTIES

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

2. RECORD KEEPING

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

3. FINANCIAL MANAGEMENT

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

4. CONSTRUCTION MANAGEMENT

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

5. REAL PROPERTY ACQUISITION (AS APPLICABLE):

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

6. ENVIRONMENTAL SERVICES

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

7. CIVIL RIGHTS REQUIREMENTS

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

8. PROCUREMENT/BIDDING/CONTRACTING:

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

9. LABOR STANDARDS MONITORING:

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

10. FORCE ACCOUNT (AS APPLICABLE):

The Team will assist the City in preparing force account documentation for the project and will consolidate this information for suitable presentation to the funding agency. Record development, review and maintenance will be coordinated to ensure project milestones are tracked and costs are reimbursed.

11. CONTRACT CLOSE-OUT ASSISTANCE:

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

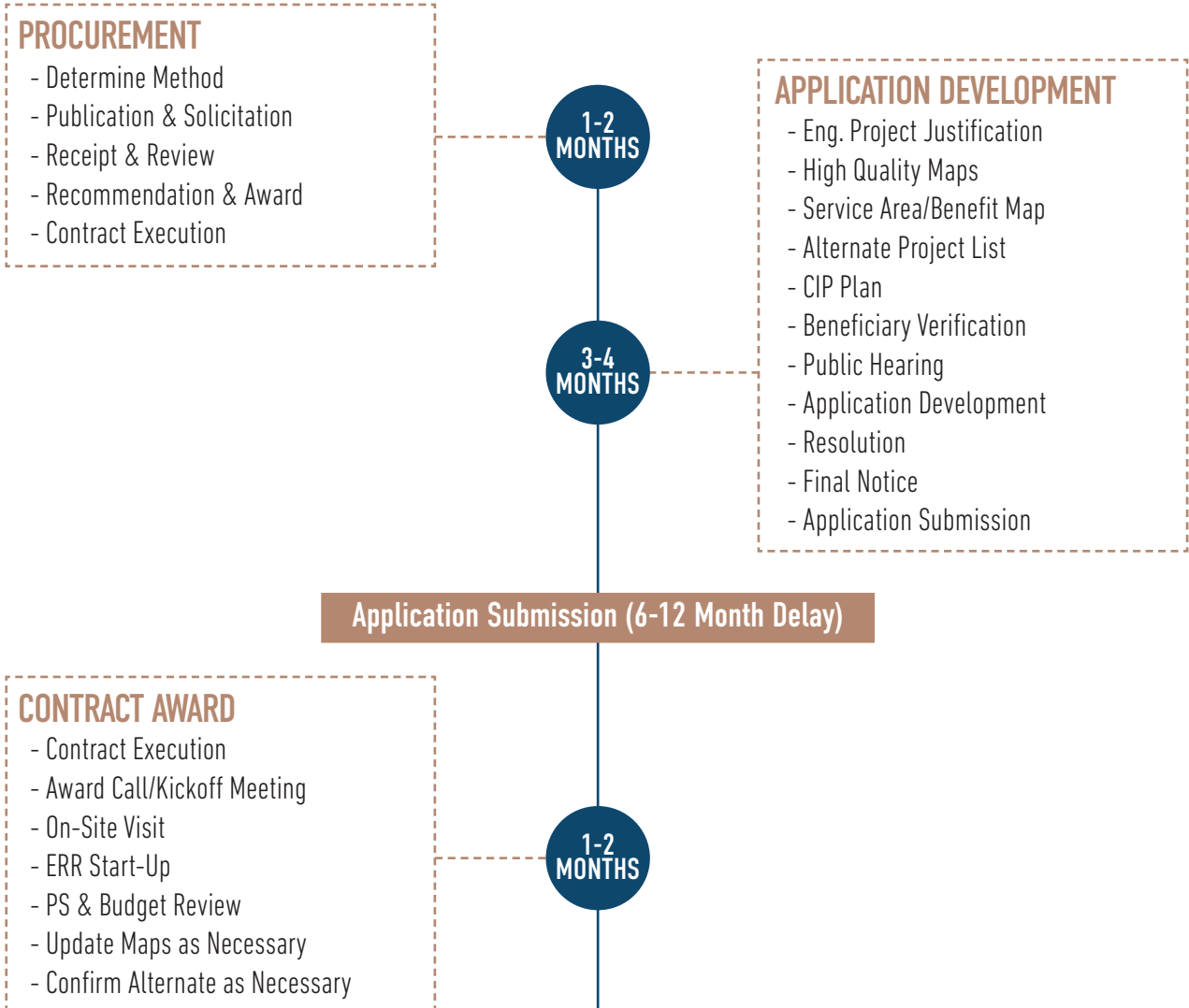
PROJECT APPROACH

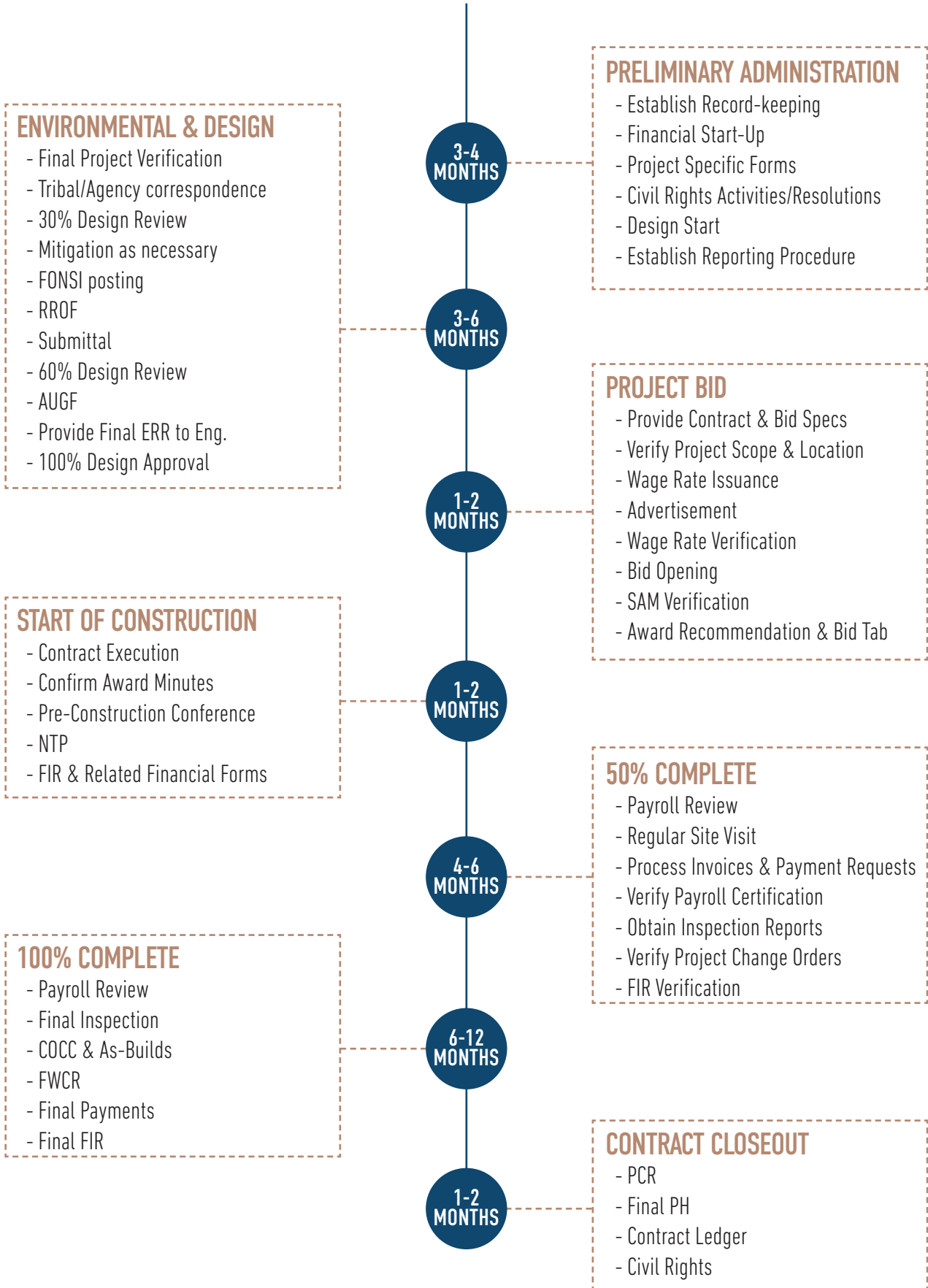
The Team will utilize local staff as the primary contacts to provide continuous, logistical, and technical support during the course of the project. The Team will work closely with state and federal agencies to ensure that all requirements are met and that the project remains on track. The City will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

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

The following pages detail a typical project timeline from procurement and application development through contract award and closeout. Although project complexities, as well as other extenuating circumstances, may alter the schedule it is presented here for reference and an understanding of the overall process.

PROJECT TIMELINE																														
ACTIVITY	DURATION IN MONTHS																													
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Procurement	■	■																												
Application Development			■	■	■	■																								
Contract Award							■	■																						
Preliminary Administration							■	■	■	■	■																			
Environmental & Design							■	■	■	■	■	■	■	■	■															
Project Bid															■	■														
Start of Construction																	■	■												
50% Complete																		■	■	■	■	■	■							
100% Complete																							■	■	■	■	■	■	■	■
Closeout																													■	■





PROPOSED COST OF SERVICE

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

- City of El Campo



Planning • Financing • Management

September 20, 2024

Cynthia Northrop
 City Manager
 City of Breckenridge
 105 North Rose Ave
 Breckenridge, TX 76424

RE: Proposed Cost Structure, Letter of Profit Statement and Negotiation

Dear Ms. Northrop:

Public Management, Inc.'s proposed fee for Administrative Services is based on the assumption the City requests the new maximum available award amount of \$750,000.00 from the Texas Department of Agriculture (TDA) for the Community Development Fund. **Our proposed fee to assist with all aspects of grant management is \$58,725.00 or 7.83% of the grant request amount, whichever is lower.**

To comply with federal procurement regulations at 2 CFR 200.323, a non-Federal entity must evaluate costs and negotiate profit as a separate element of the price for each contract in which there is no price competition and in cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

As detailed on the following pages (sample contract), our fee schedule and hourly rates are in-line with other established schedules by similar federal programs (FEMA, CDBG, etc.). Of this fee, our level of profit for is approximately 5-10%. We believe this profit level is justifiable for several reasons: the extensive work Public Management, Inc. undertakes in preparing project start-up and mapping documents; the environmental review process; complete contract management and coordination with all vendors and contractors; labor standards requirements; financial management oversight; procurement compliance; contract closeout; as well as our investment in hiring and training highly qualified project managers; and the quality of our past work as demonstrated in our proposal.

Since the City must review our proposed costs and consider our profit and negotiate it separately from our overall contract price, please accept this letter as the attachment to our proposed fee.

Respectfully,

Patrick K. Wiltshire
 President

This contract (“Contract”) is made and entered effective _____, 2024 by and between **PUBLIC MANAGEMENT, INC.**, a Texas corporation, of Houston, Harris County, Texas (“Consultant”) and the **CITY OF BRECKENRIDGE**, (“Client”) for the purpose of retaining Consultant to render **Application Preparation** and **Administration Services** to the Client for Texas Community Development Block Grant Program (TxCDBG) – Community Development Fund (CD Fund), administered by the Texas Department of Agriculture (TDA).

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

I.

Consultant will provide Client with administrative services as follows:

PRE- FUNDING SERVICES:

Application Preparation: The Team will prepare the application as directed by the Client to apply for available funding sources adherent to the state and federal agencies guidelines. The Team will coordinate all activities and other service providers with regard to the preparation of the application, including, but not limited to:

- Review of proposed project for program compliance and will work with Client staff to provide an overview;
- Advise on important deadlines and procedures;
- Schedule project meetings with client staff to evaluate proposed project and timeframes.
- Prepare project description in conjunction with staff and project engineer;
- Evaluate project objective and develop timelines/milestones;
- Prepare project maps in ArcGIS and PDF format;
- Prepare necessary preliminary Environmental Compliance documentation;
- Conduct public hearings (as applicable) for application submission and attend Client meeting to address application development;
- Package complete application with all pertinent supplemental documentation for client to review prior to submission;
- Identify and document beneficiaries;
- Advise client on funding availability, anticipated scoring, selection and award process.

POST FUNDING SERVICES

GENERAL ADMINISTRATION SERVICES

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

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

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

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

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

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

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

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

CONTRACT ADMINISTRATION SERVICES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Client Initials _____

Consultant Initials _____

II.

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

III.

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

IV.

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

V.

For work associated to the **Texas Community Development Block Grant Program (TxCDBG)** and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed **ZERO DOLLARS (\$0.00)** for **Application Preparation Services**.

For work associated to **Texas Community Development Block Grant Program (TxCDBG)** and in consideration of the foregoing, Client agrees to pay Consultant a fee of 7.83% of the grant request amount not to exceed **Fifty-Eight Thousand Seven Hundred Twenty-Five Dollars and Zero Cents (\$58,725.00)** for **Administrative Services**.

The proposed fee is based on the submission and award of an application that requests the maximum grant funds allowable (\$750,000.00). Final administration fee will be the lesser of 7.83% of the request amount or \$58,725.

VI.

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

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

VII.

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

VIII.

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

IX.

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

X.

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

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

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

XI.

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

XII.

If, by reason of force majeure, either party hereto shall be rendered unable, wholly or in part, to carry out its obligations under this Contract, then if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after the occurrence of the event or cause relied on, the obligation of the party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

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

XIII.

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

XIV.

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

XV.

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

XVI.

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

XVII.

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

XVIII.

Any dispute between Consultant and Client related to this contract which is not resolved through informal discussion will be submitted to a mutually agreeable mediation service or provider. The parties



Contract

to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

XIX.

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

XX.

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



PATRICK K. WILTSHIRE
President/CEO

Client

Chief Elected Official

ATTEST:

**Attachment I
Work Authorization**

For work associated to **City of Breckenridge Contract No. XXXXX-XXXX** and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed:

Fifty-Eight Thousand Seven Hundred Twenty-Five Dollars and Zero Cents (\$58,725.00)

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

<u>ADMINISTRATIVE SERVICES</u>		
Preliminary Administrative Requirements	25%	\$14,681.25
Environmental Review	25%	\$14,681.25
Start of Construction	20%	\$11,745.00
Construction Completion	20%	\$11,745.00
Closeout Documents	10%	\$5,872.50
TOTAL FEE		\$58,725.00

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

PATRICK K. WILTSHIRE
President/CEO

Chief Elected Official

ATTEST:

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

PUBLIC MANAGEMENT, INC.
2024 Hourly Rate

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

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

REIMBURSABLE EXPENSES

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

This rate schedule will be applicable through December 31, 2024. In January, 2025, if increases are necessary due to increases in wages or other salary related costs, the rates shown will be adjusted accordingly.

ATTACHMENT III
TERMS AND CONDITIONS

I.

Equal Employment Opportunity

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

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

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

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

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

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant

thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

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

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such

sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant

agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.

(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.

(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings. [43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11, 2015]

II.

Civil Rights Act of 1964

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

III.

Section 109 of the Housing and Community Development Act of 1974

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

IV.

Section 504 Rehabilitation Act of 1973, as Amended

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

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

V.

Age Discrimination Act of 1975

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

VI.

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

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

b) The parties to this Contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

c) The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

d) The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the

Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR

Compliance Programs may direct to enforce such provisions, including action for non-compliance.

part 75 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 75. Minimum expectations of effort to direct employment opportunities to such workers are identified in the TxCDBG Project Implementation Manual.

e) Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

VII.

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

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

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

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

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

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

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

VIII.

Interest of Members of Client

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

IX.

Interest of Other Local Public Officials

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

X.

Interest of Consultant and Employees

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

XI.

Debarment and Suspension (Executive Orders 12549 and 12689)

The Consultant certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Orders 12549 (1986) and 12689

(1989). The term "principal" for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Consultant. The

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

XII.

Copyrights and Rights in Data

FEMA has no regulations pertaining to copyrights or rights in data as provided in 24 CFR 85.36. FEMA requirements, Article 45 of the General Conditions to the Contract for Construction (form FEMA-5370) requires that contractors pay all royalties and license fees.

All drawings and specifications prepared by the Design Professional pursuant to this contract will identify any applicable patents to enable the general contractor to fulfill the requirements of the construction contract.

XIII.

Clean Air and Water.

(Applicable to contracts in excess of \$150,000)

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

XIV.

Energy Efficiency

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

XV.

Retention and Inspection of Records

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

THE TEAM

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

- City of Beaumont

JAKE R. MCADAMS

REGIONAL PROJECT MANAGER



EXPERIENCE

JAN. 2016 - PRESENT
Public Management, Inc.

REGIONAL PROJECT MANAGER

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



Oversees and manages all company operations in North and West Texas

JULY 2015 - DEC. 2020
Public Management, Inc.

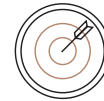
PROJECT MANAGER, NORTH/WEST TEXAS



Formally recognized by TDA for outstanding performance in project management

FEB. 2014 - JUNE 2015
Public Management, Inc.

PROJECT MANAGER & COMPLIANCE SPECIALIST



Successfully applies for diverse range of funding opportunities

EDUCATION

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

M.A. HISTORY

Areas of Concentration: Public History, Suburban History

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

B.A. HISTORY

MINOR IN OUTDOOR RECREATION MANAGEMENT

Areas of Concentration: Public History, Activity Management

CONTACT



PUBLIC MANAGEMENT, INC.

201 E. Pearl Street
Granbury, TX 76048



EMAIL

jmcadams@publicmgt.com



PHONE

281-592-0439 x31



LISETTE M. HOWARD

SENIOR PROJECT MANAGER



EXPERIENCE

SEPT. 2023 - PRESENT
Public Management, Inc.

SENIOR PROJECT MANAGER

The Senior Project Manager is responsible for the management and implementation of projects where Public Management, Inc. has physical and remote office locations. The Senior Project Manager will oversee Project Managers and Assistant Project Managers to ensure that projects are completed in accordance with program requirements. In addition, the Senior Project Manager will be responsible for client relations, business development, as well as overall project management in the regions where they are operating.



More than a decade of project management experience with CDBG, Economic Development, and Environmental Review.

JAN. 2018 - AUG. 2023
Public Management, Inc.

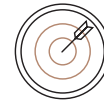
PROJECT MANAGER



Currently managing over \$25 million in project initiatives

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

COMPLIANCE SPECIALIST



Provides project management service in the north and west Texas regions.

EDUCATION

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

M.S. KINESIOLOGY

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

B.S. SCIENCE-HEALTH, COMMUNITY HEALTH OPTION

Areas of Concentration: Biomedical Sciences and Social Sciences

CONTACT



PUBLIC MANAGEMENT, INC.

5100 Eldorado Pkwy., Ste. 102
McKinney, TX 75070



EMAIL

lhoward@publicmgt.com



PHONE

281.592.0439 x36

MORGAN VERETTE

PROJECT MANAGER



EXPERIENCE

AUG. 2018 - PRESENT
Public Management, Inc.

PROJECT MANAGER

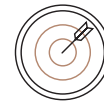
The Project Manager is responsible for preparation of all necessary compliance documentation and management of compliance issues client projects. This includes the collection of data and preparation of reports, forms, and studies for client projects. Engage and advise community leaders on management,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



Manages projects in the West and North Texas region



Currently managing over \$20 million of community and economic development funding



State Certified Project Manager

EDUCATION

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

B.A. BUSINESS ADMINISTRATION

Areas of Concentration: Administration, Management

CONTACT



PUBLIC MANAGEMENT, INC.
P.O. Box 505
Abilene, TX 79601



EMAIL
mverette@publicmgt.com



PHONE
281.592.0439 x33

KRISTEN BOSWELL

ASSISTANT PROJECT MANAGER



EXPERIENCE

OCT. 2023 - PRESENT
Public Management, Inc.

ASSISTANT PROJECT MANAGER

Assist project managers in the planning, management and financial areas of client projects. Prepare all necessary compliance documents and generally manage compliance issues for client projects. Collect data and prepare reports, forms and studies for project managers. Organize and maintain computer data files and hard copy files. Under supervision of project managers, conduct wage interviews and inspections for firm's projects. Attend workshops and information seminars related to job duties. Prepare draft letters and answer some correspondence. Complete other duties as assigned by project managers, supervisors and principal owners.



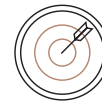
Manages projects in North and West Texas



Maintains project timelines and reporting for regional projects.

JAN. 2015 - SEPT. 2020
City of Granbury

ADMINISTRATIVE ASSISTANT



Oversees data collection and analysis of regional projects

EDUCATION

AUG. 2007 - MAY 2011
Texas Tech university
Lubbock, Texas

B.A. BUSINESS ADMINISTRATION

Areas of Concentration: International Business

CONTACT



PUBLIC MANAGEMENT, INC.

201 Pearl Street
Granbury, TX 76048



EMAIL

kboswell@publicmgt.com



PHONE

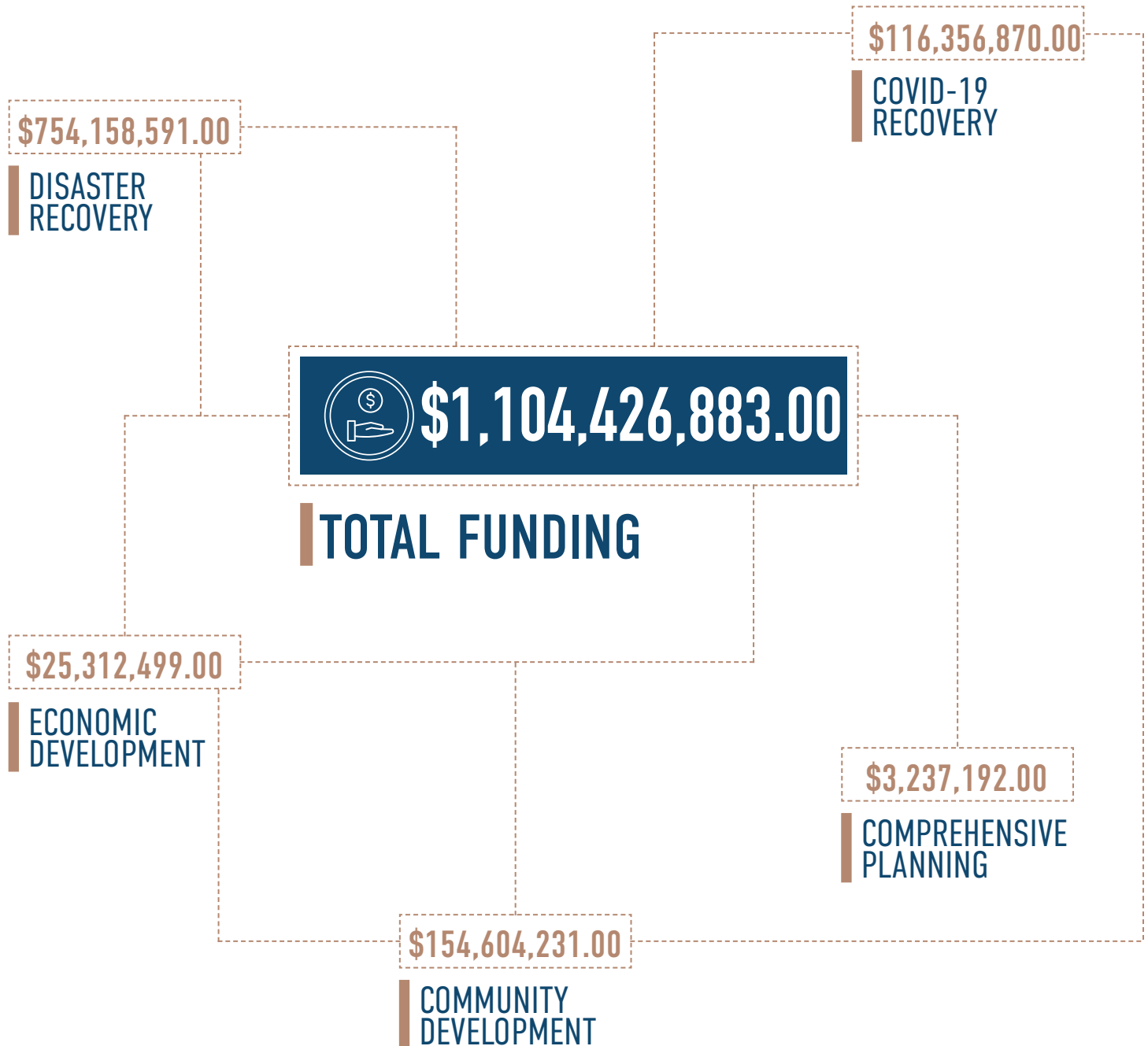
281.592.0439

EXPERIENCE

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

- City of Hico

EXPERIENCE SUMMARY



1982

PERFORMANCE PERIOD

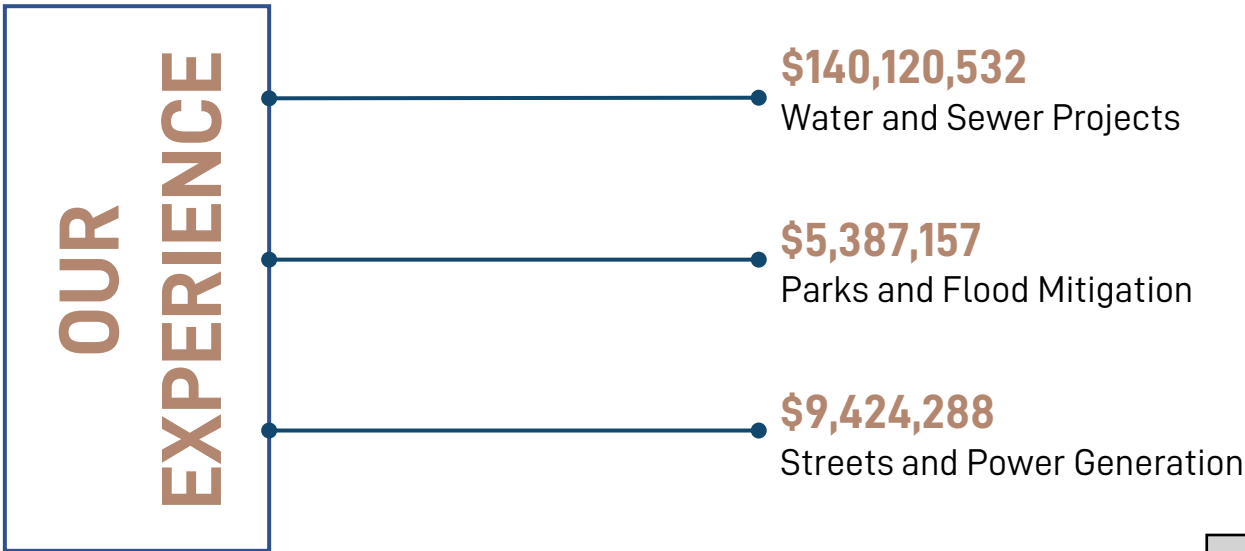
PRESENT

EXPERIENCE WITH COMMUNITY DEVELOPMENT

Public Management, Inc. has managed over \$154,000,000 in federally funded community development grants since 1982. These projects have included improving public infrastructure, construction of public parks, and the procurement of assets critical to the provision of government services.

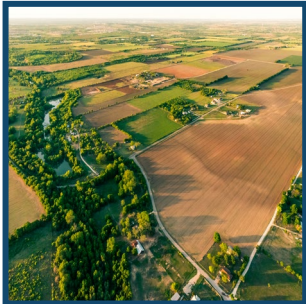


WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND
ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION



EXPERIENCE WITH COMPREHENSIVE PLANNING

Public Management, Inc. has completed over \$3,000,000 in federally funded comprehensive planning and capacity building grants since 1982. Our planning experience covers land use planning, zoning, and drainage, general community mapping and much more.



WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND
ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION

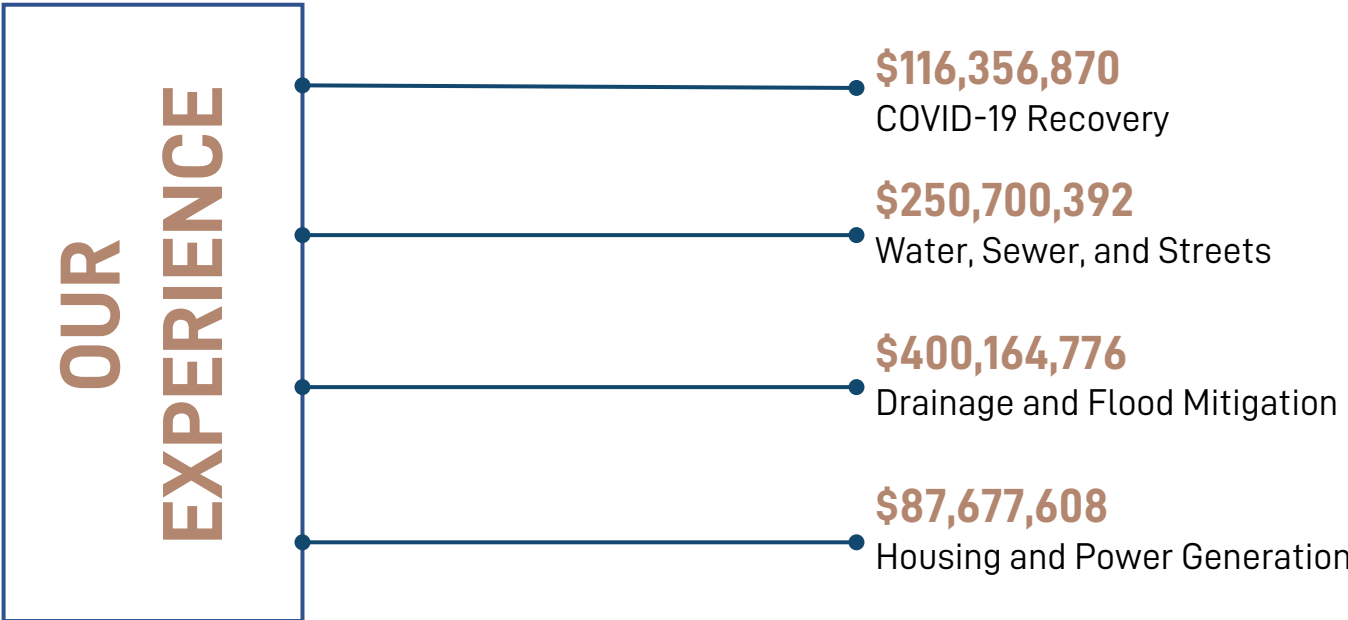


EXPERIENCE WITH DISASTER RECOVERY

Public Management, Inc. has managed over \$850,000,000 in federally funded disaster recovery grants since 1982. These projects have included improving public infrastructure, managing housing programs, and mitigating future storms or public health disasters.



WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND
ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION



REFERENCES

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

- City of Grandview

REFERENCES



City of Anahuac

Julie Harvill

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



City of Caddo Mills

Matt McMahan

City Manager
(903) 527-3116
mattmcmahan11@outlook.com



City of Archer City

Kim Whitsitt

City Secretary
(940) 574-4570
kswhitsitt@cityofactx.org



Chambers County

Jimmy Silvia

County Judge
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City of Bowie

Bert Cunningham

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City of China

Dawn Davenport

City Secretary
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citysecretary@chinatexas.net



City of Brenham

Dane Rau

Public Works Director
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drau@cityofbrenham.org



City of Dickinson

Chaise Cary

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(281) 337-62286
ccary@ci.dickinson.tx.us



City of Brownwood

Marshal McIntosh

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(325) 646-5775
mmcintosh@brownwoodtexas.gov



City of El Campo

Courtney Sladek

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



Burleson County

Raileen Murray

Grants Administrator
(979) 567-2300
rmurray@burlesoncounty.org



City of Garrett

Don Lewis

Public Works Director
(972) 875-7831
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REFERENCES



City of Granbury

Chris Coffman

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(817) 573-1114
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City of Liberty

Tom Warner

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twarner@cityofliberty.org



Hardin County

Wayne McDaniel

County Judge
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City of Mabank

Bryant Morris

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City of Hico

Kari Drueckhammer

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City of Malakoff

Tim Whitley

City Administrator
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City of Italy

Amber Cunningham

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



City of Mason

Pattie Allen

City Secretary
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pattie.allen@cityofmason.us



City of Keene

Don Martin

Assistant City Manager
(817) 641-3336
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City of Ovilla

David Henley

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(972) 617-7262
dhenley@cityofovilla.org



City of Kerens

Katherine Combs

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



City of Palmer

Alicia Baran

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

REFERENCES



City of Richwood

Eric Foerster

City Manager
(979) 265-2082
efoerster@richwoodtx.gov



City of Strawn

Danny Miller

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



City of Roby

Jack Brown

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(325) 776-2271
jackbrown@yahoo.com



City of Stephenville

Nick Williams

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



City of San Saba

Sabrina Maultsby

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



City of Terrell

Mike Sims

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



City of Seminole

Mary Furlow

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(432) 758-3676
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City of Whitewright

Nancy Reynolds

City Secretary
(903) 364-2219
secretar@whitewright.com



City of Springtown

Christina Derr

City Secretary
(817) 220-4834
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City of Willis

Marissa Quintanilla

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mquintanilla@ci.willis.tx.us



City of Stamford

James Decker

Mayor
(325) 773-2591
stamfordstreets@gmail.com



City of Winters

Sheila Lincoln

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

REQUIRED FORMS

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

- Patrick Wiltshire, President & CEO

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

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

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

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

Name of Officer

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

N/A

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

Yes No

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

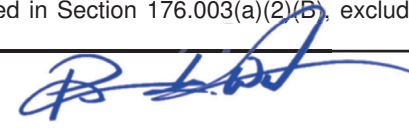
Yes No

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

N/A

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

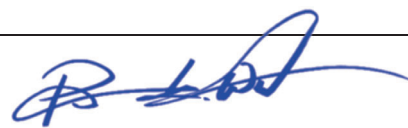
7



_____ 09/05/2024

Signature of vendor doing business with the governmental entity Date

ATTACHMENT I CERTIFICATION REGARDING LOBBYING

1. Type of Federal Action: <input type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: <u>Public Management, Inc.</u> Prime _____ Subawardee _____ Tier If Known: _____ Congressional District, if known: _____	5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: <u>Public Management, Inc.</u> <u>15355 Vantage Parkway West, Suite 360</u> <u>Houston, Texas 77032</u> Congressional District, if known: _____	
6. Federal Department/Agency: <u>United States Department of Housing and Urban Development (HUD)</u>	7. Federal Program Name/Description: <u>CDBG</u> CFDA Number, <i>if applicable</i> _____	
8. Federal Action Number, if known: <u>N/A</u>	9. Award Amount, if known: \$ <u>TDB</u>	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): <u>N/A</u>	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 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>Patrick K. Wiltshire</u> Title <u>President</u> Telephone No. <u>281.592.0439</u> Date: <u>09/05/2024</u>	
Federal Use Only	Authorized for Local Reproduction Standard Form – LLL (Rev. 7-97)	

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

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

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

* APPLICANT'S ORGANIZATION	
Public Management	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input style="width: 80px;" type="text"/>	* First Name: <input style="width: 250px;" type="text" value="Patrick"/> Middle Name: <input style="width: 180px;" type="text"/>
* Last Name: <input style="width: 420px;" type="text" value="Wiltshire"/>	Suffix: <input style="width: 100px;" type="text"/>
* Title: <input style="width: 320px;" type="text" value="President and CEO"/>	
* SIGNATURE: <input style="width: 350px; height: 50px;" type="text" value="Patrick Wiltshire"/>	* DATE: <input style="width: 100px;" type="text" value="09/05/2024"/>

Certification Regarding Lobbying

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

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

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

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

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

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

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

Signature of Contractor's Authorized Official

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

09/05/2024
Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2024-1210618

Date Filed:
09/05/2024

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Public Management, Inc.
Houston, TX United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.
City of Breckenridge

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.
2025-26 TxCDBG
Administration Services

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

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

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

My address is 15355 Vantage Pkwy W., Ste 360, Houston, TX, 77032.
(street) (city) (state) (zip code) (country)

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

Executed in Harris County, State of Texas, on the 5th day of September, 2024.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM) **Item 14.**

11/7/2023

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

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

PRODUCER Soules Insurance Agency, LLC 400 W. Davis St., Suite 300 Conroe TX 77301 License#: 1814359 PUBLMAN-01	CONTACT NAME: PHONE (A/C, No, Ext): 936-756-0671 FAX (A/C, No): 936-756-6877 E-MAIL ADDRESS: soules@soulesinsurance.com													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Twin City Fire Insurance Company</td> <td>29459</td> </tr> <tr> <td>INSURER B: Texas Mutual Insurance Company</td> <td>22945</td> </tr> <tr> <td>INSURER C: Admiral Insurance Co.</td> <td>24856</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Twin City Fire Insurance Company	29459	INSURER B: Texas Mutual Insurance Company	22945	INSURER C: Admiral Insurance Co.	24856	INSURER D:		INSURER E:		INSURER F:
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INSURER C: Admiral Insurance Co.	24856													
INSURER D:														
INSURER E:														
INSURER F:														
INSURED Public Management Inc. 15355 Vantage Pkwy W Ste 360 Houston TX 77032														

COVERAGES **CERTIFICATE NUMBER:** 15104294 **REVISION NUMBER:**

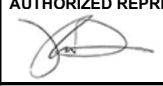
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			61SBABC6778	9/1/2023	9/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			61SBABC6778	9/1/2023	9/1/2024	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"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	0002019787	9/1/2023	9/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liability			EO00003595408	12/13/2023	12/13/2024	Each Claim \$1,000,000 Aggregate \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The General Liability, Automobile Liability & Professional Liability policies include a blanket automatic additional insured endorsement (attached) that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status.

The General Liability, & Workers Compensation policies include a blanket automatic waiver of subrogation endorsement (attached) that provides this feature only when there is a written contract between the named insured and the certificate holder that requires such status.

See Attached...

CERTIFICATE HOLDER	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 

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of 1



Results per page

25 ▼

Sort by

Expiration Date Ascendin ▼

PUBLIC MANAGEMENT INC ● Active Registration



Unique Entity ID:
DL1PFHMDM786

Doing Business As:
(blank)

Purpose of
Registration:
All Awards

*Expiration
Date*

Mar 27, 2025

CAGE/NCAGE:
6QDN5

Physical Address:
**15355 VANTAGE
PKWY W, STE 108
HOUSTON, TX
77032-1975 USA**



PUBLIC MANAGEMENT INC

Unique Entity ID DL1PFHMDM786	CAGE / NCAGE 6QDN5	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Mar 27, 2025	
Physical Address 15355 Vantage PKWY W STE 108 Houston, Texas 77032-1975 United States	Mailing Address 15355 Vantage PKWY W STE 108 Houston, Texas 77032-1975 United States	

Business Information

Doing Business as (blank)	Division Name Public Management, Inc.	Division Number Public Man
Congressional District Texas 29	State / Country of Incorporation Texas / United States	URL www.publicmgt.com

Registration Dates

Activation Date Mar 29, 2024	Submission Date Mar 27, 2024	Initial Registration Date Apr 17, 2012
--	--	--

Entity Dates

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

Immediate Owner

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

Highest Level Owner

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

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 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, 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 acknowledgment of fault?

Not Selected

Exclusion Summary

Active Exclusions Records?

No**SAM Search Authorization**

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

Yes**Entity Types****Business Types**

Entity Structure

Corporate Entity (Not Tax Exempt)

Entity Type

Business or Organization

Organization Factors

Subchapter S Corporation

Profit Structure

For Profit Organization**Socio-Economic Types**

Check the registrant's Reps & 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

6QDN5**Electronic Funds Transfer**

Account Type

Checking

Routing Number

*******04**

Lock Box Number

(blank)

Financial Institution

SOUTHSIDE BANK

Account Number

*******64****Automated Clearing House**

Phone (U.S.)

2815924661

Email

Bbrowder@fbtet.com

Phone (non-U.S.)

(blank)

Fax

2815924624**Remittance Address**

**PUBLIC MANAGEMENT, INC.
15355 Vantage Pkw W STE 108
Houston, Texas 77032
United States**

Taxpayer Information

EIN

*******1938**

Type of Tax

Applicable Federal Tax

Taxpayer Name

PUBLIC MANAGEMENT INC

Tax Year (Most Recent Tax Year)

2018

Name/Title of Individual Executing Consent

President

TIN Consent Date

Mar 27, 2024

Address

**15355 Vantage PKWY W STE 108
Houston, Texas 77032**

Signature

Patrick K Wiltshire**Points of Contact****Accounts Receivable POC****Patrick K Wiltshire, President & CEO****pwtshire@publicmgt.com****2815920439**

Aug 26, 2024 03:46:39 PM GMT
<https://sam.gov/entity/DL1PFHMDM786/coreData?status=null>

Electronic Business


 Patrick K Wiltshire, President & CEO
 pwiltshire@publicmgt.com
 2815920439

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

Government Business


 Patrick K Wiltshire, President & CEO
 pwiltshire@publicmgt.com
 2815920439

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

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	541611	Administrative Management And General Management Consulting Services

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
\$3,500,000.00	15

Location

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

Industry-Specific

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

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

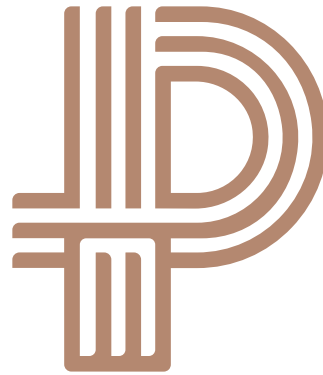
Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States	Counties	Metropolitan Statistical Areas
Any	(blank)	(blank)

Albany, Alma, Ames, Anahuac, Andrews County, Aspermont, Aubrey, Ballinger, Bartlett, Baytown, Beaumont, Bells, Benjamin, Bevil Oaks, Blackwell, Breckenridge, Brenham, Bridgeport, Brookshire, Brownwood, Caddo Mills, Campbell, Celeste, Celina, Chambers County, Clarendon, Clear Lake Shores, Cleveland, Clute, Coleman, Conroe, Cottle County, Crosby County, Crystal City, Columbus, Cuero, Daisetta, Dayton, Deer Park, Devers, Dickinson, Donley, Easton, Eden, Edmonson, El Campo, Eldorado, Electra, Ellis County, Emhouse, Eustace, Fischer County, Floydada, Forsan, Frio County, Frisco, Frost, Gaines County, Galveston County, Garrett, Glen Rose, Gordon, Goree, Graford, Grandview, Goldthwaite, Goliad, Gunter, Gustine, Hale County, Hamlin, Hardin, Hardin County, Haskell County,

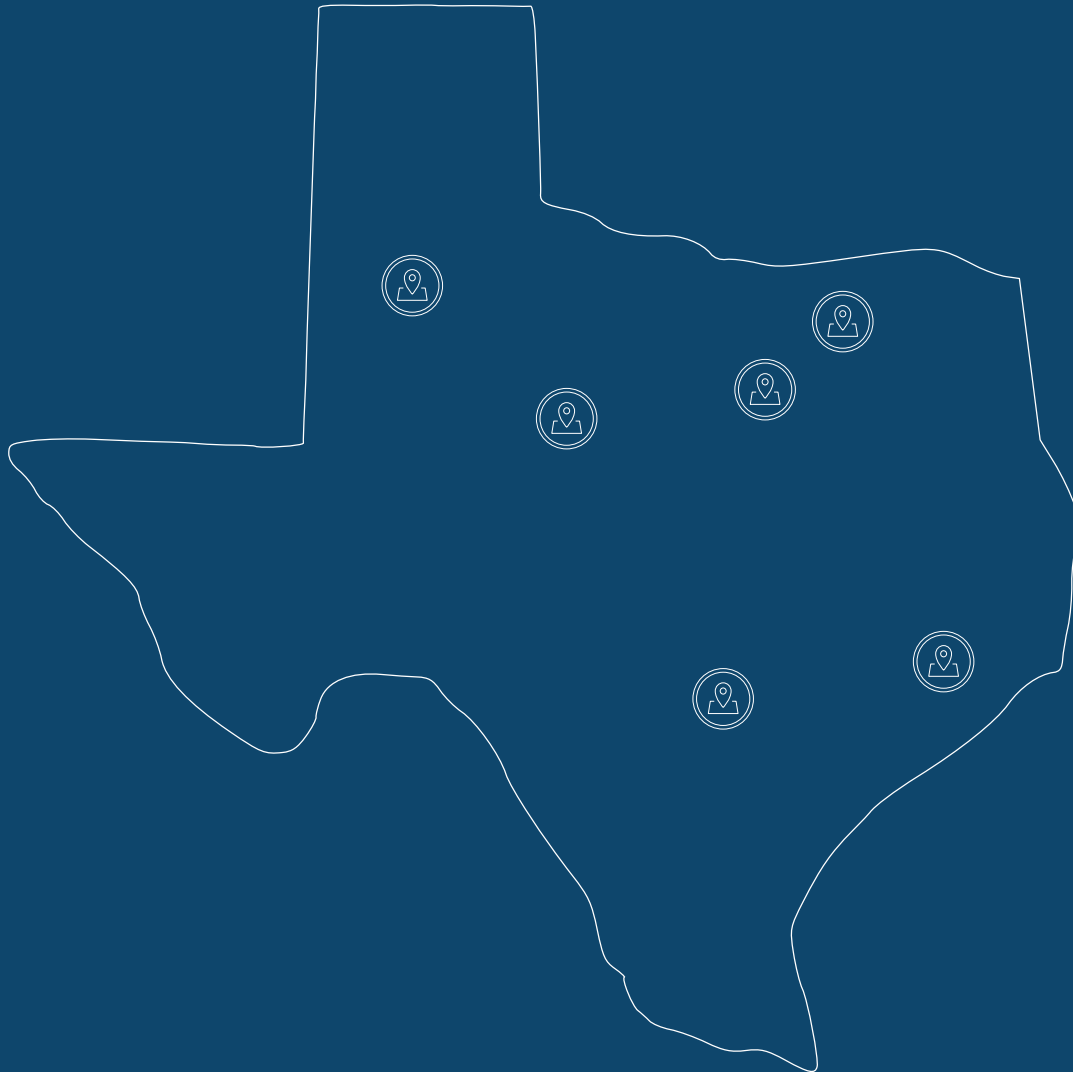
Hempstead, Hico, Higgins, Italy, Jonestown, Jayton, Jersey Katy, Kemah, Kemp, Kerens, Kress, Kyle, La Marque, La Porte, County, Lipan, Loraine, Lorenzo, Malakoff, Mason, Matador, County, Meadow, Melissa,



Holliday, Howardwick, Howe, Village, Jones County, Joshua, Kermit, Knollwood, Knox City, Lamesa, Lawn, Liberty, Liberty Loving, Mabank, Magnolia, Maypearl, McCamey, McCulloch Melvin, Mingus, Montgomery,

Montgomery County, Moran, Muleshoe, Munday, Nazareth, New Hope, New Waverly, Oak Ridge North, Old River-Winfree, Olton, Paducah, Paint Rock, Palmer, Panorama Village, Parker County, Pattison, Pecos, Piney Point Village, Plains, Plum Grove, Post, Prairie View, Rankin, Reno, Rhome, Richland, Rio Vista, Roby, Rochester, Roscoe, Rotan, Rule, Sadler, San Saba, San Saba County, Santa Anna, Savoy, Schleicher County, Scurry County, Sealy, Seminole, Shenandoah, Slaton, Sonora, Splendora, Springtown, Spur, Stamford, Stephenville, Stonewall County, Strawn, Sweetwater, Terrell, Tom Bean, Trinity Bay Conservation District, Venus, Walker, Waller County, Washington County, West University Place, Whitewright, Wickett, Willis, Windthorst, Wink, Winters, Wise County, Woodbranch Village, Zavala

WWW.PUBLICMGT.COM



HOUSTON

15355 Vantage Pkwy. West, Ste. 360
Houston, TX 77032
281-592-0439
pwiltshire@publicmgt.com

GRANBURY

201 E. Pearl Street, STE. C205 & C206
Granbury, TX 76048
281-592-0439
jmcadams@publicmgt.com

MCKINNEY

5100 Eldorado Pkwy., Ste. 102
McKinney, TX 75070
281-592-0439
lhoward@publicmgt.com

SAN ANTONIO

P.O. Box 762648
San Antonio, TX 78245
281-592-0439
kcoignet@publicmgt.com

ABILENE

P.O. Box 505
Abilene, TX 79601
281-592-0439
mverette@publimgt.com



**TEXAS DEPARTMENT OF AGRICULTURE
2025-2026 TEXAS COMMUNITY DEVELOPMENT
BLOCK GRANT (TxCDBG) PROGRAM PROFESSIONAL
ADMINISTRATIVE SERVICES**

CITY OF BRECKENRIDGE, TEXAS

SEPTEMBER 20, 2024

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.*



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

September 20, 2024

Cynthia Northrop
 City Manager
 City of Breckenridge
 105 North Rose Avenue
 Breckenridge, Texas 76424

**Subject: City of Breckenridge, Texas Request for Proposal:
 Texas Department of Agriculture, 2025-2026 Texas Community Development Block
 Grant (TxCDBG) Program Professional Administrative Services**

Dear Ms. Northrop:

Thank you for including GrantWorks in your Request for Proposal for the Texas Community Block Grant Program (TxCDBG) professional administrative services.

GrantWorks was founded in 1979 to help small and rural governments achieve their infrastructure, community development, economic development, and resilience goals. Today, we are Texas' foremost provider of application and grant management services with a history of securing and administering more than \$10 billion in assistance for in partnership with over 625 cities and counties in Texas.

As reflected in our name, we provide comprehensive grant management services that span the entire grant life cycle—from grant writing through project implementation and closeout. As this proposal will demonstrate, GrantWorks has unmatched resources and expertise for managing TxCDBG grant strategies on behalf of our clients. We believe we are the most qualified bidder to provide the services associated with the City of Breckenridge's TxCDBG project for the following reasons:

Proven Experience – GrantWorks has provided Community Development grant administration for over 45 years. For the first 15 years in business, GrantWorks focused primarily on CDBG grant administration under the Texas State Small Cities program. In that span, GrantWorks has completed over 2,000 CDBG projects, more than any other consultant working in the State. We have strong relationships within state and federal agencies, having worked for and with the U.S. Housing and Urban Development (HUD), Texas Department of Agriculture (TDA), Texas Department of Housing and Community Affairs (TDHCA), Texas General Land Office (GLO), and local governments in both public and private sector roles for more than four decades. GrantWorks is a Pre-Qualified Administrative Services Provider for TxCDBG and a HUD-approved Technical Assistance Provider.

Established Team – GrantWorks' 300 employees have experience covering all aspects of federal and state grant management, including applications, project development, environmental review, compliance assurance, and implementation of funded construction projects. We have a well-established Community Development Department of more than 65 employees, 3 primary offices, and 77 field locations throughout the state. Our team is immediately available to provide the detailed and informative guidance and effective project management services to support the City of Breckenridge's TxCDBG goals.

Highly Qualified Staff – Our team includes 82 Certified TxCDBG Administrators. More than a dozen team members have joined GrantWorks after successful careers in state and local government or grant-related consultancy. As a company, we have a culture of continuous improvement that extends to our team through regular training, sponsored certification, and abundant opportunity for professional development and growth.

Implementation Excellence – Our team of professionals includes project managers, grant administrators, planners, and subject matter experts. Specialists in grant writing, labor standards, environmental review, procurement, fair housing, construction management, and field-based client services fortify our project teams. This strong foundation of support allows our grant administration professionals to focus on project implementation. Tools such as **GrantWorks 20/20**—our proprietary grant management software solution—and detailed work plans that have been vetted and refined across thousands of project implementations enable GrantWorks to manage hundreds of grants across various programs successfully simultaneously.

Commitment – At GrantWorks, we are dedicated to community development through public works construction and believe these improvements are essential to strengthening the Texas communities we call home. We are known across the state for our commitment to providing the highest-quality administration and implementation services, and we extend this pledge to the City of Breckenridge. This practice 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 can provide the best assistance available to help you create a well-run, efficient, and successful TxCDBG program that complies with all TDA requirements. We appreciate your consideration of our firm.

Yours sincerely,

GRANTWORKS, INC.



Bruce J. Spitzengel
President

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SECTION 1 – SCOPE OF SERVICES

SECTION 1 – SCOPE OF SERVICES

1.1 Project Approach

As Grant Administrator, GrantWorks 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(s), City staff and officials, construction contractors, and the funding agency.
- ▶ Provide all start-up-related documentation, including a file maintenance system.
- ▶ Provide project engineers with an engineering instruction and forms packet, so they know up-front what information is required by TDA.
- ▶ Process all invoices, contracts, and change orders from the project engineer and contractors for recordkeeping and financial management.
- ▶ Review workable solutions to resolve unexpected cost overruns, construction activity or location changes, or other issues that affect your project's eligibility and standing with the TDA.
- ▶ Work with the City and TDA from start-up to close out to resolve any issues that may arise with your grant application or funded project.
- ▶ GrantWorks will work with the City of Breckenridge and provide the administrative/planning services needed to assist the City with its application and overall management of a TDA TxCDBG project.

1.2 Pre-Award Services

1.2.1 Application Development and Submission, if Required

GrantWorks prepares application documents and qualifies target areas using Census data. Our expertise in Geographic Information Systems (GIS) mapping, project scoping, and beneficiary documentation will help the City of Breckenridge quickly identify and prioritize its TxCDBG-eligible project.

Our application development services include:

- ▶ Develop detailed, thorough, and complete TxCDBG applications that meet or exceed TDA TxCDBG requirements.
- ▶ Coordinate with the project engineer.
- ▶ Submit the completed application to TDA by the deadline.
- ▶ Satisfy all TDA requests for information.

1.3 Post-Award Services

GrantWorks bases its strong project management methodology upon industry-standard best practices focused on proven processes, meticulous controls, and frequent and timely communications. Our project management team includes experts in procurement and bidding, contractor coordination, financial management, and other grant management requirements. We use detailed document tracking systems and collaborate daily to ensure your projects stay on track. GrantWorks will guide and assist with financial management, recordkeeping, scope changes, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation. We prepare and provide all forms, notices, and agenda items in advance.

1.3.1 Project Management

We break down our project management methodology into three simple steps:

- ▶ **Step 1:** Thoroughly assess and understand the City of Breckenridge's requirements and needs.
- ▶ **Step 2:** Plan and perform work in a manner that meets those needs.
- ▶ **Step 3:** Use periodic assessment and continuous improvement techniques to enhance the effectiveness and efficiency of our systems and processes.

The tasks behind those steps begin upon contract award. The Project Manager, assisted by a team of grant administration specialists with extensive experience working with the TDA on TxCDBG programs, will commence with program start-up procedures. These tasks include, but are not limited to:

- ▶ Meet with the City, engineers, and stakeholders to discuss project activities, administration practices, and procedures.
- ▶ Prepare start-up grant documents, forms, notices, and agenda items for review or action.
- ▶ Establish a recordkeeping and document/data management system.
- ▶ Create and maintain financial processes and reporting mechanisms that are fully compliant with all state and federal guidelines and grant requirements.
- ▶ Assist with procurement and meet compliance requirements (such as those found in 2 CFR 200).
- ▶ Identify and obtain any permits, easements, and rights-of-way that might later cause unforeseen amendments or acquisitions.
- ▶ Implement detailed document tracking systems and collaborate daily to ensure that projects stay on track.
- ▶ Maintain regular contact with the entire project team, including the project engineer, local contacts, construction contractors, and other parties.
- ▶ Prepare and submit quarterly reports and other required updates.
- ▶ Assist in meeting civil rights and related requirements.
- ▶ Assist with real property acquisition in compliance with state and federal law (URA).
- ▶ Assist with compliance with federal labor standards for construction contracts.
- ▶ Track inquiries regarding grant completion dates.
- ▶ Attend site visits and public meetings as needed.
- ▶ Serve as the City's liaison during TDA monitoring.

1.3.2 Financial Management

We ensure that local government recipients establish and maintain financial processes that comply with state and federal regulations. GrantWorks consistently receives high marks from state and federal monitors on our recordkeeping methodology. Our financial management services include:

- ▶ Establish regulatory-compliant financial processes, including:
 - > Create and maintain a grant ledger.
 - > Implement a recordkeeping system that will allow the City to keep physical and digital copies of all documents locally.
 - > Develop project reports and distribution protocols.
- ▶ Assist with project accounting, including processing invoices, maintaining contracts, and reviewing change orders received from the project engineer and contractors.

- ▶ Facilitate milestone payments and ensure they meet all requirements before the City of Breckenridge makes payment.
- ▶ Track invoice submittal and payment processing.
- ▶ Deliver and route batches of project invoices with receipts.
- ▶ Facilitate the development of workable solutions to resolve any unexpected cost overruns, changes in construction activities or locations, or other issues that affect the project's eligibility and standing with the TDA or other governing agencies.
- ▶ Ensure that the City can meet non-federal match requirements, if applicable.

We initially review invoices and supporting draw documentation for program eligibility and benchmark conformance, determine whether contract budget revisions are needed, and confirm that quantities match contracts. We work 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.

1.3.3 Environmental Review

GrantWorks has performed environmental reviews for hundreds of federally funded projects to evaluate potential environmental impacts on biological resources such as air and water quality, socioeconomic resources, and sites with archaeological and cultural significance. These evaluations have supported our work for Categorical Exclusions (CEs), Environmental Assessments (EAs), Environmental Impact Statements (EISs), and tiered NEPA documents. We use state and federal resources to produce all necessary maps and data to understand relevant impacts and clearance needs. We also have expertise with wetland delineations and permit applications.

Managing environmental challenges can overwhelm local governments and frequently result in project delays. GrantWorks specializes in designing timely and efficient solutions to environmental obstacles. With our deep industry relationships and significant internal expertise, we can help mitigate hazards, ensure compliance with all TDA and HUD infrastructure and environmental requirements, and keep your project on track and on time. Environmental review services include:

- ▶ Analyze each project to determine the level of environmental review required.
- ▶ Coordinate environmental clearance procedures with appropriate federal and state agencies and interested parties to facilitate clearance or approval.
- ▶ Prepare environmental assessment, including completing and submitting HUD-required forms for and providing documentation to support environmental findings.
- ▶ Coordinate questions and feedback and prepare responses during the commenting phase.
- ▶ Maintain communication with local officials, engineers, and other members of the project team.
- ▶ Prepare and submit public notices for publication.
- ▶ Provide documentation of clearance for parties known to be interested as required by 24 CFR 58.43.
- ▶ Process environmental reviews and clearances following NEPA.
- ▶ Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required.
- ▶ Prepare and submit monthly status reports.
- ▶ Participate in regularly scheduled progress meetings.
- ▶ Prepare and submit Request for Release of Funds and certifications to TDA.

1.3.4 Construction Management and Compliance with Labor Standards

The GrantWorks Team has a long history of providing clients with construction contract development assistance. This expertise enables us to review construction contracts to comply with state and federal requirements and ensure that we include all required TxCDBG contract provisions. Our project managers have extensive experience reviewing contract/bid packages for compliance, monitoring contractor performance, reviewing change orders, and processing construction pay estimates.

GrantWorks' standardized approach for vetting contractors is documented in our SOPs to ensure transparency throughout the project. Our team collects and reviews contractor information and verifies construction contractor eligibility with TDA. As a best practice, we create, use, and update checklists to document and ensure all contractors meet compliance requirements. GrantWorks performs debarment and SAM registry checks precontract, while other checklists are completed before notice-to-proceed issuance and subsequent tasks.

The GrantWorks Team monitors the construction process to evaluate contractor performance and ensure compliance with equal opportunity and labor standards provisions. During routine but random visits to work sites, we conduct interviews with on-site staff, document progress and findings, and report to the City. In addition to unscheduled site visits, the team schedules on-site progress inspections for quality assurance, compliance, certify partial-payment requests, and review, recommend, and process any change orders as needed. Construction management services include:

- ▶ Help the City to document compliance with all federal and state requirements related to equal employment opportunity, minimum wage, and overtime pay requirements.
- ▶ Provide labor standards assistance, including requesting wage rates from TDA.
- ▶ Provide project engineers with instructions and form packets so they know up-front what information the state agency requires.
- ▶ Conduct pre-construction conference and prepare minutes.
- ▶ Review plans, bid documents, and change orders for compliance with regulations and conformance with the state contract.
- ▶ Compile and review construction contract documents.
- ▶ Review weekly payrolls, including compliance follow-ups and performing employee interviews.
- ▶ Oversee grant activities to ensure the project adheres to the established budget, scope, and schedule.

1.3.5 Fair Housing/Equal Opportunity

Our team is fully prepared to support the City with Affirmatively Further Fair Housing (AFFH) and Equal Employment Opportunity (EEO) monitoring. Besides having seasoned compliance and monitoring personnel, the GrantWorks Team has developed comprehensive AFFH/EEO reports for numerous clients. Drawing from this experience and the team's diverse skill set, we will ensure an affirmative project management approach at all phases, from the public hearing, planning, and data collection stages through project closeout and final sign-off. We will also consider and maximize accommodation and equal opportunity with all project stakeholders. The GrantWorks Team will draw upon previously vetted project checklists and other proven tools and templates to immediately expedite the development and monitoring processes and procedures following award notice. AFFH/EEO services include:

- ▶ Help the City to develop, implement, and document new activities for fair housing.
- ▶ Maintain documentation of all project beneficiaries by ethnicity and gender.

- ▶ Assist the City in developing and administering the Citizen Participation Plan per 24 CFR. Part 91, Section 3 requirements per CFR Part 135, and Section 504 requirements per 24 CFR Part 8.
- ▶ Provide all applicable equal opportunity provisions and certifications included in the bid packet.
- ▶ Ensure adoption of excessive force provision per 24 CFR Part 91.
- ▶ Assist the City in publishing all required notices.

1.3.6 Relocation

The GrantWorks Team provides relocation services to all eligible displaced persons. We determine the needs and preferences of displaced persons and explain available relocation assistance and a person's right to appeal if they are unsatisfied with agency decisions. We offer and provide transportation to locate replacement housing. GrantWorks also offers listings of comparable dwellings for residential displacements. Our relocation advisory services also provide information on other state and federal assistance programs, counseling, and further assistance to minimize the hardship of adjusting to relocation. Relocation services include:

- ▶ Help the City prepare and submit local relocation guidelines to TDA for approval.
- ▶ Assist the City in identifying individuals to be relocated and prepare appropriate notices.
- ▶ Interview eligible displaced persons, identify assistance needs, and provide education/assistance.
- ▶ Maintain a relocation record for each individual/family.
- ▶ Inventory locally available housing resources and maintain a referral list.
- ▶ Issue appropriate notices.
- ▶ Ensure we promptly make all payments.

1.3.7 Rehabilitation of Private Property

GrantWorks has a proven record of rehabilitating private property, including housing units inhabited by low- to moderate-income persons through five-year forgivable loans. Our housing rehabilitation activities bring rehabilitated units to HUD Section 8 existing Housing Quality Standards (HQS) and the Texas Minimum Construction Standards (TMCS). We assist cities and counties in providing homeowners with information that clearly explains the forgivable loan process and requirements. Rehabilitation of private property services include:

- ▶ Prepare and submit local rehabilitation guidelines to TDA for approval.
- ▶ Assist the City in establishing an escrow account and obtaining TDA approval.
- ▶ Develop outreach and application processing/verification forms.
- ▶ Screen applicants.
- ▶ Prepare work write-ups and cost estimates.
- ▶ Issue Notice to Proceed to construction contractors.
- ▶ Performance inspections, processing contract documents, and maintaining beneficiary records.
- ▶ Maintain applicant files following TDA requirements.

1.3.8 Audit, Closeout, and Archiving Files

GrantWorks operates on an audit-and-closeout philosophy that all 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 closeout process throughout the project life cycle. From the beginning, we built an audit-ready program structured for closeout. Meticulous recordkeeping and documentation, critical milestone checklists, and transparent reporting facilitate routine and predictable final steps of the closeout process.

GrantWorks assists with reconciling financial data in all applicable systems, preparing the City for state and federal audits, and will participate in future audits as necessary. We excel in maintaining project files and proper documentation of all grant requirements. As part of our audit and closeout services, we:

- ▶ Perform internal reconciliation of project files and records.
- ▶ Work with the City to resolve any issues or concerns that may arise.
- ▶ Prepare and submit final closeout documents.
- ▶ Provide auditor with TxCDBG audit guidelines.
- ▶ Assist in working with TDA to resolve monitoring audit findings, and third-party claims.
- ▶ Attend any scheduled state or federal audit visits.
- ▶ Archive hard copy and electronic files.

1.3.9 Demonstrated Understanding of the Scope of the TxCDBG Project

The GrantWorks Team has a track record of completing TxCDBG projects on time and within budget. We have a deep bench of proficient and capable professionals to work closely with the City and TDA to reach all project schedule requirements and milestones successfully. GrantWorks intends to assist the City by proactively preparing for TDA TxCDBG funding. We will work closely with the City to determine specific needs for implementing projects and the type of information that best suits the City’s results.

SECTION 2 – EXPERIENCE

SECTION 2 – EXPERIENCE

2.1 About GrantWorks

GrantWorks’ mission is to help communities become stronger, smarter, and more resilient. We achieve this by helping our clients maximize the transformation potential of grant funding.

GrantWorks was founded in La Porte by Bruce Spitzengel in 1979. For over 40 years, GrantWorks has been Texas’ leading grant management firm specializing in state and federal grant programs. We are the foremost provider of community development, disaster recovery, hazard mitigation, housing, planning, transportation, and coastal grant program management for local governments in Texas. To date, GrantWorks has helped 625+ city, county, and state, government entities secure and implement over \$10 billion in assistance.

We offer full-service grant management—from project development and grant writing through planning, implementation, and fully compliant closeout services.

We develop meaningful partnerships with our clients, always seeking collaborative and creative opportunities to solve complex community challenges. Collaboration, inclusivity, respect, responsiveness, and technical excellence are the hallmarks of our success and provide the foundation for the long-term relationships we enjoy with the communities we serve.

Our extensive experience over various state and federal grants is illustrated below in **Figure 1: Grant Experience**.



Figure 1: Grant Experience

HOME_001_V1

SERVICES

- Grant Writing & Application Services
- Program Development
- Project Management
- Grant Administration
- Marketing & Outreach
- Project Development & Scoping
- Project Eligibility Determination
- Feasibility Reviews
- Planning
- Cost Estimates
- Beneficiary Application Intake
- Case Management
- Duplication of Benefits Reviews
- Financial Management
- Recordkeeping & Data Management
- Procurement
- On-Site Davis-Bacon Labor Standards
- Uniform Relocation Act (Acquisition)
- Environmental Review & Clearance
- Mapping/GIS
- Construction Management
- Federal/State/Local Compliance
- Reporting
- Audit & Monitoring Support
- Project Closeout

PROJECT/ PROGRAM TYPES

- American Rescue Plan Act
- CARES Act COVID-19 Response
- Congressionally Directed Spending
- Broadband Development
- Buyout/Acquisition Programs
- Capital Improvements
- Community Development
- Disaster Recovery & Resiliency
- Disaster Response
- Economic Development
- Emergency Rental Relief
- Hazard Mitigation
- Housing Rehabilitation/Reconstruction
- Homebuyer Assistance
- Homeowner Reimbursements
- Infrastructure
- Planning
- Retrofits for Public Buildings
- Training/Capacity Building
- Transportation

Figure 3: Services and Areas of Operation

GrantWorks is headquartered in Austin, with three primary offices and 77 field locations (**Figure 2**) throughout the state. GrantWorks' local presence facilitates our ability to be responsive to client and project needs and enables our teams to be present and act quickly when necessary.

Our local presence also enables us to work side-by-side with our neighbors to help secure assistance and implement grant-funded programs that improve the quality of life in the areas where we live, work, and play. We have provided an overview of our services and areas of operation in **Figure 3**.

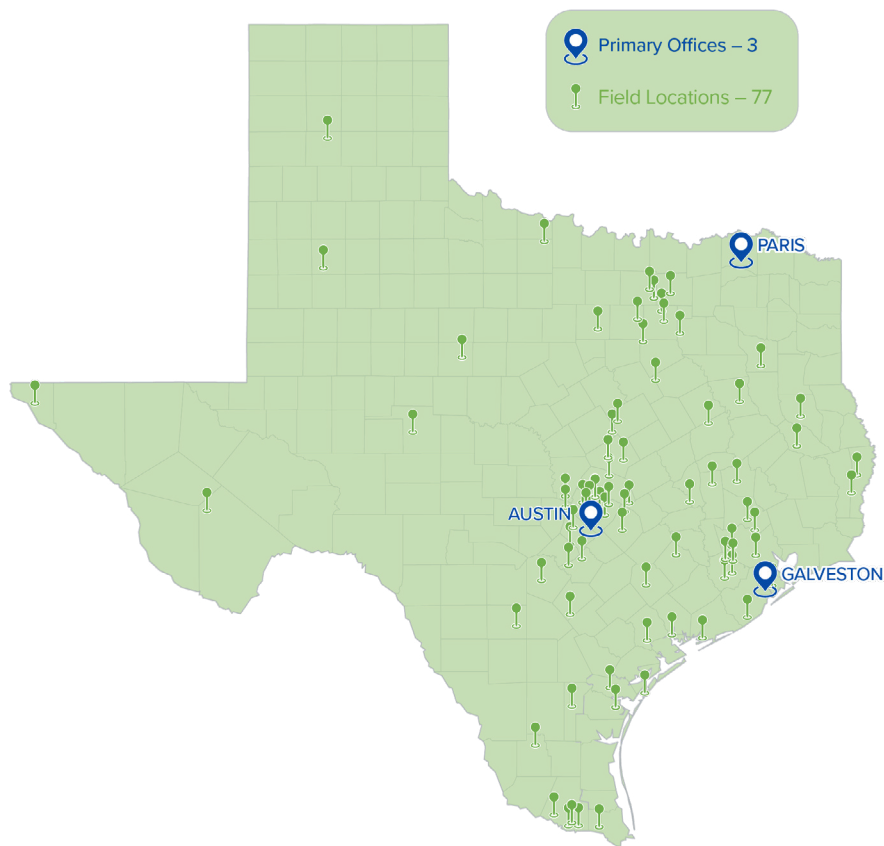


Figure 2: Primary offices and field locations

2.2 Experience Working With and For Federal and State Funding Agencies

GrantWorks administers grants from a wide variety of state and federal funding sources. We are skilled in applying laws, regulations, and agency requirements in the administration of grant contracts, and we have customized workflows and management tools that conform to grant- and agency-specific policies and procedures. This practice facilitates efficient and compliant management across various grant types and programs. We have tailored protocols for grant programs funded by the agencies listed in **Figure 4**.

As a primarily Texas-based firm with 45 years of experience, GrantWorks has well-established relationships with state funding agencies including:

- ▶ Texas Department of Agriculture (TDA)
- ▶ Texas Department of Transportation (TxDOT)
- ▶ Texas General Land Office (GLO)
- ▶ Texas Department of Housing & Community Affairs (TDHCA)
- ▶ Texas Parks & Wildlife Department (TPWD)
- ▶ Texas Water Development Board (TWDB)
- ▶ Texas Division of Emergency Management (TDEM)

We have successfully managed multiple high-value state-run programs on behalf of Texas agencies including the oversight of major subrecipients for \$3+ billion in Hurricane Harvey CDBG-DR funding. Several GrantWorks employees joined the firm following successful careers with state agencies who bring valuable perspective on the programmatic requirements of agency-specific grant programs.

2.3 Experience with Federally Funded Projects

GrantWorks provides grant administration, application, and project management services for various federal grant programs, and we have extensive experience managing federally funded construction projects (**Figure 5**). We have implemented more than 2,000 CDBG infrastructure projects representing \$500+ million in grant funding. Our knowledgeable staff understands the myriad regulations and requirements associated with federal grant funding and is ready to guide the City of Breckenridge seamlessly through the process.

FEDERAL FUNDING AGENCY EXPERIENCE

- U.S. Department of Transportation (USDOT)
- U.S. Department of Agriculture (USDA)
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Department of Labor (DOL)
- U.S. Department of the Treasury (U.S. Treasury)
- U.S. Department of Commerce, Economic Development Administration (EDA)
- U.S. Environmental Protection Agency (EPA)
- Federal Emergency Management Agency (FEMA)

Figure 4: Federal Agencies

HUD TECHNICAL ASSISTANCE PROVIDER

HUD partners with national and regional grant consultants to facilitate accessibility to agency programs and resources at the local level. Grantworks is a HUD-Approved Technical Assistance Provider and has been helping communities and organizations implement HUD-funded housing, infrastructure, planning, community development, disaster recovery, and mitigation efforts under this program since 2014.

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Figure 5: HUD-Approved Technical Assistance Provider since 2014

2.4 Community Development Block Grant Program Experience

GrantWorks has been assisting local governments with CDBG grant administration since 1979. During our first 15 years in business, community development grant administration was the primary focus of our operations. Over the years, we have completed thousands of CDBG projects in more than 450 cities and counties across Texas. Today, we offer application, administration, management, and planning services for a wide variety of CDBG-funded programs.

TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The **Texas Department of Agriculture (TDA)** administers the Texas Community Development Block Grant Program (TxCDBG). This HUD-funded program assists supports community projects such as utility infrastructure, disaster response, and unique local economic development projects, and helps small cities and rural communities provide decent housing, suitable living environments, and expanded economic opportunities.



- ▶ **Community Development Fund:** 940+ projects funded, \$283+ million
- ▶ **Texas Main Street/Downtown Revitalization Program:** 54+ projects, \$10+ million
- ▶ **Texas Capital Fund (Economic Development):** 90+ projects for \$50+ 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

COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY AND MITIGATION PROGRAMS

The **Texas General Land Office (GLO)** administers HUD Community Development Block Grant Disaster Recovery (CDBG-DR) and Mitigation (CDBG-MIT) funds to help rebuild disaster-impacted Texas communities by putting Texans back in their homes, restoring critical infrastructure, and mitigating future damage through resilient community planning.



CDBG-DR 2018 Floods and 2019 Tropical Storm Imelda Program:

- ▶ State-level Housing Assistance and Reimbursement Program (HAP): \$68+ million

CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 Infrastructure Program:

- ▶ 50+ local government 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
- ▶ State-level oversight of major subrecipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, \$3+ billion
- ▶ State-level Housing Assistance Program (HAP): \$643+ million

CDBG-DR 2016 Floods:

- ▶ 12+ local government projects funded, including multifamily and single-family housing, \$43 million

CDBG-DR 2015 Floods:

- ▶ 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, including:
 - › City of Galveston infrastructure, \$100 million
 - › City of Houston infrastructure, \$26 million
 - › Galveston Housing Authority Multifamily Rebuild, \$155 million
 - › Galveston Housing Authority Rental Housing Replacement Program, \$26 million

COMMUNITY DEVELOPMENT BLOCK GRANT CARES ACT

The **Texas Department of Housing and Community Affairs (TDHCA)** is the designated administrator of the Community Development Block Grant CARES Act (CDBG-CV) program. Designed to help Texans respond to and recover from the impacts of COVID-19, the program offered a variety of assistance ranging from Emergency Rental and Mortgage Assistance programs to community funding to improve access to social services and healthcare.



- ▶ **Texas CDBG-CV Community Resiliency Program:** 5 local government projects funded, \$17.7 million

2.5 Experience With Other Federal and State Grant Programs**TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS ADMINISTERED GRANTS****Texas HOME Non-Rental Housing Program:**

- ▶ **Homeowner Rehabilitation Assistance (HRA) Program:**
 - › 700+ contracts awarded to cities, counties, and nonprofits for \$220+ million
 - › 3,300+ substandard houses rehabilitated or reconstructed
- ▶ **Disaster Recovery (DR) Program:** 15 contracts, \$4.76 million
- ▶ **Purchase with Disabilities (PWD) Program:** 18 contracts, \$3.28 million

U.S. DEPARTMENT OF THE TREASURY GRANTS

- ▶ **American Rescue Plan Act of 2021 Program:** 180+ contracts awarded by cities and counties, 800 projects managed, \$900 million.
- ▶ **RESTORE Act Program:** 4 projects, \$20.8 million.

FEDERAL EMERGENCY MANAGEMENT AGENCY GRANTS**Public Assistance:**

- ▶ 8 Hurricane Harvey contracts, \$80 million
- ▶ 1 Hurricane Florence contract
- ▶ 1 Hurricane Laura contract

Hazard Mitigation Assistance:

- ▶ Homeowner Elevations and Reconstructions: 4 projects, \$65 million.
- ▶ Hazard Mitigation Plans: 36 projects, \$3.2 million.
- ▶ Critical Facility Generators: 31 projects, \$12.1 million.
- ▶ Warning Sirens: 8 contracts, \$428,489.
- ▶ Drainage Infrastructure and Community Safe Rooms: 4 projects, \$6.8 million

U.S. ECONOMIC DEVELOPMENT ADMINISTRATION GRANTS

- ▶ **Public Works and Economic Adjustment Assistance Program:** 10 projects, \$24 million

U.S. DEPARTMENT OF TRANSPORTATION GRANTS

- ▶ **County Transportation and Infrastructure Fund:** 70+ clients, 400+ individual 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.

TEXAS PARKS AND WILDLIFE GRANTS

- ▶ **Outdoor/Indoor Recreation and Small Community Parks Program:** 70 projects funded, \$42 million.

2.6 Similar Projects in the WCTCOG Region

With nearly 1,000 community development contracts implemented on behalf of hundreds of local communities, GrantWorks is among the leading providers of TxCDBG services. Our staff works directly with cities and counties to identify and implement grant-eligible infrastructure improvements. We are dedicated to community development through public works construction and believe these improvements are essential to strengthening Texas communities. **Figure 6** below shows GrantWorks' other city and county government project experience within the City of Breckenridge and the West Central Texas Council of Governments (WCTCOG) Region.

Figure 6: Our Relevant WCTCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Anson	2021	ARPA	Administrative Services	\$569,164
	2017	CD	Sewer Improvements	\$275,000
	2017	DRP	Water System Improvements	\$750,000
	2016	PCB	Planning Studies	\$44,850
Baird	2020	CD	Water Improvements	\$275,000
Bangs	2023	CD	Street Improvements	\$500,000
	2015	CD	Sewer System Improvements	\$275,000
Blackwell	2021	CD	Street Improvements	\$350,000
	2021	ARPA	Administrative Services	\$47,127
Blanket	2021	CD	Water & Sewer Improvements	\$350,000
	2013	CD	Water Improvements	\$275,000
	2003	CD	Sewer System Improvements	\$250,000
	2003	CD	Sewer System Improvements	\$250,000
	2001	CD	Water System Improvements	\$350,000
Brownwood	2003	CD	Housing Rehabilitation	\$250,000
Callahan County	2008	PA	Road, Bridge, & Drainage Restoration	\$228,132
	2008	PA	Road & Drainage Restoration	\$350,000

Figure 6: Our Relevant WCTCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Clyde	2021	ARPA	Administrative Services	\$947,286
	2021	CD	Water & Sewer Improvements	\$350,000
	2021	PCB	Planning Studies	\$37,660
Coleman	2001	CD	Water System Improvements	\$250,000
	2001	PCB	Planning Studies	\$50,000
Colorado City	2015	DRP	Infrastructure Improvements	\$240,000
	2013	DRP	Stripes Infrastructure Improvements	\$750,000
	2013	DRP	Infrastructure Improvements	\$460,000
Cross Plains	2022	CD	Water & Sewer Improvements	\$350,000
	2019	CD	Water Improvements	\$275,000
	2017	CD-DR	Affordable Multi-Family Rental Units	\$2,000,000
	2014	CD	Water Improvements	\$275,000
	2009	PCB	Planning Studies	\$36,250
De Leon	2014	PCB	Planning Studies	\$44,410
	2011	CD	Water System Improvements	\$275,000
	2004	CD	Water System Improvements	\$250,000
	2002	PCB	Planning Activities	\$44,800
Early	2021	ARPA	Administrative Services	\$783,004
Fisher County	2021	ARPA	Administrative Services	\$743,933
	2021	CTIF	Road Improvements	\$372,627
	2020	CD	Water Improvements	\$275,000
Goree	2008	PCB	Planning Studies	\$22,100
Gorman	2022	CD	Water & Sewer Improvements	\$350,000
	2022	DRP	Sidewalk Improvements	\$500,000
	2022	FAST	Emergency Vehicle & Equipment Purchase	\$719,587
	2021	ARPA	Administrative Services	\$256,458
	2016	CD	Water Improvements	\$275,000
Haskell	2021	ARPA	Administrative Services	\$781,269
	2015	DRP	Infrastructure & Real Estate	\$600,000
Haskell County	2005	PA	Disaster Relief	\$350,000
Hawley	2009	CD	Water System Improvements	\$250,000
	2002	CD	Housing Rehabilitation	\$250,000
Miles	2022	ARPA	Administrative Services	\$216,069
	2013	CD	Water Improvements	\$275,000
	2006	CD	Water System Improvements	\$250,000
	2001	CD	Water System Improvements	\$250,000

Figure 6: Our Relevant WCTCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Mitchell County	2020	TWB	Groundwater Desalination	\$2,756,295
	2011	REDPP	Renewable Energy Desalination	\$2,460,564
Moran	2006	PCB	Planning Studies	\$20,600
Ranger	2021	CD	Water Improvements	\$350,000
	2008	PA	Flood Damaged Street Restoration	\$350,000
Rising Star	2021	ARPA	Administrative Services	\$203,432
	2011	PCB	Planning Studies	\$32,565
Runnels County	2008	CD	Water System Improvements	\$250,000
	2008	PA	Disaster Relief – County Road Repairs	\$142,404
Snyder	2014	DRP	Infrastructure Improvements	\$750,000
Sweetwater	2017	CD	Water System Improvements	\$275,000
Tye	2022	CD	Water Improvements	\$350,000
	2021	PCB	Planning Studies	\$37,370
Weinert	2021	ARPA	Administrative Services	\$40,141
	2021	CD	Infrastructure Improvements	\$350,000
	2014	CD	Water Improvements	\$275,000
	2012	PA	Emergency Water System Improvements	\$350,000
	2007	CD	Sewer System Improvements	\$250,000

2.7 Relevant Project Descriptions

GrantWorks' Texas roots enable us to support both local governments and state agencies by effectively and efficiently implementing programs within the federal and Texas statutory framework. Our broad footprint across the State means that we can act quickly and complete activities promptly. Having so many of our staff working and living in the communities we serve gives us a unique stake in the success of the programs we manage. We have provided detailed descriptions of TxCDBG projects similar in size and scope to projects the City of Breckenridge might pursue on the following pages.

- ▶ East Kerr County/Center Point Wastewater Collection Project, Kerr and Kendall Counties, Texas
- ▶ Wastewater Treatment Plant Clarifier Rehabilitation, City of Natalia, Texas
- ▶ Street Improvements - Horizon Way, City of Josephine, Texas
- ▶ Water Meter Replacement Project, City of Marion, Texas
- ▶ Municipal Water Well Construction, City of Blanket, Texas
- ▶ Sewer Line Replacement, City of Madisonville, Texas
- ▶ Elevated Water Storage Tank Construction, Wood County, Texas



EAST KERR COUNTY/CENTER POINT WASTEWATER COLLECTION PROJECT

KERR COUNTY AND KENDALL COUNTY, TEXAS



“These wastewater collection projects will protect the Guadalupe River and keep it pristine for future generations of Kerr County residents.”

-Jonathan Letz, Precinct 3 Commissioner, Kerr County

THE CHALLENGE

The homes and businesses in Center Point, Texas—an unincorporated community in Kerr County—had always relied on On-Site Sewage Facilities (OSSF) for the treatment and disposal of domestic sewage. But as the community on the banks of the Guadalupe River grew, development became too dense for effective septic-system use. Failing and obsolete OSSF imperiled water quality in the river, creating potential for health risks, and stifling economic potential in the area.

THE SOLUTION

The East Kerr County Center Point Wastewater Collection project was developed with the goal of getting homes and businesses off of the inadequate OSSF and protect the Guadalupe River. The massive undertaking involved the collection of wastewater from the Center Point and East Kerr County area, and sending it to a Kendall County Wastewater Treatment Plant in Comfort, Texas for treatment.

Phase 1 of the project included upgrades to the treatment plant to increase peak flow capacity to accommodate the project. Phases 2 and 3 involved construction of the system. The counties engaged GrantWorks to provide application services, project management, grant administration, financial management, construction phase management, and connection assistance services.

The GrantWorks project team attended and took minutes during monthly conference calls and in-person progress meetings, and coordinated with County officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws. The project manager tracked construction progress, using internal checklists to monitor each step of the grant

CLIENTS:

Kerr and Kendall Counties, Texas

GRANT PROGRAM:

Texas Community Development Block Grant administered by the Texas Department of Agriculture Clean Water State Revolving Fund Colonia Construction Fund (CFC) Colonia Economically Distressed Areas Program (CEDAP)

GRANT AMOUNT:

\$59,404,391

PROJECT DATES:


May 2016 – April 2022


SERVICES PROVIDED:

- ✓ Application Development
- ✓ Grant Administration
- ✓ Project Management
- ✓ Eligibility Determination
- ✓ Marketing & Outreach
- ✓ Recordkeeping
- ✓ 2 CFR 200 Compliance
- ✓ Procurement
- ✓ Financial Management
- ✓ Environmental Compliance
- ✓ Income Surveys
- ✓ Labor Standards Monitoring
- ✓ Construction Management
- ✓ Data Management & Reporting
- ✓ Closeout

REFERENCE:

Charlie Hastings
County Engineer - Kerr County

 (830) 896-9046

 chastings@co.kerr.tx.us

process and ensure that all documentation was submitted correctly and on time. Specific administrative responsibilities included:

- ▶ Documenting income-eligible activity by verifying low- and moderate-income status for all benefiting households during implementation.
- ▶ Reviewing construction pay estimates and engineering and inspection services invoices.
- ▶ Maintaining a grant ledger.
- ▶ Submitting monthly payment requests to TDA and the Texas Water Development Board (TWDB).
- ▶ Preparing and submitting Disadvantaged Business Enterprise (DBE), American Iron and Steel, and Davis-Bacon Wage Rate forms.
- ▶ Reviewing weekly payrolls and performing monthly employee interviews to evaluate adherence to Davis-Bacon wage rules and conducting compliance follow-ups.

THE RESULTS

“With the help of GrantWorks, we were able to put together several sources of funds and that lessened the amount of money that Kerr County taxpayers will have to pay, particularly grants and forgivable loans,” said Letz.

GrantWorks facilitated the application for and award of a TDA grant to cover connection costs for a majority of the homes newly served by the wastewater system. Our team helped the County to complete income surveys of residents in the East Kerr County projects area, facilitated public outreach efforts (including developing flyers and mail-outs), communicated with applicants for connection assistance, reviewed applications for eligibility, and coordinated the connection approval process.



WASTEWATER TREATMENT PLANT CLARIFIER REHABILITATION

CITY OF NATALIA, TEXAS



THE CHALLENGE

The Wastewater Treatment Plant serving the City of Natalia was built in 1976. The sewer treatment clarifier was aged and deteriorating resulting in poor water treatment.

THE SOLUTION

The City engaged GrantWorks to provide application assistance and grant administration services to rehabilitate the malfunctioning clarifier. The funded project entailed the re-coating the interior surfaces and replacing aged, critical mechanical components including one skimmer, one baffle, and one motor drive, clarifier lining, and all associated appurtenances.

THE RESULTS

This project delivered on time and within budget, despite some complications when the Texas Historical Commission (THC) ordered an archaeological survey with the following comments:

“The proposed project, while stated as situated within previously-disturbed sediment, overlaps with a known archaeological site that was recommended for testing to determine its eligibility. As such, the project area should undergo an archaeological survey to determine the condition of this site and determine whether additional work is needed.”

The Project Manager coordinated with the engineer and City. The engineer had conservatively estimated that ground disturbance would be minimal and limited to 10 feet around the existing clarifier. In discussions following the THC order, it was confirmed that as a rehabilitation project, no excavation of the grounds around the clarifier were anticipated.

GrantWorks submitted an updated explanation letter from the engineer stating that any disturbance would be from normal operating activities or from vehicles/crew associated with the project activities. The THC removed the survey requirement, mitigating delays in project delivery.

CLIENT:

City of Natalia, Texas

GRANT PROGRAM:

Texas Community Development Block Grant administered by the Texas Department of Agriculture

GRANT AMOUNT:

\$275,000 + \$13,750 match

PROJECT DATES:

January 2020 – September 2022

SERVICES PROVIDED:

- ✓ Application Development
- ✓ Grant Administration
- ✓ Project Management
- ✓ Eligibility Determination
- ✓ Marketing & Outreach
- ✓ Recordkeeping
- ✓ 2 CFR 200 Compliance
- ✓ Procurement
- ✓ Financial Management
- ✓ Environmental Compliance
- ✓ Income Surveys
- ✓ Labor Standards Monitoring
- ✓ Construction Management
- ✓ Data Management & Reporting
- ✓ Closeout

REFERENCE:

Nichole Bermia
Assistant City Secretary
City of Natalia
PO Box 270
Natalia, Texas 78059
☎ (830) 663-2926
✉ accounting@cityofnatalia.com





STREET IMPROVEMENTS – HORIZON WAY
CITY OF JOSEPHINE, TEXAS



THE CHALLENGE

Horizon Way was a dirt road that washed out with heavy rain or flooding hindering the ability of local residents to receive emergency services.

THE SOLUTION

Sixty nine percent of Horizon Way residents have low-to-moderate income, and these roads improvements will improve access to public facilities for basic human needs during hardships like floods and heavy rains. GrantWorks helped the City develop a successful application for a TxCDBG grant to fund roadway improvements that included replacing the existing dirt travel path with an asphalt surface. The project called for the construction of 3,000 LF of roadway utilizing 8,000 SY of flexible base subgrade, two-layer asphalt pavement, and all associated appurtenances.

As a single access road terminating in a cul-de-sac, project beneficiaries were limited to the residents of Horizon Way. GrantWorks secured income surveys for 85% of the 23 households to verify LMI eligibility. Two addresses were vacant, and three were nonresponsive.



GrantWorks attempted to survey every household on Horizon Way to verify LMI eligibility.

CLIENT:

City of Josephine, Texas

GRANT PROGRAM:

Texas Community Development Block Grant administered by the Texas Department of Agriculture

GRANT AMOUNT:

\$350,000 + \$17,500 match

PROJECT DATES:

November 2020 – February 2024

SERVICES PROVIDED:

- ✓ Application Assistance
- ✓ Grant Administration
- ✓ Program Management
- ✓ Project Scope Development
- ✓ Outreach
- ✓ Eligibility Determination
- ✓ Environmental Reviews
- ✓ Construction Management
- ✓ Compliance Monitoring
- ✓ Davis-Bacon Labor Standards
- ✓ Project Closeout
- ✓ QA/QC

REFERENCE:

Patti Brooks
City Secretary
City of Josephine
201 Main Street
Josephine, Texas 75173
☎ (469) 717-0068
✉ pbrooks@cityofjosephinetx.com

THE RESULTS

The GrantWorks project team worked hard to make sure all documentation was managed quickly and efficiently. GrantWorks worked extremely well with the City to make sure all milestones were met. The project was completed within budget and ahead of schedule. The client said she would absolutely recommend us to other clients!



WATER METER REPLACEMENT PROJECT

CITY OF MARION, TEXAS



THE CHALLENGE

Outdated and deteriorated water meters in the City of Marion were resulting in water loss and inaccurate readings. The City sought TxCDBG Community Development assistance to help fund the replacement of 651 water meters, install remote-read software, data collector and transceiver, and all associated appurtenances.

THE SOLUTION

The City engaged GrantWorks to assist with application preparation and provide grant administration for the resulting award.

THE RESULTS

The design, bidding, and construction phases were all completed on time. Throughout the project's duration, the Project Manager worked closely with the City, engineer, and contractor.

Procurement Support: The City of Marion received six bids for meter installation, but the lowest bidder failed to provide all of the required documents for the bid and included an exclusion to the liquidated damages clause in the contract. GrantWorks consulted with the project team including the engineer, the City Attorney, and the Mayor who agreed to disqualify the lowest cost bidder in favor of firms that met all requirements and provided all documentation requested in the RFP.

Environmental Expertise: GrantWorks' Environmental Scientists worked closely with TDA to ensure the proper review level was conducted in a timely manner, and Authority to Use Grant Funding was achieved. The review process revealed two obstacles hindering project delivery. The project plans called for water meters to be located within the Edwards Aquifer watershed, requiring GrantWorks to coordinate EPA approval. It was also discovered that 8 water meters were to be located within a floodplain, requiring those meters to be removed from the design plans.

CLIENT:

City of Marion, Texas

GRANT PROGRAM:

Texas Department of Agriculture
TxCDBG Community Development Program

GRANT AMOUNT:

\$287,296 + \$17,500 match

PROJECT DATES:

March 2022 – February 2024

SERVICES PROVIDED:

- ✓ Application Preparation
- ✓ Grant Administration
- ✓ Project Management
- ✓ Recordkeeping
- ✓ Marketing & Outreach
- ✓ Environmental Services
- ✓ Eligibility Determination
- ✓ Income Surveys
- ✓ Financial Management
- ✓ Data Management & Reporting
- ✓ Construction Management
- ✓ Labor Standards
- ✓ Audit & Monitoring Support
- ✓ Project Closeout

REFERENCE:

Victor Contreras
Mayor
City of Marion
303 South Center Street
Marion, Texas 78124
☎ (830) 914-2391
✉ vcontreras@cityofmariontx.org





MUNICIPAL WATER WELL CONSTRUCTION

CITY OF BLANKET, TEXAS



THE CHALLENGE

Three of the seven water wells serving the City of Blanket, Texas were out of commission. Well No. 4 was inoperable and had been plugged in 2018, and Well No. 2 was not available for use due to unacceptable water quality for a Public Water System (PWS). When Well No. 8 also failed and was deemed irreparable, it was clear that an additional water supply was needed to provide adequate service to their customers and meet TCEQ's minimum capacity requirements.

GrantWorks helped the City apply for a TDA TxCDBG Community Development grant to fund:

- ▶ Construction of a new municipal water supply well, including 36-hour pump test and water quality testing, 200 LF of 4" water line, gate valves, with associated pavement replacement and all associated appurtenances.
- ▶ Rehabilitation of Well No. 2, and provision of a level control system for the associated elevated storage tank, and all appurtenances.
- ▶ Decommissioning and plugging of Well No. 8.
- ▶ Property acquisition.

Unfortunately, the results of the procurement, like so many conducted in the wake of the COVID-19 pandemic, were unexpected. Only one bid was received in the amount of \$1 million—nearly three times the \$367,500 grant award. The City had committed \$17,500 to supplement engineering and construction, but the difference was insurmountable.

THE SOLUTION

The need for a new well was paramount and GrantWorks moved quickly to coordinate a scope reduction recommendation with the project engineer and City staff. The GrantWorks Team confirmed that the changes would not impact the beneficiary determination, engineering design, TCEQ approval for the well, or environmental

CLIENT:

City of Blanket, Texas

GRANT PROGRAM:

Texas Department of Agriculture
TxCDBG Community Development
Program

GRANT AMOUNT:

\$350,000 + \$17,500 match

PROJECT DATES:

March 2022 – February 2024

SERVICES PROVIDED:

- ✓ Application Preparation
- ✓ Grant Administration
- ✓ Project Management
- ✓ Recordkeeping
- ✓ Marketing & Outreach
- ✓ Property Acquisition
- ✓ Environmental Services
- ✓ Eligibility Determination
- ✓ Income Surveys
- ✓ Financial Management
- ✓ Data Management & Reporting
- ✓ Construction Management
- ✓ Labor Standards
- ✓ Audit & Monitoring Support
- ✓ Project Closeout

REFERENCE:

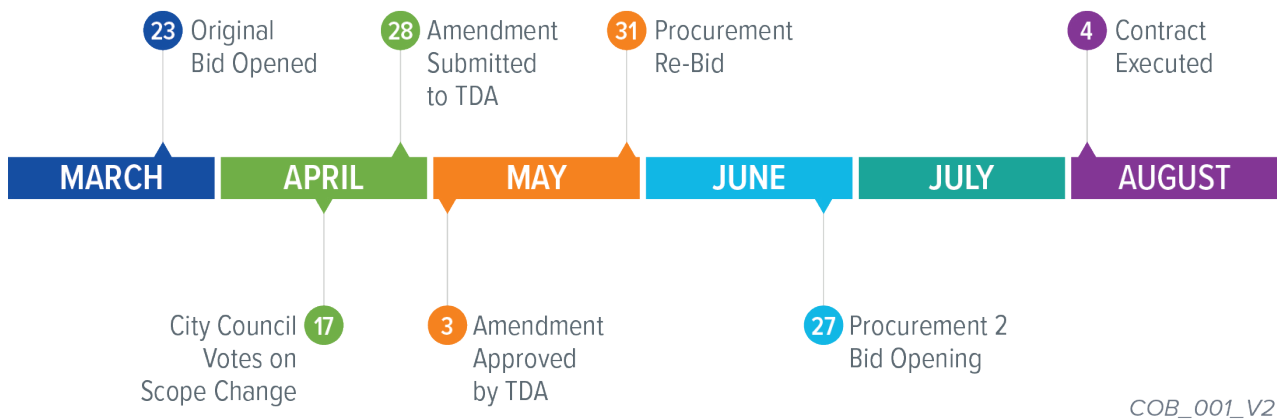
Rose Wigham
City Secretary
City of Blanket
PO Box 38
Blanket, Texas 76432
☎ (325) 748-3171
✉ blankettx@outlook.com

clearance work that had already been completed. A recommendation was made to City Officials to modify the scope and rebid the project. At the direction of the City Council, an amendment was submitted and quickly approved by the TDA.

THE RESULTS

The City of Blanket has a new 250-foot deep PWS supply well with testing and related appurtenances, and a 2” PVC water line and gate valves to connect the new well to the PWS.

Timeliness: Despite challenges to the timeline associated with real property acquisition, the TCEQ review and approval process, scope modification, TDA amendment approval, and rebidding the construction contract, this project was completed and closed out by the original grant end date. The Project Management team worked diligently to expedite the reprocurement and the amendment process to keep the project on schedule.



GrantWorks carefully managed delays and tightened the timeline to keep the project on track.

Cost Control: Although it was necessary to reduce the scope to stay within budget, the primary goal of installing a new well was met. No additional costs came up during construction, and with landowners agreeing to donate their land to the City for the project, the funds originally obligated for acquisition were able to be used elsewhere. The team was able to accomplish the plugging of Well No. 8, which had been removed from the scope.

Business Relationships: The City of Blanket, primarily represented by the City Secretary, was inquisitive and engaged throughout the life cycle of the grant. Their thoughtful and detailed questions frequently required research and consultation with the TDA, the engineer, and GrantWorks senior management. The project manager, appreciating the City’s attention to detail, worked diligently to respond to each item and provide as much clarification as needed. “Sometimes this meant lots of extra time finding detailed information, but it was worth it for the City to feel confident and comfortable moving forward,” Project Manager Ryan Sunvision said.

This level of responsiveness set the stage for a collaborative and communicative partnership with the City. While GrantWorks prepared the necessary documentation to secure land-use agreements to accommodate the project, the City saw an opportunity to leverage the process as an exercise in community building. City staff hand-delivered the acquisition paperwork and secured and scanned signatures in the process. The personal attention clearly made a difference as all four property owners declined modest offers of compensation for granting the easements. This is but one example of how GrantWorks’ business relationship with the City facilitated operations.



SEWER LINE REPLACEMENT

CITY OF MADISONVILLE, TEXAS



THE CHALLENGE

The deteriorated clay tile sewer line at Commerce and Main Streets, buried at least 15 feet deep in some places, was prone to collapse and had been repaired on numerous occasions. Frequent breaks and bypasses posed a health and safety risk to citizens and the environment. Also, the associated manholes were subject to significant inflow, infiltration, and collapse due to the deteriorated condition of the line. While emergency point repairs were made to address collapses, they did nothing to solve the root cause of the issue. It was determined that service disruptions and the need for costly maintenance and repairs would continue until the line segment and adjacent manholes were replaced.

THE SOLUTION

The City chose to install 800 feet of 12-inch and 15-inch sanitary sewer lines, including manholes and reconnections, to eliminate disruptions in service and reduce the need for expensive repairs. GrantWorks was engaged to provide pre- and post-award grant administration and management services, to help secure and manage TDA TxCDBG funding for the project. GrantWorks provided full-service support for the project, from application development, through fully compliant project closeout. Our project management team facilitated collaboration with the client and engineer to ensure grant compliance.

As was the case with many pandemic-era projects, supply chain and workforce issues drove unforeseeable increases in construction costs. When every bid came in over budget, the project manager suggested reducing the project scope to bring the costs down. The engineer and client discussed other options, but ultimately decided to pursue a scope reduction. The project manager made it clear to all parties that this would likely require an extension amendment.

CLIENT:

City of Madisonville, Texas

GRANT PROGRAM:

Texas Department of Agriculture,
Texas Development Block Grant
Program, Community Development
Fund

GRANT AMOUNT:

\$275,000

PROJECT DATES:

February 2021 – January 2023

SERVICES PROVIDED:

- ✓ Application Development
- ✓ Grant Administration
- ✓ Project Management
- ✓ 2 CFR 200 Compliance
- ✓ Procurement
- ✓ Recordkeeping & Document Management
- ✓ Financial Management
- ✓ Environmental Services
- ✓ GIS Mapping
- ✓ Labor Standards/Davis- Bacon Monitoring
- ✓ Construction Management
- ✓ Data Management & Reporting
- ✓ Closeout

REFERENCE:

William Parten, Mayor
City of Madisonville
210 Cottonwood Street
Madisonville, Texas 77864

☎ (936) 348-2748

✉ bill.parten@ci.madisonville.tx.us

The scope reduction and amendment approval delayed the project, as expected. Had the first round of bids been acceptable, the project likely would have finished before the original contract date.

Prior to recommending the scope reduction, the project manager reached out to GrantWorks beneficiary team to learn how changes might impact the beneficiaries. Finding no changes in beneficiaries, she coordinated with GrantWorks' environmental team to confirm that re-evaluation would not be necessary.

This project saw the launch of TDA Go, TDA's online grant management website. Our team worked closely with City staff as they learned together how to navigate the new system.



ELEVATED WATER STORAGE TANK CONSTRUCTION

WOOD COUNTY, TEXAS



THE CHALLENGE

Texas Administrative code 290.45(b)(1)(D)(ii), which governs TCEQ's minimum water system capacity requirements, states that public water systems must have an elevated storage capacity of 100 gallons per connection—a condition that was not met in the area served by the Mt. Pigsah Pump Station in Wood County, Texas.

THE SOLUTION

A 200,000-gallon elevated storage tank was needed to meet TCEQ compliance requirements. The County engaged GrantWorks to assist with developing a TDA grant application for a TxCDBG Community Development Fund grant, including grant administration and project management of funded projects.

The TDA awarded the County \$275,000 to be supplemented by a \$978,520 match from the Fouke Water Supply Corporation to fund the balance of the project. Tank construction included installation of 1,800 LF of 12" water line, and bore, electrical, and fencing components and all associated appurtenances.

THE RESULTS

Cost Control: Due to the pandemic-era material cost environment at the time of bidding, bids received were well over budget. GrantWorks worked diligently with the engineer, Fouke WSC, and the County to discuss potential solutions, with Fouke WSC agreeing to cover the additional funds required. GrantWorks assisted with drafting agenda language that ensured the County would not be responsible for any funds over the grant budget.

GrantWorks maintained organized financial records to manage and account for the combined grant and local funds of \$1,253,520 utilized on this project. Disciplined record keeping ensured that all documentation was available for TDA's monitoring report.

Timeliness: This project included a large project scope, the procurement of two separate construction contractors, and required

CLIENT:

Wood County, Texas

GRANT PROGRAM:

Texas Department of Agriculture, Texas Development Block Grant Program, Community Development Fund

GRANT AMOUNT:

\$275,000 + \$978,520 match from Fouke WSC

PROJECT DATES:

February 2021 – January 2023

SERVICES PROVIDED:

- ✓ Application Development
- ✓ Project Eligibility/Feasibility Review
- ✓ Grant Administration
- ✓ Project Management
- ✓ 2 CFR 200 Compliance
- ✓ Procurement
- ✓ Recordkeeping & Document Management
- ✓ Financial Management
- ✓ Environmental Services
- ✓ Labor Standards Monitoring
- ✓ Construction Management
- ✓ Reporting, Audit & Monitoring
- ✓ Closeout

REFERENCE:

Kevin White
County Judge
Wood County
1 Main Street
Quitman, Texas, 75783
☎ (903) 763-2921
✉ countyjudge@mywoodcounty.com



two grant amendments. GrantWorks carefully monitored timelines, expedited activities when necessary, and made sure the entire project team stayed on top of milestone deadlines to ensure the project was completed within the original contract period without need for extensions.

Business Relationships: This project had a very invested and active project team. The contract spanned the terms of two County Judges—Judge Kevin White and Judge Lucy Hebron. County Auditor Terri Sellars and Office Manager Maria Devine were also engaged participants. The Project Manager also worked closely with Fouke WSC General Manager Kristi Hirsch.

SECTION 3 – WORK PERFORMANCE

SECTION 3 – WORK PERFORMANCE

3.1 Proactive and Timely Communication with Client/TDA

Communication is key to effective grant administration. At the onset of each engagement, GrantWorks works with the City to develop communication policies and procedures designed to keep the City, the project team, funding agencies, and stakeholders apprised of project status, progress, and priorities. Throughout the term of the grant contract, we serve as a liaison between the City and governing agencies.

Grant Managers are empowered with sophisticated tools such as tracking systems, checklists, and email management protocols to keep the project team connected and on track. Detailed project calendars are maintained with key dates for submittals of project documentation, reporting, and milestone targets. These measures facilitate timely response to client and TDA requests and ensures that no task is overlooked and no request goes unanswered.

Weekly staff meetings offer a forum for discussing project challenges, seeking programmatic guidance, and brainstorming solutions. Management and/or relevant subject matter experts provide updates to state and federal regulations and grant program guidance. Regulatory and program changes are contextualized so that staff fully understands any implications of the change and can apply that knowledge effectively.

Grant managers also participate in one-on-one portfolio management reviews with GrantWorks leadership. These meetings cover all aspects of project performance. Upcoming tasks and deliverables are discussed, key performance indicators are reviewed, and each manager's portfolio is assessed to make sure workloads are balanced with capacity to provide efficient and responsive client support.

3.2 Responsiveness to Client/TDA Needs

We allocate the necessary staff and resources to implement each project with the high level of service that our clients have come to expect. Grant managers are assigned workloads that provide the capacity to focus on client needs and implementation objectives. GrantWorks' project management training imparts the importance of timely communication, prioritizing competing issues, and providing proactive customer service.

Our responsiveness is fortified by the extensive experience of our project teams. Our Community Development team has more than 60 project management, grant administration, and subject matter experts with extensive experience implementing state and federal grant projects. The breadth of our expertise 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.

3.3 Ability to Deliver TDA Projects On Schedule

Over four decades of project management experience has given us an unrivaled ability to chart critical paths that lead to on-time project delivery. We have a deep understanding of the myriad risks and hazards that can upset the project timeline, and we have built meaningful mitigation measures into our Standard Operating Procedures (SOPs) that help predict and prevent delays. Examples of these practices include:

- ▶ Each project is launched with discussion among the project team to delineate client goals and objectives, identify potential risks and issues, and consider alternative project activities.

- ▶ We identify and obtain necessary permits, easements, and rights-of-way early in the project timeline to minimize the impact of unforeseen delays due to scope/design changes, acquisition complications, procurement challenges, environmental/historical review considerations, or any number of outside factors that could hinder project progress.
- ▶ Milestones, key metrics, and critical path tasks are carefully tracked for conformance with expected performance conventions and adherence to the project schedule.
- ▶ When changes in project scope, design, or schedule are needed, we work closely with the project engineers, clients, and agency staff to evaluate options and quickly mobilize to prepare and submit proposed contract amendments and implement the changes within the terms of the grant agreement.
- ▶ GrantWorks' has an in-house team of Project Delivery specialists that can be tapped to provide expedited support with Mapping/GIS production, Environmental and Historic Preservation consultation, Procurement assistance, and Construction Management.

3.4 Practices That Ensure High Quality Work Product

From best practices derived from hundreds of successful grant applications, to our organizational goal of maintaining fully supported, audit-ready project files through the entirety of each grant contract, our pursuit of quality and continuous improvement is reflected in everything we do. GrantWorks' systematic approach to quality management is grounded in our commitment to client satisfaction and deeply embedded in our operating conventions. **Figure 7** outlines how we implement quality management measures in the project management process.

GRANTWORKS QUALITY PROGRAM

Our Quality Program includes:

- ✓ Mapping QA/QC requirements for all project processes and performance
- ✓ Providing detailed checklists with continual training and regular updates to staff and other affiliated personnel
- ✓ Conducting timely QA/QC tests where possible
- ✓ Reviewing and following up on reports, noting anomalies, and ensuring that terminology and statuses are consistent across the project and areas of work
- ✓ Checking for accuracy and validity of program data and documentation
- ✓ Adhering to contracts or agreements, guidelines, applicable federal/state laws, and program policies and procedures



Figure 7. GrantWorks' Approach to Quality Management

Project debriefs have also become an important part of the quality management process. When GrantWorks completes a project, the team takes time for a comprehensive debrief, allowing them to reflect on what went well and where there was room for improvement. They evaluate the challenges faced and discuss the management of any difficult situations. These debriefs become a part of an extensive library of client and project records. This important resource documents our experience managing a wide range of challenges, risks, threats and opportunities, and helps grant managers anticipate and address problems based on past performance.

3.5 Technical Competence Bolsters Audit Performance

More than 625 government entities have trusted GrantWorks with grant management and administration, and our performance consistently demonstrates low levels of monitoring findings or concerns. The GrantWorks Team has followed thousands of grants from obligation through closeout and has developed a keen understanding of what constitutes entirely supported grant records. Our seasoned veterans will assist the City with fiscal monitoring by following established policies, procedures, and system controls to see that documentation complies with relevant local, state, and federal regulatory terms.

Our broad knowledge of federal and state program requirements enables us to provide well-researched and accurate technical assistance and an overall approach that identifies and addresses problems long before the state funding agency audits occur.

GrantWorks staff establish, implement, and retain quality control measures to meet client and state deliverables and timelines—reducing the likelihood of findings during the grant monitoring process. When a project is monitored, we provide high-touch support to our clients to resolve issues quickly and efficiently—assisting them with answering questions, drafting monitoring-related correspondence, and implementing best practices.

We have identified some common compliance problems when working with recipients of federal funds. These issues include procurement, contracting, labor standards, citizen participation, environmental compliance, ineligible or unreasonable cost, and recordkeeping. Our team uses this experience in implementing and monitoring any project developed with the City. We work with the City to develop a risk-based monitoring and compliance strategy that is collaborative and consistent with state and federal frameworks. Our references provide the best evidence of our long-demonstrated history of complex grant management and compliance expertise.

3.6 Managing Projects With Budgetary Constraints

As shown in **Figure 8**, projects often run into three interrelated constraints:

- ▶ Budget
- ▶ Scope
- ▶ Schedule

Grant managers are trained to proactively address areas where a project could face challenges and propose solutions to clients and the project team. GrantWorks provides project management training on strategies to help grant managers proactively address such constraints.

Using a Proven Project Management System: We understand that the best way to fix a problem is to identify it quickly. A hallmark of the GrantWorks project management system is regular and systematic checkpoint scheduling to recognize and address potential budgetary challenges early and expeditiously.

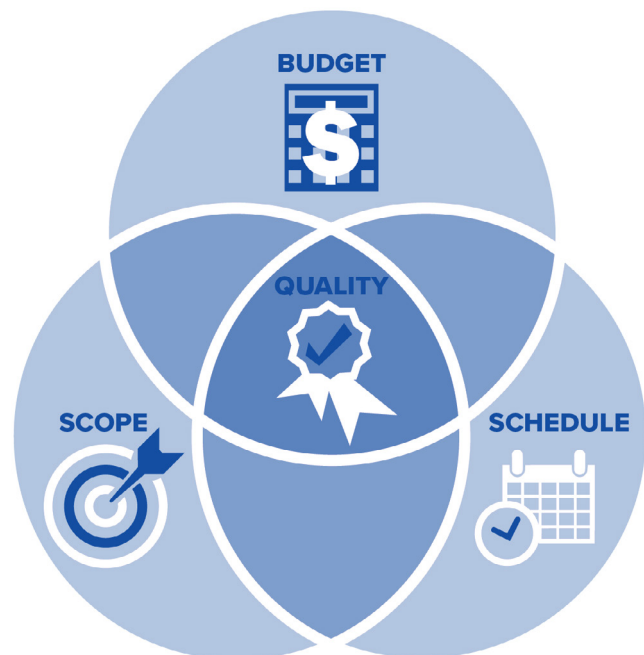


Figure 8. Balancing Project Constraints

Revisit the Project Planning Phase: When faced with unforeseen budget obstacles, GrantWorks will review the project plan to look for cost-saving opportunities—such as identifying project activities that could be reassigned to GrantWorks staff rather than subcontractors or vendors. We also communicate budget constraints to our subcontractors and vendors to determine any flexibility on cost. Because of our positive partnerships and long-standing relationships with the vendor community, we are often able to negotiate solutions that keep the project on budget.

Reevaluate the Workflow: When cost issues arise, grant managers are trained to revisit the project schedule with an eye for opportunities to optimize the workflow and enhance efficiency. Streamlining efforts are monitored through our system of checks and balances for potential negative impacts on project outcomes. Communication lines remain open to keep the entire project team abreast of changes.

Analyze Root Causes: GrantWorks clients benefit from the breadth of our grant administration and project management expertise. When our grant managers identify a problem contributing to budgetary constraints, they can consult with colleagues and rely on the experience of in-house Subject Matter Experts to help identify the root causes that led to the problem and implement corrective actions.

Be Creative: The ability to think outside the box is a strong suit for our project management team. The depth of our problem-solving experience has taught us to look beyond the most obvious answers and search for creative solutions for overcoming budgetary constraints. If all viable options are exhausted, we will work with the project team so they fully understand the situation and determine a mutually beneficial solution.

SECTION 4 – CAPACITY TO PERFORM

SECTION 4 – CAPACITY TO PERFORM

GrantWorks has the staff and capacity to complete multiple projects of varied sizes and scopes simultaneously. In addition to TxCDBG grants, we have experience with ARPA, CDBG, CDBG-CV, CDBG-DR, CDBG-MIT, CARES, COVID-19, FEMA Public Assistance (PA), FEMA Hazard Mitigation (HMGP), Transportation Infrastructure Fund (TxDOT County Roads), Texas Historical Commission (THC), and Economic Development Administration (EDA). Evidence of our capacity is reflected in the number and the quality of staff we bring to the table.

Our Community Development team has more than 60 project management, grant administration, and subject matter experts with extensive experience implementing state and federal grant projects. The breadth of our expertise 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, the Stafford Act, and Supplemental Appropriations Bills (**Figure 9**).

Figure 9: Why the City of Breckenridge Should Select GrantWorks

KEY STRENGTHS AND BENEFITS: WHY SHOULD THE CITY OF BRECKENRIDGE SELECT GRANTWORKS?	
We have a dedicated Client Services Department that will support you after the projects are complete	✓
With 300+ full-time employees, we are the largest Texas-based firm dedicated to grant administration project management for local governments	✓
We can carry out the work in house	✓
We have experience implementing multiple grant programs in Texas	✓
We have extensive experience with building, drainage, water, sewer, and street construction projects	✓
We are knowledgeable of TDA and 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 Government Code)	✓

4.1 Qualifications of Professional Administrators/Experience of Staff

As we have mentioned previously, GrantWorks hires and retains skilled and experienced employees—over 30% 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 and completely. Look no further; our staff believes that implementing projects through collaboration is the key to realizing our shared vision—your vision.

4.1.1 Organization Chart

Our Community Development 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 Senior Project Manager with expert/specialty services such as procurement, construction management, planning, environmental, labor standards, and GIS/mapping support. The organizational chart (**Figure 10**) and the short bios in **Sections 4.1.2-4** describe only a few of our available staff who can provide support services to ensure that all projects comply with TDA requirements. GrantWorks’ 82 TxCDBG Certified Administrators are listed in **Attachment 2**.

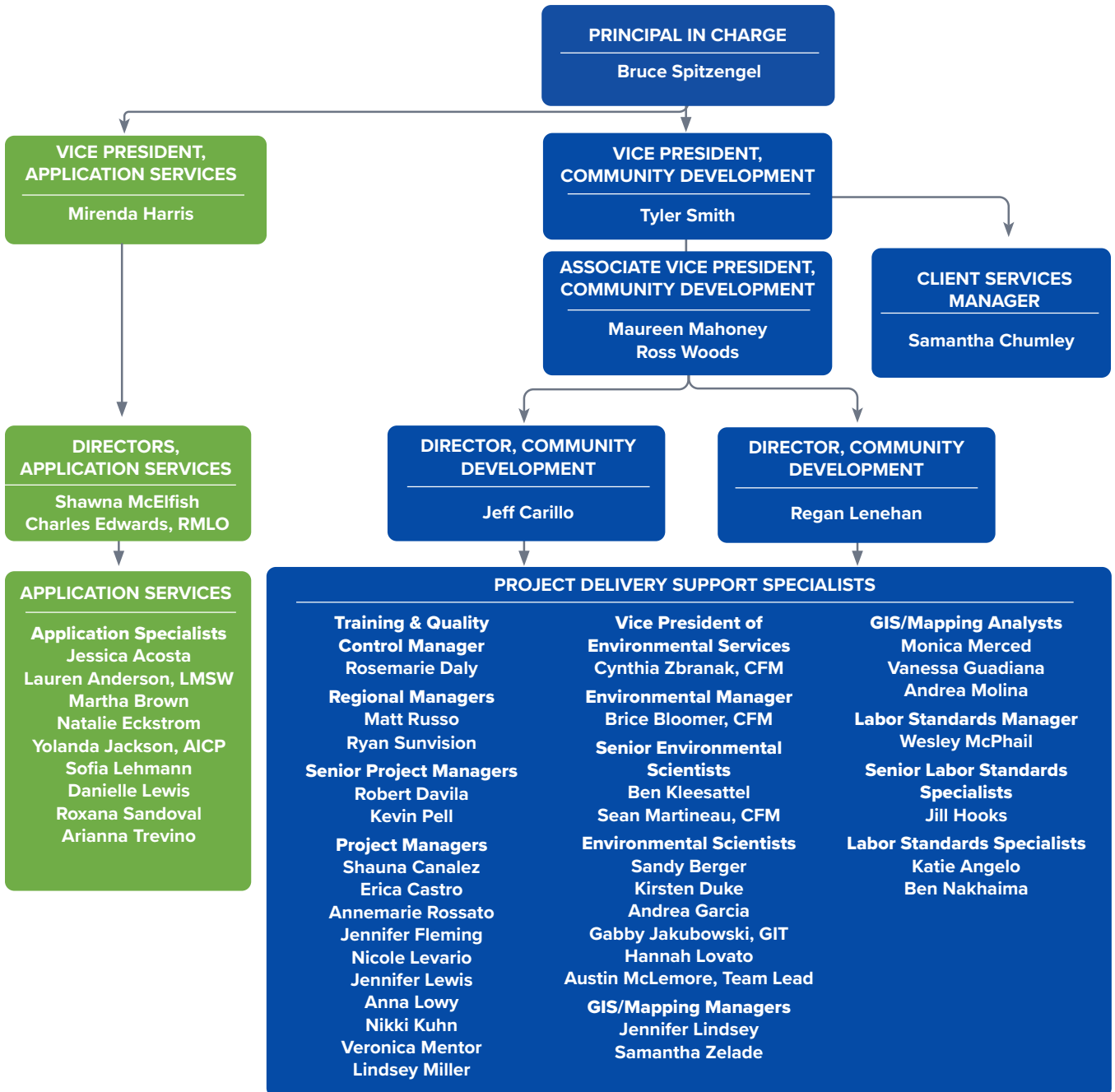


Figure 10: Region 2 Community Development Team Organizational Chart

4.1.2 Leadership and Program Management Services



Bruce Spitzengel, Principal-in-Charge

Bruce has worked with grants since 1975, first as the planning director for Texas City and 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 300+ employees in 3 primary offices in Texas. GrantWorks is the most successful local government grant services provider in Texas due to Bruce’s expertise in HUD CDBG, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce’s leadership, GrantWorks has become a full-service project management firm. The firm specializes in grant administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$10 billion in grant funding for 625+ local government clients. In addition to business development, Bruce plays a direct role in creating federally funded projects, including CDBG infrastructure, CDBG-DR, and affordable multi-family housing. Bruce has helped countless communities develop complicated CDBG projects; his significant knowledge base was gained from over 40 years of grant and CDBG experience.



Mirinda Harris, Vice President of Application Services

Mirinda has 18 years of application development experience, including navigating complex application requirements, developing checklists to guide the application process, developing template policy documents, and communicating daily with elected officials, key staff, and engineers to guide the application process. She has been instrumental in developing the application processes and procedures at GrantWorks. Mirinda began her career with Kerbow & Associates Consulting in 2003, where Mirinda managed projects for Disaster Recovery, HOME, Community Development, Texas Capital Fund, and the State Energy Conservation Office. She joined the GrantWorks team in 2013 and continues to write applications and manage contracts from her office in Palestine, Texas. Mirinda has a BS in Sociology from the University of Texas at Tyler.



Charles Edwards, RMLO, Director of Application Services

Charles has over 15 years of grant application and administration experience and an additional six years in residential construction project management. Charles joined GrantWorks as a Director of Application Services after owning and operating a community development consulting firm where he applied for and managed state and federal funding for municipal and county governments. Charles has successfully received funding for hundreds of applications through multiple federal and state agencies. He is a TxCDBG Certified Administrator with a BS from Texas A&M University, Commerce.



Shawna McElfish, Director of Application Services

Shawna has over five years of grant administration and project management experience. She joined GrantWorks in October 2019 as an Application Specialist, where she wrote grants for community and economic development projects. Shawna also coordinated with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop Downtown Revitalization Program application projects. Tasks included gathering data, monitoring the progress of deadlines, and preparing application materials. She is also a TxCDBG Certified Administrator.



Maureen Mahoney, Associate Vice President of Community Development

Maureen has over 42 years of grant management experience. She joined GrantWorks in January 2021 as an Application Specialist after 14 years with the state and was promoted to Associate Vice President in February 2022 because of her experience. Maureen works with local governments to develop projects and grant applications that address needed water, wastewater, street, and drainage system improvements and bolster rural economic development for various programs. These programs include the Texas CDBG Community Development, Colonia, Capital, Disaster Relief, and the U.S. Department of Commerce, Economic Development Administration’s infrastructure programs. Maureen holds a BS in Business Administration and Management from Williams Woods College.



Ross Woods, Associate Vice President of Community Development

Ross Woods, a GrantWorks’ Associate Vice President of Earmarks & Community Development, has nine years of program management experience. Ross is an experienced manager capable of directing multiple work streams concurrently and has expertise in implementing and leading project teams of various sizes to achieve measurable results. He is passionate about crafting and devising people-centered solutions that drive equal access to opportunities. He has an MBA in Economic Development from Eastern University and a BBA in Real Estate.



Jeff Carrillo, Director of Community Development

Jeff assists communities with project implementation and internally provides day-to-day support for the Community Development Project Managers. Jeff manages numerous CDBG-funded grants, including Community Development, Colonia, and Downtown Revitalization Programs through the Texas Department of Agriculture and Disaster Recovery through the General Land Office. He has also managed Texas Infrastructure Fund grants through the Texas Department of Transportation. Jeff is a TxCDBG Certified Administrator and has successfully managed federally funded projects, shepherding them through the entire grant administration cycle, from contract execution to state monitoring and closeout. Projects managed include public infrastructure, private property rehabilitation, and disaster recovery. Jeff’s project management efforts focus on ensuring that the quality of service to internal and external stakeholders meets the highest standards.



Regan Lenehan, Director of Community Development

Regan Lenehan has been a valued GrantWorks Community Development team member since 2004. She began her career as a Project Manager, focusing on public infrastructure and economic development projects. Regan currently trains and oversees a team of Community Development Project Managers, providing technical assistance on CDBG grants funded by the Texas Department of Agriculture and the Texas General Land Office. She specializes in Community Development, Colonia Construction, Main Street, Downtown Revitalization, and Disaster Recovery/Mitigation contracts. Regan is a TxCDBG-certified administrator and has successfully managed over 75 federally funded projects from contract execution to closeout. Her experience includes public infrastructure, private property rehabilitation, economic development, Main Street, and disaster recovery. She has also managed the Texas Infrastructure Fund and Safe Routes to School grants through the Texas Department of Transportation.



Samantha Chumley, Client Services Manager






Samantha is responsible for establishing and maintaining relationships with clients. She is also involved in developing new market opportunities for GrantWorks. Samantha assists communities in developing eligible projects, attending meetings with local elected officials, completing employee interviews, and completing site visits. She reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers as needed to keep abreast of grant funding opportunities and program changes. Samantha also identifies and reviews local government needs and priorities that may be addressed through various funding opportunities, coordinates project development meetings, and attends applicable stakeholder meetings.

4.1.3 Application Services



Jessica Acosta, Application Specialist

Jessica has an MA and BA in Communication from the University of Texas at San Antonio, Jessica applies her skills to establish and maintain effective communication and working relationships with staff, state and federal agencies, and private organizations. Jessica provides client support throughout the entire grant application life cycle, from inquiry to application, reporting, and archiving files after submitting an application. Jessica guides clients through the application process and serves as a liaison with grant subject matter experts (SMEs). She facilitates integrated stakeholder communications and performs document quality reviews to ensure grant applications comply with formatting and content requirements.

	<p>Lauren Anderson, LMSW, Application Specialist Lauren Anderson guides clients through grant and funding stream application processes and serves as a liaison with Subject Matter Experts (SMEs). She facilitates integrated stakeholder communications and performs document quality reviews to ensure grant applications comply with formatting and content requirements. Lauren holds an MS and a BS in Social Work from Abilene Christian University and is a Licensed Master Social Worker (LMSW).</p>
	<p>Martha Brown, Application Specialist Martha Brown is a Community Development Block Grant (CDBG) expert and works directly with local governments to assess needs that can be addressed with federal grants funded through TxCDBG programs. Since joining GrantWorks in 2018, Martha has focused on assisting communities in identifying grant opportunities and writing and coordinating applications for funding.</p>
	<p>Natalie Eckstrom, Application Specialist Natalie Eckstrom has a background in local government operations, with eight years of experience working with federal and state grants covering a variety of disciplines such as emergency management, disaster recovery and mitigation, social services, veterans’ services, parks and recreation, and criminal justice. She began her career in grants administration in Nueces County in 2014 and was promoted to Grants Writer/Coordinator in 2019. She was responsible for federal and state grant programs that demanded consistent attention to detail, diligent time management, and excellent interpersonal skills. Her daily duties required constant contact with federal and state grantors such as FEMA, GLO, TDEM, and other local, state, and federal entities. Natalie has a BBA in Business Administration from Texas A&M Corpus Christi.</p>
	<p>Yolanda Jackson, AICP, Application Specialist Yolanda Jackson is a results-driven urban planning professional with 18 years of working in various aspects of community affairs and real estate. Her background offers a unique blend of public- and private-sector experience. Yolanda’s strengths include an ability to learn quickly, a passion for collaboration, and an analytical and detail-oriented approach to her work. Yolanda is focused, personable, and innovative. She has a BS in Urban Studies/Affairs from Michigan State University and is a Certified Planner with the American Institute of Certified Planners</p>
	<p>Sofia Lehmann, Application Specialist Sofia Lehmann relies on over ten years of writing and editing experience in her day-to-day duties as an Application Assistant. She brings valuable utility industry insight and a solid financial background from her experience as a utility analyst. Sofia is skilled in managing audits, monitoring operating budgets, developing financial analyses, and ensuring compliance. She holds a BA in Economics and Asian Studies from Furman University.</p>



Danielle Lewis, Application Specialist

Danielle Lewis has four years of administrative experience supporting local and regional government entities. During her tenure at the Concho Valley Council of Governments, she wrote grant proposals for foundations, corporations and municipalities for both program funding and capital projects. Danielle is studying Public Administration at Texas Tech University and expects to earn her MPA in 2025. She also has a BA in Political Science from Angelo State University in San Angelo.



Roxana Sandoval, Application Specialist

Roxanne Sandoval has 17 years of professional grant writing and project management experience. She has managed well over 100 projects. Roxanne has written applications for and managed community development, economic development, disaster recovery, housing, and planning grants through various TxCDBG programs. She holds an MS in Health and Kinesiology from Texas A&M University.



Arianna Trevino, Application Specialist

As an Application Specialist, Arianna Trevino is responsible for coordinating the application process including contributing to project development efforts and supporting the client services and project implementation teams. She tracks application milestones and ensures that grant-specific deadlines are met and helps coordinate public meetings and workshops facilitating communication among local officials, businesses, and community stakeholders. Arianna has a BA in Sociology from the University of Texas at Austin





4.1.4 Project Delivery Support Services

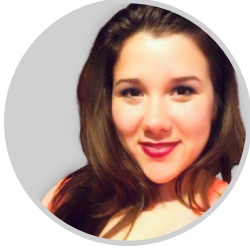


Rosemarie Daly, Training & Quality Control Manager

With 13 years of grant administration experience, Rosemarie (Rosie) Daly is a proactive, results-oriented professional with extensive compliance, monitoring, and data management, serving communities in need. She is resourceful, efficient, honest, and ethical, with a strong work history. Rosie is a quick problem solver when dealing with new concepts, systems, and procedures, and qualified, professional, and articulate in client and community interactions at every level. Her strong interpersonal skills and a high tolerance for ambiguity help Rosie develop cooperative, trusting, and productive relationships with individuals from diverse cultural, social, and ethnic backgrounds. Before joining GrantWorks, Rosie worked as a Program Administrator for Goodwill Central Texas. She earned her BA from Hope College in Holland, Michigan.

PROJECT MANAGEMENT

	<p>Matthew Russo, Regional Manager Matthew Russo is a Regional Manager with over five years of experience with state and federal grant programs. While with GrantWorks, he has managed 27 projects totaling \$14 million for Texas communities. His expertise includes community development, fire, ambulance, and service truck (FAST), disaster recovery, and mitigation hazard projects. Matt has an MS in Public Administration from Wright State University, and he is a 2023-2024 TxCDBG Certified Administrator.</p>
	<p>Ryan Sunvision, Regional Manager Ryan Sunvision is a Regional Manager and a TxCDBG Certified Administrator. Before joining GrantWorks, Ryan worked as an Environmental Investigator for the Texas Commission on Environmental Quality (TCEQ). He earned his BS in Environmental Studies from Texas A&M University.</p>
	<p>Robert Davila, Senior Project Manager, Audit & Monitoring SME Robert Davila is a Community Development Project Manager and a TxCDBG Certified Administrator. Robert joined GrantWorks after working at the Texas A&M Transportation Institute, where he focused on pedestrian and bike crash analyses in Central Texas. He attended the University of Texas at Austin for undergrad and graduate school, earning his MS in Community and Regional Planning and a BA in Urban Studies.</p>
	<p>Kevin Pell, Senior Project Manager Kevin Pell manages numerous CDBG-funded grants, including Community Development and Downtown Revitalization Programs through the Texas Department of Agriculture and Disaster Recovery projects through the General Land Office. Kevin is a TxCDBG-certified administrator and has successfully managed several federally funded projects, from State contract execution to State monitoring and project closeout. Kevin has a BA in Sociology from Texas A&M University.</p>



Erica Castro, Project Manager II

Erica Castro has eight years of project management experience. She coordinates and expedites community development projects while working directly with the local government contact, third party engineer, and the assigned state grant manager. Her job responsibilities include reviewing and assisting during the application, state contract creation, environmental review, URA/acquisition process, and design that includes the bidding process. Her role is not limited to the review of labor standards during construction, finalizing project completion, and providing documentation during the state monitoring process. Erica specializes in managing financials which include creating and submitting draw requests to ensure the release of grant funds. She has a BS in Environmental Engineering Technology from Texas State University.



Annemarie Rossatto, Project Manager II

Annemarie Rossatto is a detail-oriented, driven Community Development Project Manager with a background in creative arts. She is a strategic thinker who can adapt smoothly to different environments with a positive attitude and mindset, all while offering ideas that help the project team. Annemarie manages multiple Texas Department of Agriculture and Texas General Land Office-funded Community Development Block Grant and Disaster Relief projects throughout Texas at different stages of implementation. She earned a BA in Theatre Performance from West Texas A&M University.



Shauna Canalez, Project Manager

Shauna Canalez is a dedicated and technically skilled business professional with a versatile background offering experience in real estate and state reporting, among others. She has twenty years of combined management experience in team coordination and task management. Shauna is a highly adaptable relationship builder with a keen eye for detail and excellent organization and communication skills to ensure successful projects across any field. Shauna has a BA in Business Administration from Texas A&M University, Kingsville. She is a licensed real estate broker in the state of Texas, as well as a TxCDBG Certified Administrator.



Jennifer Fleming, Project Manager

Jennifer Fleming has a rich background in project and asset management, compliance, and lease administration spanning over a decade. She has garnered extensive experience managing, coordinating, and overseeing a variety of government and commercial projects and programs. Jennifer worked in the City of Dallas' Housing and Neighborhood Revitalization Department, where she managed compliance and asset management for housing programs, developed budget recommendations, and acted as a subject matter expert in affordable housing. Her current position as a CD Project Manager at Grantworks involves managing multiple complex projects, liaising with local officials, and handling financial and regulatory aspects of project management. This includes thorough review processes and engagement with various state and federal agencies. Jennifer has an MA in Sustainable Urban Development from DePaul University, and a BA in Sociology from the University of Illinois - Urbana.



Nikki Kuhn, Project Manager

Nikki Kuhn has over six years of experience serving low-income families, resolving conflicts, and providing guidance for those in need. She is dedicated to training in self-sufficiency, teaming goals, and independent requirements. Nikki loves to connect and build meaningful relationships with clients, nonprofit organizations, and other companies to serve the community better. Nikki is a member of the City of San Angelo Chamber of Commerce.



Nicole Levario, Project Manager

Nicole Levario is a self-driven Grant Manager with proven community and client partnership results. She has a demonstrated history of working in the financial services industry and representing corporate image through public relations. Nicole's expertise includes Client Relationship Management (CRM), Business-to-Business, Business-to-Consumer, corporate communications, and abiding by federal regulatory compliance. She has successfully developed a streamlined communication process and is recognized for community outreach affairs. Nicole has a BS in Corporate Communications from the University of Texas, El Paso.



Jennifer Lewis, Project Manager

Jennifer Lewis has 20 years of diverse experience across various industries including recruiting, healthcare, customer service, and business/account management. She is a respected leader of creative teams, and recognized for her people skills and effective communication. Jennifer has excellent organizational skills, can set priorities, and is responsive to customer requests and meeting critical deadlines. Jennifer enjoys learning new roles and is very comfortable with the challenges presented by new methods and applications. She has an MBA in Project Management from DeVry University and a BA in Business Administration from Huston Tillotson University.



Anna Lowy, Project Manager

During her time at the Texas Department of Agriculture, Anna Lowy built strong relationships with many grant administrators, community officials, and government staff. As she learned the complex internal process of TxCDBG grants, Anna developed an appreciation for the knowledge and expertise grant administrators need to guide community officials through successful project completion. Anna joined the TDA in 2020 as an Administrative Assistant, and during her two-year tenure, she was promoted twice—first to Program Specialist and later to Grant Specialist. Her achievements at TDA include creating and implementing a digital routing system to process grant awards, modifications, amendments, draws, and closeouts that allowed TxCDBG staff to telework during lockdowns. Her accomplishments show that she is innovative, flexible, and able to multitask with ease. Anna believes this skill set, along with the wide range of program knowledge acquired at TDA, has facilitated a smooth transition to her Community Development Project Manager role at GrantWorks. She holds a BA in English from Boston University.



Lindsey Miller, Project Manager






Lindsey Miller is a creative and resourceful professional, motivated to empower disenfranchised communities through shared learning, advocacy, and community capacity building. She has a record of proven leadership, communication, and program development skills, with a passion for serving and learning in everything she does. She has over six years of experience working in the local and federal government, consulting, and non-profit organizations. Before joining GrantWorks, she was a municipal and transportation planner and worked to improve community services and connectivity. Lindsey has worked to reimagine the bus transportation system in Waco and has identified opportunities to improve mobility in Brownsville. Lindsey holds an MS in Urban Planning and BA in Urban Studies.







Veronica Mentor, Project Manager

Veronica Mentor is dedicated to problem-solving and creating meaningful connections. Her bachelor's degree studied Cultural Anthropology, specializing in global infant/maternal health. During her undergraduate degree, she cultivated her passion for service by founding HOPE Meals, a student-based nonprofit organization striving to alleviate food insecurity in the greater Gainesville Community. This organization continues to empower students on the University of Florida campus.

GIS/MAPPING

	<p>Jennifer Lindsey, GIS/Mapping Manager Jennifer Lindsay came to GrantWorks as a GIS Intern responsible for editing parcel data, creating annotations, collecting aerial imagery, and creating template maps for active comprehensive plans. She was promoted to a full-time GIS position in May 2017 and has since collected, purchased, organized, and created geodatabases for GIS data of all new comprehensive plans. She has assisted the GIS Analysts with Hazard Mitigation Plan maps.</p>
	<p>Samantha Zelade, GIS/Mapping Manager 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.</p>
	<p>Monica Merced, GIS/Mapping Coordinator Monica Merced has three years of experience as a GIS/Mapping Coordinator at GrantWorks. Her areas of expertise include map production, data conversion, creating and editing metadata, data entry and maintenance, and GIS analysis. In addition to managing spatial data, Monica collects population, housing, land use, and drainage data from Texas’s rural communities for comprehensive plans. She is skilled in ArcGIS, ArcFM, and ArcPro. Before GrantWorks, Monica worked as a GIS Technician with One Gas, digitizing gas system facilities and performing data entry in Maximo. She holds a BS in Psychology from Texas State University and a GIS Level I Certificate from Austin Community College.</p>
	<p>Vanessa Guadiana, GIS/Mapping Analyst Vanessa Guadiana is an independent-thinking problem solver with a proactive approach to solution-based ideas. With experience in government and transportation, she has honed communication skills to cater to a variety of audiences, including executives and the public. Her most recent accomplishment includes the development of a comprehensive plan for the City of Jonestown, as well as the creation of a GIS hub providing citizens with relevant community data.</p>
	<p>Andrea Molina, GIS/Mapping Analyst As a GIS/Mapping Analyst with GrantWorks, Andrea Molina manages geospatial data and maps for multiple and diverse client accounts. In addition to geodatabase management, Andrea collects Census, FEMA, TxDOT, and TNRIS data, adheres to cartographic design principles, and implements effective communication and time management skills. Andrea provides mapping services to all GrantWorks Departments, including Planning, Community Development, Hazard Mitigation, Buyout, Texas HOME, and Client Services.</p>

LABOR COMPLIANCE

	<p>Wesley McPhail, 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 payroll data and related paperwork in a timely manner and often guides and assists contractors in submitting required documentation and understanding applicable labor standards requirements. Wesley is a TxCDBG Certified Administrator.</p>
	<p>Jill Hooks, Senior Labor Standards Specialist Jill Hooks is a Senior Labor Standards Specialist 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 also works with project managers to ensure that agency reports, and other program documents are accurate and submitted on time. Before GrantWorks, Jill worked as a Project Manager and Labor Standards Officer in Tyler, Texas. She is a Certified TxCDBG Administrator.</p>
	<p>Katie Angelo, Labor Standards Specialist Kate works with the project management team to verify construction payrolls for compliance with federal wage standards, as Davis-Bacon and Related Acts (DBRA) requires. She ensures that the contractors provide payroll-related paperwork in a timely manner, and assists them with submitting required documentation. Katie acts as a technical resource, providing guidance on labor standards requirements to all stakeholders in the project team.</p>
	<p>Ben Nakhaima, Labor Standards Specialist Ben Nakhaima brings experience in legislative affairs, public relations, and political campaign management to his role as a Labor Standards Specialist. He reviews and tracks payrolls, conducts employee interviews, and drafts compliance reports for a variety of grant types. Ben is an enthusiastic champion of labor grant management best practices, and he enjoys working with contractors and project stakeholders to help them understand prevailing federal wage requirements and contractor obligations under Davis Bacon and Related Acts. He takes great pride in his work and wants to make a difference for his clients.</p>

ENVIRONMENTAL SCIENCE



Cynthia Vallejo-Zbranak, CFM, Vice President of Environmental Services

Cynthia Vallejo-Zbranak joined GrantWorks in 2019 after retiring from the State of Texas. She has nearly 30 years of experience providing environmental guidance for federally funded programs. She ensures environmental compliance for various HUD-funded and State of Texas CDBG programs. Cynthia brings in-depth knowledge of the federal regulations and environmental compliance policies required for project implementation under CDBG programs. Cynthia holds a BBA in Business Administration from Texas State University and is a Certified Floodplain Manager.



Brice Bloomer, CFM, Environmental Manager

Brice Boomer joined GrantWorks in 2019 to work on housing environmental reviews in the HOME and Community Development Departments. 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 and a Certified Floodplain Manager.







Ben Kleesattel, Senior Environmental Scientist



Ben Kleesattel joined GrantWorks from the University of Texas, where he worked as a Grants and Contracts Specialist. He was responsible for coordinating grant application budgets, administering grant fund expenditures, and ensuring grant sponsors' compliance with regulations. Ben's duties required regular interaction with researchers and professors to determine the actions needed to meet grant requirements and help them prepare budgets and reports. He also used his written and verbal skills to succinctly convey and summarize complex issues related to grant management and help researchers and professors anticipate potential obstacles in pursuing their projects. Ben holds a BS in Environmental Studies and a Certificate in Technical Writing from the University of Cincinnati.



Sean Martineau, CFM, Senior Environmental Scientist

Sean Martineau implements NEPA environmental compliance for HUD-funded TxCDBG projects. Project types include Community Development, Colonia Construction, Community Enhancement, Disaster Recovery, and Disaster Relief Funds. He has experience conducting historical and environmental reviews, including NEPA reviews of varying levels (Categorical Exclusions, Environmental Assessments, and Environmental Impact Statements), NHPA Section 106 reviews, and Formal/Informal Biological Assessments (Federal ESA Section 7). Sean has a BBA in Finance from Texas A&M University and an MS in Bioresource Engineering and Integrated Water Resource Management from McGill University.

	<p>Sandy Berger, Environmental Scientist</p> <p>Sandy Berger is a motivated, organized, and collaborative Environmental Scientist with a broad background as a Public Health Community Ambassador during the COVID-19 pandemic, a quality assurance supervisor, and a staff biologist at a hydroponic farm. Following college, Sandy served in the Peace Corps in Malawi as an Environmental Educator and Food Security Officer. She taught the local community about environmentally sustainable farming and helped track youth outreach and HIV prevention metrics. Sandy has a BS in Environmental Science from the University of Houston.</p>
	<p>Kirsten Duke, Environmental Scientist</p> <p>Kirsten Duke has 30 years of diverse experience with geographic information systems (GIS), community development, waste management permitting, law enforcement, personnel management, general business practices, and environmental, health, and safety compliance. At GrantWorks, she creates, analyzes, and implements operational programs, emphasizing team and group relationships and training. She earned a BS in Applied Geography from Illinois State University.</p>
	<p>Andrea Garcia, Environmental Scientist</p> <p>Andrea Garcia joined GrantWorks in June 2021 as an Environmental Scientist. She implements NEPA Environmental Compliance for HUD-funded Texas Community Development Block Grant (TxCDBG) projects. Project types include Community Development, Colonia Construction, Community Enhancement, Disaster Recover, and Disaster Relief Funds. Andrea also has experience in geological and biological sciences with economics, political science, and law. Her scientific background includes chemistry, geology, geophysics, hydrogeology, and environmental management. Her fieldwork experience includes monitoring, mapping landscapes, collecting and testing samples, and determining essential data from the test results. Andrea holds a BS in Ocean and Coastal Resources from Texas A&M University and a BS in Business Administration from the University of Houston.</p>
	<p>Gabby Jakubowski, GIT, Environmental Scientist</p> <p>Gabby Jakubowski is an experienced environmental professional with technical report writing skills, project management, and data management with GrantWorks. Her expertise includes the pre-research of field assets, project coordination, historical data migration to a central database, compilation and review of statistical analysis reports, site investigations, geospatial analysis, and other related projects and reports as assigned. Gabby holds a BS in Environmental Science from the University of Houston.</p>

	<p>Hannah Lovato, Environmental Scientist</p> <p>Hannah Lovato is an Environmental Scientist with experience performing Phase I Environmental Site Assessments and technical report writing and mapping. Hannah interacts directly with clients, property owners, cities, and counties and retrieves and analyzes various data from numerous federal, state, and local government resources. She holds a BS in Environmental Geoscience from Texas A&M University.</p>
	<p>Austin McLemore, Environmental Scientist and Team Lead</p> <p>Austin McLemore joined GrantWorks in March 2020 as an Environmental Scientist. He implements NEPA environmental compliance for HUD-funded TxCDBG projects under various programs, including the Community Development Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Austin holds a BS in Wildlife and Fisheries Sciences from South Dakota State University.</p>

4.2 Resumes of Key Personnel

GrantWorks has provided resumes for its key personnel and support staff members assigned to this project in **Attachment 1 – Resumes of Key Personnel**. Our resumes describe the experience, expertise, and knowledge each person brings to the team.

4.3 Certified Administrator for TxCDBG Programs

GrantWorks has 82 TDA Certified Administrators for TxCDBG Programs. We have provided a list of GrantWorks Certified Administrators for TxCDBG Programs in **Attachment 2**.

4.4 Present and Projected Workloads

GrantWorks understands the requirements of the RFP and has adequate staff and resources to carry out the scope of work requested in a timely manner. We have been committed to helping cities and counties like the City of Breckenridge apply for and manage grants for over 40 years. We have built a reputation as a trusted partner with a long history of supporting Texas communities. Our deep and mutually respectful relationships with our clients and project teams are key to our success.

We work to understand each client's internal capacity and the impact 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 robust support from GrantWorks' leadership, subject matter experts, and a team of compliance, environmental, data management and reporting, procurement, construction management, and quality assurance specialists (**Figure 11**).

We hold weekly staff meetings to confirm that all employees are current on the latest state and federal regulations. Staff also regularly meets with management to evaluate project progress. Our management team regularly reviews all project manager portfolios to see that we have allocated appropriate level resources to each project and ensures that we identify and avoid potential project risks early and give the right level of attention to each project in a manager's portfolio.

The GrantWorks management team assigns each project a "weight" based on the project's 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.

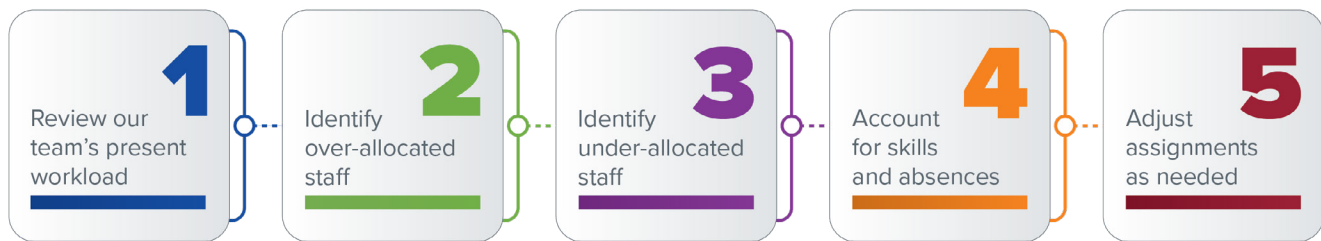


Figure 11: GrantWorks Actively Manages Workload During Project Execution by Following a Simple Five-Step Workload Management Process. We continuously review and revise the present and projected workload as projects move forward and change.

4.5 Demonstrated Understanding of the Scope of the TxCDBG

GrantWorks has supported many clients under TDA's TxCDBG program, managing well over 2,000 projects across the State. We outline our experience and thorough understanding of this program in detail in **Section 1 – Scope of Services** of this proposal. We have a proven record of submitting high-quality applications, completing paperwork promptly, and finishing projects on schedule. GrantWorks is also familiar with the grant administration services for general infrastructure, rental and non-rental housing and has performed similar duties for a variety of other programs.

SECTION 5 – PROPOSED COST OF SERVICES

SECTION 5 – PROPOSED COST OF SERVICES

5.1 Scope of Services

Application Preparation Services: GrantWorks will assist the City of Breckenridge in preparing a public infrastructure project application for submission to the Texas Department of Agriculture - Office of Rural Affairs for the 2025-2026 TxCDBG Community Development Fund; assist in project eligibility determination to increase the probability of funding by following program guidelines and local needs; assist in organizing and completing application requirements including the citizen participation provision, documentation of beneficiaries, documentation of local matching funds, and development of a resolution of authorization; and assist in responding to any requests by TDA for clarification or supplemental application information. The City will be responsible for costs associated with publishing required application notices.

Administrative Services: GrantWorks will guide and assist with financial management, recordkeeping, amendments, reporting, environmental clearance, civil rights, acquisition reporting, labor standards, contract closeout, and other aspects of program implementation. We will prepare all forms, notices, and agenda items and provide them in advance. We will communicate with the project engineer, state staff, construction contractors, and other parties to ensure your project’s successful completion. Also, we will attend site visits, monitoring reviews, and public meetings, as necessary.

5.2 Cost of Services

We show GrantWorks proposed fee in **Figure 12**. Our proposed fee for Professional Administrative Services is only payable in the event of a 2025-2026 Texas Community Development Block Grant award to the City of Breckenridge. With a TDA award, we will execute a contract between GrantWorks and the City only.

Figure 12: GrantWorks Fee Schedule

TOTAL GRANT AMOUNT	PROPOSED FEE*
Up to and including \$500,000	\$32,900
Above \$500,000	6.58% of Total Grant Amount

*Fee will not exceed any future caps set by TDA.

GrantWorks has broken down this administration fee into the following payment milestones for the Scope of Services (**Figure 13**).

Figure 13: GrantWorks Payment Milestones for All Grant Administration Services

MILESTONES	PERCENT OF TOTAL GRANT
Establish Recordkeeping & Accounting Systems, Fair Housing/EEO/Section 504	5%
Completion of Environmental/Special Conditions Clearance	15%
Completion of all Acquisition Activities	10%
Completion of the Bid/Contract Award Process	15%
Labor Standards Compliance/Completion of Construction	15%
Comply with EEO/Fair Housing Requirements	10%
Program and Financial Management	20%
Filing of all Required Closeout Information	10%
Total	100%

Percentages of payment listed here are guidelines based on management services typically provided. The payment schedule will be tied directly to the actual Scope of Work identified in the RFP.

The above fee includes all ancillary services necessary to complete the above-listed scope. Work categories include ongoing document preparation, financial management of grant and local match funds, technical assistance and advice, coordination and liaison services, assistance with project modifications, and real property acquisition report assistance and advice.

We may bill extraordinary and unexpected services as additional services approved by the client at a rate of \$95.00 per hour. These services include but are not limited to amendment processing, environmental review, force account documentation, and extensive real property acquisition (initiating URA requirements, coordinating appraisals and surveys, filing documents, etc.).

GrantWorks pays for advertising related to civil rights/fair housing, final public hearing, and initial environmental review. We will pay the advertising for construction bids using a local match or engineering funds.

As part of the procurement process, TDA requires administrators to disclose and certify the percentage of profit for professional administrative service costs over \$50,000. GrantWorks' expected profit is 6.1% of the above-referenced fee based on the company's 2019 gross revenue and net profit.

The federally approved proposal format we present to the City of Breckenridge lets us 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 (30 points)
- ▶ Prior Work Performance (30 points)
- ▶ Capacity to Perform (20 points)
- ▶ Proposed Cost (20 points)
- ▶ Total (100 points)

As with all proposals, we understand that cost is a primary consideration factor. Our fee contains the level of staffing needed to deliver the services required in the contract. However, the final cost of our agreement can be subject to negotiation based on request.

5.3 Affirmative Action

GrantWorks performs all services on behalf of local governments without regard to race, national origin, religion, color, sex, age, familial status, or disability.

5.4 Equal Employment Opportunity

GrantWorks does not discriminate in employment opportunities and complies with all federal, state, and local laws.

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

GrantWorks has provided resumes for the following key personnel.

- ▶ Bruce Spitzengel, President/Principal-in-Charge
- ▶ Mirenda Harris, Vice President of Application Services
- ▶ Shawna McElfish, Director of Application Services
- ▶ Charles Edwards, RMLO, Director of Application Services
- ▶ Tyler Smith, Vice President of Community Development
- ▶ Maureen Mahoney, Associate Vice President of Community Development
- ▶ Ross Woods, Associate Vice President of Community Development
- ▶ Jeff Carrillo, Director of Community Development
- ▶ Regan Lenehan, Director of Community Development
- ▶ Samantha Chumley, Client Services Manager

BRUCE SPITZENDEL

PRESIDENT AND PRINCIPAL-IN-CHARGE



45+ YEARS
GRANT MANAGEMENT
EXPERIENCE

PROFESSIONAL QUALIFICATIONS

Bruce Spitzengel has worked with grants since 1975, first as the planning director for Texas City, then as assistant planning director for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 300+ employees in 3 primary offices and 77 field locations, with headquarters in Austin, Texas. GrantWorks is the most successful local government grant services provider in Texas due to Bruce's expertise in HUD CDBG, CDBG-DR, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has become a full-service project management firm. The firm specializes in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$10 billion in grant funding for 625+ local government clients.

In addition to business development, Bruce plays a direct role in creating federally funded projects, including CDBG infrastructure, CDBG-DR, and multi-family affordable housing. Bruce has helped countless communities develop complicated CDBG projects. He gained his significant knowledge base from over 45 years of grant and CDBG experience.

Bruce is incredibly proud that in 2014 GrantWorks was designated by HUD as a Technical Assistance Provider resource for Texas.

EMPLOYMENT HISTORY

- ▶ President and Principal-in-Charge, GrantWorks, Inc., Austin, Texas, September 1979 – Present

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Arts, Geography, Kansas State University, Manhattan, Kansas, 1975

Bachelor of Arts, Liberal Arts, Kansas State College, Manhattan, Kansas, 1973

HIGHLIGHTS

Over 45 years of experience with HUD and CDBG grants

Expert in CDBG project development, needs identification, and infrastructure projects

MIRENDA HARRIS

VICE PRESIDENT OF APPLICATION SERVICES



PROFESSIONAL QUALIFICATIONS

As Vice President, Mirenda manages GrantWorks' Application and Procurement Services Team and has been instrumental in developing application and procurement processes and procedures. The Application Services Team focuses on helping local governments apply for and manage the Texas Department of Agriculture (TDA), Texas General Land Office (GLO), Texas Department of Housing and Community Affairs (TDHCA), and the U.S. Economic Development Administration (EDA) program funds. These programs include but are not limited to TDA Colonia Construction, Community Development Block Grant (CDBG), Texas Capital Fund, Downtown Revitalization/Main Street (DRP/MS), Fire Ambulance and Service Truck (FAST) as well as GLO Community Development Block Grant-Disaster Recovery (CDBG-DR) and CDBG Mitigation (CDBG-MIT).

RELEVANT EXPERIENCE

VICE PRESIDENT/ASSOCIATE VICE PRESIDENT OF APPLICATION SERVICES, GRANTWORKS, INC., PALESTINE, TEXAS, JULY 2020 – PRESENT

As the Application Services Team Lead, Mirenda navigates complex application and procurement requirements, develops checklists to guide the application and procurement process, prepares template policy documents, and communicates daily with elected officials, key staff, and engineers to guide the application and procurement process. She recently managed a team of 19 application writers and support staff who submitted over 65 applications for \$600 million in CDBG-MIT funds in Texas.

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC., PALESTINE, TEXAS, APRIL 2019 – AUGUST 2020

As the Director of Application Services, Mirenda wrote applications while supporting the Application Team in submitting 67 Hurricane Harvey CDBG-DR, CDBG, FAST, DRP/MS, and Colonia Construction Fund applications.

GRANT CONSULTANT, GRANTWORKS, INC., PALESTINE, TEXAS, MARCH 2013 – MARCH 2019

Mirenda was responsible for application preparation, project management, technical assistance, and liaison with elected officials,

18 YEARS

GRANT WRITING & GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Sociology
University of Texas at Tyler
Tyler, Texas, 1994

HIGHLIGHTS

Prepared over 166 applications

Accomplished acquiring over \$42 million in grant funds

Lead Application Services and Writers Team to successful application submission

Expertise in federal grant programs, including CDBG and CDBG-DR

2 CFR 200.318-200.327 knowledgeable; Appendix I Part 200

CERTIFICATIONS/REGISTRATIONS

TxCDBG Certified Administrator,
Texas Department of Agriculture,
2023-2024

Nonprofit Management Certification,
2019

staff, engineers, and state agencies. She wrote, managed, and closed out projects for TDHCA HOME, TDA CDBG, GLO CDBG-DR, and other program grants.

GRANT CONSULTANT, KERBOW & ASSOCIATES CONSULTING, PALESTINE, TEXAS, JANUARY 2003 – APRIL 2013

Mirenda began her career as a Grant Consultant with Kerbow & Associates Consulting in 2003. In this position, she wrote, managed, and closed out projects for TDA CDBG, TDA Texas Capital Fund, GLO CDBG-DR, TDHCA HOME, Economic Development Administration (EDA), and other grant programs. Mirenda was responsible for application preparation, project management, technical assistance, and liaison with elected officials, staff, engineers, and state agencies. She also completed environmental reviews and tax abatement programs.

EMPLOYMENT HISTORY

- ▶ Vice President of Application Services, GrantWorks, Inc., Palestine, Texas, January 2022 – Present
- ▶ Associate Vice President of Application Services, GrantWorks, Inc., Palestine, Texas, August 2020 – January 2022
- ▶ Director of Application Services, GrantWorks, Inc., Palestine, Texas, April 2019 – August 2020
- ▶ Grant Consultant, GrantWorks, Inc., Palestine, Texas, March 2013 – March 2019
- ▶ Grant Consultant, Kerbow & Associates Consulting, Palestine, Texas, January 2003 – April 2013

SHAWNA MCELFISH

DIRECTOR OF APPLICATION SERVICES



PROFESSIONAL QUALIFICATIONS

Shawna has over six years of grant administration and project management experience. She joined GrantWorks in October 2019 as an Application Specialist, where she wrote grants for community and economic development projects. Shawna coordinated with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for many grant applications. Key tasks included gathering data, monitoring the progress of deadlines, and preparing application materials. She was promoted to Director of Application Services in August 2021. Shawna helps manage the daily operations of the Application Services Team.

RELEVANT EXPERIENCE

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC., WHITEHOUSE, TEXAS, AUGUST 2021 - PRESENT

Shawna is the Director of Application Services and provides day-to-day operational support for the Application Specialists.

APPLICATION SPECIALIST, GRANTWORKS, INC. , WHITEHOUSE, TEXAS, OCTOBER 2019 – AUGUST 2021

As an Application Specialist at GrantWorks, Shawna's responsibilities include working with cities and counties to prepare applications according to all program requirements. She provides general advice and technical assistance to the entity that selects the best fundable project. She also completes and submits applications to the appropriate funding program on or before the deadline. Shawna specializes in funding sources, including the Texas Department of Agriculture, Texas Department of Transportation, Texas General Land Office, and the US Economic Development Administration.

HARDWARE SPECIALIST, GRAND OPENINGS, TYLER, TEXAS, JULY 2016 – SEPTEMBER 2019

As a Hardware Specialist, Shawna was responsible for marketing, sales, and customer service of all decorative hardware. She provided estimates, processed orders, and scheduled deliveries of hardware sales. She was accountable for processing purchase order requests, delivery tickets, vendor invoices, and data entry in MAS for the Tyler

6 YEARS

GRANT APPLICATION & GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Coursework, Southwestern Adventist University, Keene, Texas, 1996-1997

HIGHLIGHTS

Detail orientated

Organized

Strong communication skills

CERTIFICATIONS/ REGISTRATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2023-2024

branch sales staff. Other duties included weekly processing billing, check deposits, liens, and credit applications. She also prepared weekly sales reports and handled requests for information.

PROJECT MANAGER, TRAYLOR & ASSOCIATES, TYLER, TEXAS, JULY 2012 – JULY 2016

Shawna maintained close interaction and communication with City/County staff, engineers, architects, and construction contractors. She also communicated with state agencies, including the Texas Department of Agriculture (TDA), Texas Department of Transportation (TxDOT), Texas General Land Office (GLO), US Department of Agriculture (USDA), and Texas Parks and Wildlife Department (TPWD). Shawna ensured compliance with state and federal laws concerning all aspects of grants. She held public hearings and attended Council meetings. Other responsibilities included writing grant applications for cities and counties, preparing Environmental Review records, and managing all grants, including financial management. Shawna was also responsible for monthly billing on over 40 grants, data entry, and labor standards compliance.

OFFICE MANAGER & FLOORCOVERING SALES, FLOORMAX OF TYLER, TYLER, TEXAS, AUGUST 2005 – OCTOBER 2011

In this role, Shawna was responsible for customer service and customer sales. She processed and delivered customer estimates and orders. Other duties included vendor relations and bookkeeping, including but not limited to A/R, A/P, payroll, and processing taxes. Shawna maintained all office files, supplies, and contacts.

NURSERY COORDINATOR, LANES CHAPEL UMC, TYLER, TEXAS, NOVEMBER 2004 – AUGUST 2005

Shawna was accountable for four nursery workers. She maintained proper order in the nursery and coordinated nursery workers' schedules. She also ensured the safety of children and implemented all policies and procedures. Other responsibilities included hiring, training, and troubleshooting.

MEDIA ACCOUNTANT, MOROCH & ASSOCIATES, DALLAS, TEXAS, JUNE 2000 – JUNE 2001

Shawna was responsible for approving invoices, coordinating and maintaining vendor/client relations, creating discrepancy reports and resolving billing issues, generating billing adjustments, and coordinating the release of monthly payables with the company comptroller.

EMPLOYMENT HISTORY

- ▶ Director of Application Services, GrantWorks, Inc., Whitehouse, Texas, August 2021 – Present
- ▶ Application Specialist, GrantWorks, Inc., Whitehouse, Texas, October 2019 – August 2021
- ▶ Hardware Specialist, Grand Openings, Tyler, Texas, July 2016 – September 2019
- ▶ Project Manager, Traylor & Associates, Tyler, Texas, July 2012 – July 2016
- ▶ Office Manager & Floor Covering Sales, FloorMax of Tyler, Tyler, Texas, August 2005 – October 2011
- ▶ Nursery Coordinator, Lanes Chapel UMC, Tyler, Texas, November 2004 – August 2005
- ▶ Media Accountant, Moroch & Associates, Dallas, Texas, June 2000 – June 2001

CHARLES EDWARDS, RMLO

DIRECTOR OF APPLICATION SERVICES



PROFESSIONAL QUALIFICATIONS

Charles Edwards has over 15 years of grant application and administration experience. He has an additional six years in residential construction project management. Charles joined GrantWorks as a Director of Application Services after owning and operating a community development consulting firm where he applied for and managed state and federal funding for municipal and county governments. Charles has successfully received funding for hundreds of applications through multiple Federal and State agencies.

RELEVANT EXPERIENCE

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC., PARIS, TEXAS, MARCH 2022 - PRESENT

Charles is a Director of Application Services and provides day-to-day operational support for the Application Specialists.

OWNER/CONSULTANT, RESOURCE MANAGEMENT & CONSULTING CO., PARIS, TEXAS, AUGUST 2007 – MARCH 2022

Charles owned and operated Resource Management & Consulting Co., a community development consulting firm, managing multiple grant programs for 30-plus cities and counties in the Northeast Texas region. His experience includes the successful writing and administration of programs offered by the Texas Department of Agriculture (TDA), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Emergency Management (TDEM), Texas Parks and Wildlife (TPWD), Bureau of Justice Assistance (BJA), Federal Emergency Management Agency (FEMA), Department of Treasury, and many others. Program management included preparing environmental assessments, labor standards monitoring, financial management, civil rights, fair housing, and Section 3 compliance.

WARRANTY MANAGER, CONSTRUCTION MANAGER, SENIOR CONSTRUCTION MANAGER - DFW SOUTH, KIMBALL HILL HOMES

DALLAS, TEXAS, 2001 – AUGUST 2007

Charles began his career with Kimball Hill Homes as a warranty manager, attending to warranty requests submitted by homeowners. He coordinated with the homeowners and subcontractors to quickly

15 YEARS

GRANT APPLICATION & GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Texas A&M University - Commerce, Commerce, Texas, 1999

HIGHLIGHTS

Knowledgeable of Federal and State program guidelines

Excellent communication skills

Understanding of all aspects of a project, from concept to development to management and completion

CERTIFICATIONS/REGISTRATIONS

Residential Mortgage Loan Originator, NMLS License No. 630161

TxCDBG Certified Administrator, Texas Department of Agriculture, 2023-2024

and professionally complete repairs. He was promoted to construction manager in 2002, where he managed the construction of dozens of homes, working closely with sales consultants and homebuyers to ensure homes were built above standards to a timely completion under budget. In 2005, Charles was promoted to Senior Construction Manager of DFW South, overseeing five subdivisions containing over 1,000 lots and 12 construction managers.

EMPLOYMENT HISTORY

- ▶ Director of Application Services, GrantWorks, Inc., Paris, Texas, March 2022 – Present
- ▶ Owner/Consultant, Resource Management & Consulting Co., Paris, Texas, August 2007 – March 2022
- ▶ Senior Construction Manager, Kimball Hill Homes, Dallas, Texas, 2005 – 2007
- ▶ Construction Manager, Kimball Hill Homes, Dallas, Texas, 2002 – 2005
- ▶ Warranty Manager, Kimball Hill Homes, Dallas, Texas 2001 – 2003

TYLER SMITH

VICE PRESIDENT OF COMMUNITY DEVELOPMENT



13 YEARS

COMMUNITY DEVELOPMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Associate of Arts, Liberal Arts –
History, Middlesex County College,
Edison, New Jersey, 2019

HIGHLIGHTS

Experienced managing large disaster recovery programs.

Over 10 years of HUD CDBG-DR, URA, FEMA HMGP experience.

Buyout, acquisition, and URA (Relocation) Subject matter expertise.

Managed over \$700 million in CDBG-DR funds under the New York State Governor's Office following Superstorm Sandy (2013-2018).

Consulted as a HUD Technical Assistance Provider, specializing in buyout/ acquisition.

Real estate professional with prior licensing in New York State.

PROFESSIONAL QUALIFICATIONS

Tyler Smith is a government solution professional with over ten years of experience serving communities devastated by coastal and river flooding. Tyler began working in disaster recovery in 2010 in Cedar Rapids, managing a rental rehabilitation program following the Great Iowa flood of 2008. In 2013, he moved to New York to launch the state's Hurricane Sandy recovery buyout program, which eventually purchased more than 1,300 homes in Staten Island, Queens, Brooklyn, Rockland County, Long Island, and Upstate New York. In early 2018, Tyler moved to Houston to support the Texas General Land Office's Partial Repair and Essential Power for Sheltering (PRePs) Program, primarily working as a Data and Reporting Manager. Tyler has experience working as a HUD Technical Assistance Provider, a URA compliance consultant, and a licensed real estate professional.

RELEVANT EXPERIENCE

VICE PRESIDENT OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, MARCH 2023 – PRESENT

Tyler helps communities with project implementation. He internally manages a team of 65+ and provides daily support for the Community Development and Earmarks Departments. His team includes directors, regional managers, senior project managers, project managers, assistant project managers, coordinators, and labor standards specialists and assistants.

VICE PRESIDENT, BUYOUT & ACQUISITION, GRANTWORKS, INC., AUSTIN, TEXAS, JANUARY 2022 – MARCH 2023

Tyler joined GrantWorks in February 2019 as Associate Vice President of Buyout & Acquisition. GrantWorks promoted Tyler to Vice President of Buyout and Acquisition in January 2022. We describe key projects below.

Program Manager, Buyout and Acquisition, CDBG-DR Hurricane Harvey Buyout and Acquisition Programs, Multiple Clients, Texas, February 2019 – Present

Tyler joined the GrantWorks Team in February 2019 after several existing GrantWorks clients received CDBG-DR Hurricane Harvey-recovery buyout allocations. Tyler developed process maps and attended meetings, helping local officials understand the guide-

lines and restrictions that come with CDBG-DR buyout and acquisition funds. He managed the project planning and design process for 16 sub-recipients and authored their GLO buyout applications and guidelines. Clients include Austin County, Liberty County, Wharton County, Polk County, Fayette County, Jasper County, Victoria County, City of Victoria, San Jacinto County, Texas City, Grimes County, Milam County, City of Ingleside, City of Jasper, and Waller County.

SENIOR CONTRACT PROJECT MANAGER, INDEPENDENT DISASTER RECOVERY CONSULTANT, HOUSTON, TEXAS AND STATEN ISLAND, NEW YORK, JULY 2016 – FEBRUARY 2019

Reports Manager, FEMA Funded Partial Repair and Essential Power for Sheltering (PREPS) Program, Texas General Land Office, Houston, Texas, January 2018 – October 2018

Tyler worked with the GLO, FEMA, H2Bravo, and a coalition of subcontractors to deliver Texas' PREPS Program, which provided minor/temporary repairs to homes impacted by Hurricane Harvey. In this role, Tyler was responsible for generating and distributing daily and weekly reports, ad hoc reporting requests, data security, presentation materials, program marketing, process mapping, and database reconciliation. The PREPS program completed over 15,500 home repairs and contacted over 85,000 applicants in seven months.

Relocation Manager, CDBG-DR Buyout Program, Pennsylvania Department of Community & Economic Development, Dauphin, Wyoming, and Luzerne Counties, Pennsylvania, September 2018 – April 2019

Tyler was the Relocation Manager for the Pennsylvania Department of Community and Economic Development (DCED) CDBG-DR Buyout Programs in Dauphin, Wyoming, and Luzerne Counties. He completed URA forms as required by HUD and calculated payments for tenant rental assistance. He also assisted in relocating 26 tenant households to replacement dwellings outside the floodplain in eight months so DCED could purchase the homes free of occupants.

HUD Technical Assistance Consultant/URA Specialist, CDBG-DR Advisory Services, Georgia Department of Community Affairs, Atlanta, Georgia, October 2018 – March 2019

Tyler provided CDBG-DR advisory services to the State of Georgia's Department of Community Affairs. He assisted state leadership with crafting their recovery implementation plan, formal action plan, and program guidelines for buyout programs related to flooding events. Tyler developed visual process maps and workflows, showing the required steps for CDBG-DR buyout program implementation and execution. Tyler provided subject matter expertise to ensure a successful roll out of the state's grantee-sub-recipient project approach.

EMPLOYMENT HISTORY

- ▶ Vice President of Community Development, GrantWorks, Inc., Austin, Texas, March 2023 – Present
- ▶ Vice President of Buyout & Acquisition, GrantWorks, Inc., Austin, Texas, January 2022 – March 2023
- ▶ Associate Vice President of Buyout & Acquisition, GrantWorks, Inc., Austin, Texas, February 2019 - January 2022
- ▶ Senior Contract Project Manager, Independent Disaster Recovery Consultant, Houston, Texas and Staten Island, New York, July 2016 - February 2019
- ▶ Senior Contract/Senior Project Manager, Panorama Government Solutions, New York, New York, September 2014 - July 2016
- ▶ Senior Case Manager, Prosource Technologies, LLC, New York, New York, July 2010 - September 2014

MAUREEN MAHONEY

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT



42 YEARS GRANT MANAGEMENT EXPERIENCE

PROFESSIONAL QUALIFICATIONS

Maureen Mahoney has more than 42 years of grant management experience. She joined GrantWorks in January 2021 as an Application Specialist after 14 years with the State of Texas. GrantWorks promoted Maureen to Associate Vice President in February 2022 because of her experience. Maureen works with local governments to develop projects and grant applications that address needed water, wastewater, street, housing, and drainage system improvements and bolster rural economic development for various programs. These programs include Community Development, Colonia, Capital, Disaster Relief, and the U.S. Department of Commerce, Economic Development Administration's infrastructure programs.

RELEVANT EXPERIENCE

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., DRIPPING SPRINGS, TEXAS, JANUARY 2022 - PRESENT

Maureen assists communities with project development and implementation and internally provides day-to-day support for the Community & Economic Development Project Managers.

APPLICATION SPECIALIST, GRANTWORKS, INC., DRIPPING SPRINGS, TEXAS, JANUARY 2021 – JANUARY 2022

As an Application Specialist at GrantWorks, Maureen worked with local governments to develop projects and write grant applications that addressed needed water, wastewater, street, and drainage system improvements and bolstered rural economic development for various programs. These programs include Community Development, Colonia, Capital, Disaster Relief, and the U.S. Economic Development Administration's infrastructure programs.

DIRECTOR OF REGULATORY OVERSIGHT, DISASTER RECOVERY, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, JANUARY 2019 – DECEMBER 2019

Maureen managed all Environmental Services, Labor Standards, Affirmatively Furthering Fair Housing, Buyouts & Acquisitions, Business Management, Community Oversight (Field Staff), Multi-Family Development, Economic Development, and Special Projects teams assigned by Deputy Director. Duties included:

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Business Administration & Management
William Woods College
Fulton, Missouri, 1982

HIGHLIGHTS

Innovative problem solver

Leading teams to promote innovative strategies to stimulate and encourage good business practices

Excellent communication skills

A strong advocate in community relations, outreach, and customer service

- ▶ Oversight of the management and operations of the Galveston Public Housing program
- ▶ Worked with GLO Legal and Housing Advocates to achieve obligations of the Conciliation Agreement
- ▶ Developed organizational plans and solutions to issues and/or concerns.
- ▶ Presented management plans strategies and implementation plans
- ▶ Conducted training to staff on modified solutions
- ▶ Responsible for all program areas of the City of Galveston (housing and infrastructure) disaster recovery projects, the City of Houston (housing, multi-family, and infrastructure), and Harris County (housing, multi-family, and infrastructure)
- ▶ Program resource for management and staff with a working knowledge of all CDBG-DR
- ▶ Assisted upper management in all areas in the Disaster Recovery Division, policy and program development, training, hiring, presentations to local communities, and community outreach

MANAGER ANALYST VI, DISASTER RECOVERY, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, JULY 2016 – JANUARY 2019

Maureen was a program resource for management and staff with a working knowledge of all CDBG-DR and program development. She oversaw the management and operations of the Galveston Public Housing Program. Maureen worked with GLO legal and housing advocates to achieve this program's Conciliation Agreement's obligations. Maureen was also responsible for all programs in the area of the City of Galveston (housing and infrastructure) disaster recovery projects. She provided public speaking and community outreach.

GRANT MANAGER, DISASTER RECOVERY, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, SEPTEMBER 2012 – JULY 2016

As a Grant Manager, Maureen was responsible for all Disaster Program Projects in the Houston-Galveston area. She served as the Labor Standards Officer for the Texas GLO and was a program resource for management with a working knowledge of all areas of CDBG. Maureen was also responsible for community outreach and training and performed special projects as assigned.

EMPLOYMENT HISTORY

- ▶ Associate Vice President of Community Development, GrantWorks, Inc., Dripping Springs, Texas, January 2022 – Present
- ▶ Application Specialist, GrantWorks, Inc., Dripping Springs, Texas, January 2021 – January 2022
- ▶ Director of Regulatory Oversight, Disaster Recovery, Texas General Land Office, Austin, Texas, January 2019 – December 2019
- ▶ Manager Analyst VI, Disaster Recovery, Texas General Land Office, Austin, Texas, July 2016 – January 2019
- ▶ Grant Manager, Disaster Recovery, Texas General Land Office, Austin, Texas, September 2012 – July 2016
- ▶ Manager, Disaster Recovery, Texas Department of Housing and Community Affairs, Austin, Texas, February 2012 – September 2012
- ▶ Grant Manager, Texas Department of Agriculture, Austin, Texas, June 2006 – February 2012
- ▶ Grant Manager, City of Corpus Christi, Corpus Christi, Texas, October 1979 – June 2006

ROSS WOODS

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT



9 YEARS
PROGRAM MANAGEMENT
EXPERIENCE

PROFESSIONAL QUALIFICATIONS

Ross Woods, a GrantWorks' Associate Vice President of Community Development, has nine years of program management experience. Ross is an experienced manager capable of directing multiple work streams concurrently and has expertise in implementing and leading project teams of various sizes to achieve measurable results. He is passionate about crafting and devising people-centered solutions that drive equal access to opportunities.

RELEVANT EXPERIENCE

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT & EARMARKS, GRANTWORKS, INC., NEW YORK, NEW YORK, JANUARY 2023 – PRESENT

Project Manager, South Side Water Main and Fire Hydrant Construction, City of Jacinto City, Texas, November 2022 – October 2023, Grant Amount: \$997,365

The City of Jacinto City received congressionally directed funding through a U.S. Department of Housing and Urban Development (HUD) Community Project Funding FY2022 grant to improve the water infrastructure on the City's south side. The project aims to ensure residents can access a safe and reliable water supply for domestic and firefighting purposes. The project covered under this funding appropriation involves the installation of 2,420 linear feet of new 10-inch and 750 linear feet of new 8-inch water mains along the south side of Jacinto City. The new water main will replace the aging and undersized infrastructure in the area. The project will also include the installation of ten new fire hydrants along the new water main. The project lies within Jacinto City and the Harris County target area.

Project Manager, Payroll Support Grant Administration, Churches United for Fair Housing, Inc., New York, New York, Grant Amount: \$1.2 million

Churches United For Fair Housing (CUFFH) is a community-based non-profit with a mission to help families locate and maintain affordable housing in New York City. CUFFH staff works tirelessly to assist residents with the New York City affordable housing lottery application process. They also provide advocacy and legal services

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Business Administration, Economic Development, Eastern University, St. David's, Pennsylvania, 2014

Bachelor of Business Administration, Real Estate, University of Georgia, Athens, Georgia, 2006

HIGHLIGHTS

Federal Grant Management and Compliance

Partner and Client Management

Strategic Solutions for Program Design

Operations Logistics

Data Management and Analytics Application Implementation User Acceptance Testing

Advanced Proficiency in Microsoft Office Suite, Salesforce, SaaS, Power BI, Vision, Microsoft Dynamics, Google Analytics, and Smartsheet

to residents who have been victimized by unethical landlord practices. CUFFH selected GrantWorks to help them apply for and administer a \$1.2 million Community Project Funding (CPF) grant to support payroll for community service staffers.

SENIOR PROGRAM MANAGER CONSULTANT, NEW YORK CITY OFFICE OF TECHNOLOGY AND INNOVATION, NEW YORK, NEW YORK, FEBRUARY 2021 – JANUARY 2023

As a Senior Program Manager, Ross was responsible for COVID-19 technology initiatives, program management, and quality assurance. He oversaw a team of 25 providing program management and quality assurance for the VAX application on behalf of the New York City Office of Technology & Innovation. He scaled the VAX platform through 19 major releases to support over 50 public and private providers, which administered 4.2 million COVID vaccines across 2,500 sites in under two years. Ross led end-to-end provider management and support, including on boarding, training, operations management, support, reporting, and analytics. He also coordinated across multiple city agencies, including City Hall, to execute evolving and emergent public health imperatives, including re-tooling the application to support the Monkeypox vaccine. Ross led agency support and user acceptance testing for the New York City Emergency Housing Voucher Case Tracker, which integrated client referrals across 13 city agencies for tracking and reporting through voucher issuance.

ASSOCIATE DIRECTOR, DISASTER RECOVERY BENEFITS, NEW YORK CITY MAYOR'S OFFICE OF HOUSING RECOVERY OPERATIONS, NEW YORK, NEW YORK, FEBRUARY 2019 – FEBRUARY 2021

Ross ensured compliance with federal, state, and local regulations in administrating the \$2.2B CDBG-DR-funded Build it Back (BIB) Housing Recovery Program. He oversaw organization-wide data management, analysis, and reporting. He also managed special projects, including the City's acquisition or buyout of storm-damaged properties, complex Duplication of Benefits coordination, and closeout of the CDBG-DR grant.

CONSULTANT, CAPITAL ACCESS, INC., NEW YORK, NEW YORK, AUGUST 2014 – FEBRUARY 2019

As a Consultant, Ross oversaw a portfolio of housing and economic development-related projects assisting clients in developing and implementing strategic solutions. He decreased the total applicant processing time frame from six to three months for the \$80 million New York State Acquisition for Redevelopment Program.

NATIONAL FIELD DIRECTOR, HOPE WORLDWIDE, NEW YORK, NEW YORK, JANUARY 2009 – OCTOBER 2013

Ross oversaw a federally funded AmeriCorps program that engaged 150+ AmeriCorps members to serve 1,100 at-risk youth annually. He created and facilitated the National Youth Advisory Council to encourage year-round local service with HOPE worldwide, generating interest in AmeriCorps and resulting in a 150%

EMPLOYMENT HISTORY

- ▶ Associate Vice President of Community Development, GrantWorks, Inc. New York, New York January 2023 - Present
- ▶ Associate Director, Disaster Recovery Benefits, New York City Mayor's Office of Housing Recovery Operations, New York, New York, February 2019 – February 2021
- ▶ Consultant, Capital Access, Inc., New York, New York, August 2014 – February 2019
- ▶ National Field Director, HOPE Worldwide, New York, New York, January 2009 – October 2013

JEFF CARRILLO

DIRECTOR OF COMMUNITY DEVELOPMENT



6 YEARS
GRANT MANAGEMENT
EXPERIENCE

PROFESSIONAL QUALIFICATIONS

Jeff Carrillo assists communities with project implementation and internally provides day-to-day support for the Community Development Project Managers. Jeff manages numerous CDBG-funded grants, including Community Development, Colonia, and Downtown Revitalization Programs through the Texas Department of Agriculture and disaster recovery through the Texas General Land Office. He has also managed Texas Infrastructure Fund grants through the Texas Department of Transportation.

Jeff is a TxCDBG-certified administrator and has successfully managed over 50 federally funded projects, shepherding them through the entire grant administration cycle, from contract execution to State monitoring and closeout. Projects managed include public infrastructure, private property rehabilitation, and disaster recovery. Jeff's project management efforts focus on ensuring that the quality of service to internal and external stakeholders meets the highest standards. He was promoted to Assistant Director in 2018 and Associate Director in 2020.

RELEVANT EXPERIENCE

DIRECTOR OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC. AUSTIN, TEXAS, SEPTEMBER 2021 – PRESENT

Jeff assists communities with project implementation and internally provides day-to-day support for the Community Development Project Managers.

ASSOCIATE DIRECTOR OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, SEPTEMBER 2020 – SEPTEMBER 2021

Jeff assists communities with project implementation and internally provides day-to-day support for the Community Development Project Managers.

Grant Administrator, Texas CDBG-DR 2015-DR Flood, Drainage and Pump Station Improvements, Willacy County, Texas, April 2019 – Present, Grant Amount: \$995,500

Willacy County received funding to improve drainage and pump stations in an emergency following the 2015 Flood. Jeff provides grant administration services, including reviewing and processing

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community & Regional Planning, University of Texas, Austin, Austin, Texas, 2014

Bachelor of Arts, University of Missouri, Columbia, Missouri, 2001

HIGHLIGHTS

Managed and successfully closed over 50 grants, including CDBG, Disaster Recovery, TxDOT TIF, and Safe Routes to School

Excellent communication skills

CERTIFICATIONS/ REGISTRATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2023-2024

reimbursement requests and providing Davis-Bacon, Section 3, and programmatic technical assistance and guidance. Jeff facilitates communication between state and local stakeholders, engineers, and contractors to ensure successful project completion.

Grant Administrator, Texas CDBG-DR Hurricane Ike/Dolly Round 2.2, Water and Sewer System Upgrades, City of Clute, Texas, August 2012 – December 2018, Grant Amount: \$1,664,451

The City of Clute received Disaster Recovery funds to upgrade its water and sewer systems. Jeff provided project management services to help shepherd the project to completion. This project completed in 2018 on time and under budget.

Grant Administrator, Texas CDBG-DR Hurricane Ike/Dolly Round 2.2, Flood and Drainage Facilities Upgrades, Kleberg County, Texas, January 2013 – December 2018, Grant Amount: \$1,000,000

Kleberg County received Disaster Recovery funds to upgrade its existing flood and drainage facilities. Jeff provides project management services to help shepherd the project to completion, and this project is expected to finish by the end of 2018 on time and under budget.

Grant Administrator, Transportation Infrastructure Fund (TIF), Texas Department of Transportation, Upton County, Texas, April 2014 – August 2019, Grant Amount: \$7,049,063

Upton County was awarded a Transportation Infrastructure Fund to help mitigate road damage affected by oil and gas exploration and production-related activities. Jeff coordinated with the Texas Department of Transportation, project engineers, and county representatives to procure several road materials and a force account documentation. The project was completed on time and within budget.

Grant Administrator, Transportation Infrastructure Fund, Texas Department of Transportation, Kleberg County, Texas, April 2014 – August 2019, Grant Amount: \$740,433

Kleberg County was awarded a Transportation Infrastructure Fund to help mitigate road damage affected by oil and gas exploration and production-related activities. Jeff coordinated with the Texas Department of Transportation, project engineers, and county representatives to procure several road materials and a force account documentation. The project was completed on time and within budget.

EMPLOYMENT HISTORY

- ▶ Director of Community Development, GrantWorks, Inc. Austin, Texas, September 2021 – Present
- ▶ Associate Director of Community Development, GrantWorks, Inc. Austin, Texas, September 2020 – September 2021
- ▶ Assistant Director of Community Development, GrantWorks, Inc. Austin, Texas, September 2018 – September 2020
- ▶ Senior Project Manager, GrantWorks, Inc., Austin, Texas, April – September 2018
- ▶ Project Manager, GrantWorks, Inc., Austin, Texas, August 2014 – April 2018
- ▶ Austin History Center, Austin, Texas, October 2011 – August 2014

REGAN LENEHAN

DIRECTOR OF COMMUNITY DEVELOPMENT



PROFESSIONAL QUALIFICATIONS

Regan Lenehan began her career at GrantWorks as a Project Manager, focusing on infrastructure and economic development projects. Regan currently trains and oversees a team of Community Development Project Managers, providing technical assistance on CDBG grants funded by the Texas Department of Agriculture and the Texas General Land Office. She specializes in Community Development, Colonia Construction, Main Street, Downtown Revitalization, and Disaster Recovery/Mitigation contracts.

Regan is a TxCDBG-certified administrator and has successfully managed over 75 projects. Her experience includes public infrastructure, private property rehabilitation, economic development, main street, and disaster recovery. She has also managed the Texas Infrastructure Fund and Safe Routes to School grants through the Texas Department of Transportation.

RELEVANT EXPERIENCE

DIRECTOR OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC. AUSTIN, TEXAS, OCTOBER 2021 – PRESENT

Regan oversees a team of Project Managers who assist communities and collectively manage over \$100 million in CDBG grant contracts.

SENIOR CONSULTANT, COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2018 – OCTOBER 2021

Regan provided internal quality control for procurement reviews, labor standards activities, and technical support and training for GrantWorks staff.

SENIOR PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, JANUARY 2004 – JANUARY 2015

Regan worked directly with stakeholders to successfully implement CDBG projects. Her administration activities included financial management, requests for proposals and qualifications, and sealed bid procurement reviews, quarterly status reports, fair housing, civil rights, and labor standards compliance activities, and project completion/state-agency monitoring reviews. She specialized in the Texas Capital Fund economic development program.

15 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community & Regional Planning, University of Texas, Austin, Austin, Texas, 2004

Bachelor of Arts, Latin American Studies, Vassar College, Poughkeepsie, New York, 1997

HIGHLIGHTS

Develops departmental policy and procedure

Leads a team of project managers

Conversational Spanish skills

CERTIFICATIONS/ REGISTRATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2023-2024

EMPLOYMENT HISTORY

- ▶ Director of Community Development, GrantWorks, Inc., Austin, Texas, October 2021 – Present
- ▶ Senior Consultant, GrantWorks, Inc., Austin, Texas, April 2018 – October 2021
- ▶ Senior Project Manager, GrantWorks, Inc., Austin, Texas, January 2004 – January 2015
- ▶ Junior Financial Analyst, Symmetry Partners, LLC, New York, New York, January 1998 – January 2002

SAMANTHA CHUMLEY

CLIENT SERVICES MANAGER



PROFESSIONAL QUALIFICATIONS

Samantha is responsible for establishing and maintaining relationships with clients. She is also involved in developing new market opportunities for GrantWorks. Samantha assists communities in developing eligible projects, attending meetings with local elected officials, completing employee interviews, and completing site visits. She reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers as needed to keep abreast of grant funding opportunities and program changes. Samantha also identifies and reviews local government needs and priorities that may be addressed through various funding opportunities, coordinates project development meetings, and attends applicable stakeholder meetings.

RELEVANT EXPERIENCE

CLIENT SERVICES MANAGER, GRANTWORKS, INC., LUBBOCK, TEXAS, SEPTEMBER 2020 – PRESENT

As a Client Services Manager, Samantha covers the West Texas region. She markets grant funding opportunities to city and county governments and advises on available assistance to solve community problems.

DESIGN COORDINATOR, STEPHEN JOSEPH, INC., LUBBOCK, TEXAS, MAY 2019 – SEPTEMBER 2020

Samantha was responsible for generating all technical design specification sheets daily using Adobe Illustrator, Photoshop, and InDesign. She reworked and created art for new products. She collaborated with the design and product development team to create new on-trend gift products for gift brands, creating detailed product design specification packages for final product approval. Samantha tracked the status of all assigned projects released to factories and maintained daily communications through all revisions to achieve final sample approvals.

4 YEARS

CLIENT SERVICES EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Agricultural Communications, Texas Tech University, Lubbock, Texas, May 2019

HIGHLIGHTS

Proficient in the Adobe Creative Cloud Suite: Illustrator, Photoshop, InDesign, Dreamweaver, Lightroom, Premier Pro, Acrobat, and Spark

Written and verbal communication; organized and detail-oriented

Able to work in a fast-paced environment to meet all established time and action deadlines

PROFESSIONAL AFFILIATIONS

Member, Llano Estacado Emmaus Community

Member, Texas Tech Alumni Association

**STUDIO INSTRUCTOR AND SOCIAL MEDIA ASSISTANT, BOARD & BRUSH, LUBBOCK, TEXAS,
JANUARY 2017 – OCTOBER 2019**

Samantha edited, created, and designed graphics using Adobe Illustrator for customer projects and multimedia use. She successfully spearheaded campaigns and maintained a strong social media and monitored the online presence of the company's brand and engaged with users, and used social media analytics to create targeted audiences.

EMPLOYMENT HISTORY

- ▶ Client Services Manager, GrantWorks, Inc., Lubbock, Texas, September 2020 – Present
- ▶ Design Coordinator, Stephen Joseph, Inc., Lubbock, Texas, May 2019 – September 2020
- ▶ Studio Instructor and Social Media Assistant, Board & Brush, Lubbock, Texas, January 2017 – October 2019

ATTACHMENT 2 – EVIDENCE OF TxCDBG CERTIFICATION

ATTACHMENT 2 – EVIDENCE OF TXCDBG CERTIFICATION

GrantWorks is a Pre-Qualified Administrative Services Provider for TxCDBG. We have provided a list of GrantWorks 2023-2024 TxCDBG Certified Administrators (82) as of July 18, 2024, in **Figure 14**.

Figure 14: GrantWorks 2023-2024 TxCDBG Certified Administrators

Jessica Acosta	John Groberg	Lindsey Miller
Lauren Anderson	Mirenda Harris	Jodi Mozeika
Katie Angelo	Candice Hendry	Ben Nakhaima
Carlos Beceiro	Brooke Hinch	Rusty Navarre
Emmanuel Berrios	Jill Hooks	Kevin Pell
Sandy Berger	Yolanda Jackson	Emily Powers
Noelia Blanco	Gabriella Jakubowski	Calvin Poznik
Karen Blaney	Gustavo Jimenez	Katherine Price
Brice Bloomer	Melinda Kapelka	Matthew Pritt
Kayla Burgess	Ben Kleesattel	Shirley Rempe
Kendra Busse Rocha	Yuhana Khan	Danielle Rojas
Martha Brown	Alisha (Nikki) Kuhn	Annemarie Rossato
Addison Bruzenak	Allison Land	Matthew Russo
Cliff Calley	Danielle Lewis	Roxana Sandoval
Shauna Canalez	Jennifer Lewis	Eileen Schrandt
Jeff Carrillo	Sofia Lehmann	Sarah Scott
Jerry Carvajal	Sam Lilley	Sergio Sena
Erica Castro	Allison Long	Alexander Sievers
Luci Cook-Hildreth	Hannah Lovato	Vicki Spiess
Rosie Daly	Anna Lowy	Jamie Stivender
Robert Davila	Isabel Lozoya	Ceci Sudarsanam
Kirsten Duke	Jordan Mahoney	Ryan Sunvision
Natalie Eckstrom	Sean Martineau	Arianna Trevino
Charles Edwards	Shawna McElfish	Angela Turner
Andrea Garcia	Austin McLemore	Elicia Villarreal
Rebecca Gillmore	Wesley McPhail	Cynthia Zbranak
Anthony Gonzales	Veronica Mentor	
Natalie Gonzalez	Carlissa Miller	

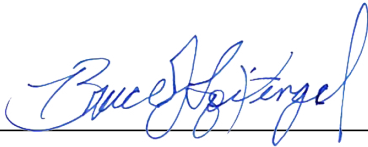
ATTACHMENT 3 – REQUIRED FORMS

ATTACHMENT 3 – REQUIRED FORMS

- ▶ Certificate of Liability Insurance
- ▶ Statement of Conflicts of Interest
- ▶ System for Award Management (SAM) Search Results
- ▶ Form CIQ: Conflict of Interest Questionnaire
- ▶ Certification Regarding Lobbying
- ▶ Disclosure Regarding Lobbying Form
- ▶ Form 1295: Certificate of Interested Parties

STATEMENT OF CONFLICTS OF INTEREST

GrantWorks has identified no potential and/or conflicts regarding the company or with key employees.



Authorized Signature

September 20, 2024

Date

Bruce J. Spitzengel, President

Print Name & Title

SYSTEM FOR AWARD MANAGEMENT



Entity Information Search Results 1 Total Results

Filter by:

Keyword (EXACT)	Status
uz9nmvf8sgd8	Active,Inactive

GRANTWORKS, INC. ● Active Registration Entity		
Unique Entity ID: UZ9NMVF8SGD8	Physical Address: 2201 NORTHLAND DR AUSTIN , TX 78756 USA	Expiration Date: Aug 15, 2025
CAGE/NCAGE: 5JH22		Purpose of Registration: All Awards



Entity Information Search Results 1 Total Results

Filter by:

Keyword (EXACT)	Status
"Bruce Spitzengel"	Active,Inactive

GRANTWORKS, INC. ● Active Registration Entity

Unique Entity ID: UZ9NMVF8SGD8	Physical Address:	Expiration Date:
CAGE/NCAGE: 5JH22	2201 NORTHLAND DR	Aug 15, 2025
	AUSTIN , TX	Purpose of Registration:
	78756 USA	All Awards

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
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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		

<https://sam.gov/entity/UZ9NMVF8SGD8/coreData?status=Active>

Page 1 of 2

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

 Bruce Spitzengel, President	2201 Northland Drive Austin, Texas 78756 United States
ERIC HARTZELL, Executive VP	2201 Northland Drive Austin, Texas 78756 United States

Government Business

 Bruce Spitzengel, President	2201 Northland Drive Austin, Texas 78756 United States
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)

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>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="padding: 2px;">OFFICE USE ONLY</th> </tr> <tr> <td style="padding: 2px;">Date Received</td> </tr> </table>		OFFICE USE ONLY	Date Received
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>September 20, 2024</p> <p style="text-align: center;">Date</p>		

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

- (2) the vendor:

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

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

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

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

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

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

- (1) the date that the vendor:

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

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

- (2) the date the vendor becomes aware:

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

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

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

Certification Regarding Lobbying

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

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

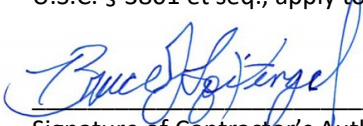
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection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

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

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

September 20, 2024
Date

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)

Type of Federal Action: <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	Status of Federal Action: <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	Report Type: <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change
Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known: Congressional District, if known:		If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
Federal Action Number, if known:	9. Award Amount, if known: \$ _____	
10. a. Name and Address of Lobbying Registrant (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>Bruce J. Spitzengel</u> Title: <u>President</u> Telephone No.: <u>(512) 420-0303</u> Date: <u>September 20,</u> 2024	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

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

(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.			
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)	
		Controlling	Intermediary
5 Check only if there is NO interested Party. <input type="checkbox"/>			
6 UNSWORN DECLARATION My name is _____, and my date of birth is _____. My address: _____ (street), _____ (city), _____ (state), _____ (zip code), _____ (country). I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. <div style="text-align: right; margin-right: 100px;"> _____ Signature of authorized agent of contracting business entity (Declarant) </div>			
ADD ADDITIONAL PAGES AS NECESSARY			

GrantWorks.

2201 NORTHLAND DRIVE
AUSTIN, TEXAS 78756
512-420-0303
WWW.GRANTWORKS.NET

RESPONSE TO

RFP for Administration and Professional Services for TDA's 2025-2026 Community Development Fund



Prepared by:
KSBR, LLC

Proposed to:
City of Breckenridge

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Attachments	<ul style="list-style-type: none">• SAM.gov• Conflict of Interest Questionnaire

INTRODUCTION

RE: RFP for Administration and Professional Services for TDA's 2025-2026 Community Development Fund.

Dear City of Breckenridge,

KSBR, LLC is pleased to offer our response to your request for Administration and Professional Services for TDA's 2025-2026 CDBG Program. KSBR offers a customized services team, and we are currently handling many other HUD and TDA-funded grants. KSBR brings a wealth of experience in CDBG application development and program management.

We are a minority—and woman-owned business based in Sulphur Springs, Texas. Our team has supported local Texas communities for over 16 years, including CDBG projects. While Texas-based, we work nationally on CDBG programs, giving us experience and insight into best practices nationwide. KSBR has the capabilities of a large company while offering the personalized service level of a small company. We are intentional about the clients we serve.

What sets us apart from our competitors is our unique approach. As a smaller firm, we prioritize quality over quantity, ensuring that each project receives our full attention. Our specialization in CDBG and HUD programs and our staff's status as national industry experts position us as a standout choice for your needs.

Please don't hesitate to contact us if you need any clarification or have questions about our proposal. We look forward to the opportunity to support your team in the long-term phase of your CDBG program. I can be reached using the contact information I've included below.

Sincerely,

Katy Sellers - Principal - KSBR, LLC
Phone: (903)243-0481 / Email: katy@ksbr-llc.com

EXPERIENCE OF THE FIRM

RELATED EXPERIENCE AND BACKGROUND

Our team of Subject Matter Experts has directed and managed federally funded programs at the federal, state, and local levels. KSBR's team has extensive experience with federally funded grant allocations from Community Development Block Grants (CDBG). We have developed and implemented the policies and standard operating procedures states and cities use to manage CDBG programs. Additionally, we have provided guidance, direction, and training to state and local agency heads on this subject. In the state of Texas, we have trained Grant Administrators, and some of our team members are Certified TxCDBG Administrators through TDA. Notably, we have also served as the crucial governmental liaison between HUD and the state of Texas on several projects, facilitating effective communication and collaboration. We are confident that our team possesses the relevant experience necessary to submit a successful grant application to the City and subsequently oversee a successful program.

Our organization is dedicated to delivering projects that meet and exceed compliance standards. We have strong working relationships with the TDA and HUD, considering them our partners in our projects; we're looking for their guidance to resolve any issues and ensure our clients' needs are met promptly. Our direct experience with the TDA-Go system and our successful completion of multiple projects without any HUD findings testify to our commitment to compliance. We understand the importance of coordination for the program's success and are committed to keeping everyone updated and following up as required. Our dedication to delivering a compliant project for the City and TDA is unwavering.



PROJECT PROPOSAL

Application Preparation.

We have established working relationships with various governmental organizations such as DOT, HUD, USACE, USDA–NRCS, EPA, FEMA, GLO, TxDOT, TWDB, TPWD, and several others. We understand the requirements and evaluation criteria needed to complete and submit a successful application. We work to stay apprised of any updates or follow-ups and are committed to utilizing the resources available and delivering a strong grant application. Should there be a need for grant resubmittals or responses to requests for more information (RFIs), KSBR will take any feedback into consideration and ensure that it remains diligent throughout the process. Follow-up and due diligence are key factors in the application process. Some agencies can take in excess of one year to approve applications, and we are committed to our clients from start to finish.

Grant and Project Management.

Our team has over 16 years of experience in administering and managing federal grants. We also have other team members with experience as private consultants with past clients, including Texas cities and counties. We can help the City procure services to keep costs low and monitor construction progress to reduce change orders so that the City may get the most for its money. Managing projects on time and within budget also helps build good relationships toward future funding from HUD. Our team has members who are recognized as Certified Grant Administrators by TDA.

Financial Management.

Our expertise in managing grant funds includes drafting financial policies and processing draws efficiently. We have a successful track record of completing financial audits with no questioned costs, ensuring transparency and accountability in financial management. In addition to our financial management services, we can assist the City in proving its ability to manage grant funds to the state's audit division. We will help establish and maintain a bank account and submit the required Accounting System Certification Letter and signatory form to TDA. Our team will provide general advice, review invoices, and file backup documentation to ensure all financial processes are in compliance with grant requirements.

Environmental Review.

Our team includes partners who perform the environmental assessments required to receive HUD funding. Our environmental services include consulting and project management, strategic planning, risk assessments, Phase I—III environmental assessments, feasibility studies, permitting, compliance assistance, and environmental auditing.

Real Property Acquisition / URA

Our team has assisted clients in acquiring property through federal grants. We possess extensive experience in navigating appraisals, ensuring compliance with the Uniform Relocation Act, and overcoming various obstacles. Additionally, we prepare necessary acquisition reports for submission to TDA, maintain comprehensive files for each parcel acquired, and support the city in negotiations with property owners. We have developed acquisition and buyout plans for communities that highlight key areas for redevelopment or green spaces aimed at coastal protection. Our compliance and monitoring services include creating procedures and checklists for those displaced and adhering to the Uniform Relocation Act (URA) and the Real Property Acquisition Policies Act of 1970. We also provide assistance with individual assistance programs, such as temporary housing and shelter initiatives, immediately following disasters.

Construction Management / Infrastructure.

Our team has successfully managed over 3,600 projects. This includes an \$80 million waste-water treatment plant project in the City of Galveston and over \$30 million in multiple infrastructure projects in New York City involving sewer, drainage, and other utility services. These high-value projects, along with numerous others, such as drainage improvements, street elevations, and coastal mitigation, demonstrate our team's expertise and dedication to delivering quality results. We also have a strong track record of effectively combining funds from different sources to deliver better projects for our clients. Our experience includes navigating grant requirements for Section 3, Fair Housing, Davis-Bacon Labor Standards, and other requirements mandated by HUD and GLO.

Civil Rights/Fair Housing / Equal Opportunity.

Our team will assist the City in implementing, documenting, and reviewing the Fair Housing requirements for the proposed projects. We can also review policies, procurement documents, and other materials to ensure that Civil Rights and Equal Opportunity requirements are referenced appropriately and meet federal standards.

Our team has substantial experience assisting the public in navigating unfamiliar circumstances, conducting interviews to assess each family's relocation needs, and ensuring they have decent, safe, and sanitary housing. KSBR wants to minimize the negative impact moving can sometimes have on families.

Rehabilitation of Private Property.

KSBR has successfully partnered with the states of New York and North Carolina as well as the City of Houston, where we have designed, implemented, and administered short- and long-term housing rehabilitation programs and provided comprehensive management services. Our collaboration with community groups and housing advocacy organizations ensures that construction is integrated into the community for more resilient future neighborhoods.

Audit / Close-out Procedures.

We can complete all program requirements and comply with the closeout proceedings within the contract time frames. Adhering to all requirements and regulations has allowed us to remain compliant in our audit and close-out procedures. Our team is familiar with TDA-GO and TDA’s Implementation Manual, which provide guidance so that we can complete the necessary tasks within the outlined timeframes.

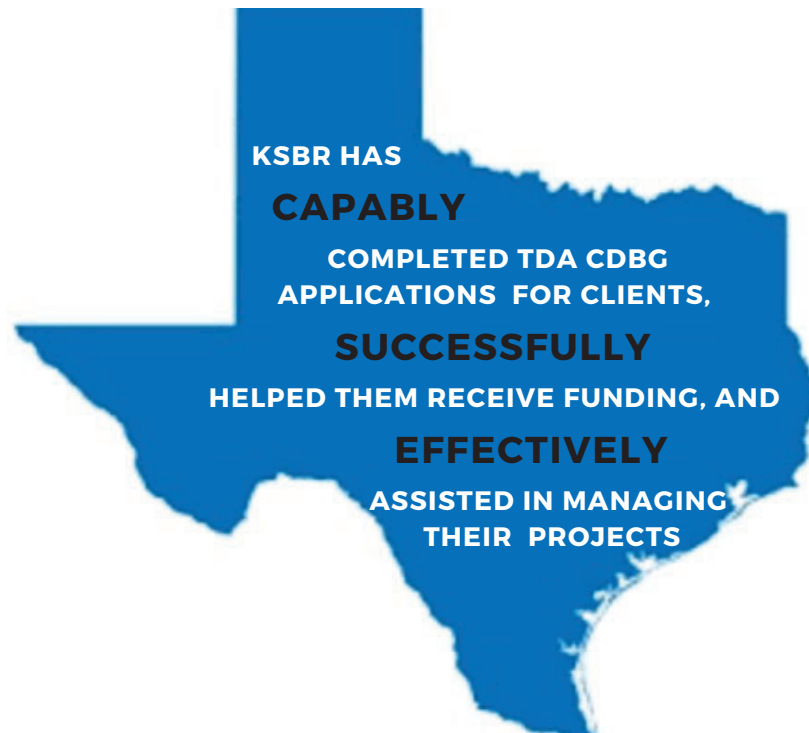


APPROACH & METHODOLOGY

Our philosophy is that to implement a compliant CDBG program successfully, we must collaborate and communicate effectively. We approach each task with diligence and consideration. Our firm understands that to complete a project successfully, we must coordinate with various partners, including engineers, technical staff, TDA, and others. We pay close attention to detail and remain punctual, especially regarding milestones, clearances, and reports. We will apply these principles to every aspect of the City's CDBG projects, from the most minor task to the largest, from an individual to the entire community and each organization involved.

Pre-Funding/Application Process. Over the years, our firm has developed processes that facilitate successful application submission. We understand the evaluation criteria and review process and have built our Pre-Funding process to maximize the probability of approval. We have successfully applied to TDA for other communities' CDBG projects.

Post-Funding Methodologies. KSBR's philosophy is to complete every task professionally and on time by ensuring that your grant application meets eligibility requirements and includes the necessary information to secure funding. When funding is secure, we set up meetings to kick off the project and host conversations regarding the project plan, approach, and schedule.



REFERENCES

Name: Jim Gibson, Executive Director, Rockdale MDD
Relationship: Downtown Revitalization Program
Contact: (512) 446-2111; jim.gibson@rockdalemdd.org

Name: Lesa Smith, Asst. City Manager/Finance Dir., City of Sulphur Springs
Relationship: TDHCA - Community Resiliency Program
Contact: (903) 439-3755; lsmith@sulphurspringstx.org

Name: David E. Hall, Commissioner for Precinct 1, Calhoun County
Relationship: CDBG-DR and MIT-funded projects
Contact: (361) 552-9242; david.hall@calhouncotx.org

Name: Jorge Ramirez, Resilient Strategies, Inc.
Relationship: Former Director of Texas GLO CDR Program; worked with KSBR
Contact: (512) 633-4945; jorge@resilientsg.com



WORK PERFORMANCE

Our team will track, record, and submit milestones to TDA throughout the project. We will also provide follow-ups and reminders for any startup documents or goals that need to be achieved. As contractors are selected and contracts are signed, our team will cooperate with all contractors, government officials, and staff involved. When milestones are reached, our team will handle procurement and draw requests. We intend to ensure that all engineers and contractors comply as the project commences and progresses, and we will complete any necessary environmental reviews.

KSBR will administer and complete the proposed infrastructure project, acknowledging and following through on all requirements of the HUD CDBG program as administered by TDA. We will ensure that every TDA and HUD expectation is met along the way and that grant closeout is seamless.

Our work on each CDBG project encompasses various administrative duties, including following TDA and HUD requirements, ensuring eligibility, completing documentation, maintaining records, facilitating public hearings, providing updates, and preparing monthly, quarterly, and annual reports. We also oversee compliance among all parties involved. Importantly, our firms boast extensive experience in Labor and Procurement duties, including providing Labor Standards Officer services. For instance, Veronica serves as a Labor Standard Officer for other grants, ensuring compliance with relevant Labor Standards and Procurement policies and regulations, showcasing our team's expertise in this area.

Our team is composed of dedicated record-keepers who take their duties seriously and complete the necessary steps to prepare, submit, and implement all required reports. We are experts at preventing fraud and abuse, preparing and completing closeout documents, submitting invoices, requests for extensions (if eligible and needed), and all necessary supporting documents. Notably, we are not only experts in CDBG; our leaders and senior staff are also well-versed in construction management and grant administration for infrastructure programs. We are committed to ensuring compliance, assisting with financial processes, obtaining, maintaining, and revising the most current contracts as needed, assisting with audits, and responding to TDA requests. Our commitment to the success of this project is unwavering.

PROJECT PROPOSAL

KSBR is prepared to complete draw requests, facilitate outreach, application intake, and eligibility review, and submit, oversee, and support any acquisition activities, if necessary. We can review, prepare, complete, and provide guidance on all Environmental Services requirements, such as preparing responses, submitting reviews, consulting and coordinating with oversight/regulatory agencies to facilitate clearance, submitting publications for public notices, advising and completing environmental re-evaluations (if required), and keeping the team informed on the Environmental processes.

At KSBR, we understand that the grant closeout process is a critical phase. After construction completion, we take several steps to ensure a compliant and efficient closeout. Our commitment is to ensure that the process runs smoothly, that all vendors are paid quickly, and that TDA can issue a successful grant completion report. This commitment to a smooth process is at the core of our operations at KSBR.

We will accomplish the necessary tasks from pre- and post-funding services through grant closeout and will perform the tasks using in-house staff. Below, we would like to outline our specific experiences and understanding of the various steps in the process.



CAPACITY TO PERFORM

KSBR, LLC (KSBR) is an MBE/WBE, HUB-certified business based in Texas that works across Texas and nationally on various federal grant programs. The KSBR team represents experience with federally funded grant allocations from HUD Community Development Block Grants, FEMA programs, the US Department of Treasury, TDA (Texas Department of Agriculture), and TDHCA (Texas Department of Housing and Community Affairs) Community Resiliency Programs. We hope this proposal is helpful to our skills for TDA application and implementation of TxCDBG projects.

KSBR is committed to working with the City of Breckenridge for a successful program. We have an excellent team of full-time employees and a group of partners to help ensure the City has all the necessary resources available to them. Our team is dedicated to stewarding the City through the grant process. We know the City is up against TDA deadlines to submit the project application and implement the project within specified timeframes. We can support the City with application, reporting requirements, environmental clearance, and implementation through closeout. We are familiar with all aspects of grant administration, construction management, environmental reviews, and any acquisition or buyout management.

Each team member at KSBR is proud of the work we accomplish and is committed to bringing the same respect and professionalism to every project. We have a wealth of experience in embracing challenges and keeping ourselves and others on track. Our track record of high-quality grant work, resulting in minimal monitoring issues and zero recaptured funds, is a testament to our expertise. We are well-versed in all the materials needed for a successful grant application, providing our clients with confidence and reassurance.

We are thrilled at the prospect of partnering with the City of Breckenridge to successfully complete its project application and implementation. Our team is ready to bring our expertise and dedication to this project, and we look forward to contributing to the City's success.

PAST, PRESENT, & CURRENT WORK

Below is a sampling of projects to demonstrate our experience.



City of Rockdale, TDA

- TxCDBG Downtown Revitalization Program (DRP Pre- and Post-Award Services)



City of Sulphur Springs, TDHCA

- CDBG-CV Community Resiliency Program
- Grant Admin. & Environmental Services



Calhoun County, GLO

- CDBG DR and MIT Projects
- Grant Admin. & Environmental Services



City of Port Lavaca, GLO

- CDBG MIT Projects
- Grant Admin. & Environmental Services



City of Robstown, GLO

- CDBG MIT Project
- Grant Admin. & Environmental Services



KEY STAFF

ORGANIZATION AND MANAGEMENT



Sergio Ramirez

PRINCIPAL AND
CONSTRUCTION
LEAD

Mr. Ramirez recently led residential & infrastructure projects in New York and is the executive responsible for emergency response in NYC. He is currently guiding recovery efforts in North Carolina and was recently selected to oversee recovery efforts in Puerto Rico.

Mr. Ramirez is a recognized authority in CDBG and Mitigation, with a wealth of experience managing large-scale federal, state, and local programs. His role as a Construction Management Executive has seen him effectively direct and manage major vendors such as AECOM, The Liro Group, and SLS.

Mr. Ramirez previously worked as a project executive at the Texas General Land Office and was a key member of the team that led the transition when the GLO was directed to take over disaster recovery programs from TDHCA and TDRA.

Before his involvement with CDBG, Mr. Ramirez enjoyed a successful career in the Logistics and Manufacturing industry. His leadership in directing global operations for companies such as General Motors, Caterpillar, Applied Materials, and Brambles, coupled with his tenacity and drive, saw him rise from humble beginnings to the role of Vice President of Operations in just 16 years.

During this time, Mr. Ramirez accumulated a black belt in Six Sigma, a master's black belt in Lean Sigma, and two graduate degrees in Finance and Economics. In six years as one of the Principals, Mr. Ramirez and his partner have grown KSBR into a nationally recognized firm.

KEY STAFF

ORGANIZATION AND MANAGEMENT

Ms. Sellers is a leader in the CDBG field. With over fifteen years of experience in CDBG and disaster recovery, Ms. Sellers has managed projects and teams covering six different disaster appropriations, representing billions of dollars in recovery aid from HUD and FEMA. She has worked on programs for federal, state, and local governments,

Currently, Ms. Sellers is at the helm of Hurricane Harvey CDBG-DR projects for the GLO and several cities and counties. Her previous role involved leading New York's Hurricane Sandy Build It Back program, where she spearheaded a team designed to support construction efforts through issue resolution and critical problem-solving. Her leadership has consistently reassured her team and stakeholders of her competence.

Ms. Sellers has not only familiarized herself with the regulations of federal and state agencies but also provided invaluable advice to vendors and contractors on how to navigate the rules for a smooth construction process. Her early recovery work for the White House and Department of Homeland Security coordinating federal and state response to Hurricane Katrina has laid a solid foundation for her expertise.

She then returned to Texas to assist with recovery work on hurricanes and wildfires with the Governor's Office and Texas General Land Office. Ms. Sellers directed billions of dollars in contracts with over 300 communities and vendors. She led the policy and planning area and was responsible for compliance with HUD regulations.



Katy Sellers

PRINCIPAL AND
COMPLIANCE
LEAD

KEY STAFF

ORGANIZATION AND MANAGEMENT



Veronica Pauda

GRANT MANAGER

Ms. Pauda has 12 years of experience managing federal grants. She recently ensured compliance with a housing grant in North Carolina and is currently assisting with CDBG, Mitigation, and Disaster Recovery grant projects in Texas.

Ms. Pauda is well-established in managing federal, state, and local projects. She also worked for the State of Texas for three years and became adept at assisting with community engagement and program management.

She is a veteran of grant management, program implementation, and project compliance. She is the labor standards liaison on many client projects and ensures efficient record-keeping and punctual project schedules.

Ms. Pauda graduated from the University of Texas at the Permian Basin with a BA degree in Communication. Ms. Pauda is a Certified TxCDBG Grant Administrator.

Grant Certifications Held By Members of Our Team:

- HUD Technical Assistance Providers
- Certified Floodplain Managers (CFM)
- Project Management Professionals (PMP)
- American Institute of Certified Planners (AICP)
- Geographic Information System Level I and II
- Texas CDBG Certified Administrators
- Fair Housing, Leasing, and Management Issues Certificate
- HUD Environmental Compliance
- Lean Six Sigma Black Belt

PROPOSED COST

Phase 1: Application Preparation Services (Pre-award Costs May Be Reimbursable)

KSBR, LLC will charge a \$1,000 application fee, which the grant may reimburse if the project is selected.

KSBR LLC is open to negotiating the final price as 2 CFR Part 200 allows.

Phase 2: Implementation Services (Contingent Upon Funding)

KSBR LLC proposes the cost below as it relates to the grant award. These costs include all services outlined in the RFP (if applicable) and necessary for CDBG implementation and would not exceed any caps outlined by the TDA application guidelines. There is no maximum limit to the total dollar value of grant funds we can manage.

In accordance with the application guidelines, KSBR LLC offers services for \$50,000. We will ensure this does not exceed the cap of 16% of the total grant funds requested.



SUMMARY

Our philosophy is to cooperate, communicate effectively, and successfully implement a compliant CDBG program. We will approach each task with diligence and consideration. Our firm knows that to complete a project successfully, we must coordinate with many different partners, including engineers, technical staff, TDA, and others. We pay close attention to detail and remain punctual, especially regarding milestones, clearances, and reports. We will apply these principles to every area of the City's CDBG projects, from the minor task to the largest, from an individual to the entire community, and each organization involved.

KSBR recognizes the vital role that collaboration and teamwork play in project management. We place a high value on time management and professional working relationships, setting clear expectations and reporting requirements, and competently tracking records, project progress, and goals. We have a wealth of experience overcoming challenges and ensuring that we, along with our partners, stay on track with our projects.

We look forward to assisting the City in successfully completing its project application and implementation.





KSBR LLC

Unique Entity ID EHLVVV9HM6B5	CAGE / NCAGE 8DCE6	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Feb 22, 2025	
Physical Address 430 Church Street Sulphur Springs, Texas 75482-2646 United States	Mailing Address 430 Church Street Sulphur Springs, Texas 75482 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Texas 04	State / Country of Incorporation Texas / United States	URL (blank)

Registration Dates

Activation Date Feb 26, 2024	Submission Date Feb 23, 2024	Initial Registration Date Jun 12, 2019
--	--	--

Entity Dates

Entity Start Date Feb 16, 2016	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 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?

Yes

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?

No

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 acknowledgment of fault?

Not Selected

Exclusion Summary

Feb 26, 2024 06:52:48 PM GMT
<https://sam.gov/entity/EHLVVV9HM6B5/coreData?status=null>

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

Sole Proprietorship

Profit Structure

For Profit Organization

Entity Type

Business or Organization

Organization Factors

Limited Liability Company**Socio-Economic Types****Minority-Owned Business****Self Certified Small Disadvantaged Business****Women-Owned Small Business****Women-Owned Business****Hispanic American Owned**

Check the registrant's Reps & 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

8DCE6**Electronic Funds Transfer**

Account Type

Checking

Routing Number

*******75**

Lock Box Number

(blank)

Financial Institution

ALLIANCE BANK

Account Number

*******66****Automated Clearing House**

Phone (U.S.)

9032430481

Email

katy.sellers1@gmail.com

Phone (non-U.S.)

(blank)

Fax

(blank)**Remittance Address****Katy Sellers****1530 Craig Ridge****Sulphur Springs, Texas 75482****United States****Taxpayer Information**

EIN

*******2761**

Type of Tax

Applicable Federal Tax

Taxpayer Name

KSBR LLC

Tax Year (Most Recent Tax Year)

2024

Name/Title of Individual Executing Consent

Managing Principal

TIN Consent Date

Feb 23, 2024

Address

1220 Melony Lane**Sulphur Springs, Texas 75482**

Signature

Katy Sellers**Points of Contact****Accounts Receivable POC**

Feb 26, 2024 06:52:48 PM GMT

<https://sam.gov/entity/EHLVVV9HM6B5/coreData?status=null>

♀
Katy Sellers
 katy@ksbr-llc.com
 9032430481

Electronic Business

♀
Katy Sellers
 katy@ksbr-llc.com
 9032430481

1530 Craig Ridge
Sulphur Springs, Texas 75482
United States

Government Business

♀
Katy Sellers
 katy@ksbr-llc.com
 9032430481

430 Church
Sulphur Springs, Texas 75482
United States

Sole Proprietorship POC

♀
Katy Sellers
 katy@ksbr-llc.com
 9032430481

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	541611	Administrative Management And General Management Consulting Services

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
 (blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
\$1,500,000.00	3

Location

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

Industry-Specific

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

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States	Counties	Metropolitan Statistical Areas
Any	(blank)	(blank)

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

KSBR LLC NO CONFLICT

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

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

N/A

Name of Officer

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

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

Yes No

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

Yes No

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

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

7
Katy Sellers
Signature of vendor doing business with the governmental entity

09/19/24
Date

Administration/Professional Services Rating Sheet

Grant Recipient City of Breckenridge
 Name of Respondent Public Management+
 Evaluator's Name Cynthia Notrop

TxCDBG Contract No. 2025-2026 CDBG
 Date of Rating _____

Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>10</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>10</u>
Subtotal, Experience	30	<u>30</u>

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>5</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	<u>30</u>

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	<u>20</u>

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ <u>32,900</u>		
B = Bidder's Proposal \$ <u>58,725</u>		
A ÷ B X 20 equals Respondent's Score	<u>11.2</u>	

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	<u>30</u>
<input type="checkbox"/> Work Performance	30	<u>30</u>
<input type="checkbox"/> Capacity to Perform	20	<u>20</u>
<input type="checkbox"/> Proposed Cost	20	<u>11.2</u>
Total Score	100	<u>91.2</u>

Administration/Professional Services Rating Sheet

Grant Recipient City of Breckenridge
 Name of Respondent Grantworks
 Evaluator's Name Cynthia Northrup

TxCDBG Contract No. 2025-2026 CDBG
 Date of Rating _____

Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>10</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>10</u>
Subtotal, Experience	30	30

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>5</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	30

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	20

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ <u>32,900</u>		
B = Bidder's Proposal \$ <u>32,900</u>		
A ÷ B X 20 equals Respondent's Score	20	20

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	<u>30</u>
<input type="checkbox"/> Work Performance	30	<u>30</u>
<input type="checkbox"/> Capacity to Perform	20	<u>20</u>
<input type="checkbox"/> Proposed Cost	20	<u>20</u>
Total Score	100	100

Administration/Professional Services Rating Sheet

Grant Recipient City of Breckenridge
 Name of Respondent KSBR
 Evaluator's Name Cynthia Northrop

TxCDBG Contract No. 2025-2026 CDBG
 Date of Rating _____

Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>9</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>4</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>10</u>
Subtotal, Experience	30	<u>28</u>

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>5</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	<u>30</u>

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>4</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	<u>19</u>

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ <u>32900</u>		
B = Bidder's Proposal \$ <u>50000</u>		
A ÷ B X 20 equals Respondent's Score	<u>13.16</u>	
	20	

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	<u>28</u>
<input type="checkbox"/> Work Performance	30	<u>30</u>
<input type="checkbox"/> Capacity to Perform	20	<u>19</u>
<input type="checkbox"/> Proposed Cost	20	<u>13.16</u>
Total Score	100	<u>90.16</u>

Administration/Professional Services Rating Sheet

Grant Recipient CITY OF BRECKENRIDGE
 Name of Respondent GRANTWORKS
 Evaluator's Name GARY MERCER

TxCDBG Contract No. 2025-2026 CDBG
 Date of Rating 10/03/2024

Experience – Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

Factors

	Max.Pts.	Score
1. Related Experience / Background with federally funded projects	10	<u>9</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>5</u>
Subtotal, Experience	30	<u>29</u>

Work Performance

Factors

	Max.Pts.	Score
1. Submits requests to client/TDA in a timely manner	5	<u>4</u>
2. Responds to client/TDA requests in a timely manner	5	<u>4</u>
3. Past client/TDA projects completed on schedule	5	<u>3</u>
4. Work product is consistently of high quality with low level of errors	5	<u>5</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>4</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	<u>27</u>

Capacity to Perform

Factors

	Max.Pts.	Score
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	<u>20</u>

Proposed Cost

Factors

	Max.Pts.	Score
A = Lowest Proposal <u>\$ 32,900</u>		
B = Bidder's Proposal <u>\$ 32,900</u>		
A ÷ B X 20 equals Respondent's Score	20	<u>20</u>

TOTAL SCORE

	Max.Pts.	Score
<input type="checkbox"/> Experience	30	<u>29</u>
<input type="checkbox"/> Work Performance	30	<u>27</u>
<input type="checkbox"/> Capacity to Perform	20	<u>20</u>
<input type="checkbox"/> Proposed Cost	20	<u>20</u>
Total Score	100	<u>96</u>

Administration/Professional Services Rating Sheet

Grant Recipient CITY OF BRECKENRIDGE
 Name of Respondent KSBR
 Evaluator's Name GARY MERCER

TxCDBG Contract No. 2025-2026 CDBG
 Date of Rating 10/03/2024

Experience – Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>9</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>9</u>
Subtotal, Experience	30	28

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>4</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>4</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	28

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>4</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	19

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal <u>\$ 32,900</u>		
B = Bidder's Proposal <u>\$ 50,000</u>		
A ÷ B X 20 equals Respondent's Score	13.16	13.16
	20	

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	<u>28</u>
<input type="checkbox"/> Work Performance	30	<u>28</u>
<input type="checkbox"/> Capacity to Perform	20	<u>19</u>
<input type="checkbox"/> Proposed Cost	20	<u>13.16</u>
Total Score	100	88.16

Administration/Professional Services Rating Sheet

Grant Recipient CITY OF BRECKENRIDGE
 Name of Respondent PUBLIC MANAGEMENT
 Evaluator's Name GARY MERCER

TxCDBG Contract No. 2025-2026 CDBG
 Date of Rating 10/03/2024

Experience – Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>9</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>10</u>
Subtotal, Experience	30	29

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>4</u>
2. Responds to client/TDA requests in a timely manner	5	<u>4</u>
3. Past client/TDA projects completed on schedule	5	<u>4</u>
4. Work product is consistently of high quality with low level of errors	5	<u>5</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	27

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	20

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ 32,900		
B = Bidder's Proposal \$ 58,725	20	<u>11.2</u>
A ÷ B X 20 equals Respondent's Score	20	11.2

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	<u>29</u>
<input type="checkbox"/> Work Performance	30	<u>27</u>
<input type="checkbox"/> Capacity to Perform	20	<u>20</u>
<input type="checkbox"/> Proposed Cost	20	<u>11.2</u>
Total Score	100	87.2

Administration/Professional Services Rating Sheet

Grant Recipient CITY OF BRECKENRIDGE
 Name of Respondent KSBR
 Evaluator's Name JESSICA SUTTER

TxCDBG Contract No. 2025-2026 CDBG
 Date of Rating 10/02/2024

Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>9</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>8</u>
Subtotal, Experience	30	<u>27</u>

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>4</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>4</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	<u>28</u>

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>4</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	<u>19</u>

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal \$ <u>32,900</u>		
B = Bidder's Proposal \$ <u>50,000</u>		
	13.16	
A ÷ B X 20 equals Respondent's Score	20	

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	<u>27</u>
<input type="checkbox"/> Work Performance	30	<u>28</u>
<input type="checkbox"/> Capacity to Perform	20	<u>19</u>
<input type="checkbox"/> Proposed Cost	20	<u>13.16</u>
Total Score	100	<u>87.16</u>

Administration/Professional Services Rating Sheet

Grant Recipient CITY OF BRECKENRIDGE
 Name of Respondent PUBLIC MANAGEMENT
 Evaluator's Name JESSICA SUTTER

TxCDBG Contract No. 2025-2026 CDBG
 Date of Rating 10/02/2024

Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>10</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>10</u>
Subtotal, Experience	30	<u>30</u>

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>5</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>5</u>
Subtotal, Performance	30	<u>30</u>

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	<u>20</u>

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal <u>\$ 32,900</u>		
B = Bidder's Proposal <u>\$ 58,725</u>		
A ÷ B X 20 equals Respondent's Score	11.2	<u>11.2</u>

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	<u>30</u>
<input type="checkbox"/> Work Performance	30	<u>30</u>
<input type="checkbox"/> Capacity to Perform	20	<u>20</u>
<input type="checkbox"/> Proposed Cost	20	<u>11.2</u>
Total Score	100	<u>91.2</u>

Administration/Professional Services Rating Sheet

Grant Recipient CITY OF BRECKENRIDGE
 Name of Respondent GRANTWORKS
 Evaluator's Name JESSICA SUTTER

TxCDBG Contract No. 2025-2026 CDBG
 Date of Rating 10/02/2024

Experience -- Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	10	<u>9</u>
2. Related Experience / Background with specific project type (housing rehabilitation, acquisition of property, coordination with regulatory agency, etc.)	5	<u>5</u>
4. Certified Administrator of TxCDBG Program by TDA	5	<u>5</u>
5. References from current/past clients	10	<u>9</u>
Subtotal, Experience	30	<u>28</u>

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/TDA in a timely manner	5	<u>5</u>
2. Responds to client/TDA requests in a timely manner	5	<u>5</u>
3. Past client/TDA projects completed on schedule	5	<u>5</u>
4. Work product is consistently of high quality with low level of errors	5	<u>4</u>
5. Past client/TDA projects have low level of monitoring findings/concerns	5	<u>5</u>
6. Manages projects within budgetary constraints	5	<u>4</u>
Subtotal, Performance	30	<u>28</u>

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications of Professional Administrators / Experience of Staff	5	<u>5</u>
2. Present and Projected Workloads	5	<u>5</u>
3. Quality of Proposal/Work Plan	5	<u>5</u>
4. Demonstrated understanding of scope of the TxCDBG Project	5	<u>5</u>
Subtotal, Capacity to Perform	20	<u>20</u>

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
A = Lowest Proposal <u>\$ 32,900</u>		
B = Bidder's Proposal <u>\$ 32,900</u>	20	
A ÷ B X 20 equals Respondent's Score	20	

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	<u>28</u>
<input type="checkbox"/> Work Performance	30	<u>28</u>
<input type="checkbox"/> Capacity to Perform	20	<u>20</u>
<input type="checkbox"/> Proposed Cost	20	<u>20</u>
Total Score	100	<u>96</u>

RESOLUTION 2024-27

A RESOLUTION OF THE CITY OF BRECKENRIDGE, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER SELECTION FOR A 2025-2026 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – COMMUNITY DEVELOPMENT FUND PROJECT (CDBG) THROUGH THE TEXAS DEPARTMENT OF AGRICULTURE (TDA).

WHEREAS, participation in the CDBG requires implementation by professionals experienced in the application/administration/project delivery of federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for application and administration services has been completed in accordance with the TDA requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive provider for the professional service giving consideration to 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 _____ is selected to provide application and project-related administration/project delivery services for a 2025-26 Community Development Fund grant for the City of Breckenridge.
- Section 2. That a cost-price analysis has been conducted and determined the proposed fee to be appropriate and reasonable based upon program requirements and rules.
- Section 3. 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 OCTOBER 8, 2024.

APPROVED:

Bob Sims, Mayor

ATTEST:

Jessica Sutter, City Secretary



BRECKENRIDGE CITY COMMISSION
AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding approval of Resolution 2024-28 authorizing the City Manager to execute the Extended Term Street Use License for Cactus Cove Development.

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

A developer has recently approached the City of Breckenridge and proposes to complete the public infrastructure for the Country Club Estates Phase 2 subdivision.

This subdivision was originally platted in 1983, and at that time the street, water line, and sewer line were only constructed for Phase 1. The developer is proposing to complete the construction of the street and water line as well as make the sewer service taps into the existing sewer main for Phase 2.

Because the subdivision plat has been previously filed and the sewer main has already been constructed according to the original layout, there is no direct access for a sewer service line for Lot 11, Block E to reach the existing sewer main. The developer has requested to be allowed to install this sewer service line within the Street ROW in front of Lot 10, Block E.

Our engineer has reviewed this plan as well as staff. This is an acceptable solution and will not cause any negative impacts on the use of the ROW as intended.

The Street Use License is proposed to be executed between the developer and the City to allow the installation of private construction within the Street ROW and document the ownership and future maintenance as private and the responsibility of the owner of Lot 11, Block E.

FINANCIAL IMPACT:

NA

STAFF RECOMMENDATION:

Consider approval of Resolution 2024-28 as presented.



September 26, 2024

Centerline
8312 Upland Ave.
Lubbock, Texas 79424
Attn: Mr. Lane Miller, EIT

**Re: Country Club Estates, Phase 2
Civil and Public Infrastructure Plan Approval**

Dear Mr. Miller:

We have reviewed the 2nd submittal of the plans for the proposed Phase 2 of the Country Club Estates subdivision in Breckenridge. All previous comments have been addressed and the plans are approved for construction.

The Street Use License for the private sewer lateral for Lot 11, Block E to be routed in the street ROW in front of Lot 10, Block E will be present to City Council for approval at the next meeting. Please note that approval of this allows the line to be routed in the ROW, but the ownership and maintenance responsibility will remain private up to the City sewer main.

Prior to the start of construction, the Contractor must request a Pre-Construction Meeting with City staff. During the pre-construction meeting, responsibilities for inspections, materials testing, and submittals will be assigned.

If any additional information is needed, or if there are any questions, please do not hesitate to contact me.

Sincerely,

Enprotec / Hibbs & Todd, Inc.

Jonathan Baum, P.E.
Project Manager

JB/jd

c: Cynthia Northrop, City of Breckenridge
Project File 5850

P:\Projects\Breckenridge, City of\5580 General Services Agreement\5580-xx Development Review Assistance\Country Club Estates - Phase 2\1st Submittal\Country Club Estates, Phase 2 Plan Review Comment Letter.docx

LEGEND

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- ⊙ Gas Manhole
- ⊙ Gas Meter
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- ⊙ Iron Rod Found
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- ▭ Straw Bale Barrier
- ⊕ Inlet Protection
- ⊕ Prop. Drainage Structure w/Culvert Inlet Protection
- 14 Prop. Inlet / Storm Drain
- Drainage Flow
- → → → → Drainage Ditch
- → → → → Indicated Drainage Flow w/Straw Bale Barrier
- ⊕ Prop. Hose Bib
- P — Pipeline
- G — Gas Line
- T — Telephone Cable
- FO — Fiber Optics Cable
- OE — Overhead Electrical Line
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- 224 — Ex. Ground Contour Line
- (224) — Prop. Finish Grade Contour
- X — Wire Fence
- ◊ — Chain Link Fence
- ○ — Pipe Fence w/ Cable
- — — — — Subdivision Boundary
- — — — — Prop. R.O.W. Line
- — — — — Easement Lines

ABBREVIATIONS

- | | | | |
|--------|-----------------------|--------|--------------------------------|
| BC | BUILDING CORNER | ± | PLUS OR MINUS |
| BM | BENCHMARK | PC | POINT OF CURVATURE |
| CFS | CUBIC FEET PER SECOND | PRC | POINT OF REVERSE CURVATURE |
| CL | CENTERLINE | POC | POINT OF COMPOUND CURVATURE |
| CMP | CORRUGATED METAL PIPE | ± | PROPERTY LINE |
| CONC. | CONCRETE | PROP. | PROPOSED |
| Δ | DELTA | PT | POINT OF TANGENCY |
| Ø | DIAMETER | P.D.E. | PUBLIC DRAINAGE EASEMENT |
| DIA | DIAMETER | P.U.E. | PUBLIC UTILITY EASEMENT |
| DIP | DUCTILE IRON PIPE | PVC | POLYVINYL CHLORIDE |
| ELEV. | ELEVATION | R | RADIUS |
| E.O.P. | EDGE OF PAVEMENT | R.O.W. | RIGHT OF WAY |
| EX | EXISTING | SD | STORM DRAIN |
| F.F | FINISHED FLOOR | SF | SQUARE FEET |
| F.H. | FIRE HYDRANT | SS | SEWER SERVICE |
| FL | FLOW LINE | S.Y. | SQUARE YARD |
| FT. | FOOT (FEET) | STA. | STATION |
| GALV. | GALVANIZED | STD. | STANDARD |
| H.P. | HIGH POINT | SW | SIDEWALK |
| HGL | HYDRAULIC GRADE LINE | TBM. | TEMPORARY BENCHMARK |
| IN. | INCH | TC | TOP OF CURB |
| L.F. | LINEAR FEET | TG | TOP OF GRATE |
| L.P. | LOW POINT | TI | TOP OF INLET |
| MH | MANHOLE | TMH | TOP OF MANHOLE |
| MIN. | MINIMUM | TP | TOP OF PAVEMENT |
| MISC. | MISCELLANEOUS | TS | TOP OF SIDEWALK |
| NG | NATURAL GROUND | TEL. | TELEPHONE |
| N.T.S. | NOT TO SCALE | VPC | VERTICAL POINT OF CURVATURE |
| OC | ON CENTER | VPI | VERTICAL POINT OF INTERSECTION |
| OCEW | ON CENTER EACH WAY | VPT | VERTICAL POINT OF TANGENCY |
| O.D. | OUTSIDE DIAMETER | WS | WATER SERVICE |

PROPOSED UTILITY IMPROVEMENTS

COUNTY CLUB UTILITIES - PHASE 2

COUNTRY CLUB ESTATES LOTS

AUGUST, 2024



VICINITY MAP

SCALE: Hor: 1" = 5000'

Developer:
RAUL DURAN
 P.O. BOX 1535
 BRECKENRIDGE, TX 76424

Prepared By:
Centerline
 8312 Upland Ave.
 Lubbock, TX 79424
 (806) 470-8686

Sheet List Table	
Sheet Number	Sheet Title
C100	Cover Sheet
C200	Utility Mains
C201	Utility Services
C300	Standard Construction Detail

THESE PLANS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY.
 NOTE: LOCATION OF EXISTING BURIED UTILITIES, WHERE SHOWN, IS APPROXIMATE ONLY. THERE MAY EXIST UTILITIES WHICH ARE NOT SHOWN. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND PROTECTING ALL BURIED UTILITIES.

For Interim Review Only
 These documents have been released on August 13, 2024 for the purpose of review and comment under the authority of: Daniel R. Wetzel P.E., P.E. No. 117244. They are not to be used for construction purposes.

ISSUED FOR REVIEW AND COMMENT.

DATE: 8/13/2024	DRAWN BY: LTM	DESIGNED BY: LTM	CHECKED BY: DRW	
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R E V I S I O N S				
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CENTERLINE

TBPE Reg. No. F-16713
 TBPLS Reg. No. 10194378
 8312 Upland Ave.
 Lubbock, TX 79424 (806) 470 - 8686

Cover Sheet
 County Club Utilities - Phase 2
 CACTUS COVE & MEDINA
 BRECKENRIDGE, STEPHENS COUNTY, TX

SHEET NO.

C100

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Utility Mains
 County Club Utilities - Phase 2
 CACTUS COVE & MEDINA
 BRECKENRIDGE, STEPHENS COUNTY, TX

SHEET NO.

C200

OF 4 SHEETS

GENERAL UTILITY NOTES

- It shall be the responsibility of the contractor to verify the exact location of all existing underground utilities. Furthermore, the contractor shall contact all utility company representatives a minimum of 48 hours in advance of any excavation.
 - A. Texas 811: 1-800-344-8377
 - B. City of Breckenridge: 254-559-2398
- Sewer services line shall be installed as per the current City of Breckenridge Standards
- Water service line shall be installed as per the current City of Breckenridge standards
- All work shall be performed in accordance with the current version of the City of Breckenridge Public Works Engineering Minimum design standards, applicable codes, and project specifications. The more prohibitive standard shall apply in the event of a conflict.

APPLICABLE CODES

City of Breckenridge Ordinance
 International Building Code
 National Electric Code
 International Plumbing Code
 International Mechanical Code

- Existing line locations are shown for the convenience of the contractor in accordance with the best information available, but is not guaranteed to be correct or complete. Contractor is responsible for verifying the exact size, type, and location of all utilities and protecting/repairing the same at no additional cost to the owner.
- Trench safety shall be conducted in accordance with O.S.H.A. standard 29 CFR part 1926 Subpart P.
- All taps on existing lines to be done by City Forces.

WATER MAIN LINES

- Water lines to be 6" PVC AWWA C900 CL200
- Use field bends if required

TRENCHING AND BACKFILLING

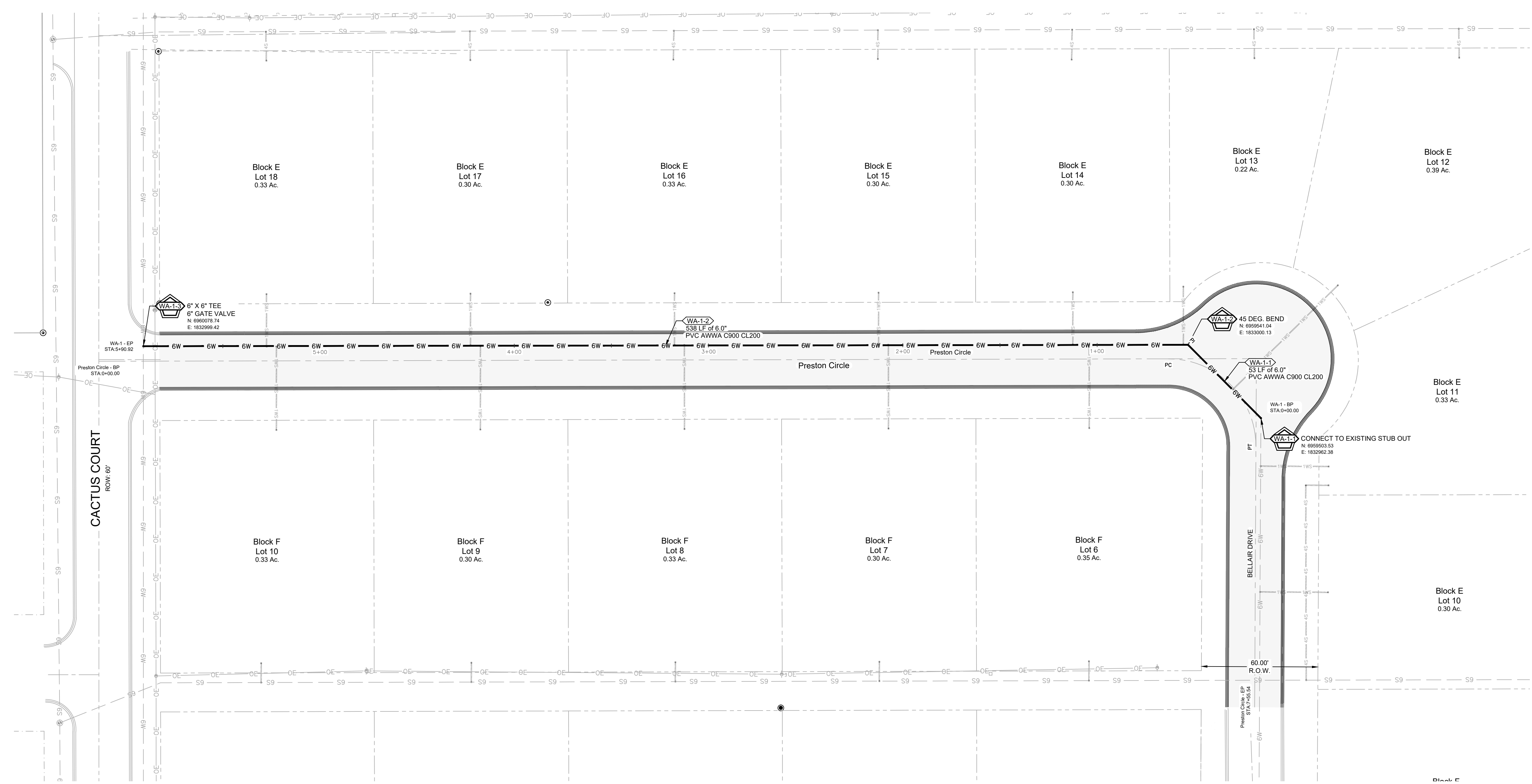
- The backfilling of all trenches within structural areas shall be accomplished with cement stabilized sand and placed to within 6" of street subgrade. The backfilling of all trenches outside of structural areas shall be placed so as to achieve 95% modified proctor density. All backfilling shall be between optimum and 4 percent (4%) above optimum moisture content
- It is the responsibility of the contractor to comply with all state and federal regulations regarding construction activities near energized overhead power lines.
- Trenches may be left open overnight if properly covered or barricaded to prevent pedestrian and vehicular access.

WA-1 - Water Pipe Table

Pipe Name	Size	Length	Pipe Description
WA-1-1	6.00	53.22	PVC AWWA C900 CL200
WA-1-2	6.00	537.70	PVC AWWA C900 CL200

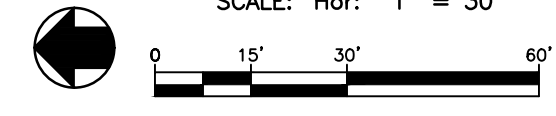
WA-1 - Water Structure Table

Structure Name	Northing & Easting	Structure Description
WA-1-1	N:6959503.5267 E:1832962.3795	CONNECT TO EXISTING STUB OUT
WA-1-2	N:6959541.0430 E:1833000.1263	45 DEG. BEND
WA-1-3	N:6960078.7423 E:1832999.4174	6" X 6" TEE 6" GATE VALVE



Utility Mains

SCALE: Hor: 1" = 30'



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Utility Services
 County Club Utilities - Phase 2
 CACTUS COVE & MEDINA
 BRECKENRIDGE, STEPHENS COUNTY, TX

SHEET NO.

G201

OF 4 SHEETS

GENERAL UTILITY NOTES

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- Trench safety shall be conducted in accordance with O.S.H.A. standard 29 CFR part 1926 Subpart P.
- All taps on existing lines to be done by City Forces.
- All sewer and water service lines are shown schematically only, actual install to vary based on individual lot needs. All variations must conform to City of Breckenridge requirements.

WATER SERVICE LINES

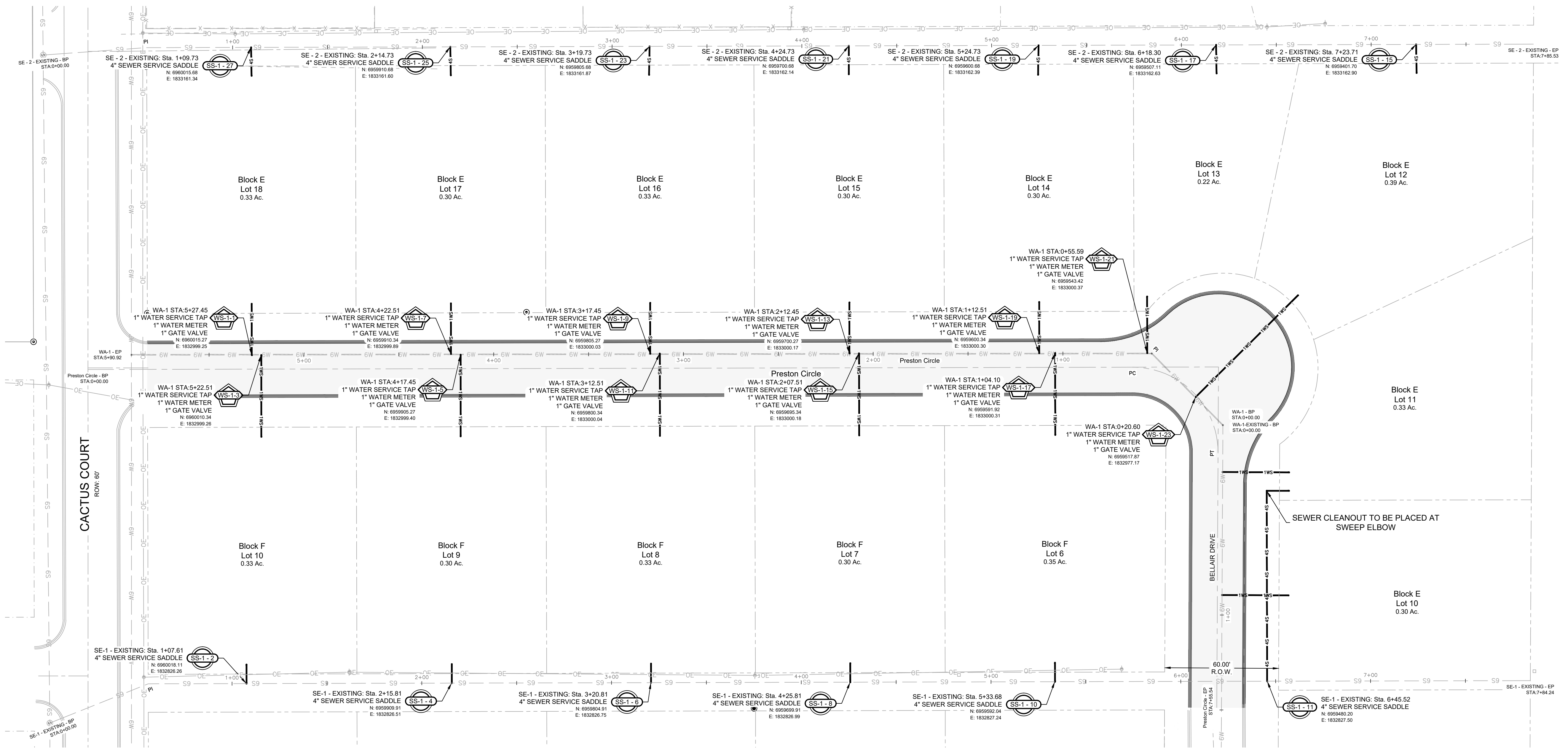
- Water service lines to be 1" SCH 80 PVC or approved equal.
- Use field bends if required.

SEWER SERVICE LINES

- Sewer service lines to be 4" PVC ASTM D3034 SDR 35 or equivalent.
- Minimum slope for 4" sewer service is 1.00%.

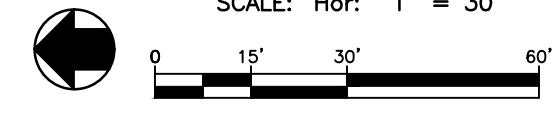
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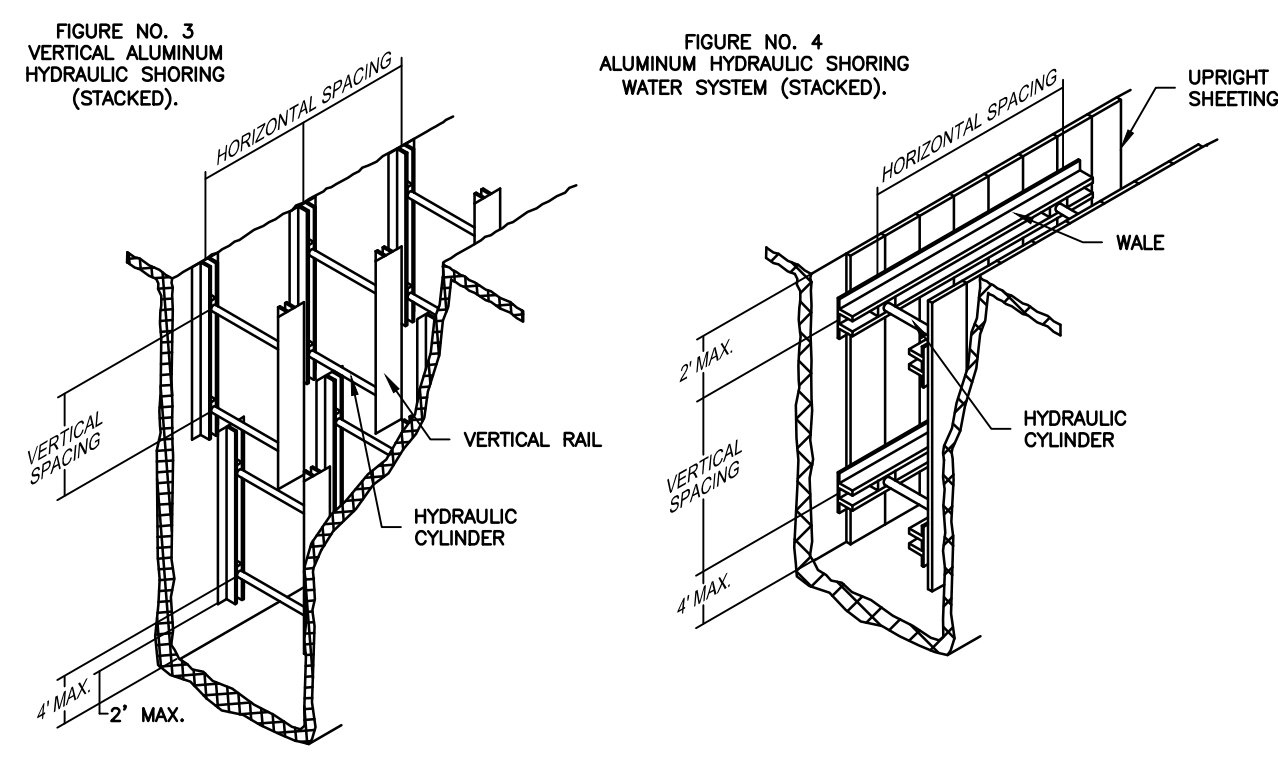
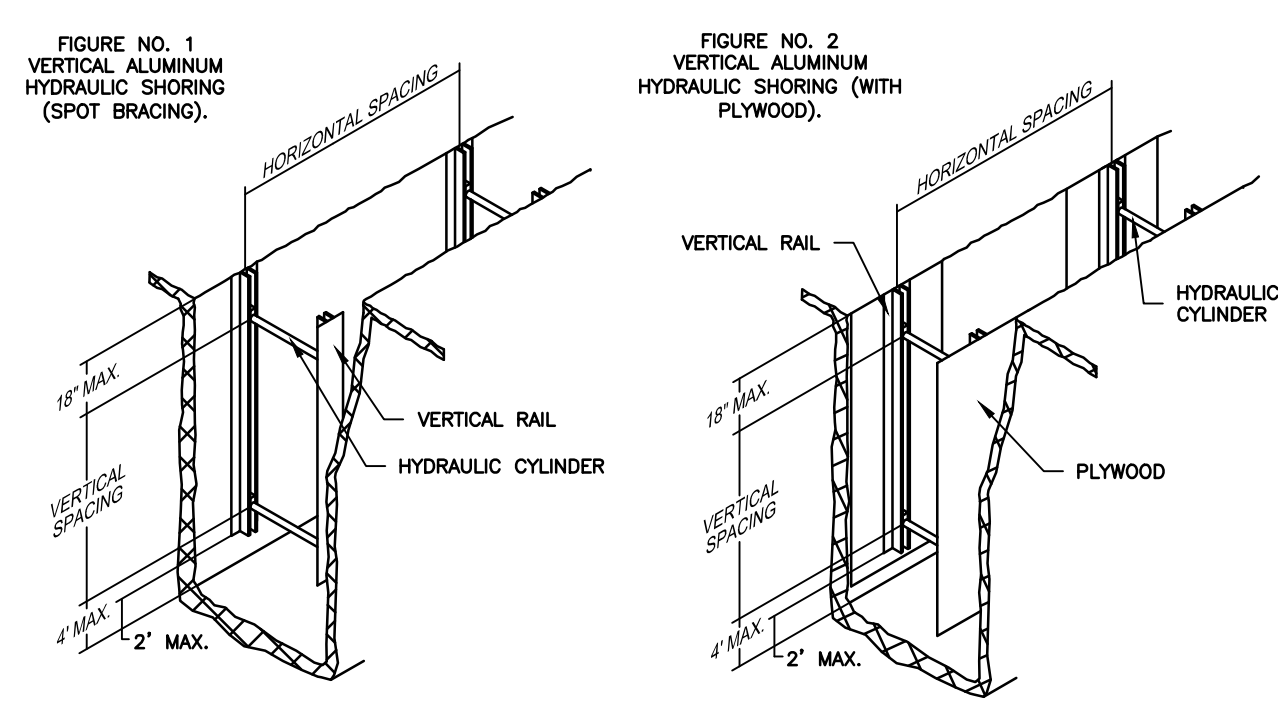
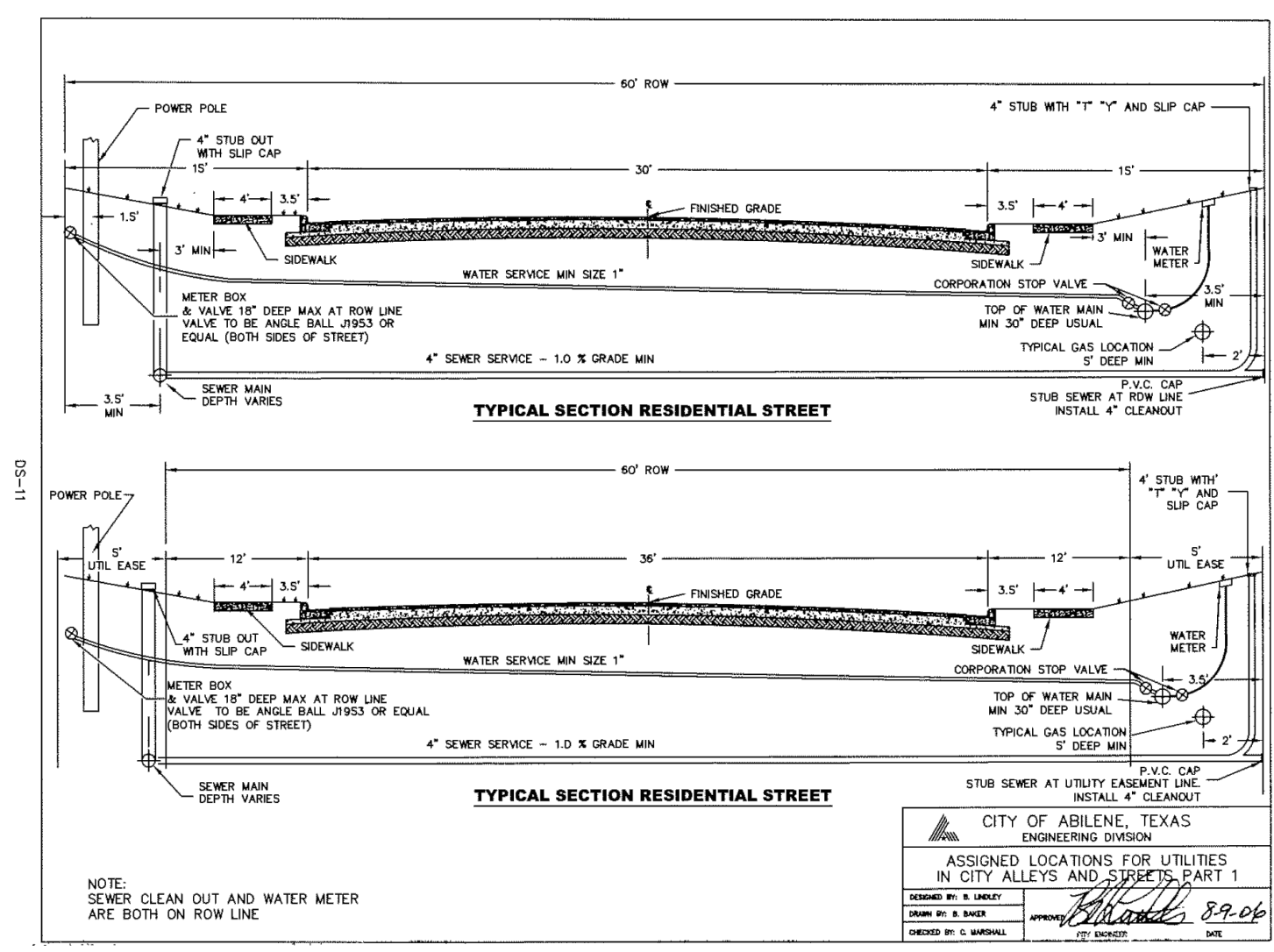
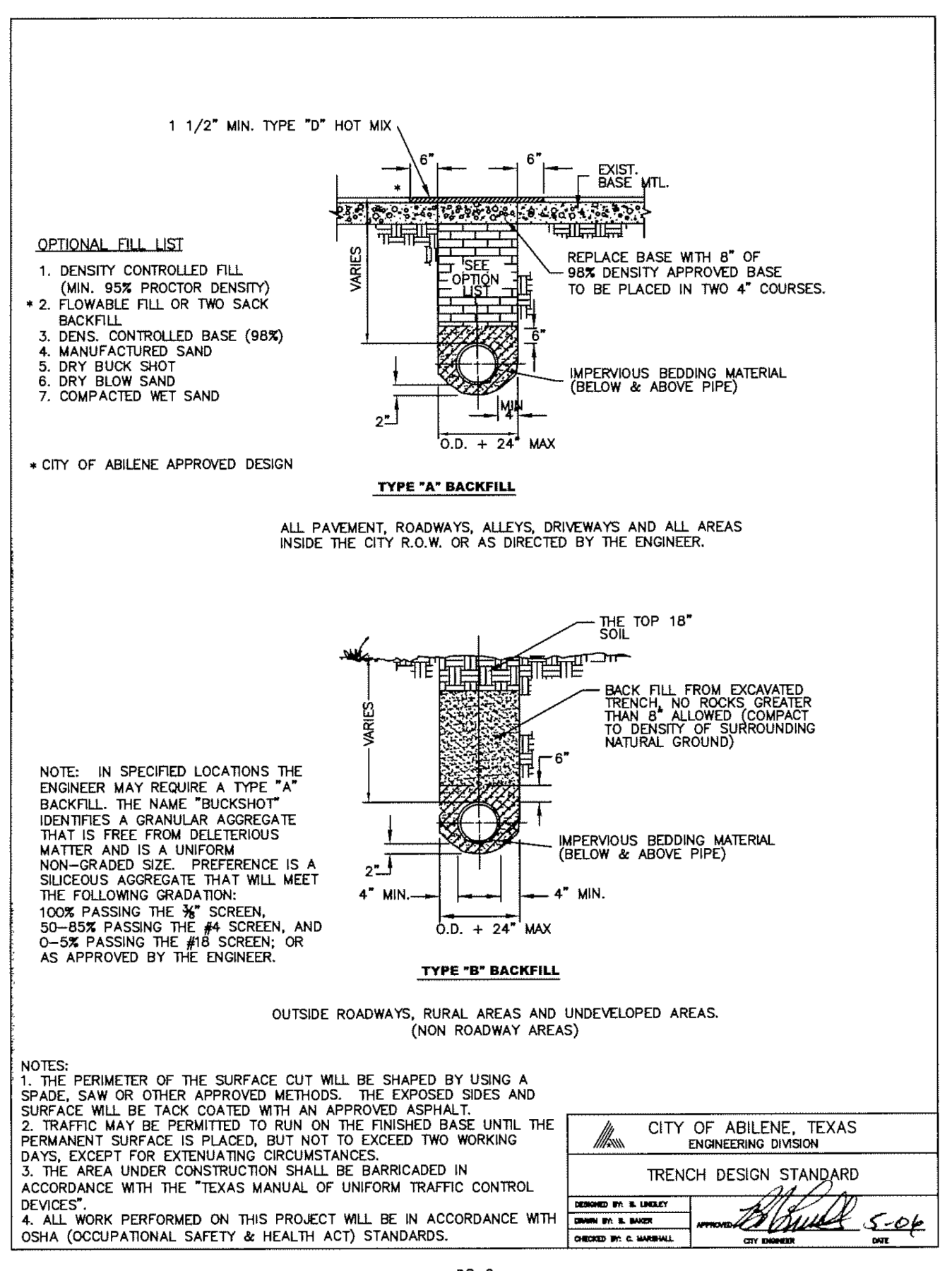
Utility Services

SCALE: Hor: 1" = 30'



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1. FOR SPACING & SIZING OF COMPONENTS CONSULT OSHA 29 CFR PART 1926 SUBPART P.

3 TYPICAL SHORING DETAIL
SCALE: N.T.S.

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Standard Construction Detail
County Club Utilities - Phase 2
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| EX | EXISTING | SD | STORM DRAIN |
| F.F | FINISHED FLOOR | SF | SQUARE FEET |
| F.H. | FIRE HYDRANT | SS | SEWER SERVICE |
| FL | FLOW LINE | S.Y. | SQUARE YARD |
| FT. | FOOT (FEET) | STA. | STATION |
| GALV. | GALVANIZED | STD. | STANDARD |
| H.P. | HIGH POINT | SW | SIDEWALK |
| HGL | HYDRAULIC GRADE LINE | TBM. | TEMPORARY BENCHMARK |
| IN. | INCH | TC | TOP OF CURB |
| L.F. | LINEAR FEET | TG | TOP OF GRATE |
| L.P. | LOW POINT | TI | TOP OF INLET |
| MH | MANHOLE | TMH | TOP OF MANHOLE |
| MIN. | MINIMUM | TP | TOP OF PAVEMENT |
| MISC. | MISCELLANEOUS | TS | TOP OF SIDEWALK |
| NG | NATURAL GROUND | TEL. | TELEPHONE |
| N.T.S. | NOT TO SCALE | VPC | VERTICAL POINT OF CURVATURE |
| OC | ON CENTER | VPI | VERTICAL POINT OF INTERSECTION |
| OCEW | ON CENTER EACH WAY | VPT | VERTICAL POINT OF TANGENCY |
| O.D. | OUTSIDE DIAMETER | WS | WATER SERVICE |

PROPOSED STREET IMPROVEMENTS

CONTRY CLUB ROADWAY -

PHASE 2

CONTRY CLUB ESTATES LOTS

AUGUST, 2024



VICINITY MAP

SCALE: Hor: 1" = 5000'

Developer:
Raul Duran
 P.O. BOX 1535
 Breckenridge, TX 76424

Prepared By:
Centerline
 8312 Upland Ave.
 Lubbock, TX 79424
 (806) 470-8686

Sheet List Table	
Sheet Number	Sheet Title
C100	Cover Sheet
C101	Existing Topo
C200	General Notes
C201	Preston Cir. Plan & Profile
C300	Standard Construction Details

THESE PLANS DO NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY.

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ISSUED FOR REVIEW AND COMMENT.

DATE: 8/13/2024	LTM	LTM	DRW
DRAWN BY:	LTM	LTM	DRW
DESIGNED BY:			
CHECKED BY:			

REVISIONS					

CENTERLINE
 TBPE Reg. No. F-16713
 TBPLS Reg. No. 10194378
 8312 Upland Ave.
 Lubbock, TX 79424 (806) 470 - 8686

Cover Sheet
 Contry Club Roadway - Phase 2
 CACTUS COVE & MEDINA
 BRECKENRIDGE, STEPHENS COUNTY, TX

SHEET NO.

C100

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 TBPLS Reg. No. 10194378
 8312 Upland Ave.
 Lubbock, TX 79424 (806) 470 - 8686

Existing Topo
Contry Club Roadway - Phase 2
 CACTUS COVE & MEDINA
 BRECKENRIDGE, STEPHENS COUNTY, TX

SHEET NO.

C101

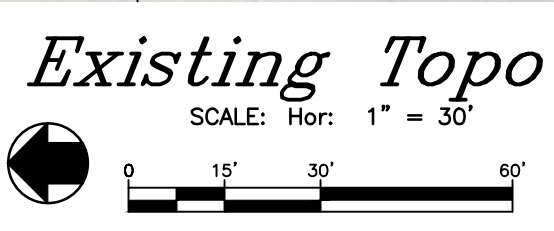
OF 5 SHEETS



- GENERAL NOTES:**
- The contractor shall be responsible for verifying the location of all existing utilities. At least 48-hours prior to beginning construction, the contractor shall contact the following, but not limited to:
 - A. Texas 811: 1-800-344-8377
 - B. City of Breckenridge: 254-555-2398
 - The purpose of this sheet is to show existing conditions of structures relevant to the civil design. Locations of existing buried utilities, where shown, is approximated only based upon the best available information. Other utilities may be present that are not shown on the construction drawings. The contractor shall be responsible for locating and protecting all buried utilities.
 - The contractor shall be responsible to communicate discrepancies between the survey and the field conditions at time of construction to the engineer of record.
 - Existing aerial image of site was obtained on 05/06/2024 by Centerline.
 - Existing conditions of site reflect survey completed on 05/21/2024 by Centerline. The following benchmark information was used for the duration of the design of this project.

Values based upon the Texas North Central State Plane Coordinate System, North Central Zone, NAD83 Datum.

BENCHMARK INFORMATION:			
CONTROL POINT	ELEVATION	NORTHING	EASTING
CP1	1251.77	6960084.020	1833170.780
CP2	1259.46	6960116.940	1832904.840
CP3	1266.94	6959301.7450	1832969.7500



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REVISIONS

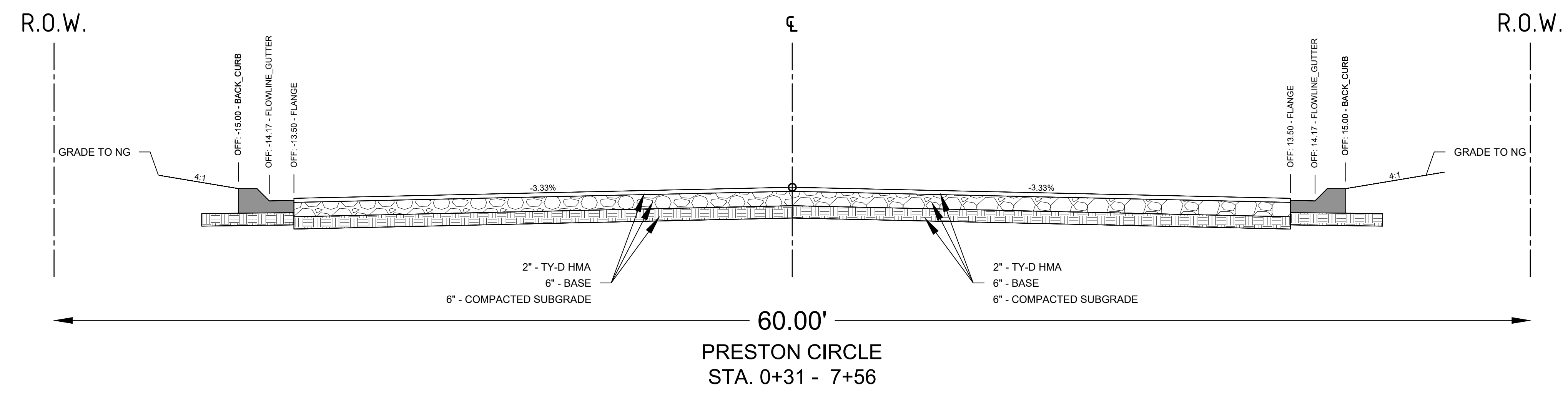
CENTERLINE
 TBPE Reg. No. F-16713
 TBPLS Reg. No. 10194378
 8312 Upland Ave.
 Lubbock, TX 79424 (806) 470 - 8886

General Notes
 Contry Club Roadway - Phase 2
 CACTUS COVE & MEDINA
 BRECKENRIDGE, STEPHENS COUNTY, TX

SHEET NO.

G200

OF 5 SHEETS



SUMMARY TAKEOFF REPORT

Description	Quantity	Unit
7" Crushed Limestone Base	2932.75	SY
HMAC Surface Course, TxDOT Type D (including prime/tack coat)	2530.34	SY
18" Type A Curb & Gutter	1521.11	LF

GENERAL SITE NOTES:

- The contractor shall be responsible for verifying the location of all existing utilities. At least 48-hours prior to beginning construction, the contractor shall contact the following, but not limited to:
 A. Texas 811: 1-800-344-8377
 B. City of Breckenridge: 254-559-2398
- Contractor shall field verify all dimensions and grades, proposed existing, and report any discrepancies to the engineer with a minimum of 72 hours prior notice to the start of construction. By starting construction, the contractor becomes responsible for all existing and proposed conditions, and certifies that all discrepancies with existing or proposed conditions have been reported to the engineer.
- All construction shall be in accordance with the construction drawings found herein. All testing shall be performed in accordance with the technical specifications.
- The contractor is responsible for all construction safety. Construction drawings do not include necessary components for construction safety.
- Locations of existing buried utilities, where shown, is approximated only. Other utilities may be present that are not shown on the construction drawings. The contractor shall be responsible for locating and protecting all buried utilities.
- The contractor shall be responsible for all storm water pollution prevention associated with this project. The contractor shall use all means necessary to prevent the transportation of sediment from the project site. The contractor shall comply with TCEQ - TPDES storm water requirements.
- All soil disturbed by construction shall be hydromulch seeded as soon as grading is complete. All slopes equal to or greater than 4:1 that will not be landscaped (i.e. covered with sod or plants) shall be hydromulch seeded and covered with erosion control blanket. The erosion control blanket shall be S75 Single Net Straw Blanket as manufactured by North American Green.
- All soil not used as part of this project and any and all waste generated by demolition shall become the property and responsibility of the Contractor. The Contractor shall be responsible for the disposal of the material off-site, or as approved by the engineer.
- The contractor shall obtain written approval from the engineer for use of substituted construction materials. Product data and engineer's seal (where applicable) shall accompany all requests. All product material shall meet or exceed City of Abilene Design Standards and Specifications.
- All dimensions are marked from back of curb, unless noted otherwise.
- All curb radius from back of curb are 5', unless noted otherwise.
- All curbs shall be typical 18" curb and gutter unless noted otherwise.
- All exposed back of curb shall have smooth finish.
- All end of curb to be tapered at a 1:1 slope unless noted otherwise.
- Sewer service Line shall be installed as per the current City of Breckenridge Standards.
- Water service Line shall be installed as per the current City of Breckenridge Standards.

HORIZONTAL AND VERTICAL CONTROL DATA:

17. Refer to Control Points in drawing C101 for horizontal and vertical data for the project.

FEMA FLOOD DATA

18. This development is located in Zone X per Flood Insurance Rate Map, Map Number 48429C0095C, effective January 2, 1991

GENERAL PAVING NOTES:

- The finished surface of curb and gutter and pavement shall be smooth and true to within 0.04 feet of the established line, grade, and cross section. Areas that pond water greater than 1/2 inch deep contractor shall be responsible for correcting deficient areas.
- All curbs are 18" STD. curb and gutter in accordance with city of Abilene unless noted otherwise.
- All exposed back of curb shall have smooth finish.
- All work shall be performed in accordance with current version of the City of Abilene Minimum Design Standards and Specifications.

CITY OF BRECKENRIDGE UTILITY CONTACT:

Inspector: cldrow@breckenridgetx.gov
 Public Works: 254-559-8287

CUT AND FILL QUANTITIES

1. The cut and fill quantities shown below are based on existing ground grades and proposed finished grades. No adjustments have been made for compaction or swelling. Contractor shall be responsible for calculating actual cut/fill quantities required for this project.

- A. Cut = ±2,300 CY
- B. Fill = ±0 CY

Preston Circle CL

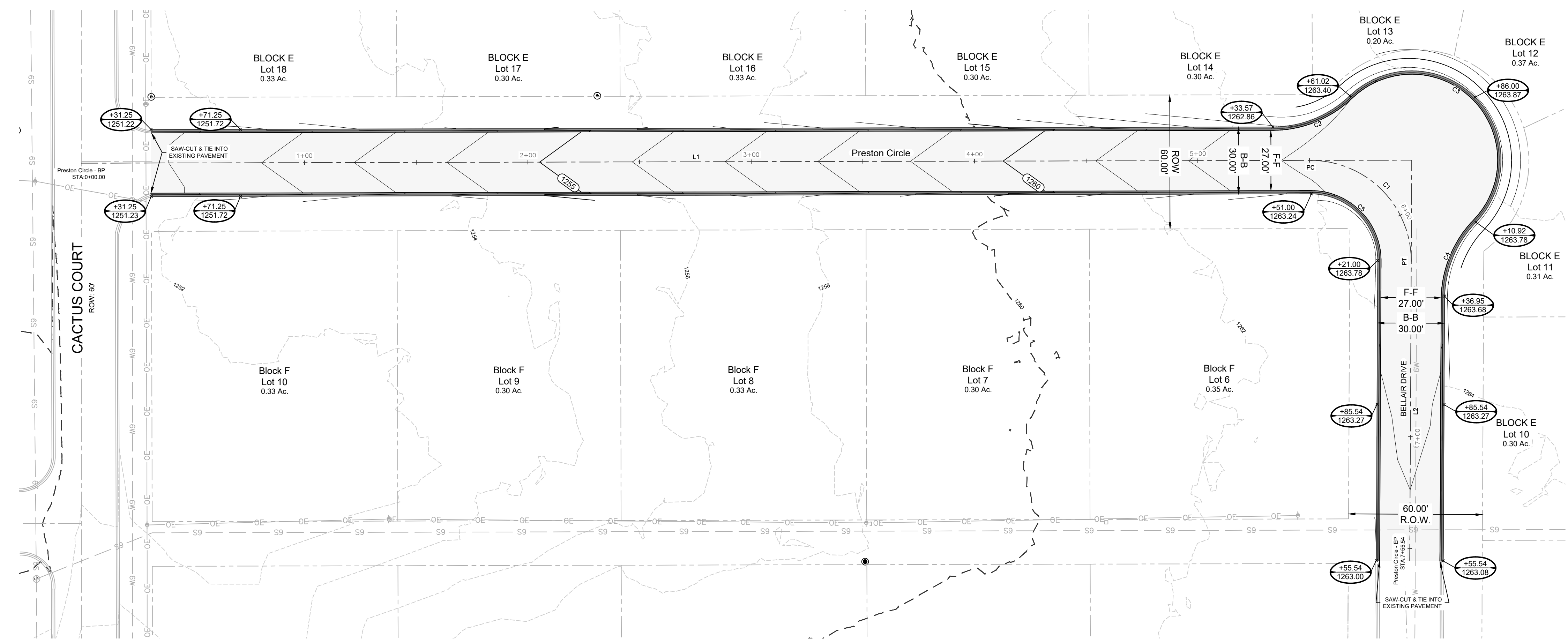
Number	Radius	Line/Chord Direction	Line/Curve Length	Line BP	Line EP	Tangent	Mid. Ord.	Degree of Curvature	P.C.	P.I.	P.T.	Delta
L1		S00° 07' 46.89"E	550.47'	STA. 0+00.00 N 6,960,101.6409, E 1,832,991.6637	STA. 5+50.47 N 6,959,551.1754, E 1,832,992.9097							
C1	45.00'	S45° 04' 39.60"W	71.01'			45.33'	13.30'	127.324°	STA: 5+50.47 N 6,959,551.1754, E 1,832,992.9097 S 00° 07' 47" E	STA: 5+95.79 N 6,959,506.0741, E 1,832,993.0123	STA: 6+21.48 N 6,959,506.0741, E 1,832,947.6860 N 89° 42' 54" W	090° 24' 53"
L2		N89° 42' 53.90"W	134.06'	STA: 6+21.48 N 6,959,506.0741, E 1,832,947.6860	STA: 7+55.54 N 6,959,506.7410, E 1,832,813.6295							

CURVE TABLE

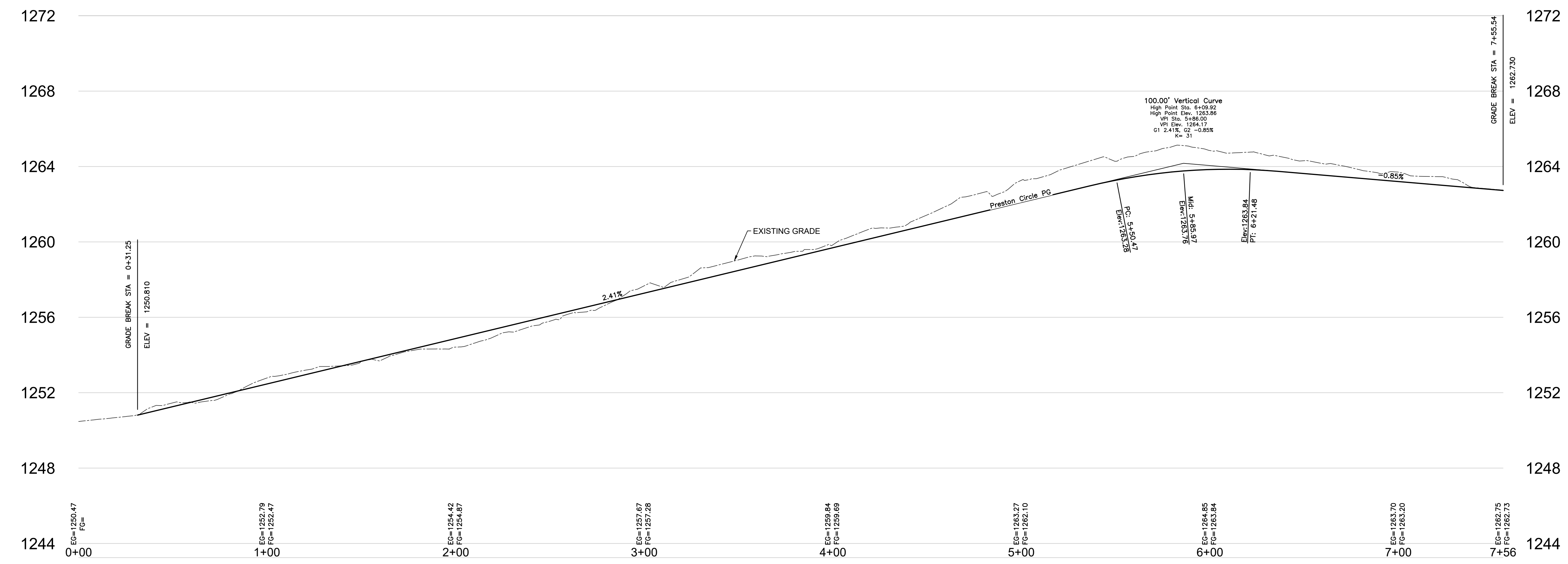
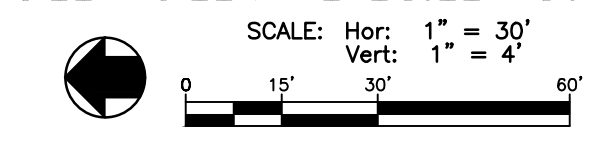
Number	Radius	Chord Direction	Curve Length	Tangent	P.C.	P.T.	Delta
C2	50.00'	N 22° 01' 30" W	38.16'	20.07'	N 6959533.5802, E 1833021.8388	N 6959568.1055, E 1833007.8720	43° 43' 54"
C3	40.00'	N 45° 04' 47" E	124.23'	2226.38'	N 6959477.0995, E 1832965.2007	N 6959533.5802, E 1833021.8388	177° 56' 29"
C4	50.00'	S 67° 01' 26" E	38.78'	19.27'	N 6959491.1356, E 1832932.0953	N 6959477.0995, E 1832965.2007	42° 08' 56"
C5	30.00'	S 45° 25' 31" W	46.98'	29.85'	N 6959550.7774, E 1832977.9084	N 6959521.0739, E 1832947.7606	89° 43' 10"

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Preston Cir. Plan & Profile



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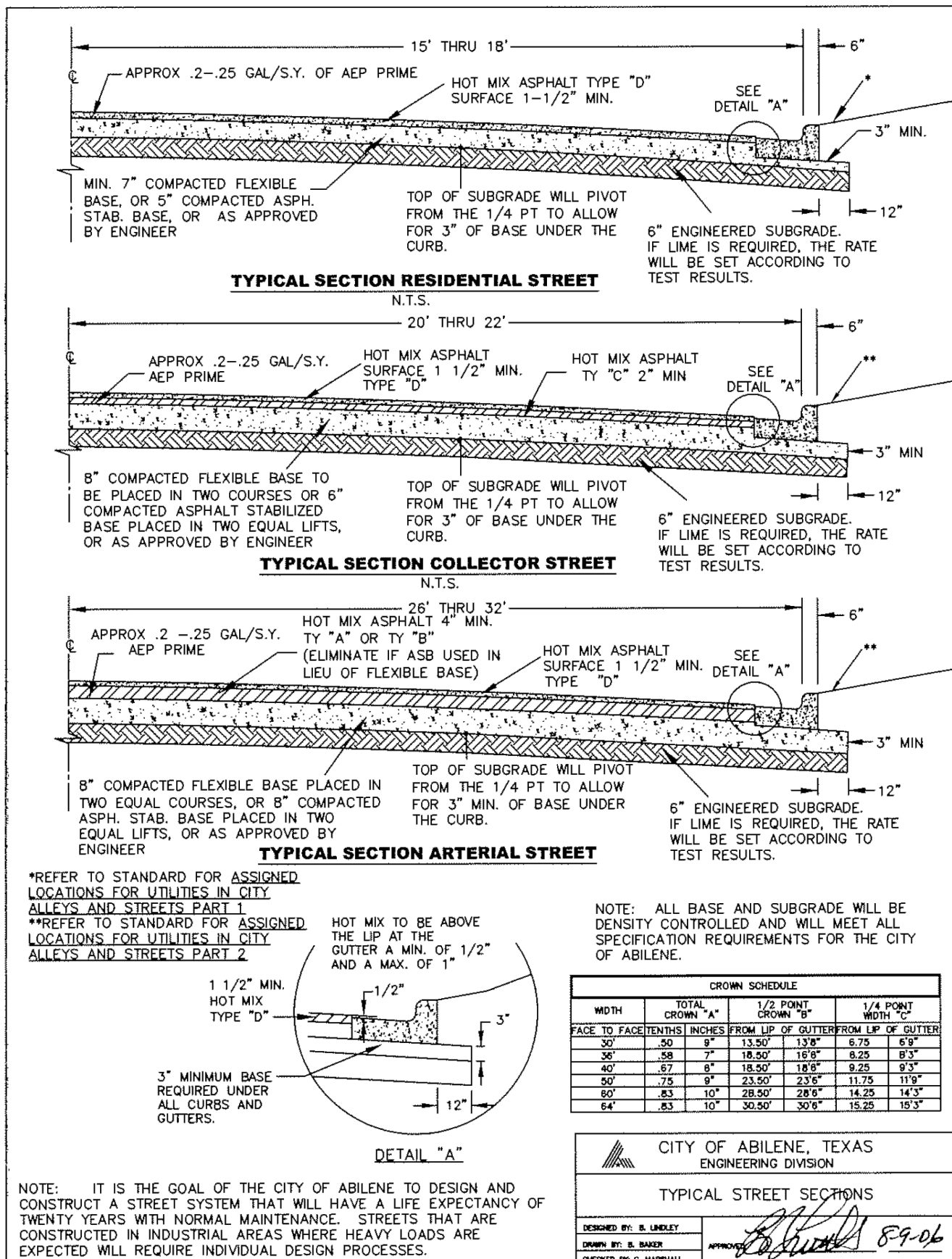
CENTERLINE
 TBPE Reg. No. F-16713
 TBPLS Reg. No. 10194378
 8312 Upland Ave.
 Lubbock, TX 79424 (806) 470 - 8686

Preston Cir. Plan & Profile
Contry Club Roadway - Phase 2
 CACTUS COVE & MEDINA
 BRECKENRIDGE, STEPHENS COUNTY, TX

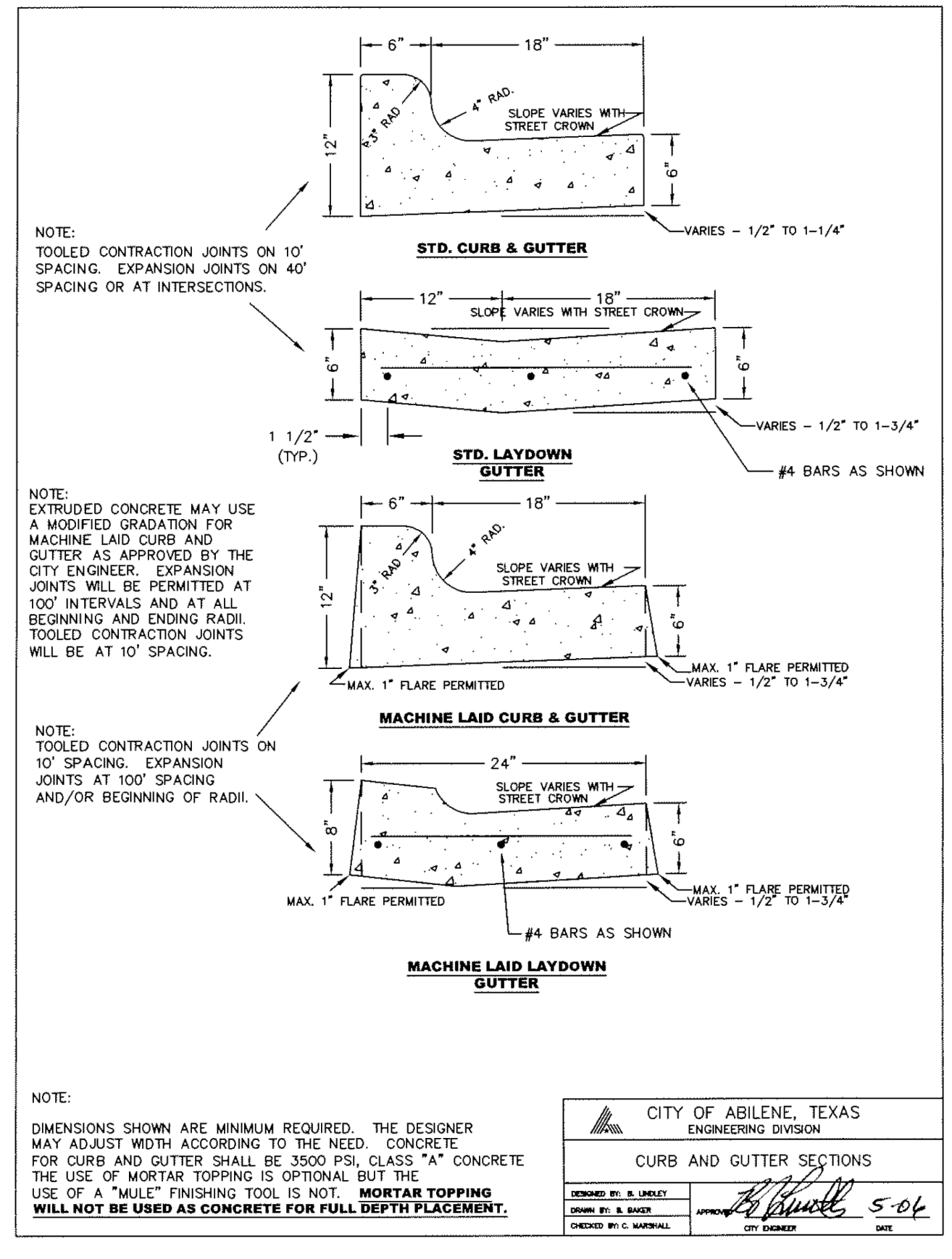
SHEET NO.

G201

OF 5 SHEETS



DS-1



DS-6

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Standard Construction Details
Contry Club Roadway - Phase 2
 CACTUS COVE & MEDINA
 BRECKENRIDGE, STEPHENS COUNTY, TX

SHEET NO.

C300

OF 5 SHEETS

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STREET USE LICENSE AGREEMENT
EXTENDED TERM

APPLICATION

Applicant: Paul Duran Phone: _____

Address: P.O. Box 1535 Breckenridge, TX 76424

Agent: Centerline - Lane Miller Phone: (806) 470-8686

Description of Public Right-of-Way to be used: Parkway on east side of Bellair Dr.
in front of Lot 10, Block E.

Owner of adjacent property: N/A

Proposed use of public right-of-way: Sewer service line for Lot 11, Block E to reach the
existing public sewer main. The ownership and maintenance of the sewer service line within
the public right-of-way shall be the responsibility of the owner of Lot 11.

Reasons for the request: The public sewer main is already constructed and the subdivision was
previously platted. This will allow the sewer service line for Lot 11 to reach the main without a
private utility easement across Lot 10.

Application is not complete unless all of the following are included:

- Application fee- \$150
- Certificate or other evidence of insurance
- A dimensioned drawing showing existing and proposed features in the public right-of-way and on adjacent property (sidewalks, curbs, fire hydrants, buildings, fences, etc.)

Signature of Applicant or Agent

Date

RESOLUTION NO. 2024-28

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF BRECKENRIDGE, TEXAS, AUTHORIZING THE CITY MANAGER TO EXECUTE THE EXTENDED TERM STREET USE LICENSE.

WHEREAS, the applicant has submitted an Extended Term Street Use License application for the private sewer lateral for Lot 11 Block E to be routed in the street ROW in front of Lot 10, Block E; and

WHEREAS, this application and Extended Term Street Use License have been reviewed and approved by City Staff and City Engineer,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BRECKENRIDGE, TEXAS

PART 1: That the City Manager is hereby authorized to execute the Extended Term Street Use License.

PART 2: That this Resolution shall take effect immediately from and after its passage.

Adopted this 8th day of October 2024.

Bob Sims, Mayor

ATTEST:

Jessica Sutter, City Secretary

S E A L



BRECKENRIDGE CITY COMMISSION
AGENDA SUMMARY FORM

Subject: Discussion and any necessary action regarding Family Fall Festival

Department: Administration

Staff Contact: Cynthia Northrop

Title: City Manager

BACKGROUND INFORMATION:

This is the second annual Family Fall Festival. This is a cooperative event between the Chamber, City and County. Last year’s event was held on the same day as the Chamber’s Walker Street Trick or Treat and was a success. The reason for the change in dates was in response to not compete with the schools and area churches who also hold trunk or treat events at their individual locations. The date of the event is Tuesday, October 29, 2024, and will include the closure of Rose (from Walker north to Elm), Elm (from Rose to Court) and Court (from Elm to Walker). The event includes vendors, pumpkin decorating contest, costume contests, trunk or treat, food trucks and photo booth opportunities.

FINANCIAL IMPACT:

NA – sponsors and donations

STAFF RECOMMENDATION:

Consider approval.