



## CITY COUNCIL MEETING AGENDA

**Monday, June 13, 2022 at 6:10 PM**

*Richwood City Hall, 1800 Brazosport Blvd. N.*

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, June 13, 2022, beginning at 6:10 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. INVOCATION
- III. PLEDGES OF ALLEGIANCE
- IV. ROLL CALL OF COUNCIL MEMBERS
- V. PUBLIC COMMENTS
- VI. CONSENT AGENDA
  - [A.](#) Approval of minutes from regular meeting held May 9, 2022.
  - [B.](#) Approval of minutes from special meeting held May 17, 2022.
  - [C.](#) Budget Report, April 2022
  - [D.](#) Budget Report, May 2022
- VII. DISCUSSION AND ACTION ITEMS
  - A. Final review and action on re-plat of 24 lots; of the 6.223 acre tract of Glenwood Bayou Subdivision, also known as Marquis at Magnolia.
  - B. Discussion regarding Larry Johnson Park, presented by Keep Richwood Beautiful
  - [C.](#) Discuss, consider, and select a administrative service provider to complete project implementation for the Community Development Block Grant - Mitigation (CDBG-MIT) funding administered by the Texas General Land Office (GLO)
  - [D.](#) Discuss and consider adoption of Ordinance 22-492 and Ordinance 22-493, establishing tax rate exemptions for disability and homestead, respectively.
  - [E.](#) Discuss and consider adoption of Ordinance 22-491, amending Appendix C - Fee Schedule to amend water and sewer fees.
- VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE
- IX. CITY MANAGER'S REPORT
- X. COUNCIL MEMBER COMMENTS & REPORTS
- XI. MAYOR'S REPORT
- XII. FUTURE AGENDA ITEMS
- XIII. ADJOURNMENT

**The City Council may go into Executive Session on any item listed on the Agenda in accordance with Section 551-071 of the Government Code (attorney-client privilege).**

*This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.*

I, Kirsten Garcia, do hereby certify that I did, on June 10, 2022 at 12:00 PM post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

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Kirsten Garcia, City Secretary  
City of Richwood



# MINUTES

## RICHWOOD CITY COUNCIL MEETING \*AMENDED\*

Monday, May 09, 2022 at 6:15 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, May 9, 2022, beginning at 6:15 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

### I. CALL TO ORDER

The meeting was called to order at 6:15 p.m.

### II. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor:	Present
Mike Johnson, Position 1:	Present
Melissa Strawn, Position 2:	Present
Matthew Yarborough, Position 3:	Present
Rory Escalante, Position 4:	Present
Mark Brown II, Position 5:	Absent

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Patricia Ditto, Finance Director; Clif Custer; Public Works Director; Philip Knop, City Attorney.

### III. PUBLIC COMMENTS

There was no public comment.

### IV. SERVICE AWARD

#### A. Mark Brown II, Council Member 2017-2022

Mayor Boykin presented service award to Mark Brown II.

### V. CONSENT AGENDA

#### A. Minutes from Regular Meeting held April 11, 2022

#### B. Minutes from Special Meeting held April 22, 2022.

#### C. Investment Report, Q2 FY 2022

***Motion to approve consent agenda.***

***Motion made by Mike Johnson, Seconded by Matthew Yarborough.***

***Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante***

### VI. PRESENTATION

#### A. Engineering report on elevated storage.

Morgan Ruiz with Strand Associates presented.

Discussion held on need for future water towers.

Discussion held on preference for locations.

North Water plant primary - 288b/2004 secondary.

Discussion held on life span of existing water towers and decommissioning the smaller tower.

Discussion held for timeline of moving forward on project decisions.

## VII. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider approving agreement with Strand Associates and supplemental task order for engineering and design services for ARPA Grant Projects.

Clif Custer presented.

Discussion held on ability to request further funding from Council.

Discussion held on market pricing and purchasing equipment.

***Motion to approve agreement with Strand Associates and supplemental task order for engineering and design services for ARPA Grant Projects.***

***Motion made by Mike Johnson, Seconded by Rory Escalante.***

***Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante***

- B. Discuss and consider extending the City of Richwood's current solid waste contract with Waste Connections for an additional year.

Clif Custer presented.

***Motion to extend the City of Richwood's current solid waste contract with Waste Connections for an additional year.***

***Motion made by Matthew Yarborough, Seconded by Melissa Strawn.***

***Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante***

## VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer presented.

## IX. DISCUSSION AND ACTION ITEMS

- A. Discuss and consider setting date for Special Meeting to canvass the 2022 General Election.

Council's consensus was for Tuesday May 17, 2022.

- B. Discussion and possible action regarding bus stop benches and shelters within the City.

Eric Foerster presented.

Discussion held on use of public transit within the city.

- C. Discuss and consider approving Resolution 22-R-64, amending the FY 2022 budget to approve transfer from CCPD to General Fund for the purchase of a biometric fingerprint system.

Patricia Ditto presented.

***Motion to approve Resolution 22-R-64, amending the FY 2022 budget to approve transfer from CCPD to General Fund for the purchase of a biometric fingerprint system.***

***Motion made by Mike Johnson, Seconded by Matthew Yarborough.***

***Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante***

- D. Discuss and consider renewal of Named Storm Insurance Coverage.

Eric Foerster presented.

***Motion to approve renewal of named storm coverage.***

***Motion made by Mike Johnson, Seconded by Melissa Strawn.***

***Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante***

X. CITY MANAGER'S REPORT

Eric Foerster presented his report.

XI. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson stated that Wednesday is a CCPD meeting, and he will report back the next meeting. Expressed appreciation for Mark Brown's service to community.

Matt Yarborough - second the sentiments for Mark Brown, he definitely pushed for what he believed and was very watchful of money spent and his time on council was excellent. Richwood VFD crawfish boil open house has been postponed.

Rory Escalante expressed appreciation to Police Department for their active patrol in Oakwood Shores.

XII. MAYOR'S REPORT

Mayor Boykin thanked KRB for their hardwork during the clean up, very proud of all of the work they do. He reported on the clute-richwood wastewater meeting last week, went pretty well. Participated in 3 state calls for the weather, wants to remind everyone to hydrate and take breaks in the heat. Lastly, reported on hurricane season, the city is in good shape. I urge citizens to make sure you have plenty of supplies and have a plan for evacuation.

XIII. FUTURE AGENDA ITEMS

Exemptions

Possibly review of CM

XIV. ADJOURNMENT

Being there no further business, the meeting was adjourned at 7:28 p.m.

**These minutes were read and approved on this 13th day of June 2022.**

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Mayor

ATTEST:

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City Secretary

# MINUTES

## RICHWOOD CITY COUNCIL SPECIAL MEETING

Tuesday, May 17, 2022 at 6:00 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Tuesday, May 17, 2022, beginning at 6:00 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m.

II. INVOCATION

Eric Foerster, City Manager, led the invocation.

III. PLEDGES OF ALLEGIANCE

Mayor Boykin led the pledges.

IV. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor:	Present
Mike Johnson, Position 1:	Present
Melissa Strawn, Position 2:	Present
Matthew Yarborough, Position 3:	Present
Rory Escalante, Position 4:	Present
Mark Brown II, Position 5:	Present

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Philip Knop, City Attorney.

V. PUBLIC COMMENTS

There was no public comment.

VI. CANVASS THE RESULTS OF THE MAY 7, 2022 ELECTION

- A. Discuss and consider Ordinance 22-490, Canvassing the election returns and declaring the results of the May 7, 2022 General Election.

***Motion to approve ord 22-490, Canvassing the election returns and declaring the results of the May 7, 2022, General Election.***

***Motion made by Matthew Yarborough, Seconded by Melissa Strawn.***

***Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Mark Brown II***

VII. SWEAR IN COUNCILMEMBERS

- A. Mike Johnson, Position 1
- B. Rodrigo "Rory" Escalante, Position 4
- C. Carey Lankford, Position 5

Kirsten Garcia, City Secretary, swore in the new members of City Council.

## VIII. DISCUSSION AND ACTION ITEMS

### A. Discuss and consider appointing Mayor Pro-Tem and Committee Liaison positions.

1. Mayor Pro-Tem
2. Crime Control & Prevention District
3. Keep Richwood Beautiful
4. Fire Department

Mayor Pro Tem – Rory Escalante

KRB – Mike Johnson

CCPD – Matt Yarborough

FD – Carey Lankford

***Motion to approve liaison appointments.***

***Motion made by Matthew Yarborough, Seconded by Mike Johnson.***

***Voting Yea: Mike Johnson, Melissa Strawn, Matthew Yarborough, Rory Escalante, Carey Lankford***

### IX. CITY MANAGER'S REPORT

Eric reported update on budget award.

### X. COUNCIL MEMBER COMMENTS & REPORTS

Mike Johnson attended CCPD meeting last week, reviewed budget but no action.

Melissa Strawn thanked Mike and Rory and thanked Carey for joining us.

Matt Yarborough echoed Melissa's remarks, also urges residents to get involved and interested in the activity of council. Always welcome to speak on public comment and any agenda item.

Rory Escalante had comments on the animal control contract we have with Angleton, have residents having trouble getting assistance.

Carey Lankford thanked everyone for the welcome, congrats to Mike and Rory and thanks to the city for placing trust in him.

### XI. MAYOR'S REPORT

Mayor reported on public works week, police week and ems week. Would like to express his pride in these services.

Follow up on TCEQ request for wastewater system,

Rec a letter from TCEQ notifying us, permit request to have a water system

### XII. FUTURE AGENDA ITEMS

Polk Elementary (possible executive session)

Tax Exemption Review

XIII. ADJOURNMENT

Being there no further business, the meeting was adjourned at 6:29 p.m.

**These minutes were read and approved on this 13th day of June 2022.**

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Mayor

ATTEST:

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City Secretary



## AGENDA MEMORANDUM – JUNE 13, 2022

### ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

**SUMMARY:** Receive and/or approve the April 2022 Budget Report

#### BACKGROUND INFORMATION:

The information provided is for the FY 2021-2022 budget period, month ending April 30, 2022. This summary highlights several key points related to the current month's activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and April may include corrections from prior months.

#### DISCUSSION:

Attached is the budget report for April 2022, which is the seventh month of Fiscal Year 22. 58.3% of the year has passed. The report reflects the original budget as approved for FY22 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year to date figures that are unaudited and may be adjusted at a future time.*

#### 10-General Fund

As of April 30, 2022, General Fund revenues total \$2,377,274. General Fund expenditures total \$1,680,970.

#### Revenue (GF)

Total Revenue collected in the General fund is at 77.14% of budget.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of April is \$1,830,811, 95.53% of projection for the year.
- Sales Tax revenue received in April, earned in February, is \$51,434. CCPD received \$12,825 and for Transportation fund the amount is \$12,859. Sales tax is 14% ahead of FY21 at this same time with a total of \$269,380 in general fund revenue, \$67,137 in CCPD revenue and \$67,345 in Transportation Fund revenue. This represents sales tax revenue earned October – February (5 months). Sales tax revenue is reflected when earned, not collected. Therefore, we currently show 5 months of revenue, or 41.7% of the year.
- Permits and Licenses revenues total \$7,317 for April, \$48,847 year to date. Inspection fees collected, year to date are \$17,710 while fees paid for inspections to date are \$17,745.

Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected \$21,726 for 9 Water Impact Fees. No impact fees have been collected this year for sewer.

- Court revenue for April is \$12,144 for a YTD total of \$62,229.



**Expenditures (GF)**

Expenditures in the General Fund are 66.05% of budget.

**30-Water, Sewer and Solid Waste Fund**

Operating Revenues received through April total \$1,384,064, 56.56% of projection for the year. Total operating expense through April is \$1,073,330, 55.8% of budget.

**RECOMMENDATION:** Council to approve April 2022 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

**City of Richwood**  
**Operational Budget Report**  
**10/1/2021 - 04/30/2022**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>58.3% of year</b>
Taxes	2,051,678.45	111,634.54	2,218,554.10	2,786,463.00	2,786,463.00	567,908.90	79.62%
Property taxes, including delinquent & penalties	1,702,375.53	39,539.88	1,830,811.31	1,916,463.00	1,916,463.00		95.53%
Franchise Taxes	111,862.60	20,660.18	118,363.04	190,000.00	190,000.00		62.30%
Sales Tax	237,440.32	51,434.48	269,379.75	680,000.00	680,000.00		39.61%
Licenses and permits	49,616.65	14,225.64	48,847.38	96,100.00	96,100.00	47,252.62	50.83%
Intergovernmental revenue	10,966.08	7,780.00	15,719.85	1,000.00	1,000.00	(14,719.85)	Ahead of Budget
Charges for services	1,440.00	250.00	3,990.00	10,000.00	10,000.00	6,010.00	39.90%
Fines and forfeitures	49,851.28	12,144.47	62,228.60	140,000.00	140,000.00	77,771.40	44.45%
Special Revenues	1,166.96	27.87	37.51	1,500.00	1,500.00	1,462.49	2.50%
Interest	1,041.92	20.18	380.18	1,200.00	1,200.00	819.82	31.68%
Miscellaneous revenue	26,636.37	9,843.30	27,816.01	46,000.00	46,000.00	18,183.99	60.47%
Inspection Fees	17,685.00	2,530.00	17,710.00	30,000.00	30,000.00		
Miscellaneous Income	6,701.37	6,613.30	8,256.01	10,000.00	10,000.00		
Parks & Recreation - Park Pavilion Rentals	2,250.00	700.00	1,850.00	6,000.00	6,000.00		
<b>Total Revenue</b>	<b>2,192,397.71</b>	<b>155,926.00</b>	<b>2,377,573.63</b>	<b>3,082,263.00</b>	<b>3,082,263.00</b>	<b>704,689.37</b>	<b>77.14%</b>
<b>Expenditures</b>							
<b>General Government</b>							
<b>Administration</b>							
Personnel & Benefits	244,947.41	34,262.36	271,446.83	445,617.00	445,617.00	174,170.17	60.91%
Supplies	6,259.07	1,058.19	6,024.46	18,700.00	18,700.00	12,675.54	32.22%
Maintenance & Repair	2,264.12	316.23	1,969.21	5,000.00	5,000.00	3,030.79	39.38%
Utilities	8,649.99	771.94	8,148.00	14,000.00	14,000.00	5,852.00	58.20%
Professional Services	157,352.55	6,343.50	104,668.41	128,300.00	128,300.00	23,631.59	81.58%
Other Services	26,730.82	1,925.92	24,715.93	62,680.00	62,680.00	37,964.07	39.43%
Capital Equipment	6,444.04	69.67	1,844.24	5,100.00	5,100.00	3,255.76	36.16%
<b>Total Administration</b>	<b>452,648.00</b>	<b>44,747.81</b>	<b>418,817.08</b>	<b>679,397.00</b>	<b>679,397.00</b>	<b>260,579.92</b>	<b>61.65%</b>
<b>Judicial</b>							
Personnel & Benefits	37,249.30	5,272.02	38,801.14	70,402.00	70,402.00	31,600.86	55.11%
Supplies	999.51	90.43	433.53	2,300.00	2,300.00	1,866.47	18.85%
Professional Services	10,432.00	1,070.00	13,152.00	18,350.00	18,350.00	5,198.00	71.67%
Other Services	205.00	0.00	205.00	1,000.00	1,000.00	795.00	20.50%
<b>Total Judicial</b>	<b>48,885.81</b>	<b>6,432.45</b>	<b>52,591.67</b>	<b>92,052.00</b>	<b>92,052.00</b>	<b>39,460.33</b>	<b>57.13%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	16,700.50	3,560.00	17,745.00	68,100.00	68,100.00	50,355.00	26.06%
Supplies	175.00	175.00	353.10	5,000.00	5,000.00	4,646.90	7.06%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
<b>Total Permitting &amp; Inspections</b>	<b>16,875.50</b>	<b>3,735.00</b>	<b>18,098.10</b>	<b>74,600.00</b>	<b>74,600.00</b>	<b>56,501.90</b>	<b>24.26%</b>
<b>Special Revenue Expenditures</b>							
Supplies	0.00	175.00	294.00	1,500.00	1,500.00	1,206.00	19.60%
<b>Total Special Revenue Expenditures</b>	<b>0.00</b>	<b>175.00</b>	<b>294.00</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>1,206.00</b>	<b>19.60%</b>
<b>Total General Government</b>	<b>518,409.31</b>	<b>55,090.26</b>	<b>489,800.85</b>	<b>847,549.00</b>	<b>847,549.00</b>	<b>357,748.15</b>	<b>57.79%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	519,149.36	60,374.32	442,150.00	870,078.00	870,078.00	427,928.00	50.82%
Supplies	21,154.31	7,470.38	25,873.22	32,000.00	32,000.00	6,126.78	80.85%
Maintenance & Repair	18,975.79	1,328.30	17,327.51	31,400.00	31,400.00	14,072.49	55.18%
Utilities	8,106.37	1,516.30	8,428.03	13,000.00	13,000.00	4,571.97	64.83%
Professional Services	26,707.24	17,555.00	118,556.06	146,028.00	146,028.00	27,471.94	81.19%
Other Services	16,249.35	0.00	15,595.93	14,600.00	14,600.00	(995.93)	Over Budget
Capital Equipment	3,685.70	187.10	3,685.70	4,625.00	4,625.00	939.30	79.69%
<b>Total Police Department</b>	<b>614,028.12</b>	<b>88,431.40</b>	<b>631,616.45</b>	<b>1,111,731.00</b>	<b>1,111,731.00</b>	<b>480,114.55</b>	<b>56.81%</b>
<b>Fire Department</b>							
Personnel & Benefits	10,267.85	(5,940.00)	13,813.60	31,934.00	31,934.00	18,120.40	43.26%
Supplies	6,229.71	688.92	5,049.73	16,400.00	16,400.00	11,350.27	30.79%
Maintenance & Repair	545.78	1,587.50	4,575.28	21,100.00	21,100.00	16,524.72	21.68%
Utilities	2,323.96	392.02	2,854.13	5,100.00	5,100.00	2,245.87	55.96%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	78,750.00	0.00	65,093.75	110,000.00	110,000.00	44,906.25	59.18%
Other Services	14,041.06	4,242.00	18,147.28	15,450.00	15,450.00	(2,697.28)	Over Budget
Capital Equipment	47,663.75	0.00	35,177.83	64,712.00	64,712.00	29,534.17	54.36%
<b>Total Fire Department</b>	<b>159,822.11</b>	<b>970.44</b>	<b>144,711.60</b>	<b>264,696.00</b>	<b>264,696.00</b>	<b>119,984.40</b>	<b>54.67%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	(254.00)	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	736.00	0.00	0.00	800.00	800.00	800.00	0.00%
<b>Total Code Enforcement</b>	<b>482.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>0.00%</b>
<b>Total Public Safety</b>	<b>774,332.23</b>	<b>89,401.84</b>	<b>776,328.05</b>	<b>1,379,227.00</b>	<b>1,379,227.00</b>	<b>602,898.95</b>	<b>56.29%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	59,068.62	8,589.12	60,789.35	101,555.00	101,555.00	40,765.65	59.86%
Supplies	9,093.29	3,403.27	9,694.52	17,000.00	17,000.00	7,305.48	57.03%
Maintenance & Repair	14,747.62	384.11	24,469.34	43,500.00	43,500.00	19,030.66	56.25%
Utilities	14,316.80	2,452.92	14,800.45	35,900.00	35,900.00	21,099.55	41.23%
Other Services	2,540.73	0.00	2,621.36	6,300.00	6,300.00	3,678.64	41.61%
Capital Equipment	2,125.86	0.00	59,422.00	60,000.00	60,000.00	578.00	99.04%
<b>Total City Maintenance</b>	<b>101,892.92</b>	<b>14,829.42</b>	<b>171,797.02</b>	<b>264,255.00</b>	<b>264,255.00</b>	<b>92,457.98</b>	<b>65.01%</b>
<b>Parks and Recreation</b>							
Supplies	1,651.69	572.50	2,128.07	2,800.00	2,800.00	671.93	76.00%
Maintenance & Repair	20,674.51	8,302.68	19,281.44	25,000.00	25,000.00	5,718.56	77.13%
Utilities	1,244.60	258.86	1,355.78	2,700.00	2,700.00	1,344.22	50.21%
Other Services	7,390.70	282.25	4,351.99	16,300.00	16,300.00	11,948.01	26.70%
<b>Total Parks and Recreation</b>	<b>30,961.50</b>	<b>9,416.29</b>	<b>27,117.28</b>	<b>46,800.00</b>	<b>46,800.00</b>	<b>19,682.72</b>	<b>57.94%</b>
<b>Emergency/Disaster</b>							
Contract Labor	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	69.10%
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>0.00</b>	<b>215,926.90</b>	<b>0.00</b>	<b>312,500.00</b>	<b>96,573.10</b>	<b>0.00%</b>
Miscellaneous	38,208.00	0.00	0.00	7,000.00	7,000.00	7,000.00	0.00%
Development Agreements	0	0	0	7,000.00	7,000.00	7,000.00	0.00%
<b>Total Expenditures</b>	<b>1,463,803.96</b>	<b>168,737.81</b>	<b>1,680,970.10</b>	<b>2,544,831.00</b>	<b>2,857,331.00</b>	<b>1,176,360.90</b>	<b>66.05%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	0.00	0.00	127,218.50	127,500.00	127,500.00	281.50	99.78%
<b>Total Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>127,218.50</b>	<b>127,500.00</b>	<b>127,500.00</b>	<b>281.50</b>	<b>99.78%</b>
<b>Uses</b>							
Transfers Out	317,000.00	0.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
<b>Total Uses</b>	<b>317,000.00</b>	<b>0.00</b>	<b>454,128.00</b>	<b>454,128.00</b>	<b>454,128.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Other Financing Sources and Uses</b>	<b>(317,000.00)</b>	<b>0.00</b>	<b>(326,909.50)</b>	<b>(326,628.00)</b>	<b>(326,628.00)</b>	<b>281.50</b>	<b>100.09%</b>
<b>Total - 10 GENERAL FUND</b>	<b>411,593.75</b>	<b>(12,811.81)</b>	<b>369,694.03</b>	<b>210,804.00</b>	<b>(101,696.00)</b>	<b>471,390.03</b>	<b>Ahead of Budget</b>

<b>City of Richwood</b> <b>Operational Budget Report</b> <b>10/1/2021 - 04/30/2022</b>							
<b>30 Water &amp; Sewer Enterprise Fund</b>	<b>Prior YTD</b>	<b>Current Period</b>	<b>Current YTD</b>	<b>Annual Budget</b>	<b>Revised Budget</b>	<b>Remaining Budget</b>	<b>% Earned/Used</b>
<b>Net Operating Income (Loss)</b>							
<b>Operating income</b>							<b>58.3% of year</b>
Sewer Department	509,668.45	76,887.35	523,547.75	907,100.00	907,100.00	383,552.25	57.72%
Water Department	674,166.91	99,444.17	670,864.59	1,230,000.00	1,230,000.00	559,135.41	54.54%
Solid Waste Department	183,930.85	27,872.17	189,651.79	310,000.00	310,000.00	120,348.21	61.18%
<b>Total Operating income</b>	<b>1,367,766.21</b>	<b>204,203.69</b>	<b>1,384,064.13</b>	<b>2,447,100.00</b>	<b>2,447,100.00</b>	<b>1,063,035.87</b>	<b>56.56%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	90,370.50	11,911.41	90,980.45	180,056.00	180,056.00	89,075.55	50.53%
Supplies	3,492.94	1,341.73	4,141.75	11,500.00	11,500.00	7,358.25	36.02%
Maintenance & Repair	10,158.41	2,666.39	60,767.87	59,950.00	59,950.00	(817.87)	Ahead of Budget
Utilities	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00%
Professional Services	304,080.33	69,148.87	332,877.31	574,580.00	574,580.00	241,702.69	57.93%
Other Services	6,636.36	0.00	5,122.09	5,100.00	5,100.00	(22.09)	Ahead of Budget
<b>Total Sewer Department</b>	<b>414,738.54</b>	<b>85,068.40</b>	<b>493,889.47</b>	<b>856,186.00</b>	<b>856,186.00</b>	<b>362,296.53</b>	<b>57.68%</b>
<b>Water Department</b>							
Personnel & Benefits	87,094.07	15,592.80	103,387.13	205,579.00	205,579.00	102,191.87	50.29%
Supplies	20,258.93	1,627.51	10,634.65	21,300.00	21,300.00	10,665.35	49.93%
Maintenance & Repair	72,199.67	20,424.91	65,395.83	78,010.00	78,010.00	12,614.17	83.83%
Utilities	38,883.98	4,786.90	29,352.48	84,500.00	84,500.00	55,147.52	34.74%
Professional Services	23,314.12	5,561.78	46,276.54	51,500.00	51,500.00	5,223.46	89.86%
Other Services	180,791.83	23,688.00	184,155.96	343,000.00	343,000.00	158,844.04	53.69%
Capital Equipment	2,105.39	300.77	2,105.39	3,610.00	3,610.00	1,504.61	58.32%
<b>Total Water Department</b>	<b>424,647.99</b>	<b>71,982.67</b>	<b>441,307.98</b>	<b>787,499.00</b>	<b>787,499.00</b>	<b>346,191.02</b>	<b>56.04%</b>
<b>Solid Waste Department</b>							
Professional Services	131,962.41	23,227.81	138,132.80	280,000.00	280,000.00	141,759.20	49.33%
<b>Total Solid Waste Department</b>	<b>131,962.41</b>	<b>23,227.81</b>	<b>138,132.80</b>	<b>280,000.00</b>	<b>280,000.00</b>	<b>141,867.20</b>	<b>49.33%</b>
<b>Total Operating expense</b>	<b>971,348.94</b>	<b>180,278.88</b>	<b>1,073,330.25</b>	<b>1,923,685.00</b>	<b>1,923,685.00</b>	<b>850,354.75</b>	<b>55.80%</b>
<b>Total Net Operating Income (Loss)</b>	<b>396,417.27</b>	<b>23,924.81</b>	<b>310,733.88</b>	<b>523,415.00</b>	<b>523,415.00</b>	<b>212,681.12</b>	<b>59.37%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	497.07	0.00	99.31	1,000.00	1,000.00	900.69	9.93%
Grants	37,513.60	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	1,174.49	200.70	511.37	0.00	0.00	(511.37)	not budgeted
Transfers In	80,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00	At Budget
<b>Total Non-operating income</b>	<b>119,185.16</b>	<b>200.70</b>	<b>10,610.68</b>	<b>11,000.00</b>	<b>11,000.00</b>	<b>389.32</b>	<b>96.46%</b>
<b>Non-operating expense</b>							
Debt Service	114,622.50	0.00	117,374.25	336,949.00	336,949.00	219,574.75	34.83%
Transfers Out	56,000.00	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
<b>Total Non-operating expense</b>	<b>170,622.50</b>	<b>0.00</b>	<b>173,374.25</b>	<b>392,949.00</b>	<b>392,949.00</b>	<b>219,574.75</b>	<b>44.12%</b>
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
<b>Total Non-Operating Items</b>	<b>(51,437.34)</b>	<b>200.70</b>	<b>(162,763.57)</b>	<b>(681,949.00)</b>	<b>(681,949.00)</b>	<b>519,185.43</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>344,979.93</b>	<b>24,125.51</b>	<b>147,970.31</b>	<b>(158,534.00)</b>	<b>(158,534.00)</b>	<b>306,504.31</b>	<b>Ahead of Budget</b>



## AGENDA MEMORANDUM – JUNE 13, 2022

### ITEM # CONSENT

**CONTACT:** Patricia Ditto, Finance Director

**SUBJECT:** Monthly Budget Summary Report

**SUMMARY:** Receive and/or approve the May 2022 Budget Report

#### BACKGROUND INFORMATION:

The information provided is for the FY 2021-2022 budget period, month ending May 31, 2022. This summary highlights several key points related to the current month's activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

#### DISCUSSION:

Attached is the budget report for May 2022, which is the eighth month of Fiscal Year 22. 66% of the year has passed. The report reflects the original budget as approved for FY22 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year to date figures that are unaudited and may be adjusted at a future time.*

#### 10-General Fund

As of May 31, 2022, General Fund revenues total \$2,502,336. General Fund expenditures total \$1,863,138.

#### Revenue (GF)

Total Revenue collected in the General fund is at 81.19% of budget.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of May is \$1,841,536, 96.09% of projection for the year.
- Sales Tax revenue received in May, earned in March, is \$68,672. CCPD received \$17,013 and for Transportation fund the amount is \$17,168. Sales tax is 11% ahead of FY21 at this same time with a total of \$338,051 in general fund revenue, \$84,149 in CCPD revenue and \$84,513 in Transportation Fund revenue. This represents sales tax revenue earned October – March (6 months). Sales tax revenue is reflected when earned, not collected. Therefore, we currently show 6 months of revenue, or 50% of the year.
- Permits and Licenses revenues total \$9,398 for May, \$58,245 year to date. Inspection fees collected, year to date are \$20,240 while fees paid for inspections to date are \$24,053.

Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected \$26,554 for 11 Water Impact Fees. No impact fees have been collected this year for sewer.

- Court revenue for May is \$8,980 for a YTD total of \$71,209, or 50.86 % of projection. While we are slightly behind for the year as a percentage of projection, we are \$10,272 ahead of this time last year.

**Expenditures (GF)**

Expenditures in the General Fund are 73.21% of budget.

**30-Water, Sewer and Solid Waste Fund**

Operating Revenues received through May total \$1,583,115, 64.69% of projection for the year. Total operating expense through May is \$1,211,056, 62.96% of budget.

**RECOMMENDATION:** Council to approve May 2022 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

**City of Richwood**  
**Operational Budget Report**  
**10/1/2021 - 05/31/2022**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
<b>Revenue</b>							<b>66% of year</b>
Taxes	2,149,738.51	102,325.13	2,320,879.23	2,786,463.00	2,786,463.00	465,583.77	83.29%
Property taxes, including delinquent & penalties	1,713,451.02	10,724.24	1,841,535.55	1,916,463.00	1,916,463.00		96.09%
Franchise Taxes	132,136.42	22,929.35	141,292.39	190,000.00	190,000.00		74.36%
Sales Tax	304,151.07	68,671.54	338,051.29	680,000.00	680,000.00		49.71%
Licenses and permits	59,823.53	9,397.68	58,245.06	96,100.00	96,100.00	37,854.94	60.61%
Intergovernmental revenue	11,734.08	0.00	15,719.85	1,000.00	1,000.00	(14,719.85)	Ahead of Budget
Charges for services	1,832.00	500.00	4,490.00	10,000.00	10,000.00	5,510.00	44.90%
Fines and forfeitures	60,937.05	8,980.35	71,208.95	140,000.00	140,000.00	68,791.05	50.86%
Special Revenues	1,167.36	3.00	40.51	1,500.00	1,500.00	1,459.49	2.70%
Interest	1,122.03	17.29	397.47	1,200.00	1,200.00	802.53	33.12%
Miscellaneous revenue	29,627.37	3,539.06	31,355.07	46,000.00	46,000.00	14,644.93	68.16%
Inspection Fees	20,215.00	2,530.00	20,240.00	30,000.00	30,000.00		
Miscellaneous Income	6,737.37	259.06	8,515.07	10,000.00	10,000.00		
Parks & Recreation - Park Pavilion Rentals	2,675.00	750.00	2,600.00	6,000.00	6,000.00		
<b>Total Revenue</b>	<b>2,315,981.93</b>	<b>124,762.51</b>	<b>2,502,336.14</b>	<b>3,082,263.00</b>	<b>3,082,263.00</b>	<b>579,926.86</b>	<b>81.19%</b>
<b>Expenditures</b>							
<b>General Government</b>							
<b>Administration</b>							
Personnel & Benefits	278,689.68	33,964.33	305,411.16	445,617.00	445,617.00	140,205.84	68.54%
Supplies	7,447.23	1,168.92	7,193.38	18,700.00	18,700.00	11,506.62	38.47%
Maintenance & Repair	2,733.61	226.10	2,195.31	5,000.00	5,000.00	2,804.69	43.91%
Utilities	10,032.00	874.31	9,022.31	14,000.00	14,000.00	4,977.69	64.45%
Professional Services	163,773.62	2,837.95	107,506.36	128,300.00	128,300.00	20,793.64	83.79%
Other Services	45,306.02	23,528.85	48,244.78	62,680.00	62,680.00	14,435.22	76.97%
Capital Equipment	6,513.71	69.67	1,913.91	5,100.00	5,100.00	3,186.09	37.53%
<b>Total Administration</b>	<b>514,495.87</b>	<b>62,670.13</b>	<b>481,487.21</b>	<b>679,397.00</b>	<b>679,397.00</b>	<b>197,909.79</b>	<b>70.87%</b>
<b>Judicial</b>							
Personnel & Benefits	42,275.20	5,483.34	44,284.48	70,402.00	70,402.00	26,117.52	62.90%
Supplies	1,180.81	90.43	523.96	2,300.00	2,300.00	1,776.04	22.78%
Professional Services	12,631.80	0.00	13,152.00	18,350.00	18,350.00	5,198.00	71.67%
Other Services	205.00	0.00	205.00	1,000.00	1,000.00	795.00	20.50%
<b>Total Judicial</b>	<b>56,292.81</b>	<b>5,573.77</b>	<b>58,165.44</b>	<b>92,052.00</b>	<b>92,052.00</b>	<b>33,886.56</b>	<b>63.19%</b>
<b>Permitting &amp; Inspections</b>							
Personnel & Benefits	20,030.50	6,307.50	24,052.50	68,100.00	68,100.00	44,047.50	35.32%
Supplies	533.27	0.00	353.10	5,000.00	5,000.00	4,646.90	7.06%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
<b>Total Permitting &amp; Inspections</b>	<b>20,563.77</b>	<b>6,307.50</b>	<b>24,405.60</b>	<b>74,600.00</b>	<b>74,600.00</b>	<b>50,194.40</b>	<b>32.72%</b>
<b>Special Revenue Expenditures</b>							
Supplies	0.00	847.50	1,141.50	1,500.00	1,500.00	358.50	76.10%
<b>Total Special Revenue Expenditures</b>	<b>0.00</b>	<b>847.50</b>	<b>1,141.50</b>	<b>1,500.00</b>	<b>1,500.00</b>	<b>358.50</b>	<b>76.10%</b>
<b>Total General Government</b>	<b>591,352.45</b>	<b>75,398.90</b>	<b>565,199.75</b>	<b>847,549.00</b>	<b>847,549.00</b>	<b>282,349.25</b>	<b>66.69%</b>
<b>Public Safety</b>							
<b>Police Department</b>							
Personnel & Benefits	582,595.71	55,248.86	497,398.86	870,078.00	870,078.00	372,679.14	57.17%
Supplies	26,158.73	300.80	26,174.02	32,000.00	32,000.00	5,825.98	81.79%
Maintenance & Repair	24,433.63	2,270.07	19,597.58	31,400.00	31,400.00	11,802.42	62.41%
Utilities	9,291.47	1,555.61	9,983.64	13,000.00	13,000.00	3,016.36	76.80%
Professional Services	27,008.88	523.71	119,079.77	146,028.00	146,028.00	26,948.23	81.55%
Other Services	16,973.35	0.00	15,595.93	14,600.00	14,600.00	(995.93)	Over Budget
Capital Equipment	8,894.80	187.10	3,872.80	4,625.00	4,625.00	752.20	83.74%
<b>Total Police Department</b>	<b>695,356.57</b>	<b>60,086.15</b>	<b>691,702.60</b>	<b>1,111,731.00</b>	<b>1,111,731.00</b>	<b>420,028.40</b>	<b>62.22%</b>
<b>Fire Department</b>							
Personnel & Benefits	10,267.85	0.00	13,813.60	31,934.00	31,934.00	18,120.40	43.26%
Supplies	9,194.27	78.50	5,128.23	16,400.00	16,400.00	11,271.77	31.27%
Maintenance & Repair	4,506.57	8,449.14	13,024.42	21,100.00	21,100.00	8,075.58	61.73%
Utilities	2,809.01	330.64	3,184.77	5,100.00	5,100.00	1,915.23	62.45%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	78,750.00	0.00	65,093.75	110,000.00	110,000.00	44,906.25	59.18%
Other Services	17,703.38	4,845.34	22,992.62	15,450.00	15,450.00	(7,542.62)	Over Budget
Capital Equipment	61,557.75	0.00	35,177.83	64,712.00	64,712.00	29,534.17	54.36%
<b>Total Fire Department</b>	<b>184,788.83</b>	<b>13,703.62</b>	<b>158,415.22</b>	<b>264,696.00</b>	<b>264,696.00</b>	<b>106,280.78</b>	<b>59.85%</b>
<b>Code Enforcement</b>							
Personnel & Benefits	(254.00)	500.00	500.00	1,000.00	1,000.00	500.00	50.00%
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	875.07	0.00	0.00	800.00	800.00	800.00	0.00%
<b>Total Code Enforcement</b>	<b>621.07</b>	<b>500.00</b>	<b>500.00</b>	<b>2,800.00</b>	<b>2,800.00</b>	<b>2,300.00</b>	<b>17.86%</b>
<b>Total Public Safety</b>	<b>880,766.47</b>	<b>74,289.77</b>	<b>850,617.82</b>	<b>1,379,227.00</b>	<b>1,379,227.00</b>	<b>528,609.18</b>	<b>61.67%</b>
<b>Public Works</b>							
<b>City Maintenance</b>							
Personnel & Benefits	66,514.73	7,503.32	68,292.67	101,555.00	101,555.00	33,262.33	67.25%
Supplies	10,274.68	962.30	10,656.82	17,000.00	17,000.00	6,343.18	62.69%
Maintenance & Repair	16,409.43	1,550.28	26,019.62	43,500.00	43,500.00	17,480.38	59.82%
Utilities	16,787.90	2,409.30	17,209.75	35,900.00	35,900.00	18,690.25	47.94%
Other Services	9,267.89	6,189.07	8,810.43	6,300.00	6,300.00	(2,510.43)	Over Budget
Capital Equipment	2,125.86	0.00	59,422.00	60,000.00	60,000.00	578.00	99.04%
<b>Total City Maintenance</b>	<b>121,380.49</b>	<b>18,614.27</b>	<b>190,411.29</b>	<b>264,255.00</b>	<b>264,255.00</b>	<b>73,843.71</b>	<b>72.06%</b>
<b>Parks and Recreation</b>							
Supplies	1,670.67	0.00	2,128.07	2,800.00	2,800.00	671.93	76.00%
Maintenance & Repair	20,777.46	8,684.25	27,965.69	25,000.00	25,000.00	(2,965.69)	Over Budget
Utilities	1,405.39	230.89	1,586.67	2,700.00	2,700.00	1,113.33	58.77%
Other Services	10,634.53	4,950.03	9,302.02	16,300.00	16,300.00	6,997.98	57.07%
<b>Total Parks and Recreation</b>	<b>34,488.05</b>	<b>13,865.17</b>	<b>40,982.45</b>	<b>46,800.00</b>	<b>46,800.00</b>	<b>5,817.55</b>	<b>87.57%</b>
<b>Emergency/Disaster</b>							
Contract Labor	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	69.10%
<b>Total Emergency/Disaster</b>	<b>0.00</b>	<b>0.00</b>	<b>215,926.90</b>	<b>0.00</b>	<b>312,500.00</b>	<b>96,573.10</b>	<b>0.00%</b>
Miscellaneous	38,208.36	0.00	0.00	7,000.00	7,000.00	7,000.00	0.00%
Development Agreements	0	0	0	7,000.00	7,000.00	7,000.00	0.00%
<b>Total Expenditures</b>	<b>1,666,195.82</b>	<b>182,168.11</b>	<b>1,863,138.21</b>	<b>2,544,831.00</b>	<b>2,857,331.00</b>	<b>994,192.79</b>	<b>73.21%</b>
<b>Other Financing Sources and Uses</b>							
<b>Sources</b>							
Transfers In	0.00	0.00	127,218.50	127,500.00	127,500.00	281.50	99.78%
<b>Total Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>127,218.50</b>	<b>127,500.00</b>	<b>127,500.00</b>	<b>281.50</b>	<b>99.78%</b>
<b>Uses</b>							
Transfers Out	317,000.00	0.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
<b>Total Uses</b>	<b>317,000.00</b>	<b>0.00</b>	<b>454,128.00</b>	<b>454,128.00</b>	<b>454,128.00</b>	<b>0.00</b>	<b>100.00%</b>
<b>Total Other Financing Sources and Uses</b>	<b>(317,000.00)</b>	<b>0.00</b>	<b>(326,909.50)</b>	<b>(326,628.00)</b>	<b>(326,628.00)</b>	<b>281.50</b>	<b>100.09%</b>
<b>Total - 10 GENERAL FUND</b>	<b>332,786.11</b>	<b>(57,405.60)</b>	<b>312,288.43</b>	<b>210,804.00</b>	<b>(101,696.00)</b>	<b>413,984.43</b>	<b>Ahead of Budget</b>



<b>City of Richwood</b> <b>Operational Budget Report</b> <b>10/1/2021 - 05/31/2022</b>							
<b>30 Water &amp; Sewer Enterprise Fund</b>	<b>Prior YTD</b>	<b>Current Period</b>	<b>Current YTD</b>	<b>Annual Budget</b>	<b>Revised Budget</b>	<b>Remaining Budget</b>	<b>% Earned/Used</b>
<b>Net Operating Income (Loss)</b>							
<b>Operating income</b>							<b>66% of year</b>
Sewer Department	581,548.31	74,151.13	597,698.88	907,100.00	907,100.00	309,401.12	65.89%
Water Department	769,360.05	97,015.98	767,880.57	1,230,000.00	1,230,000.00	462,119.43	62.43%
Solid Waste Department	210,336.55	27,883.32	217,535.11	310,000.00	310,000.00	92,464.89	70.17%
<b>Total Operating income</b>	<b>1,561,244.91</b>	<b>199,050.43</b>	<b>1,583,114.56</b>	<b>2,447,100.00</b>	<b>2,447,100.00</b>	<b>863,985.44</b>	<b>64.69%</b>
<b>Operating expense</b>							
<b>Sewer Department</b>							
Personnel & Benefits	101,792.35	11,918.76	102,899.21	180,056.00	180,056.00	77,156.79	57.15%
Supplies	4,023.97	102.85	4,244.60	11,500.00	11,500.00	7,255.40	36.91%
Maintenance & Repair	12,824.74	342.25	61,110.12	59,950.00	59,950.00	(1,160.12)	Ahead of Budget
Utilities	0.00	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00%
Professional Services	304,080.33	0.00	332,877.31	574,580.00	574,580.00	241,702.69	57.93%
Other Services	6,636.36	0.00	5,122.09	5,100.00	5,100.00	(22.09)	Ahead of Budget
<b>Total Sewer Department</b>	<b>429,357.75</b>	<b>12,363.86</b>	<b>506,253.33</b>	<b>856,186.00</b>	<b>856,186.00</b>	<b>349,932.67</b>	<b>59.13%</b>
<b>Water Department</b>							
Personnel & Benefits	98,799.69	17,739.83	121,126.96	205,579.00	205,579.00	84,452.04	58.92%
Supplies	18,825.87	273.62	10,908.27	21,300.00	21,300.00	10,391.73	51.21%
Maintenance & Repair	81,880.50	10,405.52	75,801.35	78,010.00	78,010.00	2,208.65	97.17%
Utilities	49,046.72	5,026.81	34,379.29	84,500.00	84,500.00	50,120.71	40.69%
Professional Services	28,895.80	0.00	46,276.54	51,500.00	51,500.00	5,223.46	89.86%
Other Services	240,134.56	68,387.96	252,543.92	343,000.00	343,000.00	90,456.08	73.63%
Capital Equipment	2,406.16	300.77	2,406.16	3,610.00	3,610.00	1,203.84	66.65%
<b>Total Water Department</b>	<b>519,989.30</b>	<b>102,134.51</b>	<b>543,442.49</b>	<b>787,499.00</b>	<b>787,499.00</b>	<b>244,056.51</b>	<b>69.01%</b>
<b>Solid Waste Department</b>							
Professional Services	153,848.16	23,227.81	161,360.61	280,000.00	280,000.00	118,531.39	57.63%
<b>Total Solid Waste Department</b>	<b>153,848.16</b>	<b>23,227.81</b>	<b>161,360.61</b>	<b>280,000.00</b>	<b>280,000.00</b>	<b>118,639.39</b>	<b>57.63%</b>
<b>Total Operating expense</b>	<b>1,103,195.21</b>	<b>137,726.18</b>	<b>1,211,056.43</b>	<b>1,923,685.00</b>	<b>1,923,685.00</b>	<b>712,628.57</b>	<b>62.96%</b>
<b>Total Net Operating Income (Loss)</b>	<b>458,049.70</b>	<b>61,324.25</b>	<b>372,058.13</b>	<b>523,415.00</b>	<b>523,415.00</b>	<b>151,356.87</b>	<b>71.08%</b>
<b>Non-Operating Items</b>							
<b>Non-operating income</b>							
Interest income	497.14	0.00	99.31	1,000.00	1,000.00	900.69	9.93%
Grants	37,513.60	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	1,188.53	210.55	721.92	0.00	0.00	(721.92)	not budgeted
Transfers In	80,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00	At Budget
<b>Total Non-operating income</b>	<b>119,199.27</b>	<b>210.55</b>	<b>10,821.23</b>	<b>11,000.00</b>	<b>11,000.00</b>	<b>178.77</b>	<b>98.37%</b>
<b>Non-operating expense</b>							
Debt Service	114,622.50	0.00	117,374.25	336,949.00	336,949.00	219,574.75	34.83%
Transfers Out	81,752.25	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
<b>Total Non-operating expense</b>	<b>196,374.75</b>	<b>0.00</b>	<b>173,374.25</b>	<b>392,949.00</b>	<b>392,949.00</b>	<b>219,574.75</b>	<b>44.12%</b>
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
<b>Total Non-Operating Items</b>	<b>(77,175.48)</b>	<b>210.55</b>	<b>(162,553.02)</b>	<b>(681,949.00)</b>	<b>(681,949.00)</b>	<b>519,395.98</b>	<b>Ahead of Budget</b>
<b>Total - 30 Water &amp; Sewer Enterprise Fund</b>	<b>380,874.22</b>	<b>61,534.80</b>	<b>209,505.11</b>	<b>(158,534.00)</b>	<b>(158,534.00)</b>	<b>368,039.11</b>	<b>Ahead of Budget</b>



## **AGENDA MEMORANDUM**

**CONTACT:** Kirsten Garcia

**SUBJECT:** Discuss, consider, and select a administrative service provider to complete project implementation for the Community Development Block Grant - Mitigation (CDBG-MIT) funding administered by the Texas General Land Office (GLO)

**SUMMARY:** Proposals were accepted for the CDBG-MIT MOD allocation and after scoring each proposal we wish to award the contract to the highest scorer.

**BACKGROUND INFORMATION:** A panel consisting of Eric, Kirsten, Clif and Tricia rated each bid and the average results were as follows:

Langford Community Management Services: 89.25

Public Management: 94.75

Richard Gomez and Associates: 78.5

All procurement and rating guidelines were provided to us by the GLO and that is what we followed when scoring the bids received. An example score sheet along with bids submitted are attached.

**RECOMMENDATION:** We recommend awarding Public Management with the grant administration services contract.

# Administration Professional Services Rating Sheet

Section VII, Item C.

Grant Recipient \_\_\_\_\_ Name of Respondent \_\_\_\_\_  
 Evaluator's Name \_\_\_\_\_ Date of Rating \_\_\_\_\_

**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. Respondents proposing to offer specific services (environmental or buyout only) will be scored only on those services.**

## Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	5	_____
2. Related Experience / Background with specific project type (infrastructure, acquisition of property, coordination with regulatory agency, etc.)	5	_____
3. Related experience/background with specific services:		_____
a. Administrative, construction management, and related acquisition	5	_____
b. Environmental review	5	_____
c. Buyout management (if not applicable score '0')	5	_____
4. References from current/past clients	5	_____
<b>Subtotal, Experience</b>	<u>30</u>	_____

## Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/GLO in a timely manner	5	_____
2. Responds to client/GLO requests in a timely manner	5	_____
3. Past client/GLO projects completed on schedule	5	_____
4. Work product is consistently of high quality with low level of errors	5	_____
5. Past client/GLO projects have low level of monitoring findings/concerns	5	_____
6. Manages projects within budgetary constraints	5	_____
<b>Subtotal, Performance</b>	<u>30</u>	_____

## Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications / Experience of Staff		_____
a. Administrative, construction management, and related acquisition	4	_____
b. Environmental review	4	_____
c. Buyout management (if not applicable score '0')	4	_____
2. Present and Projected Workloads	4	_____
3. Demonstrated understanding of scope of the CDBG-MIT Project	4	_____
<b>Subtotal, Capacity to Perform</b>	<u>20</u>	_____

## Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
Proposed cost is in line with independent estimate and compared with all cost proposals received	20	_____
A = Lowest Proposal \$ _____ $A \div B \times 20 = \text{Respondent's Score}$	<u>20</u>	_____
B = Respondent's Proposal \$ _____		

## TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
<input type="checkbox"/> Experience	30	_____
<input type="checkbox"/> Work Performance	30	_____
<input type="checkbox"/> Capacity to Perform	20	_____
<input type="checkbox"/> Proposed Cost	20	_____
<b>Total Score</b>	<u>100</u>	_____

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

May 10, 2022

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

Ms. Garcia,

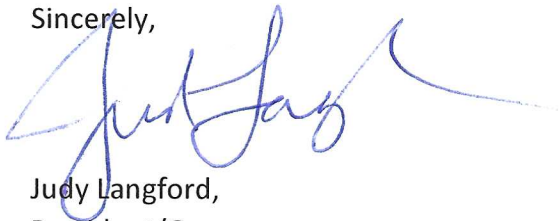
Langford Community Management Services (LCMS) will provide the City of Richwood with comprehensive project-based grant services to ensure all state, federal, and local requirements are met while implementing this program. We are a Texas-based firm, founded in 1983. We propose to provide the full scope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

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

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

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

Sincerely,



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

# ADMINISTRATION & PROFESSIONAL SERVICES PROPOSAL

**CDBG - DISASTER RECOVERY INFRASTRUCTURE**

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# ADMINISTRATION

## ADMINISTRATION SERVICES

## INTRODUCTION

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

## STATEMENT OF QUALIFICATIONS

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

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

## APPROACH TO PROVIDING SERVICES

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

## EXPERIENCED IN DISASTER RECOVERY

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



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

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

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

## EXPERIENCED STAFF

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

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

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



# INFRASTRUCTURE EXAMPLES

## Grant Management for Bastrop County Wildfire I and Wildfire II Grants

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

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



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



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

CDBG DR Wildfire I and Wildfire II grants has been much like the DR funds the County may be receiving. For their Wildfire I grant, the County initially, received just under \$5 million of “urgent” need funds for critical projects for Right- of- Way restoration and match to the Natural Resource Conservation Service for culvert replacement projects. After a door-to-door survey was completed to reach greater than 51LMI status for the County, an additional \$18 million was contractually obligated to the County for additional projects. LCMS is successfully working alongside Bastrop’s officials to ensure compliance with all CDBG and Federal rules and regulations are followed. Please contact Paul Pape, Bastrop County Judge, at 512/332-7201 as the local contact for the project.





**Grant Management for City of La Feria, Drainage Services**

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



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

We are nearing completion on an \$18 million CDBG regional drainage project for the City of La Feria. With LCMS’ assistance over \$4 million dollars of FEMA HMGP funds were secured for La Feria and matched with the GLO CDBG-DR funds. What started as six units was separated into 15 projects so that smaller, local construction companies would be able to bid on the projects. LCMS assisted with the City’s Analysis of Impediments of Fair Housing, as well as the implementation of their Section 3 plan. Please contact Sunny Philip at 956/343-7041 as the contact for the La Feria project.



## Langford Community Management Services Grant Management Experience

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

## Langford Community Management Services Grant Management Experience

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



## Langford Community Management Services Grant Management Experience

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

## Langford Community Management Services Grant Management Experience

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

## Langford Community Management Services Grant Management Experience

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

## Langford Community Management Services Grant Management Experience

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



## EXPERIENCE & WORK PERFORMANCE



# WORK PERFORMANCE

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



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

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

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

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



## WHY LCMS?

### HANDS-ON EXPERIENCE WITH HUD APPROVAL PROCESSES

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

### COLLABORATIVE COMMUNICATION

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

### ACQUISITION EXPERTISE

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

### HIGH QUALITY PERFORMANCE

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

### COMPLIANCE

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

### PROVEN PROJECT MANAGEMENT

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

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

Functions & Key Tasks	
Administrative Duties	
✓ Program compliance	✓ Report suspected fraud to GLO, submit timely responses to the City and/or GLO for additional information when required
✓ Establishing and maintaining financial processes	✓ Complete draw requests with supporting documents,
✓ Establishing and maintaining a record- keeping system	✓ Facilitate outreach efforts
✓ Resolution of monitoring and audit findings (if any)	✓ Application intake and eligibility review
✓ Serve as the monitoring liaison	✓ Perform any other administrative duties required to deliver the project
✓ Assist with the resolution of any third- party claims	✓ Utilize and assist with GLO's system of records and submit change requests as necessary
Acquisition Tasks	
✓ Acquisition Activities	✓ Maintain acquisition files
✓ Submit acquisition reports and related docs	✓ Uniform Relocation Act
Environmental Services	
✓ Review each project for: Exempt, Categorical Exclusion not Subject to 58.5, Environmental Assessment, and Environmental Impact Statement	✓ Perform special studies, additional assessments, or permitting to secure environmental clearance
✓ Prepare and submit environmental forms to support findings	✓ Maintain close coordination with local officials, project engineers, and project teams
✓ Consult & coordinate with oversight/regulatory agencies	✓ Complete and submit Environmental Review for GLO's system of record
✓ Prepare all responses to comments	✓ Complete site visit and field observation report
✓ Prepare and submit publication for all public notices, not limited to the FONSI	✓ Provide documentation of clearance
✓ Advise and complete environmental re- evaluations per CFR 58.47 when needed	✓ Prepare and submit monthly status reports and participate in regularly scheduled meetings





## CAPACITY TO PERFORM

GRANT ADMINISTRATION SERVICES

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



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

APPLICATION PREPARATION

Pre-Funding Services

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

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

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



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

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

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

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

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

Program application.

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

PLAN DEVELOPMENT

Post-Funding Services

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

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

## PROJECT MANAGEMENT

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



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

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

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

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

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

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

## FINANCIAL MANAGEMENT

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

## ENVIRONMENTAL REVIEW/HUD CDBG COMPLIANCE

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



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

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

## REAL PROPERTY ACQUISITION/URA

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



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

## CONSTRUCTION MANAGEMENT

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



**FAIR HOUSING/EQUAL OPPORTUNITY**

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

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

**AUDIT/CONTRACT CLOSE-OUT ASSISTANCE**

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





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

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



## PROPOSED COST OF SERVICE

**COST OF SERVICES - INFRASTRUCTURE**

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

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

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



## 5.1 REFERENCES

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





## GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

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

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

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

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

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

### Texas Historically Underutilized Business (HUB) Certificate



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

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

## LANGFORD COMMUNITY MANAGEMENT

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 11-DEC-2020, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Statewide HUB Program  
Statewide Procurement Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Rev. 06/19

Date Issued: 9/17/2021

Ken Linneman, Senior Vice President

## Binder Confirmation for Miscellaneous Errors & Omissions Liability

Jesus Sanchez  
Central Insurance Agency Inc.

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

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

2901 CR 175  
Leander, TX 78641

Insurer: Travelers Casualty Insurance Company of  
America, Admitted

Form: Claims Made

Minimum Earned Premium: 0%

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

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

**N/A - File Complete**

### Premium Summary:

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

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

### Professional Services:

Grant Writing and Administration

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

**Terms and Conditions:**

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

**Extended Reporting Period for Liability Coverages:**

Additional Premium Percentage: 75%

Additional Months: 12

**Policy Forms and Endorsements:**

MPL-2001-0109 Miscellaneous Professional Liability Declarations Page

MPL-3001-0109 Miscellaneous Professional Liability Policy

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

LIA-19097-0315 Global Coverage Compliance Endorsement

LIA-3001-0109 Liability Coverage Terms and Conditions

LIA-4028-0912 Texas Changes Endorsement

LIA-5041-1107 Texas Cancellation and Nonrenewal Endorsement

MPL-7003-0109 Architect and Engineer Services Exclusion Endorsement

ALL OTHER TERMS AND CONDITIONS APPLY PER FORM

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

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

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



# LANGFORD COMMUNITY MANAGEMENT SERVICES, INC.

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

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

## Business Information

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

## Registration Dates

Activation Date <b>Nov 8, 2021</b>	Submission Date <b>Nov 5, 2021</b>	Initial Registration Date <b>Dec 21, 2009</b>
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## Entity Dates

Entity Start Date <b>Jan 1, 1997</b>	Fiscal Year End Close Date <b>Dec 31</b>
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## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

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

**No**

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

**Not Selected**

## Proceedings Questions


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

**No**

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

**Not Selected**

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

  
**JUDY LANGFORD**  
 judy@LCMSINC.com  
 5124520432

#### Electronic Business


  
**JUDY LANGFORD, Owner**  
 judy@LCMSINC.com  
 5124520432

2901 County Road 175  
 Leander, Texas 78641  
 United States

Judy Langford  
 judy@lcmisinc.com  
 5127042040

2901 County Road 175  
 Leander, Texas 78641  
 United States

#### Government Business

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

2901 County Road 175  
 Austin, Texas 78641  
 United States

**JUDY LANGFORD**  
 judy@LCMSINC.com  
 5124520432

2901 County Road 175  
 Leander, Texas 78641  
 United States

#### Security Information

Company Security Level  
 (blank)

Highest Level Employee Security Level  
 (blank)

#### Service Classifications

##### NAICS Codes

Primary	NAICS Codes	NAICS Title
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#### Size Metrics

##### IGT Size Metrics

Annual Revenue (from all IGTs)  
 (blank)

##### Worldwide

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

##### Location

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

##### Industry-Specific

Barrels Capacity (blank)	Megawatt Hours (blank)	Total Assets (blank)
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#### Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

#### Disaster Response

This entity does not appear in the disaster response registry.

**CONFLICT OF INTEREST QUESTIONNAIRE****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.

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

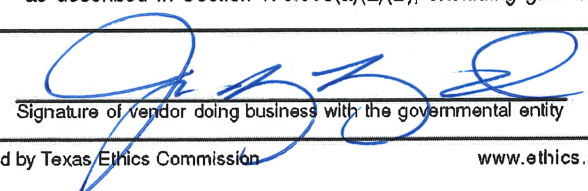
☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

**7**   
Signature of vendor doing business with the governmental entity

April 11, 2022

Date



## CONFLICT OF INTEREST QUESTIONNAIRE

### For vendor doing business with local governmental entity

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

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

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

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

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

\*\*\*

(2) the vendor:

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

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

or

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

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

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

Certification Regarding Lobbying

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

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

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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

  
\_\_\_\_\_  
Signature of Contractor's Authorized Official

Judy Langford  
\_\_\_\_\_  
Printed Name and Title of Contractor's Authorized Official

April 11, 2022  
\_\_\_\_\_  
Date

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

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

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

**Disclosure of Lobbying Activities**

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

<b>Type of Federal Action:</b> _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance	<b>Status of Federal Action:</b> _____ a. bid/offer/application _____ b. initial award _____ c. post-award	<b>Report Type:</b> _____ a. initial filing _____ b. material change
<b>Name and Address of Reporting Entity:</b> _____ Prime      _____ Subawardee Tier _____, if Known:  <b>Congressional District, if known:</b>	<b>If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  <b>Congressional District, if known:</b>	
<b>Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
<b>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.</b>	<b>Signature:</b> _____ <b>Print Name:</b> <u>Jody Langford</u> <b>Title:</b> <u>President/owner</u> <b>Telephone No.:</b> <u>(512) 452-0482</u> <b>Date:</b> <u>April 11, 2022</u>	
<b>Federal Use Only</b>	<b>Authorized for Local Reproduction</b> <b>Standard Form - LLL (Rev. 7-97)</b>	



(To be completed by awarded vendor)

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



# JUDY LANGFORD

## President

### **PROFESSIONAL EXPERIENCE**

#### **Management Consultant, Langford Community Management Services, Austin, Texas**

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

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

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

### **EDUCATION**

Bachelor’s Degree, The University of Texas at Austin

### **WORKSHOPS and TRAININGS**

Texas Department of Agriculture Grant Application and Implementation Workshops  
 General Land Office Disaster Recovery Program Training  
 Texas Department of Transportation Grant Workshops  
 Texas Safe Routes to School Grant Administration Workshops  
 Texas Department of Housing and Community Affairs Grant Administration Workshops  
 Texas Municipal League Annual Conferences

### **CERTIFICATIONS**

Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified  
 Texas Department of Agriculture Administration Certified

**KAY LYNN WOLFE**  
**Finance Director**

**PROFESSIONAL EXPERIENCE**

**Langford Community Management Services, Austin, Texas**

August 2020-present

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

Honeywell, Arlington, TX

Senior Finance Manager, November 2018 – May 2020

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

Transnorm System Inc, Arlington, TX

Chief Financial Officer, May 2008 - Nov 2018

President and CEO, Nov 1998 - May 2008

Controller and Vice President, June 1990 to Nov 1998

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

**EDUCATION**

Texas Tech University, Lubbock, TX

Bachelor of Business Administration – Accounting

**Workshops and Trainings**

Annual requirement to obtain 40 hours of continuing education

Every 4<sup>th</sup> year includes ethic training

**Certifications**

Certified Public Accountant - TEXAS

## JILL PHINNEY

GLO Program Manager

### **PROFESSIONAL EXPERIENCE**

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

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

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

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

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

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

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

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

### **EDUCATION**

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

### **TRAINING**

Completed the National Development Council ED101 and ED201, 2006

FEMA Fundamentals of Grant Management, 2011

Minnesota Certified Emergency Manager

# ERIN THOMPSON

## Sr. Program Coordinator

### **PROFESSIONAL EXPERIENCE**

#### **Management Consultant, Langford Community Management Services, Austin, Texas**

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

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

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

#### **Grant Writer**

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

### **EDUCATION**

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

### **TRAINING**

TxCDBG Grants - Certified

# JESSICA BICKFORD

**Sr. Program Coordinator**

## **PROFESSIONAL EXPERIENCE**

**Management Consultant, Langford Community Management Services, Austin, Texas**

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

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

## **WORKSHOPS and TRAINING**

The Office of Rural Affairs Implementation Workshops

The Office of Rural Affairs TxCDBG Administrator Certification Workshops

Texas Municipal League Annual Conference

HUD Foundations in Environmental Review Training Workshop

TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects

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

TxCDBG Implementation Manual Training

# Justin Michael Meyer

Langford Community Management Services  
Grants Administrator

## PROFESSIONAL EXPERIENCE

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

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

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

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

### Operations Assistant – EOG Resources | September 2011 – May 2016

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

## EDUCATION

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

**Associate of Science – Mathematics, Victoria College**

# Anna Maria Martin

Hazard Mitigation Grant Program Coordinator

## PROFESSIONAL EXPERIENCE

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

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

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

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

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

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

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

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

## EDUCATION

**Bachelor of Science – Kinesiology, University of Texas at Austin**

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

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

# SUELLEN JORDAN

## HMGP Program Manager

### **PROFESSIONAL EXPERIENCE**

#### **Management Consultant, Langford Community Management Services, Austin, Texas**

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

#### **Hacienda del Lago (HdL), Austin Texas**

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

#### **Volente Fire Department (VFD), Volente, Texas**

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

### **EDUCATION**

Sam Houston State University

### **WORKSHOPS, TRAINING, CERTIFICATIONS**

TxCDBG Implementation Workshop

Texas Municipal League Annual Conference



# KAREN WALKER

## HOME Program Manager

### **PROFESSIONAL EXPERIENCE**

#### **Management Consultant, Langford Community Management Services, Austin, Texas**

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

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

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

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

### **EXPERTISE**

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

### **WORKSHOPS and TRAININGS**

Texas Department of Housing and Community Affairs Grant Workshops

### **LICENSES**

Mortgage Loan Originator, License #1209925

# JANELL FOSTER

## CDBG Program Manager

### **PROFESSIONAL EXPERIENCE**

#### **Management Consultant, Langford Community Management Services, Austin, Texas**

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

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

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

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

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

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

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

### **EDUCATION**

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

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

### **WORKSHOPS and TRAININGS**

PDAT Procurement Disaster Assistance Training—2018

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

Mitigation Planning Certification—2017

H&R Block Tax Consultant Course

# CINDY METRO

Sr. Program Coordinator

## **PROFESSIONAL EXPERIENCE**

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

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

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

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

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

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

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

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

## **EDUCATION**

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

## **AREAS OF EXPERTISE**

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

# PAULA RODRIGUEZ

## Sr. Program Coordinator

### **PROFESSIONAL EXPERIENCE**

#### **Management Consultant, Langford Community Management Services, Harlingen, Texas**

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

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

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

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

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

### **EDUCATION**

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

### **WORKSHOPS and TRAININGS**

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

### **CERTIFICATIONS**

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

# CIMAGAROON HOWELL

## Environmental Consultant

### **PROFESSIONAL EXPERIENCE**

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

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

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

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

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

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

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

#### **ENVIRONMENTAL SCIENTIST, HNTB, AUSTIN, TX 2009 - 2012**

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

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

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

# MELISA DURHAM

## Environmental Specialist

### **PROFESSIONAL EXPERIENCE**

#### **Management Consultant, Langford Community Management Services, Austin, Texas**

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

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

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

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

### **WORKSHOPS and TRAININGS**

The Office of Rural Affairs Implementation Workshops  
 The Office of Rural Affairs TxCDBG Administrator Certification Workshops  
 Texas Municipal League Annual Conferences  
 TDHCA Thursday Eligibility Training for Affordable Housing Programs  
 TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects





TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

# Judy Langford

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

Texas Department of Agriculture's

Texas Community Development Block Grant Implementation July 17, 2019 Workshop

And is certified to Administer TxCDBG contracts.

Awarded on July 30, 2019

Suzanne Barnard Director for Community Development Block Grant Program

Expires October 2020



TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

Erin Thompson

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

Texas Department of Agriculture's

Texas Community Development Block Grant September 11-12, 2019

Implementation Workshop for Beginners

And is certified to Administer TxCDBG contracts.

Awarded on September 12, 2019

Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020





TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

# Cindy Metro

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

Texas Department of Agriculture's

Texas Community Development Block Grant September 11-12, 2019

Implementation Workshop for Beginners

And is certified to Administer TxCDBG contracts.

Awarded on September 12, 2019

Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020



—◆—  
TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

# Janell Foster

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

Texas Department of Agriculture's

Texas Community Development Block Grant Implementation July 17, 2019 Workshop

And is certified to Administer TxCDBG contracts.

Awarded on July 30, 2019

Suzanne Barnard Director for Community Development Block Grant Program

Expires October 2020





TEXAS DEPARTMENT OF AGRICULTURE  
COMMISSIONER SID MILLER

# Melisa Durham

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

Texas Department of Agriculture's

Texas Community Development Block Grant September 11-12, 2019

Implementation Workshop for Beginners

And is certified to Administer TxCDBG contracts.

Awarded on September 12, 2019

Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020

# Certificate of Completion

*This is to certify that*

**Melisa Durham**

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

*November 19 - 21, 2019*

*Fort Worth, Texas*



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



# Certificate of Achievement

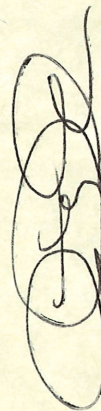
*Awarded to*

Melisa Durham

*for superior achievement and excellence in*  
TxCDBG Environmental Training

this 13<sup>th</sup> day of August

in the year 2019.

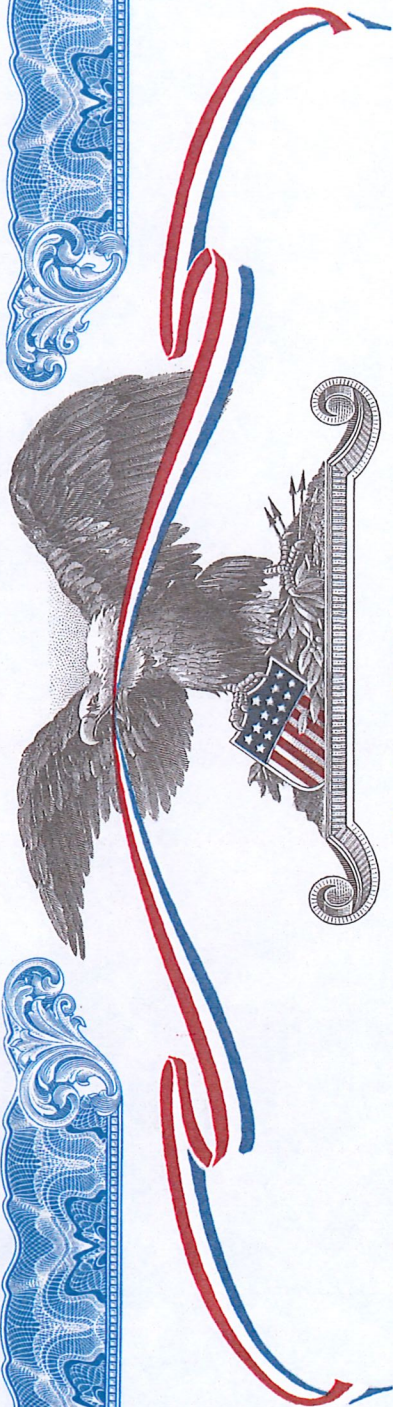


Signed

Pamela Wozniak, TxCDBG Environmental Specialist







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

presents this  
Professional Certificate of Achievement  
to

*Jill Hughes*

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



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



# CERTIFICATE OF COMMENDATION



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

**JILL HUGHES, HSEM**



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

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

MARK DAYTON  
GOVERNOR

STATE OF MINNESOTA  
OFFICE OF THE GOVERNOR





# University of Texas at Arlington

Public Works Institute certifies that

**Cindy Metro**

has successfully completed

## **Local Government Project Procedures Qualification #63596**

Tyler, TX

August 15-16, 2018

Training Hours: 12.00

CEUs: 1.200

Certificate expires 3 years after  
the completion of the class.



  
David Hearnberger -Instructor

  
Bryan Sims, Executive Director

Section VII, Item C.



# Texas Department of Public Safety



## TEXAS DIVISION OF EMERGENCY MANAGEMENT

Issues this certificate to

*Janell Foster*

Langford Community Management Services

In recognition of successful completion of the academic requirements for

*Local Mitigation Planning Workshop*

14.00 Hours

Austin, 78752

January 23-24, 2018

Assistant Director/DPS

Chief/TDEM

Mejia, Raymond

Instructor

Section VII, Item C.





# Texas Department of Public Safety



## TEXAS DIVISION OF EMERGENCY MANAGEMENT

Issues this certificate to

*Suellen Jordan*

Langford Community Management Services, Inc.

In recognition of successful completion of the academic requirements for

*Local Mitigation Planning Workshop*

14.00 Hours

Austin, 78752

January 23-24, 2018

Deputy Director/DPS  
Chief/TDEM

Mejia, Raymond

Instructor

# Emergency Management Institute



# FEMA

This is to certify that

**Suellen Jordan**

successfully completed

**Hazard Mitigation Assistance: Developing Quality Application Elements**  
**Austin, Texas**

**2.80 IACET CEU**

**June 5 - 7, 2018**



  
**Superintendent**  
Emergency Management Institute

# Emergency Management Institute



## FEMA

This is to certify that

**Janell Marie Foster**

successfully completed

**Hazard Mitigation Assistance: Developing Quality Application Elements**  
**Austin, Texas**

**2.80 IACET CEU**

**June 5 - 7, 2018**



  
Superintendent  
Emergency Management Institute





# Certificate of Completion

This certifies that

**Cindy Metro**

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

**Completion Date: Aug 16, 2018**

**Class Duration: 4 Hours**

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



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

**PROPOSAL:**  
**CITY OF RICHWOOD**

APPLICATION PREPARATION &  
ADMINISTRATIVE SERVICES

TEXAS GENERAL LAND OFFICE (GLO)

COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION  
(CDBG-MIT) HURRICANE HARVEY REGIONAL METHOD OF  
DISTRIBUTION





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Planning • Financing • Management

May 17, 2022

Kirsten Garcia, CCCII  
City Secretary  
City of Richwood  
1800 N. Brazosport Blvd  
Richwood, Texas 77531

RE: City of Richwood Request for Proposal (RFP) associated with Community Development Block Grant – Mitigation (CDBG-DR) Regional Method of Distribution (MOD)

Dear Ms. Garcia:

We are excited for the opportunity to submit this proposal to the City of Richwood for Application Preparation and Administration Services associated with the Community Development Block Grant - Mitigation Program (CDBG-MIT) Regional Method of Distribution (MOD). We have assembled a highly qualified team that will be dedicated to identifying and implementing this funding opportunity for the city (see Team section).

To date, Public Management, Inc. has guided its clients to over **\$850 million** in community development, economic development, disaster recovery, and planning initiative funding which span multiple state and federal funding sources. Of this amount over **\$500 million** is associated with disaster recovery initiatives. Most recently, our Team has secured nearly \$200 million for our clients as part of the CDBG-MIT Harvey Competition – this equates to approximately 20% of the entire competition that was delivered to our clients!

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 Houston-Galveston Region for forty years. Strategically located in Houston, 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 of \$155,000** as, detailed in Section V & VI of the included Administrative Services contract (See Contract Tab), for period of one Hundred eighty (180) days and will acknowledge the terms and conditions resulting in an awarded contract.

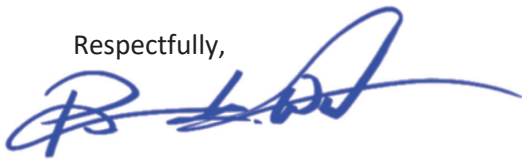
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Planning • Financing • Management

Our proposed cost is based on the Houston Galveston Area Council of Governments (HGAC) preliminary Method of Distribution (MOD) allocation to the City of Richwood in the amount of \$2,456,537.52 (see Required Forms section). This cost is less than the GLO's recommended Project Delivery Caps (see Required Forms section).

We are grateful for the opportunity to submit this proposal and look forward to working with you on this much needed project!

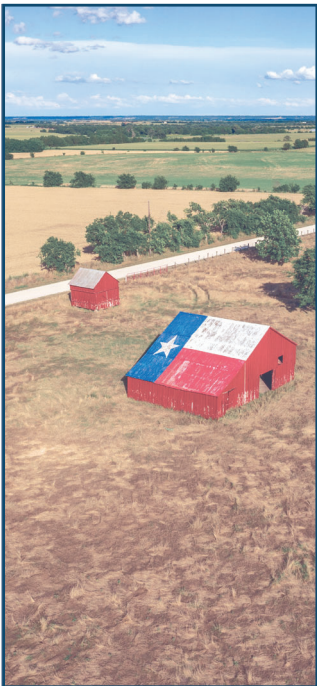
Respectfully,



Patrick K. Wiltshire  
President

**1**  
**INTRODUCTION**

**2**  
**SCOPE OF WORK**



**3**  
**EXPERIENCE**

**4**  
**REFERENCES**

**5**  
**THE TEAM**

**6**  
**CONTRACT**



**7**  
**REQUIRED FORMS**

# TABLE OF CONTENTS

# 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**

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


## CHAMPIONS FOR TEXAS TOWNS

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


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




**PATRICK K. WILTSHIRE**  
President



**NICHOLAS HOUSTON**  
Vice President



**KENNETH J. COIGNET**  
Vice President



**JAKE MCADAMS**  
Regional Project Manager

For 40 years, Public Management, Inc. has assisted many political subdivisions in the state of Texas who find themselves in need of professional planning, management or financial services. These institutions either do not have the qualified staff to administer a special project or they have qualified staff that does not have the time to devote to a special project or issue. Public Management, Inc. seeks to fill that void with a small team of expert individuals and support services.

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



## 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 follow through of a community’s goals.

## BY THE NUMBERS

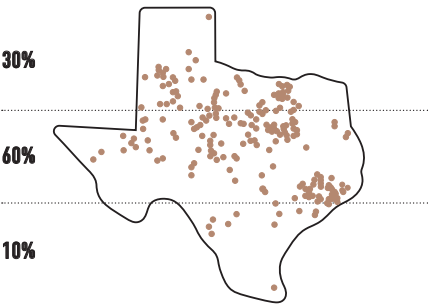
### OVERVIEW

1982 - Present



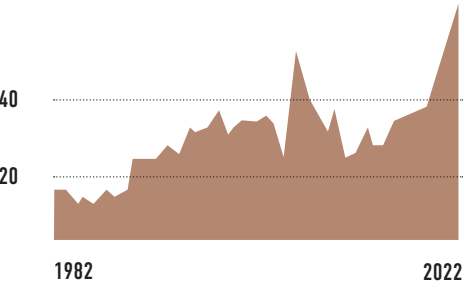
### PROJECTS BY REGION

1982 - Present



### COMMUNITIES IMPACTED

1982 - Present



### CLIENT FUNDING

1982 - Present



### Government Codes

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

### Litigation History

None

### Financial Solvency

Public Management, Inc. has been in continuous operation for 40 years. The corporation maintains stringent fiscal policy with prudent budget operations. Public Management, Inc. has a healthy financial outlook with no debt.

### Conflicts

None

## OFFICE LOCATIONS

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



### HOUSTON, TX

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

### GRANBURY, TX

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

### LUBBOCK, TX

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

## SATELLITE OFFICES

### ABILENE, TX

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

### MCKINNEY, TX

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

### SAN ANTONIO, TX

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

## PROPOSAL STRUCTURE

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

# SCOPE OF WORK

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

**- City of Baytown**

# WE HELP COMMUNITIES IN PURSUIT OF PROSPERITY.

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

## METHODOLOGY

The Team will immediately begin conducting 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 Client to secure funding.

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 and scoring process and report the status back to the Client. If an application is scheduled for award, the Team will notify the Client 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 appropriate funding and/or administrative 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, efficiency, and effectiveness.



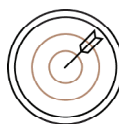
### PLANNING

Our Team will provide planning efforts that serve as a road map to success. Our objective will be to implement a program that will serve as the basis for future funding opportunities.



### CONTRACT MANAGEMENT

Our Team will insert itself as an extension of the City to ensure the contract is in full compliance with all state and federal regulations.



### DISASTER RECOVERY

Our Team has decades of experience guiding our clients through the road of recovery and mitigation by securing over \$500 million in program initiatives



# PRE-FUNDING SERVICES

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

## 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.

### 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 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 toward building your community. Whether it's for three months or 30 years, we'll show up, step up, and go to work as an extension of your team.*

## 1. ADMINISTRATIVE DUTIES

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

## 2. RECORD KEEPING

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

## 3. FINANCIAL MANAGEMENT

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

## 4. CONSTRUCTION MANAGEMENT

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

## 5. REAL PROPERTY ACQUISITION (AS APPLICABLE):

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

## 6. ENVIRONMENTAL SERVICES

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

## 7. CIVIL RIGHTS REQUIREMENTS

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



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

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

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

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

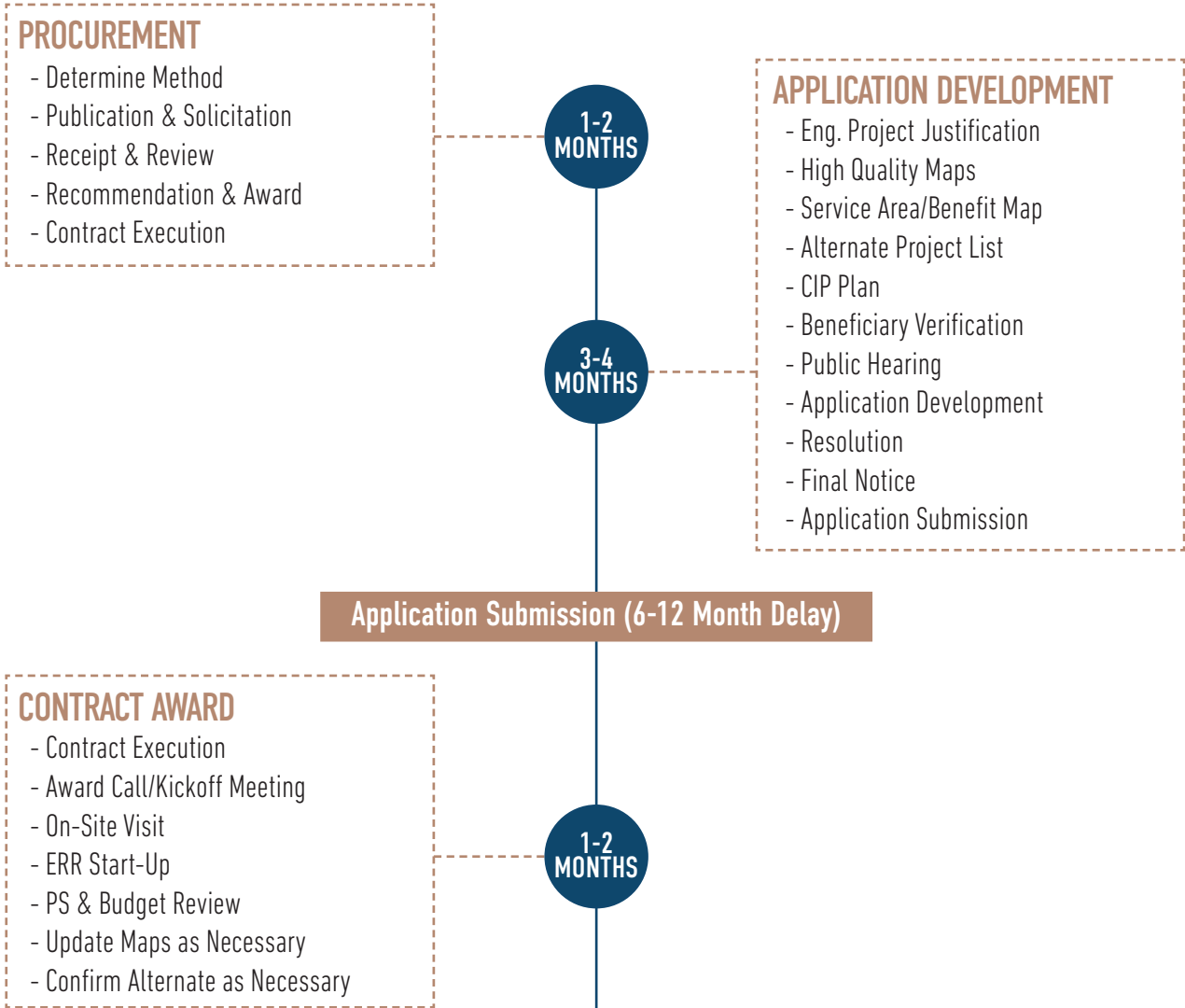
## PROJECT APPROACH

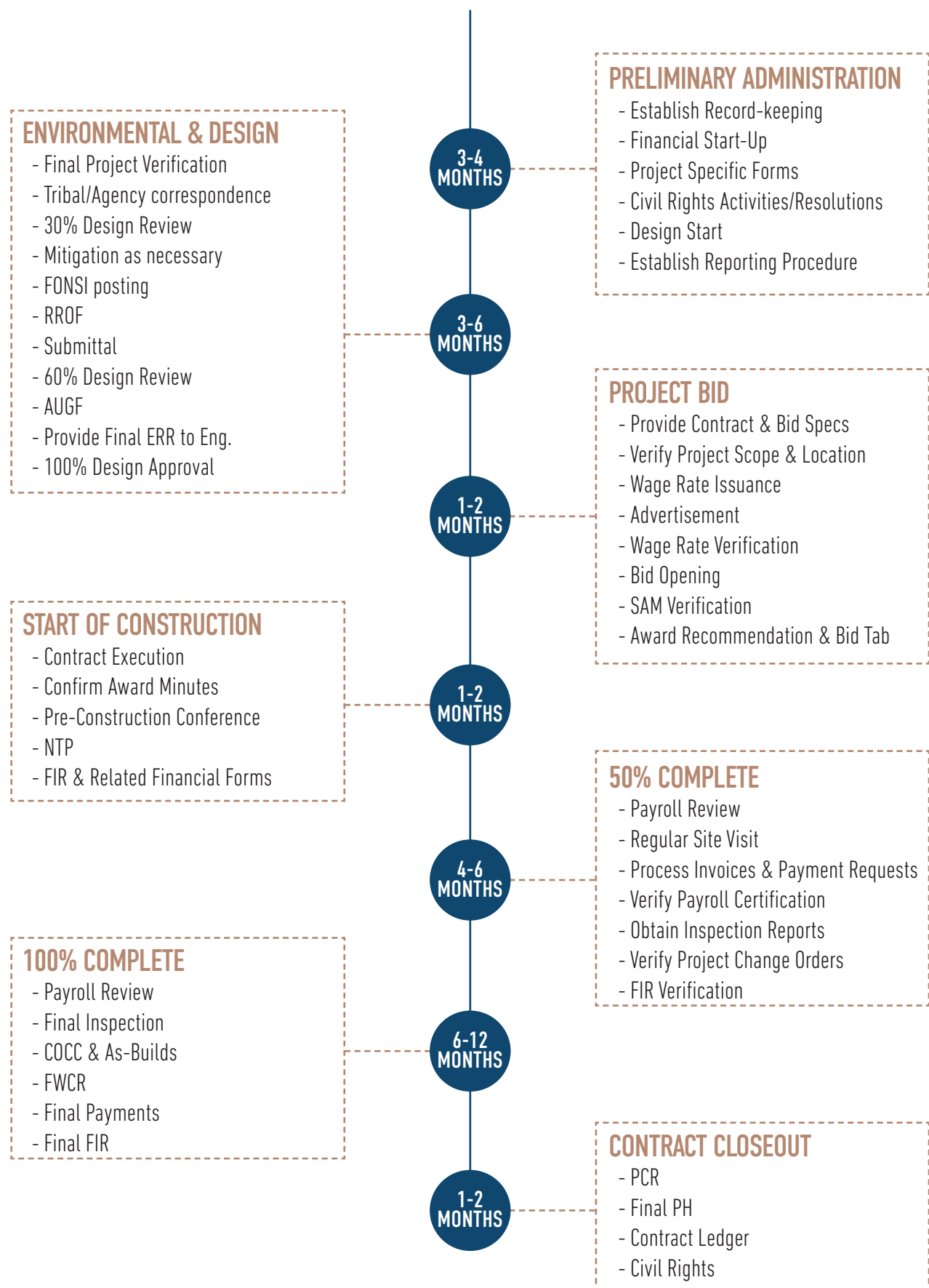
The Team will utilize local and regional staff as the primary contacts to provide continuous, logistical, and technical support during the course of the project. The Team will work closely with state and federal agencies to ensure that all requirements are met and that the project remains on track. The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

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

The following page details 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	Application Submission (6-12 Month Delay)	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																																





# EXPERIENCE

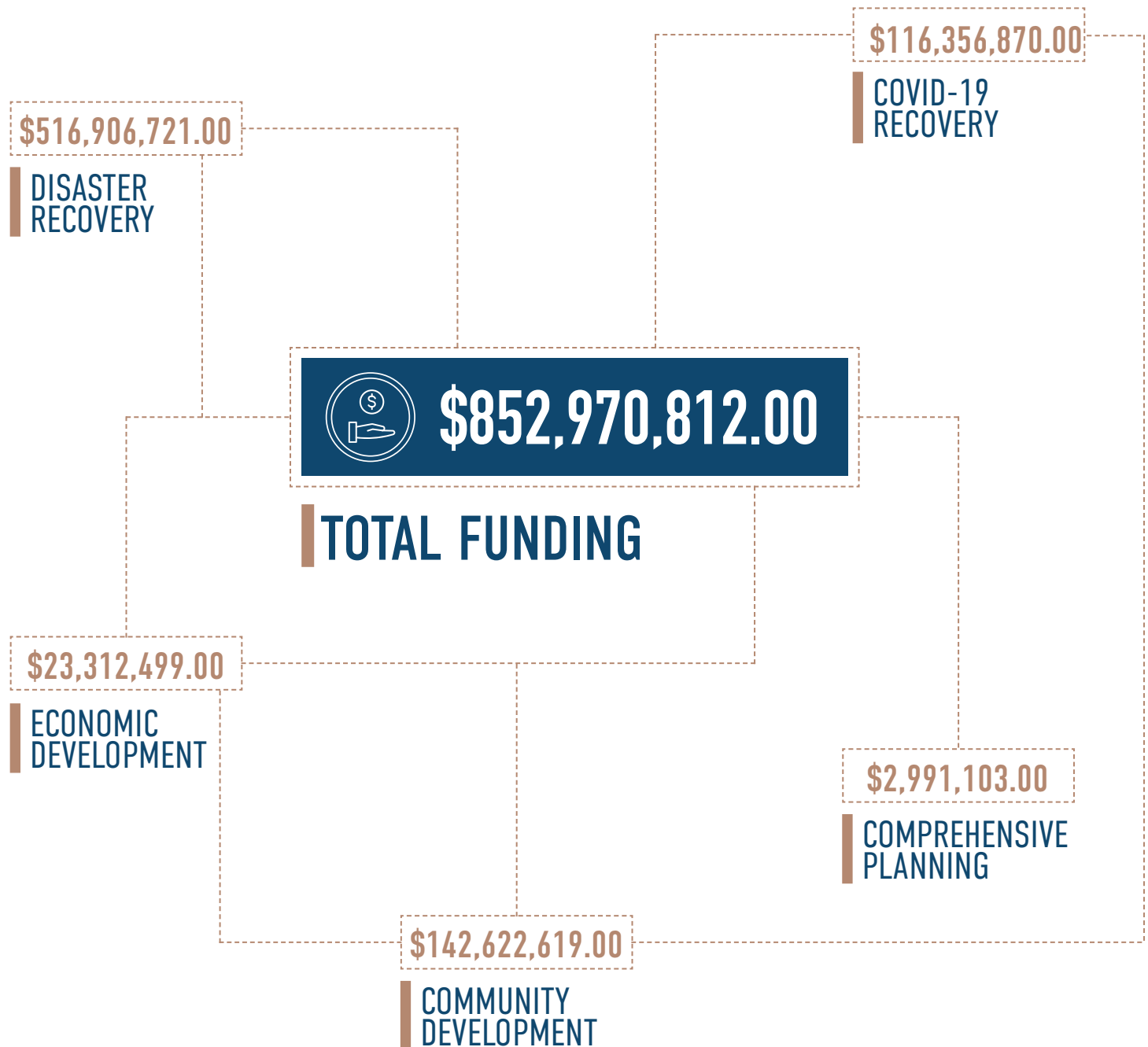
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*"I highly recommend Public Management, Inc. services to any organization. We've worked with them for over two decades, and had a great experience. Their knowledge has enabled us to receive grants for utility lines in our low to moderate income areas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

**- City of El Campo**

# EXPERIENCE SUMMARY

Section VII, Item C.



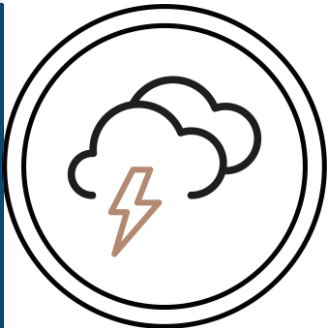
1982

PERFORMANCE PERIOD

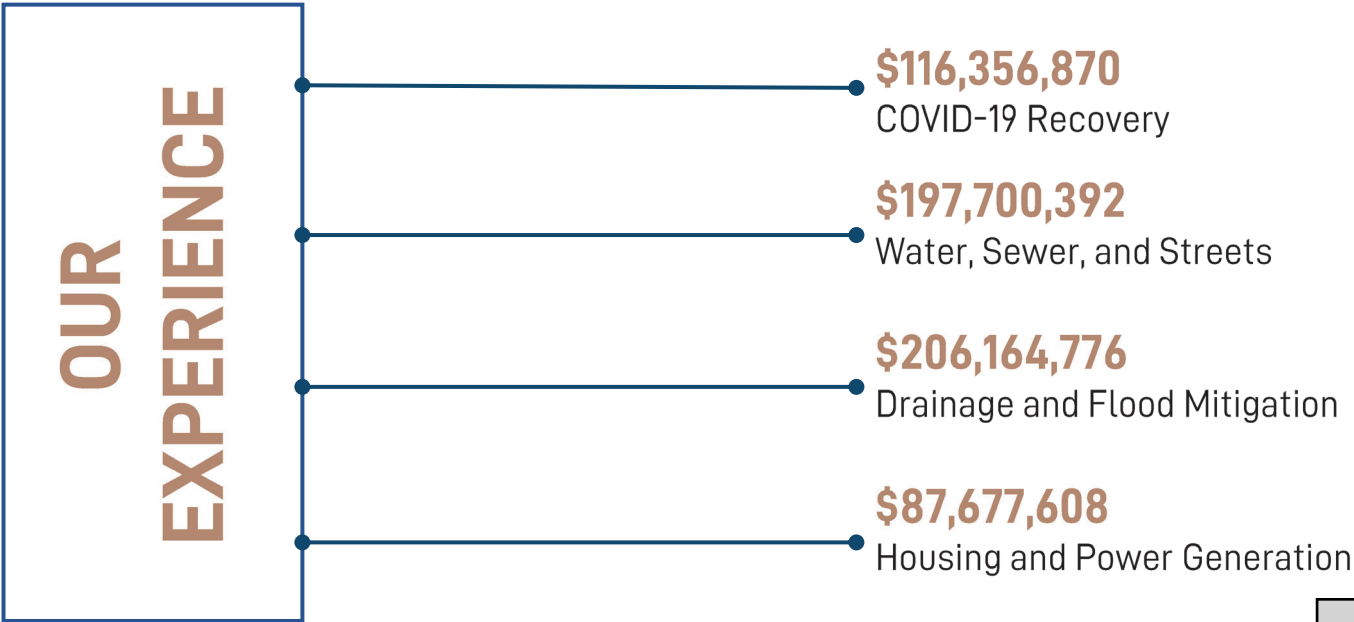
PRESENT

# EXPERIENCE WITH DISASTER RECOVERY

Public Management, Inc. has managed over \$500,000,000 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



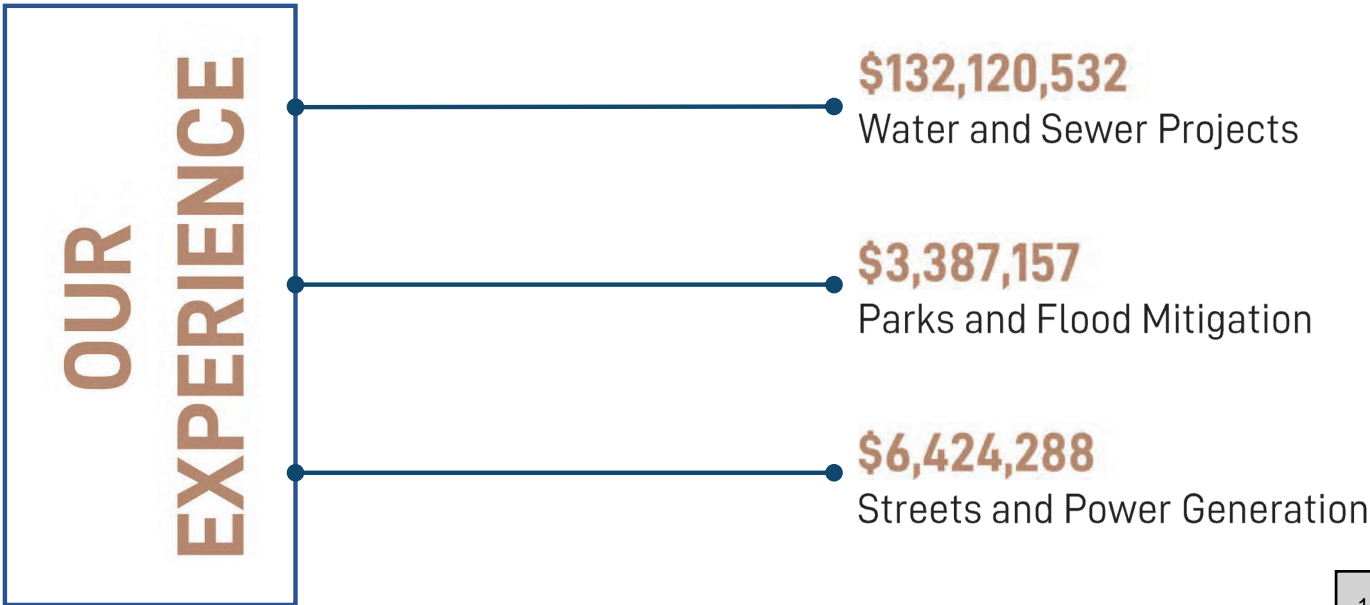


# EXPERIENCE WITH COMMUNITY DEVELOPMENT

Public Management, Inc. has managed over \$142,000,000 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.

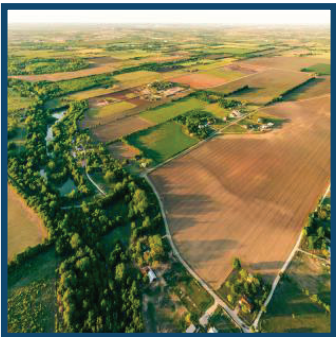


WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND  
ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION



# EXPERIENCE WITH COMPREHENSIVE PLANNING

Public Management, Inc. has completed nearly \$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



**CASE STUDY:**  
**DICKINSON,**  
**TEXAS**



OUR SERVICE TO THE CITY OF DICKINSON EMBODIES OUR COMMITMENT TO SUSTAINABLE COMMUNITIES. FROM LONG-RANGE PLANNING, TO SECURING PUBLIC INFRASTRUCTURE FUNDING FOR MAJOR DISASTER RECOVERY PROJECTS, THE PUBLIC MANAGEMENT, INC. TEAM HAS GUIDED THE CITY THROUGH CRITICAL INITIATIVES AND SECURED OVER \$90 MILLION.

# FOCUSED ON SUSTAINABILITY

WE FOCUS ON IMPACTS AND OUTCOMES TO DRIVE COMMUNITY NEEDS AND NAVIGATE THE ARRAY OF FUNDING OPPORTUNITIES.

**CLIENT CHALLENGES**

Identify and prioritize a large number of community development and disaster recovery projects

Secure funding to cover budget shortfall

Guide decision-makers in planning and development of proposed projects

**OUR SOLUTIONS**

Advised on state and federal regulations and developed programs aimed at effective implementation

Incorporated results-oriented projects

Managed projects from planning through construction

**THE RESULTS**

Secured over \$90 million in community development & disaster recovery funding

Developed and constructed major infrastructure improvements to enhance sustainability

A healthier, more resilient community prepared for future development

# DECADES OF COMMITMENT

SINCE 1991, WE HAVE GUIDED THE CHAMBERS COUNTY THROUGH A VARIETY OF COMMUNITY DEVELOPMENT, ECONOMIC DEVELOPMENT, AND DISASTER RECOVERY INITIATIVES. NEARLY THREE DECADES LATER, OUR TEAM HAS MANAGED OVER \$64 MILLION IN GRANT-FUNDED PROJECTS WHICH HAVE SPURRED DEVELOPMENT AND IMPROVED PUBLIC INFRASTRUCTURE.



**CASE STUDY:**  
**CHAMBERS COUNTY, TEXAS**



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

## CLIENT CHALLENGES

- Balance progressive ideas for growth with a conservative approach to budgets and financing
- Offset local expenditures for infrastructure improvements
- Achieve long-term disaster recovery mitigation and define goals for community development

## OUR SOLUTIONS

- Applied for, secured and managed grant funding to subsidize capital improvements and mitigate future disasters
- Coordinated long range planning initiatives
- Align needs with funding mechanism

## THE RESULTS

- Created significant ROI and value through strategy, planning and project management
- Secured over \$64 million
- Substantial improvements to critical infrastructure.



**CASE STUDY:  
BAYTOWN  
TEXAS**



SINCE 2008, PUBLIC MANAGEMENT, INC. HAS HELPED THE CITY OF BAYTOWN OBTAIN AND MANAGE APPROXIMATELY \$73 MILLION IN GRANT FUNDING. AIMED AT DISASTER RECOVERY AND MITIGATION, THE PUBLIC MANAGEMENT, INC. TEAM HAS GUIDED INITIATIVES FOR CRITICAL INFRASTRUCTURE RANGING FROM TREATMENT FACILITIES AND FLOOD MITIGATION.

# LONG-TERM RELATIONSHIP & RENEWED COMMITMENT

WE BUILD RELATIONSHIPS TO LAST DECADES BY COMMITTING OURSELVES  
TO YOUR COMMUNITY DAILY

**CLIENT  
CHALLENGES**

Balance critical infrastructure needs amid conditions of coastal communities

Making the city more resilient

Incorporating long-term plan to identify capital improvements that guide project development

**OUR  
SOLUTIONS**

Applying for infrastructure grants for immediate needs

Facilitating and scheduling project coordination to ensure funding opportunities are met

Navigating the complicated grant application and program implementation phases to ensure compliance.

**THE  
RESULTS**

Maximized local funds by leveraging with no and low percentage matching grants

Reconstructed and hardened water and sewer systems to better handle frequent floods

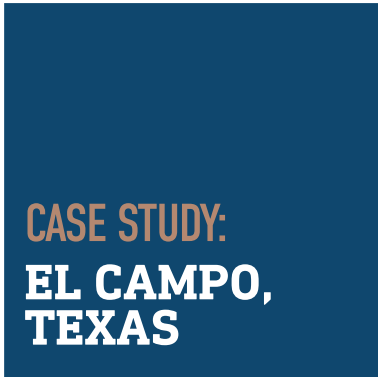
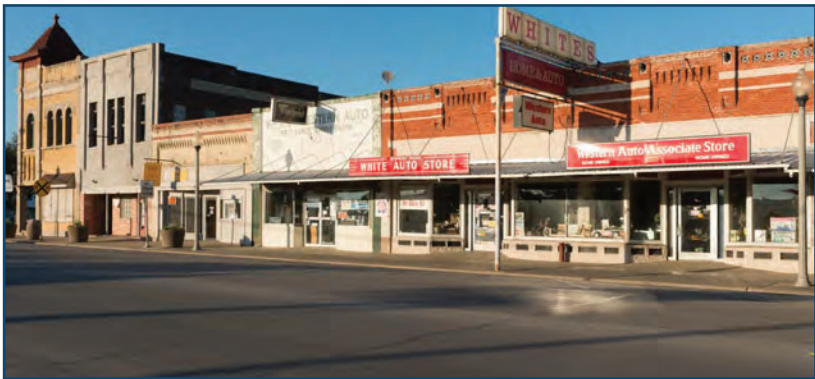
Responded to every major disaster since 2008 with funding over \$73 million



WE UNDERSTAND THAT LASTING IMPROVEMENTS ARE INCREMENTAL AND WE ARE COMMITTED TO HELP YOUR COMMUNITY ACCOMPLISH YOUR GOALS AND TO REDUCE YOUR ADMINISTRATIVE BURDEN IN ACHIEVING SUCCESS.

# GOAL DRIVEN

OUR SERVICE TO THE CITY OF EL CAMPO EMBODIES OUR COMMITMENT TO SUSTAINABLE COMMUNITIES. FROM RECONSTRUCTING HOUSES TO SECURING PUBLIC INFRASTRUCTURE FUNDING, THE PUBLIC MANAGEMENT, INC. TEAM HAS GUIDED THE CITY TO SIGNIFICANT COMMUNITY DEVELOPMENT INITIATIVES.



## CLIENT CHALLENGES

Deteriorated critical infrastructure systems

Substantial budget restrictions

Threat of out-migration without maintaining services

## OUR SOLUTIONS

Scoping sessions to understand current limitations and future goals

Identifying projects to have long-term impact

Strategically applying for funding to accomplish goals without overextending local resources

## THE RESULTS

Assisted city accomplish identified goals

Obtained approximately \$19 million in grant funding

Helped to create a more sustainable community

OUR PROFESSIONAL PLANNERS AND PROJECT MANAGERS KEEP EVERYONE FOCUSED ON STRENGTHENING THE PROJECT GOALS AND OBJECTIVES. THAT WAY, EVERYONE CAN RALLY AROUND A COMMON VISION AND A SHARED COMMITMENT.

# PLANNING A HERITAGE

THE CITY OF CLEVELAND IS ONE OF OUR OLDEST CLIENTS. FOR NEARLY 40 YEARS, OUR TEAM HAS SECURED AND MANAGED OVER \$14 MILLION IN GRANT FUNDED PROJECTS. OUR DEDICATION TO THE CITY IS ROOTED IN OUR COMMITMENT TO IMPROVE THE QUALITY OF LIFE FOR ALL RESIDENTS.



## CLIENT CHALLENGES

Aged and/or deteriorated infrastructure that is not suitable to address existing needs or projected development

Proper long-term planning and needs assessment

Budget restrictions for large scale capital projects

## OUR SOLUTIONS

Researched short and long term goals for program implementation

Developed needs based approach to funding opportunities with emphasis on sustainability

Secure funds which target strategic areas for improvement

## THE RESULTS

Managed and implemented tangible projects to existing quality of life issues

Secured over \$14 million

Have maintained a client relationship for more than 40 years

# DEDICATION TO OUR CLIENTS

WE HAVE ADMINISTERED AND ADVISED THE CITY OF STEPHENVILLE ON VARIOUS UTILITY, PRIVATE DEVELOPMENT, AND COMMUNITY DEVELOPMENT NEEDS THAT HAVE BEEN FUNDED BY GRANTS, LOANS, AND LOCAL FUNDS. STEPHENVILLE EXEMPLIFIES THE DESIRED CLIENT RELATIONSHIP OF COMMITMENT TO ASSIST WITH ALL COMMUNITY DEVELOPMENT AND PLANNING NEEDS.



**CASE STUDY:**  
**STEPHENVILLE,**  
**TEXAS**



WE ARE DEDICATED TO HELPING CLIENTS UTILIZE  
THE BEST FUNDING SOURCE TO COMPLETE EACH PROJECT

## CLIENT CHALLENGES

Undersized and deteriorated utilities and drainage throughout town

A growing residential population and state college

Multiple disaster events impacted by major river bisecting town

## OUR SOLUTIONS

Understanding communities needs and resource limitations

Identifying and advising on various financing vehicles to meet needs

Completing roles the PMI team excels at and bringing in other reliable professionals to assist the city when needed

## THE RESULTS

Secured and spent close to \$21 million on community needs in less than a decade

Completed needed projects to manage existing population needs and allow future growth

Identified solutions that would accentuate the local resources to attract visitors and new residents



# EXPERIENCE

Section VII, Item C.

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B

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G

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	COVID-19 Recovery	Total Funding
City of Albany	2000-2003	\$ 167,049.00	\$ -	\$ -	\$ -	\$ -	\$ 95,398.00	\$ 262,447.00
City of Alma	2016-2019	\$ -	\$ 750,000.00	\$ 21,855.00	\$ -	\$ -	\$ -	\$ 771,855.00
City of Ames	1994-Present	\$ 1,618,910.00	\$ -	\$ 63,630.00	\$ -	\$ 927,539.00	\$ -	\$ 2,610,079.00
City of Anahuac	1989-Present	\$ 2,500,000.00	\$ 395,000.00	\$ 58,955.00	\$ 18,850,000.00	\$ 10,920,026.00	\$ -	\$ 32,723,981.00
County of Andrews	1992-1995	\$ 64,796.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,796.00
City of Aspermont	1998-20014	\$ 853,424.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 853,424.00
City of Aubrey	2014-Present	\$ 275,000.00	\$ 450,000.00	\$ -	\$ -	\$ -	\$ 1,212,912.00	\$ 1,937,912.00
City of Ballinger	2013-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ 902,436.00	\$ 1,452,436.00
City of Bartlett	2004-2006	\$ -	\$ -	\$ 37,350.00	\$ -	\$ -	\$ -	\$ 37,350.00
City of Baytown	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 73,935,398.00	\$ -	\$ 73,935,398.00
City of Beaumont	2006-Present	\$ -	\$ -	\$ -	\$ -	\$ 62,126,388.00	\$ -	\$ 62,126,388.00
City of Bells	2016-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Benjamin	1997-Present	\$ 501,488.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ 62,938.00	\$ 601,426.00
City of Bevil Oaks	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 3,260,292.00	\$ -	\$ 3,260,292.00
City of Big Spring	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,984,343.00	\$ 6,984,343.00
City of Blackwell	1998-2005	\$ 850,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,000.00
City of Breckenridge	2014-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,343,753.00	\$ 1,893,753.00
City of Brenham	2002-Present	\$ 825,000.00	\$ 375,000.00	\$ -	\$ -	\$ 8,486,350.00	\$ -	\$ 9,686,350.00
City of Bridgeport	1988-1991	\$ -	\$ 463,368.00	\$ -	\$ -	\$ -	\$ -	\$ 463,368.00
City of Brookshire	1996-2015	\$ 950,000.00	\$ -	\$ 63,013.00	\$ -	\$ -	\$ -	\$ 1,013,013.00
City of Brownwood	2019-Present	\$ -	\$ 350,000.00	\$ -	\$ -	\$ -	\$ 4,572,890.00	\$ 4,922,890.00
City of Burkburnett	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,792,546.00	\$ 2,792,546.00
City of Caddo Mills	2015-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,050,000.00
City of Campbell	2012-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ 156,601.00	\$ 1,206,601.00
City of Celeste	2012-Present	\$ 512,000.00	\$ -	\$ 32,565.00	\$ -	\$ -	\$ 224,742.00	\$ 769,307.00
City of Celina	1991-2018	\$ 1,926,048.00	\$ 589,000.00	\$ 37,100.00	\$ -	\$ -	\$ -	\$ 2,552,148.00
County of Chambers	1991-Present	\$ 1,400,000.00	\$ 750,000.00	\$ -	\$ -	\$ 54,008,251.00	\$ 8,514,823.00	\$ 64,673,074.00
City of Clarendon	1985-2002	\$ 1,199,758.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,199,758.00
City of Clear Lake Shores	2008-2014	\$ -	\$ -	\$ -	\$ -	\$ 1,971,231.00	\$ -	\$ 1,971,231.00
City of Cleveland	1983-Present	\$ 3,435,805.00	\$ 2,199,000.00	\$ 97,400.00	\$ 4,210,000.00	\$ 4,542,537.00	\$ 2,041,161.00	\$ 16,525,903.00
City of Clute	1989-1994	\$ 376,080.00	\$ -	\$ 126,080.00	\$ -	\$ -	\$ -	\$ 502,160.00
County of Cochran	2020-Present	\$ 502,653.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 502,653.00
City of Coleman	2015-Present	\$ 275,000.00	\$ 825,000.00	\$ 27,700.00	\$ -	\$ -	\$ 1,059,037.00	\$ 2,186,737.00
City of Conroe	1990-Present	\$ 400,000.00	\$ -	\$ 12,000.00	\$ -	\$ 2,559,123.00	\$ 15,844,218.00	\$ 18,815,341.00
City of Colorado City	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955,710.00	\$ 955,710.00
County of Cottle	2012-Present	\$ 123,872.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,872.00
County of Crosby	2011-2013	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Crystal City	2008-2010	\$ -	\$ -	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 50,000.00
City of Columbus	1985-1987	\$ -	\$ -	\$ 22,400.00	\$ -	\$ -	\$ -	\$ 22,400.00
City of Cuero	1999-2001	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 4,329,865.00	\$ -	\$ 4,379,865.00
City of Cumby	2019-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 197,733.00	\$ 197,733.00
City of Daisetta	1985-2016	\$ -	\$ -	\$ 17,400.00	\$ -	\$ 190,314.00	\$ -	\$ 207,714.00
City of Dayton	1983-Present	\$ 1,701,227.00	\$ 1,028,700.00	\$ 12,000.00	\$ -	\$ 3,802,662.00	\$ -	\$ 6,544,589.00
City of Deer Park	2008-2012	\$ -	\$ -	\$ -	\$ -	\$ 2,081,811.00	\$ -	\$ 2,081,811.00
City of Devers	1989-Present	\$ 1,565,600.00	\$ -	\$ 37,350.00	\$ -	\$ 160,679.00	\$ -	\$ 1,763,629.00
City of Dickinson	1995-Present	\$ 1,750,000.00	\$ -	\$ 50,000.00	\$ -	\$ 89,071,502.00	\$ -	\$ 90,871,502.00
City of Donley	1997-2000	\$ 245,197.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,197.00
City of Easton	2012-2014	\$ -	\$ -	\$ 28,050.00	\$ -	\$ -	\$ -	\$ 28,050.00
City of Ector	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,370.00	\$ 182,370.00
City of Eden	1993-Present	\$ 1,604,489.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,604,489.00
City of Edmonson	2015-2018	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of El Campo	1993-Present	\$ 1,627,410.00	\$ -	\$ -	\$ -	\$ 14,988,720.00	\$ 2,859,202.00	\$ 19,475,332.00
City of Eldorado	1987-2010	\$ 1,677,609.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,677,609.00
City of Electra	1999-Present	\$ 1,982,649.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,982,649.00
County of Ellis	2013-2015	\$ 274,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 274,500.00
City of Emhouse	2014-2019	\$ 530,375.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 530,375.00
City of Eustace	2013-Present	\$ 275,000.00	\$ -	\$ 24,265.00	\$ -	\$ -	\$ -	\$ 299,265.00
County of Fischer	2002-2005	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
City of Floydada	1989-2016	\$ 1,973,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,973,460.00
City of Forsan	1997-2000	\$ 254,200.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 254,200.00
County of Frio	2009-2011	\$ 250,000.00	\$ -	\$ 52,750.00	\$ -	\$ -	\$ -	\$ 302,750.00
City of Frisco	1989-1991	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
City of Frost	2013-Present	\$ 550,000.00	\$ -	\$ 32,380.00	\$ -	\$ -	\$ -	\$ 582,380.00
County of Gaines	1998-2017	\$ 1,335,243.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,335,243.00
County of Galveston	2014-2016	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
City of Garrett	2017-Present	\$ 775,000.00	\$ -	\$ -	\$ -	\$ -	\$ 221,025.00	\$ 996,025.00
City of Glen Rose	2019-Present	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ 668,774.00	\$ 1,168,774.00
City of Gordon	2019-Present	\$ 500,000.00	\$ -	\$ 25,635.00	\$ -	\$ -	\$ 120,424.00	\$ 646,059.00
City of Goree	2018-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00
City of Graford	2016-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ 155,362.00	\$ 1,205,362.00





## EXPERIENCE

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Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	COVID-19 Recovery	Total Funding
City of Granbury	2018-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ 2,658,743.00	\$ 2,933,743.00
City of Grandview	2013-Present	\$ 1,050,000.00	\$ 725,000.00	\$ 40,965.00	\$ -	\$ -	\$ 445,519.00	\$ 2,261,484.00
City of Goldthwaite	2017-2019	\$ -	\$ 223,900.00	\$ -	\$ -	\$ -	\$ -	\$ 223,900.00
City of Goliad	2003-2005	\$ -	\$ -	\$ 34,000.00	\$ -	\$ -	\$ -	\$ 34,000.00
City of Gunter	2015-2017	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
City of Gustine	2017-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
County of Hale	2017-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Hamlin	1996-2018	\$ 735,925.00	\$ -	\$ -	\$ -	\$ -	\$ 500,775.00	\$ 1,236,700.00
City of Hardin	2001-Present	\$ 1,050,000.00	\$ -	\$ 26,370.00	\$ -	\$ 261,229.00	\$ -	\$ 1,337,599.00
County of Hardin	1984-1986	\$ -	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -	\$ 250,000.00
County of Haskell	2015-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,099,000.00	\$ 1,649,000.00
City of Hempstead	2007-2009	\$ -	\$ -	\$ 31,800.00	\$ -	\$ -	\$ -	\$ 31,800.00
City of Hico	2013-Present	\$ 825,000.00	\$ 120,000.00	\$ 26,520.00	\$ -	\$ -	\$ 350,112.00	\$ 1,321,632.00
City of Higgins	1985-1992	\$ 339,600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 339,600.00
City of Holiday	1995-Present	\$ 1,159,345.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,159,345.00
City of Howardwick	1997-2000	\$ 315,650.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 315,650.00
City of Howe	2015-2017	\$ 164,045.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 164,045.00
City of Italy	2013-Present	\$ 890,000.00	\$ -	\$ 38,550.00	\$ -	\$ -	\$ 425,481.00	\$ 1,354,031.00
City of Jonestown	2000-2002	\$ -	\$ -	\$ 23,800.00	\$ -	\$ -	\$ -	\$ 23,800.00
City of Jayton	2002-2005	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
City of Jersey Village	2018-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,792,344.00	\$ -	\$ 1,792,344.00
County of Jones	1981-Present	\$ 800,079.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 800,079.00
City of Joshua	1998-2004	\$ 500,000.00	\$ -	\$ 23,900.00	\$ -	\$ -	\$ -	\$ 523,900.00
City of Katy	2019-Present	\$ -	\$ -	\$ -	\$ -	\$ 7,394,161.00	\$ -	\$ 7,394,161.00
City of Kemah	1991-Present	\$ 1,750,000.00	\$ 999,185.00	\$ 34,150.00	\$ -	\$ 3,874,980.00	\$ -	\$ 6,658,315.00
City of Kemp	2014-2016	\$ -	\$ -	\$ 29,805.00	\$ -	\$ -	\$ -	\$ 29,805.00
City of Kerens	2013-Present	\$ 721,800.00	\$ -	\$ 29,565.00	\$ -	\$ -	\$ 377,378.00	\$ 1,128,743.00
City of Kermit	1986-2001	\$ 595,169.00	\$ -	\$ -	\$ -	\$ -	\$ 1,607,140.00	\$ 2,202,309.00
City of Knollwood	2013-Present	\$ 475,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 475,000.00
City of Knox City	1989-2018	\$ 1,605,158.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,605,158.00
City of Kress	1989-1997	\$ 379,343.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 379,343.00
City of Kyle	1999-2001	\$ -	\$ -	\$ 42,400.00	\$ -	\$ -	\$ -	\$ 42,400.00
City of La Marque	1986-Present	\$ 2,817,273.00	\$ 619,990.00	\$ 20,000.00	\$ -	\$ 9,898,001.00	\$ -	\$ 13,355,264.00
City of La Porte	2018-Present	\$ -	\$ -	\$ -	\$ -	\$ 15,198,542.00	\$ -	\$ 15,198,542.00
City of Lamesa	2009-Present	\$ 1,391,540.00	\$ 575,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,966,540.00
City of Lawn	2015-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Liberty	1989-Present	\$ 3,613,235.00	\$ -	\$ 164,170.00	\$ 1,815,000.00	\$ 4,353,962.00	\$ 2,307,878.00	\$ 12,254,245.00
County of Liberty	1987-Present	\$ 2,550,000.00	\$ -	\$ 15,000.00	\$ -	\$ 55,275,713.00	\$ -	\$ 57,840,713.00
City of Lipan	2017-2019	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Loraine	1990-Present	\$ 1,603,093.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ 39,751.00	\$ 1,779,844.00
City of Lorenzo	1991-2014	\$ 1,098,058.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,098,058.00
City of Loving	2009-2011	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
City of Mabank	1999-Present	\$ 1,924,032.00	\$ 550,000.00	\$ 49,785.00	\$ -	\$ -	\$ -	\$ 2,523,817.00
City of Magnolia	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 676,000.00	\$ -	\$ 676,000.00
City of Malakoff	2014-Present	\$ 550,000.00	\$ 250,900.00	\$ -	\$ -	\$ -	\$ 570,155.00	\$ 1,371,055.00
City of Mason	1999-Present	\$ 340,040.00	\$ -	\$ 44,500.00	\$ -	\$ -	\$ -	\$ 384,540.00
City of Matador	1982-1988	\$ 402,020.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 402,020.00
City of Maypearl	1992-Present	\$ 1,546,800.00	\$ -	\$ 35,865.00	\$ -	\$ -	\$ -	\$ 1,582,665.00
City of McCamey	2015-Present	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ 510,439.00	\$ 860,439.00
County of McCulloch	1998-Present	\$ 1,424,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,424,800.00
City of Meadow	1997-2002	\$ 489,808.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 489,808.00
City of Melissa	2014-2016	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Melvin	1998-Present	\$ 1,415,693.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,415,693.00
City of Merkel	2018-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Mingus	2015-Present	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00
City of Montgomery	2003-2013	\$ 700,000.00	\$ 1,075,000.00	\$ -	\$ -	\$ 375,525.00	\$ -	\$ 2,150,525.00
County of Montgomery	1985-1991	\$ 864,505.00	\$ -	\$ 9,200.00	\$ -	\$ -	\$ -	\$ 883,705.00
City of Moran	2009-Present	\$ 525,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000.00
City of Muleshoe	2000-Present	\$ 1,044,787.00	\$ -	\$ 64,100.00	\$ -	\$ -	\$ -	\$ 1,108,887.00
City of Munday	2015-Present	\$ 275,000.00	\$ -	\$ 39,600.00	\$ -	\$ -	\$ 315,927.00	\$ 630,527.00
City of Nazareth	1990-1994	\$ 413,731.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 413,731.00
City of New Hope	1996-2010	\$ 448,791.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 448,791.00
City of New Waverly	1982-Present	\$ 2,640,989.00	\$ -	\$ 71,295.00	\$ -	\$ 6,837,645.00	\$ 265,379.00	\$ 9,815,308.00
City of Oak Ridge North	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,465,000.00	\$ -	\$ 1,465,000.00
City of Old River-Winfree	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 2,726,594.00	\$ 137,250.00	\$ 2,863,844.00
City of Olton	1984-Present	\$ 2,619,504.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,619,504.00
City of Ore City	2020-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 304,281.00	\$ 304,281.00





## EXPERIENCE

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Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	COVID-19 Recovery	Total Funding
City of Paint Rock	1997-2017	\$ 2,691,470.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,691,470.00
City of Palmer	2013-Present	\$ 550,000.00	\$ -	\$ 47,265.00	\$ -	\$ -	\$ 526,050.00	\$ 1,123,315.00
City of Panorama Village	2003-2011	\$ -	\$ -	\$ -	\$ -	\$ 736,115.00	\$ -	\$ 736,115.00
County of Parker	2010-2012	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,000.00
City of Pasadena	2020-Present	\$ -	\$ -	\$ -	\$ -	\$ 47,751,740.00	\$ 40,199,596.00	\$ 87,951,336.00
City of Pattison	2002-2004	\$ -	\$ -	\$ 15,600.00	\$ -	\$ -	\$ -	\$ 15,600.00
City of Pecos	1981-1983	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
City of Piney Point Village	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 229,980.00	\$ -	\$ 229,980.00
City of Plains	1987-2017	\$ 2,052,562.00	\$ -	\$ -	\$ -	\$ -	\$ 410,086.00	\$ 2,462,648.00
City of Plum Grove	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,328,659.00	\$ -	\$ 1,328,659.00
City of Post	1993-Present	\$ 935,584.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 935,584.00
City of Prairie View	2008-Present	\$ 1,400,000.00	\$ -	\$ 35,100.00	\$ -	\$ 742,016.00	\$ -	\$ 2,177,116.00
City of Rankin	2002-Present	\$ 1,450,000.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ 210,866.00	\$ 1,697,866.00
City of Reno	2008-Present	\$ 1,550,000.00	\$ -	\$ -	\$ -	\$ 1,962,532.00	\$ 793,906.00	\$ 4,306,438.00
City of Rhome	2010-2013	\$ 50,000.00	\$ 449,500.00	\$ -	\$ -	\$ -	\$ -	\$ 499,500.00
City of Richland	2017-Present	\$ 773,250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 773,250.00
City of Rio Vista	2012-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$ -	\$ 266,370.00	\$ 1,316,370.00
City of Roby	1996-2016	\$ 946,542.00	\$ -	\$ -	\$ -	\$ -	\$ 153,380.00	\$ 1,099,922.00
City of Rochester	1987-Present	\$ 1,488,068.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,488,068.00
City of Roscoe	1992-Present	\$ 2,491,325.00	\$ -	\$ -	\$ -	\$ -	\$ 318,405.00	\$ 2,809,730.00
City of Rotan	2015-2017	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550,000.00
City of Rule	1994-Present	\$ 1,203,816.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,203,816.00
City of Sadler	2014-2016	\$ 265,000.00	\$ -	\$ 33,105.00	\$ -	\$ -	\$ 94,902.00	\$ 393,007.00
City of San Saba	2018-Present	\$ 850,000.00	\$ -	\$ 43,380.00	\$ -	\$ -	\$ 784,986.00	\$ 1,678,366.00
County of San Saba	2014-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Santa Anna	2014-Present	\$ 275,000.00	\$ -	\$ 33,555.00	\$ -	\$ -	\$ 249,520.00	\$ 558,075.00
City of Savoy	2014-Present	\$ 457,500.00	\$ -	\$ -	\$ -	\$ -	\$ 216,069.00	\$ 673,569.00
County of Schleicher	2004-2014	\$ 766,752.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 766,752.00
County of Scurry	1996-1998	\$ 242,319.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242,319.00
City of Sealy	2013-Present	\$ 700,000.00	\$ 348,365.00	\$ 24,260.00	\$ -	\$ 2,000,000.00	\$ -	\$ 3,072,625.00
City of Seagraves	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 727,500.00	\$ 727,500.00
City of Seminole	1984-2012	\$ 3,281,708.00	\$ -	\$ -	\$ -	\$ -	\$ 1,936,447.00	\$ 5,218,155.00
City of Shenandoah	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 445,667.00	\$ -	\$ 445,667.00
City of Stalon	2016-Present	\$ 275,000.00	\$ 250,000.00	\$ 64,100.00	\$ -	\$ -	\$ 1,459,549.00	\$ 2,048,649.00
City of Sonora	2018-Present	\$ -	\$ 750,000.00	\$ -	\$ -	\$ -	\$ 690,332.00	\$ 1,440,332.00
City of Splendora	2003-Present	\$ 1,400,000.00	\$ -	\$ 24,600.00	\$ -	\$ 1,009,200.00	\$ -	\$ 2,433,800.00
City of Springtown	2011-Present	\$ 1,050,000.00	\$ -	\$ 65,305.00	\$ -	\$ -	\$ 790,437.00	\$ 1,905,742.00
City of Spur	1985-Present	\$ 862,724.00	\$ -	\$ 39,600.00	\$ -	\$ -	\$ -	\$ 902,324.00
City of Stamford	2001-2015	\$ 763,304.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 763,304.00
City of Stephenville	2013-Present	\$ 1,014,420.00	\$ -	\$ -	\$ 17,031,000.00	\$ 2,000,000.00	\$ -	\$ 20,045,420.00
County of Stonewall	2006-2018	\$ 625,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 625,000.00
City of Strawn	2015-Present	\$ 500,000.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ -	\$ 537,000.00
City of Sweetwater	2001-2013	\$ 727,293.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 727,293.00
City of Terrell	1993-Present	\$ 3,756,030.00	\$ 4,894,345.00	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 8,705,375.00
City of Throckmorton	2018-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000.00
City of Tom Bean	2014-2018	\$ 341,920.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341,920.00
City of Tool	2020-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 570,403.00	\$ 570,403.00
Trinity Bay Conservation District	1998-Present	\$ -	\$ -	\$ -	\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,000.00
City of Venus	1989-2018	\$ 2,572,528.00	\$ 742,681.00	\$ 26,235.00	\$ 850,000.00	\$ -	\$ -	\$ 4,191,444.00
WCID No. 1	2020-Present	\$ -	\$ -	\$ -	\$ -	\$ 8,189,000.00	\$ -	\$ 8,189,000.00
City of Walker	1983-1985	\$ 500,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000.00
County of Waller	2001-2004	\$ -	\$ 375,000.00	\$ -	\$ -	\$ -	\$ -	\$ 375,000.00
County of Washington	20014-2015	\$ 525,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 525,000.00
City of West University Place	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 229,980.00	\$ -	\$ 229,980.00
City of Whitewright	2009-Present	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ 426,440.00	\$ 701,440.00
City of Wickett	2011-Present	\$ 470,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 470,000.00
City of Willis	1983-Present	\$ 3,685,497.00	\$ 2,188,565.00	\$ 75,350.00	\$ 5,525,000.00	\$ 2,539,490.00	\$ 1,741,440.00	\$ 15,755,342.00
City of Windthorst	2002-2004	\$ 122,544.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 122,544.00
City of Wink	1997-1999	\$ 266,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,460.00
City of Winters	2014-Present	\$ 825,000.00	\$ -	\$ 44,430.00	\$ -	\$ -	\$ 606,580.00	\$ 1,476,010.00
County of Wise	2009-2011	\$ 259,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 259,000.00
City of Woodbranch Village	2019-Present	\$ -	\$ -	\$ -	\$ -	\$ 249,958.00	\$ -	\$ 249,958.00
County of Zavala	2015-2017	\$ 500,000.00	\$ -	\$ 81,000.00	\$ -	\$ -	\$ -	\$ 581,000.00
Totals	1982-Present	\$142,622,619.00	\$23,312,499.00	\$ 2,991,103.00	\$ 50,781,000.00	\$516,906,721.00	\$116,356,870.00	\$852,970,812.00

# REFERENCES

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

**- City of Beaumont**

# REFERENCES



## City of Anahuac

### Julie Harvill

City Secretary  
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## City of Baytown

### Leasa Renteria Lopez

Grant Coordinator  
(281) 420-6509  
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## City of Beaumont

### Kyle Hayes

City Manager  
(409) 880-3770  
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## City of Caddo Mills

### Matt McMahon

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## Chambers County

### Jimmy Silvia

County Judge  
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## City of Cleveland

### Angela Smith

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### Tommy Woolley

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### Theo Melancon

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### Don Lewis

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### Chris Coffman

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### David Henley

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## REFERENCES



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**Lorenzo Wingate**

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## City of Prairie View

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## City of Liberty

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**City of San Saba****Sabrina Maultsby**

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**City of Whitewright****Gwyn Jordan**

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**City of Slaton****Mike Lamberson**

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**City of Winters****Sheila Lincoln**

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**City of Strawn****Danny Miller**

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**City of Stephenville****Nick Williams**

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**City of Terrell****Mike Sims**

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# THE TEAM

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

**- City of Hico**

# PATRICK K. WILTSHIRE

PRESIDENT



## EXPERIENCE

JAN. 2015 - PRESENT  
Public Management, Inc.

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



Implemented unique Project Management Software to improve overall management and project efficiencies.

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

**CHIEF OPERATIONS OFFICER**



Managed or directed over \$500 million project initiatives

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

**PROJECT MANAGER**



Coordinated programmatic Improvements to various CDBG programs (TDA, GLO)

## EDUCATION

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

**M.A. PUBLIC ADMINISTRATION**  
Areas of Concentration: Policy Analysis, Budgeting, Planning

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

**B.A. CRIMINAL JUSTICE & SOCIOLOGY**  
Areas of Concentration: Sociology, Criminal Justice, & English

## CONTACT

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Houston, TX 77032

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 **PHONE**  
281-592-0439

# NICHOLAS J. HOUSTON

VICE PRESIDENT



## EXPERIENCE

JAN. 2015 - PRESENT  
Public Management, Inc.

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



Over a decade of Project Management experience

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

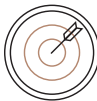
**PROJECT MANAGER & COMPLIANCE SPECIALIST**



Currently oversees more than \$400M Project Initiatives

MAY 2006 - OCT. 2006  
Bridge Capital

**LOAN ADVISOR**



Streamlined company financial operations

## EDUCATION

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

**B.B.A. FINANCE, MINOR IN MUSIC**  
Areas of Concentration: Banking & Personal Finance

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# THOMAS QUINTERO

PROJECT MANAGER & GIS TECHNICIAN



MARCH 2021 - PRESENT  
Public Management, Inc.

### PROJECT MANAGER & GIS TECHNICIAN

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.



Assists with administration of projects in Southeast Texas



Creates revealing and analytically powerful maps

AUG. 2020 - MAR. 2021  
City of Detroit

### GIS ANALYST INTERN



Collects data, organizes, and maintains project files

MAY. 2020 - AUG. 2020  
NASA DEVELOP

### GIS ANALYST INTERN

## EDUCATION

AUG. 2016 - MAY 2020  
University of Texas at Austin  
Austin, Texas

### B.S. GEOLOGY, MINOR IN BUSINESS

## CONTACT

 **PUBLIC MANAGEMENT, INC.**  
15355 Vantage Pkwy. West, Ste. 360  
Houston, TX 77032

 **EMAIL**  
tquintero@publicmgt.com

 **PHONE**  
281-592-0439

# MICHAEL MIGAUD

PROJECT MANAGER



MARCH 2020 - PRESENT  
Public Management, Inc.

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

 Assists with administration of projects in Southeast Texas

 Compliance Specialist and Special Projects Coordinator

 Collects data, organizes, and maintains project files

## EDUCATION

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

**MASTER OF PUBLIC ADMINISTRATION**  
Areas of Concentration: Public Policy Analysis and Analytical Methods

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

**B.S. POLITICAL SCIENCE**  
**B.A. PHILOSOPHY**

## CONTACT

 **PUBLIC MANAGEMENT, INC.**  
15355 Vantage Pkwy. West, Ste. 360  
Houston, TX 77032

 **EMAIL**  
mmigaud@publicmgt.com

 **PHONE**  
281-592-0439



JOHN REED  
PROJECT MANAGER



JAN. 2020 - PRESENT  
Public Management, Inc.

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



Manages projects surrounding HGAC region

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

**PROJECT MANAGER & COMPLIANCE SPECIALIST**



Provides ongoing feedback for risk management, mitigation, and prevention

NOV. 2011 - MAY 2015  
United States Army

**ALLSOURCE INTELLIGENCE ANALYST**



Collects data, organizes, and maintains project files

EDUCATION

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

**M.A. PUBLIC ADMINISTRATION**  
Areas of Concentration: Administration; Program Evaluation

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

**B.A.S. CRIMINAL JUSTICE**  
Areas of Concentration: Research Methods, Community Collaboration

CONTACT

 **PUBLIC MANAGEMENT, INC.**  
15355 Vantage Pkwy. West, Ste. 360  
Houston, TX 77032

 **EMAIL**  
jreed@publicmgt.com

 **PHONE**  
281-592-0439

# ARON MILLER

PROJECT MANAGER



MARCH 2020 - PRESENT  
Public Management, Inc.

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



Assists with administration of projects in Southeast Texas

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

**LEGAL ADMINISTRATIVE ASSISTANT**



Compliance Specialist and Special Projects Coordinator

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

**LEGAL INTERN I, II, & III**



Collects data, organizes, and maintains project files

## EDUCATION

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

**B.A. SOCIOLOGY**

## CONTACT

 **PUBLIC MANAGEMENT, INC.**  
15355 Vantage Pkwy. West, Ste. 360  
Houston, TX 77032

 **EMAIL**  
amiller@publicmgt.com

 **PHONE**  
281-592-0439

# CONTRACT

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

**- City of Grandview**

---

Planning • Financing • Management

May 17, 2022

Kirsten Garcia, CCCII  
City Secretary  
City of Richwood  
1800 N. Brazosport Blvd  
Richwood, Texas 77531

RE: Letter of Profit Statement & Negotiation

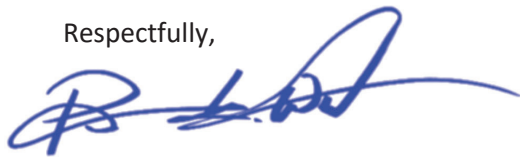
Dear Ms. Garcia:

To comply with federal procurement regulations at 2 CFR 200.323, a non-Federal entity (City or County) must 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.

Public Management, Inc.'s proposed fee for Administrative Services, detailed in the following contract is in-line with other established fee schedules by similar federal programs (FMEA, CDBG, etc.). Of this fee, our level of profit for this contract is approximately 10-15%. We believe this profit level is justifiable for several reasons: the extensive work Public Management, Inc. undertakes in preparing project start-up and mapping; the environmental review; complete contract management and coordination with all vendors and contractors; labor standards; financial management; 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 consider our profit and negotiate it separately from our overall contract price, please accept this letter as the attachment to our contract. Acknowledgment of this letter or the execution of our contract is believed to be acceptance of the proposed profit that Public Management, Inc. expects to clear for managing this contract.

Respectfully,



Patrick K. Wiltshire  
President

## Contract

This contract ("Contract") is made and entered effective \_\_\_\_\_, 2022 by and between **PUBLIC MANAGEMENT, INC.**, a Texas corporation, of Houston, Harris County, Texas ("Consultant") and the **CITY OF RICHWOOD**, ("Client") for the purpose of retaining Consultant to render **Application Preparation and Administration Services** to the Client for the Community Development Block Grant – Mitigation (CDBG-MIT) Program's Regional Method of Distribution (MOD), administered by the Texas General Land Office (GLO)

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 Consultant will prepare the application as directed by the Client to apply for available funding sources adherent to the state and federal agencies guidelines. The Consultant 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 Consultant 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.



## Contract

**Recordkeeping:** The Consultant 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 Consultant 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 Consultant 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 Consultant will work with the Client's staff to provide the necessary administrative and planning services to see the project to completion. The Consultant 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.);

## Contract

- 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 Consultant 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 Consultant 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 Consultant 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.***

## Contract

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

- Set up Civil Rights & Citizen Participation File;
- Designate a Civil Rights Officer (CRO);
- Adopt policies and grievance procedures regarding Citizen Participation;
- Adopt Policies and Pass Resolution/Proclamation/Ordinances regarding Civil Rights;
- Publish Citizen Participation and Civil Rights Notices;
- Place necessary documentation in Bid Packets for Contractors;
- Include required clauses in Construction Contracts between Grant Recipient and Contractor;
- Take action to Affirmatively Further Fair Housing;
- The Consultant 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 Consultant 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 Consultant will ensure that all labor standards laws and regulations are observed during the course of the project. The Consultant will structure the program so that all procurement procedures and contracts will meet equal opportunity requirements. The Consultant 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 Consultant 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.

- 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 Consultant will prepare any necessary reports required by the funding agency to close out the project. The Consultant 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;

## Contract

- 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 **Community Development Block Grant – Mitigation (CDBG-MIT)** 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 **Community Development Block Grant – Mitigation (CDBG-MIT)** and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed the maximum percentage on the table below for **Administrative Services**. *The fee will be based on final grant award amount. Consultant reserves the right to renegotiate fees based on the type of project being pursued:*

## Contract

<u>CDBG-MIT Grant Amount</u>	<u>Percentage Factor</u>	<u>Fee Not to Exceed</u>
\$0 - \$249,999	11.00%	\$27,499.89
\$250,000 - \$749,999	10.00%	\$74,999.90
\$750,000 - 999,999	9.00%	\$89,999.91
\$1,000,001 - \$10,000,000	8.00%	\$800,000.00
\$10,000,001 - \$25,000,000	7.00%	\$1,750,000.00
\$25,000,001 - \$50,000,000	6.00%	\$3,000,000.00
\$50,000,001 - \$100,000,000	5.00%	\$5,000,000.00
\$100,000,001 +	4.00%	Based on Final Award Amount

### 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.

*The Work Authorization is included that assumes the City will be allocated \$2,456,537.52, based on the HGAC most recently released allocation. The proposed costs listed within the attached Work Authorization are subject to change based on modifications of the City's allocation from HGAC.*

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) and/or Federal Emergency Management Administration (FEMA), 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.

## Contract

---

### XVI.

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

### XVII.

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

### XVIII.

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

### XIX.

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

### XX.

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

## Contract



\_\_\_\_\_  
PATRICK K. WILTSHIRE  
President

*Client*

\_\_\_\_\_  
CHIEF ELECTED OFFICIAL

ATTEST:

**Attachment I  
Work Authorization**

For work associated with City of Richwood CDBG-MIT Contract No. XX-XXX-XXX-XXXX, and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed:

**One Hundred Fifty-Five Thousand Dollars and 0/100 (\$155,000.00)**

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

<b><u>GENERAL ADMINISTRATIVE SERVICES</u></b>		
<b><u>MILESTONE</u></b>	<b><u>PERCENTAGE</u></b>	<b><u>FEE</u></b>
Kick-off Meeting & Start-up Package	15%	\$22,500.00
Environmental Notice to Proceed	15%	\$22,500.00
Authority to Use Grant Funds	20%	\$30,000.00
Bid Advertise	10%	\$15,000.00
Construction Notice to Proceed	25%	\$37,500.00
As-Builts/COCC/FWCR	10%	\$15,000.00
Closeout Packet Approval	5%	\$7,500.00
Subtotal	100%	\$150,000.00
<b><u>ENVIRONMENTAL SERVICES</u></b>		
Environmental Services	See Table 1	\$5,000.00
Subtotal	See Table 1	\$5,000.00
<b>TOTAL FEE</b>		<b>\$155,000.00</b>

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. *Upon execution of this Work Authorization Public Management, Inc. is issued Notice to Proceed (NTP) for contract start-up documents and the environmental review Record.*



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

PUBLIC MANAGEMENT, INC.  
2022 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, 2022. In January, 2023, 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

## Contract

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.

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

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

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

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

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

## Contract

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

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

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

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

### VII.

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

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

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

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

d) Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the

contracting officer. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

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

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

### VIII.

#### Interest of Members of Client

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

### IX.

#### Interest of Other Local Public Officials

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

### X.

#### Interest of Consultant and Employees

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

### XI.

#### Debarment and Suspension (Executive Orders 12549 and 12689)

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

## Contract

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

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

### XII.

#### Copyrights and Rights in Data

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

### XIII.

#### Clean Air and Water.

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

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

### XIV.

#### Energy Efficiency

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

### XV.

#### Retention and Inspection of Records

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



# REQUIRED FORMS

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

**- Patrick Wiltshire, President & CEO**

## Cost of Services: Administration Services (Infrastructure)

Section VII, Item C.

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

The City may apply for all, none, or any combination of the CDBG-MIT infrastructure programs listed below (see the Administration Services—Description of Programs in this RFP) and choose one or more service providers to implement awarded activities.

Maximum amount of grant funds firm is able and/or willing to manage: \$ **\$250,000,000 +**

Indicate pricing for any/all CDBG-MIT programs for which firm is able and/or willing to provide specified services at the level of the total award amount.

### Proposed Cost to Provide All Grant Administration Services

General Administrative, Environmental, Construction Mgt, related Acquisition Duties (Not Buyout)

Program	Total Award Amount				
	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
<input type="checkbox"/> Hurricane Harvey Mitigation (for declared counties)					
<input type="checkbox"/> 2015 Floods Mitigation (for declared counties)					
<input type="checkbox"/> 2016 Floods Mitigation (for declared counties)					
<input checked="" type="checkbox"/> Regional Mitigation (for declared counties)	9-10%		\$240,000	\$800,000	\$5,000,000

### Proposed Cost to Provide General Administrative, Construction Management, related Acquisition Duties Only (not Buyout)

Program	Total Award Amount				
	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
<input type="checkbox"/> Hurricane Harvey Mitigation (for declared counties)					
<input type="checkbox"/> 2015 Floods Mitigation (for declared counties)					
<input type="checkbox"/> 2016 Floods Mitigation (for declared counties)					
<input checked="" type="checkbox"/> Regional Mitigation (for declared counties)	9-10%		\$240,000	\$800,000	\$5,000,000

### Proposed Cost to Provide Environmental Services Only

Program	Total Award Amount				
	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
<input type="checkbox"/> Hurricane Harvey Mitigation (for declared counties)					
<input type="checkbox"/> 2015 Floods Mitigation (for declared counties)					
<input type="checkbox"/> 2016 Floods Mitigation (for declared counties)					
<input checked="" type="checkbox"/> Regional Mitigation (for declared counties)	\$4,500		\$10,000	\$20,000	\$50,000

### Proposed Cost to Provide Buyout Services Only (as needed--in addition to any of the above Service Fees)

Program	Total Award Amount				
	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
<input type="checkbox"/> Hurricane Harvey Mitigation (for declared counties)					
<input type="checkbox"/> 2015 Floods Mitigation (for declared counties)					
<input type="checkbox"/> 2016 Floods Mitigation (for declared counties)					
<input checked="" type="checkbox"/> Regional Mitigation (for declared counties)	9-10%		\$240,000	\$800,000	\$5,000,000

## GREENSHEET | Attachment B: H-GAC Water Resources Committee Recommended Preliminary Method of Distribution

The H-GAC Board Water Resources Committee met on February 9, 2022, to review public comments received. Based on its review, the committee voted to recommend a Preliminary Method of Distribution for Board approval which includes a formula to allocate \$488,762,000 to counties and cities in the H-GAC region based on the following objective factors:

- Disaster Damage (25%)
- Households Impacted (25%)
- Low-to-Moderate Income Population (25%)
- Population in the Floodplain (25%)

City allocations from this formula that do not meet the Texas General Land Office's minimum threshold of \$1,000,000 are rolled up into the allocation(s) of the county/counties where the city is located. The formula does not allocate funding to Harris County or to cities (or portions thereof) within Harris County since the County has been allocated \$750,000,000 for which it must develop its own Method of Distribution.

H-GAC's formula includes a base allocation amount of \$6 million for each of the federally-designated Community Development Block Grant-Mitigation Most Impacted and Distressed Counties (excluding Harris) and \$4 million for each of the State of Texas-designated Most Impacted and Distressed Counties. An additional base allocation of these amounts totaling \$62 million will be used to fund regional and urgent need priority flood mitigation projects.

The Local Government funding allocations produced by the recommended Method of Distribution formula are shown in **Table 1**. The formula was selected from five scenarios developed by staff based on public comments and committee input. **Table 2** shows the objective factors, weights, and funding options considered in each of these scenarios.

The committee also made the following recommendations to be included as part of H-GAC's Method of Distribution.

**Waiver of Minimum Allocation Threshold.** The General Land Office has set a minimum threshold of \$1 million for any eligible entity receiving an allocation under the Method of Distribution but allows for consideration of a waiver for specific jurisdictions. The Water Resources Committee recommended that H-GAC submit a waiver request for jurisdictions whose allocations are within 10% of the threshold. The City of Iowa Colony is the only city meeting this criterion in the recommended allocation formula.

**Waiver of Low-to-Moderate Income (LMI) Threshold.** The General Land Office requires that at least 50% of the funds in H-GAC's Method of Distribution must be for projects that benefit at least 51% Low-to-Moderate Income population. The Water Resources Committee voted to

recommend that H-GAC submit a waiver request to reduce the Low-to-Moderate Income funding threshold to the regional Low-to-Moderate Income average of 44%. This waiver would provide greater flexibility in developing projects that address mitigation needs at the regional or watershed level.

**County Coordination with Cities** - The Water Resources Committee recommended that H-GAC encourage counties to coordinate or plan projects with their cities who did not receive a direct allocation.

**Reallocation of Unused Funds under the Method of Distribution** - Local governments that receive allocations under the Method of Distribution will be required to acknowledge in writing that they are able to use their allocation on eligible projects that, in total, will meet the Low-to-Moderate Income funding threshold. The Water Resources Committee recommended that any allocations which are declined by local governments be re-allocated to cities within Harris County and General Law cities in the region, using the objective factors in the Method of Distribution formula. This reallocation method would also be employed to any funds allocated to local governments for projects that cannot be utilized.

Attachment B, Table 1: Local Government Allocations, H-GAC Recommended MOD Formula

Jurisdiction	H-GAC MOD Allocation by Jurisdiction	Jurisdiction	H-GAC MOD Allocation by Jurisdiction
Alvin city	\$6,000,500.38	Katy city	\$1,128,164.00
Angleton city	\$1,792,931.27	La Marque city	\$4,165,518.17
Austin county unincorporated	\$6,750,123.20	Lake Jackson city	\$2,138,653.88
Bay City city	\$3,189,452.74	League City city	\$15,561,524.83
Baytown city	\$2,686,858.46	Liberty city	\$2,684,331.37
Brazoria county unincorporated	\$43,326,945.43	Liberty county unincorporated	\$21,274,202.95
Brookshire city	\$1,309,959.05	Manvel city	\$1,557,251.35
Brookside Village city	\$1,580,215.93	Matagorda county unincorporated	\$8,048,311.11
Chambers county unincorporated	\$14,923,204.92	Missouri City city	\$5,070,896.33
Cleveland city	\$1,498,233.40	Montgomery county unincorporated	\$60,374,962.11
Clute city	\$1,220,939.36	Palacios city	\$1,384,700.63
Colorado county unincorporated	\$5,284,438.05	Patton Village city	\$1,259,091.48
Columbus city	\$1,018,348.44	Pearland city	\$14,008,885.85
Conroe city	\$7,584,676.87	Regional and urgent need projects	\$62,000,000.00
Dayton city	\$1,453,574.93	Richmond city	\$1,535,524.10
Dickinson city	\$15,761,029.82	Richwood city	\$2,456,537.52
El Campo city	\$1,554,085.23	Rosenberg city	\$4,121,319.48
Fort Bend county unincorporated	\$56,030,013.06	Santa Fe city	\$2,743,679.59
Freeport city	\$1,837,967.01	Simonton city	\$1,559,065.30
Friendswood city	\$4,636,108.85	Stafford city	\$1,228,083.21
Galveston city	\$15,761,416.68	Sugar Land city	\$4,063,639.47
Galveston county unincorporated	\$18,221,223.37	Texas City city	\$8,012,688.75
Hitchcock city	\$3,864,154.83	Walker county unincorporated	\$6,175,023.19
Holiday Lakes town	\$1,581,998.68	Waller county unincorporated	\$8,774,400.10
Houston city	\$9,232,730.04	Wharton city	\$4,360,821.44
Huntsville city	\$2,256,231.70	Wharton county unincorporated	\$11,758,515.79
Iowa Colony city	\$958,846.32	<b>Total</b>	<b>\$488,762,000.00</b>

Attachment B, Table 2: MOD Scenarios Considered by H-GAC Board Water Resources Committee

Scenarios	MOD Factors						Weights	Base Allocation	Regional and urgent need Projects	Unincorporated Harris County	Harris County Cities
	Disaster Damage (DD)		Households Impacted (HI)		LMI population (LMI)	Population in Flood Plain (FP)					
	(2002-2019)	(2015-2019)	(2002-2019)	(2015-2019)							
<b>Scenario A:</b> Allocation based on 2002-2019 Disaster Data, more weight to Flood Plain (less to LMI) and with allocation to regional projects	Y		Y		Y	Y	$0.25DD + 0.25HI + 0.20LMI + 0.30FP$	HUDMID Counties \$6M each; StateMID Counties \$4M each	\$62M	Excluded	Included with share based on the original State Action Plan (\$209,410,000)
<b>Scenario B:</b> Allocation based on 2015-2019 Disaster Data, equal weights, and with allocation to regional projects		Y		Y	Y	Y	Equal weights (0.25 each)	HUDMID Counties \$6M each; StateMID Counties \$4M each	\$62M	Excluded	Included with share based on the original State Action Plan (\$209,410,000)
<b>Scenario C:</b> Allocation based on 2015-2019 Disaster Data, equal weights, and without allocation to regional projects		Y		Y	Y	Y	Equal weights (0.25 each)	HUDMID Counties \$6M each; StateMID Counties \$4M each		Excluded	Included with share based on the original State Action Plan (\$209,410,000)
<b>Scenario D:</b> Allocation based on 2015-2019 Disaster Data, equal weights, with allocation to regional projects, and excludes Harris county and its Cities		Y		Y	Y	Y	Equal weights (0.25 each)	HUDMID Counties \$6M each; StateMID Counties \$4M each	\$62M	Excluded	Excluded
<b>Scenario E:</b> Allocation based on 2015-2019, equal weights, without allocation to regional projects, and excludes Harris county and its Cities		Y		Y	Y	Y	Equal weights (0.25 each)	HUDMID Counties \$6M each; StateMID Counties \$4M each		Excluded	Excluded





### ► CDBG-MIT PROJECT CAPS

#### Project Delivery

Project Delivery may include, but is not limited to, grant administrator fees, costs associated with environmental clearance, and eligible costs for in-house efforts. For instance, applicants may choose to utilize a portion of their project delivery grant funds to supplement costs for their single audit, pay for document staff administration efforts.

Project Delivery costs should be estimated according to the total grant request for the application and included in the application budget. The maximum allowable project delivery cost per grant shall be less than or equal to the caps as outlined here.

TOTAL CDBG-MIT AWARD (Non-Housing activities)	PERCENTAGE CAP
\$249,999.99 or less	13%
\$250,000-\$749,999.99	11%
\$750,000-\$999,999.99	10%
\$1 million-\$24,999,999.99	8%
\$25 million or over	6%

Applicants may choose to self-administer for eligible local in-house grant administration services and/or costs, procure a third-party grant administrator, or a combination of the two.

Each application must clearly establish the portion of CDBG-MIT funds to be used to pay for third-party vendor grant administration services, and the portion retained to reimburse the applicant.

**Housing-related mitigation activities** are allowable up to 12 percent of program amounts for costs directly related to implementation.

**Engineering and design activities** will be capped at 15 percent of the total project award unless special services are necessary; in such cases, the GLO must review and approve the request.

FORM CIQ

**CONFLICT OF INTEREST QUESTIONNAIRE****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**  05/17/2022

Signature of vendor doing business with the governmental entity

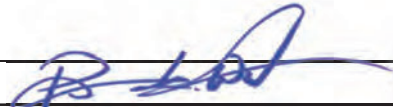
Date

# DISCLOSURE OF LOBBYING ACTIVITIES

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

Section VII, Item C.

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input checked="checked" type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance		<b>2. Status of Federal Action:</b> <input checked="checked" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award		<b>3. Report Type:</b> <input checked="checked" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____	
<b>4. Name and Address of Reporting Entity:</b> <input checked="checked" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c			<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> Public Management, Inc. 15355 Vantage Parkway West Suite No. 108 Houston, Texas 77032  Congressional District, if known:		
<b>6. Federal Department/Agency:</b> U.S. Treasury			<b>7. Federal Program Name/Description:</b> ARPA-CLFRF CFDA Number, if applicable: _____		
<b>8. Federal Action Number, if known:</b> N/A			<b>9. Award Amount, if known:</b> \$ Unknown		
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): N/A			<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):		
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.			Signature:  Print Name: Patrick K. Wiltshire Title: President & CEO Telephone No.: 281.592.0439      Date: 05/17/2022		
<b>Federal Use Only:</b>					Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

**CERTIFICATION REGARDING LOBBYING****Certification for Contracts, Grants, Loans, and Cooperative Agreements**

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

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

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

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

**Statement for Loan Guarantees and Loan Insurance**

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

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

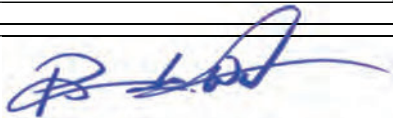
**\* APPLICANT'S ORGANIZATION**

Public Management

**\* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE**

Prefix:  \* First Name:  Middle Name:   
 \* Last Name:  Suffix:   
 \* Title:

\* SIGNATURE:



\* DATE:

# Certification Regarding Lobbying

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

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

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

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

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

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

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

\_\_\_\_\_  
Signature of Contractor's Authorized Official

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

05/17/2022

\_\_\_\_\_  
Date

# CERTIFICATE OF INTERESTED PARTIES

Section VII, Item C.

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:  
2022-887344

Date Filed:  
05/17/2022

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 Richwood

**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.**

CDBG-MIT MOD  
Application Preparation & Administrative Services

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

**5 Check only if there is NO Interested Party.**

☐

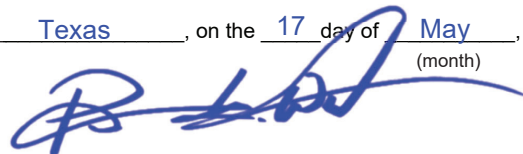
**6 UNSWORN DECLARATION**

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

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

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

Executed in Harris County, State of Texas, on the 17 day of May, 20 22.  
(month) (year)



Signature of authorized agent of contracting business entity  
(Declarant)





# CERTIFICATE OF LIABILITY INSURANCE

Section VII, Item C.

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).

<b>PRODUCER</b> Soules Insurance Agency, L P 701 N San Jacinto Conroe TX 77301		<b>CONTACT NAME:</b> Sandra Stuckey <b>PHONE (A/C, No, Ext):</b> 936-756-0671 <b>E-MAIL ADDRESS:</b> soules@soulesinsurance.com <b>FAX (A/C, No):</b> 936-756-6877	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Twin City Fire Insurance Company	
		<b>INSURER B:</b> Texas Mutual Insurance Company	
		<b>INSURER C:</b> Admiral Insurance Co.	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

## COVERAGES

CERTIFICATE NUMBER: 575535021

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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			61SBABC6778	9/1/2021	9/1/2022	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"/> <b>AUTOMOBILE LIABILITY</b> <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	9/1/2021	9/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A		0002019787	9/1/2021	9/1/2022	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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			EO00003595406	12/13/2021	12/13/2022	1,000,000 Each Claim 1,000,000 Aggregate

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

The GL & Auto policies include a blanket automatic additional insured endorsement 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 GL, Auto, & WC policies include a blanket automatic waiver of subrogation endorsement and an endorsement providing that 30 days notice of cancellation will be furnished to the certificate holder. The policies contain a special endorsement with "primary and noncontributory" wording.

## 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

Showing 1 - 1 of 1 results

Date Modified/Update

Public Management, Inc. ● Active Registration

Unique Entity ID	CAGE Code	Physical Address
DL1PFHMDM786	6QDN5	15355 Vantage Pkwy W Ste 108, Houston, TX 77032 USA
Entity		
Expiration Date		
Aug 6, 2022		
Purpose of Registration		
All Awards		





Section VII, Item C.

# PUBLIC MANAGEMENT, INC.

Unique Entity ID <b>DL1PFHMDM786</b>	CAGE / NCAGE <b>6QDN5</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Aug 6, 2022</b>	
Physical Address <b>15355 Vantage PKWY W STE 108 Houston, Texas 77032-1975 United States</b>	Mailing Address <b>15355 Vantage PKWY W STE 108 Houston, Texas 77032-1975 United States</b>	

## Business Information

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

## Registration Dates

Activation Date <b>Jul 8, 2021</b>	Submission Date <b>Jul 7, 2021</b>	Initial Registration Date <b>Apr 17, 2012</b>
---------------------------------------	---------------------------------------	--

## Entity Dates

Entity Start Date <b>Jun 1, 1982</b>	Fiscal Year End Close Date <b>Dec 31</b>
---	---

## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## 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 <b>Corporate Entity (Not Tax Exempt)</b>	Entity Type <b>Business or Organization</b>	Organization Factors <b>Subchapter S Corporation</b>
Profit Structure <b>For Profit Organization</b>		

**Socio-Economic Types**

Section VII, Item C.

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 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****Points of Contact****Electronic Business****Patrick K Wiltshire, President & CEO****15355 Vantage PKWY W STE 108****Houston, Texas 77032****United States****Government Business****Patrick K Wiltshire, President & CEO****15355 Vantage PKWY W STE 108****Houston, Texas 77032****United States****Service Classifications****NAICS Codes**

Primary

**Yes**

NAICS Codes

**541611**

NAICS Title

**Administrative Management And General Management Consulting Services****Disaster Response**

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
<b>(blank)</b>	<b>(blank)</b>

States

**Any**

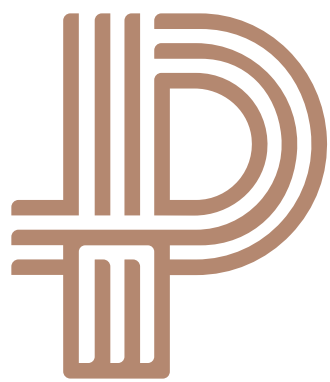
Counties

**(blank)**

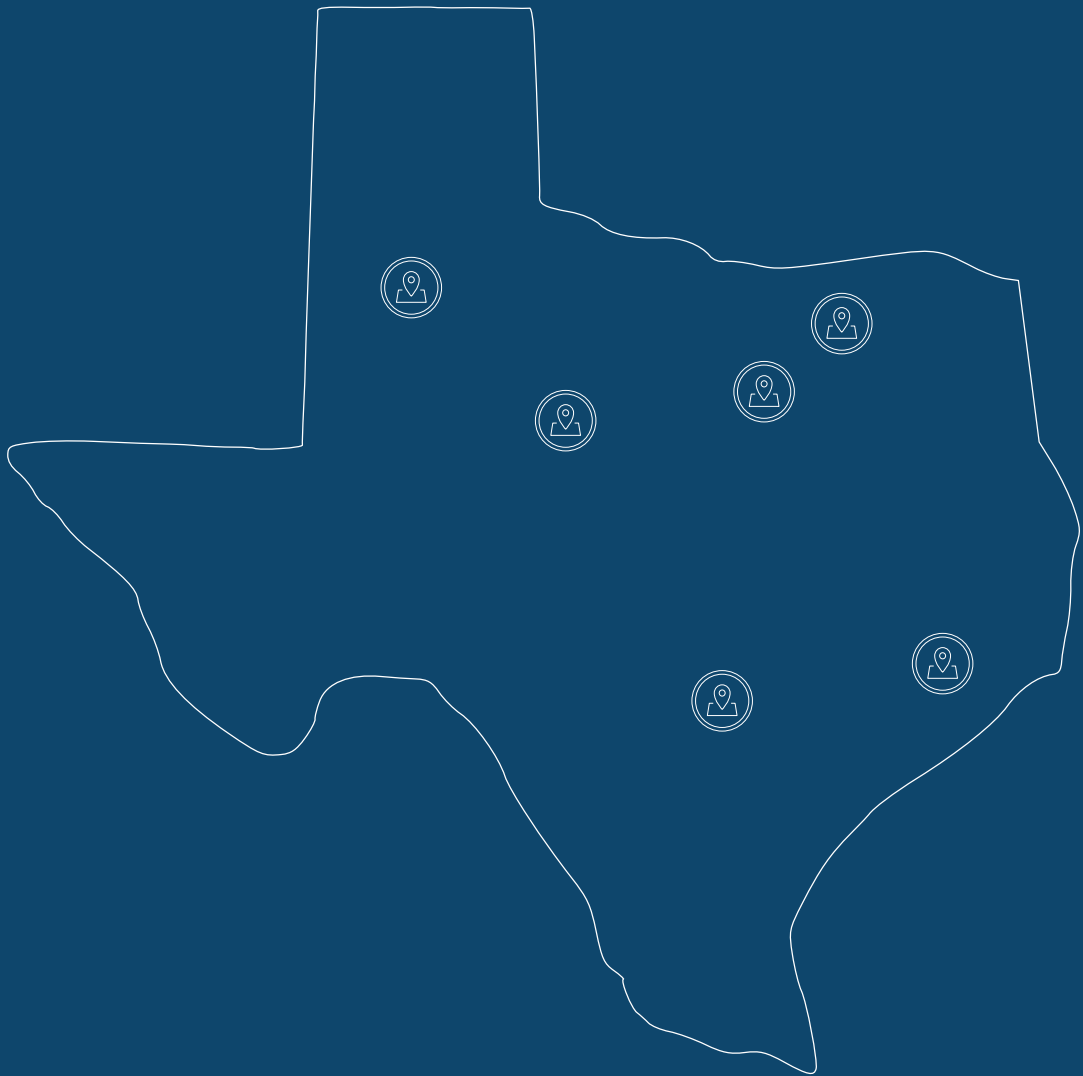
Metropolitan Statistical Areas

**(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, Glenrose, Gordon, Goree, Graford, Grandview, Goldthwaite, Goliad, Gunter, Gustine, Hale County, Hamlin, Hardin, Hardin County, Haskell County, Hempstead, Hico, Higgins, Italy, Jonestwon, Jayton, Jersey Katy, Kemah, Kemp, Kerens, Kress, Kyle, La Marque, La Porte, County, Lipan, Loraine, Lorenzo, Malakoff, Mason, Matador, County, Meadow, Melissa, 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. 108  
Houston, TX 77032  
281-592-0439  
pwiltshire@publicmgt.com

**GRANBURY**

312 S. Morgan Street  
Granbury, TX 76048  
281-592-0439  
jmcadams@publicmgt.com

**LUBBOCK**

8207 Hudson Street, Ste. C  
Lubbock, TX 79423  
806-797-4299  
jtorres@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 4161  
Abilene, TX 79608  
281-592-0439  
mjimenez@publimgt.com



## GLO-Community Development Block Grant

## Phase Two Solicitation for Administrative Services - May 23, 2022

## Response from Service Provider

Applicant Community:	<b>City of Richwood</b>	Name of Firm Providing Proposal:	Ricardo Gomez and Associates
Fund Category:	CDBG -MIT	Firm Point of Contact:	Ricardo Gomez
Date Proposal Submitted:	<b>May 25, 2022</b>	Total Proposed Cost:	*10% of Construction costs.
Conflict of Interest: (identify any actual or potential conflict of interest that must be addressed)	<input checked="" type="checkbox"/> No employee, officer or agent of the Grant Recipient or Applicant/Service Provider shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.  <input checked="" type="checkbox"/> The following potential or actual conflict of interest must be addressed: <ul style="list-style-type: none"> <li>Owner or employee of the firm has a familial relationship with a local official, including the utility provider. <b>NO</b></li> <li>Owner or employee of the firm has financial interest in the utility provider intended to benefit from the project. <b>NO</b></li> <li>Other <b>N/A</b></li> </ul>		

Cost Category	Proposed Fee	Self-Performed or Subcontracted
<b>Pre-application Costs (not payable or reimbursable with GLO-CDBG funds)</b>		
Preparation and submittal of grant application	-0-	Self-Performed
<b>Basic Services (all grant administration contracts)</b> *14% of Construction and Acquisition Activity costs		
Environmental review	30%	Self-Performed
Assistance in procurement process	5%	Self-Performed
Preparation and submittal of drawdown requests	-0-	Self-Performed
Record keeping	20%	Self-Performed
Preparation and submittal of reports as required	5%	Self-Performed
Contract management	25%	Self-Performed
Preparation and submittal of close-out documents	10%	Self-Performed
<b>Other Services (include only applicable services)</b>		
Housing activities	N/A	
OSSF activities	N/A	
Acquisition of real property services	N/A	
Labor standards	5%	Self-Performed

GLO-CDBG Applicant: City of Richwood

Firm Responding: Ricardo Gomez &amp; Associates

2022 Phase Two Solicitation for Administrative Services – Response

Page 1

**Other Fees**

List any other fees necessary to successfully complete a project (add rows as necessary).

*If **land acquisition** is required, those fees will be negotiable separately.*

**Proposed Scope of Services**

Check services proposed for the anticipated TxCDBG project (add rows as necessary).

**Application Preparation Services**

- ☒ Provide general advice and technical assistance in preparing the application in conformance with GLO-CDBG program requirements;
- ☒ Prepare beneficiary documentation in conformance with GLO-CDBG program requirements; and
- ☒ Ensure the completed application is submitted to TDA on or before the application deadline.
- ☐ Other:

**Basic Contract Implementation Services**

- ☒ Provide general advice and technical assistance on regulatory matters and implementing project activities included in the approved grant application in conformance with GLO-CDBG program requirements;
- ☒ Assist in the procurement process such as preparing notices and solicitation of bids for engineering, construction activities, or other grant-related services;
- ☒ Assist in meeting financial, administrative, and bookkeeping requirements of the TxCDBG program, including review of invoices received for payment, preparation of grant fund drawdown requests and retention of all pertinent records and documents sufficient to reflect all charges submitted;
- ☒ Assist in meeting record keeping requirements of the GLO-CDBG program, including the establishment and maintenance of an acceptable filing system;
- ☒ Assist in contract administration and monitoring requirements of the GLO-CDBG program, including enforcement of compliance requirements;
- ☒ Assist in the environmental review process for the proposed project, including preparing and submitting necessary documentation to the appropriate agency for clearance or approval, and preparing Request for Release of Funds and required certifications and submitting them to TDA;
- ☒ Assist in meeting all special condition requirements stipulated in the grant contract;
- ☒ Act as a liaison between the local government, construction contractors, and TDA to ensure an efficient, smoothly managed program;
- ☒ Monitor the work of authorized contractors and subcontractors.
- ☒ Furnish necessary forms and submit all required reports as outlined in the grant contract;
- ☒ Prepare and submit any program amendments, including re-assessments of environmental clearances, as necessary during the duration of the project; and
- ☒ Prepare and coordinate the submission of appropriate documents for GLO-CDBG contract close-out and completion.
- ☒ Assist in developing, implementing and documenting new activities to affirmatively further fair housing during the grant term;
- ☐ Other:

### Assistance for Acquisition of Real Property

- ☐ Provide guidance regarding real property acquisition activities and assistance in meeting real property acquisition/URA requirements, including preparation of correspondence to property owners, and preparation and submission of required reports to TDA. **\* Costs associated with Acquisition of Real Property, if necessary and required of the project, will be negotiated separately.**
- ☐ Other:

### Compliance with federal Labor Standards

- ☒ Provide guidance regarding federal labor standards and assistance in meeting Davis-Bacon Act and related federal labor laws; and
- ☒ Serve as Labor Standards Officer for the project.
- ☐ Other:

\*10% of Construction costs.

Application to Prequalify Grant Administrators

TxCDBG Cycle Type: 2020

Firm Name: Ricardo Gomez & Associates	DUNS Number: 826082435	Federal EIN: 74-2600983
Prequalification Contact First, Last Name and Title: Ricardo Gomez, Chief Planner	Phone Number: +1 (956) 578-9559	Prequalification Contact E-mail Address: RGainArroyoCity@aol.com
Firm Web Address	Firm Mailing Address 36068 Marshall Hutts, Rio Hondo, Te	Name of Firm's President/Managing Officer: Ricardo Gomez

Application for Prequalification to Provide Administrative Services

**IMPORTANT:** The term "respondent" refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

Ricardo Gomez and Associates has been providing grant writing and administrative services since 1973.

2. Describe the respondent's experience with the Community Development Block Grant (CDBG) Program and in particular the state CDBG program.

Ricardo Gomez and Associates has over 35 years of CDBG experience, having worked in both Entitlement and Non-Entitlement Communities. We have packaged hundreds of CDBG applications for over 40 Texas Cities, Counties, Schools and Non-Profits.

3. Describe the respondent's experience with the following:

a. Community wide infrastructure projects

Ricardo Gomez and Associates have administered over 100 Community wide infrastructure projects in over 40 Cities and Counties.

b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement

Ricardo Gomez and Associates have extensive experience in housing rehabilitation having administered many housing rehabilitation and new housing construction projects. As project managers, we have built over 100 new homes and rehabilitated over 200 homes. We have had direct experience with CDBG housing under the State as well as experience with direct HUD and FmHA Rural Development, with their housing programs.

c. Job creation programs, including Texas Capital Fund - Infrastructure/Real Estate

Ricardo Gomez and Associates has packaged and administered several job creation projects under the TCF-Infrastructure Program, as well worked with U.S. Department of Commerce, EDA job creation programs.

d. Projects involving multiple funding sources

Ricardo Gomez and Associates has extensive experience working with multiple funding source projects, including City/County, City/County/State; City/Federal/ City/County/Federal; MUD/State; City/Bonding Bank/ City/Bonding Bank/Federal, etc.

4. Describe the range of services that the respondent offers in-house and the services typically offered through subcontractors.

All services are in-house.

5. Identify the geographic areas in which the respondent offers services.

<input type="checkbox"/> AACOG	<input type="checkbox"/> ATCOG	<input type="checkbox"/> BVCOG	<input type="checkbox"/> CAPCOG	<input type="checkbox"/> CBCOG
<input type="checkbox"/> CTCOG	<input type="checkbox"/> CVCOG	<input type="checkbox"/> DETCOG	<input type="checkbox"/> ETCOG	<input type="checkbox"/> GCRPC
<input type="checkbox"/> HGAC	<input type="checkbox"/> HOTCOG	<input type="checkbox"/> LRGVDC	<input type="checkbox"/> MRGDC	<input type="checkbox"/> NCTCOG

<input type="checkbox"/> NORTEX	<input type="checkbox"/> PBRPC	<input type="checkbox"/> PRPC	<input type="checkbox"/> RGCOG	<input type="checkbox"/> SETRPC
<input type="checkbox"/> SPAG	<input type="checkbox"/> STDC	<input type="checkbox"/> TEXOMA	<input type="checkbox"/> WCTCOG	<input checked="" type="checkbox"/> Statewide

6. Describe the respondent's ability to devote the needed time to a project based on current workload.

Ricardo Gomez is always available for contract work.

7. Is the respondent a TxDBG certified administrator?

☒ Yes, certified 2019

If "No", provide most recent year of certification:

☐ No, will become certified if selected

8. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
Remove Project	Project Name	La Grulla Street Improvements #7216271
Facility Type and Use		Street Reconstruction Project
Project Location (Jurisdiction)		La Grulla, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		2000+ linear feet of Street Reconstruction.
Role & Responsibilities		Prepared Grant application and administered through close out and audit.
Project Cost		\$ 275,000
Financing/Funding Source		Texas Department of Agriculture
Method of Documenting Beneficiaries		U. S. Census and house-to-house survey.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		ER completed within 90 days. Construction completed within 1 year. Project was completed on schedule.
Monitoring and Verification Methods		TDA staff.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Ricardo Gomez-Chief Planner Armando Prado-Asst. Planner/Inspector Claudia Harmon-Asst. Planner Rubi R. Cantu Asst. Assistant
Contact Information Current phone and e-mail address of local government representatives you worked with.		Pedro Flores, Mayor 956-487-3341 m.garza@cityofgrulla.com
Remove Project	Project Name	San Perlita # 7218421
Facility Type and Use		Parking Lot Construction and Purchase of Emergency Generator for Shelter.
Project Location (Jurisdiction)		City of San Perlita
Project Size		Construction of Parking lot with over 30 spaces, landscaping, etc for Community Center.

-Number of Houses/Buildings -Total Linear Feet/Square Footage	Small Purchase Procurement and Installation of an emergency backup generator for the City's Emergency Shelter.
Role & Responsibilities	Prepared Grant application and administered through close out and audit.
Project Cost	\$275,000
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	U.S. Census
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ER completed within 60 days. Construction completed within 1 year. Project was completed on schedule.
Monitoring and Verification Methods	TDA staff.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ricardo Gomez-Chief Planner Armando Prado-Asst. Planner/Inspector Claudia Harmon-Asst. Planner Rubi R. Cantu-Asst. Assistant
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	George Guadiana, Mayor 956-248-5725 CityHall12@yahoo.com
<b>Remove Project</b> <b>Project Name</b>	San Perlita Flood/Drainage Project No. DR7216017
Facility Type and Use	Street Rehabilitation Project
Project Location (Jurisdiction)	City of San Perlita
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Over 3,000 linear feet of Street Reconstruction.
Role & Responsibilities	Prepared Grant application and administered through close out and audit.
Project Cost	\$ 350,000
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	U.S. Census and house-to-house surveying.
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ER completed within 2 months. Construction completed within 12 months. Project was completed before date due.
Monitoring and Verification Methods	TDA staff.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ricardo Gomez-Chief Planner Armando Prado--Asst. Planner Claudia Harmon--Asst. Planner



<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Aurora De Luna, Mayor 956-248-5725 CityHall12@yahoo.com
<b>Remove Project</b>	<b>Project Name</b>
	San Perlita Street Improvements #7216401
Facility Type and Use	Street Improvements
Project Location (Jurisdiction)	City of San Perlita
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Over 2,500 linear feet of Street Reconstruction.
Role & Responsibilities	Prepared Grant application and administered through close out and audit.
Project Cost	\$230,870
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	U.S. Census and house-to-house surveying.
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ER Completed within 60 days. Construction completed within 360 days Project will be completed within schedule time.
Monitoring and Verification Methods	TDA staff.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ricardo Gomez-Chief Planner Armando Prado--Asst. Planner Claudia Harmon--Asst. Planner
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Aurora De Luna, Mayor 956-248-5725 CityHall12@yahoo.com
<b>Remove Project</b>	<b>Project Name</b>
	Oct. 2015 Flood Project FEMA
Facility Type and Use	Streets and Building Rehabilitation
Project Location (Jurisdiction)	City of San Perlita
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	2,000 linear feet of Street repair. City Hall Rehabilitation.
Role & Responsibilities	Prepared Grant application and administered through close out and audit.
Project Cost	\$125,000
Financing/Funding Source	FEMA
Method of Documenting Beneficiaries	House to house survey and Census data.
<b>Project Schedule</b> -Environmental Review Start and End Dates	No ER required Project completed within 6 months.

-Construction Start and End Dates -Describe if project was completed	
Monitoring and Verification Methods	FEMA Staff
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ricardo Gomez, Chief Planner Armando Prado, Assistant Planner
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Aurora De Luna, Mayor 956-248-5725 CityHall12@yahoo.com

9. Describe the experience, competence and training of personnel with respect to grant writing and administration, and related work. Use the following table to present background on **key** personnel who will potentially be assigned responsibility for a core project task.

see below -- Key Personnel Profiles

Key Personnel Profile(s)		Add Personnel
<b>Remove Personnel</b>	<b>Full Name</b>	Ricardo Gomez
Potential Role	Chief Planner and Manager	
Base Location	Main office, Rio Hondo, Texas	
<b>Current Employment</b>	Ricardo Gomez and Associates	
Current job title	Chief Planner	
Job responsibilities	n/a	
Number of years with respondent	General Manager over 30	
<b>Overall</b>	City Manager/Grant Administrator in several Texas Cities and Counties.	
Total Years or relevant experience	Grant Writing since 1973.	
Other relevant experience or accomplishments	Over 40 years of grant writing and administration experience. First grant written and funded was in 1973 with HUD for the construction of 20 self-help housing units.	
NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.		
<b>Remove Personnel</b>	<b>Full Name</b>	Armando Prado
Potential Role	Lead Planner	
Base Location	Main RGA Office, Rio Hondo, Texas	
<b>Current Employment</b>	Ricardo Gomez and Associates	
Current job title	Assistant Planner	
Job responsibilities		
Number of years with respondent	Overall grant administrator and inspector.	
<b>Overall</b>	Fulcrum Engineering and Consultant Services	
Total Years or relevant experience	Planner and Plan Inspector, (Streets, utilities and housing construction)	
Other relevant experience or accomplishments	Fulcrum Eng., Plans and construction inspector, 15 years. May 2020, Graduate candidate in Electrical Engineering, UT-Rio Grande Valley	
NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.		

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

Ricardo Gomez and Associates is available 24/7 and immediately.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

Small Business	Woman Owned	Minority Owned	Section 3
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

12 State the respondent's policy regarding affirmative action.

RGA has an adopted Affirmation Action Plan that conforms to all State and Federal Regulations.

13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

Ricardo Gomez and Associates has from time to time been under a State Contract as an CDBG Application Reviewer and was part of team of Consultants to assist the State CDBG Program prepare its first Implementation Manual.

# Local Option Exemptions Homestead and Over 65/Disabled

Section 11.13 (n) In addition to any other exemptions provided by this section, an individual is entitled to an exemption from taxation by a taxing unit of a percentage of the appraised value of his residence homestead if the exemption is adopted by the governing body of the taxing unit before July 1 in the manner provided by law for official action by the body. If the percentage set by the taxing unit produces an exemption in a tax year of less than \$5,000 when applied to a particular residence homestead, the individual is entitled to an exemption of \$5,000 of the appraised value. The percentage adopted by the taxing unit may not exceed 20 percent.

Also, Tax Code Section 11.13 (d) allows any taxing unit to adopt a local option residence homestead exemption for **individuals who are disabled or is 65 or older**. This local option exemption cannot be less than \$3,000.

**Governing body must adopt before July 1**

**The City of Richwood  
currently offers a  
\$25,000 exemption for  
those over 65**

	HS*	OV65^	DP^
Alvin	1.0%	\$55,000.00	\$55,000.00
Angleton	2.0%	\$50,000.00	\$50,000.00
Brazoria	-	\$30,000.00	\$30,000.00
Clute	20.0%	\$40,000.00	\$40,000.00
Danbury	-	\$15,000.00	-
Freeport	20.0%	\$80,000.00	\$80,000.00
Iowa Colony	10.0%	\$40,000.00	\$40,000.00
Jones Creek	20.0%	\$75,000.00	\$75,000.00
Lake Jackson	-	\$75,000.00	\$75,000.00
Oyster Creek	20.0%	\$40,000.00	\$40,000.00
Pearland	2.5%	\$40,000.00	\$40,000.00
Richwood	-	\$25,000.00	-
Surfside	20.0%	\$75,000.00	\$75,000.00
Sweeny	-	\$25,000.00	\$20,000.00
W Columbia	-	\$40,000.00	\$10,000.00
*min \$5,000 ^ min \$3,000			



Local Homestead Exemption Option Analysis City of Richwood 2022 Preliminary Values					Local Over65 Exemption Option Analysis City of Richwood 2022 Preliminary Values					Local Disabled Persons Exemption Option Analysis City of Richwood 2022 Preliminary Values					Section VII, Item D.
Property Count with General Homestead Exemption					Property Count with Over65 Exemption					Property Count with Disabled Persons Exemption					
Appraised Value															
Exempted Values at 1%, 2% and 3% Local Homestead Options					Exempted Values for Local Over65 Exemption					Exempted Values for Local Disabled Persons Exemption					
1% Local Exemption					10,000 Exemption					10,000 Exemption					
2% Local Exemption					25,000 Exemption					25,000 Exemption					
3% Local Exemption					50,000 Exemption					50,000 Exemption					
					75,000 Exemption					75,000 Exemption					
					100,000 Exemption					100,000 Exemption					
Estimated Tax Levy Lost Using 2021 Adopted Tax Rate					Estimated Tax Levy Lost Using 2021 Adopted Tax Rate					Estimated Tax Levy Lost Using 2021 Adopted Tax Rate					
1% Local Exemption					10,000 Exemption					10,000 Exemption					
2% Local Exemption					25,000 Exemption					25,000 Exemption					
3% Local Exemption					50,000 Exemption					50,000 Exemption					
					75,000 Exemption					75,000 Exemption					
					100,000 Exemption					100,000 Exemption					
Average \$ Exemption Per Homestead Parcel					Average \$ Exemption Per Over65 Parcel					Average \$ Exemption Per Disabled Persons Parcel					
1% Local Exemption					10,000 Exemption					10,000 Exemption					
2% Local Exemption					25,000 Exemption					25,000 Exemption					
3% Local Exemption					50,000 Exemption					50,000 Exemption					
					75,000 Exemption					75,000 Exemption					
					100,000 Exemption					100,000 Exemption					
Note: As of January 1, 2022, a homestead exemption can be prorated on as of the date the owner acquires the property. This means there could be additional homesteads added during the year.					Staff Recommendation										185

**ORDINANCE NO. 22-492**

AN ORDINANCE OF THE CITY OF RICHWOOD, BRAZORIA COUNTY, TEXAS, PROVIDING THAT THAT NOT LESS THAN \_\_\_\_\_ THOUSAND DOLLARS OF THE ASSESSED VALUE OF THE RESIDENCE HOMESTEAD OF ALL PERSONS WHO ARE ONE HUNDRED (100) PERCENT DISABLED AS DETERMINED BY THE SOCIAL SECURITY ADMINISTRATION, AND WHO ARE UNDER AGE SIXTY-FIVE (65) SHALL BE EXEMPTED FROM AD VALOREM TAXES UNDER CERTAIN CONDITIONS; AND PROVIDING THE EFFECTIVE DATE HEREOF.

WHEREAS, The Texas Property Tax Code §11.13 (d) (1) states that any taxing body may offer an exemption from taxation of a portion of the appraised value of the residence homestead of an individual who is disabled or is 65 and older if the exemption is adopted by the governing body of the taxing unit; and,

WHEREAS, the Texas Property Tax Code §11.13 (e) provides that said exemption may not be less than Three Thousand (\$3,000).

WHEREAS, The City Council of the City of Richwood, Texas, wishes to grant the benefit of such exemption;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS;

Section One: From and after January 1, 2022, \_\_\_\_\_ dollars of assessed value of residence homesteads of persons who are 100% disabled as determined by the Social Security Administration shall be exempt from taxation for all City purposes; provided, however, that where the ad valorem tax has been pledged for the payment of any debt, the taxing officers of the City shall have the authority to continue to levy and collect the tax against the homestead at the same rate as the tax so pledged until the debt is discharged, if cessation of the levy would impair the obligations of contract by which such debt was incurred and created.

Section Two: For purposes of this exemption, “residence homestead” means a structure (including a mobile home) or a separately secured and occupied portion of a structure (together with the land) not to exceed 20 acres and improvements in the residential occupancy of the structure, if the structure and the land and improvements have identical ownership) that:

1. Is owned by one or more individuals;
2. Is designed or adapted for human residence;
3. Is used as a residence; and
4. Is occupied as the principal residence by an owner who qualifies for the exemption.

Section Three: The provisions of this Ordinance shall become effective January 1, 2022.

PASSED AND ADOPTED, this 13<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Steven Boykin, Mayor

ATTEST:

\_\_\_\_\_  
Kirsten Garcia, City Secretary

**ORDINANCE NO. 22-493**

AN ORDINANCE OF THE CITY OF RICHWOOD, BRAZORIA COUNTY, TEXAS, PROVIDING THAT \_\_\_\_\_ DOLLARS OF THE ASSESSED VALUE OF ANY RESIDENCE HOMESTEAD SHALL BE EXEMPTED FROM AD VALOREM TAXES UNDER CERTAIN CONDITIONS; AND PROVIDING THE EFFECTIVE DATE HEREOF.

WHEREAS, The Texas Property Tax Code §11.13 (d) (1) states “In addition to any other exemptions provided by this section, an individual is entitled to an exemption from taxation by a taxing unit of a percentage of the appraised value of his residence homestead if the exemption is adopted by the governing body of the taxing unit before July 1 in the manner provided by law for official action by the body. If the percentage set by the taxing unit produces an exemption in a tax year of less than \$5,000 when applied to a particular residence homestead, the individual is entitled to an exemption of \$5,000 of the appraised value. The percentage adopted by the taxing unit may not exceed 20 percent”;

WHEREAS, The City Council of the City of Richwood, Texas, wishes to grant the benefit of such exemption;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS;

Section One: From and after January 1, 2022, \_\_\_\_\_ percentage of assessed value of residence homesteads shall be exempt from taxation for all City purposes; provided, however, that where the ad valorem tax has been pledged for the payment of any debt, the taxing officers of the City shall have the authority to continue to levy and collect the tax against the homestead at the same rate as the tax so pledged until the debt is discharged, if cessation of the levy would impair the obligations of contract by which such debt was incurred and created.

Section Two: For purposes of this exemption, “residence homestead” means a structure (including a mobile home) or a separately secured and occupied portion of a structure (together with the land) not to exceed 20 acres and improvements in the residential occupancy of the structure, if the structure and the land and improvements have identical ownership) that:

1. Is owned by one or more individuals;
2. Is designed or adapted for human residence;
3. Is used as a residence; and
4. Is occupied as the principal residence by an owner who qualifies for the exemption.

Section Three: The provisions of this Ordinance shall become effective January 1, 2022.

PASSED AND ADOPTED, this 13<sup>th</sup> day of June, 2022.

\_\_\_\_\_  
Steven Boykin, Mayor

ATTEST:

\_\_\_\_\_  
Kirsten Garcia, City Secretary

**ORDINANCE NO. 22-491**

**AN ORDINANCE BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS AMENDING APPENDIX C – FEE SCHEDULE OF THE CODE OF ORDINANCES; REPEALING ALL ORDINANCES IN CONFLICT HERewith; PROVIDING FOR A SAVINGS CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, a rate study was conducted in 2021 for all utility rates and a suggested schedule of rates was provided to the city;

**WHEREAS**, Brazoria Water Authority has notified the city of a 12.5% increase in water costs effective October 1, 2022;

**WHEREAS**, the City wishes to amend the current fee schedule to account for the recommended increase provided in the rate study as well as the increase in water cost and amend Appendix C – Fee Schedule to adjust water and sewer collection fees.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS:**

**Section 1:** That APPENDIX C – Fee Schedule is hereby amended to read as attached to this ordinance.

**Section 2:** That if any provision of this ordinance or application thereof to any person or circumstance is held invalid by any court, such holding shall not affect the validity of the remaining portions of this ordinance, and the City Council of the City, hereby declares that it would have enacted such remaining portions despite any such invalidity.

**Section 3:** That all ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

**Section 4:** That this ordinance shall be in effect on October 1, 2022.

Passed and Approved on this 13th day of June 2022.

\_\_\_\_\_  
**Mayor**

**ATTEST:**

\_\_\_\_\_  
**Kirsten Garcia, City Secretary**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**City Attorney**



## APPENDIX C – FEE SCHEDULE

<b>Park and Facility Rental Fees</b>		
<b>FACILITY</b>	<b>RENTAL FEE</b> *Add \$50 if alcohol will be served	<b>DEPOSIT</b>
James Vera Ball Field / Soccer Fields Stop 1-3	N/A	\$100
PK Forrest Building	\$150/day – Residents* \$175/day – Non-Residents*	\$100
Richwood Municipal Pavilion	\$125/day – Residents* \$150/day – Non-Residents*	\$100
Bobby Ford Park	\$75/day – Residents* \$100/day – Non-Residents*	\$50
Moonwalk Waterslide Inflation (Liability Insurance must be provided)	\$25 each	N/A
Police Security Fee	\$35.00 / hour / officer	

**APPLICATION AND PROCESSING FEE (ALL PERMITS)**

Processing Fee (all permits subject to)	\$50.00
Permit Reinstatement Fee	\$100.00
Resubmittal Fee (After two submissions)	\$100.00
Major Revision of approved plans	\$100 h/r
Major Revision of approved drainage plans	\$200 h/r
Plan Review Fee	50% of permit fee

**BUILDING PERMIT FEES**

*(permit fee will be doubled if work is started prior to obtaining a permit)*

<b>TYPE OF PERMIT</b>	<b>Fee</b>
New Residence* ( includes pool houses and accessory structures with conditioned space)	\$.48/sq.ft.
Additions * (patio covers, carports, additional rooms)	\$150.00 or \$.48/sq.ft.. Whichever is greater
Remodels (total square-footage of space, area or room)*	\$100.00 or \$.48/sq.ft.. Whichever is greater
Swimming Pools*	\$350.00
Spas (cast in place concrete only)*	\$100.00
Accessory Buildings* (storage shed, detached garage or any other structure without conditioned space)	\$150.00

Re-Roofing	\$50.00
Flatwork (driveway, sidewalk patio slab extension)	\$50.00
Demolition	\$50.00
Foundation repair*	\$50.00
Generator*	\$100.00
Carport*	\$100.00
Re-inspection	\$60.00
Partial inspection	\$60.00
Same day or off schedule inspection	\$130.00

**\*Subject to Plan Review Fee**

<i>All permits are subject to the processing fee</i>	\$50.00

**ELECTRICAL PERMIT FEES***(permit fee will be doubled if work is started prior to obtaining a permit)*

<b>TYPE OF PERMIT</b>	<b>Fee</b>
New Residence	\$100.00
Remodel/Addition/pool	\$100.00
Accessory structure	\$100.00
Minimum permit fee	\$50.00
Re-inspection	\$65.00
Partial inspections	\$65.00
Same day or off schedule inspection	\$130.00
<i>All permits are subject to the processing fee</i>	\$50.00

**MECHANICAL PERMIT FEES***(permit fee will be doubled if work is started prior to obtaining a permit)*

<b>TYPE OF PERMIT</b>	<b>Fee</b>
New Residence	\$150.00
Remodel/Addition	\$100.00
Accessory structure	\$100.00
HVAC Repair or replacement	\$50.00
Minimum permit fee	\$50.00
Re-inspection	\$65.00
Partial inspections	\$65.00
Same day or off schedule inspection	\$130.00
<i>All permits are subject to the processing fee</i>	\$50.00

**PLUMBING PERMIT FEES***(permit fee will be doubled if work is started prior to obtaining a permit)*

<b>TYPE OF PERMIT</b>	<b>Fee</b>
New Residence	\$150.00
Remodel/Addition/pool	\$100.00
Accessory structure	\$100.00
Water Tap	\$575.00
Sewer Tap	\$575.00
Irrigation Systems*	\$50.00

Remodel/Addition	\$100.00
Water heater replacement	\$50.00
Minimum permit fee	\$50.00
Re-inspection	\$65.00
Partial inspections	\$65.00
Same day or off schedule inspection	\$130.00
<b>*Subject to Plan Review Fee</b>	
<i>All permits are subject to the processing fee</i>	\$50.00

### Commercial Building Permit Fees

\$1,000 & Less	\$20.00 Base Fee
\$1,001 to \$50,000	\$20.00 for the first \$1,000 plus \$5.00 for each additional thousand or fraction thereof
\$50,001 to \$100,000	\$260.00 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof
\$100,001 to \$500,000	\$460.00 for the first \$100,000 plus \$3.00 for each additional thousand or fraction thereof
\$500,001 and Up	\$1660.00 for the first \$500,000 plus \$2.00 for each additional thousand or fraction thereof

### SUBDIVISION PERMIT FEES

#### Plan Review Fees

\$1,500.00	Up to 10 sheets
\$150.00	Per sheet above 10 sheets
50% of Original Fee	Review fees after 3 Submittals

#### Traffic Impact Analysis

\$2,000.00	100 - 5,000 trips generated
\$3,000.00	5,001 - 15,000 trips generated
\$4,000.00	For greater than 15,000 trips generated

Public Infrastructure Inspection Fees	
\$150.00 per hour	8:00 a.m. to 5:00 p.m.
\$250.00 per hours	After hours, weekend, or holiday inspections
Civil Engineering Service Fees	
\$250.00 per hour	

Utility (Water, Sewer, Solid Waste) Fees	
Utility Deposits	
COMMERCIAL/RESIDENTIAL (OWNER)	\$100.00
RESIDENTIAL (TENANT/RENTER)	\$150.00

Water Rate Fees and Charges	
GALLONS INCLUDED IN BASE RATE	2,000
PER MONTH Minimum monthly charge	<del>\$29.79</del> <b>\$34.91</b>
Monthly usage in excess of 2,000 gallons but below 20,000 gallons	<del>\$4.90</del> <b>\$5.71</b> Per each additional 1,000 gallons of usage
Monthly usage in excess of 20,000 gallons	<del>\$5.10</del> <b>\$5.94</b> Per each additional 1,000 gallons of usage
Sewer Rate Fees and Charges	
GALLONS INCLUDED IN BASE RATE	2,000

PER MONTH Minimum monthly charge	<del>\$25.47</del> <b>\$26.29</b>
Amounts in excess of 2,000 gallons	<del>\$4.47</del> <b>\$4.59</b> Per each additional 1,000 gallons of usage
<b>Solid Waste Collection Fees</b>	
PER MONTH Includes one garbage and one recycle bin	\$19.91
ADDITIONAL BIN CHARGE PER MONTH	\$7.39
ACCUMULATION OF BULK WASTE IN EXCESS OF 5 CUBIC YARDS	\$20.00 per cubic yard
<b>Water and Sewer Base Discount</b>	
OVER 65 DISCOUNT	\$7.50
Any person who meets the criteria of “Voting member” of the Richwood Volunteer Fire Department as defined by their Constitution and By-Laws, or any member of the Richwood City Council, will receive the first 4,000 gallons free and then be charged <del>\$4.90</del> <b>\$5.71</b> per each additional 1,000 gallons of usage	
<b>Solid Waste Collection Discount</b>	
OVER 65 DISCOUNT	\$1.50