AGENDA

BE IT KNOWN THAT, a City of Richwood City Council will meet Monday, August 9, 2021, beginning at 6:10 PM at Richwood City Hall located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

SUPPLEMENTAL NOTICE OF MEETING BY TELEPHONE/WEB CONFERENCE In accordance with the order of the Office of the Governor issued March 16, 2020, the City Council of Richwood will conduct the meeting schedule at 6:00 p.m. on Monday, August 9, 2021 via web and telephone conference in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of Coronavirus (COVID 19). The meeting agenda is posted online at www.richwoodtx.gov. The public dial in number to participate in the telephonic meeting is **(346)248-7799** and enter access code: **979-265-2082** or access via web at **https://zoom.us/j/9792652082** The public will be permitted to offer public comment telephonically as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the telephonic meeting will be made, and will be available to public in accordance with the Open Meetings Act upon written request. Please contact Kirsten Garcia, City Secretary, with any issues logging in, 979-265-2082.

I. CALL TO ORDER

II. ROLL CALL OF COUNCIL MEMBERS

III. PUBLIC COMMENTS

IV. CONSENT AGENDA
   - A. Approval of Minutes
      1. Regular meeting held July 19, 2021.
      2. Special meeting and workshop held July 26, 2021.
      3. Special meeting and workshop held August 2, 2021.
   - B. Budget Report, June 2021

V. DISCUSSION AND ACTION ITEMS
   - A. Discuss and consider awarding contract 5-2020 for the construction of the North Water Plant 350,000-gallon ground storage tank.
   - B. Discuss and consider approving amendment no. 2 to task order no. 19-02 for additional water plant site and facilities design, additional RPR services, North Water Plant integration into Richwood's SCADA system and Geotechnical Engineering/Consulting.
   - C. Discuss and consider approving Strand Associates Task Order No. 21-03 for engineering and related services for repair and improvement of identified drainage projects within the City of Richwood.
   - D. Discuss, consider and adopt a resolution designating an administration/project delivery service provider to complete project implementation for the American Rescue Plan Act (ARP Act) funding administered by the US Department of the Treasury, other Federal or State agency.
   - E. Public hearing and action on the FY 2021-2022 proposed budget of the Crime Control and Prevention District.

F. Discuss and consider approving a resolution setting the date and time for the public hearing for FY 2021-2022 Annual Budget for September 13, 2021 at 6:00 p.m.

G. Consider and record vote for proposed tax rate for the 2021-2022 Fiscal Year of .652278, which is a tax increase of up to 6.63% above the No New Revenue Tax Rate for the City of Richwood, to be adopted at a future meeting.

H. Discuss and consider approving a resolution setting the date and time for public hearing for the proposed tax rate for September 13, 2021 at 6:00 p.m. to be held at the City of Richwood, 1800 Brazosport Blvd, Richwood, TX 77531

I. Discussion and possible action regarding rental of City property for events and a possible moratorium on City sponsored events in light of the recent COVID-19 spike.

VI. CAPITAL IMPROVEMENT PROJECTS UPDATE

VII. CITY MANAGER'S REPORT

VIII. COUNCIL MEMBER COMMENTS & REPORTS

IX. MAYOR'S REPORT

X. FUTURE AGENDA ITEMS

XI. 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).

I, Kirsten Garcia, do hereby certify that I did, on _____________at _____________ 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

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.

Minutes of the City Council

The City Council called Meeting of July 19, 2021

BE IT KNOWN THAT, a City Council of City of Richwood was held July 19, 2021, beginning at 6:00 PM PM in the Richwood City Hall, located at 1800 Brazosport Blvd. N, Richwood, Texas 77531.

I. **CALL TO ORDER**
The meeting was called to order at 6:00p.m.

II. **INVOCATION**
The invocation was led by Patricia Ditto, Finance Director.

III. **PLEDGES OF ALLEGIANCE**
Mayor Boykin led the pledges of allegiance.

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, arrived at 6:04 p.m.
Rory Escalante, Position 4:	Present
Mark Brown II, Position 5:	Absent

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

V. **PUBLIC COMMENTS**
There were no public comments.

VI. **CONSENT AGENDA**

A. Approval of Minutes
  1. Regular meeting held, June 14, 2021
  2. Special meeting held, June 21, 2021

B. Budget report, May 2021

C. Approve resolution 21-R-49, amending the City's authorized representatives for the Local Government Investment Cooperative (LOGIC).

D. Approve resolution 21-R-50, amending the City's authorized representatives for TexPool and Texpool Prime.

E. Approve resolution 21-R-51, amending the City's authorized representatives for TexStar.

Motion to approve consent agenda. This motion, made by Mike Johnson and seconded by Rory Escalante, Passed.
Yea: 4, Nay: 0

VII. **DISCUSSION AND ACTION ITEMS**

A. Discuss and consider a resolution, 21-R-48, approving Children At Play signage within the Creekbend Subdivision.

Kirsten Garcia, City Secretary, presented a resolution approving signage in the Creekbend Subdivision.

Discussion held on ensuring the HOA was responsible for purchasing and maintaining signage.

Motion to approve resolution 21-R-48 approving Children at Play signage in creekbend sub. This motion, made by Mike Johnson and seconded by Melissa Strawn, Passed.
Yea: 4, Nay: 0

B. Discussion and action regarding bid award 5-2020 for construction of the North Water Plant Ground Storage Tank.
Clif Custer presented bid award information.

Discussion held on supply costs and financial implications of having to rebid this contract.

Motion to rescind bid award for construction of north water plant ground storage tank. This motion, made by Mike Johnson and seconded by Matthew Yarborough, Passed.
Yea: 4, Nay: 0

C. Discussion and action regarding allocating funds to assist in dewatering costs of the Magnolia sanitary sewer line with an amount not to exceed $20,000.
Clif Custer presented information on project.

Discussion held on dewatering process and timeline of the project.

Motion to approve $20,000 for dewartering of magnolia sewer, not to exceed. This motion, made by Mike Johnson and seconded by Rory Escalante, Passed.
Yea: 4, Nay: 0

VIII. **CAPITAL IMPROVEMENT PROJECTS UPDATE**
Clif Custer presented the Capital Improvement Projects update.

IX. **CITY MANAGER'S REPORT**
Eric Foerster reported on staff health, discussions with Ron Cox, a GLO meeting he attended and a contract update with the City of Lake Jackson for dispatching services.

He added that we will host a budget workshop on July 24th, but is open to changing it if needed. City Council consensus was to host the meeting virtually on Monday, July 26 at 6:00 p.m.

X. **COUNCIL MEMBER COMMENTS & REPORTS**
Mike Johnson reported great appreciation for All-America night on July 3 - it was a great event put on by the PD.

XI. **MAYOR'S REPORT**
Mayor reported on the issues with the water from BWA.

XII. **FUTURE AGENDA ITEMS**
No report.

XIII. **ADJOURNMENT**
Being there no further business, the meeting was adjourned at 6:36 p.m.

These minutes were read and approved on this 9th day of August 2021.

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Mayor

ATTEST:

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City Secretary

Minutes of the City Council

The City Council called Meeting of July 26, 2021

BE IT KNOWN THAT, a City Council of City of Richwood was held July 26, 2021, beginning at 6:00 PM PM in the Richwood City Hall, located at 1800 Brazosport Blvd. N, Richwood, Texas 77531.

I. **CALL TO ORDER**
The meeting ws called to order at 6:00 p.m.

II. **INVOCATION**
Did not hold the invocation due to virtual meeting.

III. **PLEDGES OF ALLEGIANCE**
Did not hold the pledges due to virtual meeting.

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 in attendance: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; Clif Custer, Public Works Director; Philip Knop, City Attorney.

V. **PUBLIC COMMENTS**
There were no public comments.

VI. **DISCUSSION AND ACTION ITEMS**

A. Discuss, consider, and possibly adopt a Resolution committing up to $4,650.00 in City Funds towards replacing residential fencing along the project easement for the CDBG-DR Contract No. 20-065-080-C233 - Hurricane Harvey.

Clif Custer presented.

Motion to adopt a resolution committing up to $4,650.00 in City Funds towards replacing residential fencing along the project easement for the CDBG-DR Contract No. 20-065-080-C233 - Hurricane Harvey. This motion, made by Mike Johnson and seconded by Mark Brown II, Passed.
Yea: 5, Nay: 0

B. Discuss, consider, and possibly act on the construction contract award for the City of Richwood CDBG-DR Contract No. 20-065-080-C233 - Hurricane Harvey.

Clif Custer presented.

Discussion held on why Stand Associates decided on certa flow pipes.

Motion to approve construction contract award for the City of Richwood CDBG-DR Contract No. 20-065-080-C233 - Hurricane Harvey to Lopez Utilities Contractor's base bid for $444,905. This motion, made by Rory Escalante and seconded by Matthew Yarborough, Passed.
Yea: 5, Nay: 0

VII. **FY 2022 BUDGET WORKSHOP**

A. Presentation and discussion of FY 21-22 Proposed Budget

Eric Foerster and Tricia Ditto presented.

Discussion held on supplemental requests and where they will be funded from.

Discussion held on street maintenance and fund 25.

Discussion held on sales tax revenues.

Discussion held on insurance and telephone expenditures.

VIII. **CITY MANAGER'S REPORT**

Eric reported on COVID-19 updates.

IX. **COUNCIL MEMBER COMMENTS & REPORTS**

Melissa Strawn requested the budget presentation be posted online.

Matt Yarborough expressed appreciation to staff for the budget being slim and bare bones.

Mark Brown agreed with Councilman Yarborough's sentiments and thanked staff for their time and effort. He added thanks to the Police Department picking up slack while we are short-staffed.

X. **MAYOR'S REPORT**

No report.

XI. **FUTURE AGENDA ITEMS**

No report.

XII. **ADJOURNMENT**
Being there no further business, the meeting was adjourned 8:03 p.m.

These minutes were read and approved on this 9th day of August 2021.

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Mayor

ATTEST:

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City Secretary

Minutes of the City Council

The City Council called Meeting of August 2, 2021

BE IT KNOWN THAT, a City Council of City of Richwood was held August 2, 2021, beginning at 6:00 PM PM in the Richwood City Hall, located at 1800 Brazosport Blvd. N, Richwood, Texas 77531.

I. **CALL TO ORDER**
The meeting was called to order at 6:00 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 in attendance: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Tricia Ditto, Finance Director; Clif Custer, Public Works Director; Philip Knop, City Attorney.

III. **PUBLIC COMMENTS**
There were no public comments.

IV. **DISCUSSION AND ACTION ITEMS**

A. Discuss and consider approving the City Manager to enter into agreemetn with the City of Lake Jackson to provide dispatch services for the amounts listed in the agreement.
Eric presented.

Discussion held on possibilities of other cities available as options for dispatch services.

Motion to approve the City Manager to enter into agreement with the City of Lake Jackson to provide dispatch services for the amounts listed in the agreement. This motion, made by Rory Escalante and seconded by Melissa Strawn, Passed.
Yea: 4, Nay: 0

V. **FY 2022 BUDGET WORKSHOP**

A. Discussion of FY 21-22 Proposed Budget

Eric Foerster and Tricia Ditto presented.

Discussion held on reasons for cuts in the utility budget.

Discussion held on supplemental request for Public Works and Keep Richwood Beautiful.

VI. **COUNCIL MEMBER COMMENTS & REPORTS**
Mike Johnson expressed appreciation to Staff for all the work on the budget and budget prep.

Matt Yarborough thanked staff for the same.

VII. **MAYOR'S REPORT**
Mayor Boykin expressed appreciation to staff for streamlining and making the budget process easier. He also gave a weather update and advised everyone to stay prepared for hurricane season and advise staff if we know of any residents who need assistance during emergencies.

VIII. **ADJOURNMENT**
Being there no further business, the meeting was adjourned at 7:14 p.m.

These minutes were read and approved on this 9th day of August 2021.

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Mayor

ATTEST:

____
City Secretary

City of Richwood
TEXAS

AGENDA MEMORANDUM – AUGUST 9, 2021
ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: **Receive and/or approve the June 2021 Budget Report**

BACKGROUND INFORMATION:

The information provided is for the FY 2020-2021 budget period, month ending June 31, 2021. 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 June may include corrections from prior months.

DISCUSSION:

Attached is the budget report for June 2021, which is the ninth month of Fiscal Year 21. 75% of the year has passed. The report reflects the original budget as approved for FY21 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved.

10-General Fund

As of June 30, 2021, General Fund revenues total $2,628,309 or 97.37.% of the budget year to date. Of this year to date total, $311,867 was received in June. General Fund expenditures total $1,869,419, or 80.32% of the budget. For this period, the General Fund shows revenue exceeding expenditures by $441,890.

Revenue (GF)

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of June is $1,740,539, 96.20% of its annual budgeted amount. $26,647 came in during the month of June. Approximately 4% is left to collect, to bring us to 100% of budget. Historically, we collect 99% and I expect this year to be no different.
- Sales Tax revenue continues to come in ahead of budget. The budget report reflects 7 months of sales tax earned, October through April, as we collect 2 months behind. A year-end entry is made at 9/30 to accrue amounts earned in the fiscal year that are not yet collected. Therefore, the amounts collected this past October and November were shown as revenue in the previous fiscal year.

  The following chart demonstrates sales tax collections to date for this current fiscal year. We are at about 93.5% of budget with 5 months of collection left in the fiscal year. We should end the year well ahead of budget.

(979) 265 2082
info@richwoodtx.gov
1800 Brazosport Blvd. N.
Richwood, Texas 77531

Sales Tax Collection Summary – Fiscal Year 2020-2021

Month Earned	Month Collected by City	General Fund	CCPD	Transportation	Total	Cumulative % of Budget Total $748,000
8/2020	10/2020	46,473.52	11,618.39	11,491.48	69,583.39	9.3%
9/2020	11/2020	45,907.53	11,470.69	11,476.89	68,855.11	18.5%
10/2020	12/2020	56,928.95	14,125.61	14,232.24	85,286.80	29.9%
11/2020	1/2021	42,914.79	10,640.34	10,728.70	64,283.83	38.5%
12/2020	2/2021	49,009.21	12,125.69	12,252.31	73,387.21	48.3%
1/2021	3/2021	43,362.04	10,604.48	10,840.51	64,807.03	57%
2/2021	4/2021	45,225.28	12,125.69	12,252.31	69,603.28	66.3%
3/2021	5/2021	66,710.75	16,459.45	16,667.69	99,837.89	79.6%
4/2021	6/2021	59,504.19	14,722.87	14,876.05	89,103.11	93.5%

- Permits and Licenses revenues total $11,036 for June, bringing the year to date total to $70,859. This is 99.45% of budget, and approximately $5,000 less than this same period of FY20. We are however ahead of budget. Inspection fees of $22,745 are on par with the prior year and with our cost of inspections paid to BBG and Chris Motley.

  Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected $35,405 for 14 Water Impact Fees and $7,832 for two Sewer Impact Fees.

- Court fees year to date through June are $71,125. This figure is 94.83% of total annual budget and approximately $13,800 ahead of last year. .

Expenditures (GF)

Expenditures year to date for the General Fund are at $1,869,419, 80.32% of annual budget, slightly over budget.

General Fund ended June $441,890 ahead of budget for the year with 3/4 of the year behind us.

30-Water, Sewer and Solid Waste Fund

Public Works continues to maintain solid financial numbers as the year progresses. Revenues received through June total $1,755,549, 84.81% of total budget. Total operating expense through June is $1,312,137, or 67.23% of budget. At the end of June, our enterprise fund was showing a Net Operating Income well ahead of budget, with operating revenues exceeding operating expenses by $443,412. $148,000 was budgeted by amendment for the Magnolia Street project. As of the end of June, $25,752.25 has been transferred out to the Utility Capital Improvement Fund, leaving $122,247.75 yet to be expended. The bottom line also includes a budget item of $265,000 for depreciation, which will not be entered until year end.

RECOMMENDATION: Council to approve June 2021 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

City of Richwood
Operational Budget Report
10/1/2020 - 06/30/2021

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used	
Revenue							**75% of year**	
Taxes	2,180,309.99	95,818.46	2,245,997.41	2,500,381.00	2,500,381.00	254,383.59	89.83%	
Property taxes, including delinquent & penalties	1,639,750.87	26,647.16	1,740,538.62	1,809,381.00	1,809,381.00		96.20%	
Franchise Taxes	134,571.26	9,667.11	141,803.53	190,000.00	190,000.00		74.63%	
Sales Tax	405,987.86	59,504.19	363,655.26	508,000.00	508,000.00		71.59%	
Licenses and permits	76,077.16	11,035.64	70,859.17	71,250.00	71,250.00	390.83	99.45%	
Intergovernmental revenue	0.00	189,504.41	201,238.49	1,000.00	1,000.00	(200,238.49)	Ahead of Budget	
Charges for services	1,624.00	1,350.00	3,182.00	1,000.00	1,000.00	(2,182.00)	Ahead of Budget	
Fines and forfeitures	57,318.59	10,188.11	71,125.16	75,000.00	75,000.00	3,874.84	94.83%	
Special Revenues	2,387.99	0.00	1,167.36	2,688.00	2,688.00	1,520.64	43.43%	
Interest	14,221.51	153.64	1,275.67	17,000.00	17,000.00	15,724.33	7.50%	
Miscellaneous revenue	64,392.53	3,836.38	33,463.75	31,000.00	31,000.00	(2,463.75)	Ahead of Budget	
Inspection Fees	22,770.00	2,530.00	22,745.00	25,000.00	25,000.00			
Miscellaneous Income	40,387.53	956.38	7,693.75	5,000.00	5,000.00			
Parks & Recreation - Park Pavillion Rentals	1,235.00	350.00	3,025.00	1,000.00	1,000.00			
Total Revenue	**2,396,331.77**	**311,886.64**	**2,628,309.01**	**2,699,319.00**	**2,699,319.00**	**71,009.99**	**97.37%**	
Expenditures								
General Government								
Administration								
Personnel & Benefits	203,485.33	32,999.47	311,689.15	424,981.00	430,742.00	119,052.85	73.34%	3
Supplies	17,527.23	322.60	7,769.83	22,820.00	22,820.00	15,050.17	34.05%	
Maintenance & Repair	5,148.11	141.99	2,875.60	5,000.00	5,000.00	2,124.40	57.51%	
Utilities	8,201.85	1,445.24	11,477.24	15,160.00	15,160.00	3,682.76	75.71%	
Professional Services	86,264.37	41,175.41	204,949.03	121,870.00	121,870.00	(83,079.03)	Over Budget	
Other Services	44,715.43	682.65	45,988.67	62,777.00	62,777.00	16,788.33	73.26%	
Capital Equipment	1,625.74	69.67	6,583.38	6,800.00	6,800.00	216.62	96.81%	
Total Administration	**366,968.06**	**76,837.03**	**591,332.90**	**659,408.00**	**665,169.00**	**73,836.10**	**89.68%**	
Judicial								
Personnel & Benefits	38,845.39	5,089.18	47,364.38	67,345.00	67,977.00	20,612.62	70.33%	3
Supplies	1,463.97	0.00	1,180.81	3,300.00	3,300.00	2,119.19	35.78%	
Utilities	144.93	0.00	0.00	500.00	500.00	500.00	0.00%	
Professional Services	10,830.00	2,083.88	14,715.68	19,600.00	19,600.00	4,884.32	75.08%	
Other Services	373.00	0.00	205.00	1,000.00	1,000.00	795.00	20.50%	
Total Judicial	**51,657.29**	**7,173.06**	**63,465.87**	**91,745.00**	**92,377.00**	**28,911.13**	**69.18%**	
Permitting & Inspections								
Personnel & Benefits	104,432.51	5,200.00	25,230.50	20,000.00	20,000.00	(5,230.50)	Over Budget	
Supplies	1,664.04	48.00	581.27	1,725.00	1,725.00	1,143.73	33.70%	
Professional Services	2,588.18	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00%	
Other Services	640.98	0.00	0.00	0.00	0.00	0.00	0.00%	
Total Permitting & Inspections	**109,325.71**	**5,248.00**	**25,811.77**	**24,725.00**	**24,725.00**	**(1,086.77)**	**Over Budget**	
Special Revenue Expenditures								
Supplies	1,312.81	0.00	0.00	2,388.00	2,388.00	2,388.00	0.00%	
Total Special Revenue Expenditures	**1,312.81**	**0.00**	**0.00**	**2,388.00**	**2,388.00**	**2,388.00**	0.00%	
Total General Government	**529,263.87**	**89,258.09**	**680,610.54**	**778,266.00**	**784,659.00**	**104,048.46**	**87.45%**	
Public Safety								
Police Department								
Personnel & Benefits	614,230.85	69,751.49	652,347.20	865,812.00	873,430.00	221,082.80	75.35%	3
Supplies	23,391.70	56.26	26,214.99	45,400.00	45,400.00	19,185.01	57.74%	
Maintenance & Repair	24,248.01	1,629.44	26,063.07	22,400.00	22,400.00	(3,663.07)	Over Budget	
Utilities	11,190.12	696.30	9,987.77	16,000.00	16,000.00	6,012.23	62.42%	
Professional Services	47,703.64	158.20	27,167.08	72,400.00	72,400.00	45,232.92	37.52%	
Other Services	23,605.61	725.00	17,698.35	26,300.00	26,300.00	8,601.65	67.29%	
Capital Equipment	4,557.16	187.10	9,081.90	7,600.00	17,644.00	8,562.10	119.50%	1
Total Police Department	**748,927.09**	**73,203.79**	**768,560.36**	**1,055,912.00**	**1,073,574.00**	**305,013.64**	**72.79%**	
Fire Department								
Personnel & Benefits	5,681.96	0.00	10,267.85	28,400.00	28,400.00	18,132.15	36.15%	
Supplies	12,490.92	2,777.41	11,971.68	15,400.00	15,400.00	3,428.32	77.74%	
Maintenance & Repair	102,260.77	3,751.50	7,383.07	17,500.00	17,500.00	10,116.93	42.19%	
Utilities	2,038.73	373.78	3,182.79	3,800.00	3,800.00	617.21	83.76%	
Professional Services	116,250.00	26,250.00	105,000.00	107,131.00	107,131.00	2,131.00	98.01%	

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Other Services	13,536.29	412.50	18,115.88	18,800.00	18,800.00	684.12	96.36%
Capital Equipment	15,588.65	(4,775.00)	56,782.75	64,712.00	68,060.00	11,277.25	87.75% [1]
Total Fire Department	**267,847.32**	**28,790.19**	**212,704.02**	**255,743.00**	**259,091.00**	**46,386.98**	**83.17%**
Code Enforcement							
Personnel & Benefits	24,018.31	0.00	(254.00)	1,000.00	1,000.00	1,254.00	-25.40%
Supplies	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Maintenance & Repair	0.00	0.00	139.07	0.00	0.00	(139.07)	Over Budget
Professional Services	840.00	0.00	0.00	3,000.00	3,000.00	3,000.00	0.00%
Other Services	0.00	0.00	736.00	1,150.00	1,150.00	414.00	64.00%
Total Code Enforcement	**24,858.31**	**0.00**	**621.07**	**6,150.00**	**6,150.00**	**5,528.93**	**10.10%**
Total Public Safety	**1,041,632.72**	**101,993.98**	**981,885.45**	**1,317,805.00**	**1,338,815.00**	**356,929.55**	**74.51%**
Public Works							
City Maintenance							
Personnel & Benefits	78,774.70	7,932.37	74,447.10	107,774.00	108,618.00	34,170.90	69.08%
Supplies	6,550.26	591.37	10,866.05	15,700.00	15,700.00	4,833.95	69.21%
Maintenance & Repair	24,912.56	949.73	17,359.16	29,000.00	29,000.00	11,640.84	59.86%
Utilities	22,250.51	2,422.37	19,210.27	31,700.00	31,700.00	12,489.73	60.60%
Other Services	6,180.78	53.90	9,321.79	4,375.00	4,375.00	(4,946.79)	Over Budget
Capital Equipment	17,703.20	0.00	2,125.86	2,213.00	2,213.00	87.14	96.06%
Total City Maintenance	**156,372.01**	**11,949.74**	**133,330.23**	**190,762.00**	**191,606.00**	**58,275.77**	**69.89%**
Parks and Recreation							
Supplies	2,193.00	60.85	1,731.52	3,200.00	3,200.00	1,468.48	54.11%
Maintenance & Repair	22,481.22	681.28	21,458.74	23,000.00	23,000.00	1,541.26	93.30%
Utilities	1,366.01	153.82	1,559.21	2,000.00	2,000.00	440.79	77.96%
Other Services	7,529.46	0.00	10,634.53	12,450.00	12,450.00	1,815.47	85.42%
Total Parks and Recreation	**33,569.69**	**895.95**	**35,384.00**	**40,650.00**	**40,650.00**	**5,266.00**	**87.05%**
Miscellaneous	82,781.46	0.00	38,208.36	0.00	37,000.00	(1,208.36)	Over Budget [2]
City Hall Promissory Note	10,694.32	0.00	0.00	0.00		0.00	
Development Agreements	72,087.14	0.00	38,208.36	0.00	37,000.00	(1,208.36)	
Total Expenditures	**1,843,619.75**	**204,097.76**	**1,869,418.58**	**2,327,483.00**	**2,392,730.00**	**458,064.42**	**80.32%**
Other Financing Sources and Uses							
Sources							
Transfers In						0.00	Over Budget
Total Sources	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00%**
Uses							
Transfers Out	0.00	0.00	317,000.00	317,000.00	317,000.00	0.00	100.00%
Total Uses	**0.00**	**0.00**	**317,000.00**	**317,000.00**	**317,000.00**	**0.00**	**100.00%**
Total Other Financing Sources and Uses	**0.00**	**0.00**	**(317,000.00)**	**(317,000.00)**	**(317,000.00)**	**0.00**	**100.00%**
Total - 10 GENERAL FUND	**552,712.02**	**107,788.88**	**441,890.43**	**54,836.00**	**(10,411.00)**	**452,301.43**	**Ahead of Budget**

Notes to General Ledger

[1] **Res 21-R-45** AED 3 -Year Contract

10-055940	10,044
10-075940	3,348

[2] **Development agreements moved from Revenue to Expenditure**

10-294802	-37,000
10-615699	37,000

[3] **Res 21-R 46** **City Staff Pay Raise**

Administration	6,393
Maintenance	844
Police	7,618
Water/Sewer	3,002
	17,857

City of Richwood Operational Budget Report 10/1/2020 - 06/30/2021								
30 Water & Sewer Enterprise Fund	**Prior YTD**	**Current Period**	**Current YTD**	**Annual Budget**	**Revised Budget**	**Remaining Budget**	**% Earned/Used**	
Net Operating Income (Loss)								
Operating income							**75% of year**	
Sewer Department	624,871.90	71,894.55	653,442.86	820,000.00	820,000.00	166,557.14	79.69%	
Water Department	779,964.01	96,064.59	865,424.64	967,000.00	967,000.00	101,575.36	89.50%	
Solid Waste Department	228,638.17	26,345.05	236,681.60	283,000.00	283,000.00	46,318.40	83.63%	
Total Operating income	**1,633,474.08**	**194,304.19**	**1,755,549.10**	**2,070,000.00**	**2,070,000.00**	**314,450.90**	**84.81%**	
Operating expense								
Sewer Department								
Personnel & Benefits	88,956.10	11,445.51	113,237.86	176,782.00	178,510.00	63,544.14	64.06%	6
Supplies	1,462.70	0.00	4,023.97	14,940.00	14,940.00	10,916.03	26.93%	
Maintenance & Repair	17,619.29	12,170.49	24,995.23	61,770.00	61,770.00	36,774.77	40.46%	
Utilities	0.00	7.99	7.99	23,200.00	23,200.00	23,192.01	0.03%	
Professional Services	385,068.61	94,334.69	398,415.02	558,080.00	558,080.00	159,664.98	71.39%	
Other Services	1,127.25	2,195.10	8,831.46	13,900.00	13,900.00	5,068.54	63.54%	
Total Sewer Department	**494,233.95**	**120,153.78**	**549,511.53**	**848,672.00**	**850,400.00**	**300,888.47**	**64.75%**	
Water Department								
Personnel & Benefits	176,524.59	12,037.48	110,837.17	154,801.00	160,047.00	43,963.83	71.60%	1,6
Supplies	30,344.40	440.71	19,266.58	27,845.00	27,845.00	8,578.42	69.19%	
Maintenance & Repair	54,691.68	15,045.68	96,836.18	100,914.00	114,064.00	4,077.82	95.96%	2,3
Utilities	41,722.08	8,465.94	57,512.66	58,400.00	58,400.00	887.34	98.48%	
Professional Services	17,409.61	7,093.86	35,989.66	115,000.00	160,000.00	79,010.34	31.30%	
Other Services	277,165.42	23,124.00	263,258.56	362,550.00	362,550.00	99,291.44	72.61%	
Capital Equipment	3,221.74	676.90	3,083.06	3,600.00	3,600.00	516.94	85.64%	
Total Water Department	**601,079.52**	**66,884.57**	**586,783.87**	**823,110.00**	**886,506.00**	**299,722.13**	**71.29%**	
Solid Waste Department								
Professional Services	182,090.37	21,993.75	175,841.91	280,000.00	280,000.00	104,050.09	62.80%	
Total Solid Waste Department	**182,090.37**	**21,993.75**	**175,841.91**	**280,000.00**	**280,000.00**	**104,158.09**	**62.80%**	
Total Operating expense	**1,277,403.84**	**209,032.10**	**1,312,137.31**	**1,951,782.00**	**2,016,906.00**	**704,768.69**	**67.23%**	
Total Net Operating Income (Loss)	**356,070.24**	**(14,727.91)**	**443,411.79**	**118,218.00**	**53,094.00**	**(390,317.79)**	**Ahead of Budget**	
Non-Operating Items								
Non-operating income								
Interest income	3,186.13	95.62	592.76	1,750.00	1,750.00	1,157.24	33.87%	
Grants	35,778.00	0.00	37,513.60	0.00	0.00	(37,513.60)	Ahead of Budget	
Other income	1,878.26	1,166.24	2,354.77	0.00	0.00	(2,354.77)	Ahead of Budget	
Transfers In	0.00	0.00	80,000.00	80,000.00	80,000.00	0.00	At Budget	
Total Non-operating income	**40,842.39**	**1,261.86**	**120,461.13**	**81,750.00**	**81,750.00**	**38,711.13**	**147.35%**	
Non-operating expense								
Debt Service	128,481.87	0.00	114,622.50	302,271.00	302,271.00	187,648.50	37.92%	
Transfers Out	0.00	0.00	81,752.25	56,000.00	204,000.00	(25,752.25)	Ahead of Budget	4
Total Non-operating expense	**128,481.87**	**0.00**	**196,374.75**	**358,271.00**	**506,271.00**	**309,896.25**	**54.81%**	
Depreciation Expense	0.00	0.00	0.00	0.00	265,000.00	0.00	At Budget	5
Total Non-Operating Items	**(87,639.48)**	**1,261.86**	**(75,913.62)**	**(276,521.00)**	**(689,521.00)**	**613,607.38**	**Ahead of Budget**	
Total - 30 Water & Sewer Enterprise Fund	**268,430.76**	**(13,466.05)**	**367,498.17**	**(158,303.00)**	**(636,427.00)**	**1,003,925.17**	**Ahead of Budget**	

Notes to General Ledger

1 Res 21-R-37 — **Public Works Director Vehicle Allowance**

30-215103	3,508
30-215105	351
30-215107	51
30-21-5120	63
	3,973

2 Res 20-R-35 — **Water Line Repair -Oyster Creek**

30-215390 25,444

3 Res 21-R-40 — **Water Line Repair - Oyster Creek**

30-215390 13,150

4 Res 21-R-38	**Sewer Line Replacement Magnolia**	
	30-985966	148,000
5 Res 21-R-41	**Estimated Depreciation**	
	30-305999	265,000
6 Res 21-R 46	**City Staff Pay Raise**	
	Administration	6,393
	Maintenance	844
	Police	7,618
	Water/Sewer	3,002
		17,857

MEMORANDUM

To: Richwood City Council

From: Clif Custer

Date: 08/09/2021

Subject: Construction Contract Award (North Water Plant Ground Storage Tank)

The City of Richwood hosted the second bid opening on July 29th, 2021 for the construction of a 350,000-gallon ground storage tank at the North Water Plant site. Richwood received three (3) bids for the project.

Preferred Industries - $694,800.00

W.W. Payton - $695,000.00

Phoenix Fabricators and Erectors, LLC - $734,000.00

Preferred Industries was the apparent low bidder. Strand Associates has reviewed the bid submitted by Preferred Industries and consider the contractor to be a responsible and responsive bidder. I am requesting a motion from Council to award construction contract 5-2020 for the construction of the North Water Plant 350,000-gallon ground storage tank to Preferred Industries.

MEMORANDUM

To: Richwood City Council

From: Clif Custer

Date: 08/04/2021

Subject: Engineering Task Order Amendment

Richwood is requesting Council to approve an amendment to the Engineering Task Order for the North Water Plant project. This amendment modifies the scope of services for the engineering consultant to provide additional design, additional resident project representative (RPR), adds SCADA integration for the new water plant, and adds construction materials testing and soils engineering services throughout construction.

- The original scope of services anticipated that the booster pumping station would be delivered to the site as a pre-packaged booster pumping station building containing all pumps, pipes, valves, electrical controls, and HVAC equipment. Our engineering consultant would have provided design parameters to the contractor and supplier, and the supplier would have designed, manufactured, and delivered the structure to the site. Design of the booster pumping station had to be modified due to the size of the equipment and provisions for an additional pump to be added in the future. Because of this, our engineering consultant's scope had to be expanded to include additional structural, electrical, and mechanical design for the booster pumping station, as well as increased construction-related services, since the building will now be constructed on-site.
- Additional Engineering Services (site grading, structural design, and increased geotechnical coordination) were required due to the increase in base flood elevations initiated by the release of updated FEMA floodplain maps effective December 30, 2020, and in accordance with the final plat of the Oakwood Shores subdivision.
- Design Services must include the integration of Richwood's North Water Plant into the City's existing SCADA system. Additions to SCADA will include monitoring capability from City Hall of elevated towers, force on and off functions of City wells and booster pumps, and incorporate the North Water Plant into the current pump alternation scheme.
- Additional RPR services are required for the construction of the Booster Pumping Station Building and Ground Storage Tank.
- Geotechnical Consulting is required to determine the extent of necessary subgrade preparation for the booster pumping station building and ground storage tank foundations as well as concrete materials testing.

I am requesting of Council a motion to approve Amendment No. 2 to Task Order No. 19-02 for additional water plant site and facilities design, additional RPR services, North Water Plant integration into Richwood's SCADA system and Geotechnical Engineering/Consulting.

STRAND ASSOCIATES®
Strand Associates, Inc.®
1906 Niebuhr Street
Brenham, TX 77833
(P) 979.836.7937

Amendment No. 2 to Task Order No. 19-02
City of Richwood, Texas (CITY)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Agreement for Technical Services dated June 12, 2018

This is Amendment No. 2 to the referenced Task Order.

Project Name: North Water Plant

Under **Scope of Services**,

Final Design Services, REPLACE Item No. 3 in its entirety with the following:

"3. Prepare drawings for the new well, high service pump station, water mains, ground storage tank, and site grading. The new high service pump station was originally scoped to be a prefabricated structure, but this was not feasible due to the structure size. Perform structural, electrical, mechanical, and process design for high service pump station structure. Perform site grading to elevate new well, high service pump station, and ground storage tank above the Federal Emergency Management Agency (FEMA) floodplain updated on December 30, 2020, and in accordance with the final plat of Oakwood Shores."

Final Design Services, ADD the following:

"12. Communicate with CITY and CITY's supervisory control and data acquisition (SCADA) integrator to incorporate, as appropriate North Water Plant into the CITY's existing SCADA system and provide the following SCADA upgrades:

   a. Transfer monitoring of the 250,000 gallon elevated storage tank (EST) and control of the Well No. 5 to the TRACNTROL system. Install remote terminal units (RTU) compatible with TRACNTROL system at the EST and Well No. 5 sites. Install RTUs compatible with TRACNTROL system at Well No. 6 and the North Water Plant.

   b. Program display screen at City Hall to provide presentation of CITY's water distribution system. Provide on-off control of water and sanitary sewer pumps on the display screen at City Hall.

   c. Modify the programmable logic controller at the Brazosport Water Authority Water Plant to a pump alternation scheme that incorporates the North Water Plant.

13. Communicate with CITY and CITY's Fire Marshal on fire protection code compliance for the chlorine feed building."

Construction-Related Services, ADD the following:

"4. Procure a geotechnical and construction materials testing subconsultant to:

   a. Provide testing and analysis of subgrade for high service pump station and ground storage tank.

b. Provide testing of concrete foundations for high service pump station and ground storage tank, including slump, air entrainment, temperature, and compressive strength cylinders."

Tank Observation Services, CHANGE 26 site visits to "38 site visits."

If-Authorized Services, REPLACE the first sentence of the second paragraph in its entirety with the following:

"Provide RPR for part-time observation of construction over a 22-month period."

Under **Compensation**, CHANGE $268,890 to "$313,890," $90,000 to "$101,600," $11,440 to "$16,720," and $24,250 to "$64,250."

Under **Schedule**, CHANGE January 31, 2022, to "September 1, 2022."

TASK ORDER AMENDMENT AUTHORIZATION AND ACCEPTANCE:

ENGINEER:		OWNER:	
STRAND ASSOCIATES, INC.®		CITY OF RICHWOOD	
Joseph M. Bunker Corporate Secretary	Date	Eric Foerster City Manager	Date

MEMORANDUM

To: Richwood City Council

From: Clif Custer

Date: 08/05/2021

Subject: Engineering Task Order for Richwood Drainage Improvements

At a previous meeting Council passed a motion to proceed with drainage repairs/improvements in the order prioritized by Strand Associates not to exceed a cost of $1,500,000.00. Those prioritized repairs/improvements are as follows:

1. A combined total of 7,200 linear feet of ditch improvement to the East and West outfall ditches in Richwood to include grading and concrete pilot, or trickle channels at the base of the ditches.
2. Stormwater overflow channels at the intersections of North Yaupon and Magnolia and South Yaupon and North Yaupon.
3. New 12'x3' box culverts at North Mahan where North Mahan crosses the East Ditch.

Strand Associates' Task Order is inclusive of survey, design, bidding-related, construction-related, and RPR services for the above mentioned projects and carries a total cost of $193,000.00. I am requesting of Council a motion to approve Strand Associates' Task Order No. 21-03 for engineering and related services for repair and improvement of identified drainage projects within the City of Richwood.

STRAND ASSOCIATES®
Strand Associates, Inc.®
1906 Niebuhr Street
Brenham, TX 77833
(P) 979.836.7937

Task Order No. 21-03
City of Richwood, Texas (CITY)
and Strand Associates, Inc.® (ENGINEER)
Pursuant to Professional Services Agreement dated June 12, 2018

Project Information

Project Name: 2021 Stormwater Management Master Plan Drainage Improvements, Phases 1 and 2

Services Description: Provide survey, design, bidding-related, and construction-related services to construct drainage Phase 1 and Phase 2 improvements identified in CITY's Stormwater Management Master Plan. Phase 1 drainage improvements include regrading and concrete pilot channel construction for approximately 5,100 linear feet (LF) of existing earthen ditches referred to as the East Ditch and 2,100 LF of existing earthen ditches referred to as the West Ditch. The East Ditch extends from North Mahan Street near its intersection with San Saba Street and along the west side of the Gladys Polk Elementary School northward towards Farm-to-Market (FM) Road 2004. The West Ditch extends from approximately 340 LF south of Moore Street northward towards FM Road 2004.

Phase 2 drainage improvements include the Yaupon Street-West, Yaupon Street-East, and the Davidson Slater-North Mahan Street Culvert Improvements. The Yaupon Street-West Improvements include construction of a 150-foot long emergency overflow ditch connecting the west ends of North Yaupon Street and Magnolia Lane to the West Ditch. The Yaupon Street-East Improvements include construction of a 150-foot long 3′x6′ concrete box culvert extending from the east ends of North Yaupon Street and South Yaupon Street to the East Ditch. The Davidson Slater-North Mahan Street Culvert Improvements include construction of a 50-foot long 12′x3′ concrete box culvert where North Mahan Street crosses the East Ditch.

Scope of Services

ENGINEER will provide the following services to CITY.

Basic Services

1. Attend kickoff meeting with CITY.

2. Provide topographic survey and prepare base mapping for the Phase 1 and Phase 2 improvements. Topographic survey will include the location of overhead and marked underground utilities within survey limits as field marked through Texas 811 locate requests. Submit one iteration of Texas 811 locate requests for the Phase 1 and Phase 2 improvements; additional requests and subsequent surveys will be considered additional services.

3. Develop and submit 90 percent design drawings, technical specifications, bid form, and final opinion of probable construction cost to review with CITY. Meet with CITY to review 90 percent Design Documents and incorporate CITY's comments as appropriate. Design drawings are anticipated to include:
   a. Title sheet

b. General notes/overview
c. Storm sewer plan and profiles
d. Concrete channel plan and profiles
e. Grading plan
f. Storm sewer structure details
g. Concrete box culvert standard details
h. Typical sections

4. Prepare Bidding Documents using Engineers Joint Contract Documents Committee C-700 Standard General Conditions of the Construction Contract, 2018 edition, technical specifications, and engineering drawings.

5. Prepare and submit permit application to the Texas Department of Transportation.

6. Distribute Bidding Documents electronically through CivCast and submit Advertisement to Bid to CITY for publishing.

7. Attend prebid meetings, prepare addenda, and answer questions during bidding.

8. Attend bid opening, tabulate, and analyze bid results, and assist CITY in the award of the Construction Contract.

9. Prepare three sets of Contract Documents for signature.

10. Provide construction contract administration Services, including attendance at preconstruction conference, review of contractor's shop drawing submittals, review of contractor's periodic pay requests, attendance at construction progress meetings, periodic site visits, and participation in project closeout. Services are based on a 120-day construction schedule. ENGINEER's review of payment requests from contractor(s) will not impose responsibility to determine that title to any of the work has passed to CITY free and clear of any liens, claims, or other encumbrances. Any such Service by ENGINEER will be provided through an amendment to this Task Order.

11. Provide record drawings in electronic format from information compiled from contractor's records. ENGINEER is providing drafting Services only for record drawings based on records presented to ENGINEER by contractor and CITY. ENGINEER will not be liable for the accuracy of the record drawing information provided by contractor and CITY.

Additional Services

1. Provide one iteration of construction staking for box culverts. Additional staking iterations will be considered additional Services.

2. Provide resident project representative (RPR) for up to 136 hours of part-time observation of construction. In furnishing observation services, ENGINEER's efforts will be directed toward determining for CITY that the completed project will, in general, conform to the Contract Documents, but ENGINEER will not supervise, direct, or have control over the contractor's work and will not be responsible for the contractor's construction means, methods, techniques, sequences, producers, or health and safety precautions or programs, or for the contractor's failure to perform the construction work in accordance with the Contract Documents. Services are based on a 120-day construction schedule; RPR services exceeding the 120-day schedule shall be considered additional services.

Compensation

CITY shall compensate ENGINEER for Basic Services under this Task Order on an hourly rate basis not to exceed $169,000.

CITY shall compensate ENGINEER for Additional Services Item No. 1 under this Task Order on an hourly rate basis an estimated fee of $7,000.

CITY shall compensate ENGINEER for Additional Services Item No. 2 under this Task Order on an hourly rate basis an estimated fee of $17,000.

Schedule

Services will begin upon execution of this Task Order, which is anticipated the week of July 26, 2021. Services are scheduled for completion on July 1, 2022.

TASK ORDER AUTHORIZATION AND ACCEPTANCE:

ENGINEER:		OWNER:	
STRAND ASSOCIATES, INC.®		CITY OF RICHWOOD	
Joseph M. Bunker Corporate Secretary	Date	Eric Foerster City Manager	Date

RESOLUTION NO. 21-R-55

A RESOLUTION OF THE CITY OF RICHWOOD, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR AMERICAN RESCUE PLAN ACT (ARP ACT) PROGRAM(S).

WHEREAS, participation in American Rescue Plan Act (ARP Act) program(s) requires implementation by professionals experienced in the administration of federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for administration services has been completed in accordance with the federal requirements;

WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to the ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That Grantworks is selected to provide project-related administration services for ARP Act program(s).

Section 2. That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED ON THE 9th DAY OF August, 2021.

____

Steve Boykin, Mayor

ATTEST:

____

Kirsten Garcia, City Secretary

Response to Request for Proposal for Administration Professional Services funded by the America Rescue Plan (ARP) Act.

herein after referred to as "ARP "

Date of Submittal:
July 20, 2021

Submitted By :

BCS of Central Texas

herein after referred to as "BCS "

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Vendor Information

Requirement	Response
Name of the vendor	BCS OF CENTRAL TEXAS Corp.
Address of the vendor	1715 Deodara Dr Cedar Park, TX. 78613
D&B	117505724
Established In	2020
Principal Contact	Teresa R. Gutierrez, President
Contact information including a telephone number and email address	Ph – 737-777-3506 512-676-1349 Email – BCSofcentraltexas@outlook.com 1715 Deodara Dr Cedar Park, TX. 78613
Vendor ID: 1850722429500	
Small Business? YES CMBL? YES	WBE? Pending HUB? Pending

Executive Summary

Business Consulting Services of Central Texas (BCS of Central Texas) thanks you for the opportunity to respond to this Request for Administrative Professional Services that meets the requirements of ARP funding; specifically for Infrastructure to mitigate the spread of Covid19.

BCS of Central Texas is deeply familiar with Dynamics CRM, having being employed by Microsoft Partners over the course of 20 years, developing solutions for our clients since the platform's introduction in 2003. Our Dynamics practice has assisted dozens of clients in both the public and private sectors, and all of our solutions are directly a product of our practical field experience.

We are confident that BCS of Central Texas has the technical expertise and business acumen to configure our Rapid Recovery accelerator to your precise requirements. Should BCS of Central Texas be selected to engage with you in this initiative, we will conduct the project in an agile fashion, with regular progress "reveals" to collect feedback from stakeholders on your team and allow course adjustment if required

Equally as important as our expertise and credentials, however, is the excellence- and service-oriented manner in which we engage with our clients. With our roots as a service provider and not a product company, we are accustomed to listening to and internalizing our clients' objectives to ensure that our services produce maximum value.

Thank you for your consideration of this response and thank you again for the opportunity to be of service to your organization.

Technical Platform and Implementation

Building our Rapid Recovery Solution on Dynamics 365 Customer Engagement enables customizing the solution to fit your organization's needs with configurations to a platform rather than developing custom code.

Microsoft Dynamics 365 is a leader in the CRM space. It offers organizations a unique set of productivity tools and easily supports multiple business units, allowing organizations to leverage their CRM investment without the need for additional software. Microsoft's support for both robust physical network and data security have made Microsoft's cloud platforms an industry leader with over 90 compliance certifications. Dynamics 365 builds on that underlying cloud environment, providing a security model that protects data integrity, ensures privacy, and supports efficient data access and collaboration.

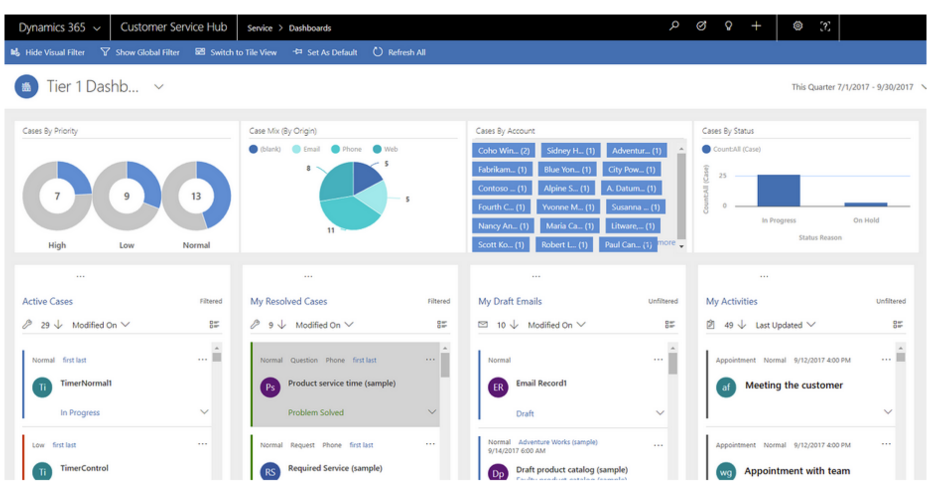
DASHBOARDS AND KPIS

Users who employ the SaaS model of Dynamics 365 can access expansive and continually evolving business intelligence tools. The cloud not only stores and processes your data, but it also learns from it. Microsoft has invested enormously in machine learning in recent years, and cloud users are beginning to reap the benefits.

Dynamics 365 offers a real-time, 360-degree view of performance, and can help visualize business data using intuitive, customizable reports and dashboards.

By connecting to the brainpower of the cloud, Dynamics 365 customers can engage with a wide range of intelligence tools, including PowerBI, Microsoft's robust reporting and analytical platform, as well as data-driven next step guidance and digital assistant services.

Dynamics 365 offers support to create Dashboards, Views, and KPIs to aid in monitoring and managing case queues and highlighting key metrics to allow your organization to better manage their teams as well as show value brought to the community.



INTEGRATIONS WITH THIRD PARTY SYSTEMS

To support any needed integrations with third party systems, Dynamics 365 offers a number of robust options. These options can range from:

- Manual imports or exports of data.
- Coding custom services using code and APIs
- Creating functionality within Dynamics to view screens from other systems.

NO INFRASTRUCTURE TO MAINTAIN

Hosting your Dynamics 365 software in the cloud means you don't need to spend time and money managing your in-house servers and hardware. All you need to access your solution is an internet connection; there's nothing to install on individual machines.

With cloud deployment, you don't need to worry about hardware issues, or data loss or corruption, as the infrastructure supporting your software is all hosted off-site in a secure location.

HIGH AVAILABILITY AND DISASTER RECOVERY

With a financially backed, 99.9% uptime guarantee, you can also be safe in the knowledge that Microsoft has you covered should any kind of disaster recovery be necessary.

In the event your services are interrupted, Dynamics 365 includes some of the most robust disaster recovery features on the business application market. Built to help organizations bounce back from both planned and unexpected service outages, Microsoft's recovery protocols include keeping a synchronized, duplicate copy of a company's data on a second server, allowing users to continue their operations with minimal disruption.

This recovery procedure is executed through network load balancing, which evenly channels traffic through multiple servers, and redistributes the load should a server be compromised. Backup servers can also be employed to ensure operations continue should the primary server fail. Dynamics 365 offers SQL mirroring, in which a copy of your database is hosted on an alternative server that can be brought online in the event of a disaster.

DATA BACKUPS

Backing up data should be second nature to all businesses, but it's one of those tasks that often gets pushed down the agenda. Cloud deployment gives users peace of mind by not only removing the need to safeguard their own servers, but also automatically backing up data, so no information will ever slip through the cracks.

STORAGE

Storage is set at a minimum baseline of 10GB across all instances. The maximum storage on any instance is 5TB. File Sizes are limited to 128MB.

CONFIGURATION AND CUSTOMIZATION

There is so much power behind all the features offered as a part of the Office 365 suite that custom functionality is quite often replaced with out-of-the-box functionality. There are some instances where you may a require a custom function and this can often be met with a sequence of native events. In most cases the native workflows and business rules can enhance the system equiring only minimal customization.   BCS will almost always seek out native functionality as opposed to custom function, and we anticipate minimal custom functionality in our solution.

Base Solution

Rather than a traditional software application, BCS of Central Texas's Rapid Recovery Solutions are geared specifically toward an industry need, with an endlessly-configurable accelerator based on Microsoft's Dynamics 365 platform.

- Traditional software applications are built using rules and assumptions that may or may not match the way your agency prefers to operate.
- You may be required to make compromises to adjust your operations to the conventions and constraints of the software.

With the flexibility of the Dynamics 365 platform, however, BCS of Central Texas's Rapid Recovery Solutions can be readily configured to fit and support your agency's business processes – and rapidly reconfigured should your needs change. BCS of Central Texas can also, at your option, remain engaged with your team through our Flex managed services offering, enhancing and supporting the solution after the initial implementation in precise accordance with your agency's changing needs.

The result is a solution that requires less training for your staff, facilitates the smooth continuation of operations after implementation, and allows for the agile accommodation of change.

CUSTOMIZATION VS. CONFIGURATION

There is so much power behind the features offered by the Office 365 suite that custom functionality is quite often replaced with out-of-the-box functionality. There may be instances where you may a require a custom function, and this need can be met with a sequence of native events. In most cases the native workflows and business rules can enhance the system to require only minimal customization. BCS of Central Texas will almost always seek out native functionality as opposed to custom functions, and we anticipate minimal custom functionality in our solution.

GRAPHICAL USER INTERFACE

1. A Graphical User Interface (GUI) allows for customization of user screens, emails, letters, forms, and reports for any data field with field level edits and validations. Even adding new forms and fields can be done with drag and drop capabilities, and the vUI features common and familiar controls such as check boxes, radio buttons, drop-down boxes, formulas, sorting, and filtering.
    a. User-friendly system that accommodates a variety of internal and external users with different levels of expertise, needs, and requirements in various web browsers, operating systems, and devices including Google Chrome, Edge and Explorer, Firefox, and Mozilla.
    b. Robust automation for the overall business process including managing applications, internal and external notifications, managing the timeliness of the application, and meeting deadlines in real time.
    c. Familiar tools such as Excel, Outlook, Word, and Adobe PDF.
    d. Compatibility with mobile devices.
    e. Built-In duplicate detection rules to help maintain the integrity of information.
    f. Auto-Auditing of all records in the system

ROLE BASED SECURITY

2. The solution offers role-based user security, with reliable encryption and user authentication.
    a. Ability to create new roles, choose from existing roles, and customize access levels and permissions at the data field and screen level for any screen, field, or form.
    b. System Backed Auditing that tracks changes made by a user with a date and time stamp.

REPORTING AND INTERACTIVE DASHBOARDS

3. Reporting and Interactive Dashboards: The solution offers the ability to display up to six charts on a single screen or dashboard. These dashboards can be utilized for a specific user or user group and may contain action items, items in progress and completed, and notices and alerts for time-sensitive tasks or events.
    a. Single-user dashboards as well as organizational dashboards to view items associated with a user and the organization.
    b. Dashboards with visual graphics that offer interactive capabilities and access to drill-down detail.
    c. Standard and ad-hoc reporting.
    d. Standard color themes to conform to the organization's colors.

Rapid Solutions

With 5 Rapid Recovery Solutions to offer, we are adaptable to businesses that have minimal or complex needs:

- Quick Start Sales Recovery
  Big companies can afford to implement highly-customized CRM solutions. They have time and money to burn. BCS Rapid Solution offers a QuickStart Program that implements Dynamics 365 Customer Engagement at a low up front price within a fixed scope- ideal for organizations looking for an accelerated implementation.

- Quick Start Case Management
  Build brand affinity and customer loyalty with Dynamics 365 Customer Service. Empower your teams with the streamlined data and unified technology they need to deliver seamless, personalized experiences. Track cases, calls and have KPIs at your finger tips.

- Quick Start Not for Profit Solution
  Easily manage Constituents, fundraising, awards, program delivery and impact tracking are all included. Manage your donor commitments, designations, transactions, awards, disbursements, delivery frameworks, results, indicators, benefit recipients and more.

- Quick Start Grants Management
  Easily manage your Application process from receipt of funds, program and budget, applications, disbursements and expenditures, through program close out.

- Quick Start Project Management
  Dynamics 365 for Project Service Opeartions (PSO) enables project-based organizations to deliver every customer engagement on-time and with-in budget through an end-to-end solution for sales, planning, resourcing, and delivering projects.

Deliverables

QUICK START DETAILS

· 2-4 Hour Discovery Meeting

· Data Migration Plan

· 30-90 Day Build Time that includes 1 Process Flow and up to 10 Alerts

· 2-4 Hours of UAT Guidance

· 2-4 Hours of User Training

· Transition to Support

· Deploy to Production

- How does it work?

It fits…it's the foundation for CRM success—customize it as you grow.

- We prioritize the work to get you started

Data Review to determine integrity of data and next step templates

- It's affordable…with upfront pricing and no hidden costs!

30-90 Day Configuration and Installation

- It's fast…installation within 90 days or less!
- It's easy…put your hands on it and go!

BCS of Central Texas has the expertise to offer the Rapid Recovery Programs- that are geared especially for businesses that are cost driven and need to realize ROI quickly and with minimal impact to the bottom line.

SERVICES

The pricing listed below describes our high-level estimates for implementing a Rapid Solution, which is good for 90 days from the date of submittal. This estimate represents our current understanding of standard industry organizational needs and is based solely on the Scope and Assumptions outlined above.

Description	Cost
Implement a single Rapid Recovery Solution	$39,900-44,900

DYNAMICS 365 LICENSING

The licensing information listed below represents BCS of Central Texas's understanding of standard licensing costs. These costs may change depending on Enterprise Agreements or other negotiated Microsoft discounts through your preferred vendor.

Description	Cost per Month
Dynamics 365 Customer Service Enterprise	$85/User

Scope

BCS of Central Texas's Customer Sales Management Solution offers an accelerator kit that can then be further customized to suit your organization's needs. The following is a high-level solution and activity plan based on BCS of Central Texas's current understanding of industry standard needs. As more information is discovered regarding specific needs, the below solution and activity plan may change.

IMPLEMENTATION TASKS

REQUIREMENTS AND DESIGN

1.1. Conduct workshops to determine business requirements for proper process flows

1.2. Review Data for successful migration path

1.3. Document business requirements

1.4. Deliver Design Draft

1.5. Deliver Data Migration Plan

IMPLEMENTATION

1.6. Configure environments (Sandbox and Production)

1.7. Install BCS of Central Texas Rapid Recovery Solution

CONFIGURE BASE ENTITIES- ACCOUNTS, CONTACTS

1.8. Configure internal/external alerts

1.9. Create or configure any additional fields (up to 100 additional fields) as required by organization that are outside of the base solution

CONFIGURE APPLICATION

1.10. Create or configure up to 2 business process flows with 2 variables (meets conditions/does not meet)

DASHBOARDS

1.13 Create up to 4 Dashboards with 16 charts total, combined with 8 views

LEAD USER ACCEPTANCE TESTING

1.11. Create UAT test scripts -- up to 20 scenarios will be provided that include user action and the expected result

1.12. Guided UAT with Dev Team (includes 4 hours of Pre-UAT Training)

1.13. UAT Support for up to three days for 16 Users

TRAIN THE TRAINER

1.14. Create User Guide

1.15. Conduct up to 4) two-hour "train-the-trainer" workshops

Activity Plan

Activity	Schedule (Weeks)
REQUIREMENTS , DESIGN, AND MIGRATION PLAN (4) *4 HOUR SESSION (40 HOURS)*	WEEK 1-2
ENVIRONMENT CONFIGURATION (UP TO 48 HOURS)	WEEK 2-3
CONFIGURE RAPID SOLUTION (UP TO 120 HOURS)	WEEKS 3-4
AUTOMATION AND FLOWS (UP TO 80 HOURS)	WEEKS 4-7
PEER REVIEW DEMO 2 HOURS AT 2 DEMOS 4 HOURS	WEEK 8
USER ACCEPTANCE TESTING *(1) UAT TRAINING DAY AND (4) DAYS TESTING (UP TO 48 HOURS)*	WEEK 8-10
TRAINING (1.5 HOURS TRAINING PER SITE) (24-32 HOURS TOTAL)	WEEK 11
TRANSITION SOLUTION TO PRODUCTION (24-30 HOURS)	WEEK 12

Assumptions

- The scope assumes that the client has a current D365 License or will purchase licenses for the project.
- The scope includes the setup of two D365 instances (production and non-production).
- BCS of Central Texas will provide the standard Accelerator training materials with minimal custom development .
- The training plan is "train the trainer" where BCS of Central Texas will train the clients designated Trainer, and the Trainer will train the end users.
- BCS of Central Texas will provide a Data Migration Plan and recommendations for data import for existing data. There is no service time or budget allocated for importing data or data clean up .
- BCS of Central Texas will not utilize or build any custom development outside of what is included in the system. There is no service time or budget allocated for custom development.
- Client will not assign any internal user System Admin rights until Transition is completed.

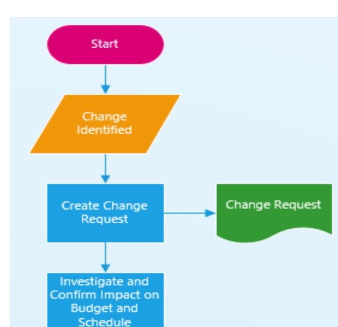
Out of Scope

BCS of Central Texas estimated and scoped the above based on our current understanding of Your organization's needs. The following items are not included in the estimates for this engagement vas described above but can be included as necessary:

1. Data migrations from previous systems.
2. Data cleansing, mapping, or creating templates for importing data from other systems.
3. Integrations with third party systems or software not included in Implementation Tasks.
4. Branding of any kind other than 1 color and a single logo .
5. Post Transition Support is Optional

Change Management

During this engagement, either party may request additions, deletions, or changes to the services described in this SOW.
BCS of Central Texas has no obligation to commence work in connection



with any requested change until any budget and schedule impacts of the requested change have been estimated and subsequently accepted by both the client and BCS of Central Texas . Any approved change shall be confirmed by an executed Change Order (CO).

Terms and Conditions

The cost of this project shall be co-managed by the client and BCS of Central Texas . All time spent on this engagement needs to be approved by the project coordinator.

BCS of Central Texas consultants shall maintain complete and accurate records of actual time associated with the performance of services and provide weekly for approval.

An invoice for actual hours worked shall be submitted weekly and are payable within 30 days of receipt.

Time sheets and invoices must be evaluated and approved or disputed by the client within 3 business days from the date of their receipt.

All BCS of Central Texas deliverables must be evaluated and either approved or rejected within 3 business days after their submission to the client.

Deliverables include the following items:

- Design Draft and Migration Plan
- Configuration of Sandbox and Production Environments
- Peer Review Demo of Solution
- User Acceptance Training
- Transition

BCS of Central Texas has not budgeted for enhancements to the standard, out-of-the-box reports and forms, other than those specifically listed as in-scope.

Without written consent, no BCS of Central Texas personnel shall be granted any form of write access to the client production systems after go-live. Except as noted in this document, The client will maintain full responsibility for all transactions, data, setups and configurations in the live production environment.

Client will not assign any internal user System Admin rights in the Sandbox environment until Transition is completed without written consent of BCS of Central Texas.

Travel and Expenses

BCS of Central Texas will be reimbursed for all reasonable travel expenses for trips pre-approved by the client based on the following guidelines:

Travel time - BCS of Central Texas will charge for travel time at 100% of the applicable professional services rate by role for any travel that exceeds 50 miles each way when client is requiring BCS OF CENTRAL TEXAS to provide onsite visits.

Travel expenses – transportation, airfare,accomodations – BCS of Central Texas will charge these expenses as 'pass through' expenses at actual cost with no markup.

Travel expenses - meals , fuel– BCS of Central Texas will charge these expenses as 'pass through' expenses at actual cost with no markup.

DC PLANNING

Consultants & Associates, Inc.

July 9, 2021

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

Dear Ms. Garcia,

Please find with this cover letter, our supporting documentation that will offer both insight and affirmation of our interest on providing professional administrative services to your agency. This information provides an overview of professional skill sets, corporate capabilities and credentials. Additionally, please visit our website at www.dcplanningassoc.net for a comprehensive summary of our professional services.

I am president of DC Planning Consultants, 100% owner and founder of this S Corporation. After reviewing the requirements for the awarding of this professional services contract, I am 100% certain in saying that our business model with flagship operation and our body of work (in urban planning and development services) is a perfect fit for providing professional administrative services to your department.

We (my administrative assistant and I) have over 35 years of experience on development services including Infra-structure Planning, Public Works, Water Resource Planning, Special District Planning, ie Municipal Utility District Tax Increment Financing; and Tax Increment Reinvestment Zones. This experience is verifiable and documented in my resume and professional certifications along with professional recommendations. Additionally, I affirm the following:

- There is no conflict of interest associated with our proposal intent.

- The RFP we are submitting for Professional Administrative Services only requires General Liability Insurance which we will secure upon obtaining the proposed contract.

- I have a corporate account with BBVA Compass and this is our Small Business Bank and this institution offers General Liability Insurance.

The professional administrative team members for this RFP are my administrative assistant, Mrs. Jean Vincent of Texas City and myself as Project Manager and Coordinator.

Both Jean and I are seasoned former public service officials with verifiable body of work and track records in all phases of Development Service Regulations for Municipal Government.

We have the professional networking relationships to expand our technical support service teams as needed. The professional network will enable us to provide a one stop shop with permitting, inspection and civil engineering services to the City of Richwood with ease, efficiency, affordability and quality customer care.

We look forward to this opportunity to provide our professional administrative services to the City of Richwood. This is a great opportunity to have you as a client for a win/win business outcome.

Sincerely,

Donald R. Carroll

Donald R. Carroll

President

7305 Mallard Drive, Texas City, TX 77591
409-771-1741 www.dcplanning assoc.net

Date: July 12, 2021

To: City of Richwood

From: Donald Carroll, President DC Planning Consultants & Associates, Inc.

Re: DC Planning Consultants & Associates, Inc. Proposal for Public/ Private Partnership

Introduction: DC Planning Consultants & Associates, Inc. (DCP) is a multidisciplinary consulting firm conducting business primarily in the Houston-Galveston region since 2003. The firm provides professional services in environmental planning, urban planning, economic development and nonprrofit organizations and the general business community at large.

DCP is a Texas Corporation. We are registered with Dun and Bradstreet. DCP is a Veteran owned business; is a State of Texas Historically Underutilized Business. DCP is a Small Disadvantaged Business; and we, are in good legal standing within the United States, the State of Texas.

Problem/Opportunity - As part of DCP's deliverables, it is our intention to expand our marketability and offer affordable and contemporary professional services to distressed underperforming communities and neighborhoods. Specifically, this intent is to provide technical support services to municipalities and communities through the creation of technical assistance centers designed to communicate; educate and engage the public with the goal of providing effective community solutions. Our research has confirmed that there is a legitimate need in our State and the United States. This is especially true for communities that currently may not possess the required experience and training; may not have reasonable access to information and relevant technical data; may not have access and may not possess the professional staff, or may not have the budgeted resources allocated to be as effective as needed in promoting the health, safety and general welfare of those communities **(the problem).**

We will collaborate with professional organizations, businesses, individuals and institutions that have an established track record in research, community outreach and grant funding that would be willing to work and collaborate in fulfilling the DCP mission for win/win business outcomes. DCP has the credentials, the established track record and the professional relationships needed to effectively assist communities in developing prudent community strategies and solutions **(the opportunity).**

Benefits - We believe providing professional services, collaborating and networking will result in numerous win/win opportunities. DCP seeks to establish strategic alliances that are ultimately flexible and can be achieved through networking, partnering collaborations and working contracts. Specifically, our technical assistance program will encompass and implement the following:

1) Provide technical assistance to under-serviced and distressed neighborhoods in the following areas; neighborhood revitalization, economic development, environmental risk management , comprehensive planning (e.g. Visioning and achievement of community goals and objection for the revitalization of those economically distressed neighborhoods)
2) Collaborate with appropriate research and grant teams that will provide technical support for securing research grants and study opportunities in water resource planning, urban planning, disaster planning, environmental planning and assessment, land use, transportation planning and economic development.
3) Provide technical assistance in economic development for business retention, business expansion, business relocation and related site selection data services (through the utilization of GIS mapping technology and research).
4) Provide technical assistance with community outreach; public involvement and training in urban planning; environmental planning, land use law, community development and research study of environmental planning problems that may negatively impact neighborhoods (e.g. in the areas of health, safety and/or other community related areas that can negatively impact the socio-economic, the environment and general welfare of community). Our technical assistance program will focus on providing time sensitive, innovative, affordable, technical assistance and sustainable solutions to address community problems.
5) Provide meaningful internship and workforce certification training opportunities for students/employees pursuing training and certification in OSHA and Environmental Compliance and Risk Management. This certification program is in addition to the conventional services that we provide in urban planning and environmental policy, public administration, economic development and real estate development.

Our technical assistance program along with strategic collaboration efforts provide reasonable flexibility and autonomy needed in finding cost effective solutions to time sensitive special projects and building upon a shared passion in promoting best practices in economic development, urban planning, environmental planning and OSHA industrial safety.

We would like to further discuss this proposal regarding the roles, duties, risks and rewards. We wish to engage you on several levels and hope that we can identify a set of mutual and promising opportunities with your organization. Please reference attachments, talking points and brochure. This information provides a detailed outline of our services and capabilities.

Proposal Fee Cost for Professional Administrative Services (ARP ACT) for Richwood, Texas

Development Services (Including Infrastructure Planning, Land Use Studies-Research for Special Districts, Master Planned Development Proposals, Site Plan Development Proposals, Subdivision Platting Proposals, Zoning Change Proposals & Board of Adjustment Appeals Application Requests)

This is our proposal cost for (Professional Development Services) Land Use Planning Services. Please note that we include our administrative assistant as Third-Party Technical Support and this is a Cost-Plus Service.

Our Administrative Assistant, Mrs. Jean Vincent is an Independent Contractor with over 30 years of Municipal Development Service Administration Experience. Her expertise and track record in report formulation, her comprehensive understanding and verifiable track record in Development Services, Building Fire and Safety Inspection Code Ordinances and protocols enhances our professional services capacity. Jean's cost is a cost-plus line item (as our Third-Party Technical Support Team Member). Mrs. Vincent's hourly rate as our Administrative Assistant is $30/hour.

The line-item costs for our proposal for Professional Administrative Services are as follows:

a). $90K annually.

b). $7K a onetime non-refundable retainer.

c). Cost-plus for service products beyond the scope of the professional service line-item tasks.

d). Personal Mileage at 0.59 cents per mile.

e). Administrative cost @ .15 percent.

f). Direct project cost @ .02.

g). Indirect project cost @ .01.

h). Contract length of term @ 24 months with an option to renew contract. This is based upon City needs.

Professional Fee Totals-

$90,000 annually

Administrative cost @ .15 percent......$13500.00

Direct project cost @ .02 percent $1,800.00

Indirect project cost @ .01 percent.........$900.00

Total Project Cost is $113, 200.00.00

DC PLANNING CONSULTANTS & ASSOCIATES (DCPCA)

DC Planning Consultants & Associates, Incorporated is a multidisciplinary consulting firm conducting business primarily in the Houston-Galveston Metropolitan area.

Product

- Our firm provides professional services in development services, urban planning and economic development research, community development, environmental planning & OSHA safety training (to businesses and various governmental and academic institutions including Federal, State, local government agencies, non-profit organizations and the business community at large.

Market

- It is our intention to now repurpose and expand our marketability and offer additional affordable and contemporary professional services to distressed underperforming communities and neighborhoods. Specifically, this intent is to provide technical support services to municipalities and communities through the creation of a technical assistance center (designed to communicate, educate and engage the public with the goal of providing effective community solutions. Our research starting in 2011, has confirmed that there is a growing and legitimate need in our state, and throughout various segments of the United States. This is especially true for communities that currently may not possess the required experience and training; may not have reasonable access to information and relevant technical data; that may not have access and may not possess the professional staff; and/or, may not have budgeted resources allocated to be as effective as needed in promoting the health, safety and general welfare of those communities. ***This is the problem and our opportunity.***
- We collaborate and work with professional organizations, businesses, individuals and institutions that have an established track record in research, community outreach and grant funding (organizations that would be willing to work and collaborate with us in fulling the (DCP) mission for win/win business outcomes. We (DCPCA) possess all of the professional credentials, the training, the established track record and the professional relationships needed to effectively assist communities in developing prudent community strategies and solutions ***(this is our capacity and how we take advantage of the business opportunity).***

- As our very own corporation development project, we will develop an independent living facility ***(Reference attached development proposal overview included with this narrative).***

Strategic Community Partners & Government Resource Agencies

- Prairie View A & M University
- Texas A & M University
- The Veterans Administration
- The National Institute of Health
- Small Business Administration
- Texas Southern University
- University of Texas @ Arlington
- Environmental Training Institute
- The Environmental Protection Agency (Environmental Justice Regions 4 & 6)
- Community Gate Keepers of Ft. Bend County
- Community/Civic leader Mr. Larry S. Blackmon
- Visiting Angels (Senior Care Assistance)
- Urban Awareness
- Dickinson Bay Area NAACP

Competition

- DCPCA affirms that there are other institutional, public, private, community development and research partnerships and organizations within the greater Houston Metropolitan area similar to DCPCA. Many of these organizations may have the capacity and/or may possess the body of work, professional research disciplines and training that our company also possesses. The uniqueness of our business model however is our principal focus and our corporate capacity for providing professional services to underserved communities within this region; and how we can effectively assist communities in revitalizing and repurposing transitional neighborhoods to advance and promote sustainability and resiliency in the context of urban planning, environmental planning and economic development.

Competitive Advantages

- DCPCA has developed a 100% performance-based marketing strategy thru the establishment a variety of business partners, supply chain support agreements, governmental institutions, community development corporations/non-profit organizations and within the DCPCA Corporation (our corporate capability in development services, urban planning, environmental planning, strategic planning, community and economic development research).

- DCPCA has incorporated its own sustainable and resilient community development project. ***The development project proposal is to construct and operate a Class A Independent Living Facility for 6 clients. This is a Type A facility is regulated and licensed through the State of Texas. DCPCA will collaborate and expand the business operation through a strategic partnerships and collaborative research agreements and programs (this will be accomplished with research in geriatrics, joint ventures and/or business mergers.*** Financial projections and the review of the literature affirm that this development intent is a sustainable and viable revenue generating business operation and is a growing need. Once established DCPCA will incorporate an effective membership acquisition program to enhance and become a superior and more profitable membership acquisition engine.

Organizational Information

- Donald Carroll is the President and owner of DCPCA. He has a Master's Degree in City Planning and Professional Certifications in Economic Development and Environmental Science.
- He is an Advisory Board Member of the COPA at Texas Southern University-for the School of Urban Planning Environmental Policy (This advisory board assist the Department Chair and Department Heads for school accreditation certification)
- He is a strategic partner for the EPA Environmental Justice Group.
- He has over 25 years of experience in urban planning-community development, environmental science and economic development.

TEAM QUALIFICATIONS

DONALD R. CARROLL

Urban Planner - Senior Project Manager - Water Resource Planner

PROFILE

Over twenty-five years of executive experience with the City of Texas City, Texas serving in public and media relations, comprehensive planning, development strategies, long range planning and economic development. Donald has also worked to establish subdivision and zoning ordinances to promote the City's comprehensive land use document. He has acted as Senior Project Manager to several projects and continues to implement strategies that will further enhance the city in accordance with the goals of its comprehensive plan.

EDUCATION

Bachelor of Science, Industrial Technology
Texas Southern University
Master of Science, City Planning
Texas Southern University Professional Certification in Economic Development
George Mason University

AFFILIATIONS

Technical Advisory Committee/Alternate
Houston-Galveston Area Council
American Planning Association (APA)
City Planner' s Association of Texas
Urban Land Institute
Certified Community Researcher
Council for Community and Economic Research
Planning Board, Texas City, TX
Zoning Board of Adjustment, Texas City, TX
Award of Merit / All American City Awards City of Texas City, TX (19951997)

TRAINING

Land Use Planning Law - Federal
Planners Orientation and Certification
Water Resource Planning - US ACOE Public Involvement and Communications for Planners - US ACOE Equal Opportunity Employment- US ACOE
Planning Programming and Proposal Writing
Safety Council Solutions Auditor — OSHA
National Pollution Discharge Elimination System Permit Processes — EPA

HIGHLIGHTS

City Planner City of Texas City, TX 1991- 2012 Planning Director

Provides technical and administrative assistance for long range and day-to-day planning activities for the City, including developing components of the City's Comprehensive Plan and preparing amendments and updates to the City's Subdivision Ordinances, Zoning Ordinances and the City's Comprehensive Land Use Plan document. Coordinator and liaison for Texas City's Enterprise Zone Program.

Community Planner U.S. Army Corps of Engineers 1983 - 1991

Community Planner/Project Manager for the Comprehensive Planning and Special Studies Planning Branch of the U.S. Army Corps of Engineers, Galveston District Office. Provided comprehensive data that was used to develop final reports for navigational and flood control projects with emphasis on seeking funding authorization from the U.S. Congress.

Coordinated with other technical support groups on complex flood control projects seeking funding and Federal authorization. The process included analysis and establishment of project value, monthly budget projections, project impact on properties and businesses with respect to flood control planning, and research of Federal provisions and guidelines in response to congressional inquiries for technical and legal information on water resource planning issues.

PROJECTS

Sabine River Navigation Feasibility Study (1987 Report Study Project Cost $5 M): This study was initiated to determine that ideal location for a naval base along the Gulf of Mexico.

Master Computer Database File Program for the Texas Water Development Board (Report Study Project Cost: $50,000). Formulated a comprehensive computer program that inventoried all flood control studies within the jurisdiction of the Galveston District.

Section 208 Feasibility Flood Control Study, Calcasieu Parish, LA (1989 Report Study Project Cost: $50,000).

Section 205 Feasibility Flood Control Study Drainage Mains A and B, Liberty, TX (1990 Report Study Project Cost: $10,000)

Section 205 Feasibility Flood Control Study Chiltipin Creek, Sinton, TX (1991 Report Study Project Cost: $21 m

Continue Work Summary and point of contact information for

Donald Carroll, MCP, ESP, CCR

(409) 771-1741; dcplanning@hotmail.com;

7305 Mallard Drive, Texas City, Texas 77591

- Texas Southern University- Guest Panelist-Lecturer: Presented Issue Paper to The Environmental Protection Agency (Environmental Justice Group for-Regions Four and Six) "Land Use Appropriateness and Sustainability" August 7, 2014; Houston Hobby Marriot. Houston, Texas. Presentation provided to over 500 attendees- environmental planners and regulatory professionals (including academia, business owners, developers, civic groups, government officials and environmental researchers).
- American Planning Associations-Guest Panelist (in association with Texas A&M Target Cities, College Station) Presentation Topic: "Planning Mitigation and Best Practices for Communities to Consider Implementing, After Hurricane Harvey ". October 17, 2018, Galveston Convention Center. Galveston, Texas. Presentation structure was comparable to TED Talks Format. To 700 to 800 attendees (City Officials, including APA Members, academia, professional urban planners, planning researchers and real estate developers.
- Member of the City Planning Advisory Board for- Texas Southern University's School of Urban Planning and Environmental Policy School. During this period, I attended several scheduled meetings and workshops, reviewed minutes and collaborative talking point summaries of COPA Board meetings (we identified problems and opportunities associated with the University's accreditation efforts). I provided input and recommendations that were accepted and implemented into the School's plan's (vision statement, goals and objectives to enhance the University's planning program). I collaborated with the Schools Department heads (Chair of the School) and College Accreditation Board for the successful certification and accreditation of the school's master's and Ph.D. Urban Planning and Environmental Policy Program (2019. Texas Southern University, Houston, Texas. I significantly contributed to this successful outcome for accreditation.
- Mayoral Candidate Roger Quiroga- I am currently a Volunteer Committee Member, and a long-time friend of former Mayor Quiroga. I asked to serve on his re-election committee; and at his request in November of 2019, I provided him with a Planning Report outlining the problems and opportunities regarding the planning, environmental and land use challenges that currently face the City of Galveston. More specific and as a Professional Certified Community Researcher, the formulation of this report addressed economic development, environmental, development and land use appropriateness. The recommendations were based upon my professional research and my familiarity with Galveston and Houston Region (as a Federal Community Planner with the U.S. Army Corps of Engineers (1983-1991). The recommendations provided will enable the City to reasonably grow, thrive, and continue to be sustainable and resilient for the next 10 to 20 years. (Report provided in January 2020). Bo Quiroga is a character reference that is very familiar with my work abilities and my knowledge of this planning discipline.

TEAM QUALIFICATIONS

JEAN VINCENT ADMINISTRATIVE SUPPORT – PERMIT TECHNICIAN

PROFILE

Over thirty-five years of hands-on experience with the City of Texas City, Texas serving in building inspections, planning. Duties included: Zoning- information verification, review and compliance to established policies and guidelines of the City of Texas City along with review of plans submitted for permit issuance. Verified all documents required were submitted and approval of minor remodels, alterations, additions. Worked on updates to zoning maps and FEMA map updates. Responsible for review of new subdivisions and addressing of all new streets.

City of Texas City 2018 -2020. Administrative Assistant Engineering/Planning

Main responsibilities were: Processing rezoning applications, verification of existing zoning, flood insurance information and compliance, review of preliminary and final subdivision plats. Addressing all new subdivision plats and new development, along with review of commercial site plans for compliance with City requirements. Processing variance requests and was liaison for the Census 2020 providing updated information for a complete count. Set up Planning and Zoning Commission Public Hearings, meetings, notices and minutes. Responsible for presentations of proposals at all meetings. Ensuring compliance with all requirements of State statutes and City Ordinances. .Also responsible for processing rezoning applications, Board of Adjustment variance requests, setting up meetings, sending out notices and transcribed, typing and storage of all minutes for boards. Posting notices in newspaper and online formats.

City of Texas City 2000-2018. Permit Technician/Zoning Administrative Assistant

Review and approval of plans for construction submitted for compliance and to ensure all documentation is attached, issuance of building permits for minor remodels, roofing and stand alone permits for plumbing, electrical and air conditioning. Also responsible for processing rezoning applications, Board of Adjustment variance requests, setting up meetings, sending out notices and typing and storage of all minutes for boards. Posting notices in newspaper and online formats.

City of Texas City 1979 – 1998 Permit Technician and Administrative Assistant

Review and approval of plans for construction submitted for compliance and to ensure all documentation is attached, issuance of building permits for minor remodels, roofing and stand-alone permits for plumbing, electrical and air conditioning. Also responsible for processing rezoning applications, Board of Adjustment variance requests, setting up meetings, sending out notices and typing and storage of all minutes for boards. Updating Zoning maps, scheduling Public Hearings for both boards and City Commission, posting notices in newspapers and at City Hall.

Certified Permit Technician through International Code Congress, 2006

C2ER

THE COUNCIL FOR COMMUNITY AND ECONOMIC RESEARCH

This certifies that

Donald Carroll

HAS SUCCESSFULLY COMPLETED THE REQUIREMENTS FOR

Certified Community Researcher

Presented at the ACCRA 47th Annual Conference

Denver, CO 2007

Melissa Armstrong, CCR
C2ER Chair

George Harben, CCR,
Certification Chair

ESP

ENVIRONMENTAL SCIENCE PROFESSIONAL

The University of Texas at Arlington

is honored to award

Donald Carroll

with the credential of

Environmental Science Professional

November 7, 2013

ETI

ENVIRONMENTAL TRAINING INSTITUTE

Lisa London

Dr. Lisa London, Executive Director
Division for Enterprise Development

WHY CONSIDER UTILIZING DC PLANNING & ASSOCIATES, INC (DCP)

- DCP is an Urban Planning Economic Development Research firm. The firm is comprised of key personal with the experience and proven track record in community outreach training, water resource planning, environmental planning, development services, land use, enterprise zone creation, business relocation, business retention and economic development research.

- DCP is experienced, passionate and committed to assisting communities and governmental agencies in advancing positive social economic and physical change that is sustainable.

- DCP is experienced, passionate and committed to working with people from various backgrounds in order to advance, build and develop livable communities.

- DCP is experienced, passionate and committed to community outreach and training needed to better communicate and timely formulate recommendations with solutions for communities to use in solving complex land us and/or socio economic problems

- DCP has a prudent approach for successful outcomes. It is based upon proper collaboration, efficient data gathering and the utilization of established and proven research methodologies. This approach enables DCP to provide communities with the proper outreach and support for recommendations and solutions that incorporate the proper balance of community values, market driven realities, innovation, best practices and adherence to all government provisions.

Thank you for your interest and consideration. We at DCP would love to hear from you to discuss and determine if we may assist you in advancing your community vision, goals and objectives.

Texas House of Representatives

RON REYNOLDS
STATE REPRESENTATIVE

January 11, 2021

Mr. Donald Carroll
DC Planning Consultants & Associates
7305 Mallard Dr.
Texas City, TX 77591

RE: Letter of Support

To Whom It May Concern:

Considering the 21st Century needs of underserved communities, service providers with the appropriate knowledge, skills, and experience are required to play a major role in addressing the comprehensive needs of citizens in these communities. Today, underserved communities are in need of providers with the expertise to positively impact specific social determinants in communities in order to improve overall health outcomes.

The comprehensive services that DC Planning Consultants & Associates plan to deliver, such as: environmental compliance, neighborhood revitalization, educational improvements, veteran and elder care, economic development, workforce training, and more are essential to fill these critical need areas in the coming years. Therefore I am pleased to write this letter in support of your endeavors to improve the quality of life in communities with the greatest need.

Sincerely,

Ron Reynolds

Ron Reynolds

Capitol Office:
P.O. Box 2910
Austin, Texas 78768-2910
(512) 463-0494
(512) 463-1403 Fax

Fort Bend County • District 27
RON.REYNOLDS@HOUSE.STATE.TX.US

District Office:
2440 Texas Parkway, Suite 102
Missouri City, Texas 77489
(281) 208-3574
Fax (281) 208-3696

GATEKEEPERS

THE COMMUNITY GATEKEEPERS

"Strengthening Community & Culture Through Education & Research"

Regina Gardner
The Community Gatekeepers
6703 Briargate Dr.
Missouri City, TX 77489

12/14/2020

Mr. Donald Carroll
DC Planning Consultants & Associates
7305 Mallard Dr.
Texas City, TX 77591

RE: Letter of Support

Dear Mr. Carroll:

With today's seniors living longer, more active and healthier lives, the 85+ population is expected to triple from the 5.7 million that existed in 2011 to 14.1 million by the year 2040. The services you plan to deliver within your proposed Assisted Living Facility are essential to meeting this critical need in the coming years. Therefore I am pleased to write this letter in support of your endeavors; especially where support of this service satisfies The Community Gatekeepers' mission of pursuing a sense of belonging, safety, and support for community members of all ages.

Sincerely,

Regina Gardner

Regina Gardner, MSW
Executive Director

6703 Briargate Dr., Missouri City, TX 77489
Phone: 281-706-7978 *Fax: 281-783-2992*

September 7, 2015

Mr. Donald Carrol
President, DC Planning Consultants & Associates
7305 Mallard Dr.
Texas City, TX 77382

Dear Mr. Carrol,

As director of Texas Target Communities (TTC), associate director of the Center for Housing and Urban Development (CHUD), and professor of the practice in the graduate urban planning program at Texas A&M, my aim is to help students become more enlightened and effective problem solvers on behalf of communities facing complex challenges that require access to specialized information from a variety of disciplines. Therefore, I am pleased to offer you, Dr. Jones, and the Barbours Chapel Community Development Corporation, access to my knowledge and to networks as you work to improve the quality of life for citizens in Galveston County.

I congratulate your success thus far and look forward to future conversations on the scope of our collaboration, which might include and not be limited to tasks such as gathering data to illuminate planning issues in Galveston County, facilitating conversations intended to help the citizens of Galveston County make informed choices about future development, and locating resources to support execution of promising strategies.

As the planning and implementation of your vision evolves, please don't hesitate to reach out to me for consultation.

Sincerely,

John T. Cooper, Jr., PhD.
Director, Texas Target Communities

September 23, 2020

Dear Perspective Investors:

It is without reservation that I write this support letter for Mr. Donald Carroll, CEO of DC Planning Consultants & Associates, Inc. My name is Dr. Shirley Rose-Gilliam and I am the owner of B.I.P, Educational Consulting. I am a retired educator of 30 years. My credentials include a Bachelor of Science in Technology, a Master of Education both from the University of Houston, and I have a Doctorate of Education from Texas A&M University. My area of specialization is in education/working with minority and at-risk student populations.

I first met Mr. Donald Carroll while attending a Super Neighborhood Council meeting geared toward assisting neighborhood/community with development of new business and improvement of our school system. I reside in a school district which has challenges with serving economically disadvantaged students. I have personally witnessed the disparity in our community schools as well as businesses in our area. Mr. Carroll and I walked out of the meeting together and discussed our interest and goals for future development. I spoke about education and he in turn, discussed his vision of DC. Within minutes I shared my experience with my graduating seniors and how his ideas would be beneficial to our community.

He handed me a sheet of paper that night with goals and I read the following: *DCP is an experienced, passionate firm committed to assisting communities and governmental agencies in advancing positive social economic and physical change that is sustainable. They are committed to working with people from various backgrounds in order to advance, build and develop livable communities*. As an educator, I believe in RESEARCH, data drives decision making. DCP plans for the end in mind. It is based on collaboration, efficient data gathering, and proven research methodologies. Needless to say, I wanted to learn more. Mr. Carroll provided occasional updates, but was determined to give the project time for research. I was impressed that he really wanted me to know details and would not agree for me to write a letter of support until I had all of the information.

Again, I was very impressed with Mr. Carroll's professionalism and passion for this project. As Mr. Carroll explained his plans and goals for DC Planning, I could not help but to recognize his commitment to the community in which it will serve. I truly believe in his ability to be able to manage and provide growth resulting in educational opportunities for students that public education has labeled "at-risk." I applaud his endeavor and appreciate his zeal to bring his dream to reality. I write this letter of recommendation without hesitation in support of Mr. Donald Carroll and DC Planning Consultants & Associates, Inc.

Sincerely,

Shirley Rose-Gilt

Shirley Rose-Giliam, Ed.D.

Certification Regarding Lobbying

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

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

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

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

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

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

The Contractor, Donald Carroll 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.

Donald Carroll

Signature of Contractor's Authorized Official

DONALD CARROLL, PRESIDENT

Printed Name and Title of Contractor's Authorized Official

July 12, 2021

Date

There are no conflicts – Not applicable
Donald R Annally

0348-0046

Disclosure of Lobbying Activities

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

Type of Federal Action: a. contract ____ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	**Status of Federal Action:** a. bid/offer/application ____ b. initial award c. post-award	**Report Type:** a. initial filing ____ b. material change

Name and Address of Reporting Entity: ____ Prime ____ Subawardee Tier______, if Known: **Congressional District, if known:**	**If Reporting Entity in No. 4 is Subawardee,** Enter Name and Address of Prime: **Congressional District, if known:**
Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: ____________
Federal Action Number, *if known:*	**9. Award Amount**, *if known:* **$**
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a) (last name, first name, MI):*
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	**Signature:** ____________ **Print Name:** _____ **Title:** _____ **Telephone No.:** ____________ **Date:** _______
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**

There are no conflicts - not applicable Donald Carroll

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

Date

GrantWorks

CITY OF RICHWOOD, TEXAS

PROFESSIONAL ADMINISTRATION SERVICES FOR THE AMERICAN RESCUE PLAN ACT OF 2021 CORONAVIRUS LOCAL FISCAL RECOVERY FUND

JULY 2021

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

GrantWorks

July 20, 2021

Ms. Kirsten Garcia
City Secretary
City of Richwood
1800 Brazosport Boulevard N.
Richwood, Texas 77531

Subject: City of Richwood, Texas Request for Proposal: Professional Administration Services for the 2021 American Rescue Plan Act

Dear Ms. Garcia:

Thank you for including GrantWorks in your Request for Proposals. Our 40+ years of experience managing projects will help you identify activities and project requirements under the 2021 American Rescue Plan Act (ARP). GrantWorks is Texas' foremost provider of state and federal management services, securing and administering more than $6 billion in assistance for hundreds of localities with thousands of successful projects. GrantWorks' 300+ employees have the experience needed to manage and implement your ARP projects.

In response to the announcement of the ARP funding availability in February 2021, GrantWorks developed a department that is 100% dedicated to ARP implementation. Staffed with a director, three executive-level subject matter experts, and four project managers, we will provide detailed and informative guidance and management services to ARP communities. Our ARP team is immediately available to assist with project selection, compliance, reporting, and project management services.

We actively work with multiple cities and counties across Texas and other states to manage the funds received through the ARP, CARES Act, and COVID-19 related activities. We handle ARP program implementation, including project management, procurement, compliance with state/federal regulations, and implementation of funded projects. Our goal is to free you and your staff from paperwork while providing the timely and accurate decision-making information you need.

As the City reviews and scores the proposals received in response to your RFP, please keep in mind that GrantWorks is also open to negotiating our fee structure before the City makes a final selection. Our team is available to assist in your needs, and we appreciate your consideration for the professional administration services of the ARP.

Sincerely,
GRANTWORKS, INC.

Bruce J. Spitzengel
President

GRANTWORKS, INC. | 2201 NORTHLAND DRIVE, AUSTIN, TEXAS 78756 | OFFICE: (512) 420-0303, EXT. 309 | FAX: (512) 420-0303 | WWW.GRANTWORKS.NET

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PART I: SCOPE OF WORK

SECTION 1 – SCOPE OF WORK

1.1 Administration Services

THE GRANTWORKS ARP TEAM
GrantWorks is unique because we have already trained a team of professional project managers dedicated to managing ARP programs. Our ARP Team is led by our Director, Fred Morris, with decades of experience in working with local municipal governments in planning and delivering community and infrastructure projects. We have four Project Managers who will be working directly with communities to implement ARP projects. Our Project Managers are seasoned project management professionals with work histories in Texas municipal governments, counties, and state agencies.

GrantWorks will provide comprehensive professional administration, project selection, and implementation services to manage the American Rescue Plan Act funding received from the U.S. Department of Treasury (USDT). Managing a complex Coronavirus recovery fund requires a cross-functional team of seasoned, multi-disciplinary professionals led by an effective manager with the right tools. Our ARP Program Director Fred Morris will support a sound project management approach shaped by his training and extensive experience with state and local governments. He will coordinate with our assigned Project Manager and Client Services Manager Sylvia Davila to provide competent and adept guidance with securing the ARP funds, project selection, compliance, reporting from program implementation to close-out.

Sylvia Davila is the assigned Client Services Manager for the Houston-Galveston Area Council (HGAC). In this role, she establishes and maintains relationships with the cities and counties in this region. She will be a consistent point of contact for you to reach out to for support during all phases of the projects. We will further discuss staffing in **Section 4** with resumes provided in **Attachment 1.**

We have organized GrantWorks into 11 divisions, one of which is the recently created Program Management for the American Rescue Plan (ARP). Several other company divisions support the ARP Division, including the Environmental, Client Services, and Construction Management Teams. **Figure 1** shows the organization of the ARP Team.

All federal recovery fund assistance programs place unique financial management, data analysis, and reporting burdens on grant recipients. Meeting these demands requires a management approach that is transparent and organized and integrates traditional grants management with project management and coordination of other contracted firms performing engineering services, construction, or public administration. We believe this approach will result in early and ongoing problem identification and resolution, resulting in maximized opportunities and project success.

GrantWorks proposes a single, integrated grants management approach to pursue ARP Act efforts. Given the award of these federal resources, current efforts, and unique challenges, the GrantWorks project team will maximize funding while minimizing compliance issues and time-consuming delays. GrantWorks will support our Project Manager with a well-defined and seamlessly integrated quality assurance and quality control program that will uphold and enhance the quality of all deliverables.

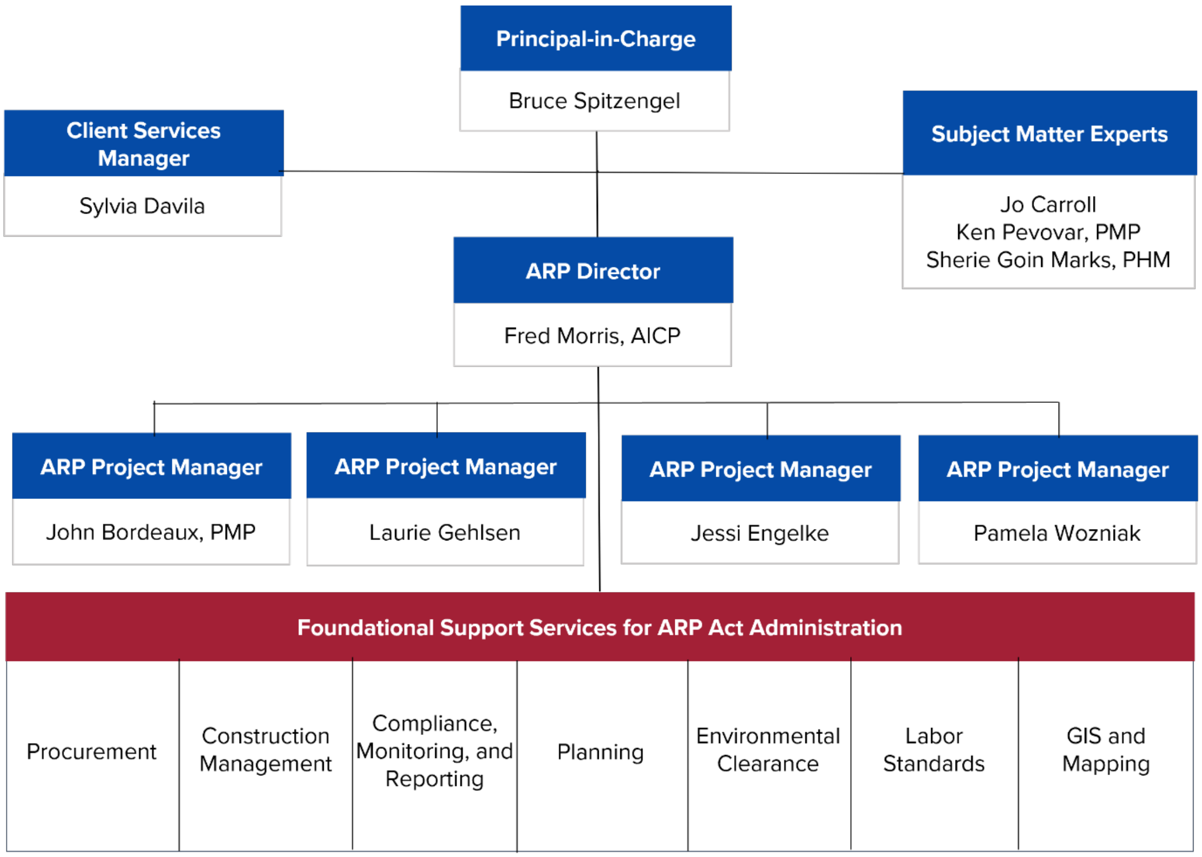

Figure 1: *The GrantWorks ARP Team Organization Chart*

GrantWorks offers an effective project management system based on two powerful success factors: 1) quality personnel, including an experienced Director and leadership, and 2) state-of-the-art management tools and systems. We base our project management methodology on clearly defined responsibilities, lines of authority, and accountability of each person. Our approach is strategic, emphasizing effective collaboration with our clients and stakeholders while respecting the schedule limitations of public sector partners.

GrantWorks' approach to project management stretches far into the future; we kick off each project by identifying the community's long-term goals and structure our project schedule, management tools, and deliverables to meet those goals.

1.2 Understanding of Project, Scope of Services, and Tasks

As described below, GrantWorks has a thorough understanding of the anticipated projects, the scope of services, and the tasks necessary to complete requests according to state and federal requirements. We can assist in developing project scope(s) and complete the required ARP Act documentation. GrantWorks offers additional services for clients who require help in the decision-making process.

- Comprehensive management and administrative services
- Assist in establishing and maintaining financial processes
- Obtain and maintain copies of the most current program agreement, if such exists, including all related change requests, revisions, and attachments

- Program formulation, project development, assessments, research and data management, defining scope/size, cost estimating, and applicable submittals
- Establish, assist, and maintain recordkeeping and complete quarterly reports (as required by the USDT)
- Coordinating and managing deliverables
- Project tracking
- Marketing, attending meetings, and responding to requests for information
- Environmental and permit requirements (if required)
- Proactively identify opportunities to maximize public assistance
- Provide ongoing guidance to maximize funding
- Generate time extension requests when necessary so that eligibility is not forfeited
- Assist by getting the necessary legal documents for proper filing
- Advise on document retention strategies
- Coordinate with your staff to obtain backup documentation required to receive ARP funds
- Serve as your monitoring liaison between other agencies, including resolving findings
- Assist in responding to request for information from the USDT and/or other agencies
- Advise with the submission of appeals
- Provide detailed and periodic management reports on the status, including developments, revisions, submissions/approvals, open issues, financial overview, etc.
- Provide cash management reports showing the projected schedule for expenditures
- Prepare public procurement documentation and provide additional procurement assistance, including but not limited to preparing and writing requests for qualifications/proposals
- Develop database/electronic system for tracking and management of ARP projects
- Develop program guidelines, policies, procedures, and implementation plans or other documents
- Develop and prepare grant required documentation for compliance
- Advise on managing the close-out process to monitor compliance with USDT requirements

Needs Identification

Because of our extensive history of managing state and federal grant programs, GrantWorks is best suited to assist in securing and administering the ARP Act projects. We understand that the City has been awarded a direct allocation of approximately $869,539.20; however, we have data from the Texas Department of Emergency Management (TDEM), which indicates that the City will receive $988,170.36. As a Non-Entitlement Unit of government (NEU), the City must register on TDEM's Grant Management System (GMS) and provide documentation to receive the funds. If needed, we will assist in preparing and submitting the required documents and assurances of compliance.

Our experience is directly related to the cross-cutting compliance requirements inherent to using federal funds, including but not limited to procurement per 2 CFR 200, grants administration, Davis-Bacon and Related Acts, acquisition, and reporting.

We have an overarching view of multiple programs, and we look to see how you can best use them together. We also look at what will fit your needs. Our staff understands the complexities that can be encountered when administering federal funds, and because we manage multiple types of grants from different state and federal sources, we understand the need to maximize the potential uses of each funding source. We will review your proposed list of projects and develop guidance on best distributing funds across various project types.

Project Selection/Design

GrantWorks will collaborate on eligible program and project formulations of the ARP Act funds. Our approach always starts with meeting and collaborating to assist with project design and scope based on specific goals and objectives. Our experts will develop strategies based on risk, impact, capacity, and eligible opportunities. Based on this assessment, our team will develop preliminary scopes and cost estimates for eligible projects, perform a careful read and interpretation of regulations and assist your engineer in their benefit-cost analyses (BCA).

Using our extensive experience, we can accurately predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion.

- At the start of each project, our project managers meet with clients, engineers, and stakeholders to discuss potential alternative project activities.
- We work with stakeholders at each step of the project to meet the scheduled milestones and create procedures that meet all federal and state requirements.
- By working closely with local governments, engineers, and other parties, we ensure that projects conform to project performance statements and schedules.

Contract and Project Implementation/Management

GrantWorks bases its strong project management methodology upon industry-standard best practices focused on proven processes, meticulous controls, and frequent and timely communications.

- Our project management team includes experts in procurement and bidding, contractor coordination, financial management, and other federal grant management requirements.
- Our project management team also includes experts in service-oriented activities, including working with nonprofits, small businesses, and healthcare providers.
- We use detailed document tracking systems to ensure that your projects are on track.
- GrantWorks will guide and assist with financial management, recordkeeping, scope changes, reporting, environmental clearance, acquisition, contract close-out, and other aspects of program implementation.
- We prepare all forms, notices, and agenda items and provide them in advance.

Our team will help you create a well-run, efficient, and successful ARP program that complies with all state and federal reporting requirements. GrantWorks understands that communication is a vital component of any successful program. We can provide elected officials, staff, and the public with regular updates as needed. Consistent communication and transparency help stakeholders understand the program's status, helping them feel more confident about the overall process.

As part of our project management services, we will:

- Maintain regular contact with the designated contact person, project engineer, construction contractors, and other parties
- Provide advice and technical assistance on program implementation and regulations
- Establish and maintain a recordkeeping and filing system consistent with program guidelines
- Prepare start-up program documents, forms, notices, and agenda items for review or action
- Prepare and submit USDT documentation necessary to amend or modify the program
- Prepare and submit reports and other required updates
- Establish procedures to document expenditures associated with the local administration of the project

- Assist with procurement requirements such as those found in 2 CFR 200
- Assist with real property acquisition in compliance with state and federal law (URA)
- Track inquiries regarding grant completion dates
- Attend site visits and public meetings as needed
- Serve as a liaison during any monitoring visits by USDT/state staff

Procurement Compliance

GrantWorks has a wealth of institutional knowledge and well-established procurement and contracting procedures compliant with 2 CFR 200. Our procurement specialists can guide staff to develop procurement packages that meet program specifications and are compliant with local, state, and federal requirements.

Working backward from the targeted construction package Notice to Proceed (NTP) dates, we coordinate with all parties to set milestones for contract award, bid opening, pre-bid meeting, bid advertisement, and the issuance of any advance bid notices. These milestones are captured in our master schedule and are updated to reflect progress.

Our staff has developed compliant procurement documents to secure engineers, environmental firms, specialized environmental services, multiple construction contractors, IT specialists, and other services needed to complete requirements successfully.

The master schedule includes sufficient time to:

- Assemble the bid packages
- Issue notice of pending advertisement
- Advertise the bid
- Prepare and schedule pre-bid conference and site-walk
- Prepare the bids
- Capture/record procurement correspondence and answer Q&As
- Evaluate the bids and make recommendations
- Conduct pre-award conferences
- Execute the contract agreement with the contractor(s)

Davis-Bacon Labor Standards and Force Account Compliance

GrantWorks has in-house labor standards specialists who will work closely with your designated Labor Standards Officer (LSO) to review employee payrolls. Staff will schedule regular meetings with construction contractors to provide, as needed, hands-on technical assistance and ensure Davis-Bacon Related Acts (DBRA) compliance. Our specialized labor standards staff members are experts in Davis-Bacon compliance, develop pre-construction agendas, monitor weekly payrolls, and coordinate and review on-site employee interviews. GrantWorks successfully performed labor standards/DBRA duties for two of the largest CDBG-DR projects under Hurricane Ike, with no audit or monitoring findings and hundreds of infrastructure projects across the state.

The City may desire to self-perform administration, engineering, and/or construction using their employees. Force Account occurs when the locality uses its employees and equipment to perform grant-related activities. GrantWorks is highly competent in assuring compliance with requirements for Force Account projects. Our staff has completed hundreds of Force Account projects for the Texas Department of Agriculture and the Texas Department of Transportation, for example. We have developed a data management system that easily tracks expenses for labor, equipment, and materials on multiple projects.

Davis-Bacon Labor Standards and Force Account Compliance services include:

- 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 with documenting any project related force account (crew and equipment) hours and cost, including documenting material costs

Financial Management

We ensure that local government recipients establish and maintain financial processes that comply with state and federal regulations. As part of that, we create and maintain a grant ledger and help establish reporting and recordkeeping systems so that you can keep physical and digital copies of all documents locally. Our methods consistently receive high marks from state and federal monitoring officials.

Our financial management services include:

- Help manage grant funds, including submitting required forms and letters to USDT
- Assist with financial management, including reviewing and processing all invoices, contracts, and change orders received from the project engineer and construction contractors
- Assist in reviewing solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and status with USDT
- Prepare all fund requests to ensure orderly and timely payments to all contracting parties with the allocated time periods
- Track invoice submittal and payment processing
- Assist with developing fraud prevention and abuse practices

Recordkeeping and Reporting

The most important consideration of the ARP Act program is "document, document, and document." Audits frequently question costs, not because the work in question was improper, but because applicants did not document costs adequately. We cannot overemphasize the importance of an effective and well-designed document management system.

We believe an effective document management system must meet at least five goals:

1. Reduce duplicative efforts associated with recurring requests for documents from various stakeholders.
2. Help locate documents even in the face of staff transition and attrition.
3. Empower staff to continue using the data management processes and maintain records for the recovery duration, even after the departure of the consulting team.
4. Support data collection, obligation, and close-out.
5. Meet federal document retention requirements.

Our document management database accelerates project close-out because we will have an electronic copy of all relevant source documentation, correspondence, and grant management materials, reducing or eliminating reliance on hardcopy files.

Funding from the USDT is unique in that any developed programs will not be vetted and approved for funding by a federal or state agency. The first time the USDT will learn of the implemented projects will be during the annual report. This fact increases the importance of proper documentation during the initiation phase of the program, including project selection rationale.

The City of Richwood will be required to submit annual reports to the USDT until all funds are expended. GrantWorks will help prepare these reports so all expenditures are clear and well documented.

Environmental Services

Even though the USDT has not finalized ARP guidance regarding the applicability of specific federal environmental requirements, we expect that state environmental and permitting requirements may be required. GrantWorks team members have performed environmental reviews for thousands of federally funded construction projects. Our experience includes evaluating environmental impacts to biological resources, air, water quality, wetlands, endangered species, socioeconomic resources, and archaeological and cultural resources. We have expertise in all types of environmental impact studies, wetland delineations, and permit applications. We also use data from state and federal resources to produce all necessary maps and data to understand relevant impacts and clearance needs fully.

Our experience includes evaluating environmental impacts to biological resources, air, water quality, wetlands, endangered species, socioeconomic resources, and archaeological and cultural resources. These evaluations have supported our work for:

- Exempt Activities
- Categorical Exclusions (CEs),
- Environmental Assessments (EAs)
- Environmental Impact Statements (EISs)
- Tiered National Environmental Protection Act (NEPA) documents

Many cities and counties get delayed and overwhelmed when dealing with significant environmental conditions, but we specialize in finding efficient and compliant solutions. This phase of the project lifecycle should not be a deterrent to successful project completion. Our relationships and expertise can help mitigate hazards and provide environmentally compliant solutions. **Although the USDT stated that the use of their funds did not require submission to NEPA for Environmental Review, our team is prepared for any state-level environmental compliance and NEPA if it becomes required due to state precedence. Using our team of experts, we can meet NEPA infrastructure and environmental requirements.**

Environmental review services include:

- Review each project to determine the level of environmental review required
- Prepare environmental assessment, including completing and submitting required forms and providing documentation to support environmental findings
- Coordinate environmental clearance procedures with appropriate federal and state agencies and interested parties to facilitate clearance or approval
- Prepare responses to comments received during the commenting phase of the environmental review
- Maintain coordination with local officials, project engineers, and other members of the team
- Prepare and submit for publication all public notices
- Provide documentation of clearance for parties known to be interested
- Process environmental reviews and clearances following NEPA as required

- Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required.
- Prepare and submit monthly status reports
- Participate in regularly scheduled progress meetings
- Prepare and submit Request for Release of Funds and certifications to USDT

Construction Management

GrantWorks has a long history of providing our clients with contract development assistance. We will use this expertise to review construction contracts to ensure compliance with state and federal requirements and contain the required contract provisions.

Our team will collect and review contractor information and verify eligibility. **We create, use, and update checklists to document and ensure all contractors meet compliance requirements**. Debarment checks and SAM registry checks will be performed precontract, while other checklists will be completed before a notice to proceed and subsequent tasks. The steps for vetting all contractors are outlined in GrantWorks' standard operating procedures to ensure that we use a transparent and standardized approach throughout the project.

GrantWorks will provide construction monitoring for compliance with equal opportunity and labor standards provisions. We will accomplish construction monitoring through visits to work sites, interviewing on-site staff, and filing reports. In addition to unscheduled site visits, the team will complete scheduled on-site progress inspections for quality assurance, compliance, certify partial payment requests, and review, recommend, and process any change orders as needed.

Construction management services include:

- Help document compliance with all federal and state requirements related to equal employment opportunity, minimum wage, and overtime pay requirements
- Provide labor standards assistance, including requesting wage rates
- Provide project engineers with instruction and forms packet, so they know up-front what information is required
- Assist the project team in establishing and maintaining financial budgetary goals
- Conduct pre-construction conference and prepare minutes
- Review plans, bid documents, and change orders for compliance with regulations and conformance with the state contract
- Compile and review construction contract documents
- Review weekly payrolls, including compliance follow-ups and performing employee interviews
- Oversee grant activities to ensure the project adheres to the established budget, scope, and schedule

Equal Opportunity Monitoring

Our team is fully prepared to support equal employment opportunity (EEO) monitoring if needed. Besides having seasoned compliance and monitoring personnel, GrantWorks has developed comprehensive EEO reports for numerous clients. Drawing from this experience and the team's diverse skill set, we will ensure an affirmative project management approach at all phases, from the public hearing, planning, and data collection stages through project close-out and final sign-off. We will also consider and maximize accommodation and equal opportunity with all project stakeholders in mind. GrantWorks will draw upon previously vetted project checklists and other proven tools and templates to immediately expedite the development and monitoring processes and procedures following the award notice.

Acquisition Duties (As Necessary)

Our experienced staff can perform acquisition duties (as required and/or as necessary). Our staff includes subject matter experts with the Uniform Relocation Act (URA). Acquisition duties include voluntary or involuntary acquisition requirements.

Contract Close-out

GrantWorks adopts the audit and close-out philosophy that projects should 'begin with the end in mind.' This simple statement means we create policies and procedures that support a compliant operation and a continuous close-out process throughout the life cycle, making final close-out steps routine and predictable. **GrantWorks will build an audit-ready program from the beginning, structured for close-out, including critical checkpoint checklists and transparent reporting.**

GrantWorks will assist in reconciling financial data in all applicable systems, prepare for state and federal audits, and be available to participate in future audits, as necessary. We excel in the maintenance of project files and proper documentation of all grant requirements. As part of our audit and close-out services, we will:

- Perform internal reconciliation of project files and records
- Work to resolve any issues or concerns that may arise
- Prepare and submit final close-out documents
- Provide auditor with federal audit guidelines
- Work with USDT to resolve any monitoring and audit findings and any third-party claims
- Resolve any third-party claims
- Attend any scheduled state or federal audit visits
- Archive hardcopy and electronic files

1.3 GrantWorks Proposed Performance Tasks Under ARP Act Funding Categories

The ARP Act allocates a total of $130.2 billion to be used by cities and counties for the four activities described below. Each activity type will require differing scopes and work levels to be performed.

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

   Example Activities:

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

   Anticipated Scope of Work and Tasks:

   - Identify the need for this program
   - Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.

- Identify, document, and prioritize negative economic impacts on local services
- Identify and coordinate with local stakeholders
- Determine feasibility of potential projects
- Select project delivery mechanism(s) (i.e., city staff, consultant, non-profit, local economic development organization, etc.)
- Determine recipients of funds (i.e., impacted households, businesses, nonprofits, industries, etc.) and amounts of assistance to be provided
- Develop detailed project policies and guidelines
- Establish document management controls
- Assist in performing any necessary procurement
- Secure environmental clearances, as necessary
- Develop operational and data management protocols
- Develop staffing plan
- Perform project outreach and marketing
- Perform intake/eligibility of participants (including advertising, scheduling, and conducting a meeting with potential beneficiaries)
- Implement project(s) and provide services
- Complete reporting and compliance requirements
- Review change requests and all required documentation related to change requests
- Perform project close-out and retain files
- Complete final file audit to ensure all procedures were followed correctly

B. *Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the City who are performing essential work or providing grants to eligible employers who have eligible workers who perform essential work*

Example Activities:

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

Anticipated Scope of Work and Tasks:

- Identify the need for this program
- Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.
- Identify, document, quantify and prioritize costs for essential workers/services
- Identify and coordinate with local stakeholders
- Perform intake/eligibility of participants (including advertising, scheduling, and conducting meetings with potential employers)
- Determine feasibility of potential projects
- Select project delivery mechanism(s) (i.e., city staff, consultant, contractor.)
- Establish document management controls
- Assist in performing any necessary procurement
- Secure environmental clearances, as necessary
- Develop operational and data management protocols
- Implement project(s) and recommend disbursement of funds
- Complete reporting and compliance requirements

- Review change requests and all required documentation related to change requests
- Perform project close-out and retain files
- Complete final file audit to ensure all procedures were followed correctly

C. *Provide government services to the extent of the reduction of revenue (i.e., property or income tax) due to the COVID-19 public health emergency*

Example Activities:

- Provide debris removal services not performed due to decreased revenue
- Re-open services (such as libraries, re-cycling) that were canceled or reduced
- Maintenance or new infrastructure (including roads)
- Modernization of cybersecurity (hardware, software, protection of critical infrastructure)
- Health services
- Environmental remediation
- School or educational services
- Provision of police, fire, and other public safety services

Anticipated Scope of Work and Tasks:

- Identify the need for this program
- Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.
- Identify, document, quantify and prioritize negative economic impacts on local services
- Identify and coordinate with local stakeholders
- Determine feasibility of potential projects
- Select project delivery mechanism(s) (i.e., city staff, consultant, contractor.)
- Establish document management controls
- Perform any necessary procurement
- Secure environmental clearances, as necessary
- Develop operational and data management protocols
- Develop staffing plan
- Implement project(s) and provide services
- Complete reporting and compliance requirements
- Review change requests and all required documentation related to change requests
- Perform project close-out and retain files
- Complete final file audit to ensure all procedures were followed correctly

D. *Make investments in water, sewer, and broadband infrastructure*

Example Activities:

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

Anticipated Scope of Work and Tasks:

- Identify the need for this program
- Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.
- Identify and coordinate with local stakeholders and attending meetings
- Proactively identify opportunities to maximize public assistance projects
- Assist in RFQ preparation and submission review to procure Engineer
- Work with the project engineer to review potential projects
- Review projects for potential real property acquisition needs
- Determine feasibility of potential projects
- Recommend Commissioners' Court Approvals and Authorizations
- Establish document management controls
- Assist with necessary procurement of Contractors
- Secure environmental clearances, as necessary
- Develop operational and data management protocols
- Manage implementation of the project(s)
- Perform Davis-Bacon Labor compliance tasks
- Secure environmental clearances, as necessary
- Complete reporting and compliance requirements
- Review change requests and all required documentation related to change requests
- Perform project close-out and retain files
- Complete final file audit to ensure all procedures were followed correctly

PART II: STATEMENT OF QUALIFICATIONS

SECTION 2 – EXPERIENCE OF THE FIRM

2.1 Brief Company History

Since our founding in La Porte in 1979, GrantWorks has successfully assisted local governments with multiple state- and federal-funded programs. We are the foremost provider of community development, housing, planning, disaster recovery, economic development, transportation, and coastal grant program management for local governments in Texas, securing and administering more than $6 billion in assistance for hundreds of localities through thousands of grant funding contracts.

The GrantWorks Team is experienced in administering state and federal grant programs and has 300+ experienced full-time employees, half of which work in our numerous field offices. In addition, we have more than 75 project managers and 10 American Institute of Certified Planners (AICP) skilled at implementing a wide variety of grant development projects. Our services include:

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

300+
NUMBER OF EMPLOYEES

9
PRIMARY OFFICES

45
FIELD LOCATIONS

41
YEARS IN BUSINESS

GrantWorks

GrantWorks, Inc.
2201 Northland Drive
Austin, Texas 78756
Telephone: 512.420.0303
Fax: 512.420.0302
www.grantworks.net

We are dedicated, providing the best service, and meeting the highest standards in all that we do. Our long-standing client relationships, dedication to staff training and certification, and involvement at every step of your program's process reflect our performance quality. Our firm is financially stable, adequately capitalized, and will perform all services required by this Request for Proposal (RFP).

2.2. Form of Business

GrantWorks is a Texas-based corporation based in Austin.

2.3 Point of Contact

GrantWorks' single point of contact is as follows:

Bruce J. Spitzengel
President
GrantWorks
2201 Northland Drive
Austin, Texas 78756
Telephone: 512-420-0303, Ext. 309
Cell: 713-252-5872
Fax: 512-420-0302
bruce@grantworks.net

2.4 Litigation History

GrantWorks has never been a part of any criminal charges, civil lawsuits, or dispute resolution.

2.5 Related Experience/Background in Securing and Managing Federally Funded Local Projects, Both Infrastructure Construction and Service Projects

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

- U.S. Department of the Treasury (USDT)
- U.S. Department of Housing and Urban Development (HUD)
- Federal Emergency Management Agency (FEMA)
- Texas Department of Transportation (TxDOT)
- Texas General Land Office (GLO)
- Texas Department of Housing and Community Affairs (TDHCA)
- Texas Department of Agriculture (TDA)
- Texas Parks and Wildlife (TPW)
- Texas Water Development Board (TWDB)
- Texas Department of Emergency Management (TDEM)

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

- ARP Administration and Management
- Disaster Recovery
- Infrastructure Projects
- CARES Act - COVID-19 Response

- Emergency Rent Relief
- Housing Rehabilitation and Reconstruction
- Buyout/Acquisition
- Transportation
- Homebuyers Assistance
- Demolition/Clearance Activities
- Flood Mitigation
- Elevations
- Resiliency
- Mitigation
- Generators
- Retrofits for Public Buildings
- Accessibility
- Wildfire Mitigation
- Community Safe Rooms

2.6 Related Experience/Background with USDT, CARES Act, CDBG, CDBG-DR, FEMA Hazard Mitigation, or Similar Construction and Service Projects

GrantWorks provides grants management and project management services for various state and federal programs that will be the same for ARP Act programs and projects. We have extensive expertise and success with federally funded local projects, including those administered by the USDT, as described below.

U.S. Department of Treasury Grant Programs

Coronavirus Relief Bill – Texas Emergency Rental Assistance Program

GrantWorks is currently assisting with the GLO's Texas Department of Housing & Community Affairs (Prime: Horne, LLC) grant program under the Coronavirus Relief Bill administered by the USDT. Our services include case management, eligibility determination and analysis, quality control, and payment processing. We have provided a full project description in Section 3.

Coronavirus Relief Bill – OUR FLORIDA: Opportunities for Utilities and Rental Assistance Program

GrantWorks is currently assisting with the Florida Department of Children and Families (Prime: Tidal Basin Government Consulting, LLC) grant program under the Coronavirus Relief Bill administered by the USDT. Florida's state government is currently accepting applications for more than $800 million in federal emergency rental assistance funds designed to help struggling tenants and landlords during the pandemic. GrantWorks services include case management, eligibility determination and analysis, quality control, and payment processing.

RESTORE Act

GrantWorks is currently administering a RESTORE Act project which the USDT also administers. GrantWorks provides grant administration services to Brazoria County for the Lower San Bernard River Ecosystem Restoration Project through TCEQ under the RESTORE Act Program. We have developed the work plan in compliance with TCEQ. We will monitor contractors and subcontractors to ensure compliance with all requirements. GrantWorks will also assist with reporting, required sub-grant activities, and reimbursement requests following all applicable federal and state laws and regulations.

On April 20, 2010, an explosion on the Deepwater Horizon oil rig drilling in the Gulf of Mexico caused the largest offshore oil spill in the United States. Before the well was capped, millions of barrels of crude oil were released, closing tens of thousands of square miles of Gulf of Mexico waters to fishing and causing extensive damage to marine and wildlife habitats and tourism. On July 6, 2012, the President signed the Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act (RESTORE Act). The Act established the Gulf Coast Restoration Trust Fund in the USDT.

American Rescue Plan (ARP)

On March 22, 2021, President Biden signed the American Rescue Plan (ARP) Act. The measure provides $1.9 trillion in coronavirus relief and stimulus funding to continue to address the coronavirus pandemic, mitigate the economic impact of COVID-19, and boost economic recovery and growth. The bill includes significant aid for state and local governments, with programs administered by the USDT.

GrantWorks is proud to announce that we are currently helping several Texas cities and counties navigate the intricacies associated with ARP grant management.

GrantWorks can assist with grant management and project management of these funds as described above and as provided in relative project descriptions. Due to GrantWorks' extensive experience with projects similar to ARP eligible projects, we currently work with other communities to administer and manage their ARP funds. We will be working primarily with infrastructure and broadband projects.

Coronavirus State and Local Fiscal Recovery Fund allocated to states, territories, counties, cities, and tribal governments to help cover expenditures, replenish revenue, and mitigate the economic impact of the coronavirus pandemic. The ARP Plan allocates a total of $362 billion for the following activities.

- Respond to or mitigate the COVID-19 public health emergency or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted local industries such as tourism, travel, and hospitality
- Provide government services to the extent of the reduction of revenue (i.e., online, property, or income tax) due to the COVID-19 public health emergency
- Respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to the City’s eligible workers who are performing essential work or providing grants to eligible employers who have eligible workers who perform essential work
- Make investments in water, sewer, and broadband infrastructure

The USDT requires local governments to comply with federal law and related guidelines for the Local Fiscal Recovery Fund. If a local government fails to comply with federal law and related guidelines, it will be required to repay the USDT an equal amount of the funds used in the violation. Local governments are also required to provide periodic reports providing a detailed accounting of the use of the funds. GrantWorks can assist with grant management and project management of these funds.

2.7 Related Experience/Background with Specific Services (including Administrative/Construction Management, Administration/Non-Construction Management, Procurement of Other Services and Construction, and Financial Duties)

GrantWorks manages hundreds of projects each year and has a long list of satisfied clients and award-winning performance on a wide range of grant administration and project management assignments, including projects similar in size, scope, and function to the proposed ARP contract across Texas. GrantWorks has provided descriptions of these projects that are ongoing or completed successfully. Also, we have provided descriptions of other related projects that we have worked on to demonstrate the depth and breadth of our experience.

GrantWorks has successfully assisted local governments with the Texas Community Development Block Grant (TxCDBG) program since the program's inception, providing both application and grant administration services to hundreds of communities throughout Texas. GrantWorks has completed more than 2,000 Community Development Block Grant projects in more than 400 cities and counties across Texas. We have provided administration, management, and planning services for each of the following types of TxCDBG funded programs.

Community Development Block Grant Programs

Texas Department of Agriculture

Texas Community Development Block Grant (CDBG) Infrastructure and Non-Rental Housing Program: More than 2,000 local government projects funded and managed, #1 In Texas in every CDBG category

- Texas Main Street/Downtown Revitalization Program: 54+projects, $10+ million
- Texas Capital Fund (Economic Development): 90+ projects for $50+ million
- Community Development Fund: 940+ projects funded, $283+ million
- Colonia Construction Fund: 115+ projects administered, $54+ million
- Colonia Planning Fund: 50+ projects completed, $3+ million
- Disaster Relief Fund: 75+ projects funded, $24+ million
- Fire, Ambulance and Services Truck (FAST) Program: 10+ projects, $5+ million
- Planning Grants: 220+ projects funded, completed, or underway, $8+ million

Texas General Land Office

CDBG-DR 2018 Floods and 2019 Tropical Storm Imelda Programs:

- State-level Housing Assistance and Reimbursement Programs in South Texas counties, $78+ million

CDBG-MIT Hurricane Harvey Round 1 Infrastructure Program:

- 50+ local governments projects funded, $454+ million, #1 in Texas

CDBG-DR Hurricane Harvey Round 1 Housing and Infrastructure Programs:

- 65+ local government projects funded, $183+ million, #1 in Texas
- Buyouts and Acquisitions – 16 local government projects funded, $59 + million with no match required
- State-level oversight of major subrecipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, $3+ billion

- State-level Housing Assistance Program in Coastal Bend Council of Governments Region, Golden Crescent Regional Planning Commission Region, and multiple central Texas counties, $543+ million

CDBG-DR 2016 Floods Program:
- 12+ local government projects funded, including multifamily and single-family housing, $43 million, #1 in Texas

CDBG-DR 2015 Floods Program:
- 24+ local government projects funded, including multifamily and single-family housing, $180+ million, #1 in Texas

CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 Infrastructure and Rental Housing Programs:
- 90+ local government projects funded, $436 million, #1 in Texas
- Projects include the $100 million City of Galveston infrastructure, $65 million Galveston Housing Authority Multifamily Rebuild, $26 million City of Houston infrastructure, and $26 million Galveston Rental Housing Replacement Programs.
- Full grant administration and project delivery services

Other Federal and State Grant Programs

Texas Department of Housing and Community Affairs

Texas HOME Non-Rental Housing Program:
- Homeowner Rehabilitation Assistance (HRA) Program/ Owner-Occupied Assistance
- 600+ contracts awarded to cities, counties, and nonprofits for $220+ million: #1 in Texas
- 3,300+ substandard houses rehabilitated or reconstructed: #1 in Texas
- Full administrative and project delivery services:
  - Application development, beneficiary income verification, project eligibility assessment
  - Procurement, acquisition, environmental review
  - Financial management, draw, change order, pay estimates, amendments
  - Compliance, duplication of benefit analysis, audit, and monitoring support

Texas Department of Transportation

- County Transportation and Infrastructure Fund: 70+ projects administered, $131+ million
- Border Colonia Access Program: $1.3 million

- Safe Routes to School Program: 25+ projects funded, $14.5+ million, #1 in Texas
- Surface Transportation Environment and Planning: $1 million
- Transportation Enhancement Act for the 21st Century: $2.4 million

National Oceanic and Atmospheric Administration/Texas General Land Office

Coastal Management and Coastal Impact Assistance Programs

- 45+ projects managed

U.S. Treasury Department/Texas Commission on Environmental Quality

RESTORE Act Program

- 1 project, $10 million

Federal Emergency Management Agency

- FEMA Public Assistance: 8 Hurricane Harvey contracts, $80+ million

Texas Department of Emergency Management

- Hazard Mitigation Construction Projects: Homeowner Elevations and Reconstructions: 4 projects, $65+ million
- Hazard Mitigation Plans: 27+ projects, $2.4+ million
- Critical Facility Generators: 29+ projects, $11.6+ million
- Warning Sirens: 8 contracts, $428,489
- Infrastructure Drainage: 1 project, $1.9+ million

Texas Parks and Wildlife

- Outdoor/Indoor Recreation and Small Community Parks Program: 70+ projects funded, $42+ million, #1 in Texas

Our staff works directly with cities and counties to identify and implement infrastructure improvements, including wastewater treatment plant rehabilitation, water production, treatment, distribution and storage facilities, water and sewer line installation, flood, drainage, road, and sidewalk improvements. We are dedicated to community development through public works construction and believe these improvements are essential to strengthening Texas communities.

Figure 2 below shows a representative sample of GrantWorks' recent project experience within the City of Richwood and the surrounding Houston-Galveston Area Council (HGAC) areas. The following activities have a scope similar to the eligible activities under the ARP Act, including our extensive experience with infrastructure projects.

Figure 2: *Our Relevant HGAC and Surrounding Areas Project Experience*

Client	Year Started	Activities	Grant Amount	Similar to ARP
Bay City	2020	Water Improvements	$367,400.00	X
	2020	Sidewalk Improvements	$575,000.00	X
	2017	Sidewalk Improvements	$325,000.00	X
	2016	Street, Sewer, and Flood Drainage Improvements	$6,721,104.00	X

Figure 2: *Our Relevant HGAC and Surrounding Areas Project Experience*

Client	Year Started	Activities	Grant Amount	Similar to ARP
	2015	Main Street Project	$195,000.00	X
	2015	Sewer Improvements	$402,500.00	X
	2013	Main Streets	$195,000.00	X
	2013	Infrastructure for Assisted Living Facility	$599,800.00	
	2013	Infrastructure for Manufacturing Facility	$1,000,000.00	
Bellville	2017	Water Improvements	$402,500.00	X
Brookshire	2017	Water and Sewer System Improvements	$402,500.00	X
Colorado County	2018	Water Improvements	$400,000.00	X
	2014	Water and Sewer Improvements	$367,500.00	X
Columbus	2018	Water Improvements	$402,500.00	X
	2013	Water Improvements	$443,500.00	X
	2013	Infrastructure Improvements	$5,000,000.00	X
Daisetta	2019	Water Improvements	$1,147,000.00	X
	2015	Water Improvements	$367,500.00	X
Eagle Lake	2020	Sewer Improvements	$402,500.00	X
	2015	Sewer Improvements	$427,000.00	X
East Bernard	2019	Sewer Improvements	$367,500.00	X
	2017	Sewer Improvements	$4,500,000.00	X
	2014	Sewer Improvements	$367,500.00	X
Hempstead	2020	Sidewalk Improvements	$575,000.00	X
	2019	Sidewalk Improvements	$420,000.00	X
	2018	Sewer Improvements	$402,500.00	X
	2016	Sewer Improvements	$402,500.00	X
Hitchcock	2017	Water Improvements	$402,500.00	X
	2013	Sewer Improvements	$402,500.00	X
Matagorda County	2019	Water Improvements	$367,500.00	X
	2016	Water and Sewer Improvements	$367,500.00	X
	2013	Infrastructure Improvements	$10,500,000.00	X
Montgomery	2017	Water, Flood, and Drainage Improvements	$367,500.00	X
	2017	Street Improvements	$1,192,011.00	X
Palacios	2018	Water Improvements	$402,500.00	X
	2017	Sidewalk Improvements	$325,000.00	X
	2015	Water System Improvements	$402,500.00	X
Riverside	2016	Water Improvements	$367,500.00	X
Santa Fe	2019	Water Improvements	$367,500.00	X

Figure 2: *Our Relevant HGAC and Surrounding Areas Project Experience*

Client	Year Started	Activities	Grant Amount	Similar to ARP
	2014	Water Improvements	$402,500.00	X
Walker County	2020	Water Improvements	$367,500.00	X
	2016	Street Improvements	$1,295,000.00	X
	2015	Street Improvements	$380,042.00	X
	2013	Water Improvements-Frisby's Landing	$193,910.00	X
Waller	2017	Sewer Improvements	$402,500.00	X
	2014	Water Improvements	$402,500.00	X
Waller County	2020	Water Improvements	$367,500.00	X
	2016	Water Improvements	$367,500.00	X
Wharton	2020	Sewer Improvements	$455,000.00	X
	2016	Sewer Improvements	$420,000.00	X
Wharton County	2020	Sewer Improvements	$367,500.00	X
	2016	Sewer Improvements	$385,000.00	X

SECTION 3 – PRIOR WORK PERFORMANCE REFERENCES

GrantWorks' local presence means that we can act quickly and complete all activities in a timely, efficient manner. Our Texas roots enable us to support local governments and relevant state agencies and effectively and efficiently implement programs within the federal and Texas statutory framework. Our team's experience with nearby communities gives us familiarity with the people and procedures we will follow.

Our team is here to help you succeed. Whether you are building a new treatment plant, adding broadband, or working to identify your revenue loss post COVID-19, we are here to help your project be a success.

3.1 Related Work Performance

GrantWorks has provided project descriptions demonstrating our knowledge and experience with specific ARP-related project types on the following pages. These project descriptions are similar to projects which would be eligible uses of ARP funding, including ARP Act Activity A - Direct assistance to families or businesses (listed below as "case management"), grant administration, project management, and ARP Act Activity D - Infrastructure (listed below as "construction management").

80,000

HOUSEHOLDS BENEFITED

CLIENT
Texas Department of Housing & Community Affairs (Prime: Horne, LLC)

CONTRACT NUMBER
TDHCA Contract No. 21-064-001-C847

GRANT PROGRAM
Coronavirus Relief Bill Administered by the U.S. Department of Treasury

REGION
Statewide

CONTRACT START DATE
February 15, 2021

CONTRACT END DATE
Ongoing

RELEVANCE/HIGHLIGHTS
☒ Case Management

REFERENCE
Jonathan Krebs
Vice President
Horne, LLC
661 Sunnybrook Road, Suite 100
Ridgeland, Mississippi 39157
Telephone: (888) 821-0202
jonathan.krebs@hornellc.com

CORONAVIRUS RELIEF BILL EMERGENCY RENTAL ASSISTANCE PROGRAM, STATEWIDE, TEXAS

BACKGROUND

The Texas Department of Housing and Community Affairs (TDHCA) received $1.3 billion in Emergency Rental Assistance funds from the newly passed Coronavirus Relief Bill. This program provides up to 15 months of rent, both for past or future payments, for tenants who have felt the impact of the COVID-19 pandemic. The use of funds includes rent, rental arrears, utilities, utility arrears, and other housing-related expenses. Assistance under the new program is only available to households with income less than than 80% of the area's median income, which varies by county and by the number of members in a household. Both landlords and tenants can apply. TDHCA expects that 80,000 households could benefit from this new rental assistance program.

WORK PERFORMED

As a subcontractor to Horne, LLC, GrantWorks provides staff to perform eligibility analysis, quality control, and payment processing. GrantWorks staffs 16 positions on this program with 13 Eligibility Analysts and 3 Quality Assurance Specialists. Our staff process applications, review income and determine eligibility for program benefits. They also verify rent, utility, and other household expenses by analyzing documentation provided by tenants and landlords. Other responsibilities include:

- Provide financial control information by collecting, analyzing, and summarizing data
- Create updates and reports to communicate the progress of the program effectively
- Collect and verify information provided by tenants and landlords

- Develop and maintain professional relationships with the case management team, homeowners, landlords, tenants, and other external groups to provide effective and timely customer service, information, and problem resolution
- Establish and maintain an extensive electronic and hard copy filing system for homeowners, landlords, and tenants
- Review completed applications and approve funding

PERFORMANCE QUALITY

Timeliness of Service(s) Delivery: GrantWorks staff routinely exceed daily performance expectations of our assigned tasks, and in a lot of instances, we exceed our daily performance metrics by two or three times. Because of our efficient execution of tasks, our staff has been promoted to perform quality control functions to move projects forward quickly.

Quality of the Service(s) Provided: GrantWorks provides a team of well-trained professionals who provide efficient and accurate program eligibility and award analysis. Our team communicates with tenants and landlords to gather information and documentation and promptly enters data into the electronic data system. Both applicants and landlords have commented on our quality of assistance, responsiveness, and communications.

“Zabelle, good morning! I want to thank you for being so prompt and diligent on my case. I was approved, and you helped me get that. I am forever grateful. I would like to let your organization know how much of a good job you are doing, helping people recover from this pandemic.”
Successful Applicant

“Danyail, I just saw that my application was approved! I would like to thank you for your assistance and patience! THANK YOU, DANYAIL!”
Successful Applicant

“Awesome!!! I am unexplainably elated!!! God bless you and this process.”
Successful Applicant

“I just wanted to say thank you for all your help. I truly appreciate your assistance in getting this grant for my rent. It's a blessing, and forever grateful. God bless!”
Successful Applicant

STAFF

Jo Carroll, Senior Management Advisor and Subject Matter Expert
Ken Pevovar, PMP, Senior Management Advisor and Subject Matter Expert
Jennifer Sauceda, Project Manager
Christine Pevovar, Eligibility Analyst
Zabelle Konyalian, Eligibility Analyst
Crystal McQuerter, Eligibility Analyst
Danyail Inge, Eligibility Analyst
Alma Freyre, Eligibility Analyst
Mary Ayala, Eligibility Analyst
Renee Clark-Hobbs, Eligibility Analyst
Bill Hunter, Eligibility Analyst
Mia McDonald, Eligibility Analyst
Robin Parker, Eligibility Analyst
Dioncqua Storey, Eligibility Analyst
Jo’Shandria White, Eligibility Analyst
Tamarra McCullough, Eligibility Analyst
Kayce Carroll, QA Specialist
Joni Moore, QA Specialist
Kristi Livingston-Hunter, QA Specialist

CLIENT
Brazoria County, Texas

CONTRACT NUMBER
582-19-97171

GRANT PROGRAM
Texas Commission on Environmental Quality, RESTORE Act Program

REGION
Houston-Galveston Area Council

TOTAL GRANT AMOUNT
$10,766,000

CONTRACT START DATE
August 29, 2019

CONTRACT END DATE
October 31, 2023

RELEVANCE/HIGHLIGHTS
☒ Grant Administration
☒ Project Management
☒ Construction Management

REFERENCE
Karen Morgan
County Engineer
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Angleton, Texas 77515
Telephone: (979) 849-1200
karenm@brazoria-county.com

LOWER SAN BERNARD RIVER ECOSYSTEM RESTORATION PROJECT, BRAZORIA COUNTY, TEXAS

BACKGROUND

Brazoria County received funding for the Lower San Bernard River Ecosystem Restoration Project through the Texas Commission on Quality (TCEQ) under the RESTORE Act Program. This project will restore the San Bernard River's historical flow to the Gulf of Mexico and open the river's mouth via dredging the silt in the channel and river outlet to the Gulf to reestablish normal river flow. Silt has shut the mouth of the San Bernard, which affects the lower San Bernard River's ecosystem by impeding normal drainage flow, water quality, sediment transfer rate, and aquatic ecosystem. The closure also leads to a degradation of the region's fresh and saltwater marsh system, including areas within the USFWS San Bernard National Wildlife Refuge and the Texas Parks and Wildlife Department's Justin Hurst Wildlife Management Area.

The opening of the river provides economic benefits to the state and the nation. During high water events with the river mouth closed, the river water backs up the river into the Gulf Intracoastal Waterway (GIWW), creating a flooding hazard for the citizens who live along the river and an unnatural current along the GIWW. The current impedes the ability of barges to navigate this portion of the GIWW safely. This current also causes more sediment to move along the GIWW, which results in increased siltation near the US Army Corps of Engineers (USACE) Brazos River Flood Gates Project and the deep draft channel at Port Freeport. This increased sediment costs the federal government, the port, and private industry millions of dollars in unnecessary dredging costs each year. Restoring the flow to the San Bernard River will provide benefits for threatened and endangered species habitat, essential fish habitat, and improve the overall environmental and economic health of the Texas coastal estuary system.

WORK PERFORMED

GrantWorks is providing grant administration services during the pre-construction and construction phases of this project for Brazoria County. We have developed the work plan, which TCEQ has approved. The work plan details the project tasks, including timeline estimates, milestones, and deliverables. We will monitor contractors and subcontractors to ensure compliance with all requirements. GrantWorks will also assist the County with reporting, required sub-grant activities, and reimbursement requests following all applicable federal and state laws and regulations. The USACE issued Permit SWG-015-00603, and the project is now in design.

QUALITY OF PERFORMANCE

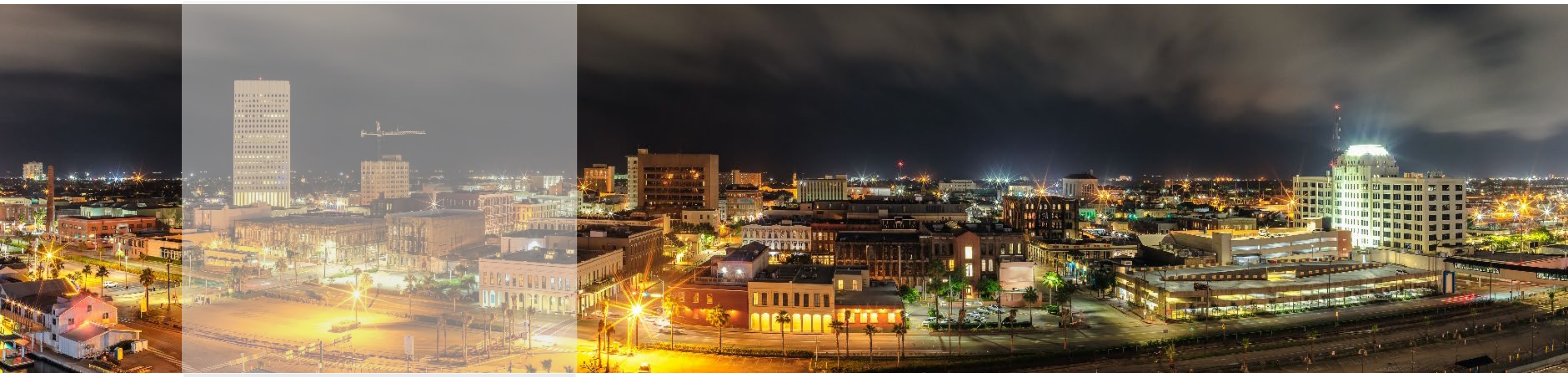
Timeliness of Service(s) Delivery: GrantWorks has turned in reports monthly.

Quality of the Service(s) Provided: Brazoria County procured GrantWorks after the beginning of the state contract, and GrantWorks has contributed several ways to the project’s success. The RESTORE program is a new program with the Texas Commission for Environmental Quality (TCEQ), and only a few grants have been awarded as of early 2021, with many in the pipeline to be awarded in the future. GrantWorks has taken responsibility for the project's monthly and quarterly reporting requirements, including coordination with the County and the engineers on the project’s progress. Additionally, GrantWorks reviewed the engineering procurement for compliance with federal requirements and will assist with construction procurement. As the project moves into construction, GrantWorks will ensure continued coordination between the design engineer, construction oversight engineer, and environmental monitors to ensure that we accomplish the project’s objectives. GrantWorks has adapted swiftly to the requirements of the RESTORE program, applying best practices from our extensive federal and state agency experience.

Business Relationships: Frequent and open communication has been essential to meet the RESTORE program’s specific requirements. GrantWorks jumped in quickly to meet the Work Plan deadline for TCEQ review and approval and has made several updates at the County’s request. Our prompt response rate has been helpful to the County. We have also ensured that communication remains open around monthly reporting, assisting the County in understanding the guidelines for this recently funded initiative.

STAFF

Karen Blaney, Senior Project Manager



CLIENT
Texas General Land Office on Behalf of City of Galveston, Texas

CONTRACT NUMBER
GLO 15-081-000-8748

GRANT PROGRAM
Texas General Land Office, Community Development Block Grant-Disaster Recovery (CDBG-DR Program)

REGION
Houston-Galveston Area Council (HGAC)

GRANT AMOUNT
Round 1: $107 million
Round 2.1: $24 million
Round 2.2: $91 million

TOTAL GRANT AMOUNT
$222 million

CONTRACT START DATE
October 2014

CONTRACT END DATE
October 2021

RELEVANCE/HIGHLIGHTS
☒ Grant Administration
☒ Project Management
☒ Construction Management

REFERENCE
Tina Jankowski
Construction Project Manager
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Galveston, Texas 77553
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tjankowski@galvestontx.go

CITY OF GALVESTON HURRICANE IKE CDBG-DR ECONOMIC DEVELOPMENT PROGRAM, GALVESTON, TEXAS

BACKGROUND

The City of Galveston has worked with GrantWorks since 2013 when the Texas General Land Office (GLO) and the City of Galveston sought a professional grant management firm to administer remaining Hurricane Ike CDBG-DR projects. The GLO funded the City of Galveston through three cycles: Round 1 for $107 million, Round 2.1 for $24 million, and Round 2.2 for $81 million.

Hurricane Ike, which came ashore with Category 2 winds and a storm surge as high as 17 feet in some locations, devastated the City's housing, businesses, and infrastructure. So severe was the damage that the number of recovery projects needed, and the costs associated with these projects, was staggering. The City initially prioritized restoration and hardening of critical water and sewer facility projects and the local cost-share for water, sewer, drainage, and road projects initiated with FEMA Public Assistance funds. The City also prioritized strategic investment in neighborhoods and public facilities to encourage a broader economic recovery. These projects addressed direct damage through FEMA cost-share and various failures in the functioning of critical public infrastructure and facilities caused by Hurricane Ike.

The GLO awarded the City of Galveston more than $222 million for infrastructure and non-housing projects ranging from economic development, disaster relief, and utility system improvements.

WORK PERFORMED

The City of Galveston received funding for more than 20 projects, including rehabilitation of a pump station and water tanks, new pump stations, fire station, public works building, wastewater treatment plant, streets, demolition and clearance of a fire station and incinerator, and planning. The funds provided reliable and continuous potable water, ensured roadway and city service function, and provided safe and efficient wastewater treatment.

As the Grant Administrator for this program, GrantWorks provided grant administration and project delivery services to the City. Services included:

- Application preparation
- Unmet needs assessment
- Eligible activities determination
- Procurement
- Acquisition
- City department and stakeholder coordination
- Project management
- Financial management and recordkeeping
- Environmental services
- Construction bidding and procurement assistance
- Construction management
- Contract management and operations
- Labor standards and Davis-Bacon compliance
- Civil rights, fair housing, and Section 3
- Program compliance, monitoring, and close-out
- Project files and documentation maintenance

GrantWorks has also coordinated effectively with local governmental authorities, consulting engineering firms, and construction contractors.

PERFORMANCE QUALITY

Cost Control: GrantWorks closely monitored the project budget, assisted with the procurement of materials testing and environmental services, and advised the City on any budget changes. GrantWorks thoroughly reviewed draws for any ineligible costs.

Timeliness of Service(s) Delivery: GrantWorks scheduled and hosted regularly scheduled meetings with all parties, including engineers, architects, project managers, and environmental specialists, to discuss timelines. GrantWorks also worked with the City and GLO on all extension requests.

Quality of the Service(s) Provided: GrantWorks assisted the City with qualifying the projects in the application phase and implementing the project tasks as they moved through construction and close-out. GrantWorks also helped the City acquire donated property to use as off-site parking for the Public Works Building project.

Business Relationships: GrantWorks facilitated weekly conference calls to coordinate with staff members at the City and GLO and helped strategize the projects' next steps.

STAFF

Eric Hartzell, AICP, Subject Matter Expertise, and Oversight
Martha Arosemena, PMP, AICP, Subject Matter Expertise, and Oversight
Liz Nguyen, Grant Administrator
Karen Blaney, Grant Administrator

CLIENT
Texas General Land Office

CONTRACT NUMBER
GLO Work Orders B335, B346

NOTE: We are assisting with this program through Work Orders that provide for Grant Managers (FTEs) and Project Management deliverables. We were not hired under a program-specific RFP.

GRANT PROGRAM
Texas General Land Office, Community Development Block Grant-Disaster Recovery (CDBG-DR) Economic Revitalization Program

GRANT AMOUNT
$100 million

CONTRACT START DATE
October 2018

Note: This is the B335 WO start date. There is no specific contract for this work

CONTRACT END DATE
August 2023

Note: This is the B335 WO end date. There is no specific contract for this work

RELEVANCE/HIGHLIGHTS
☒ Grant Administration
☒ Project Management

HURRICANE HARVEY CDBG-DR ECONOMIC REVITALIZATION PROGRAM, STATEWIDE, TEXAS

BACKGROUND

In 2017, Hurricane Harvey struck the Texas coast, costing local economies approximately $125 billion in flood and wind damage. Many small businesses suffered damage and lost both the equipment and inventory vital to their daily operations. The storm and its aftermath prevented affected businesses from operating for days–or even weeks–and led to significant revenue and operating capital losses.

Because of its successful vendor relationship history and the breadth of expertise that GrantWorks provides, the Texas General Land Office (GLO) Community Development and Revitalization (CDR) selected GrantWorks to provide state-level grant management and project management support for various state-managed programs, including its Economic Revitalization Program (ERP). ERP's goal is to assist small businesses within the 49 Texas counties recover from Hurricane Harvey.

As part of the ERP Team, GrantWorks provides subject matter expertise and embedded staff support to the GLO, rounding out the larger GLO Team responsible for providing management oversight to the implementation vendor. Among its many duties, GrantWorks staff conduct application eligibility and financial reviews, provide daily case management level support to business applicants, provide hands-on technical assistance to internal and external stakeholders, prepare monthly reports, and more.

GrantWorks also developed an ERP-specific LMI/National Objective mapping tool and a QuickBase solution that facilitates application reviews and program-specific reporting. GrantWorks' participation and support are key in ensuring that the program and its beneficiaries adhere to applicable federal, state, and local laws, ordinances and regulations, including applicable Codes of Federal Regulations, U.S. Department of Housing and Urban Development (HUD) requirements, and the Community Development Block Grant-Disaster Recovery (CDBG-DR) rules and regulations.

WORK PERFORMED

GrantWorks provides services to assist the GLO in fulfilling its state-level program management and oversight duties. Our services include:

- Work with the GLO and its ERP implementation vendor to develop policy documents and procedures
- Provide Program guidance and technical assistance to the GLO, its ERP implementation vendor, and business applicants
- Develop an online National Objective mapping tool
- Develop QuickBase process flow and reporting solution
- Conduct quality control reviews on vendor applicant eligibility reviews
- Perform quality reviews of applicant-submitted financial data
- Provide pre-award eligibility review and post-award implementation oversight
- Document the National Objective met by each applicant
- Review applicant documentation of eligible expenditures
- Prepare all program reporting
- Assist with federal and state monitoring
- Perform program close-out

PERFORMANCE QUALITY

Timeliness: Our Grant Administration (GA) and Project Management (PM) contracts include penalty clauses for late delivery. Thus far, GrantWorks has delivered all services promptly, and the GLO has assessed no penalties.

Cost Control: GrantWorks' flexibility in providing services both through the GA and PM Work Orders has ensured that resource costs have remained low relative to the level of support and resource time provided. The QuickBase solution developed by the GrantWorks team facilitates reviews, thereby reducing the cost associated with a more manual reporting process.

Timeliness of Service(s) Delivery: GrantWorks' flexibility has allowed its staff to respond quickly to additional requests, including quickly onboarding additional Grant Managers and specialized financial experts. GrantWorks also initiated and developed its LMI/National Objective online mapping tool within weeks of the request being made.

Quality of the Service(s) Provided: At the GLO's request, GrantWorks has allocated resources to facilitate Program implementation. GrantWorks rapidly worked to initiate, create, and implement a QuickBase reporting tool to manage application reviews and report more efficiently on program progress. Because of the value that GrantWorks provides, the GLO has repeatedly requested additional support services from the team.

Business Relationships: As part of the larger ERP Team, GrantWorks has established a successful, effective working relationship with the GLO, Texas Back in Business, the GLO's third-party ERP implementation vendor.

STAFF

Eric Hartzell, AICP, Executive Vice President
Martha Arosemena, PMP, AICP, Senior Vice President
Agata Brickey, Grant Manager

CLIENT
Texas General Land Office

CONTRACT NUMBER
GLO Work Orders B335, B346

NOTE: We are assisting with this program through Work Orders that provide for Grant Managers (FTEs) and Project Management deliverables. We were not hired under a program-specific RFP for this.

GRANT PROGRAM
Texas General Land Office, Community Development Block Grant-Disaster Recovery (CDBG-DR) Homeowner Reimbursement Program

TOTAL PROGRAM AMOUNT
$100 million

CONTRACT START DATE
October 2018

Note: This is the B335 WO start date. There is no specific contract for this work.

CONTRACT END DATE
August 2023

Note: This is the B335 WO end date. There is no specific contract for this work

RELEVANCE/HIGHLIGHTS
☒ Grant Administration
☒ Project Management

HURRICANE HARVEY CDBG-DR HOMEOWNER REIMBURSEMENT PROGRAM IMPLEMENTATION, STATEWIDE, TEXAS

BACKGROUND

In 2017, Hurricane Harvey struck the Texas coast, causing approximately $125 billion in flood and wind damage. Immediately following the disaster, many homeowners were forced to make significant repairs to their homes using their funds.

Because of its successful vendor relationship history and the breadth of expertise that GrantWorks provides, the Texas General Land Office (GLO) Community Development and Revitalization (CDR) selected GrantWorks to provide state-level grant management and project management support for various state-managed programs, including its Homeowner Reimbursement Program (HRP). HRP's goal is to assist homeowners within the 49 Texas counties, excluding Houston/Harris County, to recover from Hurricane Harvey.

As part of the HRP Team, GrantWorks provides subject matter expertise and embedded staff support to the GLO, rounding out the larger GLO Team responsible for providing management oversight to the HRP implementation vendor. Among its many duties, GrantWorks staff conduct application eligibility reviews, provide hands-on technical assistance to internal and external stakeholders, prepare monthly reports, provide monitoring assistance, and more.

GrantWorks' participation and support are key in ensuring that the HRP Program and its beneficiaries adhere to applicable federal, state, and local laws, ordinances, and regulations, including applicable Codes of Federal Regulations, U.S. Department of Housing and Urban Development (HUD) requirements, and the Community Development Block Grant-Disaster Recovery (CDBG-DR) rules and regulations.

WORK PERFORMED

GrantWorks provides services to assist the GLO in fulfilling its state-level Program management and oversight duties. Our services include:

- Work with the GLO and its HRP implementation vendor to develop policy documents and procedures
- Provide program guidance and technical assistance to the GLO and its HRP implementation vendor
- Review applicant documentation of eligible expenditures
- Prepare all Program reporting
- Provide staff training
- Review applicant and vendor payment requests
- Assist with preparing for and responding to federal and state monitorings
- Use the program system of operation for reviewing and processing all applicant information
- Provide Duplication of Benefit (DOB) calculations and analysis
- Review and work with the GLO to resolve applicant complaints and appeals
- Perform program close-out monitoring and oversight

PERFORMANCE QUALITY

Timeliness: Our Grant Administration (GA) and Project management (PM) contracts include penalty clauses for late delivery. Thus far, GrantWorks has delivered all services in a timely manner, and GLO has assessed no penalties.

Cost Control: GrantWorks' flexibility in providing services both through the GA and PM Work Orders has ensured that resource costs have remained low in relation to the quality of support and resource time provided. All items on invoices are pre-approved by both the GLO HRP Grant Manager and GLO Business Management.

Timeliness of Service(s) Delivery: GrantWorks' flexibility has allowed its staff to respond quickly to additional requests, including using the Project Managers to fulfill time-sensitive tasks and ad-hoc projects.

Quality of the Service(s) Provided: GrantWorks has allocated all adequate resources to support program implementation at the GLO's request.

Business Relationships: As part of the larger HRP Team, GrantWorks has established a successful, effective working relationship with the GLO and Workforce Group, the GLO's third-party HRP implementation vendor.

STAFF

Eric Hartzell, AICP, Project Management
Martha Arosemena, PMP, AICP, Project Management
Casey LeMay, Grant Administration
Elizabeth Nguyen, Project Management
Meagan Moore, Project Management

CLIENT
Texas General Land Office

CONTRACT NUMBER
GLO Work Order: 18-304-013-B316
GLO Work Order: 18-304-013-B317

GRANT PROGRAM
Texas General Land Office, Hurricane Harvey CDBG-DR Homeowners Assistance Program

GRANT AMOUNT
$643.4 million

CONTRACT START DATE
September 13, 2018

CONTRACT END DATE
June 30, 2022

RELEVANCE/HIGHLIGHTS
☒ Grant Administration
☒ Project Management
☒ Construction Management

REFERENCE
Jennifer Molinari
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Texas General Land Office
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Austin, Texas 78711-2873
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HURRICANE HARVEY CDBG-DR HOMEOWNERS ASSISTANCE PROGRAM, CENTRAL-GOLDEN CRESCENT AND COASTAL BEND REGIONS, TEXAS

BACKGROUND

The U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant-Disaster Recovery (CDBG-DR) program funds the Texas Homeowner Assistance Program following Hurricane Harvey. The CDBG-DR program allows the GLO to work with local leadership on long-term housing solutions that help rebuild a community and lessen the cost and impact of future disasters.

The GLO allocated $1.334 billion in HUD CDBG-DR funding to rehabilitate and reconstruct thousands of owner-occupied single-family homes in 48 counties damaged by Hurricane Harvey. GrantWorks is currently managing $470 million of these funds with an A grade.

The GLO allocated the HAP funds on a regional level, generally defined by the Council of Government (COG) regions. The GLO selected GrantWorks to manage and implement two of the COG regions – Central/Golden Crescent Region and Coastal Bend Region - covering 26 south Texas counties and totaling $643.4 million in grant funds.

WORK PERFORMED

The Housing Assistance Program (HAP) helps homeowners affected by Hurricane Harvey to rehabilitate, reconstruct and/or elevate single-family, owner-occupied homes. In addition to all local building codes, the program requires that the project team meets HUD's Lead-Based Paint and Housing Quality Standards (HQS), Green Building, Resiliency, Elevation, and HUD

Accessibility/GLO-CDR Visitability Standards. GrantWorks provides complete grant management services, including program design, outreach, intake, case management, eligibility determinations, environmental review, quality control, construction management, damage assessments, cost estimating, construction inspections, compliance, data management, and project close-out. Other services include setting up offices in locations for applicants, community outreach, and coordinating with COG staff.

PERFORMANCE QUALITY

Cost Control: GrantWorks provides strong construction oversight of the contractors participating in this program. We ensure builder costs are reasonable and within the prescribed budget for each home.

Timeliness of Service(s) Delivery: GrantWorks was the first vendor to break ground and complete homes in our two regions. We have continued our timely delivery of services by exceeding contractual expectations and completing more homes than GLO's other service providers.

Quality of the Service(s) Provided: The City of Rockport recognized Donna Johnson and GrantWorks for the exemplary work provided to the homeowners under the GLO HAP Program (see attached). GrantWorks has also received numerous thank you notes from homeowners.

"I want to extend our sincere appreciation and gratitude to GrantWorks, the GLO, and all who were involved in the construction of our beautiful new home that we never expected to receive. Words cannot express how ecstatic and grateful we feel." Homeowner, Rockport, Texas – August 14, 2019

"I just wanted to let you know how much I love my new home. I feel so much better since I have moved in. The kids love their rooms. It's just so clean and perfect. Thank you." Homeowner, Rockport, Texas

Business Relationships: Participating communities, homeowners, and the state have consistently recognized GrantWorks for the efficiency, compassion, quality, and speed with which we have delivered the services. GrantWorks completed the first home program-wide and, to date, has surpassed all other vendors in the delivery of constructed homes across 48 counties. GrantWorks has continued our excellent working relationships with the GLO, county governments, municipal officials and staff, and homeowners.

STAFF

Tres Davis, Program Manager
Donna Johnson Deputy Program Manager
Shana DeWitt, HAP Director
Amy Basham, Team Lead Environmental, QA/QC, and Draws
Steffany Callier, Team Lead DOB, QA/QC, and Draws
Eva Garza, Team Lead Applicant Coordinators, and SharePoint
Matt Cordo, Team Lead Close-out

CLIENT
Texas General Land Office

CONTRACT NUMBER
GLO Work Order: 21-064-001-C847

GRANT PROGRAM
Texas General Land Office, Community Development Block Grant Disaster Recovery Program (CDBG-DR)

GRANT AMOUNT
$8.5 million

CONTRACT START DATE
February 8, 2021

CONTRACT END DATE
November 30, 2023

RELEVANCE/HIGHLIGHTS
☒ Grant Administration
☒ Project Management
☒ Construction Management

2018 AND 2019 FLOODS, AND TROPICAL STORM IMELDA CDBG-DR HOUSING ASSISTANCE PROGRAM AND HOUSING REIMBURSEMENT PROGRAM, CAMERON, JIM WELLS, HIDALGO, AND WILLACY COUNTIES, TEXAS

BACKGROUND

The Texas General Land Office's (GLO) Community Development and Revitalization (CDR) division selected GrantWorks to provide program implementation services for the Community Development Block Grant Disaster Recovery (CDBG-DR) Homeowner Assistance Programs (HAP) and Homeowner Reimbursement Programs (HRP) in response to severe storms and flooding events in South Texas counties in 2018 and 2019 and Tropical Storm Imelda.

Following these disasters, the U.S. Congress appropriated funds under Public Laws 115-254 and 116-20 to HUD to allocate to affected states under CDBG related to disaster relief, long-term recovery, restoration of infrastructure and housing, and economic revitalization in the impacted areas. HUD allocated $72.9 million for the flooding in the Lower Rio Grande Valley in 2018 and $212.7 million for the Lower Rio Grande Valley flooding events and Tropical Storm Imelda in 2019.

The GLO is directly administering HAP and HRP to assist in the rehabilitation and/or reconstruction of owner-occupied single-family homes damaged by the specified flooding and weather-related events, in collaboration with applicable Councils of Governments (COGs). GLO has established regions within the disaster-affected areas based on proximity.

WORK PERFORMED

GrantWorks provides administrative and implementation services for the CDBG-DR HAP and HRP programs in Cameron, Jim Wells, Hidalgo, and Willacy Counties. The GLO divided these services into the following six phases:

- Phase 1 – Program Initiation
- Phase 2 – Program Design
- Phase 3 – Program Outreach
- Phase 4 – Applicant Portfolio Setup
- Phase 5 – Construction Management and Project Monitoring (HAP Only)
- Phase 6 – Close-out

STAFF

Tres Davis, Senior Program Manager
Donna Johnson, Program Manager
Shana Dewitt, Deputy Program Manager
Amy Basham, Senior Project Manager
Steffany Caller, Senior Project Manager
Eva Garza, Team Lead
Jennifer Saucedo, Team Lead
Jennifer Steed, Team Lead
Carrie Neill, Team Lead
Samuel Lilley, Team Lead
Matthew Cordo, Team Lead

97 UNITS

CONSTRUCTED/ REHABILITATED

CLIENT
Texas General Land Office

CONTRACT NUMBER
12-258-004

GRANT PROGRAM
Texas General Land Office, CDBG-DR Program

GRANT AMOUNT
$26 million

CONTRACT START DATE
July 2013

CONTRACT END DATE
December 2019

RELEVANCE/HIGHLIGHTS
☒ Grant Administration
☒ Project Management
☒ Construction Management

REFERENCE
Beau Yarbrough
Chief Financial Officer
DSW Homes
502 20th Street
Galveston, Texas 77550
Telephone: (409) 682-2501
Email:
beau.yarbrough@dswhomes.com

GALVESTON RENTAL HOUSING REPLACEMENT PROGRAM, GALVESTON ISLAND, TEXAS

BACKGROUND

In partnership with the Galveston Housing Authority (GHA), the Texas General Land Office (GLO) used $26 million in CDBG-DR funds to implement a single-family rental housing replacement program. The program's goal was to repair and replace 97 affordable rental single-family units destroyed by Hurricane Ike. Project beneficiaries are Low-to-Moderate Income residents who receive Project-Based Section 8 voucher assistance.

WORK PERFORMED

As the Grant Administrator for this program, GrantWorks provided technical assistance and grant support services to the GLO, GHA, and the three private developers responsible for constructing and managing the units. Services included:

- Scheduling and facilitating public hearings
- Preparing site-specific environmental assessments
- Preparing and submitting HUD-required Affirmatively Furthering Fair Housing (AFFH) and site and neighborhood standards documentation
- Assisting developers to meet the Uniform Relocation Act (URA) property acquisition and relocation requirements
- Preparing requests for reimbursement
- submitting quarterly and annual reports
- Providing hands-on technical assistance for developer project close-out

The breadth of knowledge that the GrantWorks Team provided was pivotal to the program's success. The team worked closely with the GLO to develop programmatic standard operating procedures (SOPs). We helped to identify and confirm which CDBG-DR requirements would apply to the program and which would not. The team also worked closely with the GHA to outline how we would match developer units with GHA Project-Based Voucher recipients.

GrantWorks' construction expertise was especially valuable in providing hands-on technical assistance to one of the developers who had never implemented a CDBG-DR program before. By helping the developer navigate each step of the process successfully, GrantWorks ensured that their construction and documentation met all pertinent GHA, GLO, and HUD requirements.

PERFORMANCE QUALITY

Cost Control: GrantWorks staff worked closely with the GLO to obtain HUD confirmation that Davis-Bacon Labor Standards requirements would not apply to the program. This kept program construction administration costs within budget, allowing the developers to construct and rehabilitate all 97 of the proposed units.

The AFFH and site and neighborhood standards analysis GrantWorks conducted also allowed developers to construct several units in an area they owned where infrastructure was already in place. The study demonstrated that this area met HUD's site and neighborhood standards, thereby allowing development to move forward quickly and in a cost-efficient manner.

Timeliness of Service(s) Delivery: GrantWorks staff helped ensure that the developers submitted CDBG-DR required reports within the required deadlines and strove to review draws quickly to ensure that we disbursed funds in a timely manner.

Quality of the Service(s) Provided: In partnership with the GLO, GHA, and developers, GrantWorks helped develop and implement a quality scattered sites program in Galveston. Local stakeholders initially viewed the program with skepticism. Still, by working closely with the developers, we ensured that the units produced met or exceeded the quality of the existing housing stock and met all HUD Housing Quality Standards and FEMA standards. GrantWorks and the GRHRP Team proved that we could successfully build quality affordable housing on scattered sites throughout the island.

GrantWorks provided hands-on technical assistance to the GLO, GHA, and the third-party developers, drawing from staff expertise in construction, grant administration, environmental services, Affirmatively Furthering Fair Housing, planning, and more.

Business Relationships: GrantWorks' team-oriented, hands-on approach was vital in establishing a collaborative working relationship with the GLO, the GHA, and the three private developers. GrantWorks' great relationship with two of the three developers continues through the GLO-managed HAP program, where GrantWorks provides vendor programmatic services, and the developers are GLO-approved builders.

STAFF

Martha Arosemena, PMP, AICP, Grant Administrator
Tres Davis, Subject Matter Expertise and Oversight
Eric Hartzell, AICP, Subject Matter Expertise, and Oversight
Kelle Odom, Local Client Services

3.2 References from Current/Past Clients

We take pride in our performance, helping to implement projects on time, within budget, and within state and federal requirements. The best way to evaluate our work performance is to speak to our clients. We have provided references for projects from past/present clients in **Figure 3**.

Figure 3: *GrantWorks References from Past/Present Clients*

BRAZORIA COUNTY
Matt Sebesta, Jr.
County Judge
Brazoria County
111 E Locust
Angleton, Texas 77515
Telephone: (979) 849-1200
nancyf@brazoria-county.com
Program: FEMA Elevations

MATAGORDA COUNTY
Nathan McDonald
County Judge
Matagorda County
1700 7th Street
Bay City, Texas 77414
Telephone: (979) 244-7605
cojudge@co.matagorda.tx.us
Program: FEMA Bank Stabilization and Generators

CITY OF BAY CITY
Barry Calhoun
Public Works Director
City of Bay City
1901 Fifth Street
Bay City, Texas 77414
Telephone: (979) 245-7236
bcalhoun@cityofbaycity.org
Programs: FEMA HMGP

MARTIN COUNTY
Bryan Cox
County Judge
Martin County
301 N. St. Peter
Stanton, Texas 78782
Telephone: (432) 756-2231
bcox@co.martin.tx.us

UPTON COUNTY
Dusty Kilgore
County Judge
Upton County
205 East 10th
Rankin, Texas 79778
Telephone: (432) 693-2243
dkilgore@co.upton.tx.us

WARD COUNTY
Greg Holly
County Judge
Ward County
400 S. Allen, Suite 100
Monahans, Texas 79756-4600
Telephone: (432) 943-3200
greg.holly@co.ward.tx.us

SECTION 4 – CAPACITY TO PERFORM

As the largest Texas-based firm principally dedicated to federal and state project management for local governments, GrantWorks has the staff and capacity to quickly mobilize to complete multiple simultaneous large- and small-scale projects and scopes of work.

KEY STRENGTHS AND BENEFITS TO THE CITY OF RICHWOOD	
Federal program management experience	✓
Experience implementing multiple grant programs in Texas	✓
Water, sewer, drainage, and street program experience	✓
Knowledge of USDT, TDEM, FEMA, and GLO systems and processes	✓
Familiar with local codes and ordinances (zoning, mobile home, flood plain, building code)	✓
A Texas-based team that understands federal and Texas statutes and regulations (ARP Act, 2 CFR 200, Local Gov't Code)	✓

Our capacity extends to both the number and the quality of staff we bring to the table. Our team has administered state and federal programs for more than 40 years. The many state and federal programs we have worked with include USDT, CDBG, CDBG-DR, CDBG-MIT, Transportation Infrastructure Fund (TxDOT County Roads), Texas Historical Commission (THC), Economic Development Administration, FEMA Public Assistance (PA), and FEMA Hazard Mitigation (HMGP). The breadth of our experience gives us a solid working knowledge of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, ARP Act, Stafford Act, and Supplemental Appropriations Bills.

4.1 Demonstrated Understanding of Scope of the American Rescue Plan Act, As Appropriate

GrantWorks is currently working for clients under the ARP Program and has a complete understanding of the scope of the Coronavirus Local Fiscal Recovery Fund. For our understanding, please see Section 1.2.

4.2 Qualifications/Experience of Staff

Our highly skilled staff can quickly and effectively implement the services described in this RFP. With our strong connections in Texas communities, we are confident that we have the capacity needed to execute these services quickly. GrantWorks believes in hiring and retaining skilled and experienced employees. Many of our employees hold a master's degree in city planning, engineering, construction management, public administration, or related fields relevant to the implementation of federal grant projects. More than a dozen joined us after successful careers in state and local government or related work. We encourage mobility among our staff and routinely promote from within when warranted by training and experience. GrantWorks' broad-based quality and capacity enhance our performance and spread effective decision-making across our organization.

ARP Program Staffing

For the ARP Program, we have provided an organization chart for the GrantWorks Team in **Figure 4** below. GrantWorks has provided resumes for key personnel in **Attachment 1**.

Upon contract award, our Subject Matter Experts Jo Carroll, Ken Pevovar, PMP, and Sherie Goin Marks, PHM, will work with ARP Director Fred Morris to assign a project team to work on your ARP Program. This team will remain connected and dedicated to the project throughout the project lifecycle. GrantWorks has provided a summary of the qualifications and experience of our leadership, program management, and project delivery staff below.

Our ARP team leadership will identify the specific staffing needs of each project. As determined by the project's needs, we will designate fully trained support staff to assist the assigned Project Manager with expert/specialty services such as procurement, construction management, planning, environmental, labor standards, and GIS/mapping support. GrantWorks has a deep bench of staffing resources to support each project's needs. The organizational chart below and the short bios that follow describe only a few of the staff that can provide supportive services to ensure that all projects are compliant with USDT requirements.

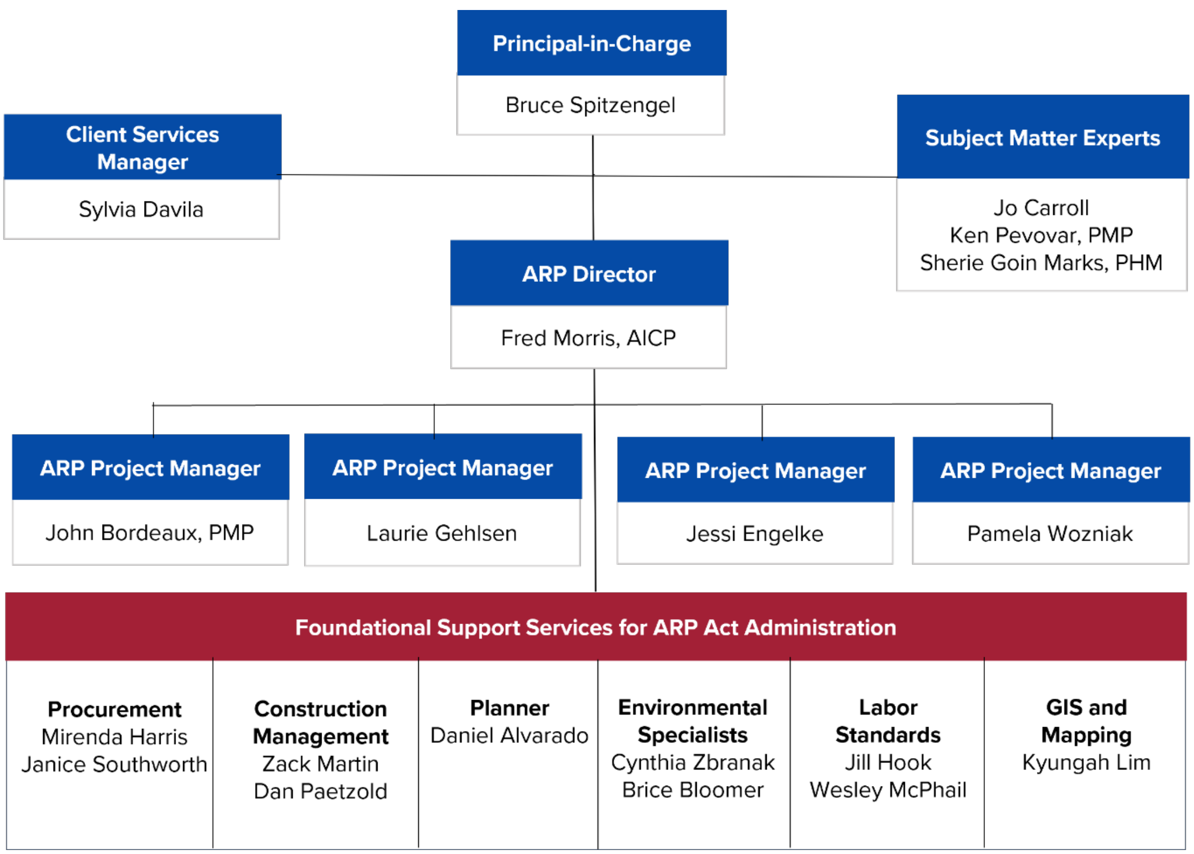

Figure 4: *The GrantWorks Team's Detailed Organization Chart for the ARP Act Program.*

Leadership and Program Management

Bruce Spitzengel, President

Project Role: Principal-in-Charge

Bruce has worked with grants since 1975, first as the planning director for Texas City, then as CDBG Manager for Pasadena, Texas. In 1979 he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has since grown to include 300+ employees in 9 primary and 45 field office locations, with headquarters in Austin, Texas. GrantWorks is one of the most successful local government grant service providers in Texas. Bruce has extensive expertise in CDBG, FEMA, HOME, transportation, planning, infrastructure development, affordable and fair housing, and application/ grant preparation.

Jo Carroll, Senior Vice President, Program Operations

Project Role: ARP Subject Matter Expert

Jo Carroll has 38 years of leadership experience designing, managing, and implementing various federally funded community development, infrastructure, public works, public services, and housing programs, including HUD, CDBG, CDBG-DR, FEMA, HOME, HOPE, Tax Credits, and Texas Housing Trust Fund. Her experience includes implementing and managing more than $1.6 billion in major CDBG-DR programs, assisting more than 10,000 homeowners. Jo uses her extensive knowledge to help with policy development, program design, process implementation, and project management.

Ken Pevovar, PMP, Senior Vice President, Program Management

Project Role: ARP Subject Matter Expert

Ken Pevovar, PMP, has 16 years of experience managing and implementing FEMA, HUD CDBG-DR, and public infrastructure projects in every stage of the lifecycle from initiation to close-out. He has extensive training and experience in construction and project management. He is certified at the master level for Xactimate 28 estimating software systems and is a PMI Certified Project Manager. Ken brings real-world program implementation and construction experience to this engagement. He has overseen the rehabilitation and reconstruction of 4,000+ single-family/multifamily housing units damaged by natural disasters.

Sherie Goin Marks, PHM, Associate Vice President, State Programs

Project Role: ARP Subject Matter Expert

A former Community Development Manager, Sherie has performed oversight in all aspects of grant, financial, and construction management for various federal, state, and local programs, specifically in Texas, over the last 37 years. She managed 1,000+ programs and projects in 7 different reporting systems, oversaw rehabilitation/construction of 2,000+ housing units, completed 75 infrastructure projects, and closed out over 50 grants.

Her experience covers every eligible ARP activity from start-up to close-out.

Fred Morris, AICP, ARP Director

Project Role: ARP Director

Fred Morris has been a Director of Development Services, Public Works, and Economic Development for local Texas governments since 2002. He has managed permitting and inspections, contract and construction management, zoning/subdivision, and site plan review. His work in economic development provides critical insights into the viability of a variety of potential projects under ARP. He has also provided code interpretations and negotiated project elements to improve development quality. Fred has directed, managed, and supervised 40 team members in water distribution, wastewater collections, treatment plant operations, park maintenance, streets, and drainage. He has also served as emergency preparedness manager for all essential public utility and transportation services.

John Bordeaux, PMP, Project Manager

Project Role: ARP Project Manager

John Bordeaux, PMP, has 20 years of enterprise-level experience driving data to value in program and project management. He has experience in both Waterfall and Agile frameworks in healthcare, telecommunications as a Government Relations Manager, and education. John is a Project Management Institute certified Project Manager, a Certified Center Director with Applied Scholastics International, a member of the Austin chapter of the Project Management Institute, and a member of the Urban League, Austin chapter.

Laurie Gehlsen, Project Manager

Project Role: ARP Project Manager

Laurie Gehlsen joined GrantWorks in 2021 as a Project Manager facilitating the funding associated with the American Rescue Plan Act. She coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. Project types will primarily be related to water, sewer, or broadband improvements but will cover all aspects of the ARP Act. She has worked in State drinking water programs for 20 + years. Laurie graduated with a BS in Environmental Science and an MPA in Environmental Policy, Management, and Law from the University of Colorado.

Jessi Engelke, Project Manager

Project Role: ARP Project Manager

Jessi Engelke is an experienced leader in project management, emphasizing projects that provide health and human services. Before GrantWorks, Jessi served over 10 years in the non-profit sector. Jessi brings 8+ year's federal grant administration experience (Serve America Act & Domestic Volunteer Service Act) and management and program evaluation experience to the team. She holds a BA in Psychology and German from the University of New Mexico.

Pamela Wozniak, Project Manager
Project Role: ARP Project Manager
Pamela Wozniak previously worked for the Texas Department of Agriculture for over 9 years. She has experience in environmental review, having overseen, reviewed, and approved categorical exclusions, environmental assessments, and other HUD 24 CFR 58/NEPA Required Documents. Pamela holds a BA degree in Business Administration from the College of West Virginia.

Sylvia Davila, Client Services Manager

Project Role: Client Services Manager

Sylvia Davila is a Client Services Manager at GrantWorks. She is responsible for establishing and maintaining relationships with clients. She is also involved in developing new market opportunities for GrantWorks. Sylvia assists communities in developing eligible projects, attending meetings with local elected officials, completing employee interviews, and completing site visits. She reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers as needed to keep abreast of grant funding opportunities and program changes.

Project Delivery Support Team

Procurement

Mirenda Harris, Associate Vice President, Application Services

Project Role: Procurement Specialist and Team Lead

Mirenda Harris manages GrantWorks' Application Services and Procurement Teams and has been instrumental in developing client application and procurement processes and procedures. As the Procurement Team Lead, Mirenda navigates complex procurement requirements, develops checklists to guide the procurement process, prepares template policy documents, and communicates daily with elected officials, key staff, and engineers to provide guidance on the procurement process.

Janice Southworth, Contracts Coordinator Team Lead

Project Role: Procurement Specialist Team Lead

With 12 years of grant management experience, Janice Southworth is responsible for providing procurement and contract support services. Janice assists clients in complying with state and federal requirements for a variety of grant funding programs. She collects documents to comply with recordkeeping requirements. She also maintains internal tracking spreadsheets with regular updates about each client's progress.

Construction Managers

Zach Martin, CPM, CFM, CCM, Director of State Housing Programs

Project Role: Construction Manager

Zach Martin is a Senior Construction Manager with more than 15 years of CDBG-DR experience working in numerous disaster recovery housing programs. He develops and implements processes in concert with program and project management staff for applicant intake and eligibility, data management, damage assessment, environmental review, and construction to deliver a complete, turnkey programmatic solution for recovery. Zach has provided strong leadership and team development to ensure effective communication and timely resolution of production hurdles, allowing projects to have transparent visibility.

Dan Paetzold, Senior Program Manager

Project Role: Construction Manager

Dan Paetzold is a dynamic project manager who has effectively managed viable construction projects throughout his 20-year career. As demonstrated by his proven track record, Dan has the strategic mindset and business acumen to efficiently oversee high volume and complex projects. His experience spans several categories, including residential, retail, commercial, and governmental construction. He is an effective communicator who believes that clear messaging and a consistent workflow are the keys to navigating expansive programs. Dan holds an MBA and BS in marketing and business administration from Rowan University. He has completed multiple project management training courses and has earned the LEED GA credential.

GIS/Mapping Analyst

Kyungah Lim, GIS Analyst

Project Role: GIS/Mapping Analyst and Team Lead

Kyungah is the GIS/Mapping Team Lead at GrantWorks. She has seven years of experience in GIS and mapping. Kyungah creates databases and mapping products for housing, infrastructure, population, and land use planning. She also assists with needs assessments and data analysis. Kyungah earned a BA in Economics from the University of Texas at Austin and a GIS Level II Certification from Austin Community College.

Planner

Daniel Alvarado, AICP, Associate Planner

Project Role: Planner

Daniel Alvarado is an Associate Planner at GrantWorks, where he provides comprehensive planning services to rural communities and counties in Texas. He has comprehensive planning, parks and trails planning, regenerative land management, urban ecology and agriculture, active transportation planning, urban design, public art planning, and interior space planning. Daniel has an MS in Community and Regional Planning from the University of Texas at Austin and a BA in Sculpture and Sustainable Design from Colorado College in Colorado Springs. He is a Certified Planner and a TxCDBG Certified Administrator.

Labor Standards

Jill Hooks, Labor Standards Specialist

Project Role: Labor Standards Specialist and Team Lead

Jill Hooks is a Labor Standards Team Lead with 13 years of experience working on Davis-Bacon Labor Standards. Jill ensures that builders provide payrolls and related paperwork in a timely manner. Her role often requires her to provide hands-on technical assistance to contractors unfamiliar with federal reporting and labor standards requirements. She also works with project managers to ensure that agency reports, and other program documents are accurate and submitted on time. Previously, Jill worked as a Project Manager and Labor Standards Officer with Traylor & Associates in Tyler, Texas. Jill is a Certified TxCDBG Administrator.

Wesley McPhail, Labor Standards Specialist

Project Role: Labor Standards Specialist

Wesley McPhail is a Labor Standards Specialist with 11 years of experience working on Davis-Bacon Labor Standards. Wesley ensures that the project contractors provide payrolls and related paperwork in a timely manner and often guides contractors to submit their payrolls and understand all applicable labor standards requirements. Wesley is a TxCDBG Certified Administrator.

Environmental Specialists

Cynthia Vallejo-Zbranak, Associate Vice President of Environmental Services

Project Role: Senior Environmental Specialist

Cynthia joined GrantWorks in 2019 after retiring from the State of Texas. She has 27+ years of experience with federally funded programs, including environmental compliance for HUD-funded programs and project management with the State of Texas CDBG Program. Cynthia brings an in-depth knowledge of federal regulations for environmental compliance and project implementation of the CDBG program. Cynthia holds a BBA in

Business Administration from Texas State University.

Brice Bloomer, Environmental Specialist

Project Role: Environmental Specialist and Team Lead

Brice joined GrantWorks in 2019 to work on housing environmental reviews in the HOME and Community Development Departments. After college, Brice began his career conducting NEPA reviews and environmental compliance at an environmental consulting firm in Austin. He earned his BS in Environmental Studies and a minor in Parks and Natural Resource Management from Texas A&M University in College Station. Brice is also a TxCDBG Certified Administrator.

4.3 Approach/Strategy to Implement Services/Project

GrantWorks has described our proposed approach/strategy to provide and perform the requested services in Section 1.2.

4.4 Present and Project Workloads

GrantWorks understands and can meet all requirements, as identified in the RFP. We are committed to helping localities like the City of Richwood administer and manage grants for over 40 years. Over the years, we built a reputation as a trusted partner with a long history of working with many Texas communities. The key to our success is the deep and mutually respectful relationship that we build with our clients. We understand each client's internal capacity and the impact that each project will have on their community. We work closely with key stakeholders and understand how each task impacts the project team's ability to complete on schedule.

Through ongoing management and team support, we help our project managers provide the highest service quality by balancing their workloads (**Figure 5**). We achieve this by assigning each project a "weight" based on the project's anticipated scope and complexity. The GrantWorks Management Team assigns project weights using its years of experience and lessons learned to inform the process. We also consider each project managers' tenure and capacity.

GrantWorks holds weekly staff meetings to confirm that all employees are up to date on the latest state and federal regulations. Staff also regularly meet with management to evaluate project progress. Our management team regularly reviews all project manager portfolios to see that we have allocated the appropriate level of resources to each project. Our management team ensures that we identify and avoid potential project risks early and give each project the right level of attention in a manager's portfolio.

A weekly team meeting also provides a forum in which project management-related challenges and solutions are discussed and evaluated. All project managers also receive biweekly portfolio reviews to ensure that all aspects of a project are moving forward and meet critical milestones. Our leadership team is actively engaged in every project GrantWorks undertakes. This team implements staffing and capacity adjustments necessary to ensure successful project completion immediately and without delay.

Figure 5: *GrantWorks Actively Manages Workload During Project Execution by Following a Simple Five-Step Workload Management Process. We continuously review and revise the present and projected workload as projects move forward and change.*

1	Review our team's present workload
2	Identify over-allocated staff
3	Identify under-allocated staff
4	Account for skills and absences
5	Adjust assignments as needed

4.5 Financial Capacity

To demonstrate our financial stability and capacity to perform the RFP services required, GrantWorks has provided a copy of our CONFIDENTIAL financial statements for the current fiscal year-end and the year-to-date in **Attachments 10**.

4.6 Statement of Substantiating the Resources and Timeline

GrantWorks understands and can meet all requirements, as identified in the RFP. GrantWorks employs 300+ staff members who work out of 9 primary offices and 45 field locations strategically situated throughout Texas (**Figure 6**). We have primary offices in Austin (x3), Corpus Christi, Galveston, Palestine, Rockport, Victoria, and Weslaco. Field locations include Abilene, Alpine, Bastrop, Bellville/Sinton, Clute, College Station, Dallas/Quinlan, Diana, Dripping Springs, Elgin, El Paso, Etoile, Fort Worth, Frisco, Georgetown, Hebbronville, Hidalgo, Horseshoe Bay, Houston, Humble, Huntsville, Iowa Colony, Kirbyville, La Feria, Leander, Lorena, Lubbock, Marshall, McAllen, Missouri City, Moody, Newton, New Ulm, Odessa, Pharr, Richmond, San Angelo, San Antonio, Spring, Stafford, Texarkana, Temple, Waco, Whitehouse, and Wimberley.

Our team is here to help you succeed. Whether you are building a new treatment plant, adding broadband, or working to identify your revenue loss post COVID-19, we are here to help your project be a success.

Figure 6: *GrantWorks Office Locations.*

PART III: PROPOSED COST OF SERVICES

SECTION 5 – PROPOSED COST OF SERVICES

5.1 Fee Schedule – ARP Act Program

GrantWorks is happy to negotiate our proposed fee and scope of services with the City before final selection, as federal guidelines allow.

The following is a list of eligible activities as stated in the ARP Act:

(1) USE OF FUNDS

(A) to respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID–19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;

(B) to respond to workers performing essential work during the COVID–19 public health emergency by providing premium pay to eligible workers of the metropolitan city, non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;

(C) for the provision of government services to the extent of the reduction in revenue of such metropolitan city, non-entitlement unit of local government, or county due to the COVID–19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, non-entitlement unit of local government, or county prior to the emergency; or

(D) to make necessary investments in water, sewer, or broadband infrastructure.”

GrantWorks will manage all aspects of the City of Richwood’s $869,539.20 ARP Direct Allocation as described in this proposal for a lump sum of $56,500.00. The above fee includes all consultation, project management, reporting, and ancillary services necessary to complete the above-listed scope for any ARP-eligible activities. Our stated fee is approximately 6.5% of the funding as indicated in the RFP. While the RFP listed the City’s ARP Allocation at $869,539.20, recent guidance from TDEM indicates that the allocation will actually be 13.6% higher at $988,170.36. If the final Treasury allocation exceeds the amount posted in the RFP, GrantWorks will negotiate any fee on the increased amount.

GrantWorks’ proposed fee for this contract is contingent upon the City’s determination of eligible activities specified in the ARP Act. Please see Section 1.3 of this proposal for more detail on the scope of services to be provided for each eligible activity.

As part of the procurement process, the federal government requires administrators to disclose and certify the percentage of profit for professional administrative service costs over $50,000.00. GrantWorks expected profit is 6.1% of the above-referenced fee based upon the company’s 2019 gross revenue and net profit.

COST OF SERVICES

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

LUMP SUM PRICE: $ 56,500.00

If your pricing is only for a specific activity(ies) in this scope, please indicate the service(s) with your pricing. Respondents proposing to offer specific services are limited to environmental services and will be scored only on that service.

SPECIFIC SERVICE DESCRIPTION: ____.

PRICE: $__________________

9

5.2 Small and Minority-Owned Businesses, Women's Business Enterprises, Affirmative Action, and Equal Employment Opportunity

Small Business Enterprise

GrantWorks is a small Texas-based corporation with 300+ full-time employees. Based on the US Small Business Administration guidelines, we are considered a Small Business Enterprise.

Affirmative Action

GrantWorks performs all services on behalf of local governments without regard to race, national origin, religion, color, sex, age, familial status, or disability.

Equal Employment Opportunity Compliance

GrantWorks does not discriminate in employment opportunities and complies with all federal, state, and local laws.

PART IV: ATTACHMENTS

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

GrantWorks has provided full resumes for the following key personnel.

ARP Management Team

- Bruce Spitzengel, Principal-in-Charge
- Jo Carroll, ARP Subject Matter Expert
- Ken Pevovar, PMP, ARP Subject Matter Expert
- Sherie Goin Marks, PHM, ARP Subject Matter Expert
- Fred Morris, AICP, ARP Director
- John Bordeaux, PMP, ARP Project Manager
- Laurie Gehlsen, ARP Project Manager
- Jessi Engelke, ARP Project Manager
- Pamela Wozniak, ARP Project Manager

BRUCE SPITZENGEL
PRINCIPAL-IN-CHARGE

PROFESSIONAL QUALIFICATIONS

Bruce Spitzengel has worked with grants since 1975, first as the planning director for Texas City, then as assistant planning director for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 300+ employees in 9 primary and 45 field offices, with headquarters in Austin, Texas. GrantWorks is the most successful provider of local government grant services in Texas due to Bruce's expertise in HUD CDBG, CDBG-DR, FEMA, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has grown to become a full-service project management firm. The firm specializes in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over $6 billion in grant funding for 400+ local government clients.

In addition to business development, Bruce plays a direct role in creating federally funded projects, including CDBG infrastructure, CDBG-DR, and multi-family affordable housing. Bruce has helped countless communities develop complicated CDBG projects. He gained his significant knowledge base from over 45 years of grant and CDBG experience.

Bruce is incredibly proud that in 2014 GrantWorks was designated by HUD as a Technical Assistance Provider resource for Texas.

EMPLOYMENT HISTORY

- President and Principal-in-Charge, GrantWorks, Inc., Austin, Texas, September 1979 – Present

45+ YEARS

GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Arts, Geography, Kansas State University, Manhattan, Kansas

Bachelor of Arts, Liberal Arts, Kansas State College, Manhattan, Kansas

HIGHLIGHTS

Over 45 years of experience with HUD and CDBG grants

Expert in CDBG project development, needs identification, and infrastructure projects

JO CARROLL
ARP SUBJECT MATTER EXPERT

PROFESSIONAL QUALIFICATIONS
Jo Carroll is a nationally acclaimed HUD/CDBG and housing expert with extensive management and administrative experience in local, state, and federal programs that revitalize communities, assist low-income and special needs families, and redevelop housing and public facilities. She is a National “HUD Best Practices” winner for Housing, Public Services, and Minority Business Participation. HUD also recently accepted Jo to serve as an “expert in Disaster Recovery” at the 2018 HUD CDBG-DR Clinic. Jo uses this knowledge and experience in designing and managing disaster recovery programs to re-house thousands of displaced residents. Her experience also includes co-ownership of a home construction business, enabling her to apply first-hand knowledge and experience in the home building and construction industry.

RELEVANT EXPERIENCE
SENIOR VICE PRESIDENT OF PROGRAM OPERATIONS, GRANTWORKS, INC., AUSTIN, TEXAS, JULY 2020 – PRESENT
As Senior Vice President of Program Operations at GrantWorks, Jo provides critical leadership and managerial expertise in delivering multiple operations and programs. Her expertise centers on the management of HUD CDBG/CDBG-DR, American Rescue Plan Act (ARPA), COVID-19, CARES Act, FEMA, and other state and federal programs.

Executive Sponsor/Subject Matter Expert, American Rescue Plan Act, Counties and Cities, Texas, March 2021 – Present
Jo pioneered our American Rescue Plan (ARP) Team by studying legislation before the act was passed and worked with lobbyist groups while it was refined. She stays current with directives, FAQs, and Federal Register publications and interpretive guidance from advocacy groups and continually educates and provides senior leadership to the team.

Executive Sponsor, Various State Managed Emergency Rental Assistance Programs (ERAP), Florida and Texas, February 2021 – Present
Jo provides contract support and SME consultation to managers and staff who work on CARES Act and ARP Act funded programs. These programs provide rental and utility relief to tenants and landlords who meet eligibility criteria which vary slightly by state.

39 YEARS
GRANT MANAGEMENT EXPERIENCE

COMPANY
GrantWorks, Inc.

EDUCATION
Bachelor of Science, Psychology, Texas A&M University, College Station, Texas, 1982

HIGHLIGHTS
Accepted by HUD as an Expert in Disaster Recovery, HUD CDBG-DR Clinic, September 2018

Program management of CDBG-DR funded New Jersey Hurricane Sandy and Texas Hurricane Rita, Ike, and Harvey Programs

39+ years of HUD and CDBG housing and infrastructure program management experience

National “HUD Best Practices” winner for Housing, Public Services, and Minority Business Participation

CERTIFICATIONS/ REGISTRATIONS
Certified HOME Program Specialist

PROFESSIONAL AFFILIATIONS
Past memberships on the National Community Development Association Committees, National Affordable Housing Committee, and National HOME Program Committee

Past Member of Board of Directors, NCDA Region VIB

DIRECTOR/SENIOR PROGRAM MANAGER/SENIOR PROJECT MANAGER/ PROJECT MANAGER, APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, TRENTON, NEW JERSEY, AUSTIN AND HOUSTON, TEXAS, APRIL 2009 – JULY 2020

Program Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, May 2013 – June 2020

The RREM Program provided disaster housing relief services for more than 10,000 homeowners damaged by Superstorm Sandy in nine coastal counties. The team provided program management services, including policy development, damage assessments, environmental mitigation, CDBG-DR expertise, case management, call center operations, construction oversight and inspections, and compliance monitoring. Program activities include rehabilitation, reconstruction, elevation, mitigation, resiliency, demolition, lead paint assessments and clearances, asbestos assessments, and engineering design services. The project team completed construction following HUD, HQS, NJDCA Construction Standards, the International Residence Code (IRC), Energy Star, and HUD's CPD Green Building Checklist. She provided all aspects of program management, and her team of policy, environmental, and construction professionals provided leadership and oversight for program design and construction management. Jo and her team of 150+ disaster experts collaborated daily with New Jersey State staff, elected officials, homebuilders, homeowners, and municipal/state inspectors and officials.

Program Manager, Bring it Forward Programs, City of Houston Housing Community Development Department (HCDD), Houston, Texas, January 2018 – July 2019

The City of Houston Hurricane Harvey Recovery Programs uses $450 million FEMA and $1.2 billion CDBG-DR funding to assist thousands of homeowners and renters damaged or displaced by Hurricane Harvey. The project team served as the Master Program Management firm engaged to assist in the overall administration of the multiple programs, including providing comprehensive case management services and the development and operation of a call center to handle in-bound and out-bound calling for program applicants. As the Program Manager, Jo oversaw the development of program guidelines and workflows, compliance, and advising the City regarding policy and programmatic decisions.

Policy and Process Coordinator, Program Management Services for the Rapid Repairs Program, New York, New York, November 2012 – February 2013

The New York City Rapid Repairs Program (NYCRRP) provided emergency temporary repair services (limited to essential power, heat, and hot water) for residents affected by Superstorm Sandy that allowed them to remain or return to their homes, or "shelter-in-place." Jo designed and developed program policies, including policies for providing case management in compliance with local, state, and federal requirements to define the program workflow and provide a systemic, consistent approach for delivering services. Since the program was the first-of-its-kind to provide shelter-in-place (previous FEMA disaster response programs involved providing group shelters and trailers to house residents off-site temporarily), a major challenge was identifying potential situations and issues pre-plan resolution through developing general operating policies. Because of her experience and knowledge of managing other CDBG-DR programs, Jo quickly provided general guidelines (tailored to NYCRRP needs) to kick-start program implementation.

Program Manager, Bastrop County Fire Recovery, Texas General Land Office, Bastrop County, Texas, June 2012 – May 2013

After experiencing severe drought conditions and a series of wildfires in the summer of 2011, Bastrop County was designated a major disaster area eligible to receive CDBG-DR funds. The funds restored damaged infrastructure and assisted low-income households with the rehab or reconstruction of their homes. As Program Manager, Jo managed the completion of the Tier 1 Countywide Environmental Review and all Tier 2 site-specific Environmental Assessments. A particular challenge was the presence of an endangered species, the Houston Toad, which required extensive research and collaboration with state/federal monitoring agencies and concerned stakeholders to develop site-specific protocols to complete construction activities without harming the toad or its habitat. Jo and her team completed Environmental Reviews and developed a comprehensive Toad Monitoring Plan, successfully satisfying toad enthusiasts and state/federal monitors.

Program Manager, Hurricane Ike/Dolly Round 1 Funding, Galveston County Housing Assistance Program, ACS/Texas Department of Housing and Community Affairs (TDHCA) and Texas General Land Office (GLO), Galveston County, Texas, December 2010 – July 2012

Ranked #1 out of 18 state sub-recipients of Hurricane Ike funds by the GLO for performance, the Galveston County Program completed construction on 659 owner- and renter-occupied homes to local, state, and federal requirements, including HUD's Housing Quality Standards, Texas Department of Insurance Windstorm, and International Residential Codes (IRC). Jo developed policy documents for the Landlord Repair Program, which included guidance on temporary relocation services for tenants. She also provided program management for the environmental reviews, construction management and oversight for 19 contractors, and construction inspections associated with this project.

Deputy Project Manager/Intake Manager, Texas Homeowners Assistance Program (THAP)/Sabine Pass Restoration Program, ACS/TDHCA, Texas, April 2009 – December 2010

Jo assisted in the program management and managed the operations for three intake service centers in Beaumont, Port Arthur, and Jasper for the 22-county region affected by Hurricane Rita. Duties included policy development and daily project management for intake, environmental, and construction activities. Under this project, the project team processed more than 5,000 applicants through intake services and reconstructed or rehabilitated more than 2,500 homes. Jo worked with state and local officials regarding program compliance and implementation, evaluating and developing resolutions for various permitting, zoning, and building issues.

CDBG PRIVATE CONSULTANT, MULTIPLE CITIES, COUNTIES, STATES, NONPROFITS, 2000 – APRIL 2009

As an independent consultant, Jo consulted with multiple grantees and organizations to advise managing state/federal programs. Clients include the State of Texas and numerous cities, including Fort Worth, Tyler, Galveston, Allen, Rowlett, Marshall, and Flower Mound. Jo also developed the first two HOME Program Consortiums in Texas – Brazos Valley HOME Consortium and Kountze HOME Consortium.

EMPLOYMENT HISTORY

- Senior Vice President, Operations, GrantWorks, Inc., Austin, Texas, July 2020 – Present
- Director/Senior Program Manager, Aptim Environmental & Infrastructure, LLC, Trenton, New Jersey, and Houston, Texas, July 2017 – July 2020
- Program Manager/Senior Project Manager, CB&I Environmental & Infrastructure, LLC, Trenton, New Jersey, February 2013 – June 2017
- Project Manager, Shaw Environmental & Infrastructure, Inc., Austin, Texas, April 2009 – February 2013
- CDBG Private Consultant, Multiple Cities, Counties, States, Nonprofits, 2000 – April 2009
- Community Development Director, City of College Station, Texas, 1990 – 2000
- Deputy Director/Director, Brazos Valley Council of Governments, Bryan, Texas, 1980 - 1990

KEN PEVOVAR, PMP

ARP SUBJECT MATTER EXPERT

PROFESSIONAL QUALIFICATIONS

Ken Pevovar has 16 years of experience managing public infrastructure, FEMA, and CDBG-DR projects in every stage of the lifecycle from initiation to close-out. Ken has diverse training in construction, education, and management. He received HUD training in CDBG-DR grant management and is certified at the Master level for the industry-leading Xactimate 28 estimating software system. He is a PMI-certified project manager who brings significant infrastructure experience from designing and installing city and county communications/network operations centers and a pipeline and metering station project for a proposed power plant. His expertise in disaster recovery began as a Red Cross Disaster Services volunteer and shelter manager.

RELEVANT EXPERIENCE

SENIOR VICE PRESIDENT OF PROGRAM MANAGEMENT, GRANTWORKS, INC., AUSTIN, TEXAS, JULY 2020 – PRESENT

As Senior Vice President at GrantWorks, Ken provides leadership and managerial expertise in delivering multiple operations and programs. His expertise centers on HUD CDBG/CDBG-DR, American Rescue Plan Act (ARPA), COVID-19, CARES Act, FEMA, and other state/federal programs.

Executive Sponsor/Subject Matter Expert, American Rescue Plan Act, Counties and Cities, Texas, March 2021 – Present

Ken pioneered our American Rescue Plan (ARP) Team by studying legislation before the act was passed and worked with lobbyist groups while it was refined. He stays current with directives, FAQs, and Federal Register publications and interpretive guidance from advocacy groups and continually educates and provides senior leadership to the team.

Executive Sponsor, Various State Managed Emergency Rental Assistance Programs (ERAP), Florida and Texas, February 2021 – Present

Ken provides contract support and SME consultation to managers and staff who work on CARES Act and ARP Act funded programs. These programs provide rental and utility relief to tenants and landlords who meet eligibility criteria which vary slightly by state.

16 YEARS

PROJECT & CONSTRUCTION MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Biology, Monmouth University, West Long Branch, New Jersey, 1997

HIGHLIGHTS

Developed a successful change management System for the State of New Jersey

Disaster recovery conference speaker and panel presenter

Managed FEMA’s first permanent repairs program (DALHR)

Executed three FEMA task orders in the Northern Mariana Islands

Spearheaded the creation of the ARP Team to provide specialized services to government

CERTIFICATIONS/ REGISTRATIONS

Certified Project Management Professional (PMP), Project Management Institute, Certification No. 1935804

Xactimate Master Level 3 Certification, Certificate No. 150321

Consultant, Application Development for the Competitive Mitigation Grant Program for the Texas General Land Office, Bay City, Jones Creek, Mathis, and Richwood, Texas, August 2020 –October 2020
Ken worked with City governments, engineers, and GIS staff to develop local projects, evaluate beneficiary groups, and perform other tasks required to compile applications for $46 million in competitive grant funding.

DIRECTOR/SENIOR PROGRAM MANAGER/SENIOR PROJECT MANAGER/PROJECT MANAGER/ CONSTRUCTION MANAGER, APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, TRENTON, NEW JERSEY, AND HOUSTON, TEXAS, MAY 2015 – JULY 2020

Senior Project Manager, Permanent Housing Construction (PHC) Program, FEMA, Northern Mariana Islands, November 2019 – June 2020
Based in Saipan, Ken managed three task orders on the FEMA Individual Assistance Program, including repair and reconstruction of storm-damaged housing. The repair program replaced doors, windows, storm shutters, kitchens, bathrooms, and, most importantly, roofs, building them to withstand winds up to 195 mph. The reconstruction effort used USACE plan sets to construct CMU and cast in place concrete dwellings conforming to the USACE specification manual. Ken and his team managed all subcontractors, procurements, construction activity, and reporting to FEMA. This disaster recovery program repaired and reconstructed 180 – 200 homes in response to Super Typhoon Yutu and required a great deal of planning and coordination to overcome logistics, supply chain, and resource constraints.

Program Manager, Supplemental Fund Program, New Jersey Department of Community Affairs (DCA), Trenton, New Jersey, August 2019 – November 2019
The NJDCA developed the Supplemental Fund Program to assist homeowners previously accepted into either of NJ's RREM or LMI programs but had not yet completed the construction of their primary residence. The program's objective was to quantify unmet needs and allocate funds for those activities. Ken managed a team of six, providing review and quality control of baseline site assessments, project funding audits, and reconciliation services supporting the NJDCA. He worked with NJDCA to create and update policy, ensuring the program followed best practices and processes aligned with CDBG-DR regulations.

Subject Matter Expert, Repair, Reconstruction, or Relocation (R3) Program, Puerto Rico Department of Housing/ICF International, San Juan, Puerto Rico, April 2019 – June 2020
After authoring the technical proposal for this program with ICF, Ken served as a consultant for preconstruction services on the R3 CDBG-DR housing recovery program. In this as-needed role, he has developed inspection protocols, written policy, guidelines, and SOPs and provided consultation and guidance to field teams operating on the island. In February 2020, his role expanded to providing construction inspection guidance.

Senior Construction Manager, Build it Forward Houston, City of Houston Housing and Community Development Department, Houston, Texas, July 2018 – August 2019
Ken served as the Senior Construction Manager for CDBG-DR housing recovery programs. The Build it Forward programs included the repair, elevation, and reconstruction of single-family dwellings and the landlord (small rental) and new home buyer assistance. He managed procurements, wrote construction-related policies, developed guidelines and SOPs, and provided consultation and guidance to the City of Houston's senior management team.

Program Manager, Master Program Manager for Disaster Recovery Projects, City of Houston Housing and Community Development Department, Houston, Texas, January 2018 – October 2018

Ken served as Program Manager for the FEMA Individual Assistance (IA) Direct Assistance for the Limited Home Repair (DALHR) Program. This program provided permanent home repair to 185 non-substantially damaged homes within the City of Houston. Ken and his team developed program policy, SOPs, and forms in line with guidelines provided by the Texas General Land Office (GLO). He directly supervised staff, including case managers, inspectors, construction managers, estimators, and close-out specialists.

Senior Construction Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, March 2015 – January 2018

The New Jersey RREM is a disaster recovery program initiated after Superstorm Sandy to rebuild, repair, or mitigate residential properties. On this project, he served in many different roles. As part of the Program Management Team, Ken conducted site inspections and managed the inspection team. While he managed a team of field assessors and quality control personnel, Ken developed protocols, training modules, SOPs, and schedules. Ken created data collection tools and organizational processes for construction managers in the field and refined scopes of work for program contractors. He developed and implemented training modules for construction managers and served as a subject matter expert for the Xactimate estimating software package. He also created the scope adjustment process and managed a staff of 16 adjusters. Ken developed cost estimation tools for the program's home elevation program. These tools became standard tools that local contractors still use.

Senior Construction Manager, New Jersey Low- & Moderate-Income Program (LMI), New Jersey Department of Community Affairs, Trenton, New Jersey, March 2015 – January 2018

LMI is a disaster recovery program initiated after the intake process for RREM was complete to address the needs of additional low- to moderate-income (LMI) families. Ken managed a co-located team of construction estimators and a virtual team that performed project reconciliation tasks. He was also often used as a construction liaison to explain scope or articulate program policy to homeowner-selected contractors.

PROJECT MANAGER, 3-D ENGINEERING, WALL TOWNSHIP, NEW JERSEY, FEBRUARY 2011 – MAY 2015

Project Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, June 2013 – May 2015

Ken managed a team of 14 3D Engineering employees in a staff augmentation role working with CB&I. While in this role, Ken also had an operational role as a construction manager and served on the CB&I program management team.

Project Manager, Union County Public Safety NOC Project Office of Emergency Management, Union County, Elizabeth, New Jersey, January 2014 – March 2014

Ken was responsible for the redesign and planning for the future relocation of the county radio communication system and network operations center. Stakeholders included the New Jersey State Police, Elizabeth Police, Elizabeth BOE, and Elizabeth Fire Co. Ken worked closely with representatives from DuPont and Motorola to integrate climate control and FM200 fire suppression systems in an antiquated building. The team completed the project design and needs assessment within budget and on schedule.

Coordinator, Non-Potable Water Supply Pipeline and Metering Station Project, Passaic Valley Sewerage Commission, 600 Wilson Avenue, Newark, New Jersey, October 2012 – July 2013
This project provided engineering and design for a pipeline and metering station to provide effluent cooling water to a proposed power plant. Ken assisted with design, field reconnaissance, and operations.

Field Manager, Sayreville Communications Tower Project, Borough of Sayreville, Sayreville, New Jersey, May 2011– August 2012
As the field manager on this design-build project, Ken coordinated with the EPA, borough officials, and tower and equipment manufacturers to determine the 400-foot lattice communication tower's design specifications. He relayed information to the project engineer and assisted with field supervision during tower assembly.

TRAINING

- OSHA 10-Hour Construction Health & Safety
- FEMA IS-100, IS-200B, and IS-700 Incident Command
- FEMA IS403 Individual Assistance
- FEMA IS632a Debris Management
- FEMA IS634 Public Assistance
- FEMA IS660 Public-Private Partnerships
- HUD CDBG-DR, 2016
- HUD Part 58 Environmental Review, 2016
- HUD Subrecipient Management

EMPLOYMENT HISTORY

- Senior Vice President of Program Management, GrantWorks, Inc., Austin, Texas, July 2020 – Present
- Director of Operations/Senior Program Manager/Senior Project Manager, Aptim Environmental & Infrastructure, LLC, Houston, Texas, July 2017 – June 2020
- Construction Manager, CB&I Environmental & Infrastructure, LLC, Houston, Texas, May 2015 – June 2017
- Project Manager, 3-D Engineering, Wall Township, New Jersey, February 2011 – May 2015

SHERIE GOIN MARKS, PHM

ARP SUBJECT MATTER EXPERT

PROFESSIONAL QUALIFICATIONS

Over the last 37 years as a former Community Development Manager, Sherie is considered a subject matter expert and has performed oversight in all aspects of the grant, financial, and construction management for various federal, state, and local programs, specifically in Texas. She has managed 1,000+ programs, projects, and activities, overseen rehabilitation/ construction of 2,000+ housing units, and completed 75 infrastructure projects valued at over $728 million. She can perform any aspect of the program, from the start-up to close-out, because of her vast experience covering every eligible activity allowed. She has managed 75 infrastructure projects, three buyout programs, and closed out over 50 grants. In addition, she has extensive experience completing over 50,000 municipal reimbursements for hundreds of activity types in seven different reporting systems and has developed and authored over 60 regulatory and programmatic plans, guidelines, policies, and standard operating procedures.

RELEVANT EXPERIENCE

ASSOCIATE VICE PRESIDENT OF STATE PROGRAMS, GRANTWORKS, INC., DALLAS, TEXAS, JULY 2020 – PRESENT

As an Associate Vice President at GrantWorks, Sherie provides leadership and compliance expertise supporting multiple programs and projects. Her roles include program management for multiple housing assistance programs, reimbursement, and infrastructure. Her expertise includes multiple federally funded programs such as CDBG, CDBG-DR, ARPA, HOME, HOWPA, ESG, Alert-Lead, and Rental Rehabilitation for HUD, FEMA, and State of Texas (GLO) Programs.

SENIOR PROJECT MANAGER/PROJECT MANAGER, APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, TRENTON, NEW JERSEY, AND DALLAS, TEXAS, MAY 2013 – JUNE 2020

Project Manager, Program Administrator for the Saipan CDBG-DR Action Plan, Northern Marianas Housing Corporation (NMHC), Saipan, MP, February 2020 – August 2020

Sherie developed and drafted the CDBG-DR Action Plan for the Commonwealth of the Northern Mariana Islands following two disasters—Typhoon Mangkhut and Super Typhoon Yutu. She was the primary lead for the Islands' $243 million Action Plan, including

37 YEARS

GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Graduate Real Estate Designation Coursework, Mountain View and North Lake Colleges, University of Texas, Arlington, Texas

HIGHLIGHTS

Over 37 years of experience in professional administrative and grants management expertise in local, state, and federal programs, primarily in CDBG and HOME

Over 10 years of experience with Section 8

8 years of experience with ESG and HOPWA

Served as Environmental Review Officer for 18 years

Expert in reporting systems and other grants for CDBG, HOME, ESG, HOPWA, HPRP, CDBG-R, NSP, ALERT12 – Lead Grant Systems include IDIS, DRGR, ESNAPS/HMIS, FSRS/FAFTA, Federal Reporting.gov

CERTIFICATIONS/ REGISTRATIONS

Certified Public Housing Manager (PHM)

EPA Certified Lead Risk Assessor

EPA Certified Lead Inspector

Certified HOME Program Specialist

all HUD required components, such as the executive summary, needs assessment, impacts, general requirements, outreach, citizen participation, application, maps, certifications, and other attachments.

Project Manager, CDBG-DR Administrative/Professional Services, Galveston County, Texas, February 2019 – Present
Sherie provides Galveston County with comprehensive CDBG-DR administration and professional services funded by the Texas General Land Office (GLO) for Hurricane Harvey recovery. These services include developing and submitting the County's application to the state and the overall project management from pre-funding to post-funding services, including close-out for the County's proposed CDBG-DR projects. She helps the County to complete their applications for qualified CDBG-DR housing and non-housing, infrastructure, rental housing, non-rental housing, reimbursement, homelessness prevention, affordable rental housing, and economic revitalization projects as funds become available. In addition, she secured $3.2 million for a Galveston County infrastructure project.

Project Manager, Grant Administrator for CDBG-DR Funds (May 2015 and October Flooding Events), Newton County, Texas, October 2017 – July 2020
As Project Manager, Sherie assisted Newton County to fulfill state and federal CDBG-DR statutory responsibilities related to 2015 federally declared disaster events. Program management services included all plans, policies, procedures, and guidelines. In addition, she served as the County's administrator for the program's life cycle from start-up, implementation, and close-out. She also provided the County with case management, construction management, data management, appeals, reporting, and record retention services.

Subject Matter Expert, Bring it Forward Programs, City of Houston Housing and Community Development Department, Houston, Texas, May 2018 – July 2019
Sherie was part of the team providing master program management services for housing design and recovery. Her duties included developing timelines/schedules, assisting with guidelines and standard operating procedures, establishing eligibility requirements and standards, and tracking Federal Register requirements. This project included multiple project and activity types.

Project Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, June 2013 – January 2019
Sherie was part of the team that oversaw operations and special projects for the $1.3 billion Hurricane Sandy New Jersey RREM Program. She served as a primary program point of contact for RREM operations, knowing every aspect of the program, she resolved hundreds of problems and issues requests. In addition, Sherie provided technical assistance and homeowner appeals for work-in place scope, construction feasibility, and scopes of work. She was the RREM team "go-to" person for homeowners, NJDCA, and staff, solving complex policy-driven issues effectively and efficiently. She also served as a subject matter expert for the State of New Jersey.

Program Lead Manager, Landlord Rental Repair Program (LRRP), New Jersey Department of Community Affairs (NJDCA), Various Locations, New Jersey, July 2013 – August 2013
As Program Lead Manager for the HUD CDBG-DR funded LRRP totaling $70 million, Sherie managed program development for the repair and reconstruction activities for rental dwelling units damaged by Hurricane Sandy. The NJDCA designed the program to assist approximately 1,800 rental property owners/landlords with rental properties in nine counties impacted by Hurricane Sandy. She worked directly with NJDCA, who administered the program, taking the lead role for developing and operationalizing the LRRP program guidelines, policies, and procedures (including appeals). In addition,

Sherie oversaw all start-up aspects of the NJDCA LRRP program development and business processes from application intake to close-out.

COMMUNITY DEVELOPMENT MANAGER/SUPERVISOR, HUD-FUNDED PROGRAMS, CITIES OF FORT WORTH, TYLER, AND GRAND PRAIRIE, TEXAS, FEBRUARY 1984 – JUNE 2013

As a Community Development Manager for three municipalities, Sherie provided project management, performed case management, and construction management, and closed out projects and activities valued at over $258 million through programs using federal, state, and local funds. These projects included four major HUD programs for CDBG, HOME, ESG, and HOPWA. Most projects managed were primarily housing, including buyouts, public facilities, public services, and administration activities, with annual budgets ranging from $3 million to $25 million. Sherie's responsibilities and experience included developing each City's Annual Action Plan, Five-Year Consolidated Plan, Fair Housing, and amendments, including data gathering, conducting studies, research, and compiling and analyzing citizen and agency input. In addition, she developed and implemented division and department budgets with demonstrated ability to work effectively with a diverse array of citizens and various government officials at the federal, state, and local levels, public agencies, organizations, and other city departments.

EMPLOYMENT HISTORY

- Associate Vice President of State Programs, GrantWorks, Inc., Austin, Texas, July 2020 - Present
- Senior Project Manager, Aptim Environmental & Infrastructure, LLC, Trenton, New Jersey, and Dallas, Texas, July 2017 - June 2020
- Project Manager, CB&I Environmental & Infrastructure, LLC, Trenton, New Jersey, May 2013 – June 2017
- Community Development Manager/Supervisor, Cities of Fort Worth, Tyler, and Grand Prairie, Texas, February 1984 – June 2013

FRED MORRIS, AICP

ARP DIRECTOR

25 YEARS

PLANNING AND DEVELOPMENT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Urban and Regional Planning, Texas A&M University, College Station, Texas 1984

Bachelor of Science, Physical and Applied Geography, Southwest Texas State University, San Marcos, Texas, 1982

HIGHLIGHTS

Wide range of planning and community development experience working for local governments

CERTIFICATIONS/ REGISTRATIONS

Certified Planner, American Institute of Certified Planners

PROFESSIONAL QUALIFICATIONS

Fred Morris has been a Director of Development Services, Public Works, and Economic Development for local Texas governments since 2002. He has managed permitting and inspections, contract and construction management, zoning/ subdivision, and site plan review. Fred has also provided code interpretations and negotiated project elements to improve development quality. Fred has directed, managed, and supervised 40 team members in water distribution, wastewater collections, treatment plant operations, park maintenance, streets, and drainage. He has also served as emergency preparedness manager for all essential public utility and transportation services. His work in economic development provides critical insights into the viability of a variety of potential projects under ARP.

RELEVANT EXPERIENCE

AMERICAN RESCUE PLAN (ARP) DIRECTOR, GRANTWORKS, INC., AUSTIN, TEXAS, JUNE 2020 – PRESENT

As the ARP Director at GrantWorks, Fred provides leadership and compliance expertise supporting multiple ARP programs and projects.

SENIOR PLANNING MANAGER, BAYTOWN, TEXAS, 2020 – MAY 2021

Fred managed team functions associated with the development review, ordinance development, interpretation, and application. He was responsible for permit review and inspection services, and code enforcement. He mentored a team in professional development and growth. Fred’s team used GIS programs for addressing streetlights, data management, and application.

DIRECTOR OF PUBLIC WORKS AND DEVELOPMENT SERVICES, PORTLAND, TEXAS, 2018-2020

Fred managed permitting and inspections, contract and construction management and zoning/subdivision, and site plan review. He provided code interpretations and negotiated project elements to improve development quality. He also directed, managed, and supervised 40 team members in water distribution, waste-water collections, treatment plant operations, park maintenance, streets, and drainage. In addition, Fred served as emergency preparedness manager for all essential public utility and transportation services.

ASSISTANT DIRECTOR OF DEVELOPMENT SERVICES AND ECONOMIC DEVELOPMENT, BURLESON, TEXAS, 2015-2017

Fred assisted a team of planners and economic development professionals in implementing targeted growth objectives, context-sensitive design solutions, permitting and inspection process improvements, and infrastructure enhancement programs.

DIRECTOR OF DEVELOPMENT SERVICES, HARKER HEIGHTS, TEXAS. 2011-2014

Fred directed planning and development programs, project review, permitting, inspections, code enforcement, GIS enhancements, and infrastructure design improvements. He developed FBC overlays and negotiated site development components for development projects. In addition, Fred introduced and applied context-sensitive design elements. He also implemented transit considerations as a project component.

DEVELOPMENT SERVICES DIRECTOR, BELTON, TEXAS. 2002-2011

Fred created FBC-based regulations to implement community objectives in housing, economic development, building form, transportation alternatives, and downtown revitalization. He served as the primary contact for development inquiries. He also directed a Superfund remediation project and numerous road, street, and utility programs. In addition, Fred created a stormwater utility district and managed planning, inspections, permitting, GIS, and code enforcement operations.

EMPLOYMENT HISTORY

- ARP Director, GrantWorks, Inc., Austin, Texas, June 2020 - Present
- Senior Planning Manager, City of Baytown, Baytown, Texas, 2020 – May 2021
- Director of Public Works and Development Services, City of Portland, Portland, Texas, 2018 - 2020
- Assistant Director of Development Services and Economic Development, City of Burleson, Burleson, Texas, 2015 – 2017
- Director of Development Services, City of Harker Heights, Harker Heights, Texas, 2011 – 2014

JOHN BORDEAUX, PMP

ARP PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

John Bordeaux, PMP, has 20 years of enterprise-level experience driving data to value in program and project management. In addition, he has experience in both Waterfall and Agile frameworks in healthcare, telecommunications as a Government Relations Manager, and education. John is a Project Management Institute certified Project Manager, a Certified Center Director with Applied Scholastics International, a member of the Austin chapter of the Project Management Institute, and a member of the Urban League, Austin chapter.

RELEVANT EXPERIENCE

PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2021 – PRESENT

John coordinates projects funded primarily by the ARP. These funds are distributed via the U.S. Treasury Department directly to state or local governments (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. John coordinates and expedites the projects, working directly with local government contacts, the U.S. Treasury staff, engineers, and other professional service providers.

PROGRAM MANAGER, COMMENCEMENT INSPECTIONS AND COMPLIANCE, PULSE60, LLC, AUSTIN, TEXAS, JUNE 2017 – MAY 2021

John reported to the Chief Executive Officer and led a staff of project managers and client functional managers. His primary responsibilities included:

- Led seven strategic initiatives for four operations teams in new business created over two years
- Managed $11 million budget by controlling and monitoring expenditures, estimating at completion forecasts, and certifying compliance initiatives
- Headed three programs as Scrum Master and Mentor
- Collaborated with other project managers, development teams, and product owners
- Established standard reporting tools across project management and process improvement disciplines
- Led project retrospectives and root cause analyses developing milestones, transition steps, action items
- Created project plans, project charters, and credible risk profiles

20 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Business Administration, Business Administration, Fontbonne University, St. Louis, Missouri

Bachelor of Science, Administration and Marketing, University of Missouri, Columbia, Missouri

HIGHLIGHTS

Wide range of project management experience working with local governments

CERTIFICATIONS/ REGISTRATIONS

Project Management Professional, Project Management Institute, Registration Number: 2802268

Certified Center Director, Academic Proficiency, Applied Scholastics International

PROFESSIONAL AFFILIATIONS

Member, Project Management Institute (PMI), Austin Chapter

Member, Urban League, Austin Chapter

Member, National Sales Network

Member, Kappa Alpha Psi Fraternity

PROJECT MANAGER, PUBLIC SECTOR CLIENTS, PULSE60, AUSTIN, TEXAS, JULY 2013 – JUNE 2017

John guided the operations of projects generating customer service systems for new business enterprises. He determined project methodologies necessary for project usage and managed the work of project teams to ensure the validity of processes, identify risks, control scope, and manage change management systems. Other duties included

- Led the merger of two companies
- Managed projects totaling $6 million in annual budgets
- Performed tasks ensuring program success, project scheduling, controlling costs within budgets, resource management, and risk management
- Managed Stakeholder Communications to consistently meet project deadlines

MATHEMATICS PROGRAM LEAD, CONFLUENCE ACADEMICS, ST. LOUIS, MISSOURI, MAY 2010 – JULY 2012

John reported to the Assistant Principal and led the software-based mathematics programs. His responsibilities included:

- Led teams across broad technical and operational mathematical components
- Focused teams on baseline objectives and tracked performance to completion
- Achieved over 80% success rate
- Reduced risk through analysis of statistical data
- Managed project changes effectively and successfully met projects with static deadlines
- Defined tools and techniques best suited for each project
- Moved between agile and waterfall methodologies depending on the project development approach

CHIEF EXECUTIVE OFFICER/PROJECT MANAGER, SIMPLY SPOTLESS, LLC, ST. LOUIS, MISSOURI, JUNE 2005 – DECEMBER 2009

John generated, cultivated, and communicated ideas and action items for continual improvement of revenue growth and processes across all areas of a facility management company specializing in hazard and waste removal services. Other duties included:

- Led and trained an operational team of 40 employees
- Completed 87 projects with an average return of $53,000 per project, contributing more than $4.5 million to the organization
- Trained 175 employees in hazard and waste removal processes compliant with Occupational Safety and Health Administration (OSHA) guidelines

GOVERNMENT RELATIONS MANAGER, SPECTRUM COMMUNICATION (FORMERLY CHARTER), ST. LOUIS, MISSOURI, OCTOBER 2002 – JANUARY 2005

For a leading broadband communications company and the second-largest cable operator in the United States, John reported to the Vice President of Government Relations and completed 182 successful projects. He oversaw municipal ordinance negotiations and the passage for public rights-of-way usage in 192 communities. He also oversaw the merger and migration of the Missouri and Illinois service area with the acquisition of AT&T broadband. In addition, John developed cross-training policies and procedures to optimize team efficiencies with a successful project completion rate of 100%.

REGIONAL MEDICARE SALES AND MARKETING MANAGER, COVENTRY HEALTH CARE, BETHESDA, MARYLAND, MARCH 1996 – APRIL 1999

In this position, John reported to the Vice President of Medicare. He was responsible for launching Medicare HMO products in Missouri, Illinois, and Kansas. He grew Medicare account sales from $13 million to $19 million within one year. John managed, developed, trained, and led a staff of 27 employee sales representatives. He also improved the department sales-closing rate from 63% to 92%.

EMPLOYMENT HISTORY

- ARP Project Manager, GrantWorks, Inc., Austin, Texas, May 2021 - Present
- Program Manager, Commencement Inspections and Compliance, Pulse60, LLC, Austin, Texas, June 2017 – May 2021
- Project Manager, Public Sector Clients, Pulse60, Austin, Texas, July 2013 – June 2017
- Mathematics Program Lead, Confluence Academics, St. Louis, Missouri, May 2010 – July 2012
- Chief Executive Officer/Project Manager, Simply Spotless, LLC, St. Louis, Missouri, June 2005 – December 2009
- Government Relations Manager, Spectrum Communication (Formerly Charter), St. Louis, Missouri, October 2002 – January 2005
- Regional Medicare Sales and Marketing Manager, Coventry Health Care, Bethesda, Maryland, March 1996 – April 1999

LAURIE GEHLSEN

ARP PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Laurie Gehlsen is a Project Manager at GrantWorks. Laurie joined GrantWorks in 2021 as a Project Manager facilitating the funding associated with the American Rescue Plan Act (ARP). She has worked in State drinking water programs for 20+ years.

RELEVANT EXPERIENCE

ARP PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2021 – PRESENT

Laurie coordinates and expedites the projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. Project types will primarily be related to water, sewer, or broadband improvements but will cover all aspects of the ARP Act.

MANAGER, TEXAS DEPARTMENT OF STATE HEALTH SERVICES, RADIOLOGY AND RECORDS UNIT AND ENVIRONMENTAL SANITATION UNIT, AUSTIN, TEXAS, AUGUST 2020 – MAY 2021

Laurie served as a Section Manager and oversaw 14 people in the records unit, open records act, asbestos, lead, youth camps, hazardous chemicals, and volatile organic chemical license and exam units. She employed management techniques, particularly the coordination of personnel and resources through results-driven leadership, including task delegation, performance specifications, employee motivation, team-based problem solving and principles of performance and visual management; analytical data collection, analysis and interpretation, and of statistical procedures and testing methods; contract, grants administration, and procurement procedures; project management and community involvement principles; data management principles and techniques to assure data integrity; public relations and meeting facilitation.

PROGRAM MANAGER FOR MUNICIPAL WATER CONSERVATION, TEXAS WATER DEVELOPMENT BOARD, AUSTIN, TEXAS, JUNE 2019 – AUGUST 2020

Laurie was a Program Manager integrating municipal water loss management with public health. She was responsible for program education, guidance, outreach, and workshop development. She also oversaw research and the preparation and coordination of annual reports and work programs. In addition, Laurie put together over 20 workshops during 2019 covering municipal water

20 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Public Administration, Environmental Policy, Management, and Law, University of Colorado, Denver, Colorado, 2002

Bachelor of Science, Environmental Science, Metropolitan State College of Denver, Denver, Colorado, 2000

HIGHLIGHTS

20+ years of drinking water experience

TRAINING

FEMA Emergency Management Training: 100, 200, 240, 403, 700, and 800 conservation throughout the state and made public presentations covering complex information.

ADJUNCT GEOLOGY PROFESSOR, MARICOPA COUNTY COMMUNITY COLLEGE, PHOENIX, ARIZONA. JANUARY 2006 – PRESENT

Laurie is a part-time, online Geology Professor.

ENVIRONMENTAL CONSULTANT, FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION, AUDITOR OF FEDERAL AND STATE DRINKING WATER COMPLIANCE PROGRAM. FLORIDA, JUNE 2018 – APRIL 2019

In this position, Laurie consulted on individual regulations and rewrites policies and rules. She also served as a member of the Hurricane Michael Emergency Management Response Team.

NATURAL RESOURCES SPECIALIST, TEXAS COMMISSION ON ENVIRONMENTAL QUALITY, FEDERAL AND STATE DRINKING WATER COMPLIANCE PROGRAM, AUSTIN, TEXAS, NOVEMBER 2012 – JUNE 2018

- Hurricane Harvey emergency response team
- Extensive knowledge of the Safe Drinking Water Act and Arizona Administrative Code
- Environmental risk, public health, hydrology, geology, environmental law/policy, or project management is also helpful.
- Educated, encouraged, coached, and inspired water systems to provide safe drinking water to all citizens. Worked across teams, unit managers, section managers, and directors to ensure unit operations are efficient and effective. Unit operations include: 1) the state's Monitoring Assistance Program, which provided water sampling and analysis assistance to small public water systems; 2) Compliance Assistance Coordinators, who act as customer service representatives to public water system owners and operators, answering questions, providing guidance on drinking water regulations, assisting water systems with problem-solving compliance issues, and leading outreach events; 3) Water quality data entry and management, including the online SDWIS program.
- Provided customer service to internal and external to public water systems and operators
- Drafted a wide variety of documents, including process documents, memos, presentations, and briefing materials.
- Represented the TCEQ at public conferences as assigned
- Facilitated Compliance of the Lead and Copper Rule for the State of Texas
- Determined, implemented, and monitored regulations under the Safe Drinking Water Act
- Lead and Copper Rule contract and grant facilitation manager
- QAQC data QAPP contract facilitator
- Determined violations and enforcement
- Stakeholder process for rule writing
- Coordinated with other agency staff
- Performed agency activities supporting the Public Drinking Water Section
- Trained staff, both contractors and FTEs, on regulatory rules
- Analyzed and performed quality checks on analytical data
- Wrote policies, procedures, and standard operating procedures

ENVIRONMENTALLY SAFE DRINKING WATER INFORMATION SYSTEM (SDWIS) PROGRAM MANAGER, ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY, PHOENIX, ARIZONA, MARCH 2005 – AUGUST 2010

- Regulatory, technical, and professional program oversight of the SDWIS
- Managed the Drinking Water Compliance Regulatory database

- Interpreted all federal and state drinking water regulations to program, process, analyze, and implement the program
- Developed and implemented SDWIS – Information System for compliance standards
- Represented the Department in industry meetings and conferences
- Implemented work plans and schedules

ENVIRONMENTAL HEALTH MANAGER, SOUTH CAROLINA DEPARTMENT OF HEALTH AND ENVIRONMENT, COLUMBIA, SOUTH CAROLINA, NOVEMBER 2003 – JULY 2004

As an Environmental Health Manager, Laurie was responsible for the Drinking Water program enforcement. She wrote NOV / NEC / AO / Unilateral and Bilateral Consent Orders, agreement documents. She also oversaw and participated in enforcement activities and negotiation of settlements and analyzed projects, reports, and regulations related to environmental enforcement cases.

PHYSICAL SCIENCE/ENGINEERING ASSISTANT, COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT, DENVER, COLORADO, JUNE 2000 – NOVEMBER 2003

In this position, Laurie assisted the Drinking Water Compliance Assurance & Data Management Unit. She developed standard operating procedure strategies and participated in the stakeholder process for new rule development.

GROUP/CONVENTION MANAGER, ULTIMATE TRAVEL, DENVER, COLORADO, APRIL 1992 – MAY 2000

Laurie served as a Group/Convention Manager at a corporate travel agency.

EMPLOYMENT

- ARP Project Manager, GrantWorks, Inc., Austin, Texas, May 2021 - Present
- Manager, Texas Department of State Health Services, Radiology and Records Unit and Environmental Sanitation Unit, Austin, Texas, August 2020 – May 2021
- Adjunct Geology Professor, Maricopa County Community College, Phoenix, Arizona. January 2006 – Present
- Environmental Consultant, Florida Department of Environmental Protection, Auditor of Federal and State Drinking Water Compliance Program, Florida, June 2018 – April 2019
- Natural Resources Specialist, Texas Commission on Environmental Quality, Federal and State Drinking Water Compliance Program, Austin, Texas, November 2012 – June 2018
- Environmentally Safe Drinking Water Information System (SDWIS) Program Manager, Arizona Department of Environmental Quality, Phoenix, Arizona, March 2005 – August 2010
- Environmental Health Manager, South Carolina Department of Health and Environment, Columbia, South Carolina, November 2003 – July 2004
- Physical Science/Engineering Assistant, Colorado Department of Public Health and Environment, Denver, Colorado, June 2000 – November 2003
- Group/Convention Manager, Ultimate Travel, Denver, Colorado, April 1992 – May 2000

JESSI ENGELKE

ARP PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Jessi Engelke is an American Rescue Plan Project Manager with GrantWorks. Before GrantWorks, Jessi served over 10 years in the non-profit sector. Jessi brings 8+ year's federal grant administration experience (Serve America Act & Domestic Volunteer Service Act) and management and program evaluation experience to the team.

RELEVANT EXPERIENCE

ARP PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2021 – PRESENT

Jessi coordinates projects funded primarily by the ARP. These funds are distributed via the U.S. Department of Treasury directly to the state or local government (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. Jessi coordinates and expedites the projects, working directly with local government contacts, the U.S. Treasury staff, engineers, and other professional service providers.

DIRECTOR OF AMERICORPS SERVICES, COMMUNITIES IN SCHOOLS OF CENTRAL TEXAS, AUSTIN, TEXAS, 2016 – MAY 2021

Jessi managed the grant writing process for a $1.3 million federal operational grant renewed annually. She ensured 100% overall program compliance with federal grant terms and conditions. She also regularly monitored program performance data, compiled reports, and ensured 100% on-time grant reporting. In relation to other AmeriCorps programs operating in Texas, this program outperformed the state-wide portfolio average in the following areas: staff hiring quotas, retention quotas, student outcome measures, financial asset utilization, etc.

IMPLEMENTATION SPECIALIST, SOLUTIONS ARCHITECT, COMMUNITY TECH KNOWLEDGE (NOW SOCIAL SOLUTIONS GLOBAL), AUSTIN, TEXAS, 2014 - 2016

Jessi conducted discovery meetings with customers to inform custom configuration of database software, worked with contractors to build the product to specifications, reviewed and tested configuration, and presented finished products to customers for review and feedback. She facilitated discovery meetings, drafted project charters, established timelines, worked with teams

8+ YEARS

GRANT ADMINISTRATION EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Psychology and German, University of New Mexico, Albuquerque, New Mexico

HIGHLIGHTS

10+ years of non-profit sector experience

8+ years of federal grant administration experience of consultants, developed project management templates, cross-trained other staff, developed follow-up procedures to ensure on-time project completion. She was also promoted to Solutions Architect shortly after hire, specializing in mid- to large-scale software implementations.

ASSISTANT DIRECTOR OF NATIONAL SERVICE PROGRAMS, WASHINGTON COUNTY YOUTH SERVICE BUREAU/BOYS & GIRLS CLUB, WASHINGTON COUNTY, VERMONT, 2012 - 2014

Jessi assisted in the grant writing process, including making recommendations to the Director of National Services. She coordinated two state-wide national service programs, which strengthened non-profits across Vermont. She also secured presenters to deliver monthly, multi-day professional development training for AmeriCorps members, including funder stewardship, grant writing 101, and project management. Jessi constructed performance plans and guaranteed member activities that supported national program goals. She developed and streamlined new electronic record-keeping practices, which increased team productivity and ensured compliance with federal record-keeping requirements.

AMERICORPS VISTA TEAM LEADER, VERMONT YOUTH TOMORROW AMERICORPS VISTA PROGRAM, VERMONT, 2011 - 2012

Jessi inspired productivity and encouraged the professional growth of national service members, leading to 100% of host sites reporting that their members' service generated additional resources for their organization. She led a team of 28 VISTA members to build non-profit capacity state-wide and deliver high-quality programs engaging over 55,000 disadvantaged youth. She also earned Vermont Governor's Service Award for outstanding performance in this position

AMERICORPS VISTA GRANT WRITER AND VOLUNTEER COORDINATOR, VERMONT YOUTH TOMORROW AMERICORPS VISTA PROGRAM, VERMONT, 2010 - 2011

Jessi streamlined the grant proposal submission process and created electronic grants tracking system. Without prior experience, she raised nearly $50,000 for Winooski youth programs serving a 90% refugee population resettling from Bhutan, Sudan, Somalia, and Nepal. She also revamped the City of Winooski's volunteer recruitment and training practices, resulting in a 95% increase in volunteer contributions.

EMPLOYMENT

- ARP Project Manager, GrantWorks, Inc., Austin, Texas, May 2021 - Present
- Director of AmeriCorps Services, Communities in Schools of Central Texas, Austin, Texas, 2016 – May 2021
- Implementation Specialist, Solutions Architect, Community Tech Knowledge (Now Social Solutions Global), Austin, Texas, 2014 – 2016
- Assistant Director of National Service Programs, Washington County Youth Service Bureau/Boys & Girls Club, Washington County, Vermont, 2012 – 2014
- AmeriCorps Vista Team Leader, Vermont Youth Tomorrow AmeriCorps Vista Program, Vermont, 2011 – 2012
- AmeriCorps Vista Grant Writer and Volunteer Coordinator, Vermont Youth Tomorrow AmeriCorps Vista Program, Vermont, 2010 - 2011

PAMELA WOZNIAK

ARP PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Pamela Wozniak is an American Rescue Plan Project Manager with GrantWorks. Before GrantWorks, Pamela served as an Environmental Review Specialist, Compliance Monitor, and Administrative Assistant for the Texas Department of Agriculture for nine years.

RELEVANT EXPERIENCE

ARP PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, JUNE 2021 – PRESENT

Pamela coordinates projects funded primarily by the ARP. These funds are distributed via the U.S. Treasury Department directly to the state or local government (cities and counties). The projects are primarily related to water, sewer, or broadband improvement. Pamela coordinates and expedites the projects, working directly with local government contacts, the U.S. Department of Treasury staff, engineers, and other professional service providers.

ENVIRONMENTAL REVIEW SPECIALIST, TEXAS DEPARTMENT OF AGRICULTURE, AUSTIN, TEXAS, APRIL 2018 – JUNE 2021

Pamela oversaw, reviewed, and approved categorical exclusions, environmental assessments, and other HUD 24 CFR 58/NEPA required documents and technical reports to ensure compliance with applicable state and federal environmental or public health laws, rules, regulations, policies, and procedures. She also oversaw and evaluated the environmental or public health impact of infrastructure and housing projects as they relate to the following areas: noise pollution, air and water quality, wetlands and floodplains, hazardous materials, socioeconomic and environmental justice, biological resources, threatened and endangered species, geological areas, contamination, and toxic substances, and cultural or historic resources. She coordinated with various state and federal regulatory agencies to develop Programmatic Agreements and Memoranda of Understanding, facilitating environmental clearance. Pamela designed and monitored programs to address and mitigate identified issues. She provided guidance and interpretation on laws, regulations, procedures, and HUD's Community Development Block Grant Disaster Relief (CDBG-DR) Program requirements to environmental consultant providers, subrecipients, grantees, and TDA staff. She conducted semi-annual Environmental training for consultant providers, subrecipients, grantees, and TDA staff.

GrantWorks

9+ YEARS

STATE GOVERNMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Business Administration, College of West Virginia, Beckley, West Virginia, December 1998

Associate of Science, Secretarial Science/Administrative, College of West Virginia, Beckley, West Virginia, December 1998

Associate of Arts, General Studies, College of West Virginia, Beckley, West Virginia, December 1998

HIGHLIGHTS

9+ years of state government experience

Oversaw the TDA mitigation and environmental monitoring program to demonstrate compliance with HUD 24 CFR 58, which involved field inspections, coordination with consultant providers, subrecipients, grantees, and report preparation. Conducted audits to ensure environmental records management procedures were followed as required. Reviewed, evaluated, monitored, and/or approved consultant work, research programs, or special studies. Represent the TxCDBG regarding environmental or public health issues. Planned, developed, recommended, and implemented guidelines, policies, and procedures related to HUD 2 CFR 58/NEPA.

COMPLIANCE MONITOR, TEXAS DEPARTMENT OF AGRICULTURE, AUSTIN, TEXAS, APRIL 2014 – JUNE 2021

Pamela performed audits primarily complex to include audits of environmental records to ensure federal, state, and local laws were followed as required. She reviewed, evaluated, monitored, and/or approved consultant work, research programs, or special studies. She also represented the department regarding environmental or public health issues. Pamela planned, developed, recommended, and implemented guidelines, policies, and procedures related to HUD 24 CFR 58/NEPA to determine compliance with laws, rules, and regulations. Developed audit/monitoring scopes, programs, objectives, procedures, and deliverables. Examined and analyzed grantee operations, policies and procedures, internal control structures and systems, and accounting/program records for adequacy, accuracy, and compliance with legal regulations, program requirements, internal regulations, state and local statutes, and federal requirements. She was examined and analyzed program metrics, performance measures, and other reports to determine progress with grantee contracts and program goals and objectives. Provided recommendations that assist in achieving goals and objectives. Prepared audit/monitoring reports, reviews of grantee corrective action plans and responses, and monitors the preparation of the final resolution of the reports incorporating grantee comments as appropriate. Pamela requested and reported necessary information to resolve reportable issues. Recommended and advised management regarding changes in program operations, processes, and accounting or management procedures resulting from audit/monitoring reviews; integrated high level of customer service focus, cross-functional program cooperation, and coordination with internal staff and grantees. She defined audit issues by researching specific topics through interviews, document reviews, prior audit findings, and other research techniques. She also provided budget and other reporting information related to auditing/monitoring activities. Pamela prepared other reports as necessary, including management reports, single audit reviews, and reports monthly summaries, and disallowed activity reports.

ADMINISTRATIVE ASSISTANT IV, TEXAS DEPARTMENT OF AGRICULTURE, AUSTIN, TEXAS, JULY 2013 – MAY 2014

Pamela served as Administrative Assistant to Administrator of Trade and Business Development. She managed and maintained daily schedules and travel arrangements for the Administrator of GO TEXAN and other division managers. She also coordinated arrangements, agendas and maintained a calendar of events for meetings, conferences, seminars, and training. Processed travel plans for division staff and prepared and tracked all travel reimbursements. Prepared, edited, and distributed correspondence, reports, studies, forms, and documents. Scheduled meetings for division and other TDA staff and monitor calendars for scheduling conflicts. Reserved rooms and equipment for meetings, scheduled attendees, attended meetings, took notes, and prepared meeting summaries. Determined priorities and route work to other division staff. Coordinated work between organizational units of the agency and informed division managers of activities throughout the division. Maintained a log of assignments, tracked items routed for approval to other divisions, and followed up as needed to ensure timely completion. Entered correspondence into the IQ system for approval as directed by the Administrator. Answered phone, routed incoming calls, took messages, greeted visitors, and directed them to the appropriate staff.

Opened, sorted mail, and routed to appropriate personnel. Handled routine matters and bring urgent matters to the attention of appropriate personnel. Pamela provided direct administrative support to division program areas. She served as the primary point-of-contact and liaison for the GO TEXAN members. She also assisted in training staff on agency and division policies and procedures. In addition, Pamela performed special projects for the Administrator and other division managers. She maintained a filing system for the Administrator to include personnel files and information on each program, activity, and affiliate.

ADMINISTRATIVE ASSISTANT III, TEXAS DEPARTMENT OF AGRICULTURE, AUSTIN, TEXAS, JUNE 2012 – JULY 2013

Pamela served as Administrative Assistant to Director, Community Operations. She prepared, collected, and verified that source data was complete and accurate. She also assisted with creating queries to run database reports. Analyzed database reports and group or filter relevant information. Prepared, edited, and organized surveys and reports for distribution and analysis. Researched, prepared, and reviewed statistical reports and applied statistical formulas to reports as need. Compiled and entered data into spreadsheet/tracking system for use in analyses and reports. Pamela assisted in preparing time-series analyses for trends (linear, nonlinear, seasonal, and cyclical). She followed up with staff to resolve problems and clarify data use or collection. She also developed and maintained tracking reports to monitor processing activity. Pamela provided program and technical assistance to performance improvement staff. She responded to inquiries regarding statistical data, rules, regulations, policies, and the Community Operations unit procedures. She also prepared special reports for management, as requested. Pamela assisted with Public Information Requests. She adhered to an established work schedule with regular attendance. Pamela followed all TDA safety guidelines/procedures and ethics requirements. She coordinated and set up webinar training and meetings for division and regional staff.

PURCHASING COORDINATOR, INTERNATIONAL PAPER COMPANY, MEMPHIS, TENNESSEE, DECEMBER 2004 – OCTOBER 2010

Pamela was a Subject Matter Expert (SME) on logistical shipping platforms for transport by truck, rail, and overseas shipping containers. She led and conducted performance analysis of 100% of contracts relating to shipping platforms. Developed checklists, made recommendations, and implemented improvements regarding the monitoring and performance analysis function. She audited suppliers' financials to ensure viability to handle the contracts awarded financially. Prepared correspondence to inform contracted suppliers of audit findings/concerns based on the compliance monitoring results and provide recommendations for corrective action and/or technical assistance when required. Supported and justified written and verbal testimony, all appeals and hearings resulting from individual work performed on compliance audits/reviews. Developed, interpreted, reviewed, and communicated administrative policies, standard operating procedures, and methods. Evaluates supplier performance and provides recommendations regarding the need for technical assistance and complying with contracts, program rules, and regulations. She coordinated with state and federal agencies for shipping domestically and internationally, following state and federal regulations. She also monitored government legislation regarding wood transport to ensure compliance with domestic and international laws. Pamela audited the program and conducted investigations for mismanagement, fraud, and abuse upon receipt of complaint prepared monitoring reports, and made recommendations for corrective action. Prepared bid packages, analyzed completed bids, and negotiated contracts. Researched and prepared market analysis and spend analysis in preparation of the bid. Assist in budget forecasting and preparation. She oversaw a $65 million budget, prepared monthly and year-to-date reports using graphs, pivot tables, and summaries.

BUSINESS DEVELOPMENT MANAGER, CHEP USA, ORLANDO, FLORIDA, OCTOBER 2000 – NOVEMBER 2004

Pamela prepared reports and advised the National Sales Director on budget matters for use in the decision-making process. She coordinated with accounting and budget divisions to facilitate accurate reporting. She also managed accounts producing revenue of more than $56 million annually. Pamela negotiated contracts and acquired new accounts. Pamela also monitored account receivables and credit and collections on assigned accounts. She developed and presented business reviews. She also performed research to complete accurate cost studies and market analyses. Responsible for account expansion increasing revenue by $8.2 million. Prepared monthly reports by gathering information from multiple databases, formatted the information into graphs/charts, and presented to C-level management. Addressed quality issues and complaints with follow through to resolution. She has participated in annual audits on assigned accounts.

EMPLOYMENT

- ARP Project Manager, GrantWorks, Inc., Austin, Texas, June 2021 – Present
- Environmental Review Specialist, Texas Department of Agriculture, Austin, Texas, April 2018 – June 2021
- Compliance Monitor, Texas Department of Agriculture, Austin, Texas, April 2014 – June 2021
- Administrative Assistant IV, Texas Department of Agriculture, Austin, Texas, July 2013 – May 2014
- Administrative Assistant III, Texas Department of Agriculture, Austin, Texas, June 2012 – July 2013
- Purchasing Coordinator, International Paper Company, Memphis, Tennessee, December 2004 – October 2010
- Business Development Manager, CHEP USA, Orlando, Florida, October 2000 – November 2004

ATTACHMENT 2 – CERTIFICATE OF INSURANCE

GrantWorks has provided a copy of our Certificate of Insurance on the following page.

ACORD® CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 05/11/2021

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

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

PRODUCER
Galloway Insurance Agency
PO Box 8
1310 S Water
Burnet TX 78611

CONTACT NAME: April Roberts
PHONE (A/C, No, Ext): (512) 756-2988 | FAX (A/C, No): (512) 756-7308
E-MAIL ADDRESS: april@gallowayinsurance.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A :	Sentinel Insurance Company, LTD	11000
INSURER B :	Mercury Insurance	29394
INSURER C :	CRC GROUP	
INSURER D :	Texas Mutual	22945
INSURER E :	Twin City Fire Insurance Company	29459
INSURER F :		

INSURED
Grantworks, Inc.
2201 Northland Drive
Austin TX 78756

COVERAGES **CERTIFICATE NUMBER:** Cert 5/22/21- 2022 **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	[X] COMMERCIAL GENERAL LIABILITY; [ ] CLAIMS-MADE [X] OCCUR; GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC; OTHER:	Y	Y	65SBAZR2028	05/22/2021	05/22/2022	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
								$
B	AUTOMOBILE LIABILITY; [X] ANY AUTO; [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS; [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY	Y	Y	BA420000005413	05/22/2021	05/22/2022	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
							PIP-Basic	$ 2,500
C	[X] UMBRELLA LIAB [ ] OCCUR; EXCESS LIAB [ ] CLAIMS-MADE; DED [X] RETENTION $ 25,000	Y	Y	EBU011310940	09/15/2020	09/15/2021	EACH OCCURRENCE	$ 10,000,000
							AGGREGATE	$ 10,000,000
								$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N; ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y; If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	0002014161	05/22/2021	05/22/2022	[ ] PER STATUTE [ ] OTH-ER	
							E.L. EACH ACCIDENT	$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
E	Directors & Officers/EPLI			65KB0282050-20	12/01/2020	12/01/2021		2,000,000

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

CERTIFICATE HOLDER
GrantWorks, Inc.
2201 Northland Dr.
Austin TX 78756

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

AGENCY CUSTOMER ID: ______

LOC #: ______

ACORD®

ADDITIONAL REMARKS SCHEDULE

Page ___ of ___

AGENCY Galloway Insurance Agency		NAMED INSURED Northland Ii Property LLC
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

Please be advised that Waiver of Subrogation coverage is automatically provided by the Business Liability Coverage Form SS0008

ATTACHMENT 3 – STATEMENT OF CONFLICTS OF INTEREST

GrantWorks has identified no potential and/or conflicts with regards to its company or with key employees.

Authorized Signature	July 20, 2021 Date

Bruce J. Spitzengel, President
Print Name & Title

ATTACHMENT 4 – SYSTEM FOR AWARD MANAGEMENT VERIFICATION

GrantWorks has provided a copy of our verification through the Excluded Parties List System (EPLS) in the System for Award Management (SAM) on the following page.

SAM.GOV

Entity Registration Search Results 1 Total Results

Filtered by:

duns	**Status**
963746466	Active

Grantworks, Inc. ● Active

DUNS **Unique Entity ID:** 963746466

SAM **Unique Entity ID:** UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:
2201 Northland Dr
Austin , TX
78756 USA

Expiration Date:
Sep 02, 2021

Purpose of Registration:
All Awards

SAM.GOV

Entity Registration Search Results 1 Total Results

Filtered by:

Keyword	duns	Status
"Bruce Spitzengel"	963746466	Active

Grantworks, Inc. ● Active

DUNS **Unique Entity ID:** 963746466

SAM **Unique Entity ID:** UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:
2201 Northland Dr
Austin , TX
78756 USA

Expiration Date:
Sep 02, 2021

Purpose of Registration:
All Awards

ATTACHMENT 5 – CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

GrantWorks has provided a signed Conflict-of-Interest Questionnaire (Form CIQ) on the following page.

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.**

N/A

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

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

N/A

Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

7 [signature] 178 July 20, 2021

Signature of vendor doing business with the governmental entity — 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.

ATTACHMENT 6 – CERTIFICATION REGARDING LOBBYING

GrantWorks has provided a copy of our Certification Regarding Lobbying on the following page.

Certification Regarding Lobbying

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

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

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

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

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

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

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

Bruce Spitzengel

Signature of Contractor's Authorized Official

Bruce J. Spitzengel, President

Printed Name and Title of Contractor's Authorized Official

July 20, 2021

Date

ATTACHMENT 7 – DISCLOSURE OF LOBBYING ACTIVITIES

GrantWorks has provided a copy of our Disclosure of Lobbying Activities on the following page.

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

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

Type of Federal Action:	**Status of Federal Action:**	**Report Type:**
____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	_____ a. bid/offer/application b. initial award c. post-award	_____ a. initial filing b. material change

Name and Address of Reporting Entity: ____ Prime ______ Subawardee Tier______, if Known: **Congressional District, if known:**	**If Reporting Entity in No. 4 is Subawardee,** Enter Name and Address of Prime: **Congressional District, if known:**
Federal Department/Agency:	**7. Federal Program Name/Description:** CFDA Number, *if applicable*: _________________
Federal Action Number, *if known:*	**9. Award Amount**, *if known:* **$**
10. a. Name and Address of Lobbying Registrant *(if individual, last name, first name, MI):*	**b. Individuals Performing Services** *(including address if different from No. 10a) (last name, first name, MI):*
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.	**Signature:** ____________________ **Print Name:** Bruce J. Spitzengel **Title:** President **Telephone No.:** (512) 420-0303 **Date:** 7/20/2021
Federal Use Only	**Authorized for Local Reproduction** **Standard Form - LLL (Rev. 7-97)**

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

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks “Subawardee,” then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., “RFP-DE-90-001.”

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

ATTACHMENT 8 – CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

GrantWorks has provided a copy of our Certificate of Interested Parties - Form 1295 on the following page.

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.	**OFFICE USE ONLY**
1 **Name of business entity filing form, and the city, state and country of the business entity's place of business.**	
2 **Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**	

3 **Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

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

6 **UNSWORN DECLARATION**

My name is _______________________________________, and my date of birth is ______________________.

My address is ___________________________________, ______________, _______, __________, ___________.
(street) (city) (state) (zip code) (country)

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

Executed in _______________ County, State of ___________, on the _____ day of ____________, 20____.
(month) (year)

____
Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

ATTACHMENT 9 – REQUIRED CONTRACT PROVISIONS

GrantWorks acknowledges and will comply with the ARP required contract provisions. (Note: Some provisions appear to apply to other federal funds and may not necessarily apply to ARP.)

ATTACHMENT 10 – FINANCIAL CAPACITY

To demonstrate our financial stability and capacity to perform the RFP services required, GrantWorks has provided a copy of our CONFIDENTIAL financial statements for the current fiscal year-end and the year-to-date on the following pages.

GRANTWORKS, INC

FINANCIAL STATEMENTS

December 31, 2020

CONFIDENTIAL

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Sherri R Scheffer, CPA, PLLC
Certified Public Accountant

Accountants' Report

To the Shareholders
Grantworks, Inc
Austin, Texas

Management is responsible for the accompanying financial statements of Grantworks, Inc, which comprise the balance sheet as of December 31, 2020, and the related statements of income with supporting schedules, retained earnings, and cash flows for the quarter then ended, and the related notes to the financial statements in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with statements on standards for accounting and review services promulgated by the accounting and review services committee of the AICPA.

We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Sherri R. Scheffer, CPA, PLLC

Stafford, Texas
February 19, 2021

GRANTWORKS, INC
BALANCE SHEET
DECEMBER 31, 2020

ASSETS

	2020
CURRENT ASSETS	
Cash and cash equivalents	$ 8,944,860
Investments	80,000
Accounts receivable, net of allowance for doubtful accounts of $.00 in 2020	3,059,470
Other Receivables	348,771
TOTAL CURRENT ASSETS	12,433,101
PROPERTY AND EQUIPMENT	
Property and equipment, net of accumulated depreciation of $940,263 in 2020	583,335
TOTAL NONCURRENT ASSETS	583,335
TOTAL ASSETS	$ 13,016,436

LIABILITIES AND EQUITY

	2020
CURRENT LIABILITIES	
Accounts payable	$ 45,977
Income tax payable	1,493,627
Line of credit	
Current portion of long-term debt	12,276
TOTAL CURRENT LIABILITIES	1,551,880
LONG-TERM LIABILITIES	
Long-term debt	16,228
Deferred tax liability	0
TOTAL LONG-TERM LIABILITIES	16,228
TOTAL LIABILITIES	1,568,108
EQUITY	
Common Stock	1,000
Treasury stock	(187,032)
Accumulated earnings (deficit)	11,634,360
TOTAL STOCKHOLDER'S EQUITY	11,448,328
TOTAL LIABILITIES AND EQUITY	$ 13,016,436

GRANTWORKS, INC
INCOME STATEMENT
FOR THE PERIODS ENDED DECEMBER 31, 2020

	2020
REVENUES	$ 34,538,257
COST OF SERVICES	26,692,153
GROSS PROFIT	7,846,104
OPERATING EXPENSES	
General and Administrative Expenses	1,639,913
TOTAL OPERATING EXPENSES	1,639,913
OTHER INCOME (EXPENSE)	
Miscellaneous income	(782)
Interest expense	(967)
TOTAL OTHER INCOME (EXPENSE)	(1,749)
INCOME TAX EXPENSE	1,593,741
NET INCOME (LOSS)	$ 4,610,701

See Accountants Compilation
Report and Notes to the Financial Statements

GRANTWORKS, INC
SCHEDULE OF GENERAL AND ADMINISTRATIVE EXPENSE
FOR THE PERIODS ENDED DECEMBER 31, 2020

	2020
Advertising	$ 64,591
Bank Fees	31,047
Business Taxes and Licenses	50,393
Charitable Contributions	100,070
Computer Expense	318,841
Dues and Subscriptions	1,522
Materials and Supplies	138,647
Office Expense	203,206
Other Taxes and Licenses	54,331
Postage	48,254
Professional Fees	145,602
Promotions	94,826
Rent	280,125
Repairs and Maintenance	38,107
Training Expense	51,192
Utilities	19,025
TOTAL GENERAL AND ADMINISTATIVE EXPENSE	$ 1,639,913

See Accountants Compilation
Report and Notes to the Financial Statements

GRANTWORKS, INC
SCHEDULE OF COST OF SERVICES
FOR THE PERIODS ENDED DECEMBER 31, 2020

	2020
Business Taxes	$ 14,064
Depreciation	120,662
Direct Labor	18,058,147
Employee Benefits	2,450,289
Insurance	149,487
Job Travel	209,296
Payroll Taxes	1,209,198
Professional Fees	195
Rent	350,385
Small Tools	108
Subcontractors	3,962,873
Supplies	8,650
Utilities	142,225
Vehicle Expense	16,574
TOTAL COST OF SERVICES	$ 26,692,153

See Accountants Compilation
Report and Notes to the Financial Statements

GRANTWORKS, INC
STATEMENT OF EQUITY
FOR THE PERIODS ENDED DECEMBER 31, 2020

	Additional Paid-In Capital	Shareholders Equity	Total
Dividends	-	-	-
Net income	-	4,610,701	4,610,701
Common Stock		$ 1,000.	$ 1,000.
Treasury Stock		$ (187,032.)	$ (187,032.)
Accumulated Earnings:			
Beginning Balance	-	$ 7,023,659.	$ 7,023,659.
Net income	-	4,610,701	4,610,701
Ending Balance, December 31, 2020	**$ -**	11,634,360	11,634,360
Total Equity		$ 11,448,328.	$ 11,448,328.

GRANTWORKS, INC
STATEMENT OF CASH FLOWS
FOR THE PERIODS ENDED DECEMBER 31, 2020

	2020
CASH FLOWS FROM OPERATING ACTIVITIES	
Net income	$ 4,610,701
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation expense	120,662
(Increase) decrease in assets:	
Accounts receivable	3,561,957
Increase (decrease) in liabilities:	
Accounts payable	(143,143)
Accrued expenses	(14,955)
CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	8,135,222
CASH FLOWS FROM FINANCING ACTIVITIES	
Principal payments on long term debt	(3,011)
CASH USED FOR FINANCING ACTIVITIES	(3,011)
NET INCREASE (DECREASE) IN CASH	8,132,211
CASH AT BEGINNING OF QUARTER	8,363,247
CASH AT END OF QUARTER	8,944,860

See Accountants Compilation
Report and Notes to the Financial Statements

GRANTWORKS, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations and Operating Cycle

Grantworks, Inc (the "Company") was incorporated in Texas on August 29, 1994. The company is engaged in the business of administering state and federal grant programs covering infrastructure, disaster recovery, economic development, housing, hazard mitigation and in planning services in Texas.

Basis of Preparation

These general-purpose financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as appropriate for for-profit oriented entities.

Accounting for Revenue and Expenses

The Company recognizes revenues on the accrual basis of accounting.

Costs of services include all direct material and labor costs and those indirect costs related to contract performance, such as indirect labor, supplies, tools, repairs and depreciation. Selling, general and administrative costs are charged to expense as incurred.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. For the statement of cash flows presentation purposes, cash and cash equivalents also includes bank overdrafts, which are shown within borrowings in current liabilities on the statement of financial position.

Accounts Receivable

Service receivables are recorded when invoices are issued and are presented in the balance sheet net of the allowance for doubtful accounts. Receivables are written off when they are determined to be uncollectible. The allowance for doubtful accounts is estimated based on the Company's historical losses, the existing economic conditions in the industry, and the financial stability of its clientele.

Use of Estimates

Management uses estimates and assumptions in preparing these financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could vary from the estimates that were used.

Property and Equipment and Depreciation

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method over the following estimated lives:

	Years
General equipment	5-7
Automobiles and trucks	5
Furniture and fixtures	5-7

Expenditures for major renewals and improvements are capitalized, while repairs and maintenance, which do not improve or extend the life of such assets, are charged to operations as incurred. When properties are disposed of, any resulting gain or loss is reflected in non-operating income.

Depreciation expense for the periods ended December 31, 2020 was $120,662.

Income Taxes

Deferred tax assets and liabilities are recognized for future tax consequences attributable to temporary differences between the financial statement carrying amounts of assets and liabilities and their respective tax bases and operating loss carryforwards, if any. Deferred tax assets and liabilities are measured using enacted tax rates expected to apply to taxable income in the years in which those temporary differences are expected to be recovered or settled. The primary differences arise from differences between the accrual basis and cash basis financial statements. Depreciation for income tax purposes is computed on a tax method, whereas, depreciation for book purposes is computed on a straight-line basis.

Operating Cycle

The Company's "operating cycle" is the calendar year.

Comparative Statements

The Company experiences significant changes in timing, size and type of jobs from year to year. Because of the effect of such differences on the balance sheet and the statement of operations and changes in financial position, comparative statements would detract from clarity of the financial report. Therefore, comparative statements have not been included in this report.

NOTE 2 - ACCOUNTS RECEIVABLE

An analysis of the accounts receivable of the Company at December 31, 2020 is as follows:

Current	$ 2,299,275
31 - 60 days	419,392
61 - 90 days	29,022
Over 90 days	311,781
	$ 3,059,470

The allowance for doubtful accounts is estimated based on the Company's historical losses, the existing economic conditions in the industry and the financial stability of its clientele. At December 31, 2020 an allowance for doubtful accounts was not necessary.

NOTE 3 – LINE OF CREDIT

The company had one line of credit at December 31, 2020.

NewFirst National Bank	$ -
	$ -

The NewFirst note is a $1,000,000 revolving real estate lien note which matured on June 21, 2020. Interest is calculated based upon a 30/360 year on the unpaid principal at the Wall Street Journal's prime lending rate as it varies from time to time plus two (2.00%) percent per annum with a floor rate of seven (6.00%) percent. Interest is paid monthly. The principal balance is zero at December 31, 2020.

The note is collateralized by land comprising 0.274 acres located in Travis County, Texas, all accounts receivable now owned by the company at inception of the note along with those thereafter acquired by the Company. It is further guaranteed by the Shareholders.

GRANTWORKS, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 4 – NOTES PAYABLE

Notes payable at December 31, 2020 was $28,504 and collateralized by automobiles. Principal payments due during the next five calendar years are as follows:

Year	
2021	$ 11,601
2022	11,029
2023	5,874
Subsequent	
	$ 28,504

NOTE 5 – CONTINGENT LIABILITIES

Grantworks does not have any events, liabilities, or contingent liabilities that could affect their ability to perform new contracts.

GRANTWORKS, INC

FINANCIAL STATEMENTS

March 31, 2021

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Sherri R Scheffer, CPA, PLLC
Certified Public Accountant

Accountants' Report

To the Shareholders
Grantworks, Inc
Austin, Texas

Management is responsible for the accompanying financial statements of Grantworks, Inc, which comprise the balance sheet as of March 31, 2021, and the related statements of income with supporting schedules, retained earnings, and cash flows for the quarter then ended, and the related notes to the financial statements in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with statements on standards for accounting and review services promulgated by the accounting and review services committee of the AICPA.

We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Sherri R Scheffer, CPA, PLLC

Stafford, Texas
April 21, 2021

GRANTWORKS, INC
BALANCE SHEET
MARCH 31, 2021

ASSETS

	2021
CURRENT ASSETS	
Cash and cash equivalents	$ 11,009,039
Investments	80,000
Accounts receivable, net of allowance for doubtful accounts of $.00 in 2021	3,413,196
Other Receivables	568,005
TOTAL CURRENT ASSETS	15,157,618
PROPERTY AND EQUIPMENT	
Property and equipment, net of accumulated depreciation of $853,135 in 2021	755,515
TOTAL NONCURRENT ASSETS	755,515
TOTAL ASSETS	$ 15,913,133

LIABILITIES AND EQUITY

	2021
CURRENT LIABILITIES	
Accounts payable	$ 203,235
Income tax payable	316,441
TOTAL CURRENT LIABILITIES	519,676
LONG-TERM LIABILITIES	
Deferred tax liability	113,965
TOTAL LONG-TERM LIABILITIES	113,965
TOTAL LIABILITIES	633,641
EQUITY	
Common Stock	1,000
Treasury stock	(187,032)
Accumulated earnings (deficit)	15,465,524
TOTAL STOCKHOLDER'S EQUITY	15,279,492
TOTAL LIABILITIES AND EQUITY	$ 15,913,133

See Accountants Compilation
Report and Notes to the Financial Statements

GRANTWORKS, INC
INCOME STATEMENT
FOR THE PERIODS ENDED MARCH 31, 2021

	2021
REVENUES	$ 10,142,412
COST OF SERVICES	7,154,744
GROSS PROFIT	2,987,668
OPERATING EXPENSES	
General and Administrative Expenses	427,698
TOTAL OPERATING EXPENSES	427,698
OTHER INCOME (EXPENSE)	
Interest expense	(67)
TOTAL OTHER INCOME (EXPENSE)	(67)
INCOME TAX EXPENSE	217,080
NET INCOME (LOSS)	$ 2,342,823

GRANTWORKS, INC
SCHEDULE OF GENERAL AND ADMINISTRATIVE EXPENSE
FOR THE PERIODS ENDED MARCH 31, 2021

	2021
Advertising	$ 38,003
Bank Fees	275
Charitable Contributions	54,261
Dues and Subscriptions	899
Materials and Supplies	119,178
Miscellaneous Expense	567
Office Expense	30,241
Other Taxes and Licenses	(199)
Postage	19,530
Professional Fees	20,053
Promotions	3,478
Rent	75,278
Repairs and Maintenance	8,910
Research and Development	27,679
Training Expense	24,758
Utilities	4,787
TOTAL GENERAL AND ADMINISTATIVE EXPENSE	$ 427,698

See Accountants Compilation
Report and Notes to the Financial Statements

GRANTWORKS, INC
SCHEDULE OF COST OF SERVICES
FOR THE PERIODS ENDED MARCH 31, 2021

		2021
Depreciation	$	33,534
Direct Labor		4,939,200
Employee Benefits		781,886
Insurance		49,157
Job Travel		42,042
Payroll Taxes		413,281
Rent		97,584
Subcontractors		759,508
Supplies		240
Utilities		36,989
Vehicle Expense		1,323
TOTAL COST OF SERVICES	$	7,154,744

GRANTWORKS, INC
STATEMENT OF EQUITY
FOR THE PERIODS ENDED MARCH 31, 2021

	Additional Paid-In Capital	Shareholders Equity	Total
Dividends	-	-	-
Net income	-	2,342,823	2,342,823
Common Stock		$ 1,000.	$ 1,000.
Treasury Stock		$ (187,032.)	$ (187,032.)
Accumulated Earnings:			
Beginning Balance	-	$ 13,122,701.	$ 13,122,701.
Net income	-	2,342,823	2,342,823
Ending Balance, March 31, 2021	**$ -**	15,465,524	15,465,524
Total Equity		$ 15,279,492.	$ 15,279,492.

See Accountants Compilation
Report and Notes to the Financial Statements

GRANTWORKS, INC
STATEMENT OF CASH FLOWS
FOR THE PERIODS ENDED MARCH 31, 2021

	2021
CASH FLOWS FROM OPERATING ACTIVITIES	
Net income (loss)	$ 2,342,823
Adjustments to reconcile net income to net cash provided by operating activities:	
Depreciation expense	33,534
(Increase) decrease in assets:	
Accounts receivable	(353,726)
Increase (decrease) in liabilities:	
Accounts payable	157,258
Accrued expenses	(14,955)
CASH PROVIDED BY (USED FOR) OPERATING ACTIVITIES	2,164,934
CASH FLOWS FROM FINANCING ACTIVITIES	
Principal payments on long term debt	(28,504)
CASH USED FOR FINANCING ACTIVITIES	(28,504)
NET INCREASE (DECREASE) IN CASH	2,136,430
CASH AT BEGINNING OF QUARTER	8,944,860
CASH AT END OF QUARTER	11,009,039

GRANTWORKS, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Operations and Operating Cycle

Grantworks, Inc (the "Company") was incorporated in Texas on August 29, 1994. The company is engaged in the business of administering state and federal grant programs covering infrastructure, disaster recovery, economic development, housing, hazard mitigation and in planning services in Texas.

Basis of Preparation

These general-purpose financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America (GAAP) as appropriate for for-profit oriented entities.

Accounting for Revenue and Expenses

The Company recognizes revenues on the accrual basis of accounting.

Costs of services include all direct material and labor costs and those indirect costs related to contract performance, such as indirect labor, supplies, tools, repairs and depreciation. Selling, general and administrative costs are charged to expense as incurred.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with financial institutions, other short-term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. For the statement of cash flows presentation purposes, cash and cash equivalents also includes bank overdrafts, which are shown within borrowings in current liabilities on the statement of financial position.

Accounts Receivable

Service receivables are recorded when invoices are issued and are presented in the balance sheet net of the allowance for doubtful accounts. Receivables are written off when they are determined to be uncollectible. The allowance for doubtful accounts is estimated based on the Company's historical losses, the existing economic conditions in the industry, and the financial stability of its clientele.

Use of Estimates

Management uses estimates and assumptions in preparing these financial statements in accordance with generally accepted accounting principles. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. Actual results could vary from the estimates that were used.

Property and Equipment and Depreciation

Property and equipment are recorded at cost. Depreciation is computed using the straight-line method over the following estimated lives:

	Years
General equipment	5-7
Automobiles and trucks	5
Furniture and fixtures	5-7

Expenditures for major renewals and improvements are capitalized, while repairs and maintenance, which do not improve or extend the life of such assets, are charged to operations as incurred. When properties are disposed of, any resulting gain or loss is reflected in non-operating income.

Depreciation expense for the periods ended March 31, 2021 was $33,534.

Income Taxes

Deferred tax assets and liabilities are recognized for future tax consequences attributable to temporary differences between the financial statement carrying amounts of assets and liabilities and their respective tax bases and operating loss carryforwards, if any. Deferred tax assets and liabilities are measured using enacted tax rates expected to apply to taxable income in the years in which those temporary differences are expected to be recovered or settled. The primary differences arise from differences between the accrual basis and cash basis financial statements. Depreciation for income tax purposes is computed on a tax method, whereas, depreciation for book purposes is computed on a straight-line basis.

Operating Cycle

The Company's "operating cycle" is the calendar year.

Comparative Statements

The Company experiences significant changes in timing, size and type of jobs from year to year. Because of the effect of such differences on the balance sheet and the statement of operations and changes in financial position, comparative statements would detract from clarity of the financial report. Therefore, comparative statements have not been included in this report.

NOTES TO FINANCIAL STATEMENTS

NOTE 2 - ACCOUNTS RECEIVABLE

An analysis of the accounts receivable of the Company at March 31, 2021 is as follows:

Current	$ 2,760,785
31 - 60 days	247,861
61 - 90 days	73,792
Over 90 days	330,758
	$ 3,413,196

The allowance for doubtful accounts is estimated based on the Company's historical losses, the existing economic conditions in the industry and the financial stability of its clientele. At March 31, 2021 an allowance for doubtful accounts was not necessary.

NOTE 3 – LINE OF CREDIT

The company had one line of credit at March 31, 2021.

NewFirst National Bank	$ -
	$ -

The NewFirst note is a $1,000,000 revolving real estate lien note which matured on June 21, 2020. Interest is calculated based upon a 30/360 year on the unpaid principal at the Wall Street Journal's prime lending rate as it varies from time to time plus two (2.00%) percent per annum with a floor rate of seven (6.00%) percent. Interest is paid monthly. The principal balance is zero at March 31, 2021.

The note is collateralized by land comprising 0.274 acres located in Travis County, Texas, all accounts receivable now owned by the company at inception of the note along with those thereafter acquired by the Company. It is further guaranteed by the Shareholders.

GRANTWORKS, INC.

NOTES TO FINANCIAL STATEMENTS

NOTE 4 – NOTES PAYABLE

Notes payable at March 31, 2021 was $0.

NOTE 5 – CONTINGENT LIABILITIES

Grantworks does not have any events, liabilities, or contingent liabilities that could affect their ability to perform new contracts.

City of Richwood
Budgeting Worksheet
15 Crime Control and Prevention - 10/01/2021 to 09/30/2022

	2019 Actual	2020 Actual	8/5/2021 2021 Actual	2021 Projected	2021 Budget	Proposed Budget
Change in Fund Balance						
Revenue						
Taxes						
604117 Sales Tax	119,642	138,250	105,316	160,000	120,000	170,000
Total Taxes	**119,642**	**138,250**	**105,316**	**160,000**	**120,000**	**170,000**
Interest						
604110 Interest Earnings	1,412	606	5	9	750	0
Total Interest	**1,412**	**606**	**5**	**9**	**750**	**0**
Miscellaneous revenue						
604112 Miscellaneous Income	137	0	0	0	0	0
Total Miscellaneous revenue	**137**	**0**	**0**	**0**	**0**	**0**
Total Revenue	**121,191**	**138,856**	**105,321**	**160,009**	**120,750**	**170,000**
Expenditures						
Public Safety						
Crime Control and Prevention						
605103 Salaries & Wages	57,794	60,722	-397	0	0	0
605104 Overtime	5,939	4,488	-26	0	0	0
605105 Retirement	7,435	8,277	-49	0	0	0
605107 Medicare	924	1,026	-6	0	0	0
605115 Insurance	8,295	4,058	-66	0	0	0
605120 Unemployment Insurance	320	9	0	0	0	0
605130 Training & Travel	5,093	908	0	0	8,000	5,000
605175 Certification Pay	550	0	0	0	0	0
605190 Uniforms	2,828	955	2,319	2,319	2,300	2,500
605287 Community Outreach	0	5,687	3,947	10,000	10,000	10,000
605340 Vehicle M&R	0	21,237	0	0	0	0
605365 Other Equipment M&R	14,265	912	0	0	0	0
605920 Motor Vehicles	0	0	115,258	115,258	120,000	120,000
605930 Equipment	44,089	16,306	8,165	10,000	10,000	0
Total Crime Control and Prevention	**147,532**	**124,585**	**129,145**	**137,577**	**150,300**	**137,500**
Total Public Safety	**147,532**	**124,585**	**129,145**	**137,577**	**150,300**	**137,500**
Total Expenditures	**147,532**	**124,585**	**129,145**	**137,577**	**150,300**	**137,500**
Other Financing Sources and Uses						
Sources						
974959 Transfer from Fund Balance	0	-263	0	0	0	0
Total Sources	**0**	**-263**	**0**	**0**	**0**	**0**
Uses						
975960 - Transfer to General Fund						67,500
Total Uses						**67,500**
Total Other Financing Sources and Uses	**0**	**-263**	**0**	**0**	**0**	**-67,500**
Total Change in Fund Balance	**-26,341**	**14,008**	**-23,825**	**22,432**	**-29,550**	**-35,000**

Fund Balance **186,491** as of 10/1/2021

RESOLUTION NO. 21-R-53

WHEREAS, on August 09, 2021, the City Manager of the City of Richwood submitted the proposed Budget for the City of Richwood Fiscal Year 2021-2021 to the City Council; and

WHEREAS, on August 09, 2021, the City Manager of the City of Richwood filed with the City Secretary the proposed Budget for the City of Richwood Fiscal Year 2021-2022; and

WHEREAS, in accordance with the Texas Local Government Code, Section 102.006, the City Council must set a public hearing on the proposed Budget and the City Council must provide for public notice of the date, time and location of the hearing.

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

That a public hearing on the proposed Budget for the City of Richwood Fiscal Year 2021-2022 is set for September 13, 2021, at 6:00 p.m. at City Hall, 1800 N Brazosport Blvd, Richwood, Texas.

The notice of such hearing shall be published at least ten (10) days before the date of the public hearing.

That it is hereby officially found and determined that the meeting at which this resolution is passed is open to the public as required by law and that public notice of the time, place and purpose of said meeting was given as required.

PASSED AND APPROVED this 09th day of August, 2021.

____
Steve Boykin, Mayor

ATTEST:

____
Kirsten Garcia
City Secretary

2021 Tax Rate Calculation Worksheet

Date: 08/01/2021 07:47 PM

Taxing Units Other Than School Districts or Water Districts

CITY OF RICHWOOD	**979-265-2082**
Taxing Unit Name	Phone *(area code and number)*
1800 Brazosport Blvd. N, Richwood, TX 77531	**www.richwoodtx.gov**
Taxing Unit's Address, City, State, ZIP Code	Taxing Unit's Website Address

GENERAL INFORMATION: Tax Code Section 26.04(c) requires an officer or employee designated by the governing body to calculate the No-New-Revenue (NNR) tax rate and Voter-Approval tax rate for the taxing unit. These tax rates are expressed in dollars per $100 of taxable value calculated. The calculation process starts after the chief appraiser delivers to the taxing unit the certified appraisal roll and the estimated values of properties under protest. The designated officer or employee shall certify that the officer or employee has accurately calculated the tax rates and used values shown for the certified appraisal roll or certified estimate. The officer or employee submits the rates to the governing body by Aug. 7 or as soon thereafter as practicable.

School districts do not use this form, but instead use Comptroller Form 50-859 *Tax Rate Calculation Worksheet, School Districts without Chapter 313 Agreements* or Comptroller Form 50-884 *Tax Rate Calculation Worksheet, School District with Chapter 313 Agreements*.

Water districts as defined under Water Code Section 49.001(1) do not use this form, but instead use Comptroller Form 50-858 *Water District Voter-Approval Tax Rate Worksheet for Low Tax Rate and Developing Districts* or Comptroller Form 50-860 *Developed Water District Voter-Approval Tax Rate Worksheet*.

The Comptroller's office provides this worksheet to assist taxing units in determining tax rates. The information provided in this worksheet is offered as technical assistance and not legal advice. Taxing units should consult legal counsel for interpretations of law regarding tax rate preparation and adoption.

SECTION 1: No-New-Revenue Tax Rate

The NNR tax rate enables the public to evaluate the relationship between taxes for the prior year and for the current year based on a tax rate that would produce the same amount of taxes (no new taxes) if applied to the same properties that are taxed in both years. When appraisal values increase, the NNR tax rate should decrease.

The NNR tax rate for a county is the sum of the NNR tax rates calculated for each type of tax the county levies.

While uncommon, it is possible for a taxing unit to provide an exemption for only maintenance and operations taxes. In this case, the taxing unit will need to calculate the NNR tax rate separately for the maintenance and operations tax and the debt tax, then add the two components together.

No-New-Revenue Tax Rate Worksheet	Amount/Rate
1. 2020 total taxable value. Enter the amount of 2020 taxable value on the 2020 tax roll today. Include any adjustments since last year's certification; exclude Tax Code Section 25.25(d) one-fourth and one-third over-appraisal corrections from these adjustments. Exclude any property value subject to an appeal under Chapter 42 as of July 25 (will add undisputed value in Line 6). This total includes the taxable value of homesteads with tax ceilings (will deduct in Line 2) and the captured value for tax increment financing (adjustment is made by deducting TIF taxes, as reflected in Line 17).[1]	$339,806,955
2. 2020 tax ceilings. Counties, cities and junior college districts. Enter 2020 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step.[2]	$0
3. Preliminary 2020 adjusted taxable value. Subtract Line 2 from Line 1.	$339,806,955
4. 2020 total adopted tax rate.	$0.627470/$100
5. 2020 taxable value lost because court appeals of ARB decisions reduced 2020 appraised value. A. **Original 2020 ARB values:**	$34,855,350

B. **2020 values resulting from final court decisions:** C. **2020 value loss.** Subtract B from A.[3]	$30,900,000 $3,955,350
6. 2020 taxable value subject to an appeal under Chapter 42, as of July 25. A. **2020 ARB certified value:** B. **2020 disputed value:** C. **2020 undisputed value.** Subtract B from A.[4]	$0 $0 $0
7. 2020 Chapter 42 related adjusted values Add Line 5C and Line 6C.	$3,955,350
8. 2020 taxable value, adjusted for actual and potential court-ordered adjustments. Add Line 3 and Line 7.	$343,762,305
9. 2020 taxable value of property in territory the taxing unit deannexed after Jan. 1, 2020. Enter the 2020 value of property in deannexed territory.[5]	$0
10. 2020 taxable value lost because property first qualified for an exemption in 2021. If the taxing unit increased an original exemption, use the difference between the original exempted amount and the increased exempted amount. Do not include value lost due to freeport, goods-in-transit, temporary disaster exemptions. Note that lowering the amount or percentage of an existing exemption in 2021 does not create a new exemption or reduce taxable value. A. **Absolute exemptions.** Use 2020 market value: B. **Partial exemptions.** 2021 exemption amount or 2021 percentage exemption times 2020 value: C. **Value loss.** Add A and B.[5]	$1,890 $770,788 $772,678
11. 2020 taxable value lost because property first qualified for agricultural appraisal (1-d or 1-d-1), timber appraisal, recreational/scenic appraisal or public access airport special appraisal in 2021. Use only properties that qualified in 2021 for the first time; do not use properties that qualified in 2020. A. **2020 market value:** B. **2021 productivity or special appraised value:** C. **Value loss.** Subtract B from A.[7]	$0 $0 $0
12. Total adjustments for lost value. Add lines 9, 10C and 11C.	$772,678
13. 2020 captured value of property in a TIF. Enter the total value of 2020 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which 2020 taxes were deposited into the tax increment fund.[8] If the taxing unit has no captured appraised value in line 18D, enter 0.	$0
14. 2020 total value. Subtract Line 12 and Line 13 from Line 8.	$342,989,627
15. Adjusted 2020 total levy. Multiply Line 4 by Line 14 and divide by $100.	$2,152,157
16. Taxes refunded for years preceding tax year 2020. Enter the amount of taxes refunded	$2,955

by the taxing unit for tax years preceding tax year 2020. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020.[8]	
17. Adjusted 2020 levy with refunds and TIF adjustment. Add Lines 15 and 16.[10]	$2,155,112
18. Total 2021 taxable value on the 2021 certified appraisal roll today. This value includes only certified values or certified estimate of values and includes the total taxable value of homesteads with tax ceilings (will deduct in Line 20). These homesteads include homeowners age 65 or older or disabled.[11] A. **Certified values:** B. **Counties:** Include railroad rolling stock values certified by the Comptroller's office: C. **Pollution control and energy storage system exemption:** Deduct the value of property exempted for the current tax year for the first time as pollution control or energy storage system property: D. **Tax increment financing:** Deduct the 2021 captured appraised value of property taxable by a taxing unit in a tax increment financing zone for which the 2021 taxes will be deposited into the tax increment fund. Do not include any new property value that will be included in Line 23 below.[12] **E. Total 2021 value.** Add A and B, then subtract C and D.	 $343,378,584 $0 $0 $0 $343,378,584
19. Total value of properties under protest or not included on certified appraisal roll.[13] A. **2021 taxable value of properties under protest.** The chief appraiser certifies a list of properties still under ARB protest. The list shows the appraisal district's value and the taxpayer's claimed value, if any, or an estimate of the value if the taxpayer wins. For each of the properties under protest, use the lowest of these values. Enter the total value under protest.[14] B. **2021 value of properties not under protest or included on certified appraisal roll.** The chief appraiser gives taxing units a list of those taxable properties that the chief appraiser knows about, but are not included in the appraisal roll certification. These properties also are not on the list of properties that are still under protest. On this list of properties, the chief appraiser includes the market value, appraised value and exemptions for the preceding year and a reasonable estimate of the market value, appraised value and exemptions for the current year. Use the lower market, appraised or taxable value (as appropriate). Enter the total value of property not on the certified roll.[15] C. **Total value under protest or not certified:** Add A and B.	 $17,065,816 $0 $17,065,816
20. 2021 tax ceilings. Counties, cities and junior colleges enter 2021 total taxable value of homesteads with tax ceilings. These include the homesteads of homeowners age 65 or older or disabled. Other taxing units enter 0. If your taxing units adopted the tax ceiling provision in 2020 or a prior year for homeowners age 65 or older or disabled, use this step.[16]	$0
21. 2021 total taxable value. Add Lines 18E and 19C. Subtract Line 20.[17]	$360,444,400

22. Total 2021 taxable value of properties in territory annexed after Jan. 1, 2020. Include both real and personal property. Enter the 2021 value of property in territory annexed.[18]	$0
23. Total 2021 taxable value of new improvements and new personal property located in new improvements. New means the item was not on the appraisal roll in 2020. An improvement is a building, structure, fixture or fence erected on or affixed to land. New additions to existing improvements may be included if the appraised value can be determined. New personal property in a new improvement must have been brought into the taxing unit after Jan. 1, 2020, and be located in a new improvement. New improvements **do** include property on which a tax abatement agreement has expired for 2021.[19]	$8,142,600
24. Total adjustments to the 2021 taxable value. Add Lines 22 and 23.	$8,142,600
25. Adjusted 2021 taxable value. Subtract Line 24 from Line 21.	$352,301,800
26. 2021 NNR tax rate. Divide Line 17 by Line 25 and multiply by $100.[20]	$0.611723/$100
27. COUNTIES ONLY. Add together the NNR tax rates for each type of tax the county levies. The total is the 2021 county NNR tax rate.[21]	

[1]Tex. Tax Code Section 26.012(14)
[2]Tex. Tax Code Section 26.012(14)
[3]Tex. Tax Code Section 26.012(13)
[4]Tex. Tax Code Section 26.012(13)
[5]Tex. Tax Code Section 26.012(15)
[6]Tex. Tax Code Section 26.012(15)
[7]Tex. Tax Code Section 26.012(13)
[8]Tex. Tax Code Section 26.012(13)
[9]Tex. Tax Code Section 26.03(c)
[10]Tex. Tax Code Section 26.012(13)
[11]Tex. Tax Code Section 26.012,26.04(c-2)
[12]Tex. Tax Code Section 26.03(c)
[13]Tex. Tax Code Section 26.01(c) and (d)
[14]Tex. Tax Code Section 26.01(c)
[15]Tex. Tax Code Section 26.01(d)
[16]Tex. Tax Code Section 26.012(6)(b)
[17]Tex. Tax Code Section 26.012(6)
[18]Tex. Tax Code Section 26.012(17)
[19]Tex. Tax Code Section 26.012(17)
[20]Tex. Tax Code Section 26.04(c)
[21]Tex. Tax Code Section 26.04(d)
[22]*Reserved for expansion*

SECTION 2: Voter-Approval Tax Rate

The voter-approval tax rate is the highest tax rate that a taxing unit may adopt without holding an election to seek voter approval of the rate. The voter-approval tax rate is split into two separate rates:

1. **Maintenance and Operations (M&O) Tax Rate:** The M&O portion is the tax rate that is needed to raise the same amount of taxes that the taxing unit levied in the prior year plus the applicable percentage allowed by law. This rate accounts for such things as salaries, utilities and day-to-day operations
2. **Debt Rate:** The debt rate includes the debt service necessary to pay the taxing unit's debt payments in the coming year. This rate accounts for principal and interest on bonds and other debt secured by property tax revenue.

The Voter-Approval tax rate for a county is the sum of the Voter-Approval tax rates calculated for each type of tax the county levies. In most cases the Voter-Approval tax rate exceeds the No-New-Revenue tax rate, but occasionally decreases in a taxing unit's debt service will cause the NNR tax rate to be higher than the voter-approval tax rate.

Voter-Approval Tax Rate Worksheet	Amount/Rate
28. 2020 M&O tax rate. Enter the 2020 M&O tax rate.	$0.517222/$100
29. 2020 taxable value, adjusted for actual and potential court-ordered adjustments. Enter the amount in Line 8 of the *No-New-Revenue Tax Rate Worksheet*.	$343,762,305
30. Total 2020 M&O levy. Multiply Line 28 by Line 29 and divide by $100.	$1,778,014
31. Adjusted 2020 levy for calculating NNR M&O rate.	
A. M&O taxes refunded for years preceding tax year 2020 Enter the amount of M&O taxes refunded in the preceding year for taxes before that year. Types of refunds include court decisions, Tax Code Section 25.25(b) and (c) corrections and Tax Code Section 31.11 payment errors. Do not include refunds for tax year 2020. This line applies only to tax years preceding tax year 2020.	$2,538
B. 2020 taxes in TIF Enter the amount of taxes paid into the tax increment fund for a reinvestment zone as agreed by the taxing unit. If the taxing unit has no 2021 captured appraised value in Line 18D, enter 0.	$0
C. 2020 transferred function. If discontinuing all of a department, function or activity and transferring it to another taxing unit by written contract, enter the amount spent by the taxing unit discontinuing the function in the 12 months preceding the month of this calculation. If the taxing unit did not operate this function for this 12-month period, use the amount spent in the last full fiscal year in which the taxing unit operated the function. The taxing unit discontinuing the function will subtract this amount in D below. The taxing unit receiving the function will add this amount in D below. Other taxing units enter 0.	$0
D. 2020 M&O levy adjustments. Subtract B from A. For taxing unit with C, subtract if discontinuing function and add if receiving function.	$2,538
E. Add Line 30 to 31D.	$1,780,552
32. Adjusted 2021 taxable value. Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet*.	$352,301,800
33. 2021 NNR M&O rate (unadjusted). Divide Line 31E by Line 32 and multiply by $100.	$0.505405/$100
34. Rate adjustment for state criminal justice mandate.[23] **A. 2021 state criminal justice mandate:** Enter the amount spent by a county in the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose.	$0

B. 2020 state criminal justice mandate: Enter the amount spent by a county in the 12 months prior to the previous 12 months providing for the maintenance and operation cost of keeping inmates in county-paid facilities after they have been sentenced. Do not include any state reimbursement received by the county for the same purpose. Enter zero if this is the first time the mandate applies. **C.** Subtract B from A and divide by Line 32 and multiply by $100. **D.** Enter the rate calculated in C. If not applicable, enter 0.	$0 $0.000000/$100 $0.000000/$100
35. Rate adjustment for indigent health care expenditures.[24] **A. 2021 indigent health care expenditures:** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state assistance received for the same purpose. **B. 2020 indigent health care expenditures:** Enter the amount paid by a taxing unit providing for the maintenance and operation cost of providing indigent health care for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state assistance received for the same purpose. **C.** Subtract B from A and divide by Line 32 and multiply by $100. **D.** Enter the rate calculated in C. If not applicable, enter 0.	$0 $0 $0.000000/$100 $0.000000/$100
36. Rate adjustment for county indigent defense compensation.[25] **A. 2021 indigent defense compensation expenditures:** Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2020 and ending on June 30, 2021, less any state grants received by the county for the same purpose. **B. 2020 indigent defense compensation expenditures:**Enter the amount paid by a county to provide appointed counsel for indigent individuals for the period beginning on July 1, 2019 and ending on June 30, 2020, less any state grants received by the county for the same purpose. **C.** Subtract B from A and divide by Line 32 and multiply by $100. **D.**Multiply B by 0.05 and divide by Line 32 and multiply by $100. **E.** Enter the lessor of C and D. If not applicable, enter 0.	$0 $0 $0.000000/$100 $0.000000/$100 $0.000000/$100
37. Rate adjustment for county hospital expenditures.[26] **A. 2021 eligible county hospital expenditures:** Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2020 and ending on June 30, 2021. **B. 2020 eligible county hospital expenditures:**Enter the amount paid by the county or municipality to maintain and operate an eligible county hospital for the period beginning on July 1, 2019 and ending on June 30, 2020.	$0 $0

C. Subtract B from A and divide by Line 32 and multiply by $100. **D.**Multiply B by 0.08 and divide by Line 32 and multiply by $100. **E.** Enter the lessor of C and D, if applicable. If not applicable, enter 0.	$0.000000/$100 $0.000000/$100 $0.000000/$100
38. Rate adjustment for defunding municipality. This adjustment only applies to a municipality that is considered to be a defunding municipality for the current tax year under Chapter 109, Local Government Code. Chapter 109, Local Government Code only applies to municipalities with a population of more than 250,000 and includes a written determination by the Office of the Governor. See Tax Code 26.0444 for more information. **A. Amount appropriated for public safety in 2020.** Enter the amount of money appropriated for public safety in the budget adopted by the municipality for the preceding fiscal year **B. Expenditures for public safety in 2020.** Enter the amount of money spent by the municipality for public safety during the preceding fiscal year. **C.** Subtract B from A and divide by Line 32 and multiply by $100. **D.** Enter the rate calculated in C. If not applicable, enter 0.	$0 $0 $0.000000/$100 $0.000000/$100
39. Adjusted 2021 NNR M&O rate. Add Lines 33, 34D, 35D, 36E, and 37E. Subtract Line 38D.	$0.505405/$100
40. Adjustment for 2020 sales tax specifically to reduce property values. Cities, counties and hospital districts that collected and spent additional sales tax on M&O expenses in 2020 should complete this line. These entities will deduct the sales tax gain rate for 2021 in Section 3. Other taxing units, enter zero. **A.** Enter the amount of additional sales tax collected and spent on M&O expenses in 2020, if any. Counties must exclude any amount that was spent for economic development grants from the amount of sales tax spent. **B.** Divide Line 40A by Line 32 and multiply by $100. **C.** Add Line 40B to Line 39.	$0 $0.000000 $0.505405
41. 2021 voter-approval M&O rate. Enter the rate as calculated by the appropriate scenario below. **Special Taxing Unit.** If the taxing unit qualifies as a special taxing unit, multiply Line 40C by 1.08. **- or -** **Other Taxing Unit.** If the taxing unit does not qualify as a special taxing unit, multiply Line 40C by 1.035.	$0.523094/$100
D41. ***Disaster Line 41 (D41):*** **2021 voter-approval M&O rate for taxing unit affected by disaster declaration.** If the taxing unit is located in an area declared a disaster area and at least one person is granted an exemption under Tax Code Section 11.35 for property located	$0.000000/$100

in the taxing unit, the governing body may direct the person calculating the voter-approval tax rate to calculate in the manner provided for a special taxing unit. The taxing unit shall continue to calculate the voter-approval tax rate in this manner until the earlier of 1. the first year in which total taxable value on the certified appraisal roll exceeds the total taxable value of the tax year in which the disaster occurred, or 2. the third tax year after the tax year in which the disaster occurred. If the taxing unit qualifies under this scenario, multiply Line 40C by 1.08.[27] If the taxing unit does not qualify, do not complete Disaster Line 41 (Line D41).	
42. Total 2021 debt to be paid with property taxes and additional sales tax revenue. Debt means the interest and principal that will be paid on debts that: (1) are paid by property taxes, (2) are secured by property taxes, (3) are scheduled for payment over a period longer than one year and (4) are not classified in the taxing unit's budget as M&O expenses	
A. **Debt** also includes contractual payments to other taxing units that have incurred debts on behalf of this taxing unit, if those debts meet the four conditions above. Include only amounts that will be paid from property tax revenue. Do not include appraisal district budget payments. If the governing body of a taxing unit authorized or agreed to authorize a bond, warrant, certificate of obligation, or other evidence of indebtedness on or after Sept. 1, 2021, verify if it meets the amended definition of debt before including it here.[28] Enter debt amount.	$473,230
B. Subtract **unencumbered fund amount** used to reduce total debt.	$0
C. Subtract **certified amount spent from sales tax to reduce debt** (enter zero if none)	$0
D. Subtract **amount paid** from other resources.	$0
E. **Adjusted debt.** Subtract B, C, and D from A.	$473,230
43. Certified 2020 excess debt collections. Enter the amount certified by the collector.[28]	$0
44. Adjusted 2021 debt. Subtract Line 43 from Line 42E.	$473,230
45. 2021 anticipated collection rate. A. Enter the 2021 anticipated collection rate certified by the collector:[29]	101.63%
B. Enter the 2020 actual collection rate	106.22%
C. Enter the 2019 actual collection rate	103.20%
D. Enter the 2018 actual collection rate	101.63%
E. If the anticipated collection rate in A is lower than actual collection rates in B, C and D, enter the lowest collection rate from B, C and D. If the anticipated rate in A is higher than at least one of the rates in the prior three years, enter the rate from A. Note that the rate can be greater than 100%.[31]	101.63%
46. 2021 debt adjusted for collections. Divide Line 44 by Line 45E	$465,640
47. 2021 total taxable value. Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$360,444,400

48. 2021 debt tax rate. Divide Line 46 by Line 47 and multiply by $100.	$0.129184/$100
49. 2021 voter-approval tax rate. Add Lines 41 and 48.	$0.652278/$100
D49. ***Disaster Line 49 (D49):*** **2021 voter-approval tax rate for taxing unit affected by disaster declaration.** Complete this line if the taxing unit calculated the voter-approval tax rate in the manner provided for a special taxing unit on Line D41. Add Line D41 and 48.	$0.000000/$100
50. COUNTIES ONLY. Add together the voter-approval tax rates for each type of tax the county levies. The total is the 2021 county voter-approval tax rate.	

[23]Tex. Tax Code Section 26.044
[24]Tex. Tax Code Section 26.0442
[25]Tex. Tax Code Section 26.0442
[26]Tex. Tax Code Section 26.0443
[27]Tex. Tax Code Section 26.04(c-1)
[28]Tex. Tax Code Section 26.012(10) and 26.04(b)
[29]Tex. Tax Code Section 26.04(b)
[30]Tex. Tax Code Section 26.04(b)

SECTION 3: NNR Tax Rate and Voter-Approval Tax Rate Adjustments for Additional Sales Tax to Reduce Property Taxes	
Cities, counties and hospital districts may levy a sales tax specifically to reduce property taxes. Local voters by election must approve imposing or abolishing the additional sales tax. If approved, the taxing unit must reduce its NNR and voter-approval tax rates to offset the expected sales tax revenue. This section should only be completed by a county, city or hospital district that is required to adjust its NNR tax rate and/or voter-approval tax rate because it adopted the additional sales tax.	
Additional Sales and Use Tax Worksheet	**Amount/Rate**
51. Taxable Sales. For taxing units that adopted the sales tax in November 2020 or May 2021, enter the Comptroller's estimate of taxable sales for the previous four quarters.[20] Estimates of taxable sales may be obtained through the Comptroller's Allocation Historical Summary webpage. Taxing units that adopted the sales tax before November 2020, enter 0.	$0
52. Estimated sales tax revenue. Counties exclude any amount that is or will be spent for economic development grants from the amount of estimated sales tax revenue.[33] **Taxing units that adopted the sales tax in November 2020 or in May 2021.** Multiply the amount on Line 51 by the sales tax rate (.01, .005 or .0025, as applicable) and multiply the result by .95.[34] **- or -** **Taxing units that adopted the sales tax before November 2020.** Enter the sales tax revenue for the previous four quarters. Do not multiply by .95.	$0
53. 2021 total taxable value. Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$360,444,400
54. Sales tax adjustment rate. Divide Line 52 by Line 53 and multiply by $100.	$0.000000/$100
55. 2021 NNR tax rate, unadjusted for sales tax.[35] Enter the rate from Line 26 or 27, as applicable, on the *No-New-Revenue Tax Rate Worksheet*.	$0.611723/$100
56. 2021 NNR tax rate, adjusted for sales tax. **Taxing units that adopted the sales tax in November 2020 or in May 2021.** Subtract Line 54 from Line 55. Skip to Line 57 if you adopted the additional sales tax before November 2020.	$0.611723/$100
57. 2021 voter-approval tax rate, unadjusted for sales tax.[36] Enter the rate from Line 49, Line D49 (disaster), or Line 50 (counties), as applicable, of the *Voter-Approval Tax Rate Worksheet*.	$0.652278/$100
58. 2021 voter-approval tax rate, adjusted for sales tax. Subtract Line 54 from Line 57.	$0.652278/$100

[31] *Reserved for expansion*
[32] Tex. Tax Code Section 26.041(d)
[33] Tex. Tax Code Section 26.041(i)
[34] Tex. Tax Code Section 26.041(d)
[35] Tex. Tax Code Section 26.04(c)
[36] Tex. Tax Code Section 26.04(c)

SECTION 4: Voter-Approval Tax Rate Adjustment for Pollution Control	
A taxing unit may raise its rate for M&O funds used to pay for a facility, device or method for the control of air, water or land pollution. This includes any land, structure, building, installation, excavation, machinery, equipment or device that is used, constructed, acquired or installed wholly or partly to meet or exceed pollution control requirements. The taxing unit's expenses are those necessary to meet the requirements of a permit issued by the Texas Commission on Environmental Quality (TCEQ). The taxing unit must provide the tax assessor with a copy of the TCEQ letter of determination that states the portion of the cost of the installation for pollution control. This section should only be completed by a taxing unit that uses M&O funds to pay for a facility, device or method for the control of air, water or land pollution.	

Voter-Approval Protection for Pollution Control Worksheet	Amount/Rate
59. Certified expenses from the Texas Commission on Environmental Quality (TCEQ). Enter the amount certified in the determination letter from TCEQ.[37] The taxing unit shall provide its tax assessor-collector with a copy of the letter.[38]	$0
60. 2021 total taxable value. Enter the amount from Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$360,444,400
61. Additional rate for pollution control. Divide Line 59 by Line 60 and multiply by $100.	$0.000000/$100
62. 2021 voter-approval tax rate, adjusted for pollution control. Add Line 61 to one of the following lines (as applicable): Line 49, Line D49 (disaster), Line 50 (counties) or Line 58 (taxing units with the additional sales tax).	$0.652278/$100

[37] Tex. Tax Code Section 26.045(d)
[38] Tex. Tax Code Section 26.045(i)

SECTION 5: Voter-Approval Tax Rate Adjustment for Unused Increment Rate

The unused increment rate is the rate equal to the difference between the adopted tax rate and voter-approval tax rate before the unused increment rate for the prior three years.[39] In a year where a taxing unit adopts a rate by applying any portion of the unused increment rate, the unused increment rate for that year would be zero.

The difference between the adopted tax rate and voter-approval tax rate is considered zero in the following scenarios:

- a tax year before 2020; and[40]
- a tax year in which the municipality is a defunding municipality, as defined by Tax Code Section 26.0501(a);[41] or
- after Jan. 1, 2022, a tax year in which the comptroller determines that the county implemented a budget reduction or reallocation described by Local Government Code Section 120.002(a) without the required voter approval.[42]

This section should only be completed by a taxing unit that does not meet the definition of a special taxing unit.[43]

Unused Increment Rate Worksheet	Amount/Rate
63. 2020 unused increment rate. Subtract the 2020 actual tax rate and the 2020 unused increment rate from the 2020 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	$0.000000
64. 2019 unused increment rate. Subtract the 2019 actual tax rate and the 2019 unused increment rate from the 2019 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero	$0
65. 2018 unused increment rate. Subtract the 2018 actual tax rate and the 2018 unused increment rate from the 2018 voter-approval tax rate. If the number is less than zero, enter zero. If the year is prior to 2020, enter zero.	$0.000000
66. 2021 unused increment rate. Add Lines 63, 64 and 65.	$0.000000/$100
67. 2021 voter-approval tax rate, adjusted for unused increment rate.[23] Add Line 66 to one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax) or Line 62 (taxing units with pollution control).	$0.652278/$100

[39]Tex. Tax Code Section 26.013(a)
[40]Tex. Tax Code Section 26.013(c)
[41]Tex. Tax Code Section 26.063(a)(1)

SECTION 6: De Minimis Rate	
The de minimis rate is the rate equal to the sum of the no-new-revenue maintenance and operations rate, the rate that will raise $500,000, and the current debt rate for a taxing unit.[42] This section should only be completed by a taxing unit that is a municipality of less than 30,000 or a taxing unit that does not meet the definition of a special taxing unit.[43]	
De Minimis Rate Worksheet	**Amount/Rate**
68. Adjusted 2021 NNR M&O tax rate. Enter the rate from Line 39 of the *Voter-Approval Tax Rate Worksheet*	$0.505405/$100
69. 2021 total taxable value. Enter the amount on Line 21 of the *No-New-Revenue Tax Rate Worksheet*.	$360,444,400
70. Rate necessary to impose $500,000 in taxes. Divide $500,000 by Line 69 and multiply by $100.	$0.138717
71. 2021 debt rate. Enter the rate from Line 48 of the *Voter-Approval Tax Rate Worksheet*.	$0.129184/$100
72. De minimis rate.[23] Add Lines 68, 70 and 71.	$0.773306/$100

[42]Tex. Tax Code Section 26.012(8-a)
[43]Tex. Tax Code Section 26.063(a)(1)
[44]Tex. Tax Code Section 26.04(c)

SECTION 7: Voter-Approval Tax Rate Adjustment for Emergency Revenue Rate

In the tax year after the end of the disaster calculation time period detailed in Tax Code Section 26.042(a), a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a disaster must calculate its emergency revenue rate and reduce its voter-approval tax rate for that year.[46]

Similarly, if a taxing unit adopted a tax rate that exceeded its voter-approval tax rate, calculated normally, without holding an election to respond to a disaster, as allowed by Tax Code Section 26.042(d), in the prior year, it must also reduce its voter-approval tax rate for the current tax year.

NOTE: This section will not apply to any taxing units in 2021. It is added to implement Senate Bill 1438 (87th Regular Session) and does not apply to a taxing unit that calculated its voter-approval tax rate in the manner provided for a special taxing unit due to a declared disaster in 2020, as provided for in the recently repealed Tax Code Sections 26.04(c-1) and 26.041(c-1).

In future tax years, this section will apply to a taxing unit other than a special taxing unit that:

- directed the designated officer or employee to calculate the voter-approval tax rate of the taxing unit in the manner provided for a special taxing unit in the prior year; and
- the current year is the first tax year in which the total taxable value of property taxable by the taxing unit as shown on the appraisal roll for the taxing unit submitted by the assessor for the taxing unit to the governing body exceeds the total taxable value of property taxable by the taxing unit on January 1 of the tax year in which the disaster occurred or the disaster occurred four years ago.

In future tax years, this section will also apply to a taxing unit in a disaster area that adopted a tax rate greater than its voter-approval tax rate without holding an election in the prior year.

Note: This section does not apply if a taxing unit is continuing to calculate its voter-approval tax rate in the manner provided for a special taxing unit because it is still within the disaster calculation time period detailed in Tax Code Section 26.042(a) because it has not met the conditions in Tax Code Section 26.042(a)(1) or (2).

Emergency Revenue Rate Worksheet	**Amount/Rate**
73. 2020 adopted tax rate. Enter the rate in Line 4 of the *No-New-Revenue Tax Rate Worksheet.*	N/A
74. Adjusted 2020 voter-approval tax rate. Use the taxing unit's Tax Rate Calculation Worksheets from the prior year(s) to complete this line. If a disaster occurred in 2020 and the taxing unit calculated its 2020 voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) of the 2020 worksheet due to a disaster, enter the 2020 voter-approval tax rate as calculated using a multiplier of 1.035 from Line 49. **- or -** If a disaster occurred prior to 2020 for which the taxing unit continued to calculate its voter-approval tax rate using a multiplier of 1.08 on Disaster Line 41 (D41) in 2020, complete the separate *Adjusted Voter-Approval Tax Rate for Taxing Units in Disaster Area Calculation Worksheet* to recalculate the voter-approval tax rate the taxing unit would have calculated in 2020 if it had generated revenue based on an adopted tax rate using a multiplier of 1.035 in the year(s) following the disaster.[48] Enter the final adjusted 2020 voter-approval tax rate from the worksheet. **- or -** If the taxing unit adopted a tax rate above the 2020 voter-approval tax rate without calculating a disaster tax rate or holding an election due to a disaster, no recalculation is necessary. Enter the voter-approval tax rate from the prior year's worksheet.	N/A
75. Increase in 2020 tax rate due to disaster. Subtract Line 74 from Line 73.	N/A
76. Adjusted 2020 taxable value. Enter the amount in Line 14 of the *No-New-Revenue Tax Rate Worksheet.*	N/A
77. Emergency revenue. Multiply Line 75 by Line 76 and divide by $100.	N/A

78. Adjusted 2021 taxable value. Enter the amount in Line 25 of the *No-New-Revenue Tax Rate Worksheet.*	N/A
79. Emergency revenue rate. Divide Line 77 by Line 78 and multiply by $100. [49]	N/A
80. 2021 voter-approval tax rate, adjusted for emergency revenue. Subtract Line 79 from one of the following lines (as applicable): Line 49, Line D49(disaster), Line 50 (counties), Line 58 (taxing units with the additional sales tax), Line 62 (taxing units with pollution control) or Line 67 (taxing units with the unused increment rate).	N/A

SECTION 8: Total Tax Rate

Indicate the applicable total tax rates as calculated above.

No-New-Revenue tax rate
As applicable, enter the 2021 NNR tax rate from: Line 26, Line 27 (counties), or Line 56 (adjusted for sales tax).
Indicate the line number used: 26 — $0.611723/$100

Voter-Approval tax rate
As applicable, enter the 2021 voter-approval tax rate from: Line 49, Line 50 (counties), Line 58 (adjusted for sales tax), Line 62 (adjusted for pollution control), Line 67 (adjusted for unused increment), or Line 80 (adjusted for emergency revenue).
Indicate the line number used: 49 — $0.652278/$100

De minimis rate
If applicable, enter the de minimis rate from Line 72. — $0.773306/$100

SECTION 9: Taxing Unit Representative Name and Signature

Enter the name of the person preparing the tax rate as authorized by the governing body of the taxing unit. By signing below, you certify that you are the designated officer or employee of the taxing unit and have accurately calculated the tax rates using values that are the same as the values shown in the taxing unit's certified appraisal roll or certified estimate of taxable value, in accordance with requirements in Tax Code.[50]

print here KRISTIN BULANEK
Printed Name of Taxing Unit Representative

sign here Kristin Bulanek — Digitally signed by Kristin Bulanek Date: 2021.08.01 19:50:49 -05'00'
Taxing Unit Representative — Date

BRAZORIA COUNTY APPRAISAL DISTRICT

STATE OF TEXAS
COUNTY OF BRAZORIA

CERTIFICATION OF THE 2021 APPRAISAL ROLL FOR

CITY OF RICHWOOD

In compliance with Section 26.01 of the State Property Tax Laws, "submission of rolls to taxing units," notice is hereby given to-wit:

The Brazoria County Appraisal Review Board meeting on **July 14, 2021**, duly approved the **2021** Appraisal Rolls for your entity for certification as follows:

TAXABLE VALUE FOR 2021 APPRAISAL ROLL

TOTAL TAXABLE VALUE $343,378,584

ESTIMATED TAXABLE VALUE FOR THE 2021 SUPPLEMENTAL ROLL
(properties still under protest)

B.C.A.D. APPRAISED VALUE	*VALUE CLAIMED BY OWNER
$18,549,800	$17,065,816

SUMMARY

TAXABLE VALUE FOR 2021 APPRAISAL ROLL	$343,378,584
*ESTIMATED TAXABLE VALUE FOR 2021 SUPPLEMENTAL ROLL	$17,065,816
NET TAXABLE VALUE	**$360,444,400**

I, Al Baird, Interim Chief Appraiser for the Brazoria County Appraisal District, do hereby certify the correctness of the rolls as approved by the Appraisal Review Board's action.

Al Baird, *Interim Chief Appraiser*

July 21, 2021
Date

500 N CHENANGO ST ANGLETON TX 77515-4650 (T) 979-849-7792 (F) 979-849-7984

Land		Value			
Homesite:		28,435,370			
Non Homesite:		24,806,140			
Ag Market:		3,471,872			
Timber Market:		0	**Total Land**	(+)	56,713,382

Improvement		Value			
Homesite:		218,318,041			
Non Homesite:		87,957,044	**Total Improvements**	(+)	306,275,085

Non Real	Count	Value			
Personal Property:	175	22,648,880			
Mineral Property:	0	0			
Autos:	0	0	**Total Non Real**	(+)	22,648,880
			Market Value	=	385,637,347

Ag	Non Exempt	Exempt			
Total Productivity Market:	3,471,872	0			
Ag Use:	55,552	0	**Productivity Loss**	(-)	3,416,320
Timber Use:	0	0	**Appraised Value**	=	382,221,027
Productivity Loss:	3,416,320	0			

Homestead Cap	(-)	15,281,526
Assessed Value	=	366,939,501
Total Exemptions Amount (Breakdown on Next Page)	(-)	23,560,917
Net Taxable	=	343,378,584

APPROXIMATE TOTAL LEVY = NET TAXABLE * (TAX RATE / 100)
2,154,597.60 = 343,378,584 * (0.627470 / 100)

Certified Estimate of Market Value:	385,637,347
Certified Estimate of Taxable Value:	343,378,584
Tax Increment Finance Value:	0
Tax Increment Finance Levy:	0.00

Exemption Breakdown

Exemption	Count	Local	State	Total
DP	35	0	0	0
DV1	5	0	53,000	53,000
DV2	3	0	15,000	15,000
DV3	7	0	64,000	64,000
DV4	17	0	132,000	132,000
DV4S	2	0	24,000	24,000
DVHS	17	0	2,979,646	2,979,646
EX-XJ	1	0	2,634,110	2,634,110
EX-XN	9	0	1,049,930	1,049,930
EX-XV	50	0	8,591,760	8,591,760
EX366	20	0	4,473	4,473
FR	2	1,350,415	0	1,350,415
HS	944	0	0	0
OV65	270	6,387,583	0	6,387,583
OV65S	11	275,000	0	275,000
	Totals	**8,012,998**	**15,547,919**	**23,560,917**

Land		Value			
Homesite:		1,834,900			
Non Homesite:		717,390			
Ag Market:		0			
Timber Market:		0	Total Land	(+)	2,552,290

Improvement		Value			
Homesite:		15,456,340			
Non Homesite:		1,837,550	Total Improvements	(+)	17,293,890

Non Real	Count	Value			
Personal Property:	1	24,210			
Mineral Property:	0	0			
Autos:	0	0	Total Non Real	(+)	24,210
			Market Value	=	19,870,390

Ag	Non Exempt	Exempt			
Total Productivity Market:	0	0			
Ag Use:	0	0	Productivity Loss	(-)	0
Timber Use:	0	0	Appraised Value	=	19,870,390
Productivity Loss:	0	0			
			Homestead Cap	(-)	983,090
			Assessed Value	=	18,887,300
			Total Exemptions Amount (Breakdown on Next Page)	(-)	337,500
			Net Taxable	=	18,549,800

APPROXIMATE TOTAL LEVY = NET TAXABLE * (TAX RATE / 100)
116,394.43 = 18,549,800 * (0.627470 / 100)

Certified Estimate of Market Value:	17,402,313
Certified Estimate of Taxable Value:	16,767,734
Tax Increment Finance Value:	0
Tax Increment Finance Levy:	0.00

Exemption Breakdown

Exemption	Count	Local	State	Total
DV2	1	0	7,500	7,500
DV3	3	0	30,000	30,000
HS	59	0	0	0
OV65	12	300,000	0	300,000
	Totals	**300,000**	**37,500**	**337,500**

New Value

TOTAL NEW VALUE MARKET:	$8,194,640
TOTAL NEW VALUE TAXABLE:	$8,142,600

New Exemptions

Exemption	Description	Count		
EX366	HB366 Exempt	6	2020 Market Value	$1,890
	ABSOLUTE EXEMPTIONS VALUE LOSS			$1,890

Exemption	Description	Count	Exemption Amount
DP	Disability	1	$0
DV3	Disabled Veterans 50% - 69%	2	$20,000
DV4	Disabled Veterans 70% - 100%	1	$12,000
DVHS	Disabled Veteran Homestead	1	$213,788
HS	Homestead	30	$0
OV65	Over 65	20	$475,000
OV65S	OV65 Surviving Spouse	2	$50,000
	PARTIAL EXEMPTIONS VALUE LOSS	57	$770,788
	NEW EXEMPTIONS VALUE LOSS		$772,678

Increased Exemptions

Exemption	Description	Count	Increased Exemption Amount

INCREASED EXEMPTIONS VALUE LOSS

TOTAL EXEMPTIONS VALUE LOSS $772,678

New Ag / Timber Exemptions

New Annexations

New Deannexations

Average Homestead Value

Category A and E

Count of HS Residences	Average Market	Average HS Exemption	Average Taxable
987	$222,036	$16,477	$205,559

Category A Only

Count of HS Residences	Average Market	Average HS Exemption	Average Taxable
987	$222,036	$16,477	$205,559

Lower Value Used

Count of Protested Properties	Total Market Value	Total Value Used
93	$19,870,390.00	$16,767,734

RESOLUTION NO. 21-R-54

WHEREAS, the City Manager of the City of Richwood submitted to the City Council on August 09, 2021, the appraisal roll showing the certified property values as received from the Brazoria County appraisal district showing the total appraised and taxable values of all property and the No New Revenue tax rate and Voter Approval tax rate as calculated by the Brazoria County Tax Assessor/Collector; and submitted the proposed tax rate for the City of Richwood Fiscal Year 2021-2022 ; and

WHEREAS, in accordance with the Texas Tax Code, Section 26.05, one public hearing must be held on the proposed tax rate increase and the City Council must provide for public notice of the date, time, and location of the hearing.

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

That a public hearing on the proposed Tax Rate of no more than $0.652278, which would increase taxes above the No New Revenue tax rate by 6.63%, for the City of Richwood Fiscal Year 2021-2022 is set for September 13, 2021, at 6:00 p.m. at City Hall, 1800 N Brazosport Blvd, Richwood, Texas

The notice of such hearings shall be published as required by law.

And further, that the City Council of the City of Richwood will vote to adopt the proposed Tax Rate of $0.652278, which would increase taxes above the No New Revenue tax rate by 6.63%, on September 13, 2021 at 6:00 p.m. at City Hall, 1800 N Brazosport Blvd, Richwood, Texas.

PASSED AND APPROVED this 9th day of August, 2021.

____
Steve Boykin, Mayor

ATTEST:

____
Kirsten Garcia
City Secretary

City of Richwood
TEXAS

AGENDA MEMORANDUM
ITEM

CONTACT: Eric Foerster, City Manager

SUBJECT: Discussion of Covid Safety Precautions

SUMMARY: Review of the rental of city property for events and possible temporary moratorium of city sponsored events which would cause people to gather.

BACKGROUND INFORMATION: Due to a recent spike in Covid cases, the discussion of continued park rentals and city-sponsored events should be held in the interest of public health and safety.

FISCAL IMPACT: Minimal in the short-term

RECOMMENDATION: To seek guidance from council if these actions should be suspended for public health and safety reasons.

Thank you,

Eric Foerster- City Manager