

#14



*Planning, Housing, and
Community Development Services
for Rural Texas Since 1979*

Eric Hartzell
2201 Northland Dr.
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Executive Vice President
Voice (512) 420-0303
Fax (512) 420-0302

July 17, 2008

The Honorable Mike Brown, County Judge
Tom Green County County Commissioners
112 West Beauregard
San Angelo, TX 76903

Re: Proposal to provide Grant Administration Services

Dear Judge Brown and Commissioners:

Thank you for considering GrantWorks Planning Services as your service provider for Tom Green County's 2008 Colonia Fund project. GrantWorks was pleased to bring this program to the County through the successful application process, and we look forward to working with you on implementation.

GrantWorks has by far the most experience of any firm in Texas at implementing on-site sewage facilities (OSSF) replacement under the Texas CDBG program. We have replaced nearly 300 systems across the state through more than a dozen separate CDBG projects.

This project will provide benefit to dozens of lower income residents in the Grape Creek and Christoval communities and involve County personnel and GrantWorks staff. We believe that our systems and procedures for managing OSSF replacement is second to none in the State of Texas.

We are happy to answer any questions you might have about our services or our company and thank you for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Hartzell".

Eric Hartzell
Executive Vice President



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**PROPOSAL TO PROVIDE
TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT
ADMINISTRATION SERVICES**

**2008 Texas CDBG Colonia Construction Fund
Contract # 728165**

Tom Green County, Texas

Thank you for including GrantWorks in your Request for Proposals. Whether your Texas Community Development Block Grant (CDBG) project requires administration of an infrastructure development program, management of a housing rehabilitation program, or implementation of a planning program, we have the expertise to complete the job in a professional and courteous manner.

GrantWorks is a full-service governmental grant writing and management firm—Texas CDBG is just one of many programs we offer. This sets us apart from the many small “boutique” consulting firms that claim to stress customer service while providing just one or two grant programs to their clients—usually those that make them the most money. Please consider us for all your program management needs.

This proposal includes several parts:

- A brief accounting of GrantWorks’ track record with state and federal grants, particularly Texas CDBG;
- Personnel and organizational information relating to GrantWorks’ expertise, experience, and capacity to provide administrative services;
- A reference list of our clients;
- The scope of our services and our fee structure; and
- Our status and policies regarding affirmative action and EEO.

As a small Texas-based business dedicated to the management of rural housing, community development, and planning grant programs, GrantWorks has the ability to handle every issue that arises in preparing your applications and in implementing your projects.

GrantWorks

2201 Northland Austin, Texas 78756
(512) 420-0303 Fax (512) 420-0302

Austin | Houston | Alpine | Huntsville | Lubbock | Dallas | Beeville | Nacogdoches

www.grantworks.net

GrantWorks has assisted local governments with the Community Development Block Grant (CDBG) program, known as Texas CDBG, since 1979. GrantWorks provided administration, management and/or planning services for each of the following types of projects:

Texas Community Development Block Grant (CDBG)—GrantWorks' Recent History

- Community Development Fund—230 projects funded 2000-2007, \$62 million **#1 in Texas**
- Housing Rehab/Infrastructure Funds—11 projects administered 2000-04, \$2.7 million **#1 in Texas**
- Planning Grants—61 projects funded, completed or underway 2000-2007, **#1 in Texas**
- Colonia/Non-Border Colonia/EDAP—47 projects 2000-2007, \$21 million **#1 in Texas**
- Colonia Planning Fund—24 projects completed or underway 1998-2006 **#1 in Texas**
- Disaster Relief/Recovery Funds—12 projects administered 2001-2007, \$4.0 million
- Texas STEP Fund (Self-help)—6 projects administered 2001-07, \$2,100,000

Texas Agriculture Department (CDBG)

- Texas Capital Fund (Economic Dev.)—13 projects administered in 2001-2006 for \$7.5 million
- Texas Main Street—5 projects administered in 2001-2007, \$750,000
- Downtown Revitalization Program—5 projects administered in 2004-07 for \$750,000

Other Federal Programs:**Texas HOME Program—GrantWorks Performance Highlights**

Under this program, we submit applications for Owner-Occupied Housing Assistance (Rehab) Funds.

- Expended \$65+ million to rehabilitate or replace more than 2,000 homes **#1 in Texas**
- 50+ projects underway for 2004-06 cycles (\$20 million) **#1 in Texas**
- 34 Disaster Housing Assistance Projects awarded 2001-2006 (\$18.1 million) **#1 in Texas**

TEA-21 (TxDOT) Transportation Enhancement Program

- Six projects funded 2001-2004 (\$2.8 million)

Other Recent Federal Grant Activity

- Coastal Programs (NOAA/GLO)—13 projects managed during 1998-2006 (\$1.1 million) **#1 in Texas**
- Rural Development Program—2 projects administered in 1997-2004 for \$2.1 million
- FEMA Assistance to Firefighters Grants—50+ projects funded 2001-2006 (\$2.5 million) **#1 in Texas**

State and Local Programs**Texas Parks & Wildlife**

- Outdoor/Indoor Recreation Program—7 administered 2000-2007 for \$3.2 million.
- Small Community Parks Program—13 projects funded/administered 2001-2005 **#1 in Texas!**

Solid waste management, emergency services, and other grants sponsored by Councils of Government.

Private foundation applications for museums, libraries, community centers (Swalm Foundation, Meadows Foundation, Tocker Foundation, etc.)

At GrantWorks, we are proud of our strong track record in grant management and administration. The best way to determine our work performance is to speak to our clients, but here are some performance fast-facts for you to consider:

Number of Texas GDBE grants successfully completed and closed	More than 450 since 1983, 200 since 1999
Number of grants involuntarily terminated by the State	Zero
Number of grants deobligated by the State for failure to perform	Zero
Number of unresolved compliance issues resulting in repayment to State	Zero
Number of unresolved issues related to GrantWorks performance resulting in disqualification of application	Zero
Percent of Texas GDBE grants completed on-time with no extensions, excluding weather delays	90%-plus

A grant administrator is primarily responsible to coordinate and expedite all grant activities. We pride ourselves in moving projects along toward successful completion as a cooperative, informed, and active member of your project implementation team. Things we do include:

- Maintain regular contact with the project engineer, the local contact person, and the contractors regardless of the project's size or stage of completion
- Provide project engineers with a Engineering Instruction and Forms packet so they know up-front what information will be required by the State agency
- Double-check all invoices, contracts, and change orders received from the project engineer or contractors to catch errors or discrepancies before they reach the State agency
- Present workable solutions to deal with unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the State agency
- Assist you in dealing with the State agencies if there is ever an issue with your grant application or funded project.

Please feel free to contact our clients in the Client References section for more information about our work performance.

GrantWorks was founded in 1979 as BJS Consulting in Houston. The firm has grown to include nearly 40 employees and seven offices across Texas. Our Contract Implementation, Client Services, and Application Development staff are here to serve you. ***Unless otherwise noted, you may contact any GrantWorks employee by typing their first name and @grantworks.net (betty@grantworks.net).***

COMMUNITY DEVELOPMENT CONTRACT IMPLEMENTATION

Grant GrantWorks has seven full-time grant managers to implement every type of development project, from Community Development and Texas Capital Fund to Parks & Wildlife and Coastal Management Programs. Our grant managers have successfully implemented over 250 Texas Community Development Block Grant projects valued at \$80 million since 2000.

AUSTIN STAFF (512) 420-0303 (-0302 fax)

Martha Arosemena, AICP – 4 years project management experience, previously with Texas Association of Community Development Corporations, MS in Planning from UT-Austin, nationally certified Planner. Martha has managed more than 35 CDBG projects including Colonia, OSSF, Planning, Texas Capital Fund. ***marthaa@grantworks.net***

Yolanda Pedraza – 6 years project auditor experience with the Texas Department of Housing and Community Affairs in HUD programs, 17 years as executive liaison to the Commissioners' Court and as a human services coordinator for Travis County. Yolanda has managed 12 CDBG projects including Colonia, STEP, OSSF.

Brenna Minor – 1 year project management experience, B.A. in Political Science from Boston University, M.A. in Urban and Environmental Policy and Planning from Tufts University. ***brennam@grantworks.net***

Michelle Downey – 2 years project management experience, previously HR Manager for Austin Capital Mortgage and AIM Investments. Michelle has managed 10 CDBG projects including OSSF.

Sharon Hernandez-Dorow – 3 years in environmental and disaster recovery planning with FEMA and Glenrose Engineering, 14 years in grant writing and management for Manos de Cristo Clinic and El Buen Pastor Early Childhood Development Center in Austin. MS in Planning from UT-Austin. Sharon has managed 15 CDBG projects including Colonia.

Regan Lenehan – 3 years project management experience, previous experience in finance and real estate development. MS in Planning from UT-Austin. Regan has managed more than 25 CDBG projects including STEP and OSSF, Texas Capital Fund and TXDOT.

Liz Nguyen – 5 years project management experience, including Housing Rehab and Park Projects. Liz has managed more than 20 CDBG projects including OSSF, STEP, Parks & Wildlife and Coastal Management projects.

Chad Coburn, Park & Coastal Project Manager –formerly interned with TGB Partners in Dallas and employed by First American Flood Data. MS in Planning from UT-Austin. Chad manages Texas Parks & Wildlife, TXDOT, and GLO projects.

Kelly Dibbens – Administrative support. ***kellyd@grantworks.net***

Susan Compton, East Texas Field Representative - also manages TP&W projects. She holds a BAAS from Stephen F. Austin State University in Human Services & Public Administration.

ALPINE STAFF (915) 837-2607 (-2247 fax)

Jerry Carvajal – Director for West Texas, 9 years project management experience. Former Alpine City Manager (8 years) and City Planner (6 years). Directly managed or assisted with more than 30 CDBG projects and 15 HOME projects in Rio Grande, Permian, and Concho Valley regions.

CLIENT SERVICES

AUSTIN – Betty Collier
Central and Coastal Texas
 (512) 420-0303/ -0302 fax

NACOGDOCHES—Susan Compton
East Texas
 (936) 569-1177/ -1188 fax

LUBBOCK—Donnie Allison
West Texas and Panhandle
 (806) 996-5642 –5643/ 5643 fax

ALPINE—Jerry Carvajal
Permian Basin and Rio Grande
 (432) 837-2607/ -2247 fax

APPLICATION DEVELOPMENT

Martha Drake (Huntsville)
Economic Development, Parks, TXDOT, Coastal Mgt.
 (512) 567-2926 / (512) 402-8303 fax
BSJ Sam Houston State, 100+ applications funded in CDBG, HOME, Texas Parks & Wildlife, Capital Fund, Coastal Management, TxDOT, etc.

Paul Covey and Eileen Manes (Austin)
Small Grants Clearinghouse, Community Development
 (512) 420-0303/ -0302 fax
CDBG, HOME, and other grant programs. Eileen also serves as Director of Development for Housing Tax Credit Programs.

Eric Hartzell, AICP, Exec. Vice President (Austin)
Community Development, Planning, Colonias
 (512) 420-0303/ -0302 fax
MS Planning UT-Austin, 12 years experience with all aspects of Texas CDBG Program

Bruce Spitzengel, President (Houston)
Community Development, HOME, USDA, STEP
 (281) 980-7259/ -0144 fax
MS Geography Kansas State, 30+ years experience with HUD and Texas CDBG and HOME Programs.

CONTRACT IMPLEMENTATION

PLANNING & ENGINEERING SERVICES (Austin)

Marilyn Shashoua, AICP, Planning Manager MS
Planning UT-Austin, 10 plans completed, ArcView proficient.

Charlie Davis, P.E., MS Oklahoma State U, former Sr. Engineer City of Cedar Park, Senior Project Manager for Bury+Partners.

John Huggins, Senior Planner, BS Geography, UT-Austin, ArcView 8.3 and 9.0, AutoCAD.

Kari Banta, Associate Planner MS Planning UT-Austin, ArcView.

Eddie O'Conner, GIS/Mapping Coordinator
BA, Geography, UT-Austin, ArcView 9.0.

Chad Coburn, Parks & Coastal Planner, MS
Planning UT-Austin, formerly with TGB Partners, First American Flood Data, Adobe CS2, ArcGIS.

(512) 420-0303/ -0302 fax

HOUSING SERVICES (Austin)

Tres Davis, Vice President
Former HOME Coordinator, Certified Lead Based Paint (LBP) Inspector, MS Construction Management Texas A&M, 7 years with GrantWorks.

Donna Johnson (Beeville) Former superfund cleanup contractor. LBP Inspector, 3 years with GrantWorks, 200+ units.

Support Staff: Diana Hutchens, Jack Holz
 (512) 420-0303/ 459-8948 fax

Small Business, MBE, Affirmative Action and Equal Employment Opportunity Information:

GrantWorks is a **small** Texas-based corporation with 38 full-time employees. Based on the US Small Business Administration guidelines (the standard used by ORCA) management consulting firms with less than \$6.0 million in annual revenue are considered "small." By this measure we are a small business. GrantWorks does not qualify as a historically underutilized business (HUB). All services performed by GrantWorks on behalf of local governments are provided without regard to race, national origin, religion, color, sex, age, familial status or disability. GrantWorks does not discriminate in employment opportunity in accordance with federal and local (City of Austin) laws.

Client References (with type of service provided by GrantWorks)**Tom Green County**

City of Emory
Clyde Smith
(903) 473-2465
 Planning, CD, STEP

City of Alto
Hattie Hamilton, City Admin.
936-858-4711
 CD, Planning, Housing

City of Trinity
Phil Patchett, City Manager
(936) 594-2507
 CD, Housing, Parks

City of Palacios
Charles Winfield, City Mgr.
(361) 972-3605
 CD, ED, Planning, Housing,
 Coastal

Colorado County
Judge Al Jamison
(979) 732-2604
 CD, Housing, OSSF

Town of Bayside
Mayor Billy Fricks
(361) 529-6520
 CD, Housing, Planning

Jim Wells County
Judge Arnoldo Saenz
(361) 668-5706
 CD, Housing, Planning

City of Falfurrias
Idolina Perez, City Admin.
(361) 325-2420
 CD, ED, Housing

City of George West
Ben Tanguma, City Admin.
(361) 449-1556
 CD, Housing, Planning

Medina County
Judge Jim Barden
(830) 741-6020
 CD, Housing, OSSF

Bandera County
Judge Richard Evans
(830) 796-3781
 Planning, CD, Housing, STEP

Mason County
Judge Jerry Bearden
(325) 347-5556
 CD, Housing, OSSF, Planning

City of Lometa
Mayor Mike McGarry
(512) 752-3331
 CD, Housing, Planning

City of Rice
Mayor Larry Bailey
(903) 326-7500
 CD, Housing, Parks

City of Wolfe City
Mayor Bethel Henslee
(903) 496-2251
 CD, STEP, Planning, Housing

City of Farmersville
Allan Hein, City Manager
(972) 782-6151
 CD, Planning, ED, Housing

City of Henrietta
Robert Patrick, City Mgr.
(940) 538-4316
 CD, ED, Planning

City of Blanket
Jackie McLaughlin, City Sec.
(325) 748-3171
 CD including STEP

City of Miles
Mayor Juan Ornelas
(325) 468-3151
 CD, Housing

City of Stanton
Danny Fryar, City Manager
(915) 756-3301
 CD, Housing

Crane County
Debbie Martin, Exec. Asst.
(432) 558-1101
 CD, Planning

City of Littlefield
Danny Davis, City Manager
(806) 385-5161
 Planning, CD, Housing

Ward County
Judge Greg M. Holly
(432) 943-3294
 Planning, CD, OSSF

Jeff Davis County
Judge George Grubb
(432) 426-3968
 Planning, CD, Housing

TYPES OF SERVICES:

Planning = Texas CDBG Planning/Capacity Building Fund (cities) or Colonia Planning Fund (counties).

CD = Administrative activities for Community Development, Colonia, Colonia EDAP, Disaster Relief, **STEP** (self-help), **OSSF** (septic tank replacement) or other Texas CDBG infrastructure grants.

Housing = Management activities for Texas CDBG Housing Rehab Fund or HOME Owner-Occupied Housing.

ED = Administrative activities for Texas Dept. of Ag's Main Street, Downtown Revitalization or Texas Capital Fund.

Parks = Administrative and planning activities for Texas Parks & Wildlife Outdoor and Indoor Recreation, Small Community Parks programs.

Other programs include TXDOT's TEA-21 and Safe Routes to School, GLO's Coastal Management, Coastal Impact Assistance, and Coastal Erosion Programs.

If you would like additional references from GrantWorks 150+ community client list, please ask.

GrantWorks provided previous administrative services for a 2003 TxCDBG Colonia Comprehensive plan for Tom Green County. GrantWorks also prepared the application for the OSSF replacement project subject to this RFP.

In addition, GrantWorks has completed more than 75% of all TxCDBG OSSF replacements in the program history. Below is a list of contacts for recent OSSF replacement projects:

- **Bee County – more than 150 OSSFs installed**
Contact: Dennis DeWitt at (361) 362-3232
- **Hood County – more than 25 OSSFs installed**
Contact: James McAusland at (817) 579-3288
- **Medina County – more than 25 OSSFs installed**
Contact: Pat Brawner at (830) 741-6020

Additionally, GrantWorks is currently administering the following OSSF replacement projects:

- **Brooks County – approximately 40 OSSF replacements in progress**
- **Colorado County – approximately 15 OSSFs installed**
- **Ward County - approximately 30 OSSF replacements in progress**
- **Guadalupe County - approximately 25 OSSF replacements in progress**

SCOPE OF SERVICES: GrantWorks will implement your Texas CDBG project(s) in accordance with State and Federal requirements and with local satisfaction in mind. Our services include:

Administrative—guide and assist with financial management, record keeping, amendments, reporting, environmental clearance, Fair Housing/EEO, acquisition report, labor standards, contract closeout, and other aspects of program implementation. We prepare all forms, notices, and agenda items and provide them to you in advance. We communicate with the project engineer, state staff, and other parties to ensure successful completion of your project. We attend the site visit, monitoring review, and public meetings as necessary.

COST OF SERVICES: GrantWorks' proposed fee for this contract is \$50,000. This fee is broken out into the following costs for each item in the Scope of Services:

Establish Record Keeping and Accounting Systems	20%
Environmental Review/Notices	20%
Fair Housing/EEO/Section 504	10%
Construction Start-up	15%
Construction and Labor Standards Monitoring	25%
Close Out, State Monitoring	10%

The above fee includes all ancillary services that may be necessary to satisfactorily complete the above-listed scope of work categories including: ongoing document preparation, ongoing financial management of grant and local match funds, technical assistance and advice, coordination and liaison services, assistance with project modifications and real property acquisition report assistance and advice.

Extraordinary and unexpected amendment processing (new beneficiary surveys, public hearings), in-kind contribution or force-account cost documentation exceeding \$10,000, and real property acquisition services (initiating URA requirements, coordinating appraisals and surveys, filing documents, etc.) may be billed as additional services at a rate of \$75/hour as approved by the client. GrantWorks will bill for these extraordinary services if adequate grant funds exist to cover payment; otherwise the client will not be billed.

All related postage, copying, travel, and supplies are included in the cost of these services, as is advertising related to final public hearing and environmental review. Advertising bids for construction is paid using grant construction or engineering funds and advertising for professional service RFP/RFQs is a local responsibility.

GRANT FEES: GrantWorks' administration fees are typically paid using grant funds, not local match. GrantWorks does not charge application fees for Texas CDBG grant writing services. We receive payment only if the application is funded and we are selected as administrators. This payment is for the administrative service work associated with the grant itself, not the writing of the application.

Other Services

Our *GrantWorks Newsletter* has become the most widely read Texas grant information newsletter. The *Grant Alerts!!* section notifies readers of upcoming deadlines for key programs. The newsletter is provided free-of-charge to our clients.