



July 13, 2020

**Governmental
Consultants &
Planners**

Ms. Cindy Karch
City Secretary
City of Mineola
300 Greenville Highway
Mineola, Texas 75773

Funding Research

Application Preparation

Re: Application Preparation and Administration Services
2021-2022 Community Development Fund

Grant Management

Ms. Karch:

Government Liaison

We appreciate this opportunity to present the qualifications and experience of Traylor & Associates, Inc. a professional grant management/consulting firm.

Environmental Services

Traylor & Associates, Inc. has been serving the grant management consulting needs of over 100 political subdivisions throughout the State of Texas since 1974. Thus far, the firm has successfully managed over **\$1 Billion** in federal/state funds. Our proven capacity to perform has made us the oldest and most widely used grant management service operating in Texas. All terms and conditions contained in this Request for Proposal are accepted by Traylor & Associates.

Financial Management

Community Development

In addition to the service package, we are pleased to provide a list of the firm's prior experience with TxCDBG grants along with a list of clients we have previously completed grant projects for, and clients we are currently working with. Note the geographic dispersal of our clients throughout the state, as well as, the long standing relationships we have established with our clients. Please feel free to contact any of our clients, for we consider each to be a reference.

Economic Development

Housing Programs

If any additional information or clarification is needed, please do not hesitate to contact me or Mark Taylor, Senior Vice President/Director of Operations, P.O. Box 7035, Tyler, Texas 75703; mark.taylor@grtraylor.com; 903-581-0500 ext. 223.

**Serving State &
Local Governments
Since 1974**

Thank you again for your interest in our firm.

Sincerely,

Gary R. Traylor
President

TYLER
201 Cambridge Road
P.O. Box 7035
Tyler, Texas 75711-7035
903 • 581 • 0500
Fax: 903 • 581 • 4245
www.grtraylor.com

“Always working for your community...ALWAYS”

ORIGINAL



July 17, 2020

Application Preparation and Administration Services
Request for Proposals – 2021-2022 CDBG Funding

City of Mineola
300 Greenville Highway
Mineola, Texas 75773

Traylor and Associates, Inc.
201 Cambridge Road
Tyler, Texas 75703

Always Working For Your Community ... Always

TABLE OF CONTENTS

EXECUTIVE SUMMARY	1
SCOPE OF WORK	2
Application Preparation	3
Basic Contract Implementation Services.....	4
Project Management	4
Financial Management	5
Fair Housing / Equal Opportunity	5
Audit / Contract Close-out Assistance.....	5
Planning Services (if applicable)	6
Assistance for Acquisition of Real Property	6
Compliance with Federal Labor Laws	6
Environmental Review Services including Section 106 Compliance.....	6
STATEMENT OF QUALIFICATIONS.....	8
Firm's Experience.....	9
Community Development	9
Economic Development	9
Community Enhancement	10
Housing	10
Hazard Mitigation	11
Disaster Relief/Urgent Need.....	11
Work Performance and Experience	12
Capacity to Perform.....	12
Our Team	13
SYSTEM FOR AWARD MANGEMENT	14
PROPOSED COST OF SERVICES.....	17
FORM 1295.....	19
CERTIFICATE OF INSURANCE	21
PERSONNEL.....	23

Traylor & Associates

A Texas corporation operating continuously since 1974, Traylor & Associates has served state and local governments for over 40 years. We are the oldest active grant management firm in the State of Texas and have successfully managed over \$1 Billion in federal and state assisted projects for over 200 clients throughout the state.

Traylor & Associates is a full-service grant application and management firm providing the full scope of services for identifying, applying, managing and closing out grants from all funding entities. Our experience in managing programs extends to public works, drainage, infrastructure, recreation, social, police, and emergency services.

Our knowledge of the intricate balance between all levels of government gives us insight into the ways government can be more proactive and responsive in the development of publicly funded solutions to their local challenges. We have proven success in improving the efficiency of local government by providing strategic information to elected officials and by providing technical support to their staff.

Why Traylor and Associates

Traylor & Associates, Inc. is pleased to offer professional management consultation through grant related management services that address specific needs in a manner that increase success rates and reduce risk and liabilities. Our complete service package brings a thorough "start-to-finish" professional guide which will accomplish the following:

Application Preparation	Grant Management Services
Planning Services	Public / Special Housing Services
Construction / Infrastructure	Program / Project Management

Grant Programs

The following select list includes programs Traylor & Associates has assisted in application for or is currently managing.

Community Development Block Grant (TxCDBG/TDA)	Economic Development Administration (EDA)
Community Development Block Grant – Disaster Recovery (CDBG-DR/GLO)	Downtown Revitalization/Main Street Program (TDA)
State of Texas HOME Program (TDHCA)	Department of Homeland Security (DHS)
Texas Capital Fund (TDA)	Texas Parks & Wildlife Department (TPWD)
Hazard Mitigation Grants Program (FEMA)	US Department of Housing & Urban Development (HUD)
Statewide Transportation Enhancement Program (TXDOT)	Rural Development Water & Wastewater Grants & Loans (USDA)

Location

Traylor & Associates maintains a corporate office in Tyler, Texas with satellite offices located in the Gulf Coast and Southeast Texas regions.

Firm Name: Gary R. Traylor & Associates, Inc.
Address: 201 Cambridge Road, Tyler, Texas 75703
Mailing Address: P.O. Box 7035, Tyler, Texas 75711
Phone Number: 903-581-0500
Contact Name: Gary R. Traylor, President
E-mail Address: gary.traylor@grtraylor.com

Scope of Work



SCOPE OF WORK

Gary R. Traylor & Associates Inc. is pleased to offer application preparation and administration/professional services that will strengthen the City of Mineola's position to best meet the community's needs. Our grant-related management services are comprehensive. Traylor & Associates will administer and manage the grant requirements and meet all fiduciary responsibilities in a manner that exceeds the scope of work of this procurement while reducing the City's risks. Our services are aligned with Mineola's goal of strengthening your CDBG Program and provide much needed assistance to your residents. Our complete service package is aligned with the City's requirements. Our proposed services bring a comprehensive "start-to-finish" business process that ensures success, eliminates errors and lessens liabilities for the City of Mineola in a manner that is professional and open. Our services will:

1. Develop better and more robust grant applications that maximize the impact of available resources.
2. Keep the grant preparation and administration program on track and on budget.
3. Provide a professional team that offers experienced guidance and sound advice to the City of Mineola.
4. Identify risks, create mitigation plans, and reduce liabilities for the City's grant management program SOW
5. Train and assist staff members who are assigned to the project until all grant programs are successfully closed out.

We are prepared to assign the experienced staff to perform all the services necessary to complete and comply with the City of Mineola's RFP and future grant requirements as outlined in the Scope of Work. A more detailed description of the types of tasks we will perform are included in the following list of specific tasks:

- A. Application Preparation Assistance
- B. Basic Contract Implementation Services
- C. Planning Services (if applicable)
- D. Assistance for Acquisition of Real Property
- E. Compliance with Federal Labor Standards
- F. Environmental Review Services including Section 106 Compliance

Traylor & Associates will develop a project scope and be an active participant in completing CDBG applications. Our team will work with the City's leadership team, Engineer, Finance and Procurement staff to coordinate and provide the information needed for submission of one complete grant funding application and related documents.

A. Application Preparation Assistance

1. Read, review and scrutinize grant opportunities that reflect the City of Mineola's mission and objectives; identify the application requirements; and, provide feedback for a Go/No Go decision by City staff.

2. Assist the City in establishing a grant submittal project plan that identifies actions, milestones, and responsible parties in a manner that best meets the City's timeframe to complete grant applications.
3. Coordinate with all stakeholders and parties involved in obtaining documentation, and information that is required by a grant or in support of the grant efforts including signatures.
4. Bring our firm's knowledge, skills and experience of lessons learned to write, review, and apply quality assurance reviews to strengthen grant applications.
5. Assist the City and lead the effort to complete applications, develop cost estimates, ensure forms are completed, and perform quality assurance reviews to confirm the City's grant applications meet all requirements.
6. Participate and assist the City of Mineola's leadership with all public hearings, resolutions, briefings, presentations and other communication and outreach efforts as required.
7. Take an active role in communicating with City leadership, the State or Federal funding agency, to answer any questions including post-submission questions and requests for additional information.
8. Submit grant applications through the various means and portals as required

Immediately upon receiving a notification of award, our team will begin to communicate with the City of Mineola's point of contact, exchange contact information, and establish means of communicating to institute the following administrative steps. Traylor & Associates will prepare, administer, and complete infrastructure, utilities, and eligible projects approved for CDBG funding through the following services:

B. Basic Contract Implementation Services

1. Project Management
 - a. Provide general advice with regards to the recordkeeping activities for grant activities such as: Financial, Procurement, Real Property, Assets and Equipment, and Regulatory Compliance.
 - b. Establish operating procedures and maintain all completed and executed forms, contracts and support documents associated with the grant and related projects.
 - c. Provide training and technical assistance to City personnel who will be directly involved in maintaining, securing and archiving grant program records as part of their routine tasks.
 - d. Assist in developing an electronic recordkeeping system including IT related systems for back-up, control assess and cyber security measures consistent with the City's and grant program requirements, including the establishment, maintenance and protection of program files.
 - e. Serve as liaison during any monitoring visits by staff representatives from either a State agency or the U.S. Department of Housing and Urban Development (HUD) and assist in answering questions or providing documentation to answer any questions or audit findings.

2. Financial Management:
 - a. Assist and work in tandem with the City to provide documentation to the State's audit division demonstrating the City's ability to manage grant funds.
 - b. Advise and assist the City in establishing and maintaining separate bank accounts, journals, ledgers, equipment and asset inventory lists, as required or acknowledged in industry best practices.
 - c. Assist in submitting the Depository/Authorized Signatories Designation Form to the funding agency.
 - d. Assist in the preparation of requests for funds from the funding agency.
 - e. Assist in establishing procedures to handle the use of any CD program income.
 - f. Assist in ensuring that all contracts or solicitations for services are procured in a manner consistent with the City of Mineola and funding agency requirements.

3. Fair Housing / Equal Opportunity
 - a. Review, advise and assist the City of Mineola in developing, implementing and documenting any new grant-related activities to ensure compliance, and adherence to fair housing affirmative access requirements.
 - b. Assist in the documentation of all project beneficiaries by ethnicity, gender, age, income, and other demographic classifications as required by and in support of grant activities, spending, goals, and objectives.
 - c. Review, advise and make recommendations on further access to fair housing.
 - d. Assist in compliance with Section 3 and Affirmative Action Plan.
 - e. Assist in meeting all Section 504 requirements.
 - f. Work with the City of Mineola Housing Authority and other housing stakeholders to ensure the City and all housing-related grant applications and work is in compliance with Fair Housing and Equal Opportunity approved plans.

4. Audit / Contract Close-out Assistance
 - a. Prepare the final Project Completion Report, including Minority Business Report, Monthly Employment Utilization Report, Private Business Employment Report (if applicable), documentation of Fair Housing activities and Certificate of Completion.
 - b. Assist the City to close-out grants 90 days after the grant completion and prepare all documentation to respond to any audit or close-out inquiries.
 - c. Prepare all HUD Disaster Funding related reports such as:
 - i. Quarterly Progress Reports (QPR)
 - ii. Recovery Grant Reporting System (DRGR)
 - iii. Financial Summary Report
 - iv. Performance Measures Report
 - d. Work in tandem with the State and Federal offices to ensure that all close-out steps are followed and completed.
 - e. Assist in resolving any third-party claims.
 - f. Provide auditor with agency audit guidelines.

C. Planning Services (if applicable)

D. Assistance for Acquisition of Real Property

1. Coordinate with engineer, legal, and professional advice regarding the appropriate method to acquire real property.
2. Maintain a separate file for each parcel of real property acquired.
3. Determine necessary method(s) for acquiring real property.
4. Assist in negotiations with property owner(s).
5. Prepare required forms and acquisition reports and submit them to the appropriate agency.
6. Develop procurement operating practices, advise and train City staff as needed, and make recommendations to City management on best acquisition methods in compliance of all grant requirements.

E. Compliance with Federal Labor Laws

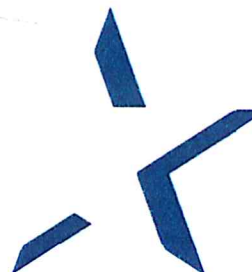
1. Assist in determining whether and/or what contract activities will be carried out in whole or in part via force account labor.
2. Assist in determining whether or not it will be necessary to hire temporary employees to specifically carry out contract activities.
3. Assist in maintaining adequate documentation of personnel, equipment and materials expended/used, and their costs.
4. Assist in documenting compliance with all federal and State requirements related to equal employment opportunity.
5. Assist in documenting compliance with the minimum wage and overtime pay requirements.
6. Provide assistance to or act as local labor standards officer.
7. Request wage rates.
8. Provide sample bid packet and labor standards forms and provisions for contract documents.
9. Make 10-day call to agency to verify applicable wage rates.
10. Verify construction contractor eligibility.
11. Submit notice of contract award, notice of start of construction and final wage compliance report.
12. Conduct pre-construction conference and prepare minutes.
13. Review weekly payrolls and conduct compliance follow-ups.
14. Assist in conducting employee interviews.

F. Environmental Review Services including Section 106 Compliance

1. Assess the need and prepare all environmental assessments as needed.
2. Coordinate environmental clearance or remediation procedures with other local, state and federal parties and stakeholders.
3. Advertise all required public notices in consideration of the public's input to the City of Mineola's projects and their environmental impact.

4. Prepare any required re-assessment of environmental findings or characteristics.
5. Ensure compliance with E. O. 11988 for projects in the flood plains.
6. Prepare and supply documentation for the City's request for release of funds and appropriate permits and certifications.

**Statement of
Qualifications**



STATEMENT OF QUALIFICATIONS

FIRM'S EXPERIENCE

Our firm has operated continuously since 1974, and successfully managed approximately **\$1 Billion** in federal or state-assisted projects for public-entity clients. Traylor & Associates assists in requesting, writing, and administering grant funds in an economically feasible and efficient manner to ensure the health, safety, and welfare of communities. The firm's experience and expertise are concentrated in, but not limited to:



COMMUNITY DEVELOPMENT

Our firm finds solutions to financing and managing a variety of community development projects, both tangible and intangible in nature. Traylor & Associates also undertakes endeavors to eliminate a variety of health risks created by contaminated water supplies, inadequate sewer, water, and drainage systems, and damaged infrastructure.

Community Development Grants			
Client	Grant Name	Value	Description
City of Alto	CDBG	\$ 275,000.00	Sewer Improvements
City of Carthage	TCF-MS	\$ 350,000.00	Sidewalk Improvements
City of Mathis	TCF-DRP	\$ 350,000.00	Sidewalk Improvements
City of Mount Vernon	CDBG	\$ 275,000.00	Water Improvements
City of Pittsburg	CDBG	\$ 275,000.00	Water Improvements
City of Teague	CDBG	\$ 300,000.00	Water and Sewer Improvements



ECONOMIC DEVELOPMENT

In rural America, quite often, a community will survive or even exist because of one large employer or industry. In an attempt to diversify its local economy, incentives are needed to be competitive with other communities. On the flip side of the equation, business retention and expansion are also vital to the economic wellbeing of a community. Traylor & Associates assists communities in identifying and securing funds that accomplish three overall economic development goals:

- i. Create and retain jobs
- ii. Provide the necessary infrastructure or expansion tools to improve the local economy
- iii. Generate real estate improvements

Economic Development Grants			
Client	Grant Name	Value	Description
City of Ennis	TCF	\$ 1,000,000.00	Street Improvements (Buc-ee's)
Lamar University	CDBG-DR	\$11,000,000.00	Specially Authorized Public Facilities and Improvements and Public Services
Smith County	TCF	\$ 850,000.00	Water Improvements (Sanderson Farms)
City of West Orange	EDA	\$ 5,000,000.00	Wastewater Improvements (WWTP)



COMMUNITY ENHANCEMENT

Traylor & Associates strives to revitalize downtowns and promote healthy communities by creating pedestrian friendly environments, encouraging tourism, preserving historic structures, and strengthening the local social fabric.

Community Enhancement Grants			
Client	Grant Name	Value	Description
City of Center	CDBG	\$350,000.00	Solar Power System Installation
City of Crockett	CDBG	\$150,000.00	Equipment Services and Construction
City of Kirbyville	CDBG	\$350,000.00	Neighborhood Facilities



HOUSING

Traylor & Associates has particular knowledge and experience in programs operated by the United States Department of Housing and Urban Development and designated state agencies administering HUD funds. Since 1974, the company has been engaged full-time in the field of housing rehabilitation with projects ranging from comprehensive neighborhood revitalization, and housing rehabilitation. The firm has developed and managed HUD/CDBG/HOME funded housing rehabilitation programs in approximately seventy (70) different non-entitlement jurisdictions that resulted in the collective rehabilitation or reconstruction of over 4,050 single-family dwelling units at a cost of \$57 Million.

Housing Grants			
Client	Grant Name	Value	Description
City of Center	HOME-HRA	\$ 413,600.00	Housing Reconstruction
City of Eastland	HOME-HRA	\$ 307,800.00	Housing Reconstruction
Newton County	CDBG-DR	\$18,035,447.00	Homeowner Assistance, Buy-out and Demolition
City of Ore City	HOME-RSP	\$ 97,000.00	Housing Rehabilitation
City of Troup	HOME-HRA	\$ 206,800.00	Housing Reconstruction



HAZARD MITIGATION

Hazard mitigation is any cost effective action taken to eliminate or reduce the long-term risk to life and property from natural or man-made hazards. Texas is prone to a variety of hazards that put community assets at risk. These assets comprise buildings, roads, bridges, water and sewer lines, and last but not most important, people. Traylor and Associates devotes time and energy into creating mitigation measures to protect people and structures, as well as to minimize taxpayer costs of disaster response and recovery-ultimately creating safe places to live.

Hazard Mitigation Grants			
Client	Grant Name	Value	Description
City of Bridge City	HMGP	\$3,000,000.00	Flood and Drainage Improvements
Newton County	HMGP	\$ 741,348.00	Street Improvements and Generators
City of West Orange	HMGP	\$ 904,471.51	Critical Infrastructure - Generators



DISASTER RELIEF/URGENT NEED

The firm administers funds to assist long-term recovery efforts and restore damaged infrastructure such as water and sewer facilities, streets, flood and drainage facilities and housing. Since 2010, our office has administered sixty-eight Disaster Recovery contracts totaling approximately \$152 Million in grant funds. The firm also prepared over two hundred (200) Environmental Review Records for the Hurricane Ike Disaster Recovery Program.

Disaster Relief / Urgent Need Grants			
Client	Grant Name	Value	Description
Galveston County	CDBG-DR	\$26,977,017.00	Water, Sewer, Street and Flood and Drainage Improvements, Installation of Generators, and Specially Authorized Public Facilities
Newton County	CDBG-DR	\$ 9,810,187.00	Street Improvements
City of Port Arthur	CDBG-DR	\$10,301,777.00	Water, Sewer, Street, Flood and Drainage Improvements and Demolition

WORK PERFORMANCE AND EXPERIENCE

Our company has assisted Cities and Counties throughout the state in the application and administration of almost one-thousand grant-funded projects. Our daily involvement with various state and federal agencies has allowed our staff to grasp fully the unique intricacies involved in the timely administration of government grants at both the Recipient and Subrecipient levels.

Traylor & Associates' success over the past 45 years is due in no small part to the emphasis we place on the coordination and communication between city staff, engineers, contractors, state and federal agencies and our staff. This commitment has led to achieving many noteworthy milestones on behalf of the communities we serve.

We encourage you to contact any of our clients with regard to these work performance factors:

- Timely submission of funding requests to funding agency
- Timely completion of projects
- Quality of work projects
- Level of monitoring findings/concerns & timely response to agency monitoring reports
- Ability to manage projects within budgetary constraints

CAPACITY TO PERFORM

By mobilizing staff to grantee locations, Traylor & Associates can provide an unparalleled level of service and responsiveness to the needs of the City of Mineola. Conference calls, online web meetings, public and private Sharepoint, and other secure FTP services are frequently utilized in the team coordination of field staff with office personnel, clients, engineering firms and agencies. If additional staffing is required onsite during the conduct of meetings or public forums, they can be mobilized in a timely manner.

STRENGTH OF RESOURCES



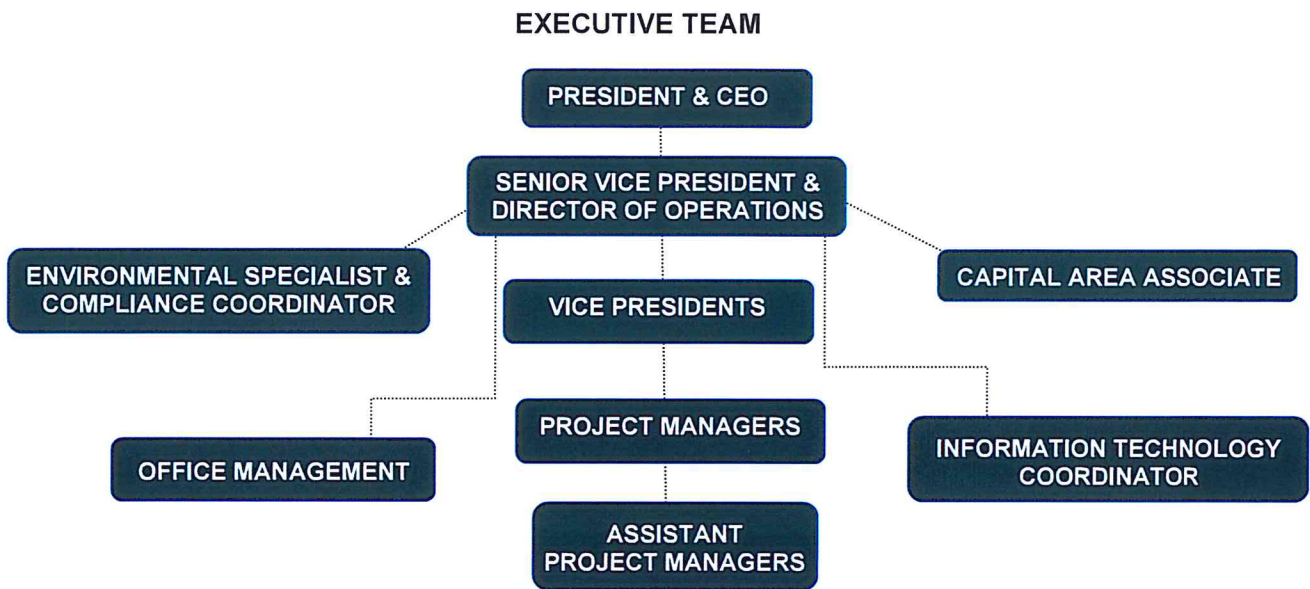
In addition to its experienced staff, the firm's capacity to perform the requested services is reinforced by our strong financial position and depth of our physical resources.

Traylor & Associates utilizes current information technology tools to maximize the efficiency of each team member. Possessing technology specifically adapted for program management in today's mobile driven environment allows a scalable approach to staffing and overall operations. This technology is supported by both IT personnel on staff, as well as contracted services.

The firm maintains a corporate office in Tyler, Texas with satellite offices located in the Gulf Coast and Southeast Texas regions.

OUR TEAM

Our team is led by our President and our organizational structure is reflected in the chart below:



The range of our services reflects hundreds of years of experience. Each member of the Traylor & Associates staff has received extensive training and naturally assumed a role best suited to their skillset, education and experience.

As program requirements vary, each grant opportunity will be assigned a team consisting of a Project Manager who will serve as the primary contact for the grant, an assistant project manager who will support financial recordkeeping and maintenance of project records, an environmental compliance coordinator and a labor standards specialist. While it is possible that more than one team would be assembled due to the complexity of applications and overlapping deadlines for submittal, a single Project Manager will oversee coordination between team members to ensure that there is no duplication of efforts, provide efficient communication and reduce the amount of time City staff must dedicate to distributing information to our team.

**System for
Award Management**



SAM Search Results
List of records matching your search for :

Search Term : gary r traylor*
Record Status: Active

ENTITY	TRAYLOR, GARY R & ASSOCIATES INC	Status: Active
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DUNS: 130396385	+4:	CAGE Code: 6Q2T0	DoDAAC:
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Expiration Date: 07/06/2021	Has Active Exclusion?: No	Debt Subject to Offset?: No
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Address: 201 CAMBRIDGE RD

City: TYLER

ZIP Code: 75703-5256

State/Province: TEXAS

Country: UNITED STATES

SAM Search Results
List of records matching your search for :

Search Term : gary* r. traylor*
Functional Area: Performance Information
Record Status: Active, Inactive

No Search Results

**Proposed Cost
of Services**



PROPOSED COST

The scope and magnitude of your anticipated 2021-2022 project was not a component of your RFP and may very well be unknown at this time. Due to there being a direct correlation between the size of a project and the grant administration burden, our proposed fee is driven by the overall project cost. We have found this to be the most equitable means of valuing our services based on the presently unknown factors.

Upon review you will find our pricing to be representative of the market rate and well within the parameters established by the Texas Department of Agriculture.

<u>TOTAL PROJECT COST</u>	<u>GRANT ADMINISTRATION FEE</u>
\$225,000.00 - \$249,999.00	\$24,500.00
\$250,000.00 - \$274,999.00	\$27,000.00
\$275,000.00 - \$299,999.00	\$30,000.00
\$300,000.00 - \$349,999.00	\$35,000.00
\$350,000.00 - \$399,999.00	\$40,000.00
\$400,000.00 - \$449,999.00	\$45,000.00
\$450,000.00 - \$500,000.00	\$48,500.00

Form 1295



CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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

OFFICE USE ONLY CERTIFICATION OF FILING

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

Gary Traylor & Associates
Tyler, TX United States

Certificate Number:
2020-641290

Date Filed:
07/08/2020

Date Acknowledged:

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

City of Mineola

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.

2021-2020 TxCDBG-00948
Grant Consulting

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Traylor, Gary	Tyler, TX United States	X	

5 Check only if there is NO Interested Party.

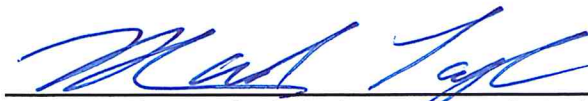
6 UNSWORN DECLARATION

My name is Mark Taylor, and my date of birth is 10/12/1959.

My address is 201 Cambridge Rd, Tyler, TX, 75703, Smith.
(street) (city) (state) (zip code) (country)

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

Executed in Smith County, State of Texas, on the 8 day of July, 20 20.
(month) (year)

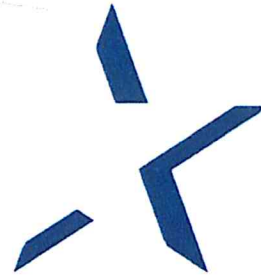


Signature of authorized agent of contracting business entity
(Declarant)

**Certificate of
Insurance**



Personnel





GARY TRAYLOR

PRESIDENT

PROFILE

Gary R. Traylor is President and CEO of Gary R. Traylor & Associates Inc. His career has included serving as a financial/grant consultant for over 170 Texas cities and counties with respect to housing, community development, and economic development projects. Mr. Traylor is widely respected for his proven record in the procurement of grants involving competitive selection.

CONTACT

PHONE:
903-581-0500

WEBSITE:
www.grtraylor.com

EMAIL:
Gary.traylor@grtraylor.com

QUALIFICATIONS

Years of Experience

- 45 years CDBG experience

Areas of Expertise

- Disaster Recovery Funding, including CDBG-DR
- HUD Community Development Block Grant
- Economic Development
- Compliance with HUD Environmental Requirements

WORK EXPERIENCE

Hurricane Ike Round 2.1 Disaster Recovery

Village of Tiki Island, Texas

\$1,722,664 (2010)

Environmental review provided keen awareness of Part 55 prohibitions concerning V-zones and flood zones and the ineligibility of proposed projects in these areas, including critical infrastructure.

Hurricane Ike Rounds 1.1. 2.1 and 2.2 Disaster Recovery

City of Bridge City, Texas

\$16,864,879 Combined (2009-2016)

Environmental assessments of multiple projects encompassing a variety of activities located within special hazard areas.

Hurricane Ike Round 2.1

City of Vidor, Texas

\$6,980,364.23 (2011-2018)

Environmental assessment of the multi-phased Schoolhouse Ditch flood control project requiring USACE permitting.

EDUCATION/LICENSES/TRAINING

- Bachelor of Science, Political Science
University of Texas - Tyler
- Certified Administrator
Texas Department of Agriculture (1977 - Present)
- Local Government Project Procedures (LGPP) Certification
Texas Department of Transportation (2012 - Present)
- TDA Application and Implementation Workshops, 1983-2019
- HUD, GLO, and TDA Environmental Workshops, 198-2019



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Gary Traylor

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

Texas Department of Agriculture's

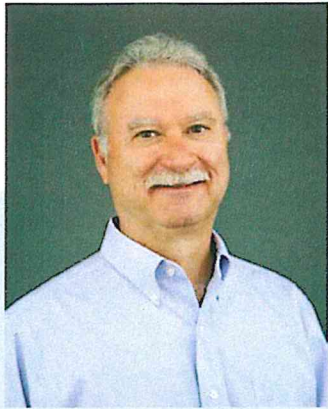
Texas Community Development Block Grant Implementation September 2019 Webinar

And is certified to Administer TxCDBG contracts.

Awarded on September 23, 2019

Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020



MARK TAYLOR

SR. VICE PRESIDENT
DIRECTOR OF
OPERATIONS

PROFILE

Mark joined Traylor & Associates in April 2002. He is well versed with experience in residential construction, business management and grant administration. He has assisted municipalities and counties throughout the state with housing and infrastructure grant administration for over 18 years.

CONTACT

PHONE:
903-581-0500 x223

WEBSITE:
www.grtraylor.com

EMAIL:
Mark.taylor@grtraylor.com

QUALIFICATIONS

Years of Experience

- 12 years construction; 11 years State of Texas, 18 years CDBG grant administration including 6 years HUD entitlement administration

Areas of Expertise

- Housing/Infrastructure – TDHCA and GLO, Disaster Recovery Funding, including CDBG-DR and HMGP
- Community Outreach
- Compliance with Local, State, and Federal Requirements

WORK EXPERIENCE

Hurricane Ike Round 2.3 Disaster Recovery

City of Alto, Texas

\$19,623,333 (May 2015 – December 2018)

Responsible for financial management and project coordination, ensuring compliance with CDBG requirements, and maintaining accurate project records for grant funded through the General Land Office.

2016 Floods Disaster Recovery

Newton County, Texas

\$18,035,447 (July 2018 – Present)

Provide buyout, residential repair, reconstruction, elevation and new construction activities throughout the county utilizing funding provided through the General Land Office.

2016 Floods Disaster Recovery

Newton County, Texas

\$10,611,036 (July, 2018 – Present)

Manage and coordinate infrastructure projects addressing damage received due to the 2016 Floods reconstructing more than 30 miles of rural county roads.

EDUCATION/LICENSES/TRAINING

- Le Tourneau University – Bachelor of Science- Business Management
- Licensed Residential Mortgage Loan Originator (RMLO# 410446)
- Texas Department of Agriculture (2002 – Present)
- Texas Department of Transportation (2012 – Present)
- TDA Application and Implementation Workshops, 2002-2019
- HUD, GLO, TDHCA and TDA Environmental Workshops, 2011-2019



TEXAS DEPARTMENT OF AGRICULTURE
COMMISSIONER SID MILLER

Mark Taylor

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

Texas Department of Agriculture's

Texas Community Development Block Grant Implementation September 2019 Webinar

And is certified to Administer TxCDBG contracts.

Awarded on September 23, 2019

Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020



WANDA VANCE

VICE PRESIDENT
PROJECT MANAGER

PROFILE

Wanda joined Traylor & Associates in March, 2004, serving numerous cities throughout the state with meeting their current and future needs. By working closely with the community and its engineering firm, communities are assured of complete compliance with all local, state, and federal regulations for a final project to enhance the community.

CONTACT

PHONE:
903-581-0500 x224

WEBSITE:
www.grtraylor.com

EMAIL:
Wanda.vance@grtraylor.com

QUALIFICATIONS

Years of Experience

16 years experience with Texas Department of Agriculture (TDA) Community Development Block Grant Program (CDBG) and 15 years other related professional experience

Areas of Expertise

- CDBG-Community Development Fund (CD), Texas Capital Fund (TCF) Infrastructure/Real Estate Programs (INFRA/RE), Downtown Revitalization/Main Street Programs (DRP/MS), CDBG-Disaster Relief (DR), and General Land Office (GLO).
- Community Needs Assistance
- Compliance with Local, State, and Federal Requirements

WORK EXPERIENCE

TCF Infrastructure Projects currently under construction to bring new jobs to communities include: Cities of Bullard, Ennis, Kyle, Mineola, and Pittsburg ranging between \$500,000 to \$1,000,000.

TCF Main Street/Downtown Revitalization Projects currently in design for construction of new sidewalk and parking include: Cities of Canton, Center, Crockett, Mathis, Mount Vernon, and Pittsburg.

CD projects for numerous communities including: Cities of Ennis, Gregory, Henderson, Mount Vernon, Pittsburg, Redwater, and West Tawakoni.

GLO Projects include: Cities of Kirbyville and Bridgeport

Responsibilities for each of these projects include compliance with all CDBG and GLO requirements including financial management, job creation, and maintaining accuracy and compliance in project records.

Additional programs administered include projects funded through Texas Department of Transportation (TxDOT) and Federal Emergency Management Agency (FEMA).

EDUCATION/LICENSES/TRAINING

- Business Management - Tyler Junior College
- Certified Administrator - Texas Department of Agriculture (TDA) 2004-Present
- TDA Application and Implementation Workshops (2004-2019)
- HUD Environmental Workshop
- Homeland Security Capacity Bldg. & Source Water Protection
- Career Track Marketing & Management



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Wanda Vance

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Suzanne Barnard Director for Community Development Block Grant Program

Expires October 2020



MELINDA SMITH

VICE PRESIDENT
PROJECT MANAGER

PROFILE

Melinda joined Traylor & Associates in August 2017. She has been dedicated to serving the communities of Texas as a Governmental Consultant since 2011. Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, she assists communities throughout every step of the grant process from application to close-out.

CONTACT

PHONE:
903-581-0500 x219

WEBSITE:
www.grtraylor.com

EMAIL:
Melinda.smith@grtraylor.com

QUALIFICATIONS

Years of Experience

- 15 years related professional experience; 9 years CDBG experience

Areas of Expertise

- Disaster Recovery Funding, including CDBG-DR, HMGP and EDA-DR
- NEPA requirements under various programs
- Field observations, research and mitigation

WORK EXPERIENCE

Citywide Flood and Drainage Improvements

City of Bridge City, Texas

\$3,000,000 (Present)

Environmental assessment of project funded by multiple agencies requiring coordination with TPWD, USFWS, USACE and Ducks Unlimited.

WWTP Expansion

City of West Orange, Texas

\$6,250,000 (August 2019 – Present)

Coordinated with EDA to meet NEPA requirements for the proposed wastewater treatment plant site and the potential CP Chem proposed expansion.

Multiple Cities under CDBG Programs

2011-Present

Prepared broad level and tiered reviews for HUD funded projects administered by TDA and GLO. Determined appropriate level of review, notified interested parties and regulatory agencies, identified mitigation measures, and maintained accurate, verifiable source records to ensure effects on the human and natural environment are consistent with NEPA and HUD regulations.

EDUCATION/LICENSES/TRAINING

- Real Estate License Certification
Texas A&M Commerce, 2008
- Certified Administrator
Texas Department of Agriculture (2011 – Present)
- Local Government Project Procedures (LGPP) Certification
Texas Department of Transportation (2012 – Present)
- TDA Application and Implementation Workshops, 2011-2019
- HUD, GLO, and TDA Environmental Workshops, 2011-2019



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Melinda Smith

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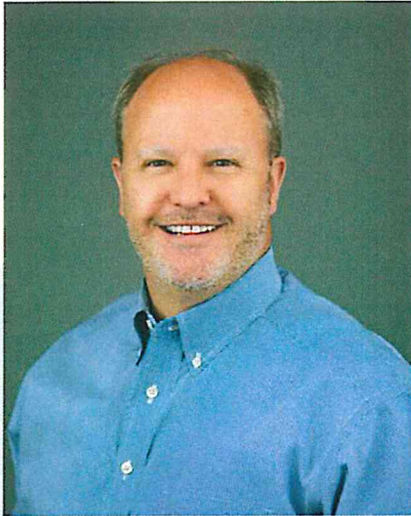
Texas Community Development Block Grant Implementation July 17, 2019 Workshop

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Suzanne Barnard Director for Community Development Block Grant Program

Expires October 2020



STACY SCHAFF

PROJECT MANAGER

PROFILE

Stacy joined Traylor & Associates in November 2016. He has been dedicated to serving the communities of Texas as a project manager and governmental grant consultant and administrator since 2016. Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, Stacy is dedicated to providing guidance and assisting communities throughout the grant process from the initial procurement phase & application period to the successful completion and close-out of the project and grant.

CONTACT

PHONE:
903-581-0500 x227

WEBSITE:www.grtraylor.com

EMAIL:
Stacy.schaff@grtraylor.com

QUALIFICATIONS

Years of Experience

- 28 years related professional experience; 4 years CDBG & HMGP experience; 3 years of TxDOT experience

Areas of Expertise

- CDBG, TCF Funding, including TDEM HMGP Funding and TxDOT SRTS/TA Funding
- Community Outreach & Stakeholder Management
- Compliance with Local, State, and Federal Requirements

WORK EXPERIENCE

Sidewalk and ADA Compliance

City of Corsicana, Texas

\$195,000 (November 2016 – February 2018)

Served as project manager responsible for facilitating all aspects & phases of program management for downtown infrastructure designed to eliminate slum and blight in commercial district.

Sidewalk and ADA Compliance

City of Carthage, Texas

\$422,000 (February 2020 – Present)

Grant writer and project manager providing project delivery services in support of improvements to encourage economic development in the City's designated Main Street area.

Sidewalk and Lighting Improvements

City of Troup, Texas

\$397,875 (March 2019 – present)

Provide financial and general project management of improvements to the City's historic downtown to support and increase economic opportunities.

EDUCATION/LICENSES/TRAINING

- Midwestern State University, BA, Major: Spanish
Minor: International Affairs & Economics (1992)
- Certified Administrator
Texas Department of Agriculture (2016 – Present)
- TDA Application and Implementation Workshops (2016 – present)
- Private Exploration Analyst & Lease Consultant in Oil & Gas Industry (2012 – present)
- PMP Exam Prep Course Certification (June 2016)



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Stacy Schaff

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Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020



BETH EDDINGS

PROJECT MANAGER

PROFILE

Beth joined Traylor & Associates in November 2017 as an Administrative Assistant and was promoted to Project Manager in January 2020. She quickly adapted the knowledge and skills learned through her previous experience in Office Management and Health Information Management to become adept at the various aspects of Project Management. She has become particularly proficient in accurate record keeping, Closeouts, Financial Management, Procurement, and EEO/Fair Housing requirements. She delivers a high level of customer care by building relationships with those she serves including colleagues, municipal staff, and beneficiaries.

CONTACT

PHONE:
903-581-0500 x231

WEBSITE:
www.grtraylor.com

EMAIL:
Beth.eddings@grtraylor.com

QUALIFICATIONS

Years of Experience

- o 15 years related professional experience; 2 years CDBG experience

Areas of Expertise

- o Bookkeeping and Financial Management
- o Community Outreach
- o Compliance with Local, State, and Federal Requirements

WORK EXPERIENCE

Hurricane Ike Round 2.2 Disaster Recovery

City of Port Arthur, Texas

\$10,301,777 (April 2018 – Present)

Assists project manager on Financial Management, record keeping and multiple project closeouts.

TxCDBG #7218140

City of Ennis (December 2018 – Present)

\$330,000

Responsible for financial management, ensuring compliance with CDBG requirements, and maintaining accurate project records for this wastewater treatment plant project through the Texas Department of Agriculture.

Hurricane Ike Round 2.3 Disaster Recovery

City of Alto

\$655,108.25 (August 2018 - December 2019)

Assisted in Financial Management and closeout procedures.

EDUCATION/LICENSES/TRAINING

- o Associate of Science Degree in Health Information Management, Tyler Junior College
- o Certified Administrator
Texas Department of Agriculture (2018 – Present)
- o Local Government Project Procedures (LGPP) Certification
Texas Department of Transportation (2019 – Present)
- o TDA Application and Implementation Workshops, 2018-2019
- o HUD, GLO, and TDA Environmental Workshops, 2019
- o Grantee Disaster Fraud Seminar, 2020



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Beth Eddings

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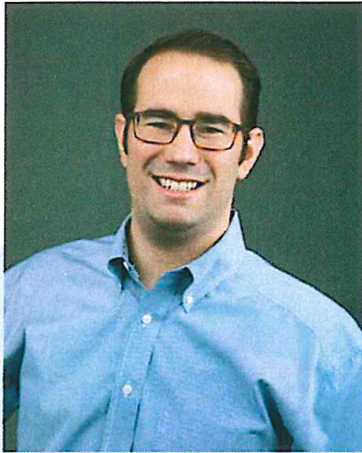
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Suzanne Barnard Director for Community Development Block Grant Program

Expires October 2020



WESLEY TRAYLOR

CAPITAL AREA ASSOCIATE

PROFILE

Wesley joined Traylor & Associates in 2013 and has been dedicated to serving the communities of Texas as a consultant since 2013. Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, he assists communities throughout every step of the grant process from application to close-out.

CONTACT

PHONE:
903-581-0500 x226

WEBSITE:
www.grtraylor.com

EMAIL:
Wesley.traylor@grtraylor.com

QUALIFICATIONS

Years of Experience

- 8 years related professional experience; 5 years CDBG experience

Areas of Expertise

- Economic Development and Tax Incentives
- Disaster Recovery Funding, including CDBG-DR and HMGP
- Community Outreach
- Compliance with Local, State, and Federal Requirements

WORK EXPERIENCE

Ennis Economic Development Corporation

Project Snoopy

\$265,000,000 (July 2019 – Present)

Responsible for economic development incentives, ensuring compliance with CDBG requirements, and maintaining accurate project records for multi-project grant funded through the Office of the Governor, Texas Comptroller, Texas Workforce Commission, and Texas Department of Agriculture.

East Texas Anti-Gang Center

Smith County

\$2,250,000 (February 2019 – Present)

Coordinate efforts of Smith County Sheriff's Office to obtain funding for the only Anti-Gang Center in East Texas. Comply with State (Criminal Justice Division) and National (Homeland Security) requirements

Guthrie Creek SUP

City of Longview, Texas

\$6,369,300.26 (July, 2018 – Present)

Program specialist for federally funded project providing multimodal connectivity and encouraging non-motorized transportation.

EDUCATION/LICENSES/TRAINING

- B.B.A, Texas A&M University, 2012
- Certified Administrator
Texas Department of Agriculture (2013 – Present)
- Local Government Project Procedures (LGPP) Certification
Texas Department of Transportation (2018 – Present)
- TDA Application and Implementation Workshops, 2013-2019
- HUD, GLO, and TDA Environmental Workshops, 2013-2019



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Wesley Traylor

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Suzanne Barnard Director for Community Development Block Grant Program

Expires October 2020



KARI BETH SMITH

ENVIRONMENTAL
SPECIALIST
COMPLIANCE
COORDINATOR

PROFILE

Kari Beth joined Traylor & Associates in January 2000 with an extensive customer service and financial background. She has principal responsibility for hundreds of Environmental Review Records, including documentation and clearance of all CDBG grant funded projects and other State agencies.

CONTACT

PHONE:
903-581-0500 x228

WEBSITE:
www.grtraylor.com

EMAIL:
karibeth.smith@grtraylor.com

QUALIFICATIONS

Years of Experience

- 20 years CDBG project assistance and processing Environmental Review Records

Areas of Expertise

- Coordination of application and contract preparation
- Preparation and processing of Environmental Reviews

WORK EXPERIENCE

Environmental Review Records

Completed for various cities and counties

Prepare and process documentation and clearance of all TxCDBG projects for Texas Department of Agriculture and Disaster Recovery projects under the Texas General Land Office.

Improvements to Historic Rusk and Palestine Railroad

Texas State Railroad Authority

\$11,495,923 (April 2009 – Present)

Responsible for reviewing daily reports to verify hours and payroll coincide with each other and prepare the necessary documentation to submit to TxDOT for reimbursement.

EDUCATION/LICENSES/TRAINING

- Certified Administrator
Texas Department of Agriculture
- Local Government Project Procedures (LGPP) Certification
Texas Department of Transportation
- TDA Application and Implementation Workshops
- HUD, GLO, and TDA Environmental Workshops



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Christel Kiker

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Texas Department of Agriculture's

Texas Community Development Block Grant Implementation July 17, 2019 Workshop

And is certified to Administer TxCDBG contracts.

Awarded on August 7, 2019

Suzanne Barnard Director for Community Development Block Grant Program

Expires October 2020



KRISTI DAVIS

HOME ADMINISTRATIVE ASSISTANT

PROFILE

Kristi joined Traylor & Associates in December 2018 as an Administrative Assistant. She has worked closely with city and county jurisdictions assisting in project research, application submittal, recordkeeping and documentation preparation for grants funded through multiple agencies. Mrs. Davis was instrumental in researching information and creating the format used for the first Community Wildfire Protection Plan in East Texas. Kristi also has experience in Floodplain Management.

CONTACT

PHONE:
903-379-2019

WEBSITE:
www.grtraylor.com

EMAIL:
Kristi.davis@grtraylor.com

QUALIFICATIONS

Years of Experience

- 9 years direct grant-related experience
- 15 years financial and supervisory experience

Areas of Expertise

- Disaster Recovery Funding, including CDBG-DR and HMGP
- Community Outreach
- Application Intake and Processing

WORK EXPERIENCE

2016 Flood Allocation CDBG-DR - Housing
Newton County, Texas

\$18,035,447.00 (July, 2018 – Present)

Responsible for application intake, inspections, ensuring compliance with CDBG requirements, and maintaining accurate project records for housing reconstruction and rehabilitation grant funded through the General Land Office. Serve as liaison between property owners and County while ensuring integrity and security of personal data and income information.

DR-4332 HMGP

Newton County, Texas

Varying Amounts

Assisted in the application and in the administration of multiple mitigation projects throughout the County designed to reduce the risk of loss and damages caused by repetitive flooding.

EDUCATION/LICENSES/TRAINING

- Certified Administrator
Texas Department of Agriculture (2019 – Present)
- TDA Application and Implementation Workshops, 2019
- Floodplain Management Training (FEMA/TDEM)



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COMMISSIONER SID MILLER

Kristi Davis

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Texas Department of Agriculture's

Texas Community Development Block Grant September 11-12, 2019

Implementation Workshop for Beginners

And is certified to Administer TxCDBG contracts.

Awarded on September 12, 2019

Suzanne Barnard, Director for Community Development Block Grant Program

Expires October 2020



KEITH TIJERINA

I.T. Coordinator

PROFILE

Keith joined Traylor & Associates in April 2015. He has worked in the computer field for over 20 years from computer repair to network administration. He had owned and operated his own computer repair and website design business in which he held an A+ BBB rating.

CONTACT

PHONE:
903-581-0500 x238

WEBSITE:
www.grtraylor.com

EMAIL:
Keith.Tijerina@grtraylor.com

QUALIFICATIONS

Years of Experience

- 22 years related professional experience

Areas of Expertise

- Hardware Repair
- Active Directory Administration
- Data Manipulation
- Office 365 based software (Sharepoint, Dynamics)

WORK EXPERIENCE

I.T. Coordinator

2015-Current

Responsibilities include network administration and hardware and software setup. Research and implementation of software solutions for the betterment of office productivity and the training of end users regarding these solutions.

Business Owner

2008-2015

Owned and operated a computer repair shop specializing in on-site repairs and maintained local networks for small businesses.

Technical Support

2003-2008

Aided end users in setup and use of network hardware and issue resolution.

EDUCATION/LICENSES/TRAINING

- Tyler Junior College – Computer Network Administration and Computer Repair
- Self-Education Microsoft Office 365 software suite including Microsoft Dynamics and Sharepoint