



SHADY SHORES TOWN COUNCIL
WORKSESSION
MARCH 9, 2026; 6:00 PM
101 S.SHADY SHORES ROAD
SHADY SHORES, TX 76208

TO VIEW THE MEETING LIVE
<https://shadyshorestx.civicclerk.com/>

CALL TO ORDER

ROLL CALL

Establish a quorum.

Resilient Communities Program- Conduct a worksession relative to the steps to complete the grant and the desired deliverables.

Budget Kick-Off- Conduct a worksession outlining the budget calendar and discussion of future budget objectives.

ADJOURN

The Town Council reserves the right to adjourn into closed session at any time during the course of this meeting to discuss any of the matters listed on this agenda, as authorized by Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberation about Real Property), 551.073 (Deliberation about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development).

I, Amber Schuler, Deputy Town Secretary of the Town of Shady Shores do hereby certify that the above notice of the Regular Town Council Meeting was posted on the bulletin board at the Community Center, 101 S. Shady Shores Road, Shady Shores, Texas on 3rd Day of March 2026, at 4:00 P.M.

Amber Schuler, Deputy Town Secretary



DATE:	March 9, 2026
TO:	
FROM:	Wendy Withers, Town Administrator
SUBJECT:	Resilient Communities Program- Conduct a worksession relative to the steps to complete the grant and the desired deliverables.

BACKGROUND/INFORMATION:

Duties of GrantWorks

- Maintain regular contact with the designated contact 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 GLO 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 compliance requirements, including those found in 2 CFR 200.
- Track inquiries regarding grant completion dates.
- Attend site visits and public meetings as needed.
- Serve as a liaison during any GLO/State staff monitoring visits.

Proposed Deliverables

- Development, adoption, and implementation of Building Codes that meet or exceed the standards set International Residential Code 2012 (IRC 2012);
- Development, adoption, and implementation of a Flood Damage Prevention Ordinance that meets CD of at least 2 feet above base flood elevation;
- Development, adoption, and implementation of a Zoning Ordinance based upon a land use plan or co
- Development and adoption of forward-looking land use plans that integrate hazard mitigation plans;
- Development and adoption of forward-looking Comprehensive Plans that integrate hazard mitigation
- Public Service activities focused on education and outreach campaigns designed to alert communities opportunities to further mitigate identified risks through insurance, best practices, and other strategies. P activities leading to Community Rating System (CRS) credit accrual and CRS eligibility are eligible under thi

FINANCIAL IMPLICATIONS:

RECOMMENDATION/ACTION DESIRED:

ATTACHMENTS/SUPPORTING DOCUMENTATION:

1. Shady Shores CDBG

REVIEWED BY:



SEPTEMBER 25, 2024

TOWN OF SHADY SHORES, TEXAS

**TEXAS GENERAL LAND OFFICE COMMUNITY
DEVELOPMENT BLOCK GRANT-MITIGATION
RESILIENT COMMUNITIES PROGRAM:
PROFESSIONAL PLANNING AND MANAGEMENT
SERVICES**

GrantWorks

BUILDING OUR NATION'S COMMUNITIES.
HELP FOR TODAY, HOPE FOR TOMORROW.

CITY OF SHADY SHORES, TEXAS

TEXAS GENERAL LAND OFFICE COMMUNITY
DEVELOPMENT BLOCK GRANT-MITIGATION
RESILIENT COMMUNITIES PROGRAM: PROFESSIONAL
PLANNING AND MANAGEMENT SERVICES

SEPTEMBER 25, 2024

GrantWorks.

Proposal Disclaimer: The information in this proposal contains certain trade secrets and proprietary information that GrantWorks owns. Such information is confidential as a matter of law, pursuant to Chapter 552, Texas Government Code. In the event that you receive a public information request for this proposal or any of its content, we ask that you immediately contact us so that we may submit a briefing to the Office of the Attorney General's Open Records Division to protect our information and prevent its release.

September 25, 2024

Wendy Withers, MPA, CPM, TRMC, ICMA-CM
Town Administrator
Town of Shady Shores
101 South Shady Shores Road
Shady Shores, Texas 76208

Subject: Town of Shady Shores, Texas Request for Proposal (RFP): Texas General Land Office (GLO) Community Development Block Grant–Mitigation (CDBG-MIT) Resilient Communities Program: Professional Planning and Management Services

Dear Ms. Withers:

Thank you for including GrantWorks in your Request for Proposal for planning services. We are Texas' foremost application and grant management services provider, securing and administering over \$10 billion in assistance for hundreds of localities through thousands of grant contracts. We have the resources and expertise to successfully complete your planning project following state and federal requirements and the Town of Shady Shores's project schedule. GrantWorks can assist the Town of Shady Shores with comprehensive planning and the development, adoption, and implementation of modern and resilient building codes and flood damage prevention ordinances for the Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) through the Texas General Land Office.

GrantWorks' 300+ employees have experience covering all federal and state grant management aspects. Our team has experience in CDBG Programs working for and with the U.S. Housing & Urban Development (HUD), Texas Department of Agriculture (TDA), Texas Department of Housing and Community Affairs (TDHCA), Texas General Land Office (GLO), and local governments in both public and private sector roles. We manage every aspect of CDBG-MIT RCP implementation, including resilient building codes, flood damage prevention ordinances, zoning ordinances, comprehensive plans, and land use plans.

GrantWorks is the best-qualified firm to perform the professional administration and planning services required by the Town of Shady Shores for the following reasons:

- ▶ **Highly Qualified Planners** – Our Planning Services department includes 14 staff members with 70 years of planning experience. The department has completed over 240 comprehensive plans and over 35 hazard mitigation plans for cities and counties across the state. The planning team has diverse planning experiences, allowing them to approach the Town of Shady Shores' issues and solutions using various perspectives.
- ▶ **Planning Professionals with Extensive Experience** – GrantWorks is Texas' number one planning service provider for smaller communities. As professional planners and administrators, we are uniquely able to provide planning documents that are accurate, easy to use, and aesthetically pleasing while exceeding GLO's CDBG-MIT stringent and specific requirements. GrantWorks has never missed a GLO contract deadline.
- ▶ **Proven Experience** – Experience providing similar services to numerous Texas towns of comparable size, existing knowledge of small cities in Texas, and infrastructure expertise is why the GrantWorks Team is ideal for meeting the Town's planning needs. The GrantWorks Team will make sure your plan contains an achievable vision, clear recommendations, implementation strategies, well-structured plans

for drainage, utility, and other public facilities, and other tools to help the Town direct its energies toward reaching its goals.

- ▶ **Practical Planning Approach** – The GrantWorks Team is structured to provide the Town of Shady Shores with a practical approach to planning. We will use ordinances and other governance to transcend into a comprehensive document that the Town can use daily to maintain and enhance a distinct hometown atmosphere as high-quality development occurs.
- ▶ **Committed** – We are dedicated to community development through planning and believe that planning is essential to strengthening the Texas communities we call home. We are known across the state for our commitment to providing the highest-quality grant administration and planning services, and we extend this pledge to the Town. This practice is reflected in our numerous long-standing client relationships, our dedication to staff training and certification, and our continuous involvement at every step of the grant process.

As a Texas-based business dedicated to managing planning, housing, and community development projects, we appreciate your consideration of our firm.

Sincerely,

GRANTWORKS, INC.



Bruce J. Spitzengel
President

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SECTION 1

EXPERIENCE

SECTION 1 – EXPERIENCE

1.1 Company Overview

Since our founding in La Porte in 1979, GrantWorks has successfully assisted local governments with the Texas Community Development Block Grant (CDBG) program. We are the foremost provider of community development, housing, planning, disaster recovery, transportation, and coastal grant program management services for local governments in Texas, securing and administering over \$10 billion in assistance for hundreds of localities through thousands of grant contracts.

The GrantWorks Team has 300+ full-time employees, half of whom work in our numerous field offices, experienced in administering state and federal grant programs. We have over 100 project managers, 15 Project Management Professionals (PMPs), and 12 American Institute of Certified Planners (AICP) skilled at implementing various grant development projects.

Our Planning Department includes 14 staff members with over 70 years of planning experience. The department has completed over 240 comprehensive plans and over 35 hazard mitigation plans for cities, counties, and towns across the state. The team has diverse planning experiences, allowing the department to approach the Town of Shady Shores' issues and solutions using various perspectives.

We provide the best service and meet 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 the grant process reflect our performance quality. Our firm is financially stable, adequately capitalized, and can perform the planning services required by this RFP.

Our General Administrative Services include:

▶ Application Preparation & Submission	▶ Acquisition Documentation Assistance
▶ Mapping/Geographic Information Systems	▶ Reporting
▶ Planning	▶ Drawdown Requests
▶ Start-Up Documentation Preparation	▶ Labor Standards
▶ Environmental Review	▶ Contract Amendment & Modification Coordination
▶ Recordkeeping	▶ Closeout Documents & Submission
▶ Contract Administration & Management	▶ Audit & Monitoring Assistance

Our Colonia Fund Specialty Services include:

▶ Door-to-Door Income Surveys	▶ First-Time/OSSF/Housing Rehabilitation Documentation
▶ Application Intake Sessions	▶ Colonia Area Boundary Definition & Profiling
▶ Public Outreach	▶ Spanish Translation
▶ Beneficiary Tracking	▶ Coordination with Service Providers

GrantWorks Team Professional Qualifications

Why should you consider the GrantWorks team for your comprehensive planning project? What sets us apart from most planning consultants or engineering firms?

- ▶ GrantWorks is a firm of planning professionals. Many employees hold post-graduate degrees in Urban & Regional Planning, Construction Management, or Public Administration; 12 are certified by the American Institute of Certified Planners (AICP), the profession’s highest accreditation.
- ▶ Comprehensive planning is a core business—we have a dedicated staff of 14 professionals who work 100% of their time on comprehensive plans.
- ▶ We have in-house mapping expertise in producing and generating digital and printed maps using GIS, CAD, and other graphics software.
- ▶ We provide subcontracted engineering services, bringing a level of analysis and integration that other planning-only consultancies lack.
- ▶ We implement and administer CDBG-MIT RCP projects, successfully navigating the myriad state and federal regulations that govern the Texas General Land Office Program. This allows our planning department to make recommendations designed to be implemented, not sit on a shelf.
- ▶ Our in-house expertise allows us to produce plans that are internally consistent with seamless transitions between various planning elements — infrastructure, housing, land use, economy, recreation, and environment.
- ▶ Collaborating with Town staff, officials, and residents, we produce creative, real-world plans that draw on our expertise in project finance and grant funding. Too many plans are pie-in-the-sky dust collectors that never explain how to pay for what they propose.
- ▶ Because those who will use your comprehensive plan have varied exposure to municipal governance and planning, we prepare documents using plain language with clear, aesthetically pleasing graphics.

1.2 Evidence of Developed Plans in the State

Since 2001, the GrantWorks Planning Department has completed over 240 comprehensive plans and managed and administered over \$10 million in planning grants, as shown in **Figure 1**.

Figure 1: GrantWorks Planning Project Experience

2021 – 2024					
Blooming Grove	2024	\$59,682	Los Fresnos	2024	\$136,419
Buckholts	2024	\$59,682	Muenster	2024	\$72,306
Caldwell	2024	\$92,990	Palmview	2024	\$200,000
Calvert	2024	\$59,682	Primera	2024	\$123,953
Clyde	2021	\$43,310	Rancho Viejo	2023	\$55,000
El Campo	2024	\$206,588	Sabine County	2023	\$50,000
Hooks	2021	\$48,881	Teague	2021	\$49,999
Huntington	2023	\$10,000	Tioga	2024	\$72,306
Joshua	2023	\$8,750	Tye	2021	\$41,107

Figure 1: GrantWorks Planning Project Experience

2021 – 2024					
Kemp	2024	\$59,682	Wallis	2021	\$44,608
2016 – 2020					
Alma	2017	\$24,041	Jim Hogg County	2017	\$29,000
Anson	2016	\$51,578	Kirbyville	2019	\$51,095
Aransas County	2019	\$34,250	Kountze	2017	\$47,955
Aransas Pass	2016	\$76,745	Littlefield	2018	\$71,305
Bedias	2019	\$42,041	Log Cabin	2019	\$33,858
Bee County	2017	\$29,000	Marlin	2020	\$65,780
Bellmead	2020	\$57,940	Meadow	2019	\$33,858
Blanco	2017	\$49,930	Milford	2017	\$33,858
Blueridge	2019	\$40,491	Natalia	2016	\$45,986
Brookshire	2018	\$63,396	New Summerfield	2018	\$38,412
Cameron	2019	\$80,775	Newton	2016	\$55,080
Carrizo Springs	2019	\$65,775	O'Donnell	2020	\$36,212
Crockett	2018	\$70,360	Pearsall	2020	\$106,966
Diboll	2017	\$53,316	Pecos City	2018	\$62,888
Dublin	2017	\$66,945	Pilot Point	2018	\$59,742
Duval County	2019	\$24,250	Ralls	2018	\$51,095
Fulton	2018	\$40,260	Rogers	2016	\$40,491
Garrison	2016	\$33,858	Rosebud	2020	\$40,611
Grand Saline	2020	\$55,986	San Felipe	2016	\$33,858
Grapeland	2018	\$54,795	Skellytown	2016	\$33,858
Gregory	2016	\$48,336	Tenaha	2019	\$40,491
Hale Center	2018	\$51,095	Thornton	2019	\$33,858
Hamilton	2016	\$57,978	Trinity	2020	\$51,359
Hempstead	2020	\$65,780	Wharton	2016	\$115,389
Hudspeth County	2017	\$50,250	Wolfe City	2019	\$43,676
Ivanhoe	2020	\$39,495			
2011 – 2015					
Agua Dulce	2011	\$34,194	Lexington	2015	\$40,491
Anthony	2013	\$54,930	Linden	2013	\$40,687
Asherton	2015	\$40,491	Lometa	2011	\$34,194
Atlanta	2011	\$77,000	Los Fresnos	2012	\$63,250
Balmorhea	2011	\$34,194	Madisonville	2013	\$65,664

Figure 1: GrantWorks Planning Project Experience

2011 – 2015					
Bayside	2011	\$28,199	Manor	2015	\$65,664
Benavides	2014	\$32,430	Marfa	2015	\$47,110
Bishop	2011	\$63,049	Marion	2013	\$40,491
Bremond	2015	\$33,281	Mart	2015	\$52,665
Bronte	2012	\$34,504	Menard	2012	\$51,992
Buckholts	2015	\$26,235	Murchison	2014	\$33,858
Caddo Mills	2012	\$42,642	Naples	2011	\$38,253
Cranfills Gap	2014	\$28,166	New Deal	2013	\$34,037
Crowell	2013	\$30,445	Newark	2012	\$33,814
Daisetta	2015	\$33,858	Normangee	2015	\$33,858
Dawson	2013	\$34,037	Odem	2011	\$62,566
De Kalb	2013	\$36,484	Oglesby	2013	\$28,166
De Leon	2014	\$51,072	Premont	2011	\$62,566
Driscoll	2013	\$33,858	Primera	2014	\$52,555
Elkhart	2014	\$40,491	Raymondville	2015	\$81,385
Emory	2015	\$42,486	Refugio	2013	\$51,658
Escobares	2012	\$35,821	Rice	2013	\$33,858
Farmersville	2015	\$66,945	Rising Star	2011	\$34,194
Garrett	2011	\$28,199	Robert Lee	2011	\$42,642
George West	2014	\$44,695	Runge	2011	\$42,642
Hubbard	2011	\$51,992	San Patricio County	2013	\$24,250
Huntington	2011	\$62,566	Seymour	2013	\$51,481
Jim Wells County	2015	\$29,000	Willacy County	2015	\$79,000
Josephine	2014	\$34,037	Woodsboro	2012	\$51,992
Kemp	2014	\$44,630	Yantis	2015	\$28,199
2006 – 2010					
Alto	2008	\$38,063	Hearne	2009	\$60,000
Amherst	2006	\$28,140	Henrietta	2006	\$59,500
Aurora	2007	\$31,815	Hitchcock	2007	\$59,400
Austwell	2007	\$21,630	Hughes Springs	2009	\$50,945
Avinger	2009	\$24,885	Ingram	2008	\$40,480
Berryville	2009	\$31,815	Iredell	2006	\$21,630
Big Wells	2009	\$31,815	Lone Oak	2009	\$31,815

Figure 1: GrantWorks Planning Project Experience

2006 – 2010					
Blooming Grove	2009	\$31,815	Lone Star	2009	\$48,730
Bogata	2009	\$39,875	Maud	2010	\$31,815
Bowie	2007	\$58,000	Memphis	2006	\$51,920
Boyd	2007	\$38,063	Moran	2006	\$21,630
Clarksville	2010	\$57,385	Nash	2010	\$49,300
Coahoma	2010	\$31,815	Olney	2010	\$57,385
Corrigan	2009	\$34,680	Orange Grove	2009	\$38,063
Cross Plains	2009	\$38,063	Palacios	2007	\$59,280
Daingerfield	2010	\$55,000	Pecos County	2009	\$125,000
Dell City	2007	\$23,205	Point Comfort	2008	\$30,240
Eagle Lake	2010	\$54,360	Scottsville	2009	\$29,625
El Cenizo	2008	\$40,825	Seadrift	2010	\$39,875
Falfurrias	2010	\$54,400	Sinton	2007	\$59,280
Florence	2009	\$41,688	Sudan	2009	\$37,875
Forsan	2009	\$24,045	Timpson	2010	\$41,108
Ganado	2010	\$50,945	Van	2006	\$51,920
Goldsmith	2008	\$24,885	Wallis	2009	\$39,875
Goldwaite	2009	\$50,945	West Tawakoni	2010	\$39,875
Goree	2008	\$23,205	Wolfe City	2006	\$44,440
Hackberry	2010	\$31,815	Woodville	2009	\$35,280
2001 – 2005					
Bandera	2002	\$13,915	Log Cabin	2004	\$23,800
Blanco	2005	\$36,025	Merkel	2004	\$44,800
Columbus	2005	\$56,580	Morton	2005	\$51,920
De Leon	2002	\$51,520	New Summerville	2005	\$28,140
Devine	2003	\$41,285	Rusk	2005	\$62,000
Elkhart	2002	\$27,830	Spur	2004	\$32,603
Emory	2003	\$31,050	Sterling City	2002	\$34,155
Farmersville	2003	\$44,505	Taft	2005	\$56,580
Freer	2004	\$52,890	Trinity	2005	\$51,920
George West	2002	\$41,860	Tulia	2003	\$38,800
Grand Saline	2003	\$47,200	Turkey	2005	\$21,630
Gregory	2003	\$40,400	Whiteface	2002	\$25,300
Littlefield	2004	\$28,100	Wink	2005	\$26,565

Figure 1: GrantWorks Planning Project Experience

2001 – 2005					
Lockney	2005	\$51,920			
Total					\$10,046,161

GrantWorks has also completed over 35 hazard mitigation plans and managed and administered over \$3.5 million in planning grants, as shown in **Figure 2**.

Figure 2: GrantWorks Hazard Mitigation Plans – 35 Projects, \$3.5 million

CLIENTS	PARTICIPATING JURISDICTIONS
MULTI-JURISDICTION HAZARD MITIGATION PLANS	
City of Alice	Jim Wells County
Anderson County	Cities of Elkhart, Frankston, and Palestine.
Bee County	City of Beeville and Coastal Bend College
Burleson County	Cities of Caldwell, Somerville, and Snook, Caldwell ISD, Somerville ISD, Snook ISD, and Municipal Utility District #1
Cass County	Cities of Atlanta, Avinger, Bloomburg, Domino, Douglassville, Hughes Springs, Linden, Marietta, and Queen City
Town of Combes	City of Los Indios, Yoakum County Drainage District #3, Yoakum County Drainage District #5, Harlingen Irrigation District #1, and Adams Garden Irrigation District
Duval County	Cities of Benavides, Freer, and San Diego, Freer Water Control & Improvements District, San Diego Municipal Utility District, and Duval County Conservation & Reclamation District
Freestone County	Cities of Teague, Wortham, Fairfield, and Streetman
Goliad County	Cities of Goliad, Goliad Independent School District, and Goliad Water Supply Corporation
Gonzales County	Cities of Gonzales, Nixon, Waelder, and Smiley
Kerr County	Cities of Yoakum and Ingram, Hunt ISD, Center Point ISD, Yoakum ISD, Ingram ISD, Upper Guadalupe River Authority, Schreiner University, and Peterson Regional Hospital
Kleberg County	City of Kingsville
Lamar County	Cities of Blossom, Deport, Paris, Reno, and Roxton
Leon County	Cities of Buffalo, Centerville, Normangee, Leona, Jewett, Marquez, and Oakwood
Live Oak County	Cities of Three Rivers and George West
Madison County	Cities of Madisonville and Midway and North Zulch Municipal Utility District
Medina County	Cities of La Coste, Castroville, Devine, Hondo, and Natalia
Panola County	Cities of Carthage, Beckville, and Gary
Pecos County	Cities of Fort Stockton and Iraan
Rains County	Cities of Emory, East Tawakoni, and Point, South Rains Water Supply Corporation, and Bright Star- Salem SUD

Figure 2: GrantWorks Hazard Mitigation Plans – 35 Projects, \$3.5 million

CLIENTS	PARTICIPATING JURISDICTIONS
Refugio County	Cities of Refugio, Woodsboro, Austwell, and Bayside, Refugio ISD, Woodsboro ISD, Austwell-Tivoli ISD, Water Control and Improvements District #1, and Drainage District #1
Robertson County	Cities of Bremond, Calvert, Franklin, and Hearne
San Jacinto County	Cities of Coldspring, Point Blank, and Shepard
Shelby County	Cities of Joaquin, Tenaha, Timpson, Huxley, and Center
South Plains Association of Governments (SPAG)	Lamb County and Lynn County, plus participants
Trinity County	Cities of Groveton and Trinity
Willacy County (2018)	Cities of Lyford and Raymondville
Willacy County (2023)	Cities of Lyford and Raymondville, Delta Lake Irrigation District, and Willacy County Drainage District
SINGLE JURISDICTION HAZARD MITIGATION PLANS	
Brooks County	Single Jurisdiction Plan
Calhoun County ISD	Single Jurisdiction Plan
Calhoun ISD	Single Jurisdiction Plan
City of Carl’s Corner	Single Jurisdiction Plan
City of Falfurrias	Single Jurisdiction Plan
City of Texas City	Single Jurisdiction Plan

1.3 Related Experience/Background with GLO CDBG-DR, CDBG-MIT, and Other Grant Experience with Various Agencies

Over the years, hundreds of local governments have selected GrantWorks as their CDBG, CDBG-DR, and CDBG-MIT Grant Administrator. We have also provided state-level direct administration and monitoring services. In addition to managing more than 2,000 CDBG projects since our founding, GrantWorks has applied for and managed over 210 CDBG-DR grants for similar projects through the GLO since 2009, as shown in **Figures 3 through 6**. Project types include management of buyout/acquisition and infrastructure projects like the scope of work in the Town’s RFP.

Figure 3: 2017 Hurricane Harvey CDBG-DR Infrastructure and Buyout/Acquisition Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Alvin	Public Facilities Generators	\$1,012,332
Anderson	Flood & Drainage Improvements	\$167,101
Angleton	Sewer Improvements	\$154,439
Aransas County	Street Improvements/Flood & Drainage Improvements/ Public Facilities Improvements/Planning Study	\$53,860,274
Aransas Pass	Flood & Drainage Improvements & Sewer Improvements	\$10,696,302

Figure 3: 2017 Hurricane Harvey CDBG-DR Infrastructure and Buyout/Acquisition Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Austin County	Infrastructure Improvements	\$4,301,175
Austin County Buyout	Local Voluntary Buyout Program	\$1,655,654
Bay City	Flood & Drainage Improvements	\$287,006
Bayside	Street Improvements	\$720,132
Bedias	Flood & Drainage Improvements	\$167,101
Bee County	Water & Sewer Facilities Improvements	\$100,645
Brazoria County	Flood & Drainage Improvements	\$10,931,586
Brookshire	Flood & Drainage Improvements/Street Improvements	\$252,637
Brookside Village	Street Improvements	\$999,834
Colorado County	Flood & Drainage Improvements	\$1,527,327
Columbus	Flood & Drainage Improvements	\$310,663
Danbury	Sewer Facilities Improvements	\$178,095
Eagle Lake	Sewer Improvements	\$220,089
East Bernard	Street Improvements	\$157,563
Edna	Sewer Improvements	\$730,897
Fayette County Buyout	Local Voluntary Buyout Program	\$8,913,618
Fayette County	Water Line Improvements	\$942,778
Fort Bend County	Flood & Drainage Improvements	\$17,417,192
Freeport	Sewer Improvements	\$193,271
Fulton	Street Improvements & Flood & Drainage Improvements	\$4,759,465
Galveston County	Drainage Improvements	\$3,399,435
Ganado	Sewer Generators	\$418,493
Goliad	Street Improvements	\$477,108
Grimes County	Flood & Drainage Improvements	\$334,202
Grimes County Buyout	Local Voluntary Buyout Program	\$1,512,129
Hempstead	Sewer Generators/Water Generators	\$421,314
Hitchcock	Sewer Improvements & Flood & Drainage Improvements	\$1,463,149
Holiday Lakes	Flood & Drainage Improvements	\$599,008
Ingleside	Flood & Drainage Improvements	\$1,954,326
Ingleside Buyout	Local Voluntary Buyout Program	\$1,215,968
Iola	Flood & Drainage Improvements	\$167,101
Iowa Colony	Flood & Drainage Improvements	\$131,675

Figure 3: 2017 Hurricane Harvey CDBG-DR Infrastructure and Buyout/Acquisition Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Jackson County	Flood & Drainage Improvements	\$840,270
Jasper Buyout	Local Voluntary Buyout Program	\$1,000,000
Jasper County Buyout	Local Voluntary Buyout Program	\$6,820,960
Jones Creek	Flood & Drainage Improvements	\$200,859
Kirbyville	Sewer Improvements	\$102,597
La Marque	Flood & Drainage Facilities	\$1,447,527
La Ward	Water & Sewer Improvements	\$297,827
Liberty County	Flood & Drainage Improvements	\$4,921,503
Liberty County Buyout	Local Voluntary Buyout Program	\$6,743,065
Liverpool	Street Improvements	\$191,486
Matagorda County	Flood, Drainage, Water & Sewer Improvements	\$6,948,605
Mathis	Sewer Improvements	\$100,000
Milam County	Flood & Drainage Improvements/Bridge Improvements	\$510,000
Milam County Buyout	Local Voluntary Buyout Program	\$1,325,839
Palacios	Water Improvements/Street Improvements	\$1,414,860
Patton Village	Street Improvements	\$473,136
Point Comfort	Water Improvements/Street Improvements/Flood & Drainage Improvements	\$1,031,252
Polk County Buyout	Local Voluntary Buyout Program	\$4,746,977
Port Lavaca	Street & Drainage Improvements	\$5,113,395
Portland	Hunt Airport Outfall Project	\$2,540,072
Refugio	Flood & Drainage, Street, Water, & Sewer Improvements	\$8,419,112
Refugio County	Infrastructure Improvements	\$11,957,845
Richwood	Sewer Improvements	\$602,578
Rockport	Street & Drainage Improvements	\$8,320,696
Rosenberg	Sewer Improvements	\$298,611
Santa Fe	Street Improvements/Flood & Drainage Improvements	\$1,389,501
San Jacinto County Buyout	Local Voluntary Buyout Program	\$11,807,489
San Patricio County	Flood & Drainage Improvements	\$2,037,215
Seadrift	Infrastructure Improvements	\$1,536,581
Sinton	Sewer Improvements	\$475,228
Somerville	Flood & Drainage Improvements	\$167,101

Figure 3: 2017 Hurricane Harvey CDBG-DR Infrastructure and Buyout/Acquisition Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Texas City	Flood & Drainage Improvements	\$2,211,686
Texas City Buyout	Local Voluntary Buyout Program	\$2,270,138
Todd Mission	Flood & Drainage Improvements/Street Improvements	\$167,101
Victoria	Flood & Drainage Improvements	\$6,056,722
Victoria Buyout	Local Voluntary Buyout Program	\$2,441,508
Victoria County	Flood & Drainage Improvements	\$3,515,651
Victoria County Buyout	Local Voluntary Buyout Program	\$2,545,545
Walker County	Street Improvements/Flood & Drainage Improvements	\$4,445,805
Waller County Buyout	Local Voluntary Buyout Program	\$2,244,015
Waller County	Street Improvements	\$4,036,599
Wallis	Sewer Improvements/Fire Station Improvements	\$427,602
West Columbia	Sewer Improvements	\$159,795
Wharton	Flood & Drainage Improvements	\$1,650,172
Wharton Buyout	Local Voluntary Buyout Program	\$1,693,784
Wharton County	Flood & Drainage Improvements	\$2,028,234
Wharton County Buyout	Local Voluntary Buyout Program	\$2,243,565
Woodloch	Sewer Improvements	\$249,958
Woodsboro	Street Improvements	\$1,245,322
Yorktown	Flood & Drainage Improvements	\$793,105

Note: Some Harvey CDBG-DR projects are pending final approval by the GLO.

Figure 4: 2015/2016 Floods CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Arcola	Flood and Drainage Facilities Improvements	\$643,405
Brazoria County	Debris Removal, Drainage Improvements & Road Improvements	\$15,291,481
Brazoria County	Non-Rental Housing Repair, Reconstruction, Elevation & New Construction	\$1,699,053
Clifton	Sewer Facilities	\$2,000,000
Corsicana	Flood & Drainage Facilities Improvements	\$1,000,000
Corsicana	Flood & Drainage Facilities Improvements	\$1,000,000
Corsicana	Multifamily Rental Rehabilitation, Reconstruction, New Construction	\$2,000,000

Figure 4: 2015/2016 Floods CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Cross Plains	Affordable Multi-Family Rental Units	\$2,000,000
Dawson	Flood & Drainage Facilities	\$996,500
Grimes County	Street Improvements	\$866,457
Grimes County	Drainage Improvements	\$2,000,000
Hubbard	Sewer Facilities Improvements	\$691,500
Hubbard	Multi-Family Housing	\$1,389,089
Jewett	Infrastructure Improvements	\$581,284
Jim Wells County	Flood & Drainage Facilities	\$890,500
Jim Wells County	Flood & Drainage Facilities	\$745,000
Kendleton	Flood & Drainage Facilities	\$702,296
Linden	Flood & Drainage Facilities	\$2,000,000
Madison County	Drainage Improvements	\$2,000,000
Madisonville	Multi-Family Housing	\$2,000,000
Navasota	Flood & Drainage Facilities	\$2,000,000
Navasota	Flood & Drainage Facilities	\$999,000
Normangee	Flood & Drainage Facilities	\$331,500
Orange Grove	Flood & Drainage Facilities	\$672,000
Patton Village	Street Improvements	\$1,920,000
Patton Village	Flood & Drainage Improvements	\$19,000,000
Premont	Flood & Drainage Facilities	\$510,790
Raymondville	Flood & Drainage Facilities	\$992,850
Rosenberg	Sewer Facilities	\$712,525
Rice	Street Improvements	\$357,000
Rice	Street Improvements	\$249,500
San Felipe	Flood & Drainage Facilities	\$2,000,000
Somerville	Street Improvements	\$580,000
Stagecoach	Street Improvements/Flood & Drainage Improvements	\$1,440,000
Wallis	Flood & Drainage Facilities	\$2,000,000
Wharton (City)	Single-Family Homeowner Assistance Program	\$2,000,000
Willacy County	Flood & Drainage Improvements	\$995,500

Figure 5: Hurricane Ike/Dolly Round 2.2 CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Alvin	Water Facilities Improvements	\$2,902,609
Bayou Vista	Sewer System, Street & Drainage Improvements	\$2,101,656
Brazoria	Sewer System Improvements	\$190,169
Brazoria County	Infrastructure Improvements	\$132,716
Clarksville City	Infrastructure Improvements	\$351,329
Clute	Infrastructure Improvements	\$1,701,336
Escobares	Street Improvements	\$83,934
Falfurrias	Flood & Drainage Improvements	\$826,250
Galveston	Infrastructure Improvements	\$87,854,043
Galveston Housing Authority	Multi-Family Housing Development	\$88,968,923
Galveston Housing Authority	Scattered Site Single-Family Units	\$31,773,325
Hempstead	Infrastructure Improvements	\$167,888
Hitchcock	Sewer Facilities Improvements	\$8,251,346
Houston	Infrastructure Improvements	\$21,814,141
Hughes Springs	Sewer Facilities Improvements	\$94,755
Kenedy County	Flood & Drainage Improvements	\$1,000,000
Kleberg County	Street & Drainage Improvements	\$1,000,000
La Porte	Flood & Drainage Improvements	\$4,739,052
Madison County	Infrastructure Improvements	\$706,850
Matagorda County	Street Improvements	\$651,315
Milam County	Shelter Improvements	\$209,033
San Patricio County	Flood & Damage Facilities Improvements	\$1,000,000
Santa Fe	Sewer Facilities Improvements	\$3,082,420
Sweeny	Water & Sewer Line Improvements	\$200,290
Texas City	Flood & Drainage Facilities Improvements	\$4,425,720
Trinity	Infrastructure Improvements	\$1,090,204
Waller County	Infrastructure Improvements	\$619,996
Wallis	Infrastructure Improvements	\$766,930
West Columbia	Infrastructure Improvements	\$263,899

Figure 6: Hurricane Ike/Dolly Round 2.1 CDBG-DR Infrastructure Projects

SUBGRANTEE	PROJECT DESCRIPTION	GRANT AMOUNT
Angleton	Sewer Facilities Improvements	\$519,670
Aransas Pass	Flood & Drainage Facilities Improvements	\$259,331
Bayou Vista	Sewer System/Street & Drainage Improvements	\$2,101,656
Brazoria County	Community Shelter/Water & Sewer System Improvements	\$8,704,745
Brooks County	Flood & Drainage Improvements	\$1,006,500
Elkhart	Water Facilities Improvements/Flood & Drainage Facilities Improvements	\$610,943
Freeport	Sewer Facilities Improvements	\$554,001
Galveston	Infrastructure Improvements	\$131,000,000
Hitchcock	Water & Sewer System Improvements	\$2,888,164
Jamaica Beach	Water System, Road & Drainage Improvements	\$2,195,385
Jim Wells County	Water System Improvements	\$252,270
Kleberg County	Street & Drainage Improvements	\$185,117
Leona	Water System Improvements	\$124,470
Madison County	Sewer System, Community Center/Shelter, & Specially Authorized Public Facility Improvements	\$816,416
Matagorda County	Water System Improvements	\$491,165
Milam County	Shelter Improvements	\$250,000
Navasota	Sewer Facilities Improvements	\$478,042
San Patricio County	Drainage Improvements	\$422,234
Santa Fe	Water & Sewer Improvements	\$2,738,741
Texas City	Water, Sewer & Drainage Improvements	\$4,614,680
Tiki Island	Water System Improvements & Community Shelter Construction	\$1,722,664
Trinity	Water & Sewer System Improvements	\$419,950
Waller County	Water Facility Improvements	\$130,279

In addition, GrantWorks has experience with project delivery services for CDBG-MIT, as shown in **Figure 7**. We are currently working on 48 CDBG-MIT projects with a total grant amount of \$443 million.

Figure 7: The GrantWorks Team's Experience with Project Delivery Services for CDBG-MIT Programs

CLIENT NAME	GRANT AWARD	PROJECT TITLE	GRANT AMOUNT
2015 State Flood Mitigation			
La Marque	2015	Inflow/Infiltration Manhole & Sewer Line Rehab	\$7,493,145

Figure 7: The GrantWorks Team’s Experience with Project Delivery Services for CDBG-MIT Programs

CLIENT NAME	GRANT AWARD	PROJECT TITLE	GRANT AMOUNT
Raymondville	2015	Expressway Lateral Flood & Drainage Improvements	\$10,000,000
2016 HUD Flood Mitigation			
Clute	2016	Flood & Drainage Improvements	\$19,762,840
Freeport	2016	Sewer Improvements	\$5,931,626
Jacinto City	2016	Drainage Project	\$5,319,718
Kingsville	2016	Citywide Sewer System Improvements	\$7,293,111
Sweeny	2016	Sewer System Improvements	\$5,398,293
2016 State Flood Mitigation			
Brazoria	2016	Citywide Sewer System Improvements	\$3,176,375
Elgin	2016	Flood & Drainage Improvements	\$4,899,840
Tenaha	2016	Sewer System Improvements	\$3,875,691
Trinity	2016	Citywide Water System Improvements	\$4,028,986
HUD Harvey Round 1 Mitigation			
Brazoria	2017	Flood and Drainage Improvements	\$4,311,537
Daisetta	2017	Citywide Sewer Collection System	\$3,366,142
Freeport	2017	Citywide Wastewater & Sanitary Sewer Improvements	\$5,991,468
Hitchcock	2017	Drainage System Improvements	\$3,598,315
Jacinto City	2017	Wastewater Treatment Plant Improvements	\$5,319,718
Kirbyville	2017	Waterline System Improvements	\$3,356,625
La Marque	2017	Drainage System Improvements	\$48,904,004
Mathis	2017	Sewer System Improvements	\$22,830,172
Oyster Creek	2017	Oyster Creek Improvements	\$5,291,898
Refugio	2017	Drainage System Improvements	\$12,112,636
Refugio County	2017	Drainage System Improvements	\$6,910,131
Rosenberg	2017	Water System Improvements	\$47,585,956
Texas City	2017	Water System Improvements	\$14,965,447
State Harvey Round 1 Mitigation			
Bedias	2021	Drainage & Wastewater System Improvements	\$3,965,736
Beeville	2021	Drainage System Improvements	\$3,844,490
Buckholts	2021	Drainage System Improvements	\$4,479,940
Caldwell	2021	Drainage System Improvements	\$5,094,852
Elgin	2021	Drainage System Improvements	\$10,940,981
Ganado	2021	Drainage System Improvements	\$7,190,981
Goliad	2021	Wastewater System Improvements	\$9,353,554

Figure 7: The GrantWorks Team’s Experience with Project Delivery Services for CDBG-MIT Programs

CLIENT NAME	GRANT AWARD	PROJECT TITLE	GRANT AMOUNT
Hempstead	2021	Drainage Improvements	\$9,395,324
Jim Wells County	2021	Drainage System Improvements	\$9,650,296
Kingsville	2021	Drainage System Improvements	\$36,311,929
Kleberg County	2021	Drainage System Improvements	\$10,000,000
La Ward	2021	Drainage, Sewer, & Water System Improvements	\$3,280,106
Madisonville	2021	Sewer & Wastewater System Improvements	\$6,525,000
Marion	2021	Drainage, Water, & Wastewater System Improvements	\$9,946,174
Matagorda County	2021	Drainage, Water, & Wastewater System Improvements	\$3,111,101
Milano	2021	Drainage System Improvements	\$4,317,323
Palacios	2021	Drainage, Water, & Wastewater System Improvements	\$5,014,832
Pineland	2021	Drainage & Sewer System Improvements	\$3,080,000
Premont	2021	Drainage System Improvements	\$13,115,995
San Augustine	2021	Roads, Drainage, & Water Infrastructure Improvements	\$3,472,500
San Felipe	2021	Drainage System Improvements	\$3,209,122
Snook	2021	Drainage System Improvements	\$4,150,000
Wallis	2021	Drainage System Improvements	\$5,748,125
Yorktown	2021	Drainage System Improvements	\$6,183,237

1.4 Related Experience/Background with Texas CDBG Projects

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 1,500 Community Development Block Grant projects in more than 625+ cities and counties across Texas. We have provided administration, management, and planning services for the following types of TxCDBG-funded programs.

Texas Department of Agriculture

► **Texas Community Development Block Grant (CDBG) Infrastructure and Non-Rental Housing Program:**

- › Planning Grants: 240+ projects funded, completed, or underway, \$10 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.
- › Texas Main Street/Downtown Revitalization Program: 55+ projects, \$10+ million.
- › Texas Capital Fund (Economic Development): 90+ projects for \$50+ million.

1.5 Familiarity with this Region of the State

GrantWorks is familiar with the Town of Shady Shores and the North Central Texas Council of Governments (NCTCOG) Region. **Figure 8** shows recent local project experience projects.

Figure 8: Our Relevant NCTCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Alma	2017	PCB	Planning Studies	\$21,855
	2016	DRP	Street & Water Improvements	\$375,000
	2016	DRP	Sewer, Water, & Street Improvements	\$750,000
	2015	CD	Street Improvements	\$275,000
Alvord	2017	CD	Water System Improvements	\$275,000
Aurora	2018	CD	Street Improvements	\$275,000
	2011	CD	Water System Improvements	\$275,000
	2010	CD	Water System Improvements	\$350,000
	2007	PCB	Planning Studies	\$30,300
Barry	2023	CD	Water & Wastewater Improvements	\$500,000
	2015	CD	Water & Sewer System Improvements	\$275,000
	2008	CD	Water & Sewer Improvements	\$350,000
	2005	CD	Sewer System Improvements	\$250,000
	2001	CD	Water & Sewer System Improvements	\$250,000
Blooming Grove	2023	CD	Water Improvements	\$500,000
	2023	RCP	Comprehensive Planning & Zoning Ordinance	\$72,306
	2020	CD	Water & Sewer Improvements	\$500,000
	2016	CD	Sewer Improvements	\$275,000
	2010	CD	Sewer System Improvements	\$350,000
	2009	PCB	Planning Studies	\$30,300
	2008	CD	Water System Improvements	\$350,000
Blue Ridge	2020	CD	Sewer Improvements	\$500,000
	2020	DRP	Sidewalk Improvements	\$500,000
	2019	PCB	Planning Activities	\$36,810
Boyd	2021	CD	Street Improvements	\$350,000
	2014	CD	Water & Sewer Improvements	\$275,000
	2011	CD	Water System Improvements	\$275,000
	2008	CD	Water System Improvements	\$350,000
	2007	PCB	Planning Studies	\$35,250
Caddo Mills	2012	PCB	Planning Studies	\$38,765

Figure 8: Our Relevant NCTCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2012	CD	Water System Improvements	\$275,000
Celeste	2003	CD	Water & Sewer System Improvements	\$250,000
Celina	2007	CD	Water System Improvements	\$350,000
Commerce	2019	CD	Water Improvements	\$500,000
	2007	CD	Sewer System Improvements	\$350,000
Cool	2014	CD	Water System Improvements	\$275,000
	2011	CD	Water Improvements	\$275,000
Corsicana	2018	TWB	Water & Sewer System Improvements	\$500,000
	2015	CDBG-DR	Flood & Drainage Facilities	\$1,000,000
	2015	CDBG-DR	Flood & Drainage Facilities	\$1,000,000
	2015	CDBG-DR	Multifamily Rental Rehabilitation, Reconstruction, & New Construction	\$2,000,000
Crandall	2021	ARPA	Administrative Services	\$995,356
Dawson	2022	ARPA	Administrative Services	\$198,476
	2017	CD	Sewer Improvements	\$275,000
	2015	CD	Flood & Drainage Facilities	\$996,500
	2015	CD	Sewer Improvements	\$275,000
	2013	PCB	Planning Studies	\$30,780
	2012	CD	Water System Improvements	\$275,000
	2010	CD	Waterline from Elevated tank	\$350,000
	2008	CD	Sewer Collection Line & Wastewater Treatment Plant Improvements	\$250,000
	2005	CD	New Elevated Water Storage Tank	\$250,000
	2003	CD	Sewer Collection & Treatment Plant Improvements	\$250,000
2002	CD	Sewer Collection Improvements	\$250,000	
Decatur	2006	CD	Water & Sewer System Improvements	\$250,000
Dublin	2020	CD	Sewer Improvements	\$500,000
	2018	CD	Sewer Improvements	\$275,000
	2017	PCB	Planning Studies	\$49,995
	2015	CD	Sewer Improvements	\$275,000
Farmersville	2022	CD	Street Improvements	\$350,000
	2021	DRP	Safety Improvements for Main St. District	\$350,000
	2017	CD	Street Improvements	\$275,000
	2016	DRP	Main Street Improvements	\$325,000

Figure 8: Our Relevant NCTCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2015	PCB	Planning Studies	\$49,995
	2014	CD	Sewer Improvements	\$275,000
	2011	SRTS	Safe Routes to School	\$678,997
	2010	DRP	Main Street Improvements	\$150,000
	2009	CD	Sewer System Improvements	\$350,000
	2008	CD	Water System Improvements	\$350,000
	2006	DRP	Parking & Walkway Improvements	\$150,000
	2002	CD	Water & Sewer System Improvements	\$250,000
	2001	DRP	Main Street Improvements	\$150,000
Ferris	2017	CD	Water Improvements	\$275,000
	2013	CD	Sewer Improvements	\$275,000
	2012	DRP	Main Street Improvements	\$150,000
	2010	CD	Sewer System Improvements	\$350,000
	2005	CD	Sewer System Improvements	\$250,000
	2005	PCB	Planning Studies	\$47,200
	2004	CD	Water System Improvements	\$250,000
	2002	DRP	Main Street Improvements	\$150,000
Frost	2017	PA	Street Improvements	\$326,513
Garrett	2014	DRP	Infrastructure Improvements	\$525,000
	2014	CD	Street Improvements	\$275,000
	2011	PCB	Planning Studies	\$25,635
	2010	CD	First-Time Sewer Service & Sewer System Improvements	\$350,000
	2008	CD	Sewer System Improvements	\$350,000
Hackberry	2010	PCB	Planning Studies	\$30,300
Hawk Cove	2013	CD	Sewer Improvements	\$275,000
	2012	CD	Street Improvements	\$275,000
Hood County	2015	CD	Sewer Improvements	\$275,000
	2013	PA	Disaster Relief	\$350,000
	2010	CD	First-Time Sewer Service & Sewer System Improvements	\$350,000
	2008	CD	Sewer System Improvements	\$350,000
	2005	CD	On-Site Sewer Facilities Installation	\$250,000
Hunt County	2018	CD	Water Improvements	\$275,000
	2013	CD	Water Improvements	\$500,000

Figure 8: Our Relevant NCTCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2009	CD	Water System Improvements	\$350,000
	2004	CD	Water & Sewer Improvements	\$250,000
Johnson County	2021	ARPA	Administrative Services	\$34,150,391
	2018	CD	Water Improvements	\$275,000
	2014	CD	Sewer Improvements	\$500,000
	2007	CD	Water System Improvements	\$350,000
	2006	CD	Water System Improvements	\$250,000
Josephine	2021	ARPA	Administrative Services	\$518,863
	2021	CD	Street Improvements	\$350,000
	2018	HMGP	Fixed Generator for Pump Station	\$75,600
	2014	PCB	Planning Studies	\$30,780
	2009	CD	Water System Improvements	\$350,000
	2008	CD	Water & Sewer Improvements	\$350,000
	2008	CD	Water System Improvements	\$350,000
Joshua	2023	CD	Street Improvements	\$500,000
	2016	CD	Street Improvements	\$275,000
Italy	2007	CD	Water System Improvements	\$350,000
Kaufman County	2022	CD	Street Improvements	\$350,000
Kemp	2023	RCP	Comprehensive Plan & Zoning Ordinance	\$72,306
	2020	CD	Street Improvements	\$500,000
	2020	DRP	Street & Drainage improvements	\$500,000
	2018	HMGP	Warning Siren	\$33,150
	2017	CD	Street Improvements	\$275,000
Krum	2011	SRTS	Dyer Safe Routes to School	\$526,289
	2011	SRTS	Blanche Safe Routes to School	\$708,277
Lone Oak	2018	CD	Water & Sewer Improvements	\$275,000
	2015	CD	Water & Sewer Improvements	\$275,000
	2010	CD	Water System Improvements	\$350,000
	2009	PCB	Planning Studies	\$30,300
	2007	CD	Sewer System Improvements	\$350,000
Melissa	2002	CD	Water System Improvements	\$250,000
Milford	2017	CD	Sewer Improvements	\$275,000
	2017	PCB	Planning Studies	\$30,780
Mineral Wells	2020	DRP	Sidewalk Improvements	\$350,000

Figure 8: Our Relevant NCTCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2020	CD	Street Improvements	\$500,000
	2017	CD	Water Improvements	\$275,000
Mingus	2001	CD	Housing Rehabilitation	\$250,000
Mobile City	2021	CD	Street Improvements	\$350,000
Navarro County	2021	ARPA	Administrative Services	\$9,733,863
Newark	2020	CD	Sewer Improvements	\$500,000
	2018	CD	Water Improvements	\$275,000
New Fairview	2023	CD	Street Improvements	\$500,000
Oak Valley	2021	CD	Flood & Drainage Improvements	\$350,000
Ovilla	2023	ARPA	Administrative Services	\$517,282
Pelican Bay	2022	CD	Main Lift Station Improvements	\$350,000
	2022	ARPA	Administrative Services	\$496,810
Pilot Point	2020	MS	Sidewalk Improvements	\$500,000
	2018	PCB	Planning Studies	\$49,785
	2018	CD	Street Improvements	\$275,000
	2016	DRP	Main Street Improvements	\$250,000
Princeton	2007	CD	Water System Improvements	\$350,000
Rhome	2021	ARPA	Administrative Services	\$457,165
	2021	CD	Water & Sewer Improvements	\$350,000
Rice	2021	ARPA	Administrative Services	\$241,343
	2017	CD	Street Improvements	\$275,000
	2015	CDBG-DR	Street Improvements	\$357,000
	2015	CDBG-DR	Street Improvements	\$249,500
	2015	PA	Water & Street Improvements	\$350,000
	2013	PCB	Planning Studies	\$30,780
	2012	CD	Street Improvements	\$275,000
	2008	CD	Sewer System Improvements	\$350,000
2003	CD	Housing Rehabilitation	\$250,000	
Rockwall County	2021	ARPA	Administrative Services	\$20,378,509
Rosser	2018	CD	Street Improvements	\$275,000
	2015	CD	Street Improvements	\$275,000
Sanger	2012	CD	Sewer System Improvements	\$275,000
Scurry	2016	CD	Street Improvements	\$275,000
West Tawakoni	2023	CD	Water Treatment Plant Improvements	\$500,000

Figure 8: Our Relevant NCTCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2011	CD	Sewer System Improvements	\$275,000
	2010	PCB	Planning Studies	\$36,250
	2009	TWDB	Sewer System Improvements	\$350,000
Willow Park	2022	ARPA	Administrative Services	\$1,447,565
Wolfe City	2021	ARPA	Administrative Services	\$366,723
	2019	PCB	Planning Studies	\$39,705
	2018	CD	Water Improvements	\$275,000
	2015	CD	Sewer Improvements	\$275,000
	2011	CD	Sewer System Improvements	\$275,000
	2007	CD	Water System Improvements	\$350,000
	2006	PCB	Planning Studies	\$40,400
	2006	CD	Water System Improvements	\$350,000
	2005	CD	Water & Sewer System Improvements	\$250,000

1.6 References from Current/Past Clients

We take pride in our performance, helping implement projects on time, within budget, and within state and federal requirements. Speaking to our clients is the best way to evaluate our work performance. We have provided references from our current/past clients in **Figure 9**.

Figure 9: GrantWorks References from Current/Past Clients

CITY	ACTIVITIES COMPLETED	IMPLEMENTATION SUCCESSES	REFERENCE
Atlanta (Population: ,675)	Base Mapping, Public Participation Program, Population and Land Use Analysis, Utilities, Streets and Drainage, CIP, Economic Development, Zoning, and Subdivision Ordinance review	Ongoing water, sewer, and drainage system improvements	Danica Porter City Manager 903-796-2192
Nash (Population: 3,350)	Base Mapping, Public Participation Program, Population, Land Use Analysis, Utilities, Streets and Drainage, CIP, Economic Development, Parks and Open Space, Thoroughfare Planning, Zoning, and Subdivision Ordinance revisions related to Texarkana area metropolitan growth.	Updated zoning ordinance, created the website, and ongoing water, sewer, and drainage system improvements.	Doug Bowers City Administrator 903-838-0751
Seadrift	Base Mapping, Public Participation Program,	Ongoing water, sewer, and drainage system improvements.	Elmer DeForest City Mayor

Figure 9: GrantWorks References from Current/Past Clients

CITY	ACTIVITIES COMPLETED	IMPLEMENTATION SUCCESSES	REFERENCE
(Population: 1,364)	Population and Land Use Analysis, Utilities, Streets and Drainage, CIP, Development of Zoning and Subdivision Ordinances	Successful CIAP grant implementation and wind turbine installations at water and sewer plants.	361-785-2251
Wharton (Population: 8,832)	Base Mapping, Public Participation Program, Population and Land Use Analysis, Utilities, Streets and Drainage, CBD, ED, Parks, Thoroughfares, and CIP/Finance	Ongoing water, sewer, and drainage system improvements and single-family and multifamily housing improvements	Joseph Pace City Manager 979-532-2491
Los Fresnos (Population: 5,542)	Base and Utility Mapping, Land Use Analysis, Recreation Plan, Thoroughfares, Growth Scenarios, CIP/Finance, Public Participation, Zoning, and Subdivision Ordinance Revisions	As a result of the recreational study, the City continues to implement recreational improvements, recently acquiring a new park for use as a nature preserve with a hike and bike trail.	Mark Milum City Manager 956-233-5768
Combes (Population: 2,895)	Base Mapping, Public Participation Program, Population and Land Use Analysis, Utilities, Streets and Drainage, CIP/Finance, Economic Development, Parks and Open Space, Thoroughfares, Public Facilities, and Zoning Ordinance writing	Ongoing water, sewer, and drainage system improvements, and single-family and multifamily housing improvements,	Aida Gutierrez Town Administrator 956-425-7131
Marlin (Population: 5,462)	Base Studies, Water, Wastewater, Drainage, Parks, and Open Space	Park improvement plans, including little league/baseball field improvements and additional playgrounds at City Park.	Cedric Davis, Sr. City Manager 254-883-1450

The page features a white background with several large, overlapping geometric shapes in shades of blue, green, and grey. A dark blue triangle is in the top right corner. A green triangle is in the top left. A grey triangle is in the bottom right. A dark blue triangle is in the bottom left. A green triangle is in the middle left. A blue triangle is in the middle right. A dark blue triangle is in the middle bottom. A grey triangle is in the middle top.

SECTION 2

WORK PERFORMANCE

SECTION 2 – WORK PERFORMANCE

2.1 Facilitates Completion of Activities on Schedule

Our experience gives us an unrivaled ability to predict and mitigate delays early in the project, chart critical paths to achieve a timely completion and understand the importance of sticking to the path (**Figure 10**). Our Project Managers use several powerful strategies to keep projects on schedule. Some of the most impactful strategies are captured below.

- ▶ At the start of each project, our planners meet with the Town and other stakeholders to discuss potential alternative project activities.
- ▶ We quickly identify any challenges to avoid delays caused by unforeseen amendments or acquisitions.
- ▶ At each step of the project, we work with stakeholders to meet the scheduled milestones and ensure procedures meet all federal and state requirements.
- ▶ Working closely with local governments and other parties ensures that projects conform to project performance statements and schedules.

Figure 10: GrantWorks Strategies for Keeping Projects on Track.

OUR PROJECT MANAGEMENT APPROACH USES SEVERAL POWERFUL STRATEGIES TO KEEP PROJECTS ON TRACK. SOME OF THE MOST IMPACTFUL STRATEGIES ARE:	
Experienced Program/Project Managers:	Keeping projects on schedule starts at the top. Leaders can make or break success. Thus, selecting the best manager for your project is the key to success. Our experienced project managers can simplify the tasks required to deliver projects on schedule, making it easier for our project teams to understand and execute them.
Understand the Project Plan:	Our project managers take the time needed to develop robust project plans. They also coordinate with all relevant parties (i.e., City/County/Town staff, engineers, and state agencies), incorporate input, ask questions, and consider potential issues.
Communication:	Communication is an essential attribute for keeping projects on track. The project will stay on track if all team members, supporters, sponsors, and clients are aligned. Most projects have scheduled check-in meetings (daily, weekly, and bi-weekly) to keep all stakeholders informed and updated on project progress. We take minutes at all meetings and add them to the project record.
Focus on the Critical Path:	GrantWorks understands that the secrets to success relate to focusing on the critical path. We focus on tasks integral to project progression, produce excellent results, and satisfy the contractual requirements of the funding agency and the client's needs.
Follow up with Task Owners:	Following up with task owners ensures success. Our project managers check in with task owners to remind them of upcoming tasks, especially critical path tasks. They do a quick check-in to ensure the owner is prepared to start on time and has all the necessary resources to complete the task. They also ask if the task owner has any concerns and address them before starting.
Embrace Project Supporters:	Project supporters are an often-overlooked asset. We identify supporters and keep them in the loop, ensuring they understand how to contribute to the project's success. Providing this information makes it easy for them to support the project.

Figure 10: GrantWorks Strategies for Keeping Projects on Track.

OUR PROJECT MANAGEMENT APPROACH USES SEVERAL POWERFUL STRATEGIES TO KEEP PROJECTS ON TRACK. SOME OF THE MOST IMPACTFUL STRATEGIES ARE:	
Celebrate Successes:	An essential part of any project is celebrating small wins along the way. GrantWorks does not wait until we complete a project to celebrate success. We look at key performance indicators to see if the project is moving in the right direction. This allows us to recognize the project’s progress and celebrate the team’s contributions throughout the engagement.
Monitor Metrics:	GrantWorks does not wait until the end to evaluate project success. We identify milestones, keep an eye on critical path milestones, and monitor progress toward these milestones. For critical milestones, we develop interim checkpoints to monitor progress along the way and adjust the schedule as needed.

2.2 Capacity to Complete Number and Quality Maps

GrantWorks offers Town mapping and Geographic Information System (GIS) capabilities. GrantWorks’ GIS mapping capabilities allow us to analyze hazards and map and develop mitigation actions using GIS software. We conduct on-site fieldwork in your community, digitize and update existing paper maps, and create databases that put all the Town’s spatial information into one system. We can easily convert GIS maps and databases into AutoCAD format for the Town’s engineers. GrantWorks will work with the Town to determine the number and quality of maps needed.

2.3 Capacity to Schedule, Coordinate, and Facilitate Workshop Meetings

A critical aspect of any project is public input about and, more importantly, public acceptance of project goals and approaches. GrantWorks can schedule, coordinate, and facilitate workshop meetings to discuss community needs and determine goals and objectives during planning. We will also make at least one presentation to the local public official body with a related final public hearing when the work is substantially complete. We support public meetings or hearings to ensure a successful outcome.

Our meeting support services include:

- ▶ Planning/facilitating public meetings and hearings.
- ▶ Developing presentations and handouts.
- ▶ Helping to anticipate and prepare effective responses to difficult questions from the public.
- ▶ Presenting risk communication information.
- ▶ Preparing meeting announcements and notices of public comment periods.
- ▶ Providing meeting support, such as room selection, set up, sign-in/greeting, and preparation of minutes or record transcripts.
- ▶ Providing follow-up, such as responsiveness summaries or responses to information requests.

GrantWorks has the needed resources, expertise, and experience to develop and implement a comprehensive and practical community involvement program that will help ensure your project’s success.

2.4 Submits Requests to Town/GLO in a Timely Manner

GrantWorks’ proactive management approach keeps us ahead of the curve. We think, plan, and act in anticipation to ensure that we are constantly communicating, responding, and submitting requests

promptly. We allocate adequate staff and resources to implement each project successfully and employ tracking systems, project checklists, weekly and biweekly portfolio reviews, and email management protocols to keep the Town, GLO, and the project team connected and on track.

These tools and strategies help us identify potential project risks early, anticipate future project needs, and submit requests promptly. GrantWorks project managers maintain detailed project calendars with information on key dates for submittals of project documentation and milestone targets. We plan these dates to ensure that all steps needed to complete tasks or respond to requests are included and completed in a timely fashion.

Project managers conduct no less than two monthly project portfolio management reviews, during which every aspect of performance is discussed, including anticipated requests from clients and funding agencies. We have developed comprehensive project checklists to plan and send requests for information in advance of agency requests or project deadlines. Additionally, every project manager receives ongoing training and weekly updates on agency requirements and submission deadlines, anticipating future requests. These measures mean no box is left unchecked, and no request is overlooked.

2.5 Responds to Town/GLO Requests in a Timely Manner

GrantWorks responds to clients and GLO requests promptly. We feel that it is essential to respond to the Town and GLO requests in a timely manner. Our goal is to address and manage your concerns professionally, effectively, and swiftly.

With decades of experience, our team has a solid knowledge of GLO requirements. We have used that experience to develop successful management strategies to respond to client requests quickly and accurately. This broad knowledge base helps us effectively and efficiently support our clients, successfully implement all projects, and meet federal and state requirements. Effective stakeholder communication and coordination allow us to respond quickly to requests without sacrificing quality. Project managers are assigned workloads that provide them with the necessary capacity to focus on project implementation and client needs. The GrantWorks management team oversees staff workloads and ensures that the project team implements time management and communication strategies effectively.

As part of GrantWorks project management training, we teach our employees about performing our services by providing excellent customer service. Our employees also learn how GrantWorks responds to clients regarding time management, prioritizing client issues, and, in rare circumstances, dealing with disappointed clients. Our project management training helps employees understand why responding to requests is essential from a client's perspective.

2.6 Work Product is Consistent of High Quality with Low Level of Errors

GrantWorks has broken down its systematic approach to maintaining the technical accuracy and quality of its reports and maps on projects into three critical steps:

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

Our approach focuses on mapping out project operational processes and continually performing quality checks to maintain project files as audit-ready. GrantWorks' standard operating procedures (SOPs) provide the framework for this consistent approach throughout the firm while allowing the flexibility to address the

Town’s specific needs and requirements. Our system aims to achieve customer satisfaction by preventing nonconformity at all stages. It emphasizes continual process improvement and requires identifying and deploying quality objectives throughout the organization.

We take a proactive approach to ensuring quality management and performance on each project, starting with a request for a scope of services. As part of our quality management program, GrantWorks’ technical knowledge and industry experience allow us to detail the deliverables in the work scope and incorporate the appropriate level of monitoring and control to document compliance. We have used and enhanced this proven quality management program based on our performance on thousands of town/city/county projects in the last four decades.

GrantWorks Quality Program will provide the following benefits to the Town of Shady Shores:

- ▶ It helps establish adequate measures and controls over projects and financial performance and is a monitoring guide.
- ▶ It provides protocols for managing corrective actions and relevant process improvements to ensure performance and compliance deficiencies are corrected and not repeated.
- ▶ It continually tracks and monitors project trends, issues, and corrective actions—ensuring items are updated across related documentation and training programs to provide compliance and maximum efficiencies with updated and clarified project requirements.
- ▶ It means our work products are consistently of high quality with few errors.

GrantWorks offers detailed and ongoing internal training to its staff. We educate employees on the latest state and federal regulations via weekly meetings and department and company-wide emails. Senior management puts extra time and effort into contextualizing regulatory changes and program requirements so that all staff understand the implications of any programmatic change and can apply that knowledge effectively. Our project team develops and implements project-specific internal and external checklists, and employees meet with management regularly. Our staff also benefit from informal peer-to-peer learning and coaching opportunities.

GRANTWORKS QUALITY PROGRAM

Our Quality Program includes:

- ▶ Mapping out QA/QC requirements for all project processes and performance
- ▶ Providing detailed checklists with continual training and regular updates to staff and other affiliated personnel
- ▶ Conducting timely QA/QC tests where possible
- ▶ Reviewing and following up on reports, noting anomalies, and ensuring that terminology and statuses are consistent across the project and areas of work.
- ▶ Checking for accuracy and validity of program data and documentation
- ▶ Adhering to contracts or agreements, guidelines, applicable federal/state laws, and program policies and procedures

GrantWorks staff also track and monitor subrecipient performance for each project and grant program, including tracking deliverables and compliance testing. We periodically evaluate client compliance with applicable state rules, regulations, policies, and statutes. We retain extensive institutional records of client performance, which we rely on during new application cycles to boost our clients’ scores. This information helps project managers anticipate and address past problems before they become issues for future projects.

2.7 Past Client/GLO Projects with a Low Level of Monitoring Findings/Concerns

The GrantWorks Team has followed thousands of grants from obligation through closeout and developed a keen understanding of what constitutes entirely supported grant records. Our seasoned veterans will assist the Town with fiscal monitoring by following established policies, procedures, and system controls to ensure documentation complies with relevant local, state, and federal regulatory terms. We have done this for past clients on GLO projects, resulting in low levels of monitoring findings or concerns.

Our broad knowledge of federal and state program requirements ensures that our technical assistance is well-researched and accurate, resulting in few monitoring findings and concerns. GrantWorks' overall approach identifies and addresses problems long before the state funding agency audits the project.

When a project is monitored, we provide high-touch assistance to our clients regarding potential findings. We have helped GLO recipients avoid and resolve findings by assisting them in drafting and implementing best practices. We also help our clients draft monitoring-related correspondence, helping them resolve findings quickly and efficiently.

GrantWorks staff establish, implement, and retain quality control measures to meet client and state deliverables and timelines, reducing the likelihood of findings during the grant monitoring process. Weekly departmental and one-on-one meetings keep GrantWorks staff updated on the latest state and federal regulations and provide a forum for identifying and discussing programmatic challenges and solutions. We co-locate project and junior staff to quickly access and learn from their more senior colleagues. We also continuously evaluate our processes for quality assurance with frequent checkpoints throughout a grant's lifecycle, ensuring high compliance with the project requirements.

We have identified some common compliance problems when working with recipients of federal funds. These issues include procurement, contracting, labor standards, citizen participation, environmental compliance, ineligible or unreasonable costs, and recordkeeping. Our team will use this experience to implement and monitor any project developed with the Town. We will work with the Town to develop a risk-based monitoring and compliance strategy that is collaborative and consistent with state and federal frameworks. Our references provide the best evidence of our long-demonstrated history of complex grant management and compliance expertise.

2.8 Managing Projects with Budgetary Constraints

GrantWorks staff work with stakeholders to verify that all project elements are program-eligible and within budget. Our staff uses company-developed systems and processes to track project costs against budgetary constraints. Our project managers work directly with local officials and engineers to prepare project-specific budgets, track implementation, and draw requests against those budgets. We create and maintain a grant ledger for each project and review the client's local financial policies and procedures. Our recordkeeping methods consistently receive high marks from state and federal monitors.

As shown in **Figure 11**, projects often run into three interrelated constraints:

- ▶ Budget
- ▶ Scope
- ▶ Schedule

GrantWorks' project managers proactively address areas where a project could face challenges and propose solutions to clients and the project team. By setting realistic project goals and sharpening each

project's scope, our project managers can prevent or successfully manage significant constraints later during implementation. Our project managers do this by:

Using a Proven Project Management System: We understand that the best way to fix a problem is to identify it quickly. A hallmark of the GrantWorks project management system is regular and systematic checkpoint scheduling to recognize and address potential budgetary challenges early and expeditiously.

Revisiting the Project Planning Phase: When faced with unforeseen budget obstacles, GrantWorks reviews the project plan to look for cost-saving opportunities, such as identifying any aspects of the project that could be reassigned to staff members rather than contracting them out to subcontractors or vendors. We also communicate budget constraints to our subcontractors and vendors to determine their flexibility. Because of the positive partnerships and long-standing relationships that we have built with the vendor community, we can often negotiate solutions that keep the project on budget.

Reevaluating the Workflow: Our project managers understand that time is money. When cost issues arise, they revisit the project schedule to look for opportunities to enhance efficiency and optimize workflow. Our system of checks and balances ensures that streamlining efforts do not negatively impact outcomes. We ensure communication lines remain open to keep the entire project team updated.

Analyzing Root Causes: GrantWorks clients benefit from the breadth of our grant administration and project management expertise. When our project managers identify a problem contributing to budgetary constraints, they can consult with colleagues and rely on the experience of subject matter experts to identify the root causes that led to the issue and implement corrective actions.

Being Creative: The ability to think creatively is a strong suit for our project management team. The depth of our problem-solving experience has taught us to look beyond the most obvious answers and search for creative solutions to overcome budgetary constraints. If all viable options are exhausted, we will ensure the project team fully understands the situation so we can work together to determine a mutually beneficial solution.

Documenting Lesson Learned: Once GrantWorks completes the project, our project managers and project teams take time for a comprehensive debrief, allowing them to reflect on what went well and where there was room for improvement. We evaluate the challenges and discuss how to manage difficult situations.

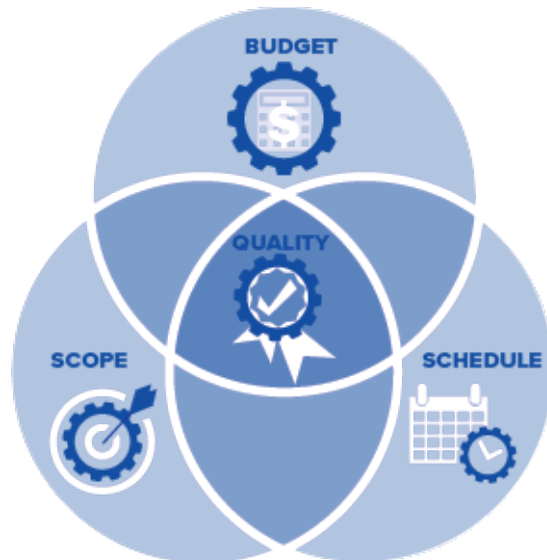


Figure 11: Project Management Constraints. *The quality of a project is constrained by the project's budget, schedule, and scope. Our Project Managers know how to adjust the schedule and scope when faced with budget constraints to keep quality high.*

SECTION 3

CAPACITY TO PERFORM

SECTION 3 – CAPACITY TO PERFORM

3.1 Project Understanding

GrantWorks will perform all parts of the scope of work. We can assist the Town of Shady Shores with developing, adopting, and implementing modern and resilient building codes, flood damage prevention ordinances, and zoning regulations for the Community Development Block Grant-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) through the Texas General Land Office. We understand that the Town is seeking to enter a professional services contract with a competent planning consultant to assist in the application preparation, overall development of the planning process and associated planning reports, and grant contract compliance. Activities under this program include:

- ▶ Promote sound, sustainable long-term mitigation planning informed by a post-disaster evaluation of hazard risk, especially land-use decisions that reflect responsible floodplain management and consider future possible extreme weather events and other natural hazards and long-term risks.
- ▶ Coordinate with local and regional planning efforts to ensure consistency and promote community-level and/or regional (e.g., multiple local jurisdictions) mitigation planning.
- ▶ Integrate mitigation measures into all activities and achieve objectives outlined in regionally or locally established plans and policies to reduce future risk to the jurisdiction.
- ▶ This results in buildings that are more resilient to the impacts of natural hazards.

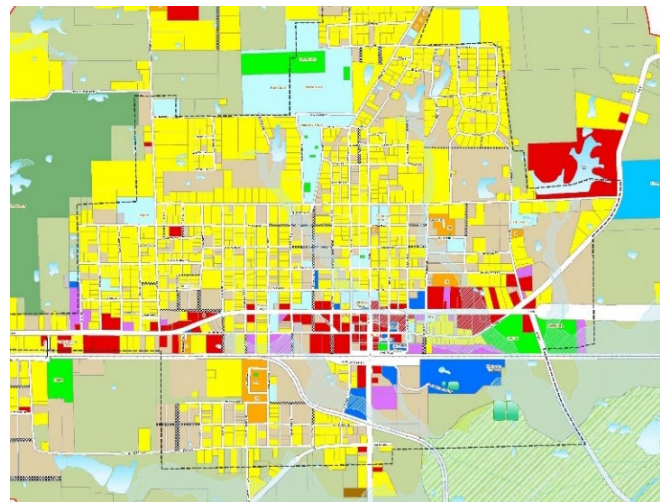
3.2 Methodology and Technical Approach

GrantWorks' planning approach focuses on detailed data collection, a thorough community input process, and clear, feasible implementation strategies.

Planning Requires a Strong Mapping Foundation

Planning work begins with documenting the existing conditions in the community. The Project Team uses GIS to collect data and build an infrastructure database for our clients. We use the data to develop detailed maps that become useful tools for ongoing Town management.

Our research includes reviewing previous local and regional planning to integrate successful goals and avoid strategies that have proven ineffective, helping to develop fresh solutions to new and ongoing problems.



Planning for Disaster Resilience with the Community

GrantWorks designs and implements in-person community outreach meetings that fit our client's needs and characters. Remote input is collected via online community surveys, which solicit opinions on preferences for community type; quality and reliability of infrastructure services/systems; condition of current housing and preferences for future housing; pedestrian and bicycle safety; park improvement and amenity preferences; desired commercial and retail development and downtown amenities; and other key

planning challenges. Input is communicated back to elected officials and Town staff to help guide goals and objectives.



Meetings, workshops, and surveys produce community-driven priorities to repair or replace substandard Town infrastructure. GrantWorks planners will focus the discussions and planning to strengthen the Town’s ability to recover from future disasters. The community input process identifies unknown problems and can ease selection and public embrace of mitigation actions. We give citizens and stakeholders opportunities to communicate and collaborate on infrastructure issues they care about in the community.

We condense the Town’s most pressing needs from mapped data, evaluation of prior plans, workshops, and surveys into a document that provides projects and timelines designed to strengthen the Town’s resilience during future disasters. GrantWorks will aid the Town in determining a shared vision, depicting that vision in a *future land use map*, and helping the Town to implement it through required zoning updates.

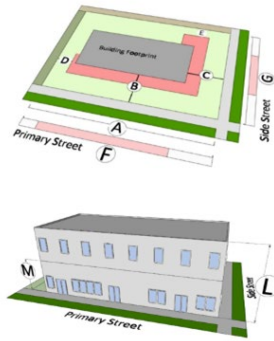
Strategies should be Clear, Feasible, and Actionable

Our comprehensive plans focus on problem-solving strategies and move beyond suggestions for more planning. We find grant opportunities to actualize strategies and consolidate them into an implementation table that delineates actions, timelines, and cost estimates.

Zoning regulations play a pivotal role in achieving comprehensive plan goals. GrantWorks will update the Town’s existing zoning to achieve plan implementation and meet the RCP program's requirements.



Section 4.05 Community Center (CC) District Standards



	Principal Structure	Accessory Structure	Parking
Lot			
Area (min. square feet)		3,000	
Impervious Cover (max. %)		100	
Width (min. feet)		20 (A)	
Setbacks			
Primary Street (min./max. feet)	0/12 (B)		Parking in the CC District should be located on-street or in the rear of principal structure
Side Street (min. feet)	0/15 (C)		
Side, Interior (min. feet)	0 (D)	n/a	
Rear (min. feet)	10 (E)		
Rear, Alley (min. feet)	0 (E)		
Height			
Max. (stories)	2 (I)		
Max. (feet)	24 (I)	n/a	n/a
Ground Story Elevation (min. feet)	10 (M)		
Building Façade Coverage			
Primary Street (min. %)	80 (F)	n/a	n/a
Secondary Street (min. %)	50 (G)		

	DISTRICTS							
	A	R1	R	CC	HO	I	BI	POD
Public Uses								
Cemetery or Mausoleum	■	■	■	■	■	■	■	■
Crematorium or Funeral Home	■	■	■	■	■	■	■	■
Fraternal Organizations	■	■	■	■	■	■	■	■
Park or Athletic Field	■	■	■	■	■	■	■	■
Public Administration	■	■	■	■	■	■	■	■
Public Safety, Fire, Police, and Emergency Services	■	■	■	■	■	■	■	■
Religious Institutions	■	■	■	■	■	■	■	■
School (public or private, including day care)	■	■	■	■	■	■	■	■
Minor Utilities (e.g., on-site stormwater retention or detention, neighborhood-serving telephone switching center, gas/electric/cable transmission lines, water and wastewater pump station or lift station, water wall)	■	■	■	■	■	■	■	■
Major Utilities (e.g., electrical substation, electric or gas generation plant, filter bed, communication towers and facilities, waste treatment plant, water pumping facility, water tower)	■	■	■	■	■	■	■	■

GrantWorks planning staff will help the Town navigate the program's requirements to update zoning and adopt the final comprehensive plan.

3.3 Work Plan

3.3.1 Pre-Award Services

Application Development and Submittal

GrantWorks planners prepare, obtain, and compile the documents and exhibits needed for GLO's CDBG-MIT RCP application package. We guide the Town through the submission process via the online grants.gov system. We also respond to GLO's requests for information through the final program selection/awards.

- ▶ Complete all standard application documents.
- ▶ Develop all required narrative documents.
- ▶ Prepare supporting exhibits.
- ▶ Work with other/support entities to complete application items.

3.3.2 Post-Award Services

GrantWorks administers and completes the grant planning components approved for funding. We follow all the requirements of the GLO program. GrantWorks is committed to helping Texas communities preserve their heritage, improve economic vitality, and maintain livability. We provide tailored community planning services to fit the capabilities of residents and officials in small towns, cities, and counties while considering their specific challenges of location, size, and staffing.

GrantWorks has created over 240 comprehensive and 35 hazard mitigation plans for Texas communities. We employ our experience leading citizens, staff, and elected officials through Needs Assessment and Community Visioning. The planning process yields studies considering population, housing, recreation, land use, and economic development. We emphasize water, sewers, streets, drainage infrastructure analysis, and project cost estimates. The Town of Shady Shores will find that the planning process provides clear and useful updated and digitized maps; a system for gathering input from residents and businesses; a prioritized list of improvement projects, their costs, and suggestions for financing them; and a fresh look at ways to resolve long-running community problems.

Project 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 planning project management team includes experts in planning, financial management, and other federal grant management requirements.
- ▶ Our team also includes experts in service-oriented activities, including working with nonprofits, small businesses, and other stakeholders.
- ▶ We use detailed document tracking systems to ensure your planning project is on track.
- ▶ GrantWorks will guide and assist with financial management, recordkeeping, reporting, contract closeout, and other aspects of program implementation.
- ▶ We prepare and provide all forms, notices, and agenda items in advance.

Our team helps to create a well-run, efficient, and successful GLO program that complies with all state and federal reporting requirements. GrantWorks understands that communication is a vital component of any successful program. We provide elected officials, staff, and the public with regular updates as needed. Consistent communication and transparency help stakeholders understand the program’s status and build confidence in the overall process. As part of our project management services, we will:

- ▶ Maintain regular contact with the designated contact 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 GLO 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 compliance requirements, including those found in 2 CFR 200.
- ▶ Track inquiries regarding grant completion dates.
- ▶ Attend site visits and public meetings as needed.
- ▶ Serve as a liaison during any GLO/State staff monitoring visits.



Grant Administration Services

GrantWorks thoroughly understands the anticipated project, the scope of services, and the tasks necessary to complete requests according to state and federal requirements. The issued RFP included a bulleted list of general administration, project selection, implementation, and financial services. Below is a list of additional services and tasks that GrantWorks offers.

- ▶ Comprehensive management and administrative services.
- ▶ 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 GLO)
- ▶ Coordinating and managing deliverables.
- ▶ Project tracking.
- ▶ Marketing, attending meetings, and responding to requests for information.
- ▶ 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 GLO funds.
- ▶ Serve as your monitoring liaison between other agencies, including resolving findings.
- ▶ Assist in responding to requests for information from the GLO 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.
- ▶ 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 GLO projects.
- ▶ Develop program guidelines, policies, procedures, and implementation plans or other documents.
- ▶ Develop and prepare grant-required documentation for compliance.
- ▶ Advise on managing the closeout process to monitor compliance with GLO requirements.

Mapping/Geographic Information Systems

GrantWorks offers the Town of Shady Shores access to mapping and Geographic Information System (GIS) capabilities. GrantWorks creates maps of town limits, land uses, zoning, and infrastructure using GIS software. We conduct on-site fieldwork in your community, digitize and update existing paper maps, and create databases that put all the Town's spatial information into one system. We can easily convert GIS maps and databases into AutoCAD format for the Town's engineers. GrantWorks will work with the Town to determine the number and quality of maps needed.

Communicating and Encouraging Citizen Involvement

Creating a positive relationship with the surrounding community and communicating and encouraging citizen involvement are critical components of any project's ultimate success. Failure to understand and address community concerns can impact a project's timing, costs, and successful outcome. GrantWorks understands the importance of early and focused community involvement to foster public trust, facilitate project approaches and solutions, and keep project work on track.

Good and effective communication begins with identifying and understanding your audience. Our philosophy is proactive, encouraging community outreach as an integral part of the Town’s project to establish and strengthen relationships with neighbors. On any project, citizens can support the Town’s goals or become a roadblock to the Town’s success. GrantWorks uses early assessment, strategic planning, and outreach to identify and address community concerns and needs. We then use this information to formulate strategies for effectively communicating, encouraging, and interacting with the public about your project.

Our staff is trained and experienced in an array of assessment and planning techniques, which may include:

- ▶ Interviews with key decision-makers, community leaders, elected officials, representatives of local organizations, and interested members of the public.
- ▶ Door-to-door canvassing.
- ▶ Demographic and survey research.
- ▶ Questionnaire development, distribution, and assessment.
- ▶ Strategic planning.
- ▶ Operation houses.
- ▶ Media assessment.
- ▶ Special needs assessment (such as bilingual materials).

We use community assessment results to create a community involvement/public participation plan tailored to best meet the Town project’s unique requirements. This plan summarizes community informational needs and issues, identifies specific techniques to address such needs, and outlines a program for integrating community involvement into the Town’s project to ensure its overall success.

With a community involvement plan in hand, the Town of Shady Shores will have a roadmap for providing the information needed to build public trust and work toward a win-win solution with the local community and project stakeholders. GrantWorks staff help foster communication between the community and the project regarding work progress and project milestones, identify and mitigate interim activities that could disrupt the public’s daily routines, or facilitate stakeholder input to decisions regarding project goals and solutions. We take pride in preparing innovative and creative communication materials that clearly and concisely present complex technical subjects to all types of audiences.

3.4 Qualifications/Experience of Staff

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

Figure 12: *Why the Town of Shady Shores Should Select GrantWorks*

GRANTWORKS KEY STRENGTHS AND BENEFITS – WHY SHOULD THE TOWN OF SHADY SHORES SELECT US?	
Experience in managing federally funded planning projects	✓
With 300+ full-time employees, we are the largest Texas-based firm dedicated to planning and project management for local governments.	✓
Capacity to carry out the work in-house	✓

Figure 12: Why the Town of Shady Shores Should Select GrantWorks

GRANTWORKS KEY STRENGTHS AND BENEFITS – WHY SHOULD THE TOWN OF SHADY SHORES SELECT US?	
Experience implementing multiple grant programs in Texas	✓
Knowledge of HUD CDBG, CDBG-DR, and CDBG-MIT programs and GLO tracking and reporting systems	✓
Work regularly with local codes and ordinances (subdivision, mobile home, floodplain, building code)	✓
A Texas-based team that understands federal and Texas statutes and regulations (Stafford Act, 2 CFR 200, Local Gov’t Code)	✓

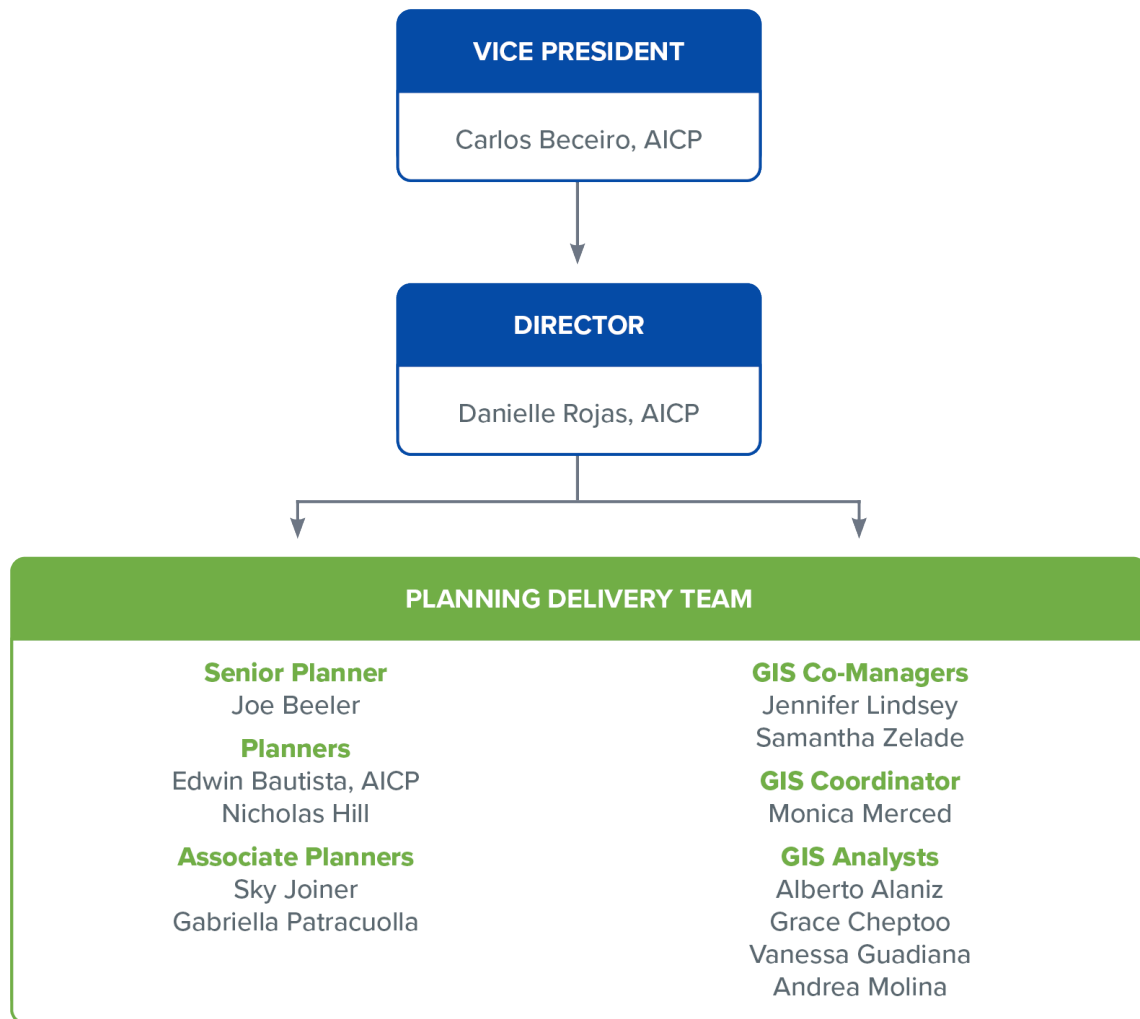
Our capacity extends to the number and the quality of staff we bring to the table. Our team has administered CDBG and other community development programs for over 30 years. The many state and federal programs we have worked with include TxCDBG, CDBG-DR, Transportation Infrastructure Fund (TxDOT County 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, the Stafford Act, and Supplemental Appropriations Bills.

GrantWorks’ local presence also means that we can act quickly and complete all activities promptly and efficiently. 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 knowledgeable staff works closely with all stakeholders to ensure we satisfactorily complete each project as required.

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 implementing federal grant projects. More than a dozen joined us after successful state and local government careers or related work. We encourage mobility among our staff and routinely promote staff from within when training and experience are warranted. GrantWorks’ broad-based quality and capacity to enhance our performance and spread effective decision-making across our organization.

3.4.1 Organization Chart

We have provided an organizational chart for the GrantWorks Team in **Figure 13**. Our Vice President of Planning Services, Carlos Beceiro, AICP, will work with the Town to develop applications upon contract award. With notification of funding, Carlos will work with Director of Planning Services Danielle Rojas, AICP, to assign a project team to work with the Town. We have summarized our key personnel qualifications and experience below and provided resumes in **Attachment 1**.



RCP_002_V4

Figure 13: GrantWorks Planning Services Department Organization Chart.

3.4.2 Experienced Planning and Management Staff

Key project team members available to work with the Town of Shady Shores include:

Carlos Beceiro, AICP, Vice President of Planning Services

Carlos Beceiro is an AICP Certified Planner and Certified TDA TxCDBG Administrator with over 18 years of planning experience. He has successfully written over 40 CDBG-funded plans for various state and federal planning grant programs. Carlos has over 12 years of grant writing experience preparing applications for TxCDBG Planning & Capacity Building and Colonia Planning funds. Carlos’s organization ensures that the department’s planning and mapping documents are of the highest quality. GrantWorks’ plans regularly go beyond what is required by state and federal guidelines. As Vice President of Planning Services, Carlos supervises and mentors GrantWorks’ 14-member Planning Services Team. He also manages various privately funded and state-funded planning projects. He oversees the development of deliverables, including comprehensive plans and other planning activities such as community outreach, zoning

ordinance development, and GIS mapping products. Carlos earned an MS in Community and Regional Planning and a BA in Archeology from the University of Texas at Austin.

Danielle Rojas, AICP, Director of Planning Services

Danielle Rojas is an AICP Certified Planner and Certified TDA TxCDBG Administrator with over ten years of professional planning experience. Her experience includes nearly two years of work explicitly focused on land-use regulatory policy and more than eight years developing comprehensive plans for cities and towns throughout Texas. As the Director of Planning Services, Danielle is responsible for administrative and programmatic tasks, including overseeing the planning team and structuring staff work to meet internal and client goals. Danielle also manages CDBG and state-funded Municipal Comprehensive Plans. Danielle has an MS in Community and Regional Planning and an MA in Latin American Studies from the University of Texas at Austin. She also has a BA in International Relations from Florida State University in Tallahassee.

Joe Beeler, Senior Planner

Joe Beeler is a professional planner with over eight years of planning experience. His key areas of planning expertise include development regulation and review, regional planning, and public engagement. He is skilled in ArcGIS and Adobe InDesign, Illustrator, and Photoshop. Before joining GrantWorks, Joe was a planner in Austin Energy’s Public Involvement and Real Estate Services Departments. He analyzed site plans and plats for code compliance in this position and researched and reviewed urban land development proposals and studies. He provided technical assistance for citizens, developers, and other city officials. Joe has an MUP in Sustainable Land Use and a BA in Public Administration from the University of Kansas in Lawrence.

Edwin Bautista, AICP, Planner

Edwin Bautista has six years of management experience and is a Planner at GrantWorks. Edwin develops comprehensive plans and zoning ordinances, leveraging public engagement strategies and GIS mapping to inform community planning efforts. He actively participates in community and stakeholder engagement by hosting public meetings, administering surveys, and interviewing officials to gather diverse perspectives for comprehensive planning. Edwin manages data collection and analysis, ordinance review and revisions, and plan drafting, using various sources and GIS technology to support effective planning and community development strategies. He holds an MS in Community and Regional Planning and a BA in Urban Studies from the University of Texas. He is also an AICP Certified Planner.

Nicholas Hill, Planner

Nicholas Hill is a Planner with growing planning experience. He assists with developing plans for rural Texas communities through Community Development Block Grants (CDBG) administered by the Texas Department of Agriculture (TDA) and CDBG-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) administered by the Texas General Land Office (GLO). His responsibilities include project management, research (demographic, historical, and economic), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design). He has an MS in Urban and Regional Planning and a BA in Economics from the University of Michigan. Nicholas also has a Certificate in Real Estate Development from the University of Michigan.

Sky Joiner, Associate Planner

Sky Joiner is a detail-oriented planner with exceptional people skills. He is skilled and focused on land use and zoning, data analysis, and community engagement in all its myriad forms. Sky has a natural aptitude for collaborative and independent work and uses creativity to solve problems even in evolving environments. His earlier background in marketing and writing (both copywriting and technical) provides a firm basis for

communication expertise and outreach efforts. Subsequent research involving data collection/analysis (particularly in housing and zoning) centers on the community side of development. Sky has an MS in Urban and Regional Planning from the University of Texas and a BA in English Literature from the University of Alabama.

Gabrielle Patracuolla, Associate Planner

As an Associate Planner with Planning Services, Gabrielle’s work primarily involves assisting with the development of plans for rural Texas communities through Community Development Block Grants (CDBG) administered by the Texas Department of Agriculture (TDA) and CDBG-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) administered by the Texas General Land Office (GLO). Her responsibilities include project management, research (demographic, historical, and economic), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design). Gabrielle has an MS in Community & Regional Planning from the University of Texas and a BA in Urban Studies & Community Development from Indiana University.

3.4.3 Experienced GIS/Mapping Staff

Jennifer Lindsey, GIS Co-Manager

Jennifer Lindsey is a Certified GIS Analyst with over eight years of professional mapping experience. Her key mapping expertise includes cartographic design principles, web mapping, and template design. She is skilled in ArcGIS, ArcGIS Online, and ArcPro. Jennifer first joined GrantWorks as a GIS intern, providing data acquisition, geodatabase management, and mapping design and editing support for comprehensive and hazard mitigation plans. GrantWorks promoted Jennifer to a full-time GIS position in May 2017. Jennifer has a GIS Level I Certification from Austin Community College and a BA in International Relations from Texas State University in San Marcos.

Samantha Zelade, GIS Co-Manager

Samantha Zelade is a Certified GIS Analyst with over eight years of professional mapping experience. Her key areas of mapping expertise include cartographic design principles, custom map design, and training. She is skilled in ArcGIS, ArcFM, and ArcPro. Before joining GrantWorks, Samantha worked as a GIS Technician for the City of Austin Watershed Protection Department, where she was responsible for data editing, management, analysis, and customer service. Samantha has a Level I Certification in GIS from Austin Community College and a BA in Anthropology and Latin American Studies from the University of Texas at Austin.

Monica Merced, GIS Coordinator

Monica Merced is a Certified GIS Analyst with over seven years of professional mapping experience. Her key areas of expertise include map production, data conversion, and data and metadata creation and maintenance. She is skilled in ArcGIS, ArcFM, and ArcPro. Before joining GrantWorks, Monica worked as a GIS Technician for One Gas-Texas Gas Services, where she digitized new and existing components for systems throughout Texas and in areas of Oklahoma. Monica has a GIS Level I Certificate from Austin Community College and a BS in Psychology from Texas State University.

Alberto Alaniz, GIS Analyst

With a comprehensive background in GIS, Alberto Alaniz has created and maintained online mapping services from scratch using ArcGIS software for three years. He ensures that map data is accurate and complete, covering the data engineering process through domains and attributes while using geoprocessing tools and actively analyzing geographic data through geocoding and georeferencing. Since collaboration is a big part of this role, Alberto works closely with different teams to implement projects on

time. Alberto is a team player, GIS professional, and front-end developer passionate about problem-solving, data analysis, software learning, and spatial analysis. He has a BS in Geographic Information Systems & Technology from Texas A&M University.

Grace Cheptoo, GIS Analyst

Grace Cheptoo has three years of GIS/mapping experience. As a GIS Analyst, she analyzes and interprets spatial data from various sources using GIS software, ultimately supporting urban planning and infrastructure. Grace builds file geodatabases and digitizes and edits geospatial data. She also digitizes or converts various geospatial formats into editable GIS elements. Grace creates, modifies, and analyzes geospatial data and uses cartographic design and data visualization techniques to produce professional maps. She also collects field data and produces and maintains project-specific web mapping applications. Grace has an MS in Environmental Observation & Informatics from the University of Wisconsin and a BA in Geography from Moi University in Kenya.

Vanessa Guadiana, GIS Analyst

With one year of GIS experience, Vanessa Guadiana is a GIS Analyst and an independent-thinking problem solver with a proactive approach to solution-based ideas. With experience in government and transportation, she has honed communication skills to cater to multiple audiences, including executives and the public. Her most recent accomplishments include developing a comprehensive plan for the City of Jonestown and a complete GIS hub providing citizens with relevant GIS data. Vanessa has a GIS Level I Certificate from Austin Community College, a BS in Meteorology from Mississippi State University, and a BA in Creative Writing from the University of Texas.

Andrea Molina, GIS Analyst

Andrea Molina is a GIS Analyst with more than five years of professional mapping experience. Before joining GrantWorks, Andrea worked as a Team Lead for Apex Systems with Apple Maps, where she coordinated a team of 30 GIS analysts to complete projects of varying priority. Andrea has a GIS Level I Certification and is completing an MS in Geoinformatics at the University of Texas at San Antonio.

3.5 Resumes of Key Personnel

GrantWorks has provided resumes for its key personnel assigned to this project in **Attachment 1 – Resumes of Key Personnel**. Our resumes describe the experience, expertise, and knowledge each person brings to the team.

3.6 Present and Projected Workloads

GrantWorks understands, has the resources, and can carry out the scope of work requested in a timely manner. We are committed to helping towns, cities, counties, and water supply corporations like the Town apply for and manage grants for over 40 years. Over the years, we have built a reputation as a trusted partner with a long history of working with many Texas communities. Our deep and mutually respectful relationship with our clients is the key to our success.

- ▶ We understand each client’s internal capacity and the impact 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 it on schedule.

We help our project managers provide the highest service quality by balancing workloads through ongoing management and team support (**Figure 14**).

- ▶ 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 years of experience and lessons learned to inform the process.
- ▶ We also consider each project manager’s tenure and capacity.
- ▶ GrantWorks holds weekly staff meetings to confirm that all employees are current on critical milestones, outstanding information, in-process activities, and next steps towards project completion.
- ▶ Staff also regularly meet with management to evaluate project progress. Our management team reviews all project progress to ensure we have allocated appropriate resources for each project’s progression.
- ▶ Our management team ensures that we identify and avoid potential project risks early and give the right level of attention to each project.

A weekly team meeting also provides a forum for discussing and evaluating project management-related challenges and solutions. 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.

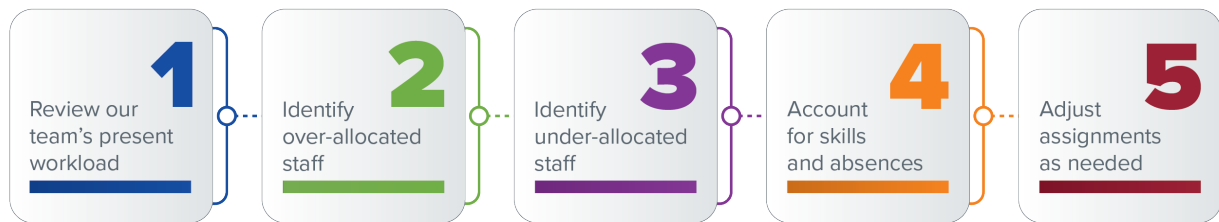


Figure 14: GrantWorks Actively Manages Workload During Project Execution by Following a Simple Five-Step Workload Management Process. We continuously review and revise the present and projected workload as projects progress.

3.7 Adequacy of Resources

GrantWorks employs 300+ staff members who work out of 3 primary offices and 77 field locations strategically situated throughout Texas (**Figure 15**). We have primary offices in Austin, Galveston, and Paris. Field locations include Abilene, Alice, Alpine, Amarillo, Aubrey, Barker, Bastrop, Bedford, Belton, Bryan, Buffalo, Buda, Clute, College Station, Conroe, Corpus Christi, Crawford, Cypress, Dallas, Denton, Dripping Springs, Edinburg, Elgin, El Paso, Floresville, Fort Worth, Friendswood, Frisco, Georgetown, Gilmer, Hallettsville, Harlingen, Hebbronville, Houston, Humble, Hutto, Jarrell, Katy, Kirbyville, Kyle, Lago Vista, Leander, Longview, Lubbock, Lufkin, Marble Falls, McAllen, McGregor, McKinney, New Braunfels, New Coney, Newton, New Ulm, Odessa, Palacios, Pearland, Pearsall, Pflugerville, Pharr, Plano, Quitman, Richmond, Rosenberg, Round Rock, San Angelo, San Antonio, San Marcos, Seabrook, Sinton, Spring, Sugarland, Temple, Tyler, Victoria, Waco, Whitehouse, Wichita Falls, and Wimberley. 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.



Figure 15: GrantWorks Primary Offices and Field Locations.

SECTION 4

PROPOSED COST OF SERVICES

SECTION 4 – PROPOSED COST OF SERVICES

4.1 Scope of Services

GrantWorks will prepare the grant application for the Town of Shady Shores’s GLO 2024 CDBG-MIT RCP project. Our services include:

Application Preparation Services: GrantWorks will assist the Town in preparing a planning application for submission to the GLO 2024 CDBG-MIT RCP fund, assist in organizing and completing application requirements, and respond to any requests by GLO for clarification or supplemental application information. The Town will be responsible for costs associated with publishing required application notices.

Planning Services: We will work with the Town to define community goals and objectives, detail implementation actions during an agreed-upon planning period, and provide illustrative maps, tables, and graphics of recommendations. GrantWorks coordinates and hosts at least three (3) workshops to discuss community needs and determine goals and objectives during the planning process and at least one (1) presentation to the local public official body with a final public hearing at the time work is substantially complete. We will also be in the community several times during the planning process to conduct fieldwork and interview key stakeholders, including Town staff, local businesses, and community leaders. We may arrange additional workshops or presentations as needed upon mutual agreement between the Town and GrantWorks. GrantWorks will complete all mapping products using CAD-convertible ArcGIS software, the industry standard. Also, we will provide maps in paper and Adobe PDF digital formats.

4.2 Cost of Services

GrantWorks will prepare the planning grant application at no cost. As shown in **Figure 16**, we will also complete planning studies at the specified service cost.

Figure 16: GrantWorks Cost of Services

SERVICES	LUMP SUM
RCP Plan Development Total Cost	\$267,000
RCP Grant Administration Total Cost	\$33,000
RCP Grand Total (Development + General Administration)	\$300,000
Grant Administration % of Grand Total	11%

Cost of Services: Planning and Management Services

To be completed by proposing firm:

The Entity may apply for all, none, or any combination of the activities listed below and choose one or more service providers to implement its awarded Planning and Management activities.

- Development, adoption, and implementation of Building Codes that meet or exceed the standards set forth in the International Residential Code 2012 (IRC 2012);
- Development, adoption, and implementation of a Flood Damage Prevention Ordinance that meets CDBG-MIT requirements of at least 2 feet above base flood elevation;
- Development, adoption, and implementation of a Zoning Ordinance based upon a land use plan or comprehensive plan;
- Development and adoption of forward-looking land use plans that integrate hazard mitigation plans;
- Development and adoption of forward-looking Comprehensive Plans that integrate hazard mitigation plans; or
- Public Service activities focused on education and outreach campaigns designed to alert communities and beneficiaries to opportunities to further mitigate identified risks through insurance, best practices, and other strategies. Public information activities leading to Community Rating System (CRS) credit accrual and CRS eligibility are eligible under this activity.

CDBG-MIT funds administered and implemented through the Texas General Land Office fund these planning activities, and the Mitigation Plan development and approval oversight is administered by HUD and implemented through the Texas General Land Office. Grant awards will be \$300,000 per applicant. The proposed program start date is six (6) months after HUD's approval of [the CDBG-MIT RCP Action Plan] (TBD) and will be processed for eligibility on a first come, first served basis. The proposed end date is six (6) years from the start of the program.

Resilient Communities Program will fund the development, adoption, and implementation of modern and resilient building codes and flood damage prevention ordinances to ensure that structures built within the community can withstand future hazards.

As part of the procurement process, GLO requires administrators to disclose and certify the percentage of profit for professional administrative service costs over \$50,000. GrantWorks' expected profit is 6.1% of the above-referenced fee based on the company's 2019 gross revenue and net profit.

As with all proposals, the cost is one factor to be considered. Our fee contains the level of staffing needed to deliver the services required in the contract.

4.3 Affirmative Action

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

4.4 Equal Employment Opportunity

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



ATTACHMENT 1

RESUMES OF KEY PERSONNEL

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

GrantWorks has provided the following resumes of key personnel.

- ▶ Carlos Beceiro, AICP, Vice President of Planning Services
- ▶ Danielle Rojas, AICP, Director of Planning Services
- ▶ Joe Beeler, Senior Planner
- ▶ Edwin Bautista, AICP, Planner
- ▶ Nicholas Hill, Planner
- ▶ Sky Joiner, Associate Planner
- ▶ Gabriella Patracuolla, Associate Planner
- ▶ Jennifer Lindsey, GIS Co-Manager
- ▶ Samantha Zelade, GIS Co-Manager
- ▶ Monica Merced, GIS Coordinator
- ▶ Alberto Alaniz, GIS Analyst
- ▶ Grace Cheptoo, GIS Analyst
- ▶ Vanessa Guadiana, GIS Analyst
- ▶ Andrea Molina, GIS Analyst

CARLOS BECEIRO, AICP

VICE PRESIDENT OF PLANNING SERVICES



PROFESSIONAL QUALIFICATIONS

Carlos Beceiro is a Certified Planner and Grant Administrator with over 18 years of planning experience. He has successfully written over 40 plans for cities and counties throughout Texas and has overseen various other planning projects, including mapping and public outreach services. Carlos has over 12 years of grant writing experience preparing applications for state and federal-funded planning programs.

Carlos's organizational efforts ensure that the department's planning and mapping documents are of the highest quality. GrantWorks' plans regularly go beyond what is required by state and federal guidelines.

RELEVANT EXPERIENCE

VICE PRESIDENT OF PLANNING SERVICES, GRANTWORKS, INC., AUSTIN, TEXAS, JUNE 2006 - PRESENT

As Vice President of Planning Services, Carlos supervises and mentors the GrantWorks'14-member Planning Services Team. He manages various privately funded and state-funded planning projects. He also oversees the development of deliverables, including comprehensive plans and other planning activities such as community outreach projects, Zoning Ordinance development, and GIS mapping services. A summary of key planning projects includes the following.

Planner, Comprehensive Plan, City of Kirbyville, Kirbyville, Texas, TDA TxCDBG Contract No. 7219084, September 2019 – August 2021, Grant Amount: \$44,430

The Deep East Texas community of Kirbyville contracted with GrantWorks Planning Services for application and plan writing services for a 2019 update of their 2006 Comprehensive Plan. Plagued with drainage issues and severe damage from Hurricane Harvey, the community struggled as the COVID-19 pandemic reduced their sales tax revenue and stretched their resources. Economic development and drainage system studies were crucial to the plan, as was further study and development of the recreation and open space system.

18 YEARS

GRANT WRITING AND PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community and Regional Planning, University of Texas at Austin, Texas, 2006

Bachelor of Arts, Archeology, University of Texas at Austin, Texas, 1993

HIGHLIGHTS

Written over 40 successfully funded planning grants.

Team Leader

Fluent in Spanish

REGISTRATIONS/ CERTIFICATIONS

Certified Planner, American Institute of Certified Planners (AICP)

TxCDBG Certified Administrator, Texas Department of Agriculture, 2023-2024

Planner, Comprehensive Plan, City of Tenaha, Tenaha, Texas, TDA TxCDBG Contract No. 7219134, September 2019 – April 2021, Grant Amount: \$36,810

Tenaha, another Deep East Texas community, contracted with the GrantWorks team to develop a first-ever Comprehensive Plan. The City lacked many recreational resources and a comprehensive analysis of its infrastructure systems and economic conditions. With population growth projected, the evolving East Texas community needed added capacity in many areas, and a path to reach these goals was mapped out.

Planner, Comprehensive Plan, City of Hale Center, Hale Center, Texas, December 2018 – January 2020, TDA TxCDBG Contract No. 7218064, Grant Amount: \$44,430

The growing Panhandle community of Hale Center hired GrantWorks to write their most recent Comprehensive Plan, which suggested improvements to infrastructure within the City parks, and strategies for implementing Economic Development. GrantWorks wrote the plan closely with the City's Council and City Manager. Since writing the plan, the City has embarked on several projects to implement the plan, such as recent improvements to the City's main recreational area, Caudle Park.

Planner, Comprehensive Plan, City of Los Fresnos, Fresnos, Texas, September 2012 – February 2014, TDA TxCDBG Contract No. 712044, Grant Amount: \$55,000

GrantWorks carefully developed the Los Fresnos plan through meetings with City stakeholders such as the Community Development Corporation, Planning and Zoning Committee, Parks Advisory Board, and the City Council. Input from these groups steered the goals and objectives of each study incorporated into the plan, including Base Studies, Infrastructure Studies, Thoroughfare, and Parks Studies. As Lead Planner, Carlos reviewed the City's Zoning and Subdivision regulations and recommended amendments to implement plans.

Planner, Colonia Comprehensive Plan, Willacy County, Texas, February 2016 – November 2017, TDA TxCDBG Contract No. DR-4223-006, Grant Amount: \$79,000

Willacy County examined its Colonia areas, including the unincorporated communities of Port Mansfield, Sebastian, and Lasara, which contain over 3,000 people in almost 1,350 housing units. The proposals include extending sewers to several of the County's smaller Colonias, such as Tamezvilleis. The County recently implemented this proposal with a Colonia construction grant.

Planner, Hazard Mitigation Action Plan, Lamb County, and Lynn County, Texas, November 2019 – December 2020, Contract No. DR-4272-0017, Grant Amount: \$200,000

Lamb and Lynn Counties and over 20 other cities, ISDs, and hospital districts created a Hazard Mitigation Action Plan. The plan developed hazard histories and mitigation actions for the specific hazard areas of floods, hurricanes/tropical storms, wildfires, tornadoes, drought, riverine erosion, extreme heat, hailstorms, severe winter storms, windstorms, and lightning.

WORK EXPERIENCE

- ▶ Vice President of Planning Services, GrantWorks, Inc., Austin, Texas, January 2022 – Present
- ▶ Associate Vice President of Planning Services, GrantWorks, Inc., Austin, Texas, June 2006 – December 2021
- ▶ Proofreader, Texas Legislative Council, Austin, Texas, November 2000 – August 2001
- ▶ Manager, Antone's Record Label, Austin, Texas, July 1998 – September 2000
- ▶ Archeologist, Texas Parks and Wildlife Department, Austin, Texas, October 1993 – May 1997

DANIELLE ROJAS, AICP

DIRECTOR OF PLANNING SERVICES



PROFESSIONAL QUALIFICATIONS

Danielle Rojas is a Certified Planner and Certified TDA TxCDBG Administrator with over ten years of professional planning experience. Her experience includes nearly two years of work explicitly focused on land-use regulatory policy and more than eight years developing comprehensive plans for cities and towns throughout Texas.

RELEVANT EXPERIENCE

DIRECTOR OF PLANNING SERVICES, GRANTWORKS, INC., AUSTIN, TEXAS, FEBRUARY 2016 – PRESENT

As the Director of Planning Services, Danielle is responsible for administrative and programmatic tasks, including overseeing the planning team and structuring staff work to meet internal and client goals. Danielle also manages CDBG and state-funded Municipal Comprehensive Plans. Key projects include the following:

Planner, Comprehensive Plan, City of Rosebud, Rosebud, Texas, TDA TxCDBG Contract No. 7220134, May 2021 – Present, Grant Amount: \$40,611

The central Texas community of Rosebud received grant funding from the Texas Department of Agriculture (TDA) to update its comprehensive plan. Comprehensive plans examine existing conditions and future needs across various topics relevant to a community's long-term public health, safety, and general welfare. Common subject areas include population change, housing stock, land-use regulation, and infrastructure design and performance (water, wastewater, storm drainage, streets). Rosebud's plan will also examine the local thoroughfares system, including a Capital Improvements Program and a recommended Zoning Ordinance crafted to support community goals. Danielle provides professional planning services (in-person data collection, public engagement, study drafting, and public presentation) and facilitates communication between TDA, local representatives, and municipal staff. Rosebud's comprehensive planning project is on track for completion on time and within budget.

Planner, Comprehensive Plan, City of Wolfe City, Wolfe City, Texas, TDA TxCDBG Contract No. 7219154, September 2019 – July 2021, Grant Amount: \$43,676

The City of Wolfe City used grant funding to rehire GrantWorks, Inc. for an update to its existing comprehensive plan, drafted by GrantWorks planners in 2008. The updated plan includes 13 chapters

10 YEARS

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community, and Regional Planning, University of Texas at Austin, Texas, 2013

Master of Arts, Latin American Studies, University of Texas at Austin, Texas, 2013

Bachelor of Arts, International Relations, Florida State University, Tallahassee, Florida, 2008

HIGHLIGHTS

Developed and successfully closed over 17 CDBG Planning & Capacity Building Grants

REGISTRATIONS/ CERTIFICATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2023-2024

TRAINING

Conflict Resolution Training, 90 hours, University of Texas, Austin, Texas, 2012

PROFESSIONAL AFFILIATIONS

Member, American Institute of Certified Planners (AICP)

Member, American Planning Association (APA)

covering common subject areas, recreation/open space, and economic development. The plan also includes a Capital Improvements Plan and a recommended Zoning Ordinance to replace the existing ordinance (originally drafted in 1972). GrantWorks completed the plan on time and within budget, and Wolfe City continues to pursue plan implementation through recommended projects.

Planner, Comprehensive Plan, City of Fulton, Fulton, Texas, TDA TxCDBG Contract No. 7218044, November 2018 – December 2019, Grant Amount: \$40,260

Fulton, a small coastal fishing community in south Texas, faced significant planning and development challenges before Hurricane Harvey. Over the last several decades, limited available land for new growth and increasing luxury vacation housing development have led to high property and housing costs. Many residents fear being priced out of their community. Residents also noted occasional tensions between a desire to protect Aransas Bay and its coastline as a valuable environmental resource while relying economically on the fishing and tourism industries. Hours of sustained high winds during Harvey severely damaged or destroyed many structures throughout Fulton, adding extensive reconstruction to the list of community needs. GrantWorks worked with City staff, public representatives, and residents to develop a comprehensive plan to support sustainable, long-term recovery in Fulton. In addition to establishing goals and objectives to address housing and infrastructure needs, Fulton's 13-chapter plan provides Zoning and Subdivision Ordinances to support plan implementation. GrantWorks completed the plan on time and within budget.

Planner, Comprehensive Plan, City of Wharton, Wharton, Texas, TDA TxCDBG Contract No. 7216124, January 2017 – December 2018, Grant Amount: \$115,389

The City of Wharton received funding from TDA to develop a comprehensive plan to assess current needs and guide future development decisions across several key areas: housing, land use, public utilities, parks and recreation facilities, economic development, central business district enhancement, and local thoroughfare improvements. GrantWorks conducted extensive fieldwork and hosted several community workshops to inform the plan. However, in August 2017, Hurricane Harvey resulted in major flooding throughout Wharton. Plan recommendations were adjusted to emphasize short-, medium-, and long-term hazard recovery and mitigation strategies to address the new needs created by extensive flooding. GrantWorks completed the plan on time and within budget.

EMPLOYMENT HISTORY

- ▶ Director of Planning Services, GrantWorks, Inc., Austin, Texas, September 2022 – Present
- ▶ Assistant Director of Planning Services, GrantWorks, Inc., Austin, Texas, September 2018 – September 2022
- ▶ Planner, GrantWorks, Inc., Austin, Texas, February 2016 – August 2018
- ▶ Zoning and Land Use Paralegal, Pennington Law Firm, Columbia, South Carolina, March 2014 – October 2015
- ▶ Graduate Research Assistant, University, Austin, Texas, May 2010 – December 2011 and June 2012 – December 2012
- ▶ Administrative Assistant/Legal Support Services, Gray Robinson, Austin, Texas, August 2005 – August 2009

JOE BEELER

SENIOR PLANNER



PROFESSIONAL QUALIFICATIONS

Joe Beeler is a professional planner with over eight years of planning experience. His key areas of planning expertise include development regulation and review, regional planning, and public engagement. He is skilled in ArcGIS and Adobe InDesign, Illustrator, and Photoshop.

Before joining GrantWorks, Joe was a planner in Austin Energy's Public Involvement and Real Estate Services Departments. In this role, he analyzed site plans and plats for code compliance, researched and reviewed urban land development proposals and studies, and provided technical assistance for citizens, developers, and other city officials.

RELEVANT EXPERIENCE

SENIOR PLANNER/PLANNER, GRANTWORKS, INC., AUSTIN, TEXAS, OCTOBER 2021 – PRESENT

As a Planner with Planning Services at GrantWorks, Joe develops comprehensive plans for rural Texas communities through Community Development Block Grants administered by the Texas Department of Agriculture (TDA). He is responsible for project management, research (demographic, historical, and economic), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design).

Planner, Comprehensive Plan, City of Hempstead, Hempstead, Texas, TDA TxCDBG Contract No. 722034, October 2021 – Present, Grant Amount: \$65,780

The City of Hempstead received funding to develop a comprehensive plan to assess current needs and guide future development decisions. Comprehensive plans examine existing conditions and future needs across various topics relevant to a community's long-term public health, safety, and general welfare. Common subject areas include population change, housing stock, land-use regulation, and infrastructure design and performance (water, wastewater, storm drainage). Hempstead's plan includes a recreation and open space study and a Capital Improvements Program. Throughout the project, Joe provided professional planning services (in-person data collection, public engagement, study drafting, and public presentation) and facilitated communication between the TDA, local representatives, and municipal staff. GrantWorks completed Hempstead's comprehensive planning project on time and within budget.

8 YEARS

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Urban Planning, Sustainable Land Use, University of Kansas, Lawrence, Kansas, 2018

Bachelor of Arts, Public Administration, Minor in Geography, University of Kansas, Lawrence, Kansas, 2015

HIGHLIGHTS

Successfully drafted and finalized over 500 staff reports for zoning review.

PROFESSIONAL AFFILIATIONS

Member, American Planning Association (APA)

PLANNER II, AUSTIN ENERGY, AUSTIN, TEXAS, DECEMBER 2020 – OCTOBER 2021

Joe reviewed preliminary site plans and plats for code and criteria compliance, researched and reviewed urban land development proposals and studies, and studied procedural, ordinance, and charter changes to analyze the impact on planning proposals and studies. He met with and answered questions from citizens, developers, and other city officials by providing technical assistance.

SENIOR PLANNER, CHATTANOOGA-HAMILTON COUNTY REGIONAL PLANNING AGENCY, CHATTANOOGA, TENNESSEE, MAY 2018 – DECEMBER 2020

Joe reviewed applications for zoning changes and special permits, conducted site research and analysis, and curated monthly staff reports for the consideration of the Regional Planning Commission and respective elected representatives. Ancillary duties included interpreting development codes and policies, subject research on policy studies, public engagement and education, public presentation on findings, and assisting with daily public inquiries.

PLANNING AIDE, CITY OF LAWRENCE, LAWRENCE, KANSAS, SEPTEMBER 2016 – MAY 2018

Daily tasks involved assisting planners and office administration, preparing correspondence, researching zoning and design review cases, and developing mailers for monthly Planning Commission meetings.

PLATS COORDINATOR/GIS TECHNICIAN, CITY OF LUBBOCK PLANNING DEPARTMENT, LUBBOCK, TEXAS, AUGUST 2015 – MAY 2016

Joe assisted clients with subdivision regulations and processes, distributed subdivision submissions for code review and approval, and managed client correspondence with department directors.

EMPLOYMENT HISTORY

- ▶ Senior Planner, GrantWorks, Inc., Austin, Texas, March 2024 - Present
- ▶ Planner, GrantWorks, Inc., Austin, Texas, October 2021 – March 2024
- ▶ Planner II, Austin Energy, Austin, Texas, December 2020 – October 2021
- ▶ Senior Planner, Chattanooga-Hamilton County Regional Planning Agency, Chattanooga, Tennessee, May 2018 – December 2020
- ▶ Planning Aide, Lawrence Planning Department, Lawrence, Kansas September 2016 – May 2018
- ▶ Plats Coordinator/GIS Technician, City of Lubbock Planning Department, Lubbock, Texas, August 2015 – May 2016

EDWIN BAUTISTA, AICP PLANNER



PROFESSIONAL QUALIFICATIONS

Edwin Bautista brings a rich and diverse professional background, primarily focusing on urban studies, planning, and real estate, complemented by project management and regulatory experience. Edwin's career spans various organizations, including Texas Housers, where he helped elevate housing policies for low-income Texans, setting forth his commitment to social causes and community development. While at Lockwood, Andrews & Newnam Inc., Edwin honed his expertise in land acquisition, quality control, and stakeholder coordination for infrastructure projects, demonstrating his ability to navigate complex regulatory environments and contribute to critical transportation and utility projects.

Edwin's career achievements include facilitating the right-of-way acquisition process for major projects and contributing to civic engagement as an active member of various local community organizations. His bilingual proficiency and certifications further exemplify his versatile skill set and dedication to professional development. A solid educational foundation underpins Edwin's experience, and his work reflects a deep commitment to urban planning and development, characterized by effective communication, leadership, and a proactive approach to problem-solving in both government and commercial sectors.

RELEVANT EXPERIENCE

PLANNER/ASSOCIATE PLANNER, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2024 – PRESENT

- ▶ Engages in the development of comprehensive plans and zoning ordinances, leveraging public engagement strategies and GIS mapping to inform community planning efforts
- ▶ Actively participates in community and stakeholder engagement through hosting public meetings, administering surveys, and interviewing officials to gather diverse perspectives for comprehensive planning.
- ▶ Manages data collection and analysis, ordinance review and revisions, and plan drafting, utilizing various sources and GIS technology to support effective planning and community development strategies.

6 YEARS

MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community and Regional Planning, University of Texas, Austin, Texas, 2023

Bachelor of Arts, Urban Studies, University of Texas, Austin, Texas, 2020

HIGHLIGHTS

Bilingual, Spanish

Creative Problem Solver

Microsoft, Adobe, GIS

REGISTRATIONS/ CERTIFICATIONS

Texas Volunteer Deputy Registrar

Certified Planner, Candidate, American Institute of Certified Planners, June 2024

TRAINING

The Art of Community Engagement, Austin, TX, 2023

Urban Politics, Austin, TX, 2023

Community Development, Austin, TX 2022

PROFESSIONAL AFFILIATIONS

Member, American Planning Association, Present

Member, Urban Land Institute Austin Chapter, Present

MANAGEMENT ADMINISTRATOR, TEXAS HOUSERS, AUSTIN, TEXAS, AUGUST 2021 – MARCH 2024

- ▶ Managed nonprofit accounting tasks, including preparing payroll and audit reports for state and federal authorities.
- ▶ Wrote business correspondence to vendors, clients, and donors and assisted with fundraising events and marketing.
- ▶ Assisted with community and regional planning tasks, such as collecting and analyzing data for reports and evaluating policies enacted or proposed by local, state, and federal governments that impact housing for low-income Texans.

RIGHT-OF-WAY TECHNICIAN, LOCKWOOD, ANDREWS, & NEWMAN INC., AUSTIN, TEXAS, JANUARY 2019 – AUGUST 2021

- ▶ Experience in the right-of-way industry through consulting for state and local governments and private sector clients working on transportation, utility, and other construction projects.
- ▶ Key contributor to land acquisition projects, quality control checks, and reviews of related documentation.
- ▶ Provided support on research reports, client-specific comprehensive plans, marketing analyses, and internal organizational projects related to process improvements and enhancements
- ▶ Coordinated closely with right-of-way agents, managers, landowners, contractors, clients, and other stakeholders to provide customer service while meeting project goals.

APARTMENT LOCATOR, HOUSING SCOUT, AUSTIN, TEXAS, AUGUST 2017 – JULY 2019

- ▶ Located residential rental properties that met clients' needs while assisting in identifying the best option for satisfying individual client requirements.
- ▶ Gained a thorough understanding of central Austin's real estate market through its many neighborhoods, rental buildings, condominiums, and developments.
- ▶ Maintained positive customer service with clients to facilitate repeat business and referrals.

LEASING CONSULTANT, SYNC RESIDENTIAL, AUSTIN, TEXAS, SEPTEMBER 2021 – DECEMBER 2022

- ▶ Managed all steps of the leasing process from initial inquiry to lease execution.
- ▶ Delivered exceptional customer service to residents and prospective residents by building rapport, ensuring met needs, and resolving concerns.
- ▶ Used problem-solving and decision-making skills to address questions and resolve concerns while ensuring the smooth operation of the leasing office.

EMPLOYMENT HISTORY

- ▶ Planner/Associate Planner, GrantWorks, Inc., Austin, Texas, April 2024 – Present
- ▶ Management Administrator, Texas Housers, Austin, Texas, August 2021 – March 2024
- ▶ Right-of-Way Technician, Lockwood, Andrews, & Newman Inc., Austin, Texas, January 2019 – August 2021
- ▶ Licensed Apartment Locator, Housing Scout, Austin, Texas, August 2017 – July 2019
- ▶ Leasing Consultant, Sync Residential, Austin, Texas, September 2021 – December 2022

NICHOLAS HILL PLANNER

PROFESSIONAL QUALIFICATIONS

Nicholas Hill is a Planner with two years of planning experience. A summary of key planning projects includes the following.

RELEVANT EXPERIENCE

PLANNER/ASSOCIATE PLANNER, GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2023 – PRESENT

As a Planner, Nicholas' work primarily involves assisting with developing comprehensive plans for rural Texas communities through Community Development Block Grants administered by the Texas Department of Agriculture (TDA). He was responsible for project management, research (demographic, historical, and economic), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design).

COASTAL ZONING RESEARCH ASSISTANT, COASTAL ZONING RESEARCH PROJECT, UNIVERSITY OF MICHIGAN, ANN ARBOR, MICHIGAN, OCTOBER 2022 – MAY 2023

Nicholas conducted a systematic content analysis for the zoning codes of the Great Lakes coastal cities to evaluate their implementation of coastal resiliency measures. He collaborated with other research assistants to facilitate the sharing of information, strategies, and outcomes.

BRADEMAS FELLOW, LEAD SAFE HOMES PROJECT, CLEARCORPS, DETROIT, MICHIGAN, MAY 2022 – NOVEMBER 2022

CLEARCorps is a nonprofit dedicated to creating healthy homes in Detroit. Through this project, Nicholas helped families with children with elevated blood lead levels to relocate to lead safer housing. His position included two primary responsibilities. First, he conducted outreach, intake, and management of clients. Nicholas met with each client to gather personal information and identify their housing-related needs to begin the relocation process. Second, he compiled housing data, synthesized this information to distribute to clients, and contacted property owners and managers to find potential homes for relocation. Nicholas also attended seminars on lead safety, home-based health hazards, and mitigation strategies.



2 YEARS

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Certificate, Real Estate Development, University of Michigan, Ann Arbor, Michigan, May 2023

Master of Urban & Regional Planning, Urban & Regional Planning, University of Michigan, Ann Arbor, Michigan, May 2023

Bachelor of Arts, Economics, University of Michigan, Ann Arbor, Michigan, May 2021

HIGHLIGHTS

Experience in spatial analysis in visualization in GIS

Proficient in Spanish

GRADUATE STUDENT INSTRUCTOR, COMMUNICATIONS AND MEDIA DEPARTMENT, UNIVERSITY OF MICHIGAN, ANN ARBOR, MICHIGAN, APRIL 2021 – APRIL 2022

Nicholas facilitated conversations about gender and sexuality to engage diverse opinions. He fostered a safe, inclusive classroom environment to promote active participation. He also graded individual and group assignments for undergraduate students. Nicholas supported student learning by setting expectations, assisting with assignments, and providing feedback on Canvas and during office hours.

CONSULTANT, DETROIT REVITALIZATION AND BUSINESS IMPACT PROJECT, DETROIT, MICHIGAN, SEPTEMBER 2020 – APRIL 2021

Nicholas consulted on Let's Detroit's marketing, engagement, and expansion strategies. He researched the needs of Let's Detroit and the Detroit community to understand how the project team could best support them. He also disseminated research findings and recommendations at the annual Detroit Revitalization and Business Impact Conference on April 9, 2021.

EMPLOYMENT HISTORY

- ▶ Planner, GrantWorks, Inc., Austin, Texas, May 2024 – Present
- ▶ Associate Planner, GrantWorks, Inc., Austin, Texas, May 2023 – May 2024
- ▶ Coastal Zoning Research Assistant, University of Michigan, Ann Arbor, Michigan, October 2022 – May 2023
- ▶ Brademas Fellow, CLEARCorps, Detroit, Michigan, May 2022 – November 2022
- ▶ Graduate Student Instructor, Communications & Media Department, University of Michigan, Ann Arbor, Michigan, April 2021 – April 2022
- ▶ Consultant, Detroit, Michigan, September 2020 – April 2021

SKY JOINER

ASSOCIATE PLANNER

PROFESSIONAL QUALIFICATIONS

Sky Joiner is a detail-oriented planner with exceptional people skills. He is skilled and focused on land use and zoning, data analysis, and community engagement in all its myriad forms. Sky has a natural aptitude for collaborative and independent work and uses creativity to solve problems even in evolving environments. His earlier background in marketing and writing (both copywriting and technical) provides a firm basis for communication expertise and outreach efforts. Subsequent research involving data collection/ analysis (particularly in housing and zoning) centers on the community side of development.

RELEVANT EXPERIENCE

ASSOCIATE PLANNER, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2024 – PRESENT

Sky performs a variety of analysis needs, conducts community and stakeholder engagement efforts, and assists in supporting all community planning functions. His work primarily involves helping with the development of plans for rural Texas communities through Community Development Block Grants (CDBG) administered by the Texas Department of Agriculture (TDA) and CDBG-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) administered by the Texas General Land Office (GLO). Sky's responsibilities include project management, research (demographic, historical, and economic), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design).

COPY EDITOR, CORNERSTONE HOME LENDING, SAN ANTONIO, TEXAS, SEPTEMBER 2022 – NOVEMBER 2023

Sky managed the creation and copyediting of flyers, web content, and other materials. He worked closely with colleagues while juggling multiple projects on tight deadlines.

COPYWRITER/PROOFREADER/TUTOR, FREELANCE, SAN ANTONIO, TEXAS, AUGUST 2016 – AUGUST 2022

Sky crafted and edited innumerable types of texts. He also collaborated with diverse clients, from concept to execution.

ADMINISTRATOR/INSURANCE CLERK, ACTION ROAD FAMILY DENTISTRY, BIRMINGHAM, ALABAMA, AUGUST 2015 – JULY 2016

Sky acquired detailed-oriented knowledge of a range of insurance requirements. He compiled and tracked data while handling claims.



1 YEAR

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Urban and Regional Planning, University of Texas, San Antonio, Texas, 2024

Bachelor, English Literature, University of Alabama, Birmingham, Alabama, 2011

HIGHLIGHTS

Knowledge of GIS, AutoCAD, SketchUp, Adobe, and Microsoft software

Attention to detail

Multi-tasker

EMPLOYMENT HISTORY

- ▶ Associate Planner, GrantWorks, Inc., Austin, Texas, April 2024 – Present
- ▶ Copy Editor, Cornerstone Home Lending, San Antonio, Texas, September 2022 – November 2023
- ▶ Copywriter/Proofreader/Tutor, Freelance, San Antonio, Texas, August 2016 – August 2022
- ▶ Administrator/Insurance clerk, Action Road Family Dentistry, Birmingham, Alabama, August 2015 – July 2016

GABRIELLE PATRACUOLLA

ASSOCIATE PLANNER



PROFESSIONAL QUALIFICATIONS

Gabrielle Patracuolla is an Associate Planner with less than one year of planning experience. A summary of key planning projects includes the following.

RELEVANT EXPERIENCE

ASSOCIATE PLANNER, GRANTWORKS INC., AUSTIN, TEXAS, AUGUST 2023 – PRESENT

As an Associate Planner with Planning Services at GrantWorks, Gabrielle’s work primarily involves assisting with the development of plans for rural Texas communities through Community Development Block Grants (CDBG) administered by the Texas Department of Agriculture (TDA) and CDBG-Mitigation (CDBG-MIT) Resilient Communities Program (RCP) administered by the Texas General Land Office (GLO). Her responsibilities include project management, research (demographic, historical, and economic), public outreach and engagement, data collection and analysis (both primary and secondary data), and plan production (drafting and design).

FRONT OF HOUSE TEAM MEMBER, UCHIKO, AUSTIN, TEXAS, AUGUST 2021 – JULY 2023

Gabrielle facilitated organization during service by bussing tables, updating the host team, and communicating with the kitchen about high-level guests. She was responsible for administrative work such as inventory and host team management. She managed guest expectations and curated positive guest experiences with effective communication.

ASSISTANT GARDEN MANAGER, THE HEALING GARDEN, BLOOMINGTON, INDIANA, MAY 2021 – AUGUST 2021

Gabrielle used her GIS and mapping skills to create a garden map. This map was to be used as a resource for future management to track produce. She cultivated produce and tended to the garden while keeping detailed notes in the team’s daily journal.

INTERN, NEWARK SCIENCE AND SUSTAINABILITY INC., NEWARK, NEW JERSEY, MAY 2019 – AUGUST 2019

Gabrielle managed the farm-to-table co-op program by harvesting, weighing, and distributing produce to community members. She aided in designing the new Garden of Hope by mapping our locations for infrastructure and choosing sustainable building materials and companies. Gabrielle presented the final project on sustainable products that could be used in new garden spaces to create community spaces in alignment with the organization’s mission.

1 YEAR

PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community and Regional Planning, University of Texas, Austin, Texas, 2023

Bachelor of Arts, Urban Studies and Community Development, Indiana University, Bloomington, Indiana, 2021

Bachelor of Arts, Environmental and Sustainability Studies, Indiana University, Bloomington, Indiana, 2021

HIGHLIGHTS

Attention to Detail

Client Relations

Community Engagement

REGISTRATIONS/ CERTIFICATIONS

Peace Corps Preparation Program Certificate

EMPLOYMENT HISTORY

- ▶ Associate Planner, GrantWorks, Inc., Austin, Texas, August 2023 – Present
- ▶ Front of House Team Member, Uchiko, Austin, Texas, August 2021 – July 2023
- ▶ Assistant Garden Manager, The Healing Garden, Bloomington, Indiana, May 2021 – August 2021
- ▶ Intern, Newark Science and Sustainability Inc., Newark, New Jersey, May 2019 – August 2019

JENNIFER LINDSEY

GIS CO-MANAGER



PROFESSIONAL QUALIFICATIONS

Jennifer Lindsey is a Certified GIS Analyst with over eight years of professional mapping experience. Her key mapping expertise includes cartographic design principles, web mapping, and template design. She is skilled in ArcGIS, ArcGIS Online, and ArcPro.

Jennifer first joined GrantWorks as a GIS intern, providing data acquisition, geodatabase management, and mapping design and editing support for comprehensive and hazard mitigation plans. Grant Works promoted Jennifer to a full-time GIS position in May 2017.

RELEVANT EXPERIENCE

GIS CO-MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2017 – PRESENT

As a GIS Co-Manager with Planning Services at GrantWorks, Jennifer conducts feasibility and workflow impact analysis for all new platforms, maintains all ESRI product inventory, and manages the central GIS data depository. Jennifer also provides GIS Analyst support for Planning Services and other GrantWorks departments.

GIS TECHNICIAN, TEXAS GAS SERVICE, AUSTIN, TEXAS, FEBRUARY 2017 – MAY 2017

- ▶ Correlated as-built gas system records to digitized legacy networked features for analysis and risk mitigation.
- ▶ Researched gas line ownership, relocation, shut-off, and payment delinquency to determine the location and operational status of lines.
- ▶ Used Google Imagery to determine the ground location, parent/child, or primary/secondary relationship of commercial and private gas risers and lines.

GIS INTERN, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, SEPTEMBER 2016 – DECEMBER 2016

- ▶ Updated attribute information for the Coastal Resources Protected Lands Project.
- ▶ Researched historical land grant records to determine accurate ReGen boundaries.
- ▶ Cleaned ReGen data by subdividing tracts proportionally and resolving contiguous and non-contiguous overlapping polygons.
- ▶ Created maps of updated Coastal Resource Grant recipient locations for the Coastal Impact Association Project.

8 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, International Relations, Texas State University, San Marcos, Texas, May 2006

HIGHLIGHTS

Blend function and form into all map design elements

Brings focus to clients' goals, perspectives, and landscapes through cartographic principles

Develops manageable data sets that contribute to the sustainable advancement of client's comprehensive plans

TRAINING

ESRI Connect - Austin: ArcGIS Pro Question and Answer, Live Virtual Event, December 2021

Census Training: How to Navigate data.census.gov, Online, September 2019

ACC GIS Micro Course: Collector, Austin, Texas, June 2019

REGISTRATIONS/ CERTIFICATIONS

GIS Level 1 Certification, Austin Community College, Austin, Texas, August 2016

NEXT GENERATION 911 INTERN, ACC INCUBATOR, AUSTIN, TEXAS, JUNE 2016 – SEPTEMBER 2016

- ▶ Used GeoComm and ACC Incubator to develop topological rules to analyze and validate 911 data.
- ▶ Conducted spatial accuracy analysis of address points and road intersections in adherence to the National Standard for Spatial Data Accuracy (NSSDA).
- ▶ Applied West's software MapSAG to analyze geocoding logic.
- ▶ Generated quality control measures for the spatial accuracy analysis.
- ▶ Provided Geospatial Assessment Reports for all participating counties to the Commission on State Emergency Communications (CSEC).

EMPLOYMENT HISTORY

- ▶ GIS Co-Manager, GrantWorks, Inc., Austin, Texas, May 2022 – Present
- ▶ GIS/Mapping Analyst and Co-Team Lead, GrantWorks, Inc., Austin, Texas, May 2017 – May 2022
- ▶ GIS Technician, Texas Gas Service, Austin, Texas, February 2017 – May 2017
- ▶ GIS Intern, Texas General Land Office, Austin, Texas, September 2016 – December 2016
- ▶ Next Generation 9-1-1 Intern, ACC Incubator, Austin, Texas, June 2016 – September 2016
- ▶ Manager/Server, Blue Dahlia Bistro, Austin, Texas, June 2012 – January 2017
- ▶ Assistant Manager, Wright's Waterlilies, Pukekohe, New Zealand, December 2010 – May 2011
- ▶ Examination Technician, Internal Revenue Service, Austin, Texas, December 2007 – June 2010

SAMANTHA ZELADE

GIS CO-MANAGER



PROFESSIONAL QUALIFICATIONS

Samantha Zelade is a Certified GIS Analyst with over eight years of professional mapping experience. Her key areas of mapping expertise include cartographic design principles, custom map design, and training. She is skilled in ArcGIS, ArcFM, and ArcPro.

Before joining GrantWorks, Samantha worked as a GIS Technician for the City of Austin Watershed Protection Department, where she was responsible for data editing, management, analysis, and customer service.

RELEVANT EXPERIENCE

GIS CO-MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, MARCH 2018 – PRESENT

As a GIS Co-Manager with Planning Services at GrantWorks, Samantha is responsible for all new hire onboarding and training. Samantha also provides GIS Analyst support for Planning Services and other GrantWorks departments.

GIS TECHNICIAN, CITY OF AUSTIN WATERSHED PROTECTION DEPARTMENT, AUSTIN, TEXAS, JANUARY 2017 – FEBRUARY 2018

- ▶ Updated appraisal district parcels and impervious cover planimetrics.
- ▶ Performed data edits and provided quality control and quality assurance of edited data.
- ▶ Researched and interpreted appraisal district data, building permits, and commercial site plans.
- ▶ Assigned and administered the drainage utility fee to the City of Austin customers.
- ▶ Responded to customer inquiries and requests from Austin Energy.
- ▶ Stayed up to date with the municipal code and made sure we complied with city and state regulations.

GIS INTERN, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, SEPTEMBER 2016 – DECEMBER 2016

- ▶ Assisted in developing, compiling, organizing, analyzing, and visualizing spatial data and aerial imagery for the Coastal Resources Program.
- ▶ Edited spatial and tabular data for land survey projects.
- ▶ Created, published, and updated interactive maps for online use.

8 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Anthropology and Latin American Studies, University of Texas at Austin, Texas, 2012

HIGHLIGHTS

Provides clean and organized GIS data.

Fluent in Spanish

REGISTRATIONS/ CERTIFICATIONS

GIS Level I Certificate, Austin Community College, Austin, Texas, 2016

TRAINING

Census Training: How to Navigate data.census.gov, Online, September 2019

ACC GIS Micro Course: Collector – Austin, Texas, June 2019

Census Training: Accessing Data in 2019, Online, June 2019

MENTOR, BIG BROTHERS BIG SISTERS OF CENTRAL TEXAS, AUSTIN, TEXAS, SEPTEMBER 2015 – PRESENT

- ▶ Mentoring at-risk youths in academic and life skills.
- ▶ Initiating meaningful activities for at-risk youth.

SERVER, GERALDINE'S AT THE VAN ZANDT HOTEL, AUSTIN, TEXAS, NOVEMBER 2015 – DECEMBER 2016

- ▶ Assisted guests with making menu choices in an informative and helpful fashion.
- ▶ Supported other areas of the hotel as requested, including answering telephones and completing financial transactions for other staff members.

EMPLOYMENT HISTORY

- ▶ GIS Co-Manager, GrantWorks, Inc., Austin, Texas, May 2022 – Present
- ▶ GIS/Mapping Analyst and Co-Team Lead, GrantWorks, Inc., Austin, Texas, March 2018 – May 2022
- ▶ GIS Technician, City of Austin Watershed Protection Department, Austin, Texas, January 2017 – February 2018
- ▶ GIS Intern, Texas General Land Office, Austin, Texas, September 2016 – December 2016
- ▶ Mentor, Big Brothers Big Sisters of Central Texas, Austin, Texas, September 2015 – Present
- ▶ Server, Geraldine's at the Van Zandt Hotel, Austin, Texas, November 2015 – December 2016

MONICA MERCED

GIS COORDINATOR



PROFESSIONAL QUALIFICATIONS

Monica Merced is a Certified GIS Analyst with over seven years of professional mapping experience. Her key areas of expertise include map production, data conversion, and data and metadata creation and maintenance. She is skilled in ArcGIS, ArcFM, and ArcPro. Before joining GrantWorks, Monica worked as a GIS Technician for One Gas-Texas Gas Services, where she digitized new and existing components for systems throughout Texas and in areas of Oklahoma.

RELEVANT EXPERIENCE

GIS COORDINATOR/ANALYST, GRANTWORKS, INC., AUSTIN, TEXAS, OCTOBER 2018 – PRESENT

As a GIS Analyst with Planning Services at GrantWorks, Monica creates and maintains custom databases and maps for Planning Services and other GrantWorks departments. She also assists Planners with extensive in-the-field geospatial data collection for comprehensive plan inventories. Plan mapping products illustrate existing conditions, proposed improvements, and anticipated/desired future conditions in various planning study areas, including population, housing, land use, and infrastructure (water, wastewater, drainage, and streets).

GIS TECHNICIAN, ONE GAS-TEXAS GAS SERVICES, AUSTIN, TEXAS, FEBRUARY 2017 – OCTOBER 2018

As a Contract GIS Technician, Monica digitized gas system facilities using ArcGIS/ArcFM and performed data entry in Maximo.

PERSONAL ASSISTANT, LUNAWORKS, LLC, AUSTIN, TEXAS, JULY 2015 – JANUARY 2017

Monica worked as a Personal Assistant for a property owner of 14 residences comprising rental homes, Air B&Bs, and demolition projects. Duties included property management of ten properties by creating leases and working directly with tenants; scheduling and setting up Air B&B reservations; tracking expenses for cleaning services and utilities; applying for city permits for demolition projects; tracking expenses for demolition projects, tenant repairs, and labor services; and completing personal tasks for the property owner as needed.

7 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Psychology,
Texas State University, San
Marcos, Texas, 2014

Associate of Science, General
Studies, Austin Community
College, Austin, Texas, May 2012

HIGHLIGHTS

Attention to detail.

Efficient with time management

REGISTRATIONS/ CERTIFICATIONS

GIS Level I Certificate, Austin
Community College, Austin,
Texas, August 2018

TRAINING

Census Training: How to
Navigate data.census.gov,
Online, September 2019

ACC GIS Micro Course: Collector,
Austin, Texas, June 2019

Census Training: Accessing Data
in 2019, Online, June 2019

EMPLOYMENT HISTORY

- ▶ GIS Coordinator/Analyst, GrantWorks, Inc., Austin, Texas, October 2018 – Present
- ▶ GIS Technician, ONE Gas-Texas Gas Services, Austin, Texas, February 2017 – October 2018
- ▶ Nanny, Austin, Texas, April 2015 – February 2017
- ▶ Personal Assistant, LunaWorks, LLC, Austin, Texas, July 2015 – January 2017
- ▶ Studio Manager, Austin Kula Yoga, Austin, Texas, September 2014 – December 2015

ALBERTO ALANIZ

GIS ANALYST



PROFESSIONAL QUALIFICATIONS

With a comprehensive Geographic Information Systems (GIS) background, Alberto Alaniz has created and maintained online mapping services from scratch using ArcGIS software. His work has revolved around ensuring that map data is accurate and complete, covering the data engineering process through domains and attributes while using geoprocessing tools and actively analyzing geographic data through geocoding and georeferencing. Since collaboration is a big part of his role, Alberto works closely with different teams to implement projects on time.

RELEVANT EXPERIENCE

GIS ANALYST, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2024 – PRESENT

- ▶ Manages diverse client accounts with multiple team members, overseeing various stages of geodatabase projects.
- ▶ Develops file geodatabases and digitizes and edits geospatial data, generating maps to meet client needs.
- ▶ Creates, modifies, and analyzes geospatial data to support project objectives.
- ▶ Integrated diverse geospatial formats into GIS elements via digitization or conversion methods.
- ▶ Employs cartographic design and data visualization techniques to produce professional-quality maps.
- ▶ Reviews and acquires geographic data from various sources including TNRIS, TCEQ, TxDOT, USGS, USFWS, County Appraisal District, Census, and FEMA.
- ▶ Produces and maintains project-specific web mapping applications to enhance accessibility and usability.

GIS & FRONT-END DEVELOPMENT SPECIALIST, AYUDA, INC., AUSTIN, TEXAS, MARCH 2023 – MARCH 2024

- ▶ Proficient in programming HTML and CSS for building interactive, responsive websites.
- ▶ Experience in creating well-structured, semantic HTML to enhance accessibility and SEO.
- ▶ Knowledge of responsive web design principles, employing media queries and viewport meta tags to ensure optimal user experience across various devices.
- ▶ Esri suite training online courses, ranging from ArcGIS API for Python to creating Python scripts for various spatial analysis tools.

3 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Geographic Information Systems and Technology, Texas A&M, College Station, Texas, 2021

Web Development Bootcamp, Udemy, 2024

HIGHLIGHTS

ESRI Suite, SQL

JavaScript, Python

JSON, HTML/CSS

REGISTRATIONS/ CERTIFICATIONS

Certified HUD Counselor, 2024

Exploring GIS Map, ESRI, 2021

Python for Everyone, ESRI, 2021

GIS to Solve Problems, ESRI, 2022

TRAINING

Remote Sensing, Texas A&M University, College Station, 2019

Urban Planning, Texas A&M University College Station 2020

Geodatabases GNSS, Texas A&M University, College Station, 2019

PROFESSIONAL AFFILIATIONS

Member, Sigma Gamma Epsilon, 2021

Member, Geography Society, 2021

Member, AYUDA Inc., Present

- ▶ Udemy, self-guided learning material for Web GIS Development, web programming for GIS, Leaflet, and a complete web development bootcamp.

GIS COORDINATOR, AYUDA, INC., AUSTIN, TEXAS, MARCH 2023 – MARCH 2024

- ▶ Created and maintained an online mapping service from the ground up using ArcGIS software to support data insights and deliveries.
- ▶ Ensured accuracy and completeness of map data, including location names, geography, and categories.
- ▶ Designed and created GIS application processes for field use utilizing Field Maps, Survey 123, and Workforce.
- ▶ Researched and downloaded geospatial datasets (parcel information) for project support.
- ▶ Managed data updates in central GIS databases and cloud systems.
- ▶ Collaborated with cross-functional teams to ensure timely implementation of partner projects.
- ▶ Completed other tasks like grant writing, financial counseling/workshops, and case management.

GIS ANALYST, MAXAR TECHNOLOGIES, SAN ANTONIO, TEXAS, DECEMBER 2022 – MAY 2023

- ▶ Applied image processing techniques to enhance and interpret remote sensing data.
- ▶ Conducted land cover and land use classification using remote sensing data.
- ▶ Acquired and processed satellite, aerial, and drone imagery for analysis.
- ▶ Prepared reports and visualizations to communicate findings to upper-level GIS professionals.

GIS TECHNICIAN, CITY OF CIBOLO, CIBOLO, TEXAS, SEPTEMBER 2021 – DECEMBER 2022

- ▶ Maintained and created a variety of GIS layers, geodatabases, and associated software, including georeferencing and geocoding digital/printed plats, and performed quality control as needed.
- ▶ Produced and analyzed geographic spatial information, creating sustaining maps for online and in-the-field use.
- ▶ Assisted city staff with inter-departmental collaboration projects and programs, providing maps and geographic data for street stormwater, sewer, and infrastructure.
- ▶ Developed geographic data, prepared reports, and responded to inquiries from the public and third-party engineering firms.
- ▶ Designed and developed the front-end GIS hub on the city website using HTML and CSS.

GIS FIELD TECHNICIAN, DAVEY RESOURCE GROUP, ATHENS, TEXAS, JUNE 2021 – SEPTEMBER 2021

- ▶ Provided local electric company with real-time, updated quality data to help improve service and reliability.
- ▶ Performed GIS editing and manipulation for mapping the electric company's data with Garmin GPS units in the field utilizing Field Maps/Workforce.
- ▶ Performed Quality Assurance/Quality Control (QA/QC) as needed.

EMPLOYMENT HISTORY

- ▶ GIS Analyst, GrantWorks, Inc., Austin, Texas, April 2024 – Present
- ▶ GIS & Front-end Development Specialist, AYUDA, Inc., Austin, Texas, March 2023 – March 2024
- ▶ GIS Coordinator, AYUDA, Inc., Austin, Texas, March 2023 – March 2024
- ▶ GIS Analyst, Maxar Technologies, San Antonio, Texas, December 2022 – May 2023
- ▶ GIS Technician, City of Cibolo, Cibolo, Texas, September 2021 – December 2022
- ▶ GIS Field Technician, Davey Resource Group, Athens, Texas, June 2021 – September 2021

GRACE CHEPTOO

GIS ANALYST



PROFESSIONAL QUALIFICATIONS

With three years of GIS/mapping experience, Grace Cheptoo's interests lie in Geographic Information Systems (GIS), remote sensing, and conservation. Over the past three years, she has honed her skills in mapping, digitizing, spatial analysis, data analytics, and image analysis.

RELEVANT EXPERIENCE

GIS ANALYST, GRANTWORKS INC., AUSTIN, TEXAS, APRIL 2024 – PRESENT

- ▶ Analyzes and interprets spatial data from various sources using GIS software, ultimately supporting urban planning and infrastructure construction.
- ▶ Builds file geodatabase and digitizes and edits geospatial data.
- ▶ Integrates various geospatial formats into editable GIS elements by digitizing or conversion.
- ▶ Creates, modifies, and analyzes geospatial data.
- ▶ Uses cartographic design and data visualization techniques to produce professional maps.
- ▶ Conducts fieldwork data collection.
- ▶ Produces and maintains project-specific web mapping applications.

GIS SPECIALIST, JONAH WATER SPECIAL UTILITY DISTRICT, HUTTO, TEXAS, JULY 2023 – NOVEMBER 2023

- ▶ Performed ArcGIS Online administration, which entailed creating users and groups, configuring site settings, and creating web maps and web applications to make data and mapping applications available to stakeholders.
- ▶ Supervised GIS Field Technicians to collect water asset data to build the water utility network.
- ▶ Performed data visualization to display the change in population density from 2000 to 2010 and 2010 to 2020 for the Jonah service area using ArcGIS Pro.
- ▶ Geocode customer service meters to 1-meter accuracy, using ArcGIS Pro geoprocessing tools to support the creation of a new GIS for the Water District.
- ▶ Cleaned and organized spatial data to improve the accuracy of programs and data visualizations.

3 YEARS

GIS/MAPPING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Masters, Environmental Observation and Informatics, University of Wisconsin, Madison, Wisconsin, 2022

Bachelor of Geography, Moi University, Kenya, Africa, 2019

HIGHLIGHTS

Data Visualization
Data Management
Cartography
Spatial Analysis

REGISTRATIONS/ CERTIFICATIONS

Partnerships for Enhanced Engagement in Research Spatial Analysis Technical Certificate, 2018

TRAINING

Spatial Data Science: The New Frontier in Analytics, ESRI, 2022

Going Places with Spatial Analysis, ESRI, Redlands, California, 2023

Partnerships for Enhanced Engagement in Research Spatial Analysis Technical Workshop, Mpala Research Centre, Nanyuki, Kenya 2018

PROFESSIONAL AFFILIATIONS

Women+ in Geospatial, Austin, Texas, 2023

GEOSPATIAL ANALYST, THE NATURE CONSERVATORY, REMOTE, JUNE 2022 – FEBRUARY 2023

- ▶ Strengthened mangrove management on the Northern Coast of Kenya to develop a blue carbon offset and resilient credit project for the Lamu-Tana seascape
- ▶ Gathered available mangrove map products from the literature, open-source GIS datasets, and government agencies and evaluated their accuracy to select the best product for an impact analysis
- ▶ Evaluated the overlap and disagreement of mangrove map products
- ▶ Created geospatial covariates of both raster and point data to support mangrove forest restoration in reducing soil erosion
- ▶ Mapped mangrove restoration sites, docks, and ports in ArcGIS, resulting in a better understanding of socioeconomic indicators driving mangrove deforestation
- ▶ Performed mangrove cover change analysis using image classification and redefined conservation boundaries for the Lamu - Tana project in Kenya
- ▶ Provided GIS technical support for a project in Indonesia focused on peatland restoration by producing maps and tables for the project's progress

GEOSPATIAL INTERN, CENTER FOR HEALTH DISPARITIES RESEARCH, MADISON, WISCONSIN, MARCH 2022 – JUNE 2022

- ▶ Geocoded thousands of addresses by using an ArcGIS Pro interface and manually rematching the unmatched addresses
- ▶ Created 104 maps for state and national ADIs using ArcGIS Pro software, resulting in the addition of new maps to the GIS database
- ▶ Performed spatial Analysis in ArcGIS Pro

REMOTE SENSING CONSULTANT, AFRICAN PARKS-AKAGERA NATIONAL PARK, REMOTE, AUGUST 2021 – JUNE 2022

- ▶ Produced the first landcover map of Akagera National Park for management purposes using a Random Forest classification technique with Sentinel 1 and 2 satellite imagery in Google Earth Engine.
- ▶ Performed supervised classification and accuracy assessment of the classification results to determine accuracy using the Kappa coefficient and overall accuracy. Results demonstrated that both metrics were above 0.7
- ▶ Developed an advanced post-classification process for Sentinel imagery using both Google Earth Engine and ArcMap

EMPLOYMENT HISTORY

- ▶ GIS Analyst, GrantWorks, Inc., Austin, Texas, April 2024 – Present
- ▶ GIS Specialist, Jonah Water Special Utility District, Hutto, Texas, July 2023 – November 2023
- ▶ Geospatial Analyst, The Nature Conservatory, Remote, June 2022 – February 2023
- ▶ Geospatial Intern, Center for Health Disparities Research, Madison, Wisconsin, March 2022 – June 2022
- ▶ Remote Sensing Consultant, African Parks-Akagera National Park, Remote, August 2021 – June 2022

VANESSA GUADIANA

GIS ANALYST



PROFESSIONAL QUALIFICATIONS

Vanessa Guadiana is an independent-thinking problem solver with a proactive approach to solution-based ideas. With experience in government and transportation, she has honed communication skills to cater to multiple audiences, including executives and the public. Her most recent accomplishments include the development of a comprehensive plan for the City of Jonestown, as well as a complete GIS hub providing citizens with relevant GIS data.

RELEVANT EXPERIENCE

GIS ANALYST, GRANTWORKS INC., AUSTIN, TEXAS, JULY 2023 – PRESENT

Vanessa is responsible for developing comprehensive GIS plans to map out critical infrastructure and for future planning.

VOLUNTEER, ANIMAL CENTER, AUSTIN, TEXAS, MARCH 2023 – MAY 2023

Based on survey results, Vanessa developed profiles to learn what residents most need of free services.

GIS TECHNICIAN, CITY OF JONESTOWN, JONESTOWN, TEXAS, FEBRUARY 2023 – JULY 2023

Vanessa spearheaded the development of the City's GIS data hub, which was completed with relevant maps focusing on local geography (flood zones, soil data, elevation). She created data dashboards highlighting resident profiles in economics, commuter statistics, and accident data. Vanessa updated all parcel data and shapefiles from outdated versions with the most relevant tax roll data. She also created a zoning search tool for prospective business owners to locate their area of interest and a comprehensive map featuring all layers of important data for cross-research purposes. Vanessa collected field data and designed maps (both online and printed versions) for Jones Brothers Park and Veterans Memorial Park.

CLAIMS EXAMINER, ARRIVE LOGISTICS, AUSTIN, TEXAS, MARCH 2021 – JANUARY 2023

Vanessa was a liaison between customers, carriers, and insurance companies to resolve claims and ensure good relations to keep both parties aligned.

1 YEAR

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Meteorology, Mississippi State University, Starkville, Mississippi, 2021

Bachelor of Arts, Creative Writing, University of Texas, Richardson, Texas, 2009

HIGHLIGHTS

Time Efficient

Communication

Cartographic Design Principles

REGISTRATIONS/ CERTIFICATIONS

GIS Certificate Level I, Austin Texas Community College, Austin, Texas, 2023

STARFLEET TRUCKING, MIDDLEBURY, INDIANA, MAY 2012 – MARCH 2021

Vanessa planned for all scenarios (weather, closures) and kept records of all movements to comply with the laws. She built a genuine appreciation for the diversity within the landscape of North America.

EMPLOYMENT HISTORY

- ▶ GIS Analyst, GrantWorks, Inc., Austin, Texas, July 2023 – Present
- ▶ Volunteer Animal Center, Austin, Texas, March 2023 – May 2023
- ▶ GIS Technician, City of Jonestown, Jonestown, Texas, February 2023 – July 2023
- ▶ Claims Examiner, Arrive Logistics, Austin, Texas, March 2021 – January 2023
- ▶ Starfleet Trucking, Middlebury, Indiana, May 2012 – March 2021

ANDREA MOLINA

GIS ANALYST



PROFESSIONAL QUALIFICATIONS

Andrea Molina is a professional GIS Analyst with five years of mapping experience. She is currently completing an MS in Geoinformatics and a GIS Level I Certificate at the University of Texas at San Antonio.

Before joining GrantWorks, Andrea worked as a Team Lead for Apex Systems with Apple Maps, where she coordinated a team of 30 GIS analysts to complete projects of varying priority.

RELEVANT EXPERIENCE

GIS/MAPPING ANALYST, GRANTWORKS, INC., AUSTIN, TEXAS, OCTOBER 2021 – PRESENT

As a GIS Analyst with Planning Services at GrantWorks, Andrea creates and maintains custom databases and maps for Planning Services and other GrantWorks departments. She also assists Planners with extensive in-the-field geospatial data collection for comprehensive plan inventories. Plan mapping products illustrate existing conditions, proposed improvements, and anticipated/desired future conditions in various planning study areas, including population, housing, land use, and infrastructure (water, wastewater, drainage, and streets).

TEAM LEAD, APEX SYSTEMS, APPLE MAPS, AUSTIN, TEXAS, OCTOBER 2019 – OCTOBER 2021

- ▶ Analyzed PostgreSQL databases to check errors and update mapping applications
- ▶ Managed projects of varying priority and provided metrics to project managers while ensuring deadlines were met and within industry standards
- ▶ Coordinated training and development of 30 GIS analysts while delegating project tasks based on individual strengths, skill sets, and experience levels

GIS DATA ANALYST, APEX SYSTEMS, APPLE MAPS, AUSTIN, TEXAS, JANUARY 2019 – OCTOBER 2019

- ▶ Used QGIS and comparable software to ArcMap to analyze, validate, and digitize road network spatial data and satellite imagery
- ▶ Implemented program automation to maximize productivity and reduce the scope of work
- ▶ Subject Matter Expert for a specialized team analyzing user traffic data to improve route options

5 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Geoinformatics, University of Texas at San Antonio, San Antonio, Texas, In Process, 2024

Bachelor of Science, Geology, University of Texas at San Antonio, San Antonio, Texas, 2018

HIGHLIGHTS

Analytical Thinking
Data Visualization
Deductive Reasoning

REGISTRATIONS/ CERTIFICATIONS

GIS Level I Certificate, University of Texas at San Antonio, San Antonio, Texas, Forthcoming 2022

PROFESSIONAL AFFILIATIONS

Member, Association of Environmental and Engineering Geologists

EMPLOYMENT HISTORY

- ▶ GIS/Mapping Analyst, GrantWorks Inc., Austin, Texas, October 2021 – Present
- ▶ Team Lead, Apex Systems, Apple Maps, Austin, Texas, October 2019 – October 2021
- ▶ GIS Data Analyst, Apex Systems, Apple Maps, Austin, Texas, January 2019 – October 2019

ATTACHMENT 2

REQUIRED FORMS

ATTACHMENT 2 – REQUIRED FORMS

- ▶ Certificate of Insurance
- ▶ Statement of Conflict of Interest
- ▶ System of Award Management Verification
- ▶ Conflict of Interest Questionnaire (Form CIQ)
- ▶ Certification Regarding Lobbying
- ▶ Disclosure of Lobbying Activities
- ▶ Certificate of Interested Parties (Form 1295)
- ▶ Required Contract Provisions

CERTIFICATE OF INSURANCE

GrantWorks has provided a copy of its Professional Liability Certificate of Insurance on the following page.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/22/2024

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: Ben Gillihan PHONE (A/C, No, Ext): (512) 756-2988 FAX (A/C, No): (512) 756-7308 E-MAIL ADDRESS: Ben@gallowayinsurance.com																					
INSURED GrantWorks, Inc. 2201 Northland Drive Austin TX 78756	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Cincinnati Insurance Companies</td> <td style="text-align: center;">10677</td> </tr> <tr> <td>INSURER B:</td> <td>Cincinnati Casualty</td> <td style="text-align: center;">28665</td> </tr> <tr> <td>INSURER C:</td> <td>Ryan Turner Specialty</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td>Twin City Fire Insurance Company</td> <td style="text-align: center;">29459</td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Cincinnati Insurance Companies	10677	INSURER B:	Cincinnati Casualty	28665	INSURER C:	Ryan Turner Specialty		INSURER D:	Twin City Fire Insurance Company	29459	INSURER E:			INSURER F:		
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INSURER D:	Twin City Fire Insurance Company	29459																				
INSURER E:																						
INSURER F:																						

COVERAGES CERTIFICATE NUMBER: 24/25 Master Cert REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y	Y	EPP 0716461	05/22/2024	05/22/2025	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 \$
	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	EPP 0716461	05/22/2024	05/22/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 25,000	Y	Y	EPP 0716461	05/22/2024	05/22/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	Y	EWC 0716460	05/22/2024	05/22/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	EXCESS LIABILITY			EX-4Y410176-24-NF	05/22/2024	05/22/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Cyber: Insurer: The Hartford Insurance Company. (NAIC #37273) - Pol #65 MB 059203-23 - Policy Period: 8/6/2023 to 8/6/2024 -Aggregate Limit.\$3,000,000
 Crime: Insurer: The Hartford Insurance Company. (NAIC #37273) - Pol #85KB0358789-23 - Policy Period: 01/01/2024 to 01/01/2025 -Aggregate Limit: \$2,000,000

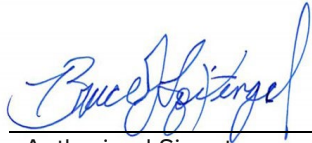
CERTIFICATE HOLDER For Bid Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ACORD 25 (2016/03)

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STATEMENT OF CONFLICT OF INTEREST

GrantWorks has identified no conflicts and/or potential conflicts of interest regarding the company or key employees.



Authorized Signature

September 25, 2024

Date

Bruce J. Spitzengel, President

Print Name & Title

SYSTEM OF AWARD MANAGEMENT VERIFICATION

GrantWorks is not debarred from doing business in the State of Texas, as shown by the attached proof of non-debarment from the Texas Comptroller. GrantWorks is also not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM). We have included verification that GrantWorks and the company's principal are not listed through SAM through a printout of the search results with the record date on the following pages.

TEXAS COMPTROLLER OF PUBLIC ACCOUNTS DEBARRED VENDOR LIST

The following vendors shown below are debarred from doing business with the State of Texas, effective from the date of debarment for the length of time indicated. Whether they are listed below or not, the debarred vendors include the vendors' successors in interest as defined in Rule §20.585.

Last updated: 05/20/24

Vendor ID Number	Vendor Name/Address	Date of Debarment	Length of Debarment
23075463	BRI Supply Inc 9332 N. 95 th Way, STE B109 Scottsdale, AZ 85258	April 1, 2021	5 Years
13840598299	Cobra Food Service, LLC 9000 Heartwood Drive Fort Worth, TX 76244	May 20, 2024	2 Years 3 Months



Entity Information Search Results 1 Total Results

Filter by:

Keyword (EXACT)	Status
uz9nmvf8sgd8	Active,Inactive

GRANTWORKS, INC. ● Active Registration

Entity

Unique Entity ID: UZ9NMVF8SGD8

Physical Address:

Expiration Date:

CAGE/NCAGE: 5JH22

2201 NORTHLAND DR
AUSTIN, TX
78756 USA

Aug 15, 2025

Purpose of Registration:

All Awards



Entity Information Search Results 1 Total Results

Filter by:

Keyword (EXACT)	Status
"Bruce Spitzengel"	Active,Inactive

GRANTWORKS, INC. ● Active Registration

Entity

Unique Entity ID: UZ9NMVF8SGD8

Physical Address:

Expiration Date:

CAGE/NCAGE: 5JH22

2201 NORTHLAND DR
AUSTIN, TX
78756 USA

Aug 15, 2025

Purpose of Registration:

All Awards

Last updated by CECELIA JOHNSON on Sep 14, 2023 at 09:54 AM

GRANTWORKS, INC.



GRANTWORKS, INC.

Unique Entity ID UZ9NMVF8SGD8	CAGE / NCAGE 5JH22	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Sep 13, 2024	
Physical Address 2201 Northland DR Austin, Texas 78756-1117 United States	Mailing Address 2201 Northland Drive Austin, Texas 78756-1117 United States	

Business Information

Doing Business as GRANTWORKS INC	Division Name Grantworks	Division Number (blank)
Congressional District Texas 37	State / Country of Incorporation Texas / United States	URL http://www.grantworks.net

Registration Dates

Activation Date Sep 18, 2023	Submission Date Sep 14, 2023	Initial Registration Date Jun 16, 2009
--	--	--

Entity Dates

Entity Start Date Sep 16, 1979	Fiscal Year End Close Date Dec 31
--	---

Immediate Owner

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

Highest Level Owner

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

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

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

Yes

Entity Types

Business Types

Entity Structure Corporate Entity (Not Tax Exempt)	Entity Type Business or Organization	Organization Factors (blank)
Profit Structure For Profit Organization		

Oct 09, 2023 03:24:44 PM GMT
<https://sam.gov/entity/UZ9NMVF8SGD8/coreData?status=null>

Page 1 of 2

Last updated by CECELIA JOHNSON on Sep 14, 2023 at 09:34 AM

GRANTWORKS, INC.

Socio-Economic Types

Check the registrant's Reqs & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments
No

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
5JH22

Points of Contact

Electronic Business

☒
Cecelia Johnson, Sr Vice President
2201 Northland Drive
Austin, Texas 78756
United States

Bruce Spitzengel, President
2201 Northland Drive
Austin, Texas 78756
United States

Government Business

☒
Bruce Spitzengel, President
2201 Northland Drive
Austin, Texas 78756
United States

ERIC HARTZELL, Executive VP
2201 Northland Drive
Austin, Texas 78756
United States

Past Performance

☒
Cecelia Johnson, Sr Vice President
2201 Northland Drive
Austin, Texas 78756
United States

Bruce Spitzengel, President
2201 Northland Drive
Austin, Texas 78756
United States

Service Classifications

NAICS Codes

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

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

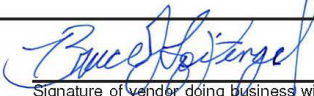
States	Counties	Metropolitan Statistical Areas
Any	(blank)	(blank)

Oct 09, 2023 03:24:44 PM GMT
<https://sam.gov/entity/UZ9NMVF8SGD8/core/Data?status=null>

Page 2 of 2

CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

GrantWorks has provided a completed and signed copy of its Conflict-of-Interest Questionnaire (Form CIQ) on the following page.

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	OFFICE USE ONLY Date Received	
<p>1 Name of vendor who has a business relationship with local governmental entity.</p> <p style="text-align: center;">N/A</p>		
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p>3 Name of local government officer about whom the information is being disclosed.</p> <p style="text-align: center;">N/A Name of Officer</p>		
<p>4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p style="margin-left: 40px;">A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p style="margin-left: 40px;">B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p style="margin-left: 80px;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p>		
<p>5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p>6 <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p>7 </p> <p style="text-align: center;">Signature of vendor doing business with the governmental entity</p>		<p style="text-align: center;">September 25, 2024 Date</p>

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 1/1/2021

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

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

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

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

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

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

(2) the vendor:

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

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

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

CERTIFICATION REGARDING LOBBYING

GrantWorks has provided a completed and signed copy of its 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.


Signature of Contractor's Authorized Official

Bruce J. Spitzengel, President
Printed Name and Title of Contractor's Authorized Official

September 25, 2024
Date


DISCLOSURE OF LOBBYING ACTIVITIES

GrantWorks has provided a completed and signed copy of its 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: _____ 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: <u>Bruce J. Spitzengel</u> Title: <u>President</u> Telephone No.: <u>(512) 420-0303</u> Date: <u>09/25/2024</u>	
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

CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

GrantWorks has provided a copy of the 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.		Must file online at www.ethics.state.tx.us/File																																							
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.																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 40%; padding: 5px;">4 Name of Interested Party</th> <th rowspan="2" style="width: 20%; padding: 5px;">City, State, Country (place of business)</th> <th colspan="2" style="padding: 5px;">Nature of Interest (check applicable)</th> </tr> <tr> <th style="width: 20%; padding: 5px;">Controlling</th> <th style="width: 20%; padding: 5px;">Intermediary</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>				4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)		Controlling	Intermediary																																
4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)																																							
		Controlling	Intermediary																																						
5 Check only if there is NO interested Party. <input type="checkbox"/>																																									
6 UNSWORN DECLARATION My name is _____, and my date of birth is _____. My address: _____ (street) (city) (state) (zip code) (country) I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. (month) (year) <div style="text-align: right; margin-top: 10px;"> _____ Signature of authorized agent of contracting business entity (Declarant) </div>																																									
ADD ADDITIONAL PAGES AS NECESSARY																																									

REQUIRED CONTRACT PROVISIONS

GrantWorks acknowledges and will comply with the required contract provisions.



GrantWorks

2201 NORTHLAND DRIVE | AUSTIN, TEXAS 78756
OFFICE: 512-420-0303 | FAX: 512-420-0302
www.grantworks.org

BUDGET CALENDAR 2026

BUDGET	BUDGET WORKSESSION/TIMELINE
ORGANIZER	WENDY WITHERS

PROJECT PHASE	STARTING	ENDING	PROJECT PHASE	STARTING	ENDING
BUDGET KICK OFF	March 9, 2026	March 9, 2026	PUBLIC HEARING BUDGET	August 11, 2026	August 11, 2026
BUDGET WORKSESSION ADMIN	April 14, 2026	April 14, 2026	Public Hearing Tax Rate	Sept 8, 2026	Sept 8, 2026
BUDGET WORKSESSION COURT/SOLID WASTE/COMMUNITY	May 12, 2026	May 12, 2026	Adopt the Budget	Sept 8, 2026	Sept 8, 2026
			Adopt the Tax Rate to Fund Budget	Sept 8, 2026	Sept 8, 2026
BUDGET WORKSESSION PUBLIC SAFETY INFRASTRUCTURE	June 9, 2026	June 9, 2026		Date	Date
				Date	Date
DRAFT BUDGET TO BE FILED WITH CITY SECRETARY	July 8, 2026	July 8, 2026			
BUDGET WORKSESSION-DRAFT PROPOSED BUDGET PRESENTED	July 14, 2026	July 14, 2026			

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE												
M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S						
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JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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