

CITY OF BUNKER HILL VILLAGE

NOTICE IS HEREBY GIVEN OF A SPECIAL MEETING OF THE BUNKER HILL VILLAGE CITY COUNCIL TO BE HELD ON WEDNESDAY, JULY 24, 2024, AT 11:00 A.M. IN THE CITY HALL COUNCIL CHAMBERS AT 11977 MEMORIAL DRIVE, HOUSTON, TEXAS, FOR THE PURPOSE OF DISCUSSION, AND IF DEEMED ADVISABLE BY THE CITY COUNCIL, ACTION ON THE FOLLOWING:

“The Mayor, City Council and Staff of Bunker Hill Village are committed to governing with integrity and fiscal responsibility. We are dedicated to creating a sense of community, ensuring the safety and well-being of our citizens, and preserving our unique character and quality of life so that we can pass on a greater and more beautiful city to future generations.”

NOTICE OF MEETING BY TELEPHONE AND VIDEO CONFERENCE

In accordance with Texas Government Code, Sec. 551.127, on a regular, non-emergency basis, Councilmembers may attend and participate in a meeting remotely by video conference. Should such attendance transpire, a quorum of the Council will be physically present at the location noted above on this agenda.

This meeting agenda, and the agenda packet, are posted online at
www.bunkerhilltx.gov

Join Zoom Meeting

<https://us06web.zoom.us/j/88057021301?pwd=2CbNItpPkaO3v7S7Taz4spkeJozrbl.1>

Meeting ID: 880 5702 1301

Passcode: 366460

Dial by your location: +1 346 248 7799 US (Houston)

The public will be permitted to offer public comments by video conference as provided by the agenda and as permitted by the presiding officer during the meeting. A recording of the meeting will be made, and will be available to the public in accordance with the Open Meetings Act upon written request.

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. CITIZENS' COMMENTS**

This is an opportunity for citizens to speak to council relating to agenda and non-agenda items. Comments are limited to three minutes. If the topic the speaker wishes to address is on the agenda, the speaker can either speak at this time or defer comments until such time the item is discussed. Speakers are required to address council at the microphone (or through videoconference) and give their name and address prior to voicing their concerns.

Note: To comply with provisions of the Open Meetings Act, the City Council may not deliberate on items discussed under this agenda item. Items that cannot be referred to the city staff for action may be placed on the agenda of a future City Council meeting.

- IV. CONSIDERATION AND POSSIBLE ACTION TO APPROVE AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, EXTENDING A STATE OF DISASTER DUE TO DAMAGE, INJURY AND POSSIBLE LOSS OF LIFE AND/OR PROPERTY WITHIN THE CITY OF BUNKER HILL VILLAGE, TEXAS, RESULTING FROM FLOODING AND WINDS ASSOCIATED WITH HURRICANE BERYL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE – *Mayor Robert P. Lord and Gerardo Barrera, City Administrator***
- V. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND GRANT WORKS IN AN AMOUNT NOT TO EXCEED \$48,500.00 FOR GRANT MANAGEMENT SERVICES REGARDING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS – *Gerardo Barrera, City Administrator***
- VI. CONSIDERATION AND POSSIBLE ACTION REGARDING A REQUEST FROM DANIEL HARRISON FOR AN APPEAL OF THE CITY'S BUILDING OFFICIAL'S INTERPRETATION OF ARTICLE IV, SECTION 4-76 (11)(D) AND SECTION 4-76 (11)(F) OF THE CITY'S CODE OF ORDINANCES AT THE PROPERTY 4 BLALOCK WOODS – *Elvin Hernandez, Director of Public Works***
- VII. DISCUSSION, FEEDBACK, AND DIRECTION FOR A POTENTIAL VARIANCE AT THE PROPERTY 11821 CHAPELWOOD LANE – *Elvin Hernandez, Director of Public Works***
- VIII. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A CONTRACT BETWEEN THE CITY OF BUNKER HILL VILLAGE, TEXAS, AND RAM ROD UTILITIES IN AN AMOUNT NOT TO EXCEED \$218,391.24 FOR THE CLEANING AND TELEVISIONING OF SANITARY SEWER AND TELEVISIONING AND INSPECTION OF STORM SEWER ON BUNKER HILL ROAD – *Elvin Hernandez, Director of Public Works***
- IX. DISCUSSION AND DIRECTION ON THE CITY'S PROPOSED FISCAL YEAR 2025 BUDGET AND 2024 TAX RATE – *Gerardo Barrera, City Administrator and Susan Engels, Finance Director***

X. FILE THE PROPOSED 2025 ANNUAL BUDGET – Gerardo Barrera, City Administrator and Susan Engels, Finance Director

XI. CONSIDERATION AND POSSIBLE ACTION TO APPROVE A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE PROPOSED TAX RATE CONTAINED IN THE CITY’S PROPOSED 2025 MUNICIPAL BUDGET AS THE CITY’S PROPOSED 2024 TAX RATE TO BE CONSIDERED FOR ADOPTION AT A PUBLIC HEARING HELD FOR THAT PURPOSE; DESIGNATING THE OFFICIAL WHO SHALL MAKE THE CALCULATIONS AND PROVIDE THE INFORMATION ASSOCIATED WITH THE CONSIDERATION AND ADOPTION OF THE CITY’S 2024 TAX RATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT – Gerardo Barrera, City Administrator and Susan Engels, Finance Director

XII. ADJOURN

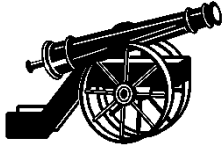
I, Gerardo Barrera, City Administrator/ Acting City Secretary of the City of Bunker Hill Village certify that the above notice of meeting was posted in a place convenient to the general public in compliance with Chapter 551, Texas Government Code, on July 18, 2024, by 5:00 p.m.

(SEAL)



Gerardo Barrera, City Administrator/ Acting City Secretary

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the City Secretary’s office at 713-467-9762 for further information.



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	July 24, 2024
Agenda Item:	IV
Subject:	Declaration of Disaster Extension
Exhibits:	Ordinance No. 24-630
Funding:	N/A
Presenter(s):	Mayor Robert P. Lord Gerardo Barrera, City Administrator

Executive Summary

In anticipation of Hurricane Beryl’s impact on the community, Mayor Lord issued a Declaration of Disaster on July 6, 2024. Per Section 418.108(b) of the Texas Government Code, the declaration expires seven (7) days from the date of issuance unless renewed by the City Council.

In accordance with state law, staff and the City Attorney have drafted the proposed ordinance to extend the declaration for an additional 30 days. The extension will remain in effect for 30 days or until terminated or modified by earlier ordinance when the impacts from Hurricane Beryl that initiated the declaration no longer exist.

The extension will take effect immediately upon approval.

Recommended Action

Staff recommends that City Council approve Ordinance No. 24-630, extending a Declaration of Disaster issued July 6, 2024.

ORDINANCE NO. 24-630

AN ORDINANCE OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, EXTENDING A STATE OF DISASTER DUE TO DAMAGE, INJURY AND POSSIBLE LOSS OF LIFE AND/OR PROPERTY WITHIN THE CITY OF BUNKER HILL VILLAGE, TEXAS RESULTING FROM FLOODING AND WINDS ASSOCIATED WITH HURRICANE BERYL; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

* * * * *

WHEREAS, the Mayor of the City of Bunker Hill Village, Texas has determined that extraordinary measures must be taken to alleviate the suffering of people and to protect or rehabilitate property; and

WHEREAS, the Mayor of the City of Bunker Hill Village, Texas issued a proclamation declaring a state of disaster effective July 6, 2024; and

WHEREAS, the Mayor and City Council of the City of Bunker Hill Village, Texas find it to be in the best interest of the health, safety and welfare of its citizens to extend this declaration of disaster for an additional thirty (30) days; and

WHEREAS, by this Declaration, the City Council declares all rules and regulations that may inhibit or prevent prompt response to this threat suspended for the duration of the incident; and

WHEREAS, pursuant to the authority granted to the Mayor under the Texas Disaster Act, the Mayor, with the consent of Council authorizes the use of all available resources of state government and political subdivisions to assist in the City's response to this situation; now, therefore,

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BUNKER HILL VILLAGE, TEXAS:

Section 1. The facts and matters contained in the preamble to this ordinance are hereby found to be true and correct.

Section 2. **Extension of Local State of Disaster.** That the local state of disaster previously declared for the City of Bunker Hill Village pursuant to §418.108 of the Texas Disaster Act is hereby extended for 30 days from the date of this ordinance or unless terminated or modified by earlier ordinance of the City.

Section 3. **Publicity and Filing.** Pursuant to §418.108(c) of the Texas Disaster Act, this declaration of a local state of disaster due to this public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Secretary.

Section 4. **Activation of the City Emergency Management Plan.** Pursuant to §418.108(d) of the Texas Disaster Act, this declaration of a local state of disaster due to this public health emergency activates the City of Bunker Hill Village Emergency Management Plan.

Section 5. **Temporary Housing and Emergency Shelter.** Pursuant to §418.020(d) of the Texas Disaster Act, this declaration authorizes the City to: (1) temporarily or permanently acquire by lease, purchase, or other means sites required for temporary housing units or emergency shelters for disaster victims; and (2) enter into arrangements necessary to prepare or equip the sites for installation and use of temporary housing units or emergency shelters, including arrangements necessary for the transportation and purchase of temporary housing units or emergency shelters.

Section 6. In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of Bunker Hill Village, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

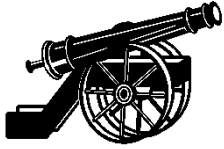
Section 7. This ordinance shall take effect immediately upon its approval.

PASSED, APPROVED AND ORDAINED on this 24th day of July, 2024.

Susan B. Schwartz, Mayor Pro-Tem

ATTEST:

Gerardo Barerra, City Administrator/ Acting City Secretary



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	July 24, 2024
Agenda Item:	V
Subject:	Grant Management Services
Exhibits:	Proposal
Funding:	Utility Fund Construction Fund (Acct No. – 07-00-00-9182) \$48,500
Presenter(s):	Gerardo Barrera, City Administrator

Executive Summary

The American Rescue Plan Act (ARPA) is an economic package signed into law in March 2021 to disperse federal funds to state and local governments to respond to the economic and public health impacts of the COVID-19 pandemic. The City received \$976,964.69 through ARPA.

The federal government established rules for how the funds can be used. Eligible expenditures include:

- Supporting the public health response.
- Addressing negative economic impacts caused by the pandemic.
- Replacing local government revenue loss.
- Investing in water, sewer, and broadband infrastructure.

In June 2024, the City solicited bids for grant management services to ensure compliance with federal regulations while maximizing the use of ARPA funds in the community. After review, staff recommends Grant Works be awarded the bid in an amount of \$48,500.00. Grant management services include, but are not limited to, consultation, project management, assistance with reporting, and ancillary services needed for ARPA-eligible activities.

Grant Works demonstrates a high level of technical knowledge and is familiar with managing major ARPA funds and has provided grant management compliance services to many local agencies with great success.

Recommended Action

Staff recommends that City Council approve a contract with Grant Works in an amount of \$48,500.00 for grant management services for ARPA funds.

The logo for GrantWorks, with "Grant" in blue and "Works" in green.

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



AMERICAN RESCUE PLAN ACT (ARPA)
CONSULTANT GRANT MANAGEMENT SERVICES

CITY OF BUNKER HILL VILLAGE, TEXAS

JUNE 27, 2024

June 27, 2024

Gerardo Barrera, MBA, CPM
City Administrator
City of Bunker Hill Village
11977 Memorial Drive
Houston, Texas 77024

**Subject: City of Bunker Hill Village, Texas Request for Proposal: American Rescue Plan Act (ARPA)
Consultant Grant Management Services**

Dear Mr. Barrera:

Thank you for including GrantWorks in your Request for Proposals. Our more than 40+ years of experience managing projects will help you identify eligible activities and requirements under the American Rescue Plan Act of 2021 (ARPA). GrantWorks is Texas' foremost provider of state and federal management services, securing and administering more than \$10 billion in assistance for hundreds of localities with thousands of successful projects. GrantWorks' 300+ employees have the experience to manage and implement your ARPA projects.

GrantWorks is the most qualified bidder to provide the services described in the City of Bunker Hill Village's request for proposal for the following reasons:

Dedicated ARPA Team – In response to the announcement of the ARPA funding availability in February 2021, GrantWorks established a department 100% dedicated to ARPA implementation. Our senior director, four executive-level subject matter experts, one senior project manager, 25 project managers, one assistant project manager, one procurement specialist, and one project coordinator will provide detailed and informative guidance and top-notch management services to the City. Our ARPA Team is immediately available to assist with project selection, compliance, reporting, and project management services.

Highly Qualified Staff – GrantWorks hires skilled and experienced employees—over 40% of our employees hold master's degrees in relevant disciplines such as law, city planning, engineering, business administration, and construction management. More than a dozen team members have joined us after successful careers in state and local government or in related consulting. GrantWorks' experienced staff and deep bench strength allow our team to incorporate best practices and lessons learned from similar programs in the past, identify efficiencies, and mitigate any risk the City of Bunker Hill Village might face.

Proven Experience – GrantWorks' experience includes 40+ years of administering and managing state and federally-funded projects. Currently, we are working with multiple cities and counties across Texas and other states to manage the funds received through the ARPA, CARES Act, COVID-19 relief programs, and other major state and federal grant programs. Our ARPA program services include project management, procurement, compliance assurance with state and federal regulations, and implementation of funded projects. Our goal is to free you and your staff from paperwork while providing the timely and accurate decision-making information you need.

Implementation Excellence – Our team of professionals includes project managers, grant administrators, planners, and subject matter experts. Specialists in Labor Standards, Environmental Review, Procurement, Applications, Fair Housing, and field-based Client Services support our professional staff. Having a strong foundation supporting our grant administration professionals allows them to focus on project implementation. Proprietary tools such as GrantWorks 20/20 (GW 20/20®)—our grant management software solution for tracking and managing projects end-to-end in real-time—detailed work plans that have been vetted and refined across hundreds of projects, enable GrantWorks to manage hundreds of grants across various programs successfully simultaneously. We will use this specialized support when working with the City of Bunker Hill Village, ensuring that our staff can deliver consistent, high-quality, integrated services.

Commitment – We at GrantWorks hold ourselves to the highest standards. This commitment 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. We commit ourselves to providing the City with the highest-quality administration and implementation services for which we are known.

GrantWorks is interested in assisting the City with any ARPA project. We have sufficient resources in personnel, equipment, and time available to commit to this project. Our team is ready to help you meet your ARPA goals. We appreciate your consideration.

Sincerely,

GRANTWORKS, INC.



Bruce J. Spitzengel
President

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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.*

SECTION 1 |
ORGANIZATIONAL PROFILE

SECTION 1 – ORGANIZATIONAL PROFILE

1.1 Contact

Bruce J. Spitzengel
President
GrantWorks, Inc.
2021 Northland Drive
Austin, Texas 78756
Telephone: 512-420-0303, Ext. 309
Cell: 713-252-5872
Email: bruce@grantworks.net
Website: www.grantworks.net

1.2 Federal Identification Number

GrantWorks Federal Identification Number is 76-0446220.

1.3 Overview of Firm

Since our founding in La Porte in 1979, GrantWorks has successfully assisted local governments with multiple state and federally funded programs. We are the foremost provider of community development, housing, planning, disaster recovery, economic development, transportation, and coastal grant program management for local governments in Texas, securing and administering more than \$10 billion in assistance for hundreds of localities through thousands of grant funding contracts.

The GrantWorks Team is experienced in administering state and federal grant programs and has 300+ experienced full-time employees, half of whom work in our numerous field locations. In addition, we have more than 100 project managers, 15 Project Management Professionals (PMPs), 3 Certified Public Accountants (CPAs), and 12 American Institute of Certified Planners (AICP) skilled at implementing a wide variety of grant development projects.

Our services include:

- ▶ Program/Project Management
- ▶ Grant Administration and Management
- ▶ Marketing and Outreach
- ▶ Application Development
- ▶ Intake (for Program Participants)
- ▶ Project Eligibility Reviews
- ▶ Home Elevation Scopes
- ▶ Beneficiary Eligibility Determinations
- ▶ Feasibility Reviews
- ▶ Cost Estimates
- ▶ Reviews for Duplication of Benefits (DOB)
- ▶ Records and Data Management
- ▶ Federal and State Procurement
- ▶ On-Site Davis-Bacon Labor Standards
- ▶ Uniform Relocation Act Compliance (Acquisition)

- ▶ Environmental Review and Clearance
- ▶ Mapping/GIS
- ▶ Construction and Project Management
- ▶ Federal, State, and Local Compliance Assurance
- ▶ Reporting, Audit, and Monitoring Support

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

- ▶ U.S. Department of the Treasury (U.S. Treasury)
- ▶ U.S. Department of Housing and Urban Development (HUD)
- ▶ U.S. Department of Commerce, Economic Development Administration (EDA)
- ▶ Federal Emergency Management Agency (FEMA)
- ▶ Texas Department of Transportation (TxDOT)
- ▶ Texas General Land Office (GLO)
- ▶ Texas Department of Housing and Community Affairs (TDHCA)
- ▶ Texas Department of Agriculture (TDA)
- ▶ Texas Parks and Wildlife Department (TPWD)
- ▶ Texas Water Development Board (TWDB)
- ▶ Texas Division of Emergency Management (TDEM)

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

- ▶ ARPA Administration and Management
- ▶ Disaster Recovery
- ▶ Infrastructure Projects
- ▶ CARES Act - COVID-19 Response
- ▶ Economic Development
- ▶ Emergency Rent Relief
- ▶ Housing Rehabilitation and Reconstruction
- ▶ Buyout/Acquisition
- ▶ Transportation
- ▶ Homebuyers Assistance
- ▶ Demolition/Clearance Activities
- ▶ Flood Mitigation
- ▶ Elevations
- ▶ Resiliency
- ▶ Mitigation
- ▶ Generators
- ▶ Retrofits for Public Buildings
- ▶ Accessibility
- ▶ Wildfire Mitigation
- ▶ Community Safe Rooms

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 your program's process reflect our performance quality. Our firm is financially stable, well-capitalized, and exceedingly capable of performing all services required by this RFP.

1.4 Related Experience/Background in Securing and Managing Federally Funded Projects

On March 11, 2021, President Biden signed the American Rescue Plan Act (ARPA) into law. This \$1.9 trillion package is intended to combat the effects of the COVID-19 pandemic, including public health and economic impacts. The ARPA Program is a new program with specific eligibility and compliance requirements. **Figure 1** demonstrates GrantWorks' experience with related state and federal grants similar to what ARPA guidance indicates will be required for ARPA projects.

GrantWorks is actively working with 190+ cities and counties across Texas and other states and is either under contract, pilot projects, and/or **negotiations to manage funds received through the ARPA, CARES Act, and COVID-19-related activities**. We handle ARPA program implementation, including project management, environmental review, labor standards, procurement, project oversight, compliance with state and federal regulations, and implementation of funded projects.

Figure 1: GrantWorks Experience with Other Related State/Federal Grants Similar to Current ARPA Guidance

ARPA REQUIREMENTS	PROGRAM EXPERIENCE					
	CDBG	CDBG-DR	CDBG-MIT	FEMA PA	FEMA IA	USDT RESTORE
Grant Management and Administration	✓	✓	✓	✓	✓	✓
Procurement and Compliance with 2 CFR 200	✓	✓	✓	✓	✓	✓
Shareholder Engagement, Project Identification, Community Assessment, and/or Eligibility Determinations	✓	✓	✓	✓		✓
Project/Program Design and Development	✓	✓	✓	✓		✓
Case/Contract/Project Management	✓	✓	✓	✓	✓	✓
Duplication of Benefits Review	✓	✓	✓	✓	✓	✓
Financial Assistance	✓	✓	✓	✓	✓	✓
Labor/Wage Compliance	✓	✓	✓		✓	✓
Construction Oversight	✓	✓	✓	✓	✓	✓
Uniform Administration Requirements, Cost Principles, and Audit Compliance	✓	✓	✓	✓	✓	✓
Complete or Assist with Environmental Review Records	✓	✓	✓	✓	✓	✓

Figure 1: GrantWorks Experience with Other Related State/Federal Grants Similar to Current ARPA Guidance

ARPA REQUIREMENTS	PROGRAM EXPERIENCE					
	CDBG	CDBG-DR	CDBG-MIT	FEMA PA	FEMA IA	USDT RESTORE
Uniform Relocation Act (URA), Fair Housing, Section 504 of the Rehabilitation Act of 1973	✓	✓	✓	✓	✓	✓
Reporting	✓	✓	✓	✓	✓	✓
Monitoring and Audit Readiness	✓	✓	✓	✓	✓	✓
Recordkeeping and Document Storage/Retention	✓	✓	✓	✓	✓	✓
Close-Out	✓	✓	✓	✓	✓	✓

GrantWorks is proud to announce that we are currently helping 146 cities and 44 counties in Texas navigate the intricacies of ARPA grant management.

1.4.1 U.S. Department of Treasury Grant Programs

GrantWorks is currently working on the following U.S. Treasury grant programs in addition to ARPA:

Coronavirus Relief Bill – Texas Emergency Rental Assistance Program

GrantWorks assisted the GLO's Texas Department of Housing & Community Affairs (Prime: Horne, LLC) grant program under the Coronavirus Relief Bill administered by the U.S. Treasury. Our services include case management, eligibility determination and analysis, quality control, and payment processing. We have provided a full project description in Section 1.5.

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

GrantWorks assisted the Florida Department of Children and Families (Prime: Tidal Basin Government Consulting, LLC) grant program under the Coronavirus Relief Bill administered by the U.S. Treasury. Florida's state government accepted applications for over \$800 million in federal emergency rental assistance funds designed to help struggling tenants and landlords. GrantWorks' services included case management, eligibility determination and analysis, quality control, and payment processing.

RESTORE Act

GrantWorks is currently administering a Resources and Ecosystems Sustainability, Tourist Opportunities, and Revived Economies of the Gulf Coast States Act (RESTORE Act) project, which the U.S. Treasury also administers. Under the RESTORE Act Program, GrantWorks provides grant administration services to Brazoria County for the Lower San Bernard River Ecosystem Restoration Project through the Texas Commission on Environmental Quality (TCEQ). We have developed the work plan to comply with TCEQ guidelines. We will monitor contractors and subcontractors to ensure compliance with all requirements. GrantWorks will also assist with reporting, required sub-grant activities, and reimbursement requests following applicable federal and state laws and regulations.

1.4.2 Community Development Block Grant Programs

Since 1974, GrantWorks has successfully assisted local governments in implementing thousands of state and federally funded programs. Our experienced staff has the knowledge and expertise to quickly translate our success with TxCDBG, CDBG-DR, and CDBG-MIT projects into successful ARPA projects. Our expertise includes a complete understanding and implementation of the procurement requirements contained in 2 CFR 200.

Texas Department of Agriculture

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

- ▶ More than 2,000 local government projects funded and managed
 - › Texas Main Street/Downtown Revitalization Program: 54+ projects, \$10+ million
 - › Texas Capital Fund (Economic Development): 90+ projects, \$50+ million
 - › Community Development Fund: 940+ projects funded, \$283+ million
 - › Colonia Construction Fund: 115+ projects administered, \$54+ million
 - › Colonia Planning Fund: 50+ projects completed, \$3+ million
 - › Disaster Relief Fund: 75+ projects funded, \$24+ million
 - › Fire, Ambulance, and Services Truck (FAST) Program: 10+ projects, \$5+ million
 - › Planning Grants: 240+ projects funded, completed, or underway, \$10+ million

Texas General Land Office

CDBG-DR 2018 Floods and 2019 Lower Rio Grande Valley Floods Program:

- ▶ State-level Housing Assistance and Reimbursement Programs in South Texas counties, \$68+ million

CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 Infrastructure Program:

- ▶ 50+ local government projects funded, \$454+ million

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

- ▶ 65+ local government projects funded, \$183+ million
- ▶ Buyouts and Acquisitions – 16 local government projects funded, \$59+ million with no match required
- ▶ State-level oversight of major subrecipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, \$3.3+ billion
- ▶ State-level Housing Assistance Program in Coastal Bend Council of Governments Region, Golden Crescent Regional Planning Commission Region, and multiple central Texas counties, \$643+ million

CDBG-DR 2016 Floods Program:

- ▶ 12+ local government projects funded, including multifamily and single-family housing, \$43 million

CDBG-DR 2015 Floods Program:

- ▶ 24+ local government projects funded, including multifamily and single-family housing, \$180+ million

CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 Infrastructure and Rental Housing Program:

- ▶ 90+ local government projects funded, \$436 million
- ▶ Projects include the \$100 million City of Galveston infrastructure, \$65 million Galveston Housing Authority Multifamily Rebuild, \$26 million City of Houston infrastructure, and \$26 million Galveston Rental Housing Replacement Programs
- ▶ Complete grant administration and project delivery services

1.4.3 Other Federal and State Grant Programs

Texas Department of Housing and Community Affairs

Texas CDBG-CV Community Resiliency Program:

- ▶ 4 local government projects funded, \$13+ million

Texas HOME Non-Rental Housing Program:

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

Texas Department of Transportation

- ▶ County Transportation and Infrastructure Fund: 70+ projects administered, \$131+ million
- ▶ Border Colonia Access Program: \$1.3 million
- ▶ Safe Routes to School Program: 25+ projects funded, \$14.5+ million
- ▶ Surface Transportation Environment and Planning: \$1 million
- ▶ Transportation Enhancement Act for the 21st Century: \$2.4 million

National Oceanic and Atmospheric Administration/Texas General Land Office

Coastal Management and Coastal Impact Assistance Programs:

- ▶ 45+ projects managed

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

RESTORE Act Program:

- ▶ 4 projects, \$20.8 million

Texas Division of Emergency Management

- ▶ FEMA Public Assistance: 8 Hurricane Harvey contracts, \$80+ million
- ▶ Hazard Mitigation Construction Projects: Homeowner Elevations and Reconstructions: 4 projects, \$65+ million
- ▶ Hazard Mitigation Plans: 36+ projects, \$3.2+ million
- ▶ Critical Facility Generators: 30+ projects, \$12.1+ million
- ▶ Warning Sirens: 8 contracts, \$428,489
- ▶ Drainage Infrastructure and Community Safe Rooms: 4 projects, \$6.8+ million

Texas Parks and Wildlife Department

- ▶ Outdoor/Indoor Recreation and Small Community Parks Program: 70+ projects funded, \$42+ million

1.4.4 Relevant Infrastructure Construction Project Experience

Our staff works directly with cities and counties to identify and implement infrastructure improvements, including wastewater treatment plant rehabilitation, water production, treatment, distribution and storage facilities, water and sewer line installation, flood, drainage, road, and sidewalk improvements. We are dedicated to community development through public works construction and believe these improvements are essential to strengthening Texas communities. **Figure 2** shows recent project experience within the City of Bunker Hill Village and the Houston-Galveston Area Council (HGAC) region. The following activities, especially water, sewer, and drainage, would be eligible for ARPA funding under Activity D – Infrastructure. Sidewalk improvements and main street projects would also be allowable, provided they meet the requirements specified in the interim final rule.

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Alvin	2023	CDBG-MIT	Drainage Project	\$6,000,500
	2017	CDBG-DR	Water & Public Facilities Generators	\$1,012,332
	2008	PA	Sewer System Improvements	\$2,159,644
	2008	PA	Water System Improvements	\$719,881
Ames	2021	CD	Street Reconstruction	\$350,000
Anahuac	2016	CD	Sewer Improvements	\$350,000
Angleton	2017	CDBG-DR	Sewer Improvements	\$154,439
	2008	PA	Water System Improvements	\$1,559,011
	2008	PA	Sewer System Improvements	\$519,670
	2007	CD	Sewer System Improvements	\$350,000
	2007	PA	Sewer System Improvements	\$350,000
	2006	CD	Sewer System Improvements	\$350,000
	2004	CD	Water System Improvements	\$350,000
	2004	CD	Sewer System Improvements	\$350,000
	2002	CD	Sewer System Improvements	\$350,000
	2002	DRP	Infrastructure Improvements	\$407,000
Arcola	2016	CD	Flood & Drainage Facilities	\$643,405
Austin County	2023	CD	Street Drainage Improvements	\$500,000
	2022	CDBG-MIT	Street, Flood & Drainage Improvements	\$6,750,100
	2021	CDBG-DR	Buyout Program	\$1,655,654
	2017	CDBG-DR	Flood & Drainage Improvements	\$4,301,175
	2016	CD	Flood & Drainage Facilities	\$2,000,000
	2004	CD	Water System Improvements	\$350,000

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Bay City	2023	CD	Infrastructure Improvements	\$575,000
	2021	ARPA	Administrative Services	\$4,344,927
	2020	CD	Water Improvements	\$350,000
	2020	MS	Sidewalk Improvements	\$500,000
	2018	DRP	Sidewalk Improvements	\$250,000
	2018	HMGP	Volunteer Fire Department Generator	\$47,238
	2018	HMGP	Civil Venter Generator	\$158,237
	2018	HMGP	Public Works Generator	\$118,727
	2018	HMGP	City Hall Generator	\$122,237
	2017	CD	Flood & Drainage Improvements	\$287,006
	2016	DRP	Street, Sewer, & Flood Drainage Improvements	\$6,110,100
	2015	DRP	Main Street Project	\$150,000
	2015	CD	Sewer Improvements	\$350,000
	2013	TWDB	Sewer & Street Improvements	\$2,880,000
	2013	DRP	Main Streets	\$150,000
	2013	DRP	Infrastructure for Assisted Living Facility	\$299,900
	2013	DRP	Infrastructure for Manufacturing Facility	\$500,000
	2011	CD	Sewer System Improvements	\$350,000
	2007	CD	Water System Improvements	\$350,000
	2006	CD	Sewer System Improvements	\$350,000
2004	CD	Sewer System Improvements	\$104,449	
2003	DRP	Infrastructure Activities/Improvements	\$150,000	
2001	CD	Sewer System Improvements	\$350,000	
Bayou Vista	2016	CDBG-DR	Hurricane Ike Improvements	\$816,896
	2008	PA	Street Improvements	\$805,119
	2008	PA	Sewer System, Street, & Drainage Improvements	\$2,101,656
Beasley	2021	ARPA	Administrative Services	\$167,751
Bellville	2022	CD	Flood & Drainage Improvements	\$350,000
	2021	ARPA	Administrative Services	\$1,045,409
	2021	DRP	Sidewalk Improvements	\$325,250
	2017	CD	Water Improvements	\$350,000

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2005	CD	Sewer Collection Improvements	\$350,000
Brazoria	2021	ARPA	Administrative Services	\$757,234
	2021	CDBG-MIT	Sewer Improvements	\$3,176,375
	2021	CDBG-MIT	Flood & Drainage Improvements	\$4,311,537
	2008	PA	Sewer System Improvements	\$190,169
Brazoria County	2021	ARPA	Administrative Services	\$72,586,198
	2021	RESTORE	Recreational Fishing Pier Improvements	\$2,237,000
	2019	RESTORE	Lower San Bernard River Ecosystem Restoration	\$10,766,000
	2017	CDBG-DR	Planning Study & Drainage Improvements	\$10,916,934
	2016	CDBG-DR	Flood & Drainage – Debris Removal	\$15,291,481
	2016	CDBG-DR	Non-Rental Housing	\$1,699,053
	2008	PA	Water, Sewer, Street, Flood & Drainage Improvements	\$8,095,357
	2008	PA	Community Shelter & Water System Improvements	\$8,704,745
Brookshire	2022	CDBG-MIT	Drainage Project	\$1,310,000
	2021	ARPA	Administrative Services	\$1,002,273
	2021	DRP	Sidewalk Improvements	\$350,000
	2018	PCB	Planning Studies	\$52,830
	2017	CDBG-DR	Street, Flood & Drainage Improvements	\$252,637
	2017	CDBG-DR	Water & Sewer System Improvements	\$350,000
	2016	CDBG-DR	Single-Family Homeowners Assistance	\$2,000,000
Brookside Village	2023	CDBG-MIT	Master Drainage Plan & Drainage Improvements	\$1,580,200
	2021	ARPA	Administrative Services	\$390,758
	2017	CDBG-DR	Street Improvements	\$999,834
Clute	2008	PA	Water & Sewer Improvements	\$1,664,451
Colorado County	2020	CTI	Road & Bridge Improvements	\$331,300
	2018	CD	Water Improvements	\$350,000
	2017	CDBG-DR	Flood & Drainage Improvements	\$1,527,327
	2014	CD	Water & Sewer Improvements	\$350,000
	2009	TWDB	Water System Improvements	\$263,500
	2005	CD	Sewer System Improvements	\$250,000

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2005	CD	Water & Sewer Improvements	\$350,000
	2003	CD	Sewer System Improvements	\$350,000
	2002	CD	Water System Improvements	\$350,000
	2001	CD	Water System Improvements	\$350,000
	2000	CD	Sewer System Improvements	\$350,000
Columbus	2021	ARPA	Administrative Services	\$903,427
	2018	CD	Water Improvements	\$350,000
	2017	CD	Flood & Drainage Improvements	\$310,663
	2013	CD	Water Improvements	\$350,000
	2013	DRP	Infrastructure Improvements	\$1,000,000
	2012	DRP	Downtown Revitalization	\$150,000
	2009	CD	Water System Improvements	\$350,000
	2005	PCB	Planning Studies	\$49,200
Daisetta	2023	CD	Infrastructure Improvements	\$500,000
	2022	CRP	New Building Construction	\$4,588,624
	2021	ARPA	Administrative Services	\$278,511
	2017	CDBG-MIT	Drainage & Sewer Improvements	\$3,366,142
	2015	CD	Water Improvements	\$350,000
	2015	PCB	Planning Studies	\$30,780
	2007	CD	Water System Improvements	\$350,000
Danbury	2021	ARPA	Administrative Services	\$436,103
	2017	CDBG-DR	Infrastructure Improvements	\$178,095
Dayton	2024	CDBG-MIT	Sewer Facilities	\$1,453,600
	2021	ARPA	Administrative Services	\$2,078,676
	2019	DRP	Sidewalk & Street Improvements	\$350,000
Deer Park	2021	ARPA	Administrative Services	\$8,294,387
Eagle Lake	2020	CD	Water & Sewer Improvements	\$350,000
	2017	CD	Sewer Improvements	\$220,089
	2015	CD	Sewer Improvements	\$350,000
	2010	PCB	Planning Studies	\$45,300
	2009	CD	Sewer System Improvements	\$350,000

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2007	CD	Water & Sewer System Improvements	\$350,000
	2005	CD	Sewer System Improvements	\$350,000
	2002	CD	Sewer System Improvements	\$350,000
East Bernard	2021	ARPA	Administrative Services	\$580,315
	2020	CD	Sewer & First-time Sewer Improvements	\$350,000
	2017	CDBG-DR	Street Improvements	\$157,563
	2017	CD	Sewer Improvements	\$750,000
	2014	CD	Sewer Improvements	\$350,000
	2011	SRTS	Safe Routes to School	\$724,550
	2009	CD	Water System Improvements	\$350,000
	2009	DRP	Real Estate Program	\$400,000
Freeport	2023	CDBG-MIT	Water Improvements	\$1,838,000
	2017	CDBG-DR	Sewer Improvements	\$193,271
	2017	CDBG-MIT	Sewer Improvements	\$5,991,468
	2016	CDBG-MIT	Sewer Improvements	\$5,931,626
	2008	PA	Water & Sewer System Improvements	\$1,539,279
	2008	PA	Sewer System Improvements	\$554,001
Fort Bend County	2017	CDBG-DR	Big Creek Expansion Project	\$13,060,895
Galena Park	2017	CDBG-MIT	Water Plant Improvements	\$5,482,123
Galveston	2008	PA	Water System Improvements	\$16,298,376
Galveston County	2020	CDBG-DR	Infrastructure Improvements	\$3,399,435
	2007	CD	On-Site Sewer Facilities Installation	\$350,000
	2005	CD	Sewer System Improvements	\$350,000
	2004	CD	Sewer System Improvements	\$350,000
Galveston Housing Authority	2008	CDBG-DR	348 Multi-Family Housing Units	\$88,968,923
	2008	CDBG-DR	Acquisition, Rehabilitation, & Construction of 26 Single-Family Units	\$1,031,077
Hempstead	2023	CD	Sewer System Improvements	\$500,000
	2021	ARPA	Administrative Services	\$2,070,252
	2020	PCB	Planning Studies	\$54,816
	2020	CD	Sidewalk Improvements	\$350,000

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2020	DRP	Sidewalk Improvements	\$500,000
	2018	CD	Sewer Improvements	\$350,000
	2017	CDBG-MIT	Flood & Drainage Improvements	\$9,395,324
	2017	CDBG-DR	Sewer & Water Generators	\$421,314
	2016	CD	Sewer Improvements	\$350,000
	2011	CD	Wastewater Collection Line Replacement	\$350,000
	2009	CD	Sewer System Improvements	\$350,000
	2006	CD	Sewer Collection Upgrade	\$350,000
	2004	CD	Sewer Collection Upgrade	\$350,000
Hitchcock	2023	CDBG-MIT	Wastewater Treatment Plant Improvements	\$3,864,200
	2022	CD	Water & Sewer Improvements	\$350,000
	2021	ARPA	Administrative Services	\$1,960,978
	2017	CD	Water Improvements	\$350,000
	2017	CDBG-MIT	Sewer Improvements	\$3,598,315
	2017	CDBG-DR	Sewer/Flood & Drainage Improvements	\$1,463,149
	2013	CD	Sewer Improvements	\$350,000
	2008	CD	Sewer System Improvements	\$350,000
	2008	PA	Water, Sewer, Flood, & Drainage Improvements	\$6,134,606
	2008	PA	Sewer System Improvements	\$2,044,869
	2008	PA	Water & Sewer System Improvements	\$2,888,164
	2007	PCB	Planning Studies	\$49,400
	2003	CD	Water & Sewer System Improvements	\$350,000
	2000	CD	Sewer System Improvements	\$350,000
Holiday Lakes	2023	CDBG-MIT	Drainage Project	\$1,582,000
	2021	ARPA	Administrative Services	\$309,732
	2017	CD	Flood & Drainage Improvements	\$599,008
	2002	CD	Water System Improvements	\$350,000
Iowa Colony	2017	CDBG-DR	Flood & Drainage Improvements	\$131,675
Jacinto City	2023	ARPA	Administrative Services	\$2,600,000
	2017	CDBG-MIT	Sewer Facility – Wastewater Treatment Plant Improvements	\$5,319,718

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2016	CDBG-MIT	Flood & Drainage Facility – Storm Sewer Improvements	\$5,319,718
Jamaica Beach	2008	PA	Water System, Road, & Drainage Improvements	\$2,195,385
	2008	PA	Sewer System & Street Improvements	\$626,746
Jones Creek	2021	ARPA	Administrative Services	\$514,651
	2017	CD	Flood & Drainage Improvements	\$200,859
Kendleton	2016	CD	Flood & Drainage Facilities	\$702,296
Kenefick	2021	CD	Street Improvements	\$350,000
La Marque	2023	CD	Storm Sewer Improvements	\$500,000
	2021	ARPA	Administrative Services	\$4,291,405
	2020	CDBG-DR	Infrastructure Improvements	\$1,447,527
	2017	CDBG-MIT	Sewer Improvements	\$48,904,004
	2015	CDBG-MIT	Sewer Improvements	\$7,493,145
La Porte	2021	ARPA	Administrative Services	\$8,666,561
	2008	PA	Flood & Drainage Facilities Improvements	\$1,197,695
	2008	PA	Flood & Drainage Facilities	\$4,721,465
League City	2002	CD	Sewer System Improvements	\$350,000
	2000	CD	Sewer System Improvements	\$99,982
Liberty County	2024	CDBG-MIT	Countywide Master Drainage Plan	\$21,274,200
	2021	ARPA	Administrative Services	\$17,135,507
	2020	CDBG-DR	Buyout & Acquisition Program	\$6,820,960
	2017	CDBG-DR	Flood & Drainage Improvements	\$4,921,503
Liverpool	2021	ARPA	Administrative Services	\$136,530
	2017	CDBG-DR	Street Improvements	\$191,486
	2006	CD	Water System Improvements	\$350,000
	2001	CD	Water System Improvements	\$350,000
Magnolia	2021	ARPA	Administrative Services	\$518,615
	2021	CD	Water & Sewer Improvements	\$350,000
	2016	CDBG-DR	Sewer, Flood, & Drainage Facilities	\$1,800,000
	2000	CD	Water & Sewer System Improvements	\$350,000
Matagorda County	2023	CD	Water System Improvements	\$500,000

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2022	CDBG-MIT	Water & Wastewater Improvements	\$2,746,400
	2022	CDBG-MIT	Water & Wastewater Improvements	\$5,301,900
	2021	ARPA	Administrative Services	\$7,117,473
	2020	CD	Water Improvements	\$350,000
	2017	CDBG-DR	Flood, Drainage, Water, & Sewer Improvements	\$6,948,605
	2017	CDBG-MIT	Water, Sewer, & Drainage Improvements	\$3,111,101
	2016	CD	Water & Sewer Improvements	\$350,000
	2013	DRP	Infrastructure Improvements	\$1,500,000
	2012	CD	Sewer System Improvements	\$367,500
	2009	CD	Water & Sewer System Improvements	\$350,000
	2008	CD	Gulf Pier at Sargent Beach	\$0.00
	2008	CD	Sewer System Improvements	\$350,000
	2008	PA	Sewer, Street, Flood, & Drainage Improvements	\$8,009,157
	2008	PA	Street Improvements	\$651,315
	2008	PA	Water System Improvements	\$491,165
	2007	CD	Palacios Nature Center	\$187,809
	2005	CD	Sewer System Improvements	\$350,000
	2001	CD	Water & Sewer System Improvements	\$350,000
	2001	CD	Road Improvements	\$225,280
	2001	CD	Sewer System Improvements	\$350,000
Montgomery	2017	CD	Water, Flood, & Drainage Improvements	\$350,000
	2017	PA	Street Improvements	\$345,840
	2016	CD	Flood, Drainage, & Water Facilities Improvements	\$2,280,000
Needville	2021	ARPA	Administrative Services	\$768,880
New Waverly	2013	DRP	Infrastructure Improvements	\$175,000
Oyster Creek	2017	CDBG-MIT	Sewer Improvements	\$5,291,898
Palacios	2022	CD	Water & Sewer Improvements	\$350,000
	2022	CDBG-MIT	Flood & Drainage Improvements	\$1,384,700
	2021	ARPA	Administrative Services	\$1,123,709
	2021	DRP	Sidewalk Improvements	\$350,000
	2019	CEF	Public Healthcare Facilities Project	\$120,633

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2018	CDBG-MIT	Flood & Drainage Improvements	\$6,814,726
	2018	DRP	Sidewalk Improvements	\$250,000
	2018	CD	Water Improvements	\$350,000
	2017	CDBG-DR	Water & Street Improvements	\$1,414,860
	2017	CDBG-MIT	Flood & Drainage Improvements	\$5,014,832
	2015	CD	Water System Improvements	\$350,000
	2011	CD	Water & Sewer System Improvements	\$350,000
	2010	CD	Sewer System Improvements	\$350,000
	2008	PA	Sewer System Improvements	\$1,522,407
	2007	CD	Sewer System Improvements	\$350,000
	2007	PCB	Planning Studies	\$49,400
	2005	CD	Water & Sewer System Improvements	\$350,000
	2003	PA	Brush & Debris Clearing	\$350,000
	2001	DRP	Texas Capital Fund	\$500,000
	2001	CD	Sewer System Improvements	\$350,000
Pasadena	2019	CDBG-DR	Wastewater Treatment Plant Improvements	\$1,000,000
Pattison	2023	ARPA	Administrative Services	\$115,220
	2021	CD	Infrastructure Improvements	\$350,000
Patton Village	2017	CDBG-DR	Infrastructure Improvements	\$19,000,000
	2017	CDBG-DR	Street Improvements	\$473,136
	2016	CDBG-DR	Street Improvements	\$1,920,000
Plum Grove	2021	ARPA	Administrative Services	\$26,124
	2021	CD	Street Improvements	\$350,000
Richwood	2021	ARPA	Administrative Services	\$988,170
	2017	CDBG-DR	Sewer Improvements	\$602,578
Riverside	2022	CD	Street Improvements	\$350,000
	2021	ARPA	Administrative Services	\$136,034
	2016	CD	Water Improvements	\$350,000
Rosenberg	2017	CDBG-MIT	Flood & Drainage Improvements	\$47,585,955
	2017	CDBG-DR	Sewer Improvements	\$298,611
	2016	CDBG-DR	Sewer Facilities Improvements	\$712,525

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
San Felipe	2021	ARPA	Administrative Services	\$204,423
	2021	CD	Street Improvements	\$350,000
	2017	CDBG-MIT	Street & Drainage Improvements	\$3,209,122
	2016	CDBG-DR	Flood & Drainage Facilities	\$2,000,000
	2016	PCB	Planning Studies	\$30,780
Santa Fe	2020	CD	Water Improvements	\$350,000
	2017	CD	Street, Flood, & Drainage Improvements	\$1,389,501
	2014	CD	Water Improvements	\$350,000
	2008	CD	Water System Improvements	\$350,000
	2008	PA	Water & Sewer System Improvements	\$2,337,719
	2008	PA	Sewer System Improvements	\$779,240
	2008	PA	Water & Sewer System Improvements	\$2,738,741
Sealy	2022	CD	Street Improvements	\$350,000
	2021	ARPA	Administrative Services	\$1,597,228
	2010	CD	Lift Station Improvements	\$350,000
	2006	CD	Elevated Water Storage Tank	\$350,000
	2000	CD	Sewer System Improvements	\$350,000
Stagecoach	2016	CD	Street, Flood, & Drainage Improvements	\$1,440,000
Sweeny	2016	CDBG-MIT	Sewer Improvements	\$5,398,293
	2008	PA	Sewer System Improvements	\$235,860
Texas City	2022	CDBG-MIT	Flood & Drainage Facilities Improvements	\$8,012,700
	2021	CDBG-MIT	Flood & Drainage Improvements	\$17,874,592
	2020	CDBG-DR	Buyout & Acquisitions	\$2,270,138
	2017	CDBG-MIT	Flood & Drainage Improvements	\$14,965,447
	2017	CDBG-DR	Flood & Drainage Improvements	\$2,211,686
	2008	PA	Flood, Drainage, & Sewer System Improvements	\$13,277,159
	2008	PA	Storm Sewer System Improvements	\$4,614,680
	2008	PA	Water, Sewer, & Drainage Improvements	\$4,425,720
Walker County	2023	CDBG-MIT	Road & Drainage Improvements	\$4,893,800
	2023	CDBG-MIT	Road, Drainage, & Flood Study	\$1,281,200
	2021	ARPA	Administrative Services	\$14,173,761

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2017	CDBG-DR	Street, Flood & Drainage Improvements	\$4,445,805
	2016	PA	Street Improvements	\$350,000
	2015	PA	Street Improvements	\$105,973
	2013	PA	Water Improvements	\$193,910
	2013	CD	Water Improvements	\$350,000
	2009	CD	Water System Improvements	\$350,000
	2002	CD	Well & Distribution System	\$350,000
	2000	CD	Water Distribution System	\$350,000
Waller	2021	ARPA	Administrative Services	\$864,278
	2017	CD	Sewer Improvements	\$350,000
	2014	CD	Water Improvements	\$350,000
Waller County	2022	CDBG-MIT	Flood & Drainage Improvements	\$6,732,697
	2020	CDBG-DR	Buyouts & Acquisitions	\$2,244,015
	2017	CDBG-DR	Street Improvements	\$4,036,599
	2016	CD	Water System Improvements	\$208,484
Wallis	2022	CD	Water & Sewer Improvements	\$350,000
	2021	ARPA	Administrative Services	\$322,865
	2021	DRP	Sidewalk Improvements	\$350,000
	2021	CDBG-MIT	Sewer & Drainage Improvements	\$5,748,125
	2018	CD	Water Improvements	\$350,000
	2017	CDBG-DR	Sewer & Fire Station Improvements	\$427,602
	2016	CDBG-DR	Flood & Drainage Facilities	\$2,000,000
	2013	CD	Sewer Improvements	\$350,000
	2010	CD	Water System Improvements	\$350,000
	2009	PCB	Planning Studies	\$36,250
2008	PA	Water & Sewer System Improvements	\$750,000	
Weimar	2021	CD	Infrastructure Improvements	\$350,000
West Columbia	2017	CDCG-DR	Sewer Improvements	\$159,795
	2008	PA	Sewer System Improvements	\$269,915
Wharton	2021	DRP	Sidewalk Improvements	\$350,000
	2020	CDBG-DR	Buyouts & Acquisitions	\$1,693,784

Figure 2: Our Relevant HGAC Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2020	CD	Sewer Improvements	\$350,000
	2017	CDBG-DR	Flood & Drainage Improvements	\$1,650,172
	2016	CD	Sewer Improvements	\$350,000
	2016	PCB	Planning Studies	\$53,460
	2016	CDBG-DR	Single Family Homeowner Assistance	\$2,000,000
	2014	CTIF	Sidewalk Enhancements	\$961,400
Wharton County	2023	CD	Water System Improvements	\$500,000
	2022	CDBG-MIT	Multi-Location Drainage Improvements	\$11,758,500
	2021	ARPA	Administrative Services	\$8,071,766
	2020	CDBG-DR	Buyouts & Acquisitions	\$2,243,565
	2019	CD	Water & Sewer Improvements	\$311,500
	2017	CDBG-DR	Flood & Drainage Improvements	\$2,028,234
	2016	CD	Sewer Improvements	\$350,000
	2013	CD	Sewer Improvements	\$350,000
	2010	DRP	Real Estate Program	\$750,000
	2010	CD	First-Time Sewer System Improvements	\$350,000
	2005	PA	Disaster Relief	\$350,000
	2004	CD	Water & Sewer System Improvements	\$350,000
	2002	CD	Water & Sewer System Improvements	\$350,000
Woodloch	2017	CDBG-DR	Sewer Improvements	\$720,000
	2016	CDBG-DR	Sewer Facilities	\$720,000

1.5 Experience with Programmatic and Policy Advice on Federal Disaster Relief Programs

GrantWorks' local presence means that we can act quickly and complete activities promptly and efficiently. Our Texas roots enable us to support local governments and state agencies by effectively and efficiently implementing programs within the federal and Texas statutory framework. Many of our staff have experience in nearby communities, giving us unique insights into local culture and people. **Our team is here to help the City of Bunker Hill Village succeed. Whether you are building new roads or bridges, adding broadband, or rehabilitating water infrastructure, we are here to help your project succeed.**

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

Activity D – Infrastructure (listed below as “construction management”). Our team has discovered that the allowable uses of ARPA funding stretch far and wide in our research into ARPA. We have selected a few projects highlighting our many strengths and broad experience for this proposal (**Figure 3**). As stated on previous pages, if our firm is selected, we will begin our work at a collaborative meeting to define and develop projects unique to the City of Bunker Hill Village.

Figure 3: GrantWorks ARPA-Related Project Experience

ARPA Requirements	SCOPE OF WORK								
	2021 American Rescue Plan Act Program, 180+ Cities & Counties, TX	ARPA Coronavirus Local Fiscal Recovery Fund Administration & Implementation, City of Brownsville,	Professional Administration Services Consultant for the American Rescue Plan Act Funds, Johnson County, TX	Grant Consultants for the Usage & Administration of the American Rescue Plan Act Funds, Bastrop	2021 American Rescue Plan Act Program, City of Gun Barrel City, TX	Coronavirus Relief Bill Emergency Rental Assistance Program, Statewide, TX	Texas Community Development 2Block Grant-Mitigation Program	Hurricane Ike CDBG-DR Infrastructure Improvement Program, Galveston, TX	Hurricane Ike CDBG-DR Round 2.2 Infrastructure Improvement Program, Houston, TX
Grant Management	✓	✓	✓	✓	✓	✓	✓	✓	✓
Stakeholder Engagement, Marketing, Outreach, &/or Community Involvement	✓	✓	✓	✓	✓	✓	✓	✓	✓
Project Identification, Community Needs, &/or Eligibility Determinations	✓	✓	✓	✓	✓	✓	✓	✓	✓
Project/Program Design and Development	✓	✓	✓	✓	✓		✓	✓	✓
Contract/Project Management	✓	✓	✓	✓	✓	✓	✓	✓	✓
Duplication of Benefits Review	✓	✓	✓	✓	✓	✓	✓	✓	✓
Financial Assistance	✓	✓	✓	✓	✓	✓	✓	✓	✓
Labor/Wage Compliance	✓	✓	✓	✓	✓		✓	✓	✓
Construction Oversight	✓	✓	✓	✓	✓		✓	✓	✓
Procurement, Uniform Administration Requirements, Cost Principles, &/or Audit Compliance (i.e., 2 CFR 200)	✓	✓	✓	✓	✓		✓	✓	✓
Environmental Review	✓	✓	✓	✓	✓		✓	✓	✓

Figure 3: GrantWorks ARPA-Related Project Experience

ARPA Requirements	SCOPE OF WORK								
	2021 American Rescue Plan Act Program, 180+ Cities & Counties, TX	ARPA Coronavirus Local Fiscal Recovery Fund Administration & Implementation, City of Brownsville,	Professional Administration Services Consultant for the American Rescue Plan Act Funds, Johnson County, TX	Grant Consultants for the Usage & Administration of the American Rescue Plan Act Funds, Bastrop	2021 American Rescue Plan Act Program, City of Gun Barrel City, TX	Coronavirus Relief Bill Emergency Rental Assistance Program, Statewide, TX	Texas Community Development 2Block Grant-Mitigation Program	Hurricane Ike CDBG-DR Infrastructure Improvement Program, Galveston, TX	Hurricane Ike CDBG-DR Round 2.2 Infrastructure Improvement Program, Houston, TX
Related Federal, State, & Local Experience, Other Cross-Cutting Regulatory Requirements, & Compliance	✓	✓	✓	✓	✓		✓	✓	✓
Reporting, Monitoring, and Audit Readiness	✓	✓	✓	✓	✓	✓	✓	✓	✓
Recordkeeping & Document Storage/Retention	✓	✓	✓	✓	✓	✓	✓	✓	✓
Close-Out	✓	✓	✓	✓	✓	✓	✓	✓	✓



2021 AMERICAN RESCUE PLAN ACT PROGRAM, 190+ CITIES AND COUNTIES, TEXAS

\$900M+

ARPA FUNDS UNDER MANAGEMENT IN TEXAS

CLIENTS

Multiple Cities and Counties
Across Texas

CONTRACT NUMBERS

Contracts with Multiple Cities and Counties Across Texas

GRANT PROGRAM

American Rescue Plan Act of 2021
Administered by the U.S.
Department of Treasury

CONTRACT DATES

June 2021 – December 2026

SERVICES PERFORMED

- ARPA Compliance
- Project Management
- Grant Administration
- Procurement per 2 CFR 200
- Environmental Compliance
- Davis-Bacon
- Meetings with Government Officials & Key Stakeholders
- Strategic Planning
- Project Eligibility
- Data Tracking and Reporting
- Financial Analysis
- Construction Management
- Grant Closeout

THE CHALLENGE

The U.S. Treasury has issued \$350 billion to state and local governments to help cover expenditures and mitigate the COVID-19 pandemic's economic impact under the American Rescue Plan Act (ARPA) of 2021. Entitlement cities and county governments receive award allocations directly from the U.S. Treasury, while non-entitlement communities will receive allocations through designated state agencies. Funds can be used to respond to the public health emergency or its negative economic impact by assisting residents, businesses, and non-profits or aid to impacted local industries; provide premium pay to essential workers; provide for revenue loss due to COVID-19; or to make investments in water, sewer, and broadband infrastructure.

THE SOLUTION

GrantWorks provides ARPA-related professional administrative and grant management services to multiple cities/counties across Texas. Services include ARPA compliance expertise, grant management, guidance on project selection, environmental processing, infrastructure construction oversight, reporting, monitoring, and project close-out. Our services also include developing policies/procedures for application-based programs and assisting communities in identifying and analyzing loss revenues. Our efforts decrease the burden on local governments while providing needed improvements and services. Managing a complex recovery fund requires a cross-functional team of seasoned, multi-disciplinary professionals led by a manager with the right tools and support system. GrantWorks provides an ARPA Senior Director who supports a project management approach shaped by his training and experience with state and local governments. Our ARPA Senior Director coordinates with our ARPA Project Manager and Client Services Manager to secure ARPA funds, select projects, ensure project compliance, implement the newest guidance from the Treasury, and document efforts via reports from initiation to close-out.

GrantWorks uses a custom-built integrated project and financial management platform to manage project compliance, progress, expenditures, risks, and reporting for ARPA projects. Each identified project is entered into the GW 20/20® project management database, where team members can access project data required to monitor quality, compliance, and progress. GW 20/20® creates project reports that easily convey the budget and status of the client's overall ARPA implementation plan.

THE RESULTS

Timeliness: GrantWorks uses automated project checklists and workflows built into our GW 20/20® project management system to keep projects and communications on track. We build checkpoints to identify bottlenecks and risks. We prioritize proximity to our clients when developing project teams and facilitating in-person meetings necessary for collaboration and communication. **Client cities and counties appreciate GrantWorks' availability, responsiveness, resiliency, and can-do attitude.**

Cost Control: The GrantWorks ARPA team uses processes that have proven successful in over 40 years of working on similar projects. We proactively communicate with all stakeholders to 1) avoid issues that may result in questioned costs or audit concerns and 2) resolve any identified problems as quickly as possible. For each municipality, GrantWorks assists with establishing and maintaining compliant financial records and processes by using the GW 20/20® database to track obligations and expenditures for each ARPA-funded project. Our database collects all information required for Quarterly Project and Expenditure Reports and ensures compliance with federal and state requirements. We maintain electronic documentation to ensure eligibility, compliance, and benchmark conformance. Other cost control services include preparing and submitting all required reports, monitoring changing ARPA compliance guidance, implementing fraud prevention and abuse practices, submitting and reviewing all program invoices, and preparing and submitting closeout documents.

Quality: GrantWorks achieves performance excellence and high-quality services through outreach and engagement of key stakeholders, project assessments, ongoing education, and research on changing ARPA requirements. Project managers hold scope and implementation meetings and provide guidance and support with RFQs, RFPs, contracts, and agreements. Our diverse team is experienced in various project types, from equipment to infrastructure, beneficiary to sub-recipient programs, and anything in between. Project managers can access the knowledge and depth of 300+ staff within GrantWorks. They can access expertise and best practices in labor standards, environmental compliance, acquisition and URA, reporting, procurement, contracting, data management, and planning. GrantWorks has the experience to enhance the quality of any project selected for ARPA implementation.

Business Relationships: GrantWorks assigns project managers to each jurisdiction to provide the best customer service possible and provides additional support from our other internal departments. We ensure completeness on the front end, and our key to success is communication and processes that keep the client included, informed, and respected throughout the entire project lifecycle. We go above and beyond to ensure that all projects are successful.

We encourage recipients to maximize the impact of funds by leveraging dollars, creating private/public partnerships wherever possible, and leveraging other funding sources, as applicable. We understand that many of our clients have grants and financial management departments that will remain in place after the ARPA funds are expended. Our project managers seek to understand and work within existing processes, providing compliance guidance and support, where needed, to respond to your ARPA allocation. We aim to collaborate and provide management services that complement and integrate with existing structures. GrantWorks provides our clients with unrivaled consultant services to further augment their capacity.



ARPA CORONAVIRUS LOCAL FISCAL RECOVERY FUND ADMINISTRATION AND IMPLEMENTATION, CITY OF BROWNSVILLE, TEXAS

\$65.2M

ARPA FUNDS MANAGED

CLIENT

City of Brownsville, Texas

REGION

Lower Rio Grande Valley
Development Council

GRANT PROGRAM

American Rescue Plan Act of 2021
Administered by the U.S.
Department of Treasury

GRANT AMOUNT

\$65.2 million

CONTRACT DATES

September 2021 – December 2026

SERVICES PERFORMED

- Project Management
- Grant Administration
- Procurement per 2 CFR 200
- Environmental Compliance
- Davis-Bacon
- Meetings with Government
Officials & Key Stakeholders
- Strategic Planning
- Project Eligibility
- Data Tracking & Reporting
- Construction Management
- Grant Closeout

THE CHALLENGE

The City of Brownsville was awarded \$65.2 million in aid through the ARPA Coronavirus Local Fiscal Recovery Fund to combat the impact of Coronavirus and strengthen community resources. GrantWorks is working with the City to provide comprehensive professional administration, project selection, and project implementation services related to these funds.

With nearly 67% of Brownsville households lacking access to cable, DSL, or fiber broadband, the City of Brownsville has been ranked the “least connected city” by the National Digital Inclusion Alliance (NDIA) since 2016. The City is using \$19.5 million, the largest share of SLFRF funds, to install a 95-mile underground “middle mile” fiber infrastructure that will bring accessible and affordable broadband to 100% of Brownsville’s population of 189,000.

In addition to the broadband initiative, the City has approved major projects that range from government services and public health response to water and sewer infrastructure. Most of these projects are in the engineering and design phase. They include:

- ▶ Downtown Water & Wastewater Improvements – \$14.5 million
- ▶ Los Tomates Regional Detention Facility & Nature Preserve – \$11.5 million
- ▶ Gladys Porter Zoo Water & Wastewater Improvements – \$5.5 million
- ▶ Cultural & Improvement Beneficiary Grants – \$2.62 million
- ▶ COVID-19 Public Health Response – \$650,000

THE SOLUTION

GrantWorks initially met with City officials and staff to gauge their familiarity with ARPA and the Final Rule and discuss projects they consider most important to benefit the residents of Brownsville.

ARPA Grant Administration & Technical Assistance: GrantWorks provided key technical guidance to help the City and stakeholders (including subrecipients and beneficiaries) understand the complicated ARPA legislation and eligible use of funds. They assisted in project selection and design and identified existing municipal priorities that qualified for funding under ARPA.

2 CFR 200 Procurement: The project management team has reviewed and amended the City's procurement policies and bid documents to ensure 2 CFR 200 compliance and continues to provide procurement assistance as new projects are launched.

Status Reports: With an expansive group of decision-makers, stakeholders, sub-recipients, and beneficiaries to keep informed, GrantWorks publishes a monthly status report that updates project progress, high-level reporting of grant expenditures, and award allocation announcements. This report enables interested parties to operate from a common data set and facilitates transparency and clarity in the administration process. GrantWorks uses its ARPA grant and project management software solution, GW 20/20®, to produce reports for the City. Our team uses GW 20/20® for real-time tracking and managing all projects.

Financial Management: Working closely with the City's accounting department, GrantWorks reviews expenditures and supporting documentation. The project management team updates Project and Expenditure Reports in the U.S. Treasury portal every quarter.

THE RESULTS

Cultural & Tourism Grant Program: Working closely with the City of Brownsville, the GrantWorks team designed and implemented all aspects of an application-based beneficiary program to channel \$2.6 million in ARPA funds to cultural and tourism-related nonprofits impacted by the Pandemic. GrantWorks managed two rounds of funding and continues to provide comprehensive beneficiary administration and monitoring. Services included:

- ▶ Development of Program Guidelines
- ▶ Clearly defining eligibility requirements under ARPA
- ▶ Grant application development and scoring matrix
- ▶ The population of a microsite linked to the City of Brownsville website with an Online Grant Application and supporting documentation, including grant requirements, application instructions, grant program FAQs
- ▶ Planned and hosted Information Sessions (both in person and virtual) for potential applicants
- ▶ Application review and scoring and providing award recommendations
- ▶ Technical advice on how to communicate funding decisions, including providing drafting award letters and phrasing to avoid appeals
- ▶ Financial management of awarded funds
- ▶ Development and administration of Beneficiary Agreements and ongoing beneficiary administration and monitoring



PROFESSIONAL ADMINISTRATION SERVICES CONSULTANT FOR THE AMERICAN RESCUE PLAN ACT FUNDS, JOHNSON COUNTY, TEXAS

\$34.1M

ARPA FUNDS MANAGED

CLIENT

Johnson County, Texas

REGION

North Central Texas Council of Governments

GRANT PROGRAM

American Rescue Plan Act of 2021
Administered by the U.S.
Department of Treasury

GRANT AMOUNT

\$34.1 million

CONTRACT DATES

December 2021 – December 2026

SERVICES PERFORMED

- Program Development
- Grant Administration
- Project Management
- Construction Management
- Procurement per 2 CFR 200
- Meetings with Government Officials & Key Stakeholders
- Project Eligibility
- Data Tracking and Reporting
- Financial Analysis
- Grant Closeout

THE CHALLENGE

Johnson County received a \$34.1 million allocation from the ARPA Coronavirus Local Fiscal Recovery Fund. The County selected GrantWorks as the administrator based on our extensive history managing state and federal grant programs throughout Texas with a particular focus on ARPA since its passage on March 10, 2021. Johnson County required assistance with program design best practices, identifying a need for entities requesting funding, and compliance oversight for their projects.

THE SOLUTION

GrantWorks provides administrative services to assist Johnson County in managing and implementing its \$34.1 million allocation from the ARPA Coronavirus Local Fiscal Recovery Fund and ancillary projects financed from their ARPA allocation. We have met with County officials on numerous occasions to gauge their familiarity with ARPA and the Final Rule and discuss projects they consider most important in benefiting the constituents of Johnson County. Our team reviewed their procurement policies and instructed Johnson County to adopt one we developed to ensure they comply with federal uniform guidance 2 CFR 200. We have also assisted the County in soliciting community input as recommended by the Final Rule and answering questions the County had about the eligibility of the projects the community suggested.

Johnson County is planning to move forward on over 40 projects. The County has already awarded over half of them, including nonprofits and other entities inside the County, for water/sewer infrastructure improvements, public health response projects to better assist and mitigate negative impacts and revenue loss because of COVID-19. GrantWorks has interviewed all applicants for funds to gather data and has provided quantitative analysis of that data to assist the

commissioners in making their decisions. We also continue to help the County's auditing department develop the quarterly project and expenditure report.

THE RESULTS

The value of using GrantWorks is evident in Johnson County. In reviewing County plans to award \$9 million to area nonprofits, we recommended reclassifying program participants from "sub-recipients" to "beneficiaries," a change that simplified the project approach and expedited funding to eligible organizations.

2 CFR 200 Procurement: At the client's request, GrantWorks is optimizing the County procurement process, reviewing all RFP and RFQ documentation and methodology for opportunities to streamline and improve practices and ensure compliance.

Management Reporting: We have also taken responsibility for the project's monthly and quarterly reporting requirements, including coordination with the County and the engineering team on project progress.

Business Relationship: As their ARPA projects commence, we meet regularly with County staff during commissioner court to update and inform all county officials and discuss the next steps and considerations for future projects.



GRANT CONSULTANTS FOR THE USAGE AND ADMINISTRATION OF AMERICAN RESCUE PLAN ACT FUNDS, BASTROP COUNTY, TEXAS

\$17.2M

ARPA FUNDS MANAGED

CLIENT

Bastrop County, Texas

REGION

Capital Area Council of Governments

GRANT PROGRAM

American Rescue Plan Act of 2021
Administered by the U.S.
Department of Treasury

GRANT AMOUNT

\$17.2 million

CONTRACT DATES

December 2021 – December 2026

SERVICES PERFORMED

- Program Development
- Grant Administration
- Project Management
- Construction Management
- Procurement per 2 CFR 200
- Meetings with Government Officials & Key Stakeholders
- Project Eligibility
- Data Tracking and Reporting
- Financial Analysis
- Grant Closeout

THE CHALLENGE

Bastrop County received \$17.2 million in American Rescue Plan Act (ARPA) funds from the U.S. Treasury to assist in recovery from COVID-19. The County recognized that multiple non-profit organizations needed financial assistance due to an inability to fundraise during the pandemic. The County needed a fair and equitable way to distribute its ARPA funds to these organizations.

THE SOLUTION

GrantWorks created and developed the Bastrop County ARPA Public Needs Program upon the County's request. GrantWorks developed guidelines for the program and provided an online application that allowed applicants to submit supporting documents for the application.

Once applications were submitted, GrantWorks staff reviewed the applications, preparing for questions from the Commissioner's Court and County Judge. When further details were required, GrantWorks staff reached out to the non-profit entity to gather the information, especially instructing them on procurement policy, 2-CFR 200, and other federal requirements for funding.

This sub-recipient program is still in its early stages, but the County plans to award more than \$4 million to non-profits that serve Bastrop County residents. GrantWorks staff has assisted Public Needs awardees in developing procurement policies and procedures, including assisting with RFQ and RFP processes for construction projects. GrantWorks has worked with County staff to document and report all aspects of the Bastrop County Public Needs program.

THE RESULTS

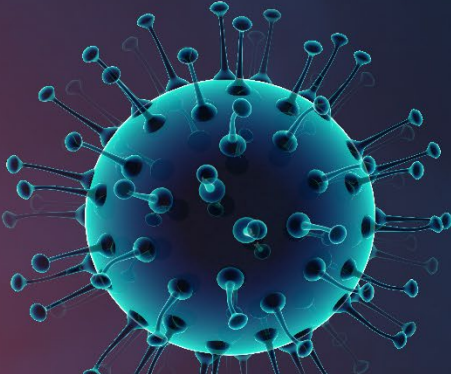
GrantWorks developed guidelines and an application for the Bastrop County Public Needs Program, then met with County staff and their appointed committee to recommend award amounts. The County Judge and Commissioner's Court voted on awards, and GrantWorks went to work developing service agreements with each subrecipient.

Schedule: GrantWorks helped establish this project's schedule and met all implementation milestones. We provided an online application and document-storage process within two weeks of the request.

Cost Control: GrantWorks advised the County on the required selection requirements and reviewed the program budgets and planned expenditures for cost reasonableness, allowability, and allocability.

2 CFR 200 Procurement: GrantWorks has taken extra steps to handle procurement issues with the County and their selected subrecipients, including reviewing past projects to move forward with ARPA projects and retracing steps to ensure that the forward movement of projects is correct in compliance with federal standards.

Business Relationships: The County and the non-profit organizations that applied for funds via the online application process have praised the system GrantWorks provided. They especially noted the ease of use, the ability to upload documents easily and quickly, and the ability to save their information intermittently.



TEXAS CORONAVIRUS RELIEF BILL EMERGENCY RENTAL ASSISTANCE PROGRAM

80,000

HOUSEHOLDS BENEFITED

CLIENT

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

CONTRACT NUMBER

TDHCA Contract No. 21-064-001-C847

GRANT PROGRAM

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

REGION

Statewide

CONTRACT DATES

February 2021 – Ongoing

SERVICES PERFORMED

- COVID-19 Relief Bill Funds
- Case Management
- Application Reviews
- Eligibility Analysis
- Data Management
- Reporting
- Financial Reviews & Payment Processing
- Quality Control

THE CHALLENGE

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

THE SOLUTION

GrantWorks performs eligibility analyses, quality control reviews, and payment processing services as a subcontractor to Horne, LLC. GrantWorks staffs 16 positions, including 13 Eligibility Analysts and 3 Quality Assurance Specialists. Our staff members process applications, review income, and determine eligibility for program benefits. We also verify rent, utility, and other household expenses by analyzing documentation provided by tenants and landlords. Other responsibilities include:

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

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

THE RESULTS

Schedule: The GrantWorks team members routinely exceed daily performance expectations. They often double or triple the expected productivity goals. Our team members have been promoted to perform higher-level quality control functions because of our efficiency and attention to detail.

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

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

Successful Applicant

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

Successful Applicant

"Awesome!!! I am unexplainably elated!!! God bless you and this process."

Successful Applicant

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

Successful Applicant



TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION PROGRAM

\$609M+
CDBG-MIT PROJECTS

CLIENTS

Multiple Cities and Counties
Across Texas

CONTRACT NUMBER

65+ Contracts with Multiple Cities
and Counties Across Texas

GRANT PROGRAM

U.S Department of Housing &
Urban Development, Community
Development Block Grant-
Mitigation (CDBG-MIT) Program
Administered by the Texas
General Land Office

TOTAL GRANT AMOUNT

\$609,389,718

CONTRACT DATES

2021 – Ongoing

SERVICES PERFORMED

- Federal & State Funding
Compliance & Management
- Investments in Water, Sewer, &
Infrastructure
- Application Development
- Grant Administration
- Project Management
- Construction Management
- Financial Analysis
- Data Management
- Cost Control

THE CHALLENGE

The Texas Community Development Block Grant-Mitigation (CDBG-MIT) program aims to increase disaster resilience and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, lessening the impact of future disasters. Congress appropriated \$12 billion in CDBG funds in February 2018, specifically for mitigation activities for qualifying disasters in 2015, 2016, and 2017, and HUD was able to allocate an additional \$3.9 billion, bringing the amount available for mitigation to nearly \$16 billion. Texas received \$4.2 billion, with an additional allocation of \$4.6 million for a total of \$4.3 billion.

THE SOLUTION

GrantWorks works with eligible grantees to implement strategic and high-impact mitigation projects. These projects help mitigate disaster risks and reduce future losses. We administer both HUD and state funding programs.

GrantWorks' Texas CDBG-MIT team has performed work, including the 2015 and 2016 Floods and the Hurricane Harvey disaster event for 65+ counties and cities across Texas. Over 65+ CDBG-MIT applications were submitted for grant requests totaling \$609,289,718 and leveraged amounts for CDBG-MIT projects totaling \$5,912,566.

GrantWorks is administering, managing, and completing projects that include improvements to drainage structures (roadside ditches, culverts, flood gates, retention ponds, etc.), street systems, wastewater infrastructure (collection and treatment systems), water infrastructure (distribution, treatment, and storage systems), and other mitigation enhancements. These projects serve various beneficiary areas, from target areas within cities and counties to broader citywide and countywide efforts.

THE RESULTS

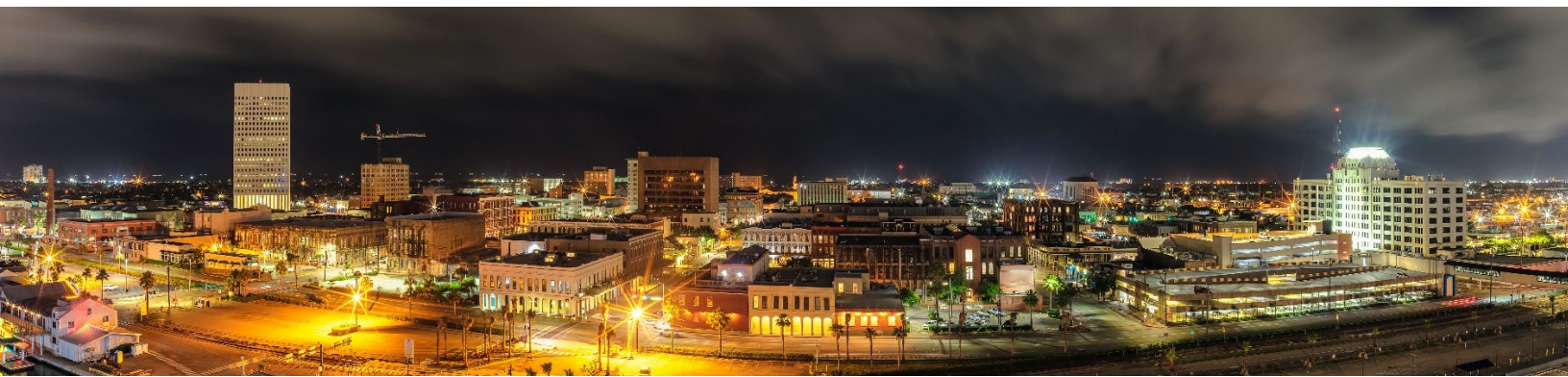
Schedule: We use project checklists and workflows to keep things on track. We build checkpoints and oversight so potential issues can be discovered at the earliest point in the process and addressed before they create a problem. We have received numerous compliments from client cities and counties expressing appreciation for GrantWorks' timely responses.

Cost Control: GrantWorks works proactively with all stakeholders to 1) avoid issues that may result in questioned costs or audit concerns and 2) resolve any identified problems as quickly as possible. For each municipality, GrantWorks assists with establishing and maintaining compliant financial records and processes by providing a grant ledger to track expenses for grant dollars and local leverage contributions, reporting for all grant activities, and recordkeeping requirements that comply with federal, state, and local regulations. Our recordkeeping methods consistently receive high marks from state and federal monitors. We focus on maintaining electronic and hard copy documentation so that the jurisdiction is always audit-ready and ensures eligibility and benchmark conformance. Other cost control services include preparing and submitting all required reports, monitoring CDBG-MIT program compliance, implementing fraud prevention and abuse practices, submitting and reviewing all program invoices, and preparing and submitting closeout documents.

Timeliness: GrantWorks establishes objectives and efforts that align with each entity's need to address mitigation efforts. We create a cohesive work environment coordinating federal, state, and local requirements to complete services on time. We completed our work and services ahead of time in many areas, such as environmental reviews, mitigation planning, application development, and risk assessments.

Quality: GrantWorks achieves performance excellence and high-quality services through outreach and engagement of key stakeholders, project assessments, application assistance, scope and project planning, and implementing effective processes and communication with federal, state, and local officials. These mitigation projects aim to reduce the risk to public infrastructure and services that benefit human health, safety, and/or economic security from being severely affected by natural disasters. The quality of our services and the completion of the mitigation projects transform the communities we serve into safer places.

Business Relationships: To provide the best customer service possible, GrantWorks assigns project managers to each jurisdiction and provides additional support from our other internal departments. We do it right the first time, and our key to success is communication and processes that keep the client included, informed, and respected throughout the project. We go above and beyond to ensure that all projects are successful. We encourage recipients to maximize the impact of funds by leveraging dollars, creating private/public partnerships wherever possible, and coordinating with other federal funding sources if applicable. We support data-informed investments, focusing on the repetitive loss of property and critical infrastructure. We build capacity through ongoing training and adopting policies that reflect local and regional priorities that will have long-lasting effects on reducing a community's disaster risk and decreasing future disaster costs.



HURRICANE IKE CDBG-DR INFRASTRUCTURE IMPROVEMENT PROGRAM, GALVESTON, TEXAS

\$91.3M

CDBG-DR AND FEMA GRANTS

CLIENT

City of Galveston, Texas

CONTRACT NUMBER

15-081-000-8748

REGION

Houston-Galveston Area Council

GRANT PROGRAM

U.S. Department of Housing & Urban Development, Community Development Block Grant-Disaster Recovery Program Administered by the Texas General Land Office

GRANT AMOUNT

\$91,322,457

CDBG-DR: \$81,201,258

FEMA: \$10,121,199

CONTRACT DATES

October 2014 – October 2021

SERVICES PERFORMED

- Grant Writing & Applications
- Grant Administration
- Project Management
- 2 CFR 200 Procurement
- Financial Management
- Environmental Services
- Data Tracking & Reporting
- Acquisition/URA
- Stakeholder Coordination
- Recordkeeping
- Construction Management
- Davis Bacon Labor Standards Compliance Monitoring
- Project Closeout

THE CHALLENGE

Hurricane Ike, which came ashore with Category 2 winds and a storm surge as high as 17 feet in some locations, devastated the City’s housing, businesses, and infrastructure. The damage was so severe that the number of recovery projects needed to be recovered, and the costs associated with these projects were staggering. The City initially prioritized restoring and hardening critical water and sewer facility projects. The local cost-share for water, sewer, drainage, and road projects was initiated with \$10 million in FEMA Public Assistance funds. The City also saw an opportunity for strategic investment in neighborhoods and public facilities to encourage a broader economic recovery.

This complex \$212 million multi-agency-funded program encompassed more than 35 major infrastructure and non-housing projects ranging from infrastructure improvements to economic development programming and planning over a performance period of seven years.

The City of Galveston hired GrantWorks to provide professional grant administration services in 2014 after a previous firm failed to deliver the level of support and technical expertise required by the City. The Texas General Land Office funded the City of Galveston through three cycles: Round 1 for \$107 million, Round 2.1 for \$24 million, and Round 2.2 for \$81 million. GrantWorks served as the City’s grant administrator for all three funding rounds.

THE SOLUTION

The City of Galveston received funding for over 35 projects, including the rehabilitation of a pump station and water tanks, a new pump station, a fire station, a public works building, a wastewater treatment plant, streets, demolition and clearance of a fire station and incinerator, and planning. The funds provided reliable and continuous potable water, ensured roadway and city service function, and provided safe

and efficient wastewater treatment. GrantWorks provided grant administration and project delivery services to the City.

THE RESULTS

Schedule: GrantWorks scheduled and hosted regularly scheduled meetings with all parties, including engineers, architects, project managers, and environmental specialists, to discuss timelines. GrantWorks also worked with the City and GLO on all extension requests. The regular status updates and planning meetings implemented by GrantWorks played an essential role in maintaining stakeholder alignment, schedules, and successful completion of projects under the program.

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

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

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

KEY ACCOMPLISHMENTS

Economic Development Loans for Local Businesses: GrantWorks provided grant administration services to establish an Economic Development Loan Program with \$2.28 million allocated funds for recovery efforts by the local business community.

Managing Historic Structures: The Galveston Water & Electric Light Building was built in 1904. GrantWorks coordinated with the Texas Historical Commission to rehabilitate the building's exterior facade with added weatherization protections to improve the structure's physical integrity. The team worked with the City to renovate the interior for public use as a community center serving a mixed-income, multi-family community.



Renovated Galveston Water & Electric Light Building

Environmental Resolution: Environmental issues arose on several projects, including the 59th St. Water Tank Rehabilitation & Incinerator Demolition project. The Environmental Engineers identified soil contamination upon removal of the incinerator. The GrantWorks Environmental Team worked closely with Environmental Engineers to determine the extent of the problem and planned and oversaw the soil remediation efforts.



Galveston Public Works Building

Land Acquisition: GrantWorks provided federally compliant acquisition services for purchasing 20 parcels of land under 13 unique transactions to support an infrastructure project and helped the City acquire donated property for off-site parking to construct the Galveston Public Works Building.

Davis-Bacon Labor Standards Violations: GrantWorks identified potential wage-standard violations in the payroll reports from a subcontractor. GrantWorks worked closely with the Department of Labor, GLO, and the City to investigate the discrepancies, clarify the issues, and ensure the subcontractor made reparations.



HURRICANE IKE CDBG-DR ROUND 2.2 FUND INFRASTRUCTURE IMPROVEMENT PROGRAM, HOUSTON, TEXAS

\$22M

CDBG-DR GRANT

CLIENT

City of Houston, Texas

CONTRACT NUMBER

14-236-000-8329

REGION

Houston-Galveston Area Council

GRANT PROGRAM

U.S. Department of Housing & Urban Development, Community Development Block Grant-Disaster Recovery Program Administered by the Texas General Land Office

GRANT AMOUNT

\$22 million

CONTRACT DATES

October 2014 – March 2019

SERVICES PERFORMED

- Grant Writing & Applications
- Grant Administration
- Project Management
- 2 CFR 200 Procurement
- Financial Management
- Stakeholder Coordination
- Recordkeeping
- Construction Management
- Davis Bacon Labor Standards Compliance Monitoring
- Project Closeout

THE CHALLENGE

After Hurricane Ike landed on September 13, 2008, the City of Houston sustained flooding, causing critical street and drainage infrastructure to fail. Floodwaters submerged the City's roadways, and the existing storm sewer/drainage system infrastructure could not handle the volume of water generated during the storm. The flooding and resultant infrastructure failures threatened residents' public health, safety, and welfare and impeded emergency vehicle access.

THE SOLUTION

The City of Houston selected GrantWorks to project grant administration and project delivery services. The City of Houston used \$22 million in CDBG-DR funds to improve drainage in four lower-income central city neighborhoods to repair the infrastructure and reduce the possibility of failure in future storms. Activities included constructing storm sewers, drainage ditches, culverts, and other flood and drainage improvements serving the Near Northside. GrantWorks also restored the function of the road for primary access and emergency vehicle use and reconstructed an open ditch storm drainage system in the Greater Fifth Ward, Near Northside, and Old Spanish Trail/South Union neighborhoods.

THE RESULTS

Schedule: GrantWorks provided and delivered all services on time with no findings.

Cost Control: GrantWorks staff worked with local stakeholders and project engineers to ensure all project elements were within budget. The infrastructure improvements included four separate construction projects, each bid and constructed at different times. We maintained a

grant ledger and tracked project costs closely with the project engineer for cost control to account for each project's costs.

Quality: GrantWorks worked with the City of Houston Housing and Community Development Department staff, Near Northside TIRZ Board, Houston Public Works, Mayor's Recovery Office, General Land Office, Jones & Carter, and RPS Engineering to ensure that the projects conformed to performance statements and schedules. As needed, we conducted monthly meetings and held weekly meetings at critical junctures. These meetings helped ensure all stakeholders were well-informed and ready to move to the project's next step. Effective stakeholder communication and coordination were essential for this large-scale five-year project.

Business Relationships: GrantWorks coordinated with several City Departments to facilitate project implementation. One of the open ditch locations was adjacent to an identified hazard facility, triggering additional environmental clearance requirements. Rather than delay construction for all locations, GrantWorks proposed splitting the construction contracts to allow open ditch work to start in other locations. GrantWorks expedited the construction to restore the drainage's function outside several neighborhoods impacted by Hurricane Ike by allowing the open ditch work to start in other locations. We expedited the bidding and construction process once GrantWorks cleared the last site environmentally.

1.6 Assigned Individuals

GrantWorks has the staff and capacity to complete multiple simultaneous large- and small-scale projects and scopes of work. We have experience with the U.S. Treasury, CARES Act, CDBG, CDBG, Disaster Recovery, FEMA Hazard Mitigation, or similar construction and service projects.

Our capacity extends to the number and the quality of staff we bring to the table (**Figure 4**). Our team has administered state and federal programs for over 45 years. The breadth of our experience and the lengthy tenure of our senior staff means that this team has a thorough knowledge of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, ARPA, Stafford Act, and Supplemental Appropriations Bills.

Figure 4: Why should the City of Bunker Hill Village select GrantWorks?

GRANTWORKS KEY STRENGTHS AND BENEFITS – WHY SHOULD THE CITY OF BUNKER HILL VILLAGE SELECT US?	
We are ahead of the curve, having established and staffed an ARPA Team in February 2021.	✓
We are well-connected, having contracted with a lobbyist to get our questions answered.	✓
Our dedicated Client Services Department will support you after the projects are complete.	✓
With 300+ full-time employees, we are the largest Texas-based firm dedicated to project management for local governments.	✓
We can carry out the work in-house (we do not need to subcontract the work).	✓
We have experience implementing multiple grant programs in Texas.	✓
We have extensive experience with water, sewer, drainage, and street projects.	✓
We are knowledgeable of USDT and TDEM systems and processes.	✓
We know local codes and ordinances (zoning, floodplain, permitting, building code).	✓
We understand federal and Texas statutes and regulations (ARPA, 2 CFR 200, Local Gov't Code).	✓

GrantWorks hires and retains skilled and experienced employees—over 40% of our employees hold a master’s degree in law, city planning, engineering, business administration, construction management, public administration, or fields relevant to implementing federal grant projects. With our strong connections in Texas communities, we have the capacity and expertise needed to execute these services immediately. Look no further; our staff believes in working on projects through teamwork, where teamwork is the ability to work together toward a shared vision—your vision.

1.6.1 Organization Chart

We have provided an organization chart in **Figure 5**. Upon award, our Subject Matter Experts Jo Carroll, Ken Pevovar, PMP, Mary Shapiro, and Sherie Goin Marks, PHM, will work with Senior Director Greg Aiello, PE, to assign a project team to work on your ARPA program. GrantWorks has summarized the qualifications and experience of our leadership, program management, and project delivery staff below.

Our ARPA Team leadership will identify the specific staffing needs of each project. As determined by the project's needs, we will designate fully trained support staff to assist the assigned Project Manager with expert/specialty services such as procurement, construction management, planning, environmental, labor standards, and GIS/mapping support. The organizational chart and the short bios below describe only a few of our available staff who can provide support services to ensure that all projects comply with U.S. Treasury requirements.

1.6.2 Leadership and Program Management Team



Bruce Spitzengel, President

Project Role: Principal-in-Charge

Bruce has worked with grants since 1975, first as the planning director for Texas City, and then as CDBG Manager for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 300+ employees in 3 primary offices and 77 field locations, with headquarters in Austin, Texas. GrantWorks is one of Texas' most successful local government grant service providers. Bruce has extensive expertise in ARPA, CDBG, FEMA, HOME, transportation, planning, infrastructure development, affordable and fair housing, and application/grant preparation.



Jo Carroll, Senior Vice President, Program Operations

Project Role: ARPA Subject Matter Expert

Jo Carroll has 40 years of leadership experience designing, managing, and implementing federally funded community development, infrastructure, public works, public services, and housing programs, including ARPA, HUD, CDBG, CDBG-DR, FEMA, HOME, HOPE, Tax Credits, and Texas Housing Trust Fund. In addition to managing over 100 federally funded infrastructure projects, her experience includes implementing and managing over \$1.6 billion in major CDBG-DR programs and assisting over 10,000 homeowners. Jo uses her extensive knowledge to help with policy development, program design, process implementation, and project management.



Ken Pevovar, PMP, Senior Vice President, Program Management

Project Role: ARPA Subject Matter Expert

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

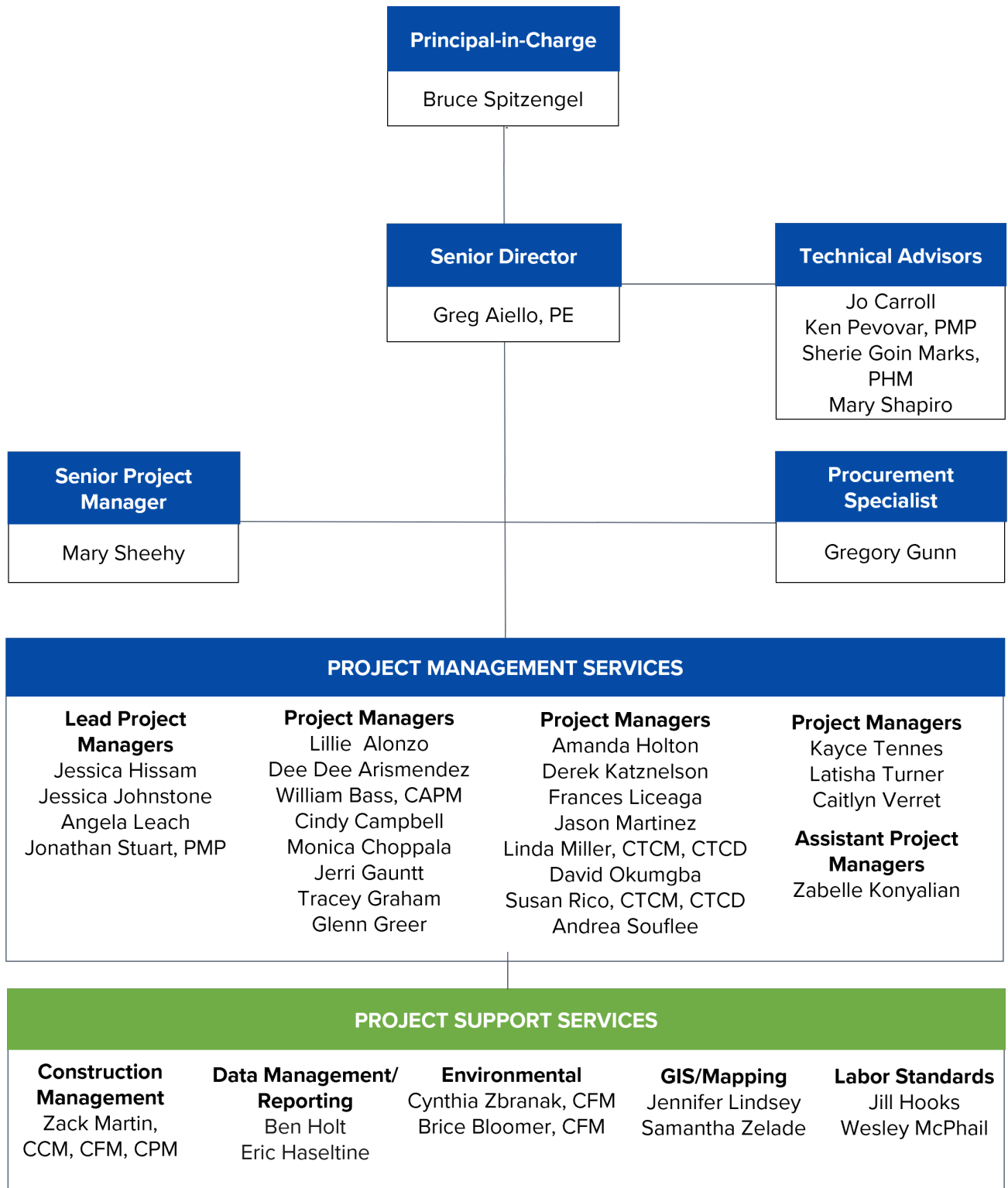


Figure 5: The GrantWorks Team's Detailed Organization Chart for the ARPA Program



Mary Shapiro, Vice President of State Program Management

Project Role: ARPA Subject Matter Expert

Mary Shapiro has over 18 years of experience managing large-scale grants, programs, and projects and significant regulatory compliance and policy expertise in disaster recovery, housing and infrastructure, and environmental planning. Mary is an ARPA program design and delivery expert focusing on continuous process improvement. She serves as a resource to a 40-member team, assisting with distilled U.S. Treasury guidance, issue/resolutions trending, best practice planning, monitoring, and all related change, budget, and performance management needs. She oversees the daily development and oversight of all ARPA-specific policies and procedures, including researching and developing standardized written and systematic tools and workflow processes and assessing quality and compliance at the global, client, and individual project levels. Mary provides leadership support on consultation and project management operations within the GrantWorks ARPA Department. She has extensive experience in all program management phases, from initiation, procurement, and planning through closeout. She holds a BS in Psychology from Louisiana State University.



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

Project Role: ARPA Subject Matter Expert

Since the inception of the American Rescue Plan Act (ARPA), Sherie has provided operational and managerial support, leadership, technical assistance, compliance, and expertise for multiple jurisdictions. Her experience covers every eligible ARPA activity from start-up to closeout. With over 38 years of experience and as a former Community Development Manager for numerous cities, Sherie has overseen all aspects of the grant, financial, and construction management for various federal, state, and local programs, including New Jersey. She managed 1,000+ programs and projects in 7 different reporting systems, oversaw rehabilitation/ construction of 2,000+ housing units, completed 75 infrastructure projects, and closed out over 50 grants.



Greg Aiello, PE, Senior Director

Project Role: ARPA Managing Senior Director

As the ARPA Managing Senior Director, Greg Aiello provides leadership and project management expertise supporting multiple ARPA programs and projects. He manages the GrantWorks ARPA Team and provides the guidance and support required for successful project implementation. Greg reviews project scopes and assigns personnel with the knowledge, skills, and experience necessary for success. He mentors the team and coordinates resource requirements within the GrantWorks framework. Greg is a Professional Engineer with over 20 years of experience leading high-profile projects related to disaster recovery, commercial construction, and transportation engineering. Greg takes pride in leading large teams and providing strategic guidance, which results in quality services and client satisfaction.



Kelle Odom, Director of Client Services

Project Role: Director of Client Services

Kelle Odom has over 30 years of business management experience in the public and private sectors. Kelle joined GrantWorks in 2013, bringing 20 years of grant management experience. She previously worked with the Texas General Land Office, the Texas Department of Rural Affairs' CDBG-DR programs, and a private grant management consulting firm. Kelle oversees a team of Client Services Managers and Representatives and GrantWorks' relationship with its clients. She maintains high retention rates, developing long-term relationships with repeat clients. She also manages the company's accounts and communicates with clients to ensure their satisfaction. Her responsibilities include tracking data about accounts and intervening when problems occur. She leads marketing and outreach. She manages staff, clients, processes, and policies for all accounts.

1.6.3 Project Management Team



Gregory Gunn, Procurement Specialist

Project Role: ARPA Procurement Specialist

Gregory Gunn spent 15 years in the U.S. Army as a Contingency Contracting Officer, Contracting Specialist, and Instructor/Training Program Manager before joining GrantWorks. Gregory evaluates and determines compliance with federal, state, and local procurement requirements related to 2 CFR 200. He conducts reviews of procurement documents to determine compliance with laws, regulations, and policies and procedures. He also follows quality assurance procedures to produce accurate and complete work products. Gregory evaluates procurement proposal documents using best practices and maintains policies, procedures, and guidelines related to procurement. Gregory is a resource for project managers overseeing various ARPA projects requiring procurement under 2 CFR 200.



Mary Sheehy, Senior Project Manager

Project Role: ARPA Senior Project Manager

Mary Sheehy has 14 years of experience in project management and implementation of state and federal residential programs for CDBG-DR (NJ-Sandy and TX-Harvey), low-income Housing development (NJHMFA), and energy efficiency residential upgrades (weatherization). Previous experience includes working with developers and community organizations on residential and/or green residential development projects, coordinating funding between state agencies for energy efficiency and renewable energy financing for multi-family affordable housing, and developing policies and programs in New Jersey. In addition, her spectrum of skills includes eligibility reviews, case management, specialized projects, compliance and monitoring, closeout and scope of work reviews, utilization of training tools, and adherence to regulatory updates related to managing government-funded programs. Mary has an MS in City Planning, Environmental, and Physical Planning from Rutgers University and a BA in Architecture from the University of Houston.



Jessica Hissam, Project Manager

Project Role: ARPA Lead Project Manager

With 11 years of experience, Jessica Hissam uses her interdisciplinary project management, multi-system policy research, and program implementation skills to oversee and support complex governmental and grant-funded behavioral health and social service programs at the state and local levels. She also uses her expertise to foster interdisciplinary collaborations across systems to maximize organizational impact and provide our clients with the best possible service. Jessica holds a BA in Psychology and Criminology from St. Edward's University.



Jessica Johnstone, Project Manager

Project Role: ARPA Lead Project Manager

Jessica Johnstone is an experienced project management professional. She is a self-driven critical thinker with experience in environmental outreach, coordination, and technical assistance. Her growth mindset, unique knowledge, and skills make her a strong ARPA Project Manager. Jessica earned a BS in Ecosystem Science & Sustainability from Colorado State University and an AS from Georgia Highlands College.



Angela Leach, Project Manager

Project Role: ARPA Lead Project Manager

Angela Leach has seven years of experience in grant writing and management. She is an experienced disaster recovery manager with critical thinking and policy analysis skills. She is also an outcome-focused leader skilled in collaboration. Under the ARPA Program, Angela coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. Angela holds a BS in Psychology from Angelo State University.



Jonathan Stuart, PMP, Project Manager

Project Role: ARPA Lead Project Manager

Jonathan Stuart is an experienced Project Manager with over 13 years of experience working in construction, service, and start-up environments. His project management experience includes working with third-party contractors/vendors from all over the world. He coordinates and expedites projects for the ARPA Program, working directly with local government contacts, U.S. Treasury staff, engineers, and other project service providers. Johnathan is fully qualified in Project Management with a PMP certification and holds a BA in Philosophy from the University of Stoney Brook.



Lillie Alonzo, Project Manager

Project Role: ARPA Project Manager

Lillie Alonzo is an experienced analytical thinker and strategic leader. Her knowledge and skills include budgeting, leadership, contract management, problem-solving, and oral and written communication. With 19 years of project management experience, she has a strong background and an excellent record of meeting deadlines.



Dee Dee Arismendez, Project Manager

Project Role: ARPA Project Manager

Dee Dee Arismendez is a dedicated and highly motivated ARPA Project Manager with a proven customer service record across multiple communities. With over 20 years of federal grant administration experience, she stays abreast of constantly evolving grant program requirements and communicates with clients, individuals, and others. With her knowledge of the ARPA, she assists customers by providing resources, information, tools, and guidance. Dee Dee has an AS in Data Entry Processing from Coastal Bend College and a BAAS in Psychology from Texas A&M University.



William Bass, CAPM, Project Manager

Project Role: ARPA Project Manager

With eight years of experience, William Bass is a Project Manager with a team management, customer success, and program development background. He is energetic, personable, and curious. He is also passionate about delivering projects on time and under budget. William has a BA in Philosophy from the University of Texas at Austin. He is also a Certified Associate in Project Management (CAPM) through the Project Management Institute (PMI). He has a Project Management Certification from the Center for Professional Education, University of Texas at Austin.



Cindy Campbell, Project Manager

Project Role: ARPA Project Manager

Cindy Campbell has over 29 years of project management and finance experience. She has worked with local municipal and county governments and developed strong stakeholder relationships. Cindy coordinates and manages multiple moderately complex projects at various stages of implementation. She communicates with local officials, service providers, and state and federal agencies. She helps manage the financial details of a project, including reviewing contractor pay estimates and professional service invoices, budget tracking, billing projections, and payment thresholds. Cindy assists with reviewing project documents, including applications, demographic surveys, maps, and environmental assessments; periodically scheduling and arranging public meetings; and tracking performance milestones and deadline events, including reports, contract amendments, newspaper advertisements, and grant-specific requirements.



Monica Choppala, Project Manager

Project Role: ARPA Project Manager

With six years of project management experience, Monica Choppala is an enthusiastic civil engineer who brings first-rate critical thinking and communication skills, deep construction industry knowledge, and other advanced skills. As an engineer, Monica is accomplished in every aspect of project execution, including marketing, proposals, revision, design, personnel management, construction oversight, and public relations. She has worked for NYCHA and with various general contractors, performing CADD design, drafting as per specifications, and ensuring compliance with quality assurance procedures and requirements.



Jerri Gauntt, Project Manager

Project Role: ARPA Project Manager

Jerri Gauntt is an ARPA Project Manager with GrantWorks. She is a former Belton City Council member and community volunteer. Jerri has five years of federal grant administration experience from the City of Belton. She has seven years of experience in various roles with Belton Independent School District. Jerri holds a BS in Agricultural Development and an MEd in Agricultural Education from Texas A&M University in College Station.



Tracey Graham, Project Manager

Project Role: ARPA Project Manager

Tracey Graham has experience in collectively managing over \$25 million in federal grants with the U.S. Department of Housing and Urban Development, the Environmental Protection Agency, and the National Park Service. She has served as the point of contact in monitoring and evaluating plans, focusing on results, and measuring the attainment of outcomes. She is currently a Project Manager on federal grants. In this role, Tracey is enhancing her knowledge and assisting in creating procedures for accessing, evaluating, managing, and monitoring federal grant programs or projects for compliance with statutes, regulations, policies, and procedures. Tracey holds an MBA from Southern New Hampshire University and a BS in Accounting from Grambling State University.



Glenn Greer, AICP, CAPM, Project Manager

Project Role: ARPA Project Manager

Glenn Greer is an enthusiastic, analytical, and resourceful project manager with four years of management experience and a record of streamlining daily business operations, planning and organizing projects and events, and leading community development initiatives. Glenn has experience in municipal government, including an exceptional understanding of municipal and regional planning principles and practices. He is also skilled in conducting detailed research and analysis, compiling, and summarizing technical data, and ensuring high-quality customer service.



Amanda Holton, Project Manager

Project Role: ARPA Project Manager

As a Project Manager, Amanda Holton coordinates and manages multiple projects funded primarily by ARPA via the U.S. Treasury. She communicates with local officials and various state and federal agencies daily. Amanda reviews project documents and manages financial details, including contractor pay estimates, professional service invoices, billing projections, and budget tracking. She also tracks and meets performance milestones and deadlines. Amanda interprets government publications and regulations about project implementation. Amanda also has four years of auditing and quality assurance experience.



Derek Katznelson, Project Manager

Project Role: ARPA Project Manager

Derek Katznelson is an ARPA Project Manager at GrantWorks. He has over 10 years of experience in writing, research, and financial management of processes, programs, and projects. His former programs include TWDB’s Flood Infrastructure Fund, TCEQ’s Water Quality Planning Grant, and EDA’s Regional Resilience Coordinator for the Lower Rio Grande Valley. He communicates with ARPA recipients, U.S. Treasury officials, and engineers to collaborate on procedure and compliance documents, prepares quarterly reports for submittal to the U.S. Treasury on the use of ARPA funds, and maintains eligible expenses and budget compliance. Derek holds an MS in Disaster Studies from the University of Texas and a BS in Anthropology from Colgate University.



Frances Liceaga, Project Manager

Project Role: ARPA Project Manager

With seven years of project management experience, Frances Liceaga is an experienced Project Manager specializing in executing multiple projects simultaneously. She has an extensive background and knowledge in state-funded programs, reporting, training, and compliance. Frances has successfully assisted in various state- and federal-funded programs, such as emergency rental assistance and hurricane recovery infrastructure projects. Her leadership experience includes delegating tasks amongst different departments, improvising, and team development. Frances has a BA in Communications from Rutgers University.



Jason Martinez, Project Manager

Project Role: ARPA Project Manager

Jason is currently an ARPA Project Manager and has over three years of experience in writing, research, and grant management, and more than 10 years of experience in the financial management of processes, programs, and projects. In addition, Jason has experience working with multiple agencies, including FEMA, the Texas Department of Emergency Management, the U.S. Economic Development Administration, Non-Profit Organizations, the Council of Governments, and local entities. Jason coordinates and manages multiple complex projects at various stages of implementation. This includes coordinating with senior officials and client staff and ensuring compliance with all state and federal requirements. Jason has an MPA in Public Affairs and a BA in Political Science from the University of Texas Rio Grande Valley.



Linda Miller, CTCM, CTCD, Project Manager

Project Role: ARPA Project Manager

Linda is a project manager with 20+ years of experience. As a Lean Six Sigma Black Belt, she is a results-driven, strategic leader. She uses the DMAIC methodology to maximize impact and provide the best possible outcomes. Linda uses her self-driven critical thinking skills to foster collaborations across government organizations. She has developed and implemented performance and process improvement projects to identify, collect, and analyze business procedures to remove waste, reduce variations, achieve compliance, and ensure project success. Linda holds a BBA in Business Administration from the University of Houston.



David Okumgba, Project Manager

Project Role: ARPA Project Manager

David Okumgba is a results-driven and well-organized ARPA Project Manager. He multitasks, learns new skills rapidly, and is flexible in managing competing priorities. David is adept at recognizing potential obstacles and launching the steps needed to analyze risk. He thrives on problem-solving and meeting challenges with solutions that are technically sound and financially feasible. David coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. He holds a BBA in Project Management from the American InterContinental University.



Susan Rico, CTCM, CTCD, Project Manager

Project Role: ARPA Project Manager

As an ARPA Project Manager, Susan Rico brings four years of experience in data analysis and emergency services programs. She has developed and implemented monitoring processes to identify, collect, and analyze case management procedures to achieve compliance. Susan has assisted in developing and implementing program systems, processes, and forms that ensure project success. She holds an MS in Applied Data Science from Syracuse University, an MEd in Exercise Science from the University of Texas, and a BS in Exercise and Sports Science from Texas State University.



Andrea Souflee, Project Manager

Project Role: ARPA Project Manager

Andrea answered an inner calling to help strengthen communities by using her unique experiences, talents, and education. She has worked and volunteered in various capacities in nonprofit organizations, including grant assessment, submission, evaluation, and allocation. She delivered results by building relationships within various communities using my organizational and managerial skills and listening to the organization's needs. Andrea also worked for Texas Health and Human Services and two United Ways in Texas for several years. She earned an MPA in Public Administration and a BFA in Fine Arts from the University of Texas at Arlington.



Kayce Tennes, Project Manager

Project Role: ARPA Project Manager

Kayce Carroll is a Project Manager at GrantWorks. She has over six years of disaster recovery and grant management experience, including knowledge of HUD's Community Development Block Grant-Disaster Recovery (CDBG-DR) program for housing rehabilitation, reconstruction, elevation, mitigation, resiliency, demolition, lead-based paint assessments and clearances, and asbestos assessments. She also has training and knowledge of the environmental review process.



Latisha Turner, Project Manager

Project Role: ARPA Project Manager

Latisha Turner has six years of grant and project management experience. She has managed projects under the ARPA, Multifamily HOME, National Housing Trust Fund, and other federal programs. As an ARPA Project Manager, Latisha coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. ARPA funds are distributed directly to the state or local government (cities and counties) via the U.S. Treasury. The projects are mainly related to water, sewer, or broadband improvement.



Caitlyn Verret, Project Manager

Project Role: ARPA Project Manager

Caitlyn Verret coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers. Caitlyn has three years of experience in economic development, disaster resiliency, and transportation planning in Texas and Louisiana. She holds a BS in Urban Studies and Planning and an MS in Geographic Information Sciences from Northwest Missouri State University.

1.6.4 Project Support Services Team

Construction Management



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

Project Role: Construction Manager

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

Data Management/Reporting



Ben Holt, Associate Vice President, Business Applications

Project Role: Data Management & Reporting

Ben is an expert in database architecture and management (including Quickbase), mobile data collection design, and most industry-standard GIS software packages. Ben has over 22 years of experience and has overseen various asset management, emergency response, environmental remediation, and site investigation projects. He is a leader in emergency response GIS and data management, supervising project staff that provides data management and GIS services on numerous disaster support efforts. Ben earned an MS and BS in Environmental Science from McNeese State University.



Eric Haseltine, Director of Business Systems Technologies

Project Role: Data Management & Reporting

Eric Haseltine is a technical manager and senior information analyst with 19 years of experience in information management, business analysis, and application development. He is instrumental in designing, developing, and implementing successful IT systems supporting complex, rapidly evolving requirements. He works on various programs ranging from large ARPA and CDBG-DR programs to federal environmental investigation programs with databases storing up to 4 million analytical records. He repeatedly translates client requirements and project needs into effective information management systems to guide and manage programs to generate clear and accurate reports.

GIS/Mapping



Jennifer Lindsey, GIS/Mapping Manager

Project Role: GIS/Mapping Manager and Co-Team Lead

Jennifer Lindsey is the GIS/Mapping Co-Team Lead at GrantWorks. She has four years of experience in GIS and mapping. Jennifer creates databases and mapping products for housing, infrastructure, population, and land-use planning. She also assists with needs assessments and data analysis. As a specialist, Jennifer has extensive knowledge, schooling, and hands-on experience, allowing her to bring high-end GIS/mapping analysis to life.



Samantha Zelade GIS/Mapping Manager

Project Role: GIS/Mapping Manager and Co-Team Lead

Samantha Zelade creates databases and mapping products for comprehensive planning. She previously worked for the City of Austin Watershed Protection Department and the Texas General Land Office. Samantha earned a BA in Anthropology and Latin American Studies from the University of Texas at Austin and holds a Level I Certification in GIS from Austin Community College.

Labor Standards



Jill Hooks, Labor Standards Specialist

Project Role: Labor Standards Specialist

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



Wesley McPhail, Labor Standards Manager

Project Role: Labor Standards Manager

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

Environmental



Cynthia Vallejo-Zbranak, Associate Vice President – Environmental Services

Project Role: Senior Environmental Specialist

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



Brice Bloomer, Environmental Scientist and Manager

Project Role: Environmental Scientist and Manager

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

We have provided resumes for our key staff members in **Attachment 1 – Resumes of Key Personnel**. Additional resumes are available upon request. Each staff member listed in our proposal is a full-time employee of GrantWorks.

1.7 Experience with Reviewing Contracts and Purchasing Documentation to Ensure Cost Recovery and Compliance of Expenditures Using Federal Funds

The GrantWorks Team has extensive experience reviewing contracts and purchasing documentation to ensure cost recovery and compliance of expenditures using federal funds. Based on our experience managing more than \$900 million allocated ARPA funds for 190+ local government clients, we understand the funding requirements and specific guidelines. This includes understanding permissible uses of funds, reporting requirements, and any specific conditions and limitations. We thoroughly review and examine all contracts, agreements, and purchasing documents related to ARPA expenditures. Key aspects of our reviews include scope of work, budgets and costs, and competition and procurement.

- ▶ **Scope of Work** – We review the scope of work to ensure it aligns with the permissible uses of ARPA funds. This may involve reviewing project descriptions, deliverables, and timelines.
- ▶ **Budget and Costs** – We verify that the budget details are accurate and that all costs are allowable under ARPA guidelines. Our team also looks for unallowable costs and flags them for correction or removal.
- ▶ **Competition and Procurement** – GrantWorks checks procurement procedures to see that they follow federal regulations, such as competitive bidding requirements. We review contracts and purchasing decisions to ensure they are made in a fair and transparent manner.

GrantWorks works with clients to see that all documentation is complete, accurate, and well-organized. This includes verifying that invoices and receipts match the services or goods received and correspond to the agreed-upon pricing. We review payment records to see that they align with contractual agreements and that payments follow federal guidelines. If applicable, we also review subrecipient agreements for compliance with federal regulations and proper flow-down of requirements.

We use established cost recovery mechanisms to track and recover costs associated with ARPA-funded expenditures. We ensure costs are allocated correctly among various funding sources, especially if multiple funding streams are involved. Our team also periodically reconciles actual expenditures with budgeted amounts to identify discrepancies early on.

The team conducts regular audits and compliance monitoring to ensure adherence to ARPA requirements. This includes assessing the effectiveness of internal controls to prevent fraud, waste, and abuse of funds. The team also prepares accurate and timely reports as required by federal guidelines and sees that these reports reflect actual expenditures and achievements.

GrantWorks staff are well-trained, and we guide staff involved in contract management and purchasing to ensure they understand their roles and responsibilities under ARPA. This includes training on federal regulations, compliance requirements, and reporting obligations.

By following these steps, the GrantWorks Team effectively reviews ARPA contracts and purchasing documentation to ensure the use of federal funds remains compliant and cost recovery is achieved. This systematic approach helps mitigate risks and ensures transparency and accountability when using public funds.

SECTION 2 |
PROPOSED SERVICES FOR
ARPA FUNDS ADMINISTRATION

SECTION 2 – PROPOSED SERVICES FOR ARPA FUNDS ADMINISTRATION

2.1 Understands the Approach to Project Implementation








GrantWorks will provide comprehensive professional administration, project selection, and implementation services to manage the 2021 American Rescue Plan (ARPA) funding from the U.S. Department Act Treasury (U.S. Treasury). Managing a complex Coronavirus recovery fund requires a cross-functional team of experienced, multi-disciplinary professionals led by an effective manager with the right tools and support system.

GrantWorks proposes a single, integrated grants management approach to pursue the ARPA efforts. Given the award of these federal resources, current efforts, and unique challenges, we will maximize funding while minimizing compliance issues and time-consuming delays.

GrantWorks offers an effective project management system based on two guiding principles: 1) provide quality personnel, including an experienced director and leadership, and 2) provide staff with state-of-the-art management tools and systems.

GrantWorks' approach to project management addresses the City of Bunker Hill Village's future needs; we kick off each project by identifying the City's long-term goals and structure our project schedule, management tools, and deliverables to meet those goals.

OUR ARPA TEAM HAS ACCOMPLISHED:

-  **190+**
Number of Active ARPA Clients
-  **\$900M**
Amount of ARPA Funds Under Our Management
-  **190**
Number of ARPA Kickoff Meetings Held
-  **1,800+**
Number of Projects Designed and Managed by ARPA Clients
-  **650**
Number of Reports Submitted to the U.S. Treasury
-  **213**
Number of ARPA-Related RFQs Developed
-  **599**
Procurement Policies and Processes Reviewed/ Developed Compliant with 2 CFR 200

2.1.1 Understanding of Project, Scope of Services, and Tasks

GrantWorks thoroughly understands the anticipated projects, the scope of services, and the tasks necessary to meet state and federal requirements. We meet the Request for Proposal (RFP) requirements, including general administration, project selection, implementation, and financial services.

GrantWorks knows differences exist between non-entitlement units (NEUs) of government and larger governments (i.e., counties and metropolitan areas). The level of service and types of professional grant administration support required will vary depending on the size and needs of each government. This understanding allows GrantWorks to support cities and towns like the City of Bunker Hill Village. **Figure 6** provides specific guidance representative of the requirements of smaller governments that will receive their funds from the TDEM but report directly to the U.S. Treasury.

Figure 6: GrantWorks’ Scope of Work Methodology and Tasks

YOUR NEED	THE GRANTWORKS SOLUTION
<p>Project Selection and Design</p> <ul style="list-style-type: none"> ▶ Analysis of lost revenue due to COVID-19 ▶ Identify priority projects and potential uses of ARPA funds (into one of four eligible categories – see Section 1.3 below) ▶ Project formulation, development, assessments, and research ▶ Determine schedule, scope, and costs ▶ Prepare public procurement documentation and secure engineer/contractors/non-profit partners to carry out the work ▶ Identify and assess environmental concerns on projects 	<ul style="list-style-type: none"> ▶ GrantWorks will conduct a lost revenue calculation to ensure the use of lost revenue funds has the fewest restrictions under ARPA. ▶ We will conduct a needs assessment, identify stakeholders, and brief City leadership, staff, and community members on eligible uses of ARPA funding. Our team will help define your scope of work, assisting you in making decisions that address the City’s immediate and future needs. ▶ GrantWorks will collaborate on eligible project selection. We can accurately predict project delays and move to mitigate issues early in the project, charting critical paths to timely completion. ▶ GrantWorks will provide procurement assistance. ▶ GrantWorks will use in-house resources to evaluate and respond to required federal, state, and local environmental requirements.
<p>Project Implementation and Management</p> <ul style="list-style-type: none"> ▶ Develop program guidelines, policies, procedures, implementation plans, and any additional documents needed/required ▶ Market-created programs and respond to requests for information ▶ Use our internal database system for tracking and managing ARPA projects ▶ Implement our processes to monitor project progress, regulatory compliance, and control quality ▶ Monitor construction firms for adherence to the scope of work and baseline schedule ▶ Adhere to federal, state, and local regulatory requirements 	<ul style="list-style-type: none"> ▶ Our team will help you create a well-run, efficient, and successful program that complies with federal and local reporting requirements. Developing policies and procedures is a priority, as is regularly updating them as needed. ▶ We will provide elected officials, staff, and the public with regular updates as needed. ▶ Your Project Manager will provide regular communication to all identified stakeholders. ▶ GrantWorks has in-house resources to comply with Fair Housing, Wage Monitoring, Uniform Relocation policies, EEO, and other applicable regulations. ▶ GrantWorks will review construction contracts for required contract provisions.
<p>Financial Management</p> <ul style="list-style-type: none"> ▶ Develop financial program guidelines, policies, procedures, and implementation plans or other documents. ▶ Reassess the ARPA program eligibility of all expenses with citations of Treasury’s Final Rule and accompanying guidance ▶ Write justifications for Capital Improvement Projects ▶ Leverage flexibilities in the ARPA obligation rule to ensure the project meets obligation deadlines 	<ul style="list-style-type: none"> ▶ GrantWorks will establish a system of checks and balances to monitor budgets and expenditures, validate payment requests, and disburse funds. ▶ We will advise you regarding financial processes that comply with state and federal regulations. ▶ GrantWorks will identify and seek fund-leveraging opportunities. ▶ GrantWorks will help establish reporting and recordkeeping systems, including physical and digital copies of all documents.

Figure 6: GrantWorks’ Scope of Work Methodology and Tasks

YOUR NEED	THE GRANTWORKS SOLUTION
<p>Recordkeeping and Reporting</p> <ul style="list-style-type: none"> ▶ Establish and maintain recordkeeping in compliance with U.S. Treasury and local document retention requirements ▶ Complete and upload Project & Expenditure Reports required by the U.S. Treasury ▶ Detailed periodic management reports on project status, including developments, revisions, submissions/approvals, open issues, financial overview, etc. ▶ Compliant and audit-ready file archives 	<ul style="list-style-type: none"> ▶ GrantWorks will develop recordkeeping, document storage, and retention processes to meet U.S. Treasury requirements. ▶ GrantWorks will help prepare reports so that all expenditures and progress reports are accurate and well-documented. ▶ DECEMBER 31, 2024: All funds must be obligated ▶ DECEMBER 31, 2026: All funds must be expended, and all work must be complete
<p>Contract Close-Out</p> <ul style="list-style-type: none"> ▶ Strategies for document retention and archiving ▶ Comprehensive close-out process 	<ul style="list-style-type: none"> ▶ GrantWorks adopts the audit and close-out philosophy that projects should ‘begin with the end in mind.’ This statement means we create policies and procedures that support compliant operation and a continuous close-out process throughout the project lifecycle, making final close-out steps routine and predictable. ▶ GrantWorks will conduct a thorough file audit at close-out to ensure all requirements have been met, policies followed, and any issues are resolved at the end of your project.

GrantWorks is well-equipped to provide a comprehensive response, management consulting, planning, and cost recovery services for current and future Coronavirus relief programs. We will provide extensive technical guidance, strategic advice, and program management support from experienced professionals skilled in federal program management and compliance requirements. Our proven team will provide time-sensitive and critical technical support to the City’s leadership and staff on complex policy, process, and federal assistance matters. Assigned Subject Matter Experts (SMEs) will liaise with and support key City staff counterparts to ensure the City has access to the necessary technical expertise in key functional areas for as long as this support is required.

2.1.2 GrantWorks Proposed Performance Tasks Under ARPA Funding Categories

The ARPA allocates a total of \$130.2 billion to be used for the four activities described below. Each activity type requires differing scopes and work levels to be performed, but overall, it is a once-in-a-generation opportunity to make vital investments in infrastructure, public health, and economic revitalization.

ARPA FUNDS USE 1: Respond to public health and negative economic impacts of the pandemic.

Including assistance to households, small businesses, and nonprofits, as well as aid to impacted local industries such as tourism, travel, and hospitality.

Example Activities:

- ▶ Grants to homeowners to pay medical expenses, housing costs, transportation costs, etc.
- ▶ Assistance to small businesses with staffing, operational expenses, etc.
- ▶ Aid to nonprofits to assist them in responding to the COVID-19 crisis
- ▶ Assist locally impacted industries in increasing public health security, conducting marketing, increasing accessibility, etc.
- ▶ Improve ventilation/filtration systems in public buildings
- ▶ Enhance public health data systems
- ▶ Provide vaccination, testing, or contact tracing programs



Anticipated Scope of Work/Tasks:

- ▶ Identify the needs for this program
- ▶ Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.
- ▶ Identify, document, and prioritize negative economic impacts on local services
- ▶ Identify and coordinate with local stakeholders
- ▶ Determine the feasibility of potential projects
- ▶ Select project delivery mechanism(s)
- ▶ Determine recipients of funds (i.e., impacted households, businesses, nonprofits, industries, etc.) and amounts of assistance to be provided
- ▶ Develop detailed project policies and guidelines
- ▶ Establish document management controls
- ▶ Assist in performing any necessary procurement(s)
- ▶ Review environmental concerns as necessary
- ▶ Develop operational and data management protocols
- ▶ Develop staffing plan
- ▶ Perform project outreach and marketing
- ▶ Monitor intake/eligibility of participants
- ▶ Implement project(s) and services
- ▶ Complete reporting and compliance requirements
- ▶ Review change requests and all required documentation related to change requests
- ▶ Perform project close-out and retain files
- ▶ Complete final file audit to ensure all procedures were followed correctly

Our experienced staff have developed and implemented application-based programs that provide health/human services for low-income and special needs populations. We fully train our staff on how to monitor the activities of sub-recipients who may be procured to perform these services.

ARPA FUNDS USE 2: Provide premium pay to essential workers.

Including eligible workers of the City who are performing essential work or providing grants to eligible employers who have eligible workers who perform essential work.

Example Activities:

- ▶ Provide premium pay for those providing essential services
- ▶ Provide grants to businesses that supply workers at COVID-19 vaccination sites

Anticipated Scope of Work/Tasks:

- ▶ Identify the needs for this program
- ▶ Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.
- ▶ Identify, document, quantify, and prioritize costs for essential workers/services.
- ▶ Implement project(s) and recommend disbursement of funds
- ▶ Complete reporting and compliance requirements
- ▶ Perform project close-out and retain files
- ▶ Complete final file audit to ensure all procedures were followed correctly



Our team provides experts in designing and documenting force-account projects to meet requirements.

ARPA FUNDS USE 3: Provide government services to the extent of lost public sector revenue

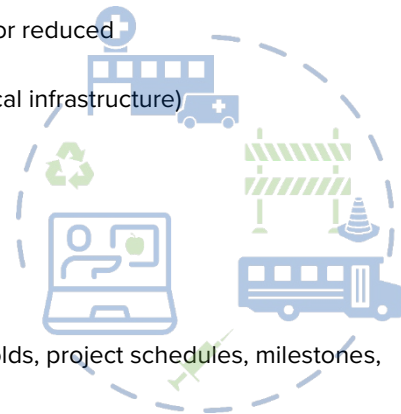
Examples of lost revenue include property tax or sales tax revenue loss due to the COVID-19 public health emergency.

Example Activities:

- ▶ Re-open services (such as libraries and recycling) that were canceled or reduced
- ▶ Maintenance or new infrastructure (including roads)
- ▶ Modernization of cybersecurity (hardware, software, protection of critical infrastructure)
- ▶ Health services
- ▶ Environmental remediation
- ▶ School or educational services
- ▶ Provision of police, fire, and other public safety services

Anticipated Scope of Work/Tasks:

- ▶ Identify the needs for this program.
- ▶ Set up program management parameters, such as compliance thresholds, project schedules, milestones, reporting needs, financial oversight, auditing, etc.
- ▶ Identify and coordinate with local stakeholders.
- ▶ Determine the feasibility of potential projects.
- ▶ Establish document management controls.
- ▶ Perform any necessary procurement(s).
- ▶ Review environmental concerns as necessary.
- ▶ Develop operational and data management protocols.
- ▶ Develop a staffing plan.
- ▶ Implement project(s) and provide services.
- ▶ Complete reporting and compliance requirements.
- ▶ Review change requests and all required documentation related to change requests.



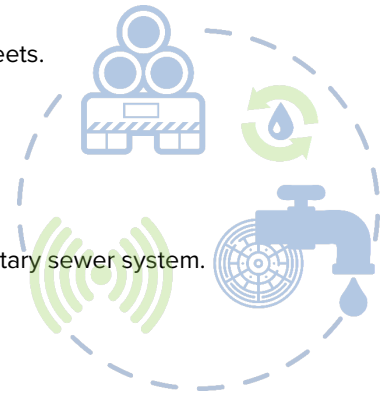
- ▶ Perform project close-out and retain files.
- ▶ Complete final file audit to ensure all procedures were followed correctly.

Our team will guide project selection to ensure your ARPA funds are thoughtfully planned and projects successfully implemented.

ARPA FUNDS USE 4: Make investments in water, sewer, and broadband infrastructure.

Example Activities:

- ▶ Replace deteriorating roads and bridges and repave and widen City streets.
- ▶ Add bike lanes to roads.
- ▶ Add traffic-calming areas connecting neighborhoods and main arteries.
- ▶ Add sidewalks, trails, and tree canopies throughout the City.
- ▶ Park and riparian renovation projects.
- ▶ Replace deteriorating water mains.
- ▶ Perform tests to determine inflow and infiltration (I&I) or leaks in the sanitary sewer system.
- ▶ Perform pipe burst activity to replace and enlarge sewer lines.
- ▶ Upgrade storm sewer facilities with necessary road repair.
- ▶ Replace lead fixtures, joints, or pipes in the distribution system.
- ▶ Water conservation, efficiency, and reuse projects.
- ▶ Add broadband to meet 100 mbps upload and download speeds and prioritize fiber-optic infrastructure.



Anticipated Scope of Work/Tasks:

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

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

2.2 Approach/Strategy to Implement Services/Projects

GrantWorks has reviewed the available information regarding your community’s ongoing and future projects. We acknowledge your interest in economic relief and recovery programs, as stated in your RFP. Our dedicated ARPA Team is capable and willing to assist you through that process or any other need that you may have.

Figure 7 illustrates our standard, phased project approach for every ARPA implementation. As a courtesy, we conduct a lost revenue calculation for all clients as lost revenue funds have the least restrictions under ARPA. GrantWorks will also assist with determining equipment purchases to ensure they are allowable within ARPA guidelines.

Figure 8 illustrates anticipated tasks and timelines for common types of Infrastructure projects (i.e., water, sewer, broadband, etc.) and Service/Beneficiary-based projects (i.e., direct assistance to households, businesses, non-profits, etc.) that we anticipate will be implemented with ARPA funding. Timeframes are assumed to begin after contract execution.

GrantWorks will work with the City of Bunker Hill Village to initiate project selection within 30 days of contract signing. We will ensure all projects developed are ARPA eligible and advise on appropriate document retention processes to safeguard your locality against questioned costs. We will procure engineers and/or non-profit partners within 30 days of project selection. GrantWorks always ensures that procurement is compliant with 2 CFR 200.

We have 11 departments within GrantWorks with over 300 staff; we also have additional staff available on-demand that we can pull in to assist. Throughout the project lifecycle, we will provide reports that can be sent to the U.S. Treasury and support audits/archiving as needed after project completion.

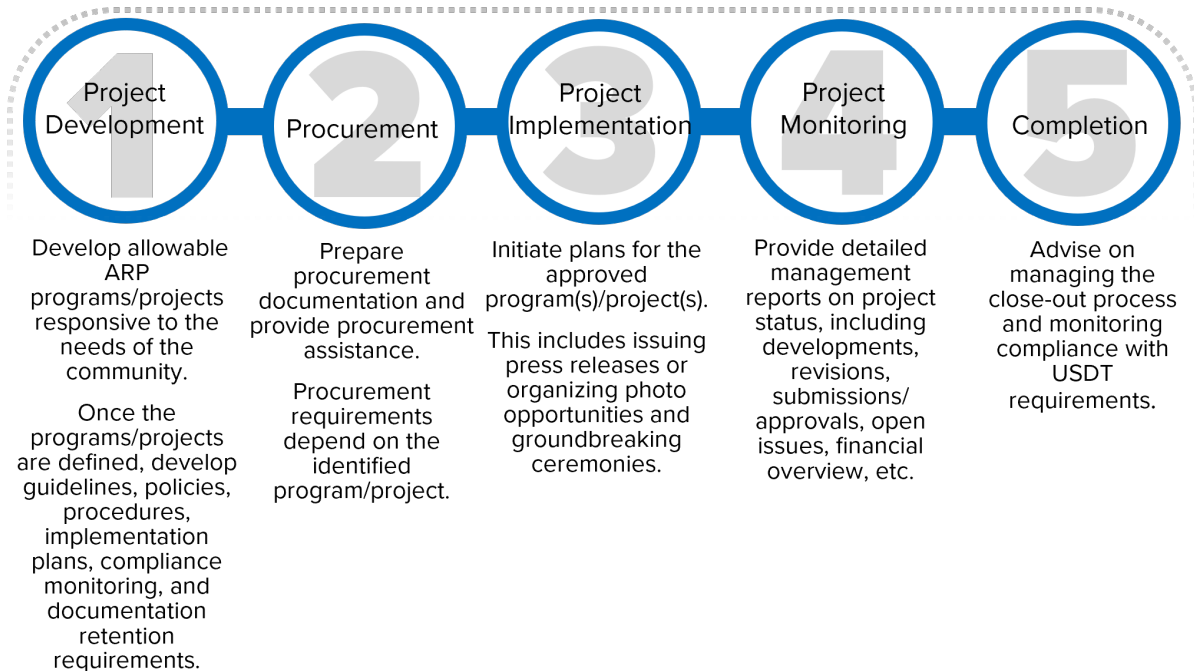


Figure 7: GrantWorks’ Approach to ARPA Projects

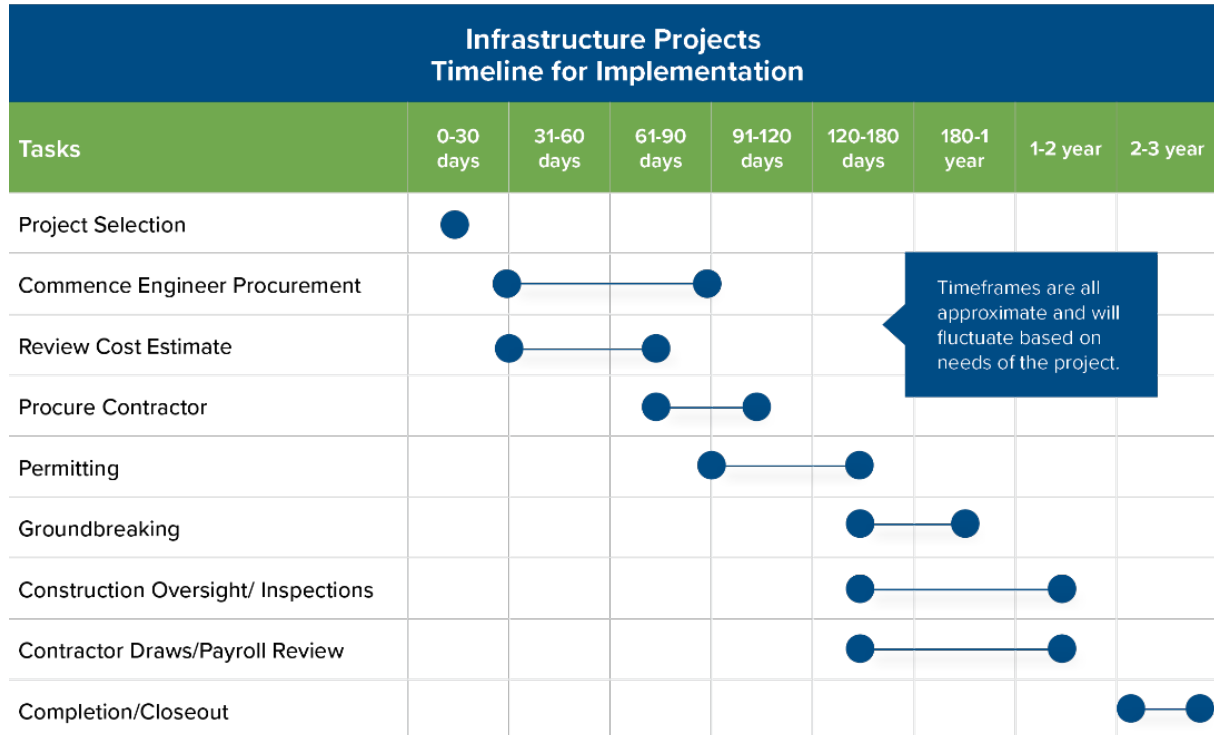
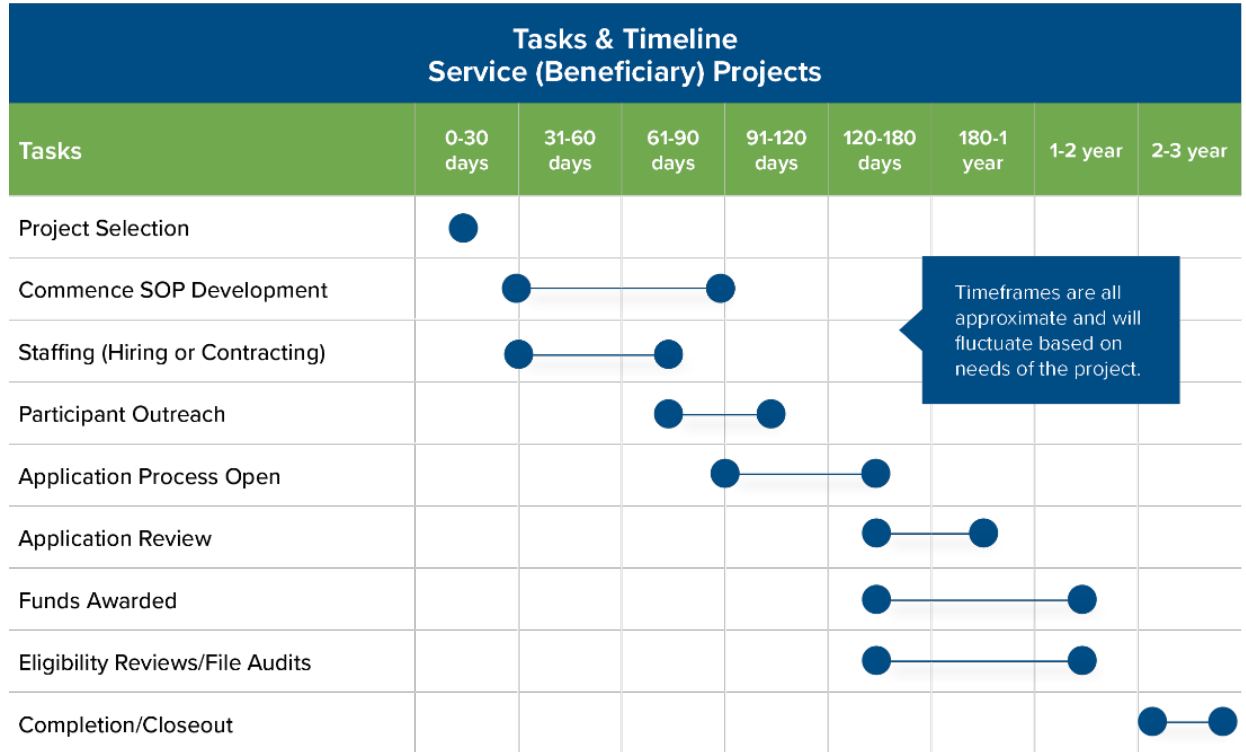


Figure 8: Anticipated Tasks and Timeline for Service/Beneficiary and Infrastructure Projects

2.3 Statement of Substantiating Resources and Timeline

GrantWorks understands and can meet all requirements identified in the RFP. GrantWorks employs 300+ staff members who work out of 3 primary offices and 77 field locations strategically situated throughout Texas (**Figure 9**). We have primary offices in Austin, Galveston, and Paris.



Figure 9: GrantWorks Office and Field Locations

SECTION 3 |
PROPOSED FEES FOR
SERVICES

SECTION 3 – PROPOSED FEES FOR SERVICES

3.1 Cost of Services – ARPA Program

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

“(1) Use of Funds

- (a) To respond to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19) or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality;*
- (b) To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers of the metropolitan city, a non-entitlement unit of local government, or county that are performing such essential work, or by providing grants to eligible employers that have eligible workers who perform essential work;*
- (c) For the provision of government services to the extent of the reduction in revenue of such metropolitan city, a non-entitlement unit of local government, or county due to the COVID-19 public health emergency relative to revenues collected in the most recent full fiscal year of the metropolitan city, non-entitlement unit of local government, or county prior to the emergency; or*
- (d) To make necessary investments in water, sewer, or broadband infrastructure;*
- (e) To provide emergency relief from natural disasters or the negative economic impacts of natural disasters, including temporary emergency housing, food assistance, financial assistance for lost wages, or other immediate needs;*
- (f) To satisfy a non-Federal share requirement applicable to certain projects or to repay a loan provided under one of the Surface Transportation and Title I programs in some cases as specified in Sections 602(c)(5) and 603(c)(6) of the Social Security Act by the 2023 CCA.”*

GrantWorks will manage all aspects of the City of Bunker Hill Village’s remaining \$976,964.69 ARPA funds for a lump sum of \$48,500.00. This fee includes all consultation, project management, assistance with reporting, and ancillary services necessary to complete the above-listed scope for any ARPA-eligible activities.

GrantWorks’ proposed fee for this contract is contingent upon the City’s determination of eligible activities specified in the ARPA. Please see Section 2.1.2 of this proposal for more detail on the scope of services to be provided for each eligible activity.

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. The final cost of our agreement can be subject to negotiation based on request.

COST OF SERVICES

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

LUMP SUM PRICE: \$ 48,500

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

SPECIFIC SERVICE DESCRIPTION: _____.

PRICE: \$ _____

SECTION 4 |
REFERENCES

SECTION 4 – REFERENCES

We take pride in our performance, helping implement projects on time, within budget, and in compliance with state and federal requirements. Speaking to our clients is the best way to evaluate our work performance. We have provided references for projects from past/present clients in **Figure 10**.

Figure 10: GrantWorks References from Past/Present Clients

	<p>BASTROP COUNTY Leon Scaife Purchasing Agent 804 Pecan Street Bastrop, Texas 78602 Telephone: 512-581-7110 leon.scaife@co.bastrop.tx.us Contract Period: December 15, 2021 – December 31, 2026 Services: Grant Consulting Services for the Usage and Administration of ARPA Funds Contract Amount: \$17 million</p>		<p>WHARTON COUNTY Phillip Spenrath County Judge 100 South Fulton Street, Ste. 100 Wharton, Texas 77488-5001 Telephone: 979-532-4612 judge.spenrath@co.wharton.tx.us Contract Period: September 13, 2021 – December 31, 2026 Services: ARPA Administrative Services Contract Amount: \$8 million</p>
	<p>CITY OF BROWNSVILLE Helen Ramirez, AICP City Manager 1001 E. Elizabeth St., 2nd Floor Brownsville, Texas 78522 Telephone: 956-548-6007 helen.ramirez@brownsvilletx.gov Contract Period: February 21, 2022 – December 31, 2026 Services: ARPA Grant Administrative Services Contract Amount: \$65 million</p>		<p>JOHNSON COUNTY Roger Harmon County Judge 2 N Main Street, Room 120 Cleburne, Texas 76033 Telephone: 817-556-6360 countyjudge@johnsoncountytexas.org Contract Period: December 13, 2021 – December 31, 2026 Services: ARPA Grant Consulting Services Contract Amount: \$34 million</p>
	<p>CITY OF LUMBERTON Steve Clark City Manager 836 N. Main Street Lumberton, Texas 77657 Telephone: 409-755-0031 x 148 sclark@gtbizclass.com Contract Period: January 3, 2022 – December 31, 2026 Services Provided: ARPA Administrative Services Contract Amount: \$4 million</p>		

ATTACHMENTS

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

GrantWorks has provided full resumes for the following key personnel.

- ▶ Jo Carroll, Executive Management and Subject Matter Expert
- ▶ Ken Pevovar, PMP, Executive Management and Subject Matter Expert
- ▶ Mary Shapiro, Subject Matter Expert
- ▶ Sherie Goin Marks, PHM, Executive Management and Subject Matter Expert
- ▶ Kelle Odom, Director of Client Services
- ▶ Greg Aiello, PE, Senior Director
- ▶ Kelle Odom, Director of Client Services
- ▶ Mary Sheehy, Senior Project Manager
- ▶ Gregory Gunn, Procurement Specialist
- ▶ Jessica Hissam, Lead Project Manager
- ▶ Jessica Johnstone, Lead Project Manager
- ▶ Angela Leach, Lead Project Manager
- ▶ Jonathan Stuart, PMP, Lead Project Manager

JO CARROLL

SUBJECT MATTER EXPERT



PROFESSIONAL QUALIFICATIONS

Jo Carroll is a nationally acclaimed HUD CDBG/CDBG-DR expert with extensive management and administrative experience in major housing programs and infrastructure projects for local, state, and federal entities. She is a National “HUD Best Practices” winner for Housing, Public Services, and Minority Business Participation. HUD also identified Jo to serve as an “expert in Disaster Recovery” at the 2018 HUD CDBG-DR Clinic. Jo uses her knowledge and experience to assist grantees with designing and managing disaster recovery programs that help thousands of impacted residents. Her experience also includes the co-ownership of a home construction business, enabling her to apply first-hand knowledge and experience in the home building and construction industry.

As Senior Vice President of Operations at GrantWorks, Jo provides critical leadership and managerial expertise in delivering multiple operations and programs. Her expertise is managing HUD CDBG/CDBG-DR/CDBG-MIT, ARPA, COVID-19, CARES Act, FEMA, and other state and federal programs.

RELEVANT EXPERIENCE

SENIOR VICE PRESIDENT OF PROGRAM OPERATIONS, GRANTWORKS, INC., TEMPLE, TEXAS, JULY 2020 – PRESENT

Technical Advisor, Major CDBG Home Rehabilitation and Home Reconstruction Programs, City of Dallas Department of Housing & Neighborhood Revitalization, Dallas, Texas, January 2023 – Present

As a Technical Advisor, Jo guides and advises on the work performed. She also keeps current and advises the project team on CDBG and cross-cutting state/federal compliance requirements, including grant administration, construction management, and environmental rules and regulations.

Executive Sponsor/Subject Matter Expert, American Rescue Plan Act Project Management Services, Local Government Clients, Multiple Locations, Texas and New Jersey, March 2021 – Present

Jo pioneered our ARPA Team by studying legislation before the act was passed and worked with lobbyist groups while Congress refined the legislation. She stays current with directives, FAQs, Federal Register publications, and interpretive guidance from advocacy groups. She continually educates and provides senior leadership to the 38+ member ARPA Team. GrantWorks is managing over \$800 million in ARPA-provided direct allocations.

40 YEARS

GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

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

HIGHLIGHTS

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

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

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

CERTIFICATIONS/ REGISTRATIONS

Certified HOME Program Specialist

PROFESSIONAL AFFILIATIONS

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

Past Member of Board of Directors,
NCDA Region VIB

Executive Sponsor, Emergency Rental Assistance Programs, Florida Department of Children and Families/Tidal Basin Government Consulting, LLC and Texas Department of Housing & Community Affairs/Horne LLP, Florida and Texas, February 2021 – Present

Jo provides contract support and subject matter expertise to managers and staff who work on CARES Act programs. These programs provide rental and utility relief to tenants and landlords who meet eligibility criteria, which vary slightly by state.

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

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

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

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

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

EMPLOYMENT HISTORY

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

KEN PEVOVAR, PMP

SUBJECT MATTER EXPERT



PROFESSIONAL QUALIFICATIONS

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

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

RELEVANT EXPERIENCE

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

Technical Advisor, Major CDBG Home Rehabilitation and Home Reconstruction Programs, City of Dallas, Department of Housing & Neighborhood Revitalization, Dallas, Texas, October 2022 – Present

As a Technical Advisor, Ken guides and advises on the work performed. He keeps current and advises the project team on CDBG and cross-cutting state/federal compliance requirements, including grant administration, construction management, and environmental rules and regulations.

Executive Sponsor/Subject Matter Expert, American Rescue Plan Act Program Management Services, Local Government Clients, Multiple Locations, New Jersey and Texas, March 2021 – Present

Ken spearheaded the development of the GrantWorks ARPA Team by studying legislation before the act was passed and worked with lobbyist groups while it was refined. He stays current with directives, FAQs, Federal Register publications, and interpretive guidance from advocacy groups and continually educates and provides senior leadership to the 38+ member ARPA Team. The team provides subject matter expertise consultation, grant management, and project management services to city and county governments. The team also provides support and

16 YEARS

PROJECT & CONSTRUCTION MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

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

HIGHLIGHTS

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

Disaster recovery conference speaker and panel presenter

Managed FEMA's first permanent repairs program (DALHR)

Executed three FEMA task orders in the Northern Mariana Islands

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

CERTIFICATIONS/ REGISTRATIONS

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

Xactimate Master Level 3

Certification, Certificate No. 150321

leadership for many of the competitive funding initiatives created within ARPA. GrantWorks is managing over \$800 million in ARPA-provided direct allocations.

Executive Sponsor, Emergency Rental Assistance Programs, Florida Department of Children and Families/Tidal Basin Government Consulting, LLC and Texas Department of Housing & Community Affairs/Horne LLP, Florida and Texas, February 2021 – Present

Ken provides contract support and subject matter expertise to managers and staff who work on CARES Act and ARPA-funded programs. These programs provide rental and utility relief to tenants and landlords who meet eligibility criteria, which vary slightly by state. GrantWorks provided 20 experienced staff members supporting eligibility and quality control. This program distributed over \$1 billion in aid and was the national leader in funds disbursed and execution efficiency. This program may be reinstated through a second tranche of funds recaptured from other state programs that did not fully use their allocations.

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

Program Manager, Supplemental Fund Program, New Jersey Department of Community Affairs, Trenton, New Jersey, August 2019 – November 2019

The NJDCA developed the Supplemental Fund Program to assist homeowners who had previously been accepted into NJ's RREM or LMI programs but had not yet completed the construction of their primary residence. The program aimed to quantify unmet needs and allocate funds for those activities. Ken managed a team of six, providing review and quality control of baseline site assessments, project funding audits, and reconciliation services supporting the NJDCA. He worked with NJDCA to create and update policy, ensuring the program followed best practices and processes aligned with CDBG-DR regulations.

Subject Matter Expert, Repair, Reconstruction, or Relocation (R3) Program, Puerto Rico Department of Housing/ICF International, San Juan, Puerto Rico, April 2019 – June 2020

After authoring the technical proposal for this program with ICF, Ken served as a consultant for preconstruction services on the R3 CDBG-DR housing recovery program. In this as-needed role, he has developed inspection protocols, written policies, guidelines, and SOPs and provided consultation and guidance to field teams operating on the island. In February 2020, his role expanded to providing construction inspection guidance.

Senior Construction Manager, Build it Forward Houston, City of Houston Housing and Community Development Department, Houston, Texas, July 2018 – August 2019

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

EMPLOYMENT HISTORY

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

MARY SHAPIRO

SUBJECT MATTER EXPERT



PROFESSIONAL QUALIFICATIONS

Mary Shapiro has over 19 years of experience managing large-scale grants, programs, and projects and over 14 years of experience managing CDBG-DR-funded recovery programs, where she developed significant regulatory compliance and policy expertise in disaster recovery, housing and infrastructure, and environmental planning. She has extensive experience in all program management phases, from initiation, procurement, and planning through closeout. Mary also has HUD and CDBG-DR regulatory knowledge, including intake/eligibility, labor relations, Section 3, fair housing, special needs, Stafford Act, Section 504, and Uniform Relocation Act. She has been responsible for policy and procedure development, program design, case management, outreach and communications, planning, operations management, call center operations, and compliance and monitoring. Her experience spans Hurricanes Harvey, Sandy, Gustav, Rita, Ike, and Katrina recovery programs.

RELEVANT EXPERIENCE

VICE PRESIDENT OF STATE PROGRAM MANAGEMENT, GRANTWORKS, INC., HOUSTON, TEXAS, JUNE 2020 – PRESENT

Subject Matter Expert, American Rescue Plan Act Program Management Services, Local Government Clients, Multiple Locations, New Jersey and Texas, November 2021 – Present

Mary is an ARPA program design and delivery expert focusing on continuous process improvement. She serves as a resource to a 38+ member team, assisting with distilled U.S. Treasury guidance, issue/resolutions trending, best practice planning, monitoring, and all related change, budget, and performance management needs. She oversees the daily development and oversight of all ARPA-specific policies and procedures, including researching and developing standardized written and systematic tools and workflow processes and assessing quality and compliance at the global, client, and individual project levels. Mary provides leadership for consulting and project management operations within the team.

Program Manager, CDBG-DR Hurricane Harvey Round 1 Funding Project Management Services, Texas General Land Office, Houston, Texas, June 2020 – November 2021

HUD allocated \$5.02 billion in CDBG-DR funds to the State of Texas through the General Land Office in response to Hurricane Harvey (DR-4332). HUD declared 49 counties eligible for recovery assistance. GrantWorks supports the GLO on over 20 approved

19 YEARS

GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Psychology, Louisiana State University, Baton Rouge, Louisiana, 2000

HIGHLIGHTS

- CDBG-DR compliance
- Operations and schedule management
- Complex problem-solving and change management
- Team recruiting, training, and employee development
- Goal setting and milestone management

TRAINING

- FEMA Personally Identifiable Information (PII)
- FEMA IS-403 Course: Introduction to Individual Assistance
- FEMA IS-405 Overview of Mass Care/Emergency Assistance
- IS 660 Introduction to Public-Private Partnerships
- Customer Relations and Conflict Resolution
- Community Leadership, Nonprofit Management Engagement & Outreach Planning
- Conflict of Information (COI)
- Construction Safety for Supervisors

programs and 49 eligible counties. GrantWorks provides program management and grants management services. Support service includes applicant/ eligibility file reviews, draw reviews, technical assistance, reports development, day-to-day sub-recipient monitoring, and GLO ad-hoc support services. Mary provided internal quality oversight and daily operations management.

SENIOR PROJECT MANAGER/PROJECT MANAGER, APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, BATON ROUGE, LOUISIANA; TRENTON, NEW JERSEY; AND HOUSTON, TEXAS, AUGUST 2003 – JULY 2020

Construction Program Manager, CDBG-DR Home Repair, Reconstruction, or Relocation Program (R3), Puerto Rico Department of Housing and ICF International, Puerto Rico, November 2018 – June 2020

HUD initially allocated \$20 billion to the Puerto Rico Department of Housing (PRDOH) following Hurricanes Irma and Maria for programs spanning the island. The R3 Program is the largest federally funded housing program. PRDOH uses these funds to repair, reconstruct, or provide housing relocation assistance. Mary provided inspections and construction management oversight for the island's east side, covering 17 municipalities, including Vieques and Culebra. The project scope of services included providing the initial damage assessments (using Xactimate), conducting scope walks with contractors, reviewing/approving all construction scopes of work, conducting milestone code inspections, construction invoice reviews, and final closeout. She provided day-to-day oversight of three MWBE subcontractors and key personnel, including the Safety Manager, Operations Manager, Engineering Special Inspectors, Construction Specialists, and a Damage and Milestone Inspectors team. She also led the QA/QC team, providing a continued focus on process development across all three award types (reconstruction, rehabilitation, and relocation) and training. Her primary responsibilities included managing the program AR/AP, timely and accurate invoicing, financial tracking, process improvement, standard procedures, and identifying areas of risk and concern operationally and financially.

Senior Project Manager, CDBG-DR Build it Forward Housing Programs, City of Houston Housing & Community Development Department (HCDD), Houston, Texas, July 2018 –November 2019

HUD initially allocated \$1.5 billion to the City of Houston's Build It Forward Programs, comprising nine major housing and infrastructure recovery programs. As part of the senior management team, Mary provided HCDD leadership with program development consulting and assisted with the action plan, guidelines, waivers, and policies and procedures development needs. In addition to developing program policies, she created initial staffing plans, organizational charts, milestone schedules, process flows, and numerous public-facing materials. She also established the Eligibility and Verification, Housing Specialists, and Grant/Loan Closing Teams for the \$400M Single-Family Housing and Assistance Program.

EMPLOYMENT HISTORY

- ▶ Vice President of State Program Management, GrantWorks, Inc., Houston, Texas, June 2020 – Present
- ▶ Senior Project Manager, Aptim Environmental & Infrastructure, LLC, Houston, Texas, July 2017 –June 2020
- ▶ Project Manager, CB&I Environmental & Infrastructure, Inc., Trenton, New Jersey, February 2013 – June 2017
- ▶ Project Manager/Facility Operations Manager/Proposal Manager/Human Resource Coordinator/Planning & Analysis Coordinator, Shaw Environmental & Infrastructure, Inc., Baton Rouge, Louisiana, August 2003 – February 2013

SHERIE GOIN MARKS, PHM

SUBJECT MATTER EXPERT



PROFESSIONAL QUALIFICATIONS

Over the last 40 years as a former Community Development Manager, Sherie has been considered a subject matter expert. She oversees all aspects of the grant, financial, and construction management for various federal, state, and local programs, specifically in Texas. She has managed 1,000+ programs, projects, and activities, oversaw the rehabilitation/ construction of 2,000+ housing units, and completed 75 infrastructure projects valued at over \$728 million. She can perform any aspect of the program, from the start-up to close-out, because of her vast experience covering every eligible activity allowed. She has managed 75 infrastructure projects and three buyout programs and closed out over 50 grants. In addition, she has extensive experience completing over 50,000 municipal reimbursements for hundreds of activity types in seven different reporting systems. She has developed and authored over 60 regulatory and programmatic plans, guidelines, policies, and standard operating procedures.

RELEVANT EXPERIENCE

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

Program Manager, Major CDBG Home Rehabilitation and Home Reconstruction Programs, City of Dallas, Department of Housing & Neighborhood Revitalization, Dallas, Texas, December 2022 – Present

As the Program Manager, Sherie performs management oversight, assisting the city with completing home repair and reconstruction projects. She coordinates the entire program process from start-up to completion. Sherie leads case management, marketing, construction, records/reporting management, and closeout of the City CDBG projects. Sherie also oversees and coordinates the assigned staff for individual projects.

Subject Matter Expert, American Rescue Plan Act Program Management Services, Local Government Clients, Multiple Locations, New Jersey and Texas, February 2021 – Present

Sherie is a management team member overseeing the American Rescue Plan Act (ARPA) programs and projects for multiple jurisdictions. She serves as a subject matter expert and a key operation specialist for ARPA, advising and providing support and technical assistance to cities, counties, staff, and project managers. She can perform any aspect of the ARPA program. Her duties and

40YEARS

GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

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

HIGHLIGHTS

Over 40 years of experience in professional administrative and grants management expertise in local, state, and federal programs, primarily in CDBG and HOME

Over 10 years of experience with Section 8

8 years of experience with ESG and HOPWA

Served as Environmental Review Officer for 18 years

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

CERTIFICATIONS/ REGISTRATIONS

Certified Public Housing Manager (PHM)

EPA Certified Lead Risk Assessor

EPA Certified Lead Inspector

Certified HOME Program Specialist

responsibilities for ARPA include grant, financial, and contract management, invoicing, developing policies and procedures, records/file management, reporting, procurement, ARPA and 2 CFR 200 compliance, eligibility, monitoring, training, data analytics, and various other components of the program. Her knowledge also includes other federal, state, and local funding resources that may be used with ARPA funds.

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

Project Manager, CDBG-DR Professional Administrative Services, Galveston County, Texas, February 2019 – August 2021

Sherie provides Galveston County with comprehensive CDBG-DR administration and professional services funded by the Texas General Land Office for Hurricane Harvey recovery. These services include developing and submitting the County's application to the state and managing the overall project from pre-funding to post-funding services, including close-out for the County's proposed CDBG-DR projects. She helped the County complete its applications for qualified CDBG-DR housing and non-housing, infrastructure, rental housing, non-rental housing, reimbursement, homelessness prevention, affordable rental housing, and economic revitalization projects as funds became available. In addition, she secured \$3.2 million for a Galveston County infrastructure project.

Project Manager, Grant Administrator for CDBG-DR Funds (May 2015 and October Flooding Events), Newton County, Texas, October 2017 – July 2020

As Project Manager, Sherie assisted Newton County in fulfilling state and federal CDBG-DR statutory responsibilities related to 2015 federally declared disaster events. Program management services included all plans, policies, procedures, and guidelines. In addition, she served as the County's administrator for the program's life cycle from start-up to implementation and close-out. She also provided the County with case management, construction management, data management, appeals, reporting, and record retention services.

Project Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, June 2013 – January 2019

Sherie was part of the team that oversaw operations and special projects for the \$1.3 billion Hurricane Sandy New Jersey RREM Program. She served as a primary program point of contact for RREM operations. Knowing every aspect of the program, she resolved hundreds of problems and issue requests. In addition, Sherie provided technical assistance and homeowner appeals for work-in-place scope, construction feasibility, and scopes of work. She was the RREM team "go-to" person for homeowners, NJDCA, and staff, solving complex policy-driven issues effectively and efficiently. She also served as a subject matter expert for the State of New Jersey.

EMPLOYMENT HISTORY

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

KELLE ODOM

DIRECTOR OF CLIENT SERVICES

PROFESSIONAL QUALIFICATIONS

Kelle Odom has over 35 years of business management experience in the public and private sectors. Kelle joined GrantWorks in 2013, bringing 20 years of grant management experience. She previously worked with the Texas General Land Office, the Texas Department of Rural Affairs' CDBG programs, and a private grant management consulting firm.

RELEVANT EXPERIENCE

DIRECTOR OF CLIENT SERVICES, GRANTWORKS, INC., HOUSTON, TEXAS, OCTOBER 2021 – PRESENT

Kelle oversees a team of Client Services Managers and GrantWorks' relationship with its clients. She maintains high retention rates, developing long-term relationships with repeat clients. She also manages the company's accounts and communicates with clients to ensure their satisfaction. Her responsibilities include tracking data about accounts and intervening when problems occur. She leads marketing efforts and outreach. She manages staff, clients, and processes and policies for all accounts.

SENIOR PROJECT MANAGER AND APPLICATION MANAGER, GRANTWORKS, INC., GALVESTON, TEXAS, MARCH 2013 – OCTOBER 2021

Kelle coordinated with local government clients throughout Texas to plan and develop approximately 40 federally funded infrastructure and economic development grant projects each year. She developed grant applications for the State's TxCDBG program and CDBG-DR programs. She assessed damages, gathered data and resources, and developed fundable projects to address local needs and recovery responses. Kelle also provided client services for 20 counties, including conducting pre-construction conferences, employee interviews, public hearings, commissioner's court, and city council presentations.

GRANT ADMINISTRATOR, LANDFORD COMMUNITY MANAGEMENT SERVICES, AUSTIN, TEXAS, JANUARY 2010 – MARCH 2013

Kelle managed over 75 state and federally-funded grant projects, including public infrastructure, disaster recovery, and economic development projects.



35+ YEARS

BUSINESS & GRANT ADMINISTRATION EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Business Administration, Business Administration, St. Edward's University, Austin, Texas, 2001

Bachelor of Business Administration, Business Administration, St. Edward's University, Austin, Texas, 1999

HIGHLIGHTS

Over 18 years of experience in government and CDBG

Managed over 400 federal and state projects at the local level for communities throughout Texas

PROGRAM SPECIALIST/REGIONAL COORDINATOR, TEXAS DEPARTMENT OF RURAL AFFAIRS, AUSTIN, TEXAS, MAY 2002 – JANUARY 2010

Kelle managed over 440 CDBG projects, totaling approximately \$121 million. Projects managed included public infrastructure, private property rehabilitation, renewable energy, rural health, planning, economic development, and disaster recovery. Kelle also served as the Training Coordinator for all new CDBG staff and was the team lead for the Project Implementation Manual Workshops held each year.

ASSISTANT DIRECTOR FOR INTERGOVERNMENTAL RELATIONS, EXECUTIVE ASSISTANT TO LAND COMMISSIONER, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, JANUARY 1990 – SEPTEMBER 1999

Kelle served as Executive Assistant to statewide elected Land Commissioner Garry Mauro. In addition to her primary roles, Kelle served as the State Coordinator for the Alternative Fuels Conference.

EMPLOYMENT HISTORY

- ▶ Director of Client Services Director, GrantWorks, Inc., Houston, Texas, October 2021 – Present
- ▶ Senior Project Manager/Field Representative, GrantWorks, Inc., Galveston, Texas, March 2013 – October 2021
- ▶ Grant Administrator, Langford Community Management Services, Austin, Texas, January 2010 – March 2013
- ▶ Program Specialist/Regional Coordinator, Texas Department of Rural Affairs, Austin, Texas, May 2002 – January 2010
- ▶ Assistant to Vice President of Professional and Graduate Studies, St. Edward's University, Austin, Texas, September 1999 – May 2002
- ▶ Executive Assistant to Land Commissioner, Texas General Land Office, Austin, Texas, January 1990 – September 1999

GREG AIELLO, PE

SENIOR DIRECTOR

PROFESSIONAL QUALIFICATIONS

Greg Aiello, PE, is a Professional Engineer with over 20 years of experience leading high-profile projects related to disaster recovery, commercial construction, and transportation engineering. He is an effective communicator who believes that clear messaging and a consistent workflow are the keys to navigating comprehensive programs. Greg takes pride in leading large teams and providing strategic guidance resulting in quality services and client satisfaction. He is skilled at cultivating and maintaining partnerships with stakeholders in the public and private sectors. He is adept at problem-solving, developing new reporting and program policies, and process re-engineering for greater efficiency.

RELEVANT EXPERIENCE

SENIOR DIRECTOR, GRANTWORKS, INC., MOUNT LAUREL, NEW JERSEY, JANUARY 2022 – PRESENT

Senior Director, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, New Jersey and Texas, January 2022 – Present

As the ARPA Senior Director, Greg provides leadership and project management expertise supporting multiple ARPA programs and projects. He manages the GrantWorks ARPA Team and provides the guidance and support required for successful project implementation. Greg reviews project scopes and assigns personnel with the knowledge, skills, and experience necessary for success. He mentors the team and coordinates resource requirements within the GrantWorks framework.

CONSTRUCTION MANAGER, RJP CONSULTING GROUP, LLC., EXTON, PENNSYLVANIA, SEPTEMBER 2019 – JANUARY 2022

Owner's Representative, New Jersey Turnpike Service Area Program, New Jersey Turnpike, New Jersey, September 2019 – January 2022, Contract Value: \$70 million

Greg managed the demolition and reconstruction of the Vince Lombardi Service Area as part of the New Jersey Turnpike Program. Greg managed all aspects of this program, from initial site investigation, feasibility studies, and budgeting through due diligence, entitlements, permitting, bidding, contract award, construction supervision, and building turnover. He provided daily supervision of the schedule and costs to deliver the project on time and within budget. Through solid communication, he fostered and maintained



20+ YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Civil Engineering, L.C. Smith College of Engineering & Computer Science, Syracuse University, Syracuse, New York, May 1998

HIGHLIGHTS

Professional Engineer with 20+ years of project management experience

Experience in high-profile disaster recovery projects

REGISTRATIONS/ CERTIFICATIONS

Professional Engineering, Civil, License No. #24GE04905600, New Jersey

Work Zone Coordinator Certification

Xactimate Level 1 Certification

client relationships, including telephone calls and in-person visits with representatives, officials, or decision-makers. Greg assisted his client in developing new projects that included site investigation studies and reports, drawing reviews, entitlement recommendations, schedules, and cost analysis. He also prepared weekly executive updates and reported on project status.

PROJECT MANAGER, CB&I ENVIRONMENTAL & INFRASTRUCTURE, LLC, TRENTON, NEW JERSEY, APRIL 2014 – SEPTEMBER 2019

Inspections Intake Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, August 2014 – September 2019

Greg oversaw a team of 16 employees and 10 consultants on this residential disaster recovery program. The team conducted damage assessments, lead and asbestos inspections, and prepared cost estimates to rehabilitate/reconstruct single-family, multi-unit, and mobile homes. He developed and implemented a new workflow process that streamlined production, increased productivity, and led to cost savings. He also reviewed and prioritized the distribution of bid documents, developed new policies and standard operating procedures aligned with the program requirements, and produced daily, weekly, and monthly scheduling and forecasting reports for senior management and the client. Greg conducted weekly team meetings to achieve objectives, oversaw and performed quality control checks to ensure compliance with program state and federal guidelines, and interacted directly with the client to ensure satisfaction.

Lead Construction Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs, Trenton, New Jersey, April 2014 – August 2014

As the Lead Construction Manager, Greg managed a team of five construction managers on this residential disaster recovery program. He coordinated activities between contractors, applicants, and inspectors in the field by planning and participating in design reviews, pre-bid, pre-construction, and in-progress construction meetings. He provided design, bid, construction, and safety oversight by reviewing design documents, bid documents, construction feasibility, contractor invoices and disbursements, creating punch lists, and performing routine site visits. Greg negotiated and finalized construction contracts between applicants and contractors. He also verified that construction projects comply with the program specifications, permit drawings, and municipal code requirements. He also monitored the implementation and compliance of company safety policies.

EMPLOYMENT HISTORY

- ▶ Senior Director, GrantWorks, Inc., Mount Laurel, New Jersey, January 2022 – Present
- ▶ Construction Manager, RJP Consulting Group, Mount Laurel, New Jersey, September 2019 – January 2022
- ▶ Project Manager, CB&I Environmental & Infrastructure, LLC, Trenton, New Jersey, April 2014 – September 2019
- ▶ Principal Engineer, The RBA Group, Inc., Parsippany, New Jersey, July 2007 – April 2014
- ▶ Project Manager, Toll Brothers, Inc., Freehold, New Jersey, February 2005 – July 2007
- ▶ Transportation Engineer, The RBA Group, Morristown, New Jersey, September 2000 – February 2005
- ▶ Junior Transportation Engineer, Vollmer Associates, LLP, New York, New York, June 1998 – August 2000

MARY SHEEHY

SENIOR PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Mary Sheehy has 16 years of experience in project management and implementation of state and federal residential programs for CDBG-DR (NJ-Sandy and TX-Harvey), low-income housing development (NJHMFA), and energy efficiency residential upgrades (weatherization). Previous experience includes working with developers and community organizations on residential and/or green residential development projects; coordinating funding between state agencies for energy efficiency and renewable energy financing for affordable multifamily housing; developing policies and programs in New Jersey; as well as eligibility reviews, case management, special projects, compliance and monitoring, closeout reviews, scope reviews, training tools and updates related to the management of government-funded programs.

RELEVANT EXPERIENCE

SENIOR PROJECT MANAGER, GRANTWORKS, INC., HO-HO-KUS, NEW JERSEY, MARCH 2022 – PRESENT

Senior Project Manager, American Rescue Plan Act (ARPA) Project Management Services, Local Government Clients, Multiple Locations, New Jersey and Texas, March 2022 – Present

As a Senior Project Manager, Mary develops program policies, procedures, tips sheets, and procurement and contract agreement templates in compliance with ARPA program regulations and updated guidelines. In addition to providing written guidance, she participates in client calls, provides training, and answers Project Managers' questions on various compliance topics. She also directly manages ARPA clients in New Jersey.

CONSTRUCTION CIVIL SUPERVISOR, APTIM ENVIRONMENTAL & INFRASTRUCTURE, LLC, TRENTON, NEW JERSEY, JULY 2017 – MARCH 2022

Section 3 Specialist, Section 3 Reporting and Davis-Bacon Certified Payroll Reviews and Field Interviews, Flood Hazard Risk Reduction and Resiliency Program, New Jersey Department of Environmental Regulation, Trenton, New Jersey, February 2018 – March 2022

Mary is responsible for collecting and compiling quarterly Section 3 Reports for the program, interviewing field workers, reviewing Davis-Bacon certified payrolls, and documenting checklist items submitted with contractor draw requests. These are resiliency infrastructure projects initiated by townships to alleviate future flooding events.



16 YEARS

PROJECT MANAGEMENT EXPERIENCE

EDUCATION

Master of City Planning, Environmental & Physical Planning, Rutgers University, 2006

Bachelor of Architecture, Architecture, University of Houston, Houston, Texas, 2003

HIGHLIGHTS

Extensive experience in Section 3 Reporting

Quality control reviews of contractor payment requests

Compliance reviews

Energy efficiency and renewable energy programs and policies

CDBG-DR funding and programs

Davis-Bacon payroll reviews

Xactimate scope adjustments – DOB reviews

Policy development

TRAINING

FEMA IS-320

FEMA IS-321

FEMA IS-322

FEMA IS-403

Xactimate – basics

Construction Civil Supervisor, Construction Contract & DOB Reviews, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs (NJDCA), Trenton, New Jersey, January 2020 – March 2022

The NJDCA called Mary back to work on the NJ RREM program under a new/separate contract. This new role involved reviewing program applicants' construction contracts to ensure they completed scopes of work, met program requirements, and achieved a CO. This role included making program/project scope changes using the Xactimate program, updating the state reporting system website (SIROMS) with new contract amounts, scope amounts and review documents, and reaching out to homeowners and representatives to discuss contracts, scope needs and collect other required documentation. NJDCA also tasked Mary with completing closeout/DOB scope reviews, which included reviewing final paid invoices and work completed against funding allocations.

Eligibility QC Reviewer, Build It Forward Housing Programs, Master Program Manager, City of Houston Housing & Community Development Department (HCDD), Houston, Texas, June 2019 – August 2019

Mary completed file reviews for eligibility compliance on applicant files, including reviewing income verifications, ownership documentation, and other relevant program information. Also, she responded to requests for information from the Texas General Land Office (GLO) to receive approvals for the next steps in the program – loan closing and construction starts. The following steps included verifying Duplication of Benefits (DOB) results and quality control reviews on awards documentation, confirming mortgage information as applicable, etc.

Community Outreach Manager, New Jersey Reconstruction, Rehabilitation, Elevation, Mitigation (RREM) Program, New Jersey Department of Community Affairs (NJDCA), Trenton, New Jersey, May 2015 – December 2018

The RREM Program provided disaster housing relief services for over 10,000 homeowners damaged or displaced by Superstorm Sandy in nine coastal counties. APTIM provided Master construction management services by conducting damage assessments, implementing environmental mitigation, CDBG-DR expertise, construction oversight, and compliance monitoring. Program activities include rehabilitation, reconstruction, elevation, mitigation, resiliency, demolition, lead paint assessments and clearances, asbestos assessments, windstorm compliance, and engineering design services. Ms. Sheehy provided support to the management team by drafting presentations, reviewing programmatic forms, generating compliance recommendations, conducting closeout document QC reviews, working directly with the state on issue file resolution, providing training and tools for other team members, ensuring uniformity of process and information provided to the homeowner, grant management counterparts and homeowner's advocates.

EMPLOYMENT HISTORY

- ▶ Senior Project Manager, GrantWorks, Inc., Ho-Ho-Kus, New Jersey, January 2022 – Present
- ▶ Construction Civil Supervisor, Aptim Environmental & Infrastructure, LLC, Trenton, New Jersey, July 2017 – January 2022
- ▶ Construction Civil Supervisor, CB&I Environmental & Infrastructure, LLC, Trenton, New Jersey, May 2015 – June 2017
- ▶ Green Homes Administrator, New Jersey Housing & Mortgage Finance Agency, Trenton, New Jersey, May 2006 – May 2012

GREGORY GUNN

PROCUREMENT SPECIALIST



PROFESSIONAL QUALIFICATIONS

Gregory Gunn spent 15 years in the U.S. Army as a Contingency Contracting Officer, Contracting Specialist, and Instructor/ Training Program Manager before joining GrantWorks. During his time in the U.S. Army, he acquired extensive contract and procurement experience following the Federal Acquisition Regulation, Defense Federal Acquisition Regulation, and applicable policies and statutes.

RELEVANT EXPERIENCE

PROCUREMENT SPECIALIST, GRANTWORKS, INC., ELGIN, TEXAS, NOVEMBER 2021 – PRESENT

Procurement Specialist, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, November 2021 – Present

Gregory evaluates and determines compliance with federal, state, and local procurement requirements related to 2 CFR 200. He conducts reviews of procurement documents to determine compliance with laws, regulations, and policies and procedures. He also follows quality assurance procedures to produce accurate and complete work products. Gregory evaluates procurement proposal documents using best practices and maintains policies, procedures, and guidelines related to procurement. Most importantly, Gregory is a resource for project managers overseeing various ARPA projects requiring procurement under 2 CFR 200.

STAFF SERGEANT, U.S. ARMY, FAYETTEVILLE, NORTH CAROLINA, FEBRUARY 2006 – NOVEMBER 2021

Contingency Contracting Officer

Gregory served as a Defense Acquisition Workforce Improvement Act (DAWIA) Level II. As an acquisition official with a Secret Security Clearance, he had an exemplary performance record, providing forward area contracting support to war zones and worldwide humanitarian missions. His role and responsibilities included:

- ▶ Executed direct procurement support for counter-drug, peacekeeping, humanitarian, training exercises, and Department of Defense contingency missions.
 - › Planned, coordinated, and facilitated customer requirements development and supply, services, and minor construction contract execution.

15 YEARS

MILITARY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Webster University, St. Louis, Missouri, 2018

Bachelor of Science, Managerial Economics, Hampden-Sydney College, Farmville, Virginia, 2002

HIGHLIGHTS

Extensive federal government contract and procurement experience

CERTIFICATIONS/REGISTRATIONS

Secret Security Clearance

TRAINING

Senior Leadership
Market Research
Curriculum Development
Strategic Planning
Program Development
Program Management
Contract Management

- ▶ Provided senior leadership enhanced operational flexibility by leveraging the local economy for contracted life and logistic support.
 - › Appointed Lead Contracting Officer for joint task force operations at Soto Cano Air Base, Honduras.
 - › Executed \$2.5 million in operational support contracts.
 - › Negotiated with local providers and increased services by 75%, with a resulting \$750,000 reduction in contractual cost.
- ▶ Trained and mentored 20 expeditionary joint task force Contracting Specialists and Contracting Officers.
- ▶ Rated the #1 Contracting Officer at the organizational level and Top 10% at the corporate level.

Contracting Specialist

Gregory served as a critical member of the Contingency Contracting Team, advising the Contracting Officer on the availability, location, and condition of commercial supplies and services. His role and responsibilities included:

- ▶ Conducted market research, prequalified vendors, solicited quotes, made cost comparisons, negotiated offers with vendors, recommended contract awards, administered contracts, and closed out contracts adhering to the Federal Acquisition Regulation, Defense Federal Acquisition Regulation, and applicable policies and statutes.
- ▶ Assisted with vendor selection, purchases, procurement, and the timely arrival of materials, products, and services.
 - › Recommended contract awards, administered contracts, and closed out contracts.
 - › Appointed Lead Closeout Specialist.
- ▶ Selected as a Contingency Contracting Officer during deployed operations, including humanitarian assistance, disaster relief operations, and training exercises.

Instructor/Training Program Manager

Gregory was an Instructor/Training Program Manager, providing corporate-level training, curriculum development, and specialized lesson planning for 1,200 students annually.

- ▶ Taught over 500 hours of classroom instruction annually, revised 52 lesson plans, and developed 5 Programs of Instruction (POIS).
 - › Selected as Instructor of the Cycle, received Senior Instructor recognition and a 100% readiness rating.
- ▶ Certified as the Radiation Safety Officer and maintained a perfect safety record over eight assigned laboratories.
- ▶ Received the U.S. Army's highest possible assessments for competence, leadership, and accountability.

EMPLOYMENT HISTORY

- ▶ Procurement Specialist, GrantWorks, Inc., Elgin, Texas, November 2021 – Present
- ▶ Staff Sergeant, U.S. Army, February 2006 – November 2021

JESSICA HISSAM

LEAD PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

With 11 years of experience, Jessica Hissam uses her interdisciplinary project management, multi-system policy research, and program implementation skills to oversee and support complex governmental and grant-funded behavioral health and social service programs at the state and local levels. She also uses her expertise to foster interdisciplinary collaborations across systems to maximize organizational impact and provide our clients with the best possible service.

RELEVANT EXPERIENCE

LEAD PROJECT MANAGER, GRANTWORKS, INC., BASTROP, TEXAS, NOVEMBER 2021 – PRESENT

Lead Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, November 2021 – Present

Jessica coordinates projects funded primarily by the ARPA. These funds are distributed directly by the U.S. Department of Treasury to the state or local government (cities and counties). The projects are primarily related to water, sewer, or broadband improvement.

Jessica coordinates and expedites the projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers.

CONTRACT SPECIALIST, TEXAS HEALTH & HUMAN SERVICES, AUSTIN, TEXAS, NOVEMBER 2020 – NOVEMBER 2021

Jessica was a Contract Specialist for the Acquired Traumatic Brain Injury Unit of the Comprehensive Rehabilitation Services Program within the Health, Developmental, and Independence Services Department at HHSC. She performed advanced consultative and technical assistance work, including contract procurement, development, and support to contracted providers. She also provided oversight, monitoring, analysis, process, procedure, and program improvement of all contracted service providers.

TEAM LEAD, COORDINATED SPECIALTY CARE FOR FIRST EPISODE PSYCHOSIS, TEXAS HEALTH & HUMAN SERVICES, AUSTIN, TEXAS, JULY 2019 – NOVEMBER 2020

Jessica served as a subject matter expert on Coordinated Specialty Care for First Episode Psychosis at 24 local mental and behavioral health authorities across Texas. She managed and monitored individualized program budgets allocated from a \$9.6 million

11 YEARS

PROJECT AND PROGRAM MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Psychology and Criminology, St. Edward's University, Austin, Texas, 2014

HIGHLIGHTS

2.5 years of ARPA project management experience

portfolio. She performed advanced research, policy, and consultation work on adult mental health services, including providing leadership, developing/revising projects, and facilitating activities to promote effective program design and implementation. Jessica worked with a unit that analyzed various highly technical and complex policy issues, including behavioral health bill analysis, legislature, grants, contracts, and state administrative codes.

JAIL DIVERSION SPECIALIST, TEXAS HEALTH & HUMAN SERVICES, AUSTIN, TEXAS, OCTOBER 2018 – JULY 2019

Jessica served as a statewide subject matter expert, providing training, consultation, policy guidance, and recommendations to stakeholders with a vested interest in enhancing the coordination and efficiency of the Texas forensic services. She analyzed policy affecting individuals at risk of being justice-involved or who are justice-involved, specifically, those with behavioral health and intellectual developmental disorders who have been placed on or are at risk for a forensic or civil commitment treatment, to divert services to the least-restrictive environment. Jessica led targeted state and federal workgroup initiatives, data analysis, quality management, policy consultation, process mapping, and technical assistance around jail diversion.

PROGRAM SPECIALIST V, TEXAS HEALTH & HUMAN SERVICES, AUSTIN, TEXAS, SEPTEMBER 2016 – SEPTEMBER 2018

Jessica served as a Subject Matter Expert on Assertive Community Treatment/Evidence-Based Practices, Supportive Housing Rental Assistance, Permanent Supported Housing, and Section 811 for 39 local mental and behavioral health authorities across Texas. She performed advanced research, policy, and consultation work on adult mental health services, including providing leadership, developing/revising projects, and facilitating activities to promote effective program design and implementation. She facilitated technical assistance, webinars, conference calls, and creative problem solving, emphasizing the Texas Resilience and Recovery system focusing on the person-centered provision of services. Jessica also worked with a unit team of 14 that analyzed various highly technical and complex policy issues, including behavioral health bill analysis, legislature, grants, contracts, and state administrative codes.

EMPLOYMENT HISTORY

- ▶ Lead Project Manager, GrantWorks, Inc., Bastrop, Texas, November 2021 – Present
- ▶ Contract Specialist, Texas Health & Human Services, Austin, Texas, November 2020 – November 2021
- ▶ Team Lead, Coordinated Specialty Care for First Episode Psychosis, Texas Health & Human Services, Austin, Texas, July 2019 – November 2020
- ▶ Jail Diversion Specialist, Texas Health & Human Services, Austin, Texas, October 2018 – July 2019
- ▶ Program Specialist V, Texas Health & Human Services, Austin, Texas, September 2016 – September 2018
- ▶ Certified Mental Health First Aid Instructor, National Council for Behavioral Health, Austin, Texas, July 2017 – Present
- ▶ Agency Representative, Housing & Health Services Coordination Council, Austin, Texas, September 2016 – September 2018
- ▶ Agency Representative, Texas Interagency Council for the Homeless, Austin, Texas, September 2016 – September 2018
- ▶ Human Rights Officer, Vinfen, Cambridge, Massachusetts, January 2016 – September 2016

JESSICA JOHNSTONE

LEAD PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Jessica Johnstone is an experienced project management professional. She is a self-driven critical thinker with experience in project management, environmental outreach and coordination, and technical assistance. Her growth mindset, unique knowledge, and skills make her a strong ARPA Project Manager.

Most recently, in her position as Project Manager for the Nonpoint Source Program (NPS) at the Texas Commission on Environmental Quality (TCEQ), she developed and managed multiple projects at various stages of implementation to benefit water quality in urban areas across the state. These projects often included planning and implementing best management practices, including low infrastructure development and green infrastructure. Additionally, she coordinated the annual Clean Water Act (CWA) § 319(h) grant solicitation for the last two years. The year prior, she served as an evaluator of the grant applications received during the solicitation. NPS is an organizational leader in file structure and documentation practices, through which Jessica developed an aptitude for project management.

RELEVANT EXPERIENCE

LEAD PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, OCTOBER 2021 – PRESENT

Lead Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, October 2021 – Present

Jessica coordinates projects funded primarily by the ARPA. These funds are distributed directly by the U.S. Department of Treasury to the state or local government (cities and counties). The projects are primarily related to water, sewer, or broadband improvement.

Jessica coordinates and expedites the projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers.

PROJECT MANAGER/NATURAL RESOURCES SPECIALIST, WATER QUALITY PLANNING AND IMPLEMENTATION, TEXAS COMMISSION ON ENVIRONMENTAL QUALITY, AUSTIN, TEXAS, JANUARY 2019 – OCTOBER 2021

Jessica managed multiple moderately complex grant-funded projects at various stages of implementation to benefit water quality in urban communities across the state. She provided technical and administrative support for creating EPA-approved watershed-based

5 YEARS

PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Ecosystem Science & Sustainability, Colorado State University, Fort Collins, Colorado, May 2017

Associate of Science, Georgia Highlands College, Rome, Georgia, May 2011

HIGHLIGHTS

5 years of project management experience

plans (WBPs). She also oversaw contract actions, including project selection and development, status tracking, spending and billing, and the review of deliverables.

ENVIRONMENTAL COMPLIANCE SPECIALIST, WATERSHED MONITORING AND PLANNING PROGRAM, GEORGIA DEPARTMENT OF NATURAL RESOURCES, ENVIRONMENTAL PROTECTION DIVISION, CARTERSVILLE, GEORGIA, MAY 2018 – DECEMBER 2018

Jessica gathered, organized, and maintained samples and measurements from over 50 lake and tributary sites based on potential factors contributing to ambient water quality and EPA-defined Watershed Monitoring and Planning Program regulations. She used a variety of field instruments, lab tools, and methods, including habitat assessments and surveys, designed long- and short-term studies, and operated boats and trailers.

OPERATIONS MANAGER, GROUSE MALTING AND ROASTING, WELLINGTON, COLORADO, SEPTEMBER 2015 – NOVEMBER 2017

As the Operations Manager, Jessica orchestrated sales, shipping, and logistics. She also performed analytical chemistry, sensory, and material quality trials to develop and revise procedures and specifications for the plant, field, or laboratory operations and developed quality control and training programs.

FIELD/LABORATORY TECHNICIAN, LOCH VALE LONG-TERM ECOLOGICAL RESEARCH AND MONITORING PROGRAM, JANUARY 2016 – AUGUST 2016

Jessica performed weekly standardized sample collection in harsh environmental conditions, analyzed water and soil samples for various metrics, and contributed to an extensive research database and literature.

EMPLOYMENT HISTORY

- ▶ Lead Project Manager, GrantWorks, Inc., Austin, Texas, October 2021 – Present
- ▶ Project Manager/Natural Resources Specialist, Water Quality Planning and Implementation, Texas Commission on Environmental Quality, Austin, Texas, January 2019 – October 2021
- ▶ Environmental Compliance Specialist, Watershed Monitoring and Planning Program, Georgia Department of Natural Resources, Environmental Protection Division, Cartersville, Georgia, May 2018 – December 2018
- ▶ Manager of Operations, Grouse Malting and Roasting, Wellington, Colorado, September 2015 – November 2017
- ▶ Field/Laboratory Technician, Loch Vale Long-Term Ecological Research and Monitoring Program, January 2016 – August 2016

ANGELA LEACH

LEAD PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Angela Leach is an experienced disaster recovery project manager with critical thinking and policy analysis skills. She is also an outcome-focused leader skilled in collaboration. Under the ARPA Program, Angela coordinates and expedites projects, working directly with local government contacts, U.S. Treasury staff, engineers, and other professional service providers.

RELEVANT EXPERIENCE

LEAD PROJECT MANAGER, GRANTWORKS, INC., CORPUS CHRISTI, TEXAS, OCTOBER 2021 – PRESENT

Lead Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, October 2021 – Present

Angela coordinates projects funded primarily by the ARPA. These funds are distributed directly to the state or local government (cities and counties) via the U.S. Treasury. The projects are primarily related to water, sewer, or broadband improvement.

RENTAL CASE MANAGER, HAGERTY CONSULTING, CORPUS CHRISTI, TEXAS, JUNE 2021 – OCTOBER 2021

Angela worked within a project team to determine eligibility, calculate benefits, and recommend approvals for low-income households seeking Emergency Rent Assistance.

CONTRACT CASE MANAGER, ACCESSIBLE HOUSING RESOURCES, INC., CORPUS CHRISTI, TEXAS, SEPTEMBER 2019 – MAY 2021

As a Contract Case Manager, Angela developed organizational capacity by securing state and city contracts to provide disaster rent assistance using federal HUD HOME funds. She wrote program policies and procedures for intake, client records, compliance, and referrals, contributing to compliant audits from city and state programs. She also completed reports of program activities and grant compliance for board and funding sources. Angela provided direct case management for low-income persons seeking housing assistance, supervised and trained program case managers, and created community resource referrals. She also participated in community collaboration through Coastal Bend community organizations active in disaster and weekly homeless service provider calls with the City.

7+ YEARS

PROJECT AND GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Psychology, Angelo State University, San Angelo, Texas

HIGHLIGHTS

Responds to customer situations with sensitivity

Understands a target audience and how to best communicate with them

Knowledge of compensation and benefits programs

Determines client needs, provides support resources, and collaborates with clients and multidisciplinary teams

ASSISTANT INDEPENDENT OMBUDSMAN, STATE-SUPPORTED LIVING CENTER AGING AND DISABILITY SERVICES, CORPUS CHRISTI, TEXAS, DECEMBER 2014 – NOVEMBER 2016

In this position, Angela advocated for client rights. She monitored critical incidents through in-person interviews and chart reviews. She ensured regulatory compliance and the least restrictive practices.

DIRECTOR OF INTELLECTUAL AND DEVELOPMENTAL DISABILITY SERVICES BEHAVIORAL HEALTH CENTER OF NUECES COUNTY, CORPUS CHRISTI, TEXAS, OCTOBER 2002 – DECEMBER 2014

Angela hired, developed, and supervised approximately 80 staff to implement service coordination, employment, and skills training. She developed and implemented quality improvement goals. She also worked individually and within teams to write federal and local funds grants.

EMPLOYMENT HISTORY

- ▶ Lead Project Manager, GrantWorks, Inc., Corpus Christi, Texas, October 2021 – Present
- ▶ Rental Case Manager, Hagerty Consulting, Corpus Christi, Texas, June 2021 – October 2021
- ▶ Contract Case Manager, Accessible Housing Resources, Inc., Corpus Christi, Texas, September 2019 – May 2021
- ▶ Assistant Independent Ombudsman, State Supported Living Center Aging and Disability Services, Corpus Christi, Texas, December 2014 – November 2016
- ▶ Director of Intellectual and Developmental Disability Services Behavioral Health Center of Nueces County, Corpus Christi, Texas, October 2002 – December 2014

JONATHAN STUART, PMP

LEAD PROJECT MANAGER



PROFESSIONAL QUALIFICATIONS

Jonathan Stuart is an experienced Project Manager with over 13 years of experience in the construction, service, and start-up industries. His experience includes working with third-party contractors/vendors from all over the world. Jonathan is a fully qualified Project Management Professional with a PMP certification.

RELEVANT EXPERIENCE

LEAD PROJECT MANAGER, GRANTWORKS INC., AUBREY, TEXAS, JANUARY 2022 – PRESENT

Lead Project Manager, American Rescue Plan Act (ARPA) Program Management Services, Multiple Local Governments, Multiple Locations, Texas, January 2022 – Present

As a Project Manager, Jonathan assists and collaborates with the ARPA project management team and client project managers that liaison directly with governmental entities receiving ARPA funds. These funds are distributed directly by the U.S. Department of Treasury to state or local governments (cities and counties). Jonathan coordinates and manages multiple moderately complex projects at various stages of implementation. He communicates with local officials, professional service providers, and various state and federal agencies through written memos, emails, formal letters, and telephone conversations. He also helps manage project management's financial details, including reviewing contractor pay estimates and professional service invoices, budget tracking, billing projections, and payment thresholds. Jonathan leads a team to assist with reviewing project documents, including applications, demographic surveys, maps, and environmental assessments; periodically scheduling and arranging public meetings; and tracking performance milestones and numerous deadline events, including reports, contract amendments, newspaper advertisements, and grant-specific requirements.

PROJECT MANAGER, ISLAMIBLOCKCHAIN, GLOBAL, JANUARY 2021 – APRIL 2022

- ▶ Developed large-scale global utility cryptocurrency aimed at providing financial independence for participants.
- ▶ Researched subject matter experts to contract with to fast-track road map goals and objectives.
- ▶ Primary liaison to streamline operations of multiple lines of business within the organization.
- ▶ Raised capital from a variety of investors and grew to over 10,000 holders.

13 YEARS

MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, Philosophy,
University of Stony Brook, Stony
Brook, New York, 2014

HIGHLIGHTS

Team communication

Attention to detail

Building client relationships

REGISTRATIONS/ CERTIFICATIONS

Project Management Professional
(PMP), Project Management
Institute, 2021

TRAINING

SQL Course, UDEMY, 2021

Azure-900, UDEMY, 2021

SAP ERP, UDEMY, 2021

SAP 4HANA, UDEMY, 2021

30-Hour Card, OSHA, 2020

Non-Violent Communication,
Virtual Course, 2018

- ▶ Investigated trends, surfaced issues, identified root problems, and collaboratively worked with the team to effectively resolve the issues.
- ▶ Created a detailed work plan that identifies and sequences the activities needed and determined the resources (time, money, resources, etc.) required to launch the DeFi exchange formally.

HEALTH AND WELLNESS ENTREPRENEUR, OPEX, MOUNT SINAI, NEW YORK, JUNE 2014 – JANUARY 2021

- ▶ Performed extensive research.
- ▶ Employed a research group that culminated in the development of the business plan.
- ▶ Defined the project scope, roles and responsibilities, and resources needed, as well as created the staffing needs and budget.
- ▶ Developed a plan to meet deadlines and deliverables for clients.
- ▶ Identified and communicated with stakeholders.
- ▶ Developed best practices.
- ▶ Monitored activities.
- ▶ Identified risks and planned for risk response.
- ▶ Finalized project activities.
- ▶ Reported on final performances.
- ▶ Documented lessons learned and conducted administrative closure.
- ▶ Enhanced customer satisfaction year over year by implementing a consult-first approach to consistently produce the highest customer loyalty ratings in the industry using Net Promoter Score with a minimal churn rate (<1% monthly) combined with >50% referral business.
- ▶ Created a new standard adopted as a corporate policy with streamlined templates and a faster process by developing and implementing change management tools and activities to benefit end-user life cycle/client engagement.
- ▶ Trained, staffed, and contracted more than 15 professional coaches, HR and marketing teams, as well as an accounting firm to align with the company's vision and future growth.

MANAGER, MOUNT SINAI FITNESS, MOUNT SINAI, NEW YORK, SEPTEMBER 2009 – JUNE 2014

- ▶ Managed 7+ employees and 200+ clients.
- ▶ Led and directed marketing campaigns focused on SEO, content marketing, social media, and mobile
- ▶ Provided day-to-day contact with employees and clients via phone calls, email, and face-to-face meetings to discuss progress as well as ways we could improve.
- ▶ Discussed company vision with everyone.
- ▶ Coordinated scheduling and program design, overseeing instructor's efficacy, and provided weekly feedback and educational seminars on movement as well as nutrition.
- ▶ Evaluated new clients by diagnosing their physical condition and health status.
- ▶ Performed body analysis, fitness level diagnosis, and nutritional consulting.
- ▶ Developed individualized training plans based on BMI, conditioning, and client goals.

EMPLOYMENT HISTORY

- ▶ Project Manager, GrantWorks, Inc., Aubrey, Texas, January 2022 – Present
- ▶ Project Manager, Islamiblockchain, Global, January 2021 – January 2022
- ▶ Health and Wellness Entrepreneur, OPEX, Mount Sinai, New York, June 2014 – January 2021
- ▶ Manager, Mount Sinai Fitness, Mount Sinai, New York, September 2009 – June 2014

ATTACHMENT 2 – CERTIFICATE OF INSURANCE

GrantWorks has provided a copy of our 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 E-MAIL ADDRESS: Ben@gallowayinsurance.com FAX (A/C, No): (512) 756-7308	
INSURED GrantWorks, Inc. 2201 Northland Drive Austin TX 78756		INSURER(S) AFFORDING COVERAGE INSURER A : Cincinnati Insurance Companies NAIC # 10677 INSURER B : Cincinnati Casualty 28665 INSURER C : Ryan Turner Specialty 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 - COM/OP AGG \$ 2,000,000 \$
A	<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 <input type="checkbox"/> OTHER:	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"/> DED <input checked="" type="checkbox"/> RETENTION \$ 25,000 <input type="checkbox"/> CLAIMS-MADE	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	Y/N	N/A	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 0559203-23 - Policy Period: 8/6/2023 to 8/6/2024 -Aggregate Limit:\$3,000,000
 Crime: Insurer: The Hartford Insurance Company. (NAIC #37273) - Pol #65KB0358789-23 - 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

AGENCY CUSTOMER ID: _____
LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Galloway Insurance Agency		NAMED INSURED Northland II Property LLC	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

<p>THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM.</p> <p>FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance: Notes</p> <p>Please be advised that Waiver of Subrogation coverage & Blanket Additional insured are automatically provided by the Cincinnati Business Liability Coverage Form per written contracts.</p>
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ACORD 101 (2008.01)

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ATTACHMENT 3 – STATEMENT OF CONFLICTS OF INTEREST

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



Authorized Signature

June 27, 2024

Date

Bruce J. Spitzengel, President

Print Name & Title

ATTACHMENT 4 – SYSTEM FOR 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 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

Sep 13, 2024

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

Sep 13, 2024

Purpose of Registration:

All Awards

Last updated by Cecelia Johnson on Aug 03, 2021 at 11:59 AM

GRANTWORKS, INC.



GRANTWORKS, INC.

Unique Entity ID UZ9NMVF8SGD8	CAGE / NCAGE 5JH22	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Sep 2, 2022	
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 (blank)	Division Name Grantworks	Division Number (blank)
Congressional District Texas 10	State / Country of Incorporation Texas / United States	URL http://www.grantworks.net

Registration Dates

Activation Date Aug 4, 2021	Submission Date Aug 3, 2021	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) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

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

Yes

Entity Types

Business Types

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

<https://sam.gov/entity/UZ9NMVF8SGDS/coreData?status=Active>

Page 1 of 2

Last updated by Cecelia Johnson on Aug 03, 2021 at 11:59 AM

GRANTWORKS, INC.

Socio-Economic Types

Self Certified Small Disadvantaged Business

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

📍
Bruce Spitzengel, President

**2201 Northland Drive
 Austin, Texas 78756
 United States**

ERIC HARTZELL, Executive VP

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

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)

ATTACHMENT 5 – CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

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

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

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

N/A

2 **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A
 Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

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


Yes No

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

Yes No

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

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

7 
 Signature of vendor doing business with the governmental entity

June 27, 2024
 Date

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

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

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

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

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

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

(2) the vendor:

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

(2) the date the vendor becomes aware:

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

ATTACHMENT 6 – CERTIFICATION REGARDING LOBBYING

GrantWorks has provided a signed copy of our Certification Regarding Lobbying on the following page.

Certification Regarding Lobbying

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

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

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

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

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

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

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



Signature of Contractor's Authorized Official

Bruce J. Spitzengel, President

Printed Name and Title of Contractor's Authorized Official

June 27, 2024

Date


ATTACHMENT 7 – DISCLOSURE OF LOBBYING ACTIVITIES

GrantWorks has provided a signed copy of our Disclosure of Lobbying Activities on the following page.

Approved by OMB
0348-0046

Disclosure of Lobbying Activities

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

Type of Federal Action: 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>June 27, 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

ATTACHMENT 8 – CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

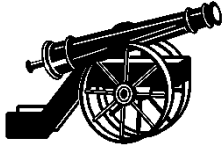
GrantWorks has provided a copy of our Certificate of Interested Parties - Form 1295 on the following page.

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES		FORM 1295	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.		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.			
4		Nature of Interest (check applicable)	
Name of Interested Party	City, State, Country (place of business)	<input type="checkbox"/> Controlling	<input type="checkbox"/> Intermediary
5 Check only if there is NO interested Party. <input type="checkbox"/>			
6 UNSWORN DECLARATION			
My name is _____, and my date of birth is _____.			
My address: _____ (street) (city) (state) (zip code) (country)			
I declare under penalty of perjury that the foregoing is true and correct.			
Executed in _____ County, State of _____, on the _____ day of _____, 20____. (month) (year)			
_____ Signature of authorized agent of contracting business entity (Declarant)			
ADD ADDITIONAL PAGES AS NECESSARY			

ATTACHMENT 9 – REQUIRED CONTRACT PROVISIONS

GrantWorks acknowledges and will comply with the ARPA-required contract provisions. (Note: Some provisions appear to apply to other federal funds and may not necessarily apply to ARPA.)



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date:	July 24, 2024
Agenda Item:	VI
Subject:	Appeal
Exhibits:	Plan Letter dated July 17, 2024
Funding:	N/A
Presenter(s):	Elvin Hernandez, Director of Public Works

Executive Summary

The City has received two requests for an appeal regarding generator installation on the property of 4 Blalock Woods.

Appeal of Section 4-76 (11)(D)

Section 4-76 (11)(D) of the City’s Code of Ordinances requires a minimum clearance of 24” inches between the generator foundation and any other structures. The property owner is seeking to install a generator with a 12” inch clearance between the generator foundation and the main structure.

Appeal of Section 4-76 (11)(F)

Section 4-76 (11)(F) of the City’s Code of Ordinances prohibits the placement of a generator in any restricted area or required green space. The property owner is seeking to install a generator that encroaches 7” inches into the 5’ foot greenspace.

Generator installation must adhere to Article IV, Section 4-76 (11) of the City’s Code of Ordinance. The appeal is against subsections (d) and (f) under this ordinance.

Sec. 4-76. International Residential Code for One- and Two-Family Dwellings.

- (11) Standby and emergency generators shall be installed in accordance with the National Electrical Code, 2020 and the following restrictions:
 - a. All wiring shall meet all requirements outlined in this code.
 - b. Maximum sound level at anytime shall be 70db or less measured at the property line.
 - c. Generator shall be positioned so that no structure, roof or overhang is over any portion of the generator enclosure.

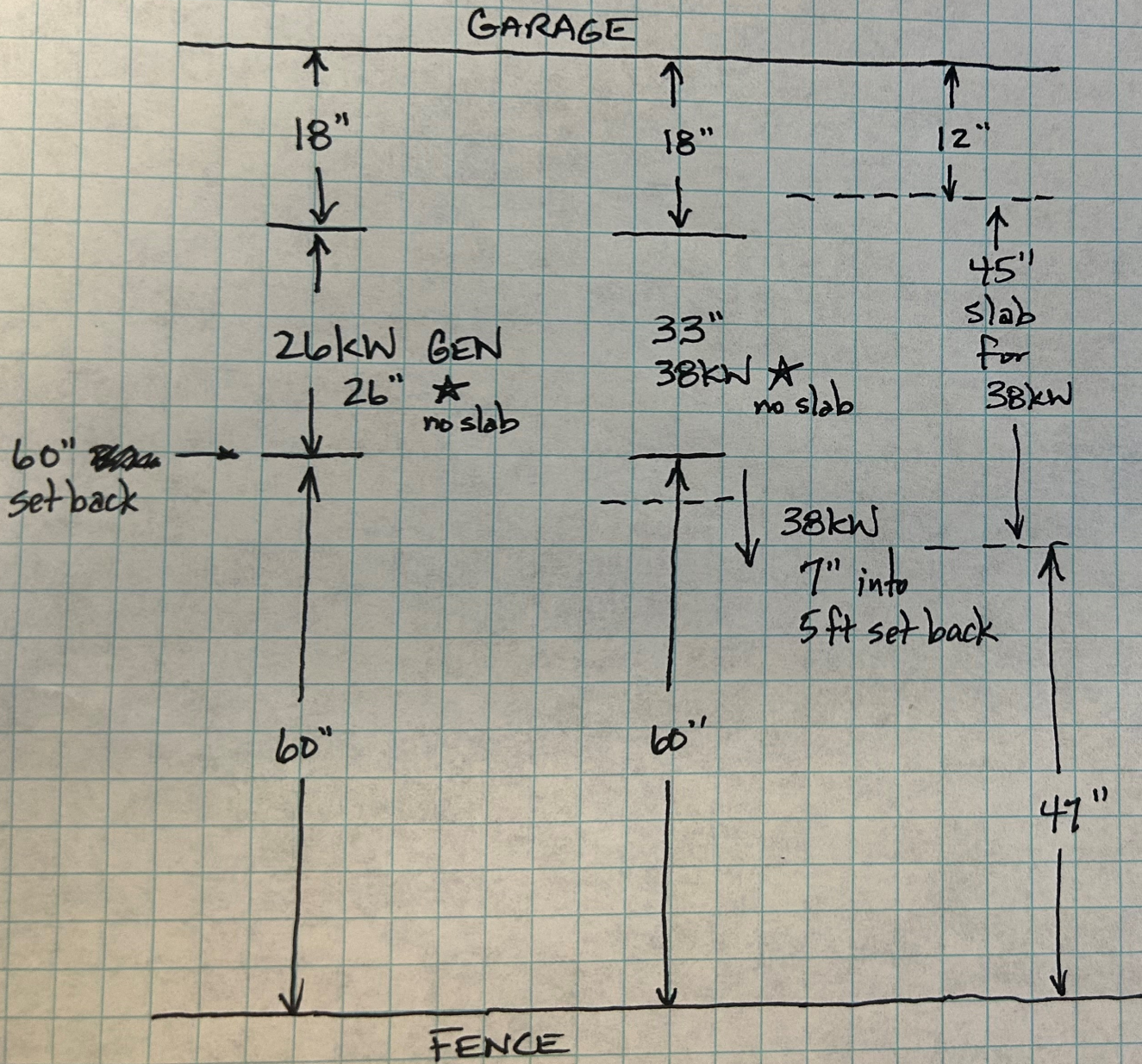
- d. Minimum clearance between generator foundation and other structures shall be twenty-four (24) inches or greater as determined by manufacturers' specifications. At no time shall the clearance be less than twenty-four (24) inches.
- e. No portion of the generator or wiring may be located in an easement or right-of-way.
- f. Generator may not be located in any restricted area or required green space.
- g. Generator may not be located within the required front yard of a lot.
- h. A generator cannot be visible from view from a public or private street.
- i. A load analysis, generator specifications and one-line electrical diagram must be posted with the permit on the project site.

Per Chapter 4, Section 4-76 (2) of the City's Code of Ordinances, appeals of the Building Official's decisions related to the Building Ordinance are directed to the Board of Appeals, which is composed of the City Council.

Recommended Action

Staff recommends that City Council discuss and take any desired action.

DANIEL HARRISON



- per drawing/survey
8.7 ft = 104"

- per measurement
100"
fence to garage

26RCA
26" X 47"
w/ slab (pre-poured)

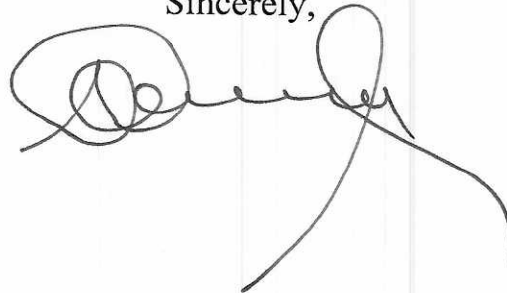
38RCLC
33" X 74"
+ pad 6" all around
45" X 86"

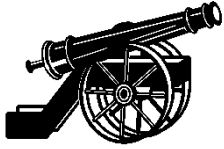
July 17, 2024

To whom it may concern,

My name is George McCall Secrest, Jr. My wife, Caprice Cosper, and I reside at 3 Blalock Woods Street in Bunker Hill Village. It is our understanding that our next door neighbors, Daniel and Geneva Harrison, who reside at 4 Blalock Woods, Houston, Texas, 77024, are planning on installing a generator on their property within the setback requirements of Bunker Hill Village close to our shared fence line. Caprice and I have no objection to their plans to do so and are hoping that the City of Bunker Hill Villages will allow them to proceed with their project. If you have any questions of me, please feel free to contact me at 713-906-0648 (cell) or 713-757-0679 (my law office).

Sincerely,

A handwritten signature in black ink, appearing to read "George McCall Secrest, Jr.", with a long, sweeping underline that extends to the right.



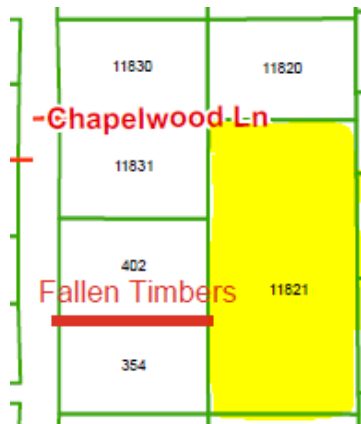
**City of Bunker Hill Village
City Council
Agenda Request**

Agenda Date:	July 24, 2024
Agenda Item:	VII
Subject:	Feedback and Direction – Consideration of Variance of 11821 Chapelwood Ln. Lot
Exhibits:	N/A
Funding:	N/A
Presenter(s):	Elvin Hernandez, Director of Public Works

Executive Summary

The property owner at 11821 Chapelwood Ln. is seeking to subdivide the property into either three one-acre lots or two lots.

This property was originally three separate lots prior to being platted into one single lot in 2009. The subdivision ordinance was revised in 2014, which no longer allows lots facing private streets to be divided.

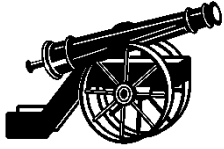


Currently, the only way to subdivide this lot is to make both Chapelwood Ln. and Fallen Timbers into public streets. This would be at the expense and full responsibility of the property owner, and would require final acceptance of the streets, drainage, etc. from the City. There is currently no variance process to allow the subdividing of the lot otherwise, and one would need to be established to explore alternative options.

Staff is requesting City Council feedback and direction.

Recommended Action

Staff recommends that City Council provide feedback and direction.



City of Bunker Hill Village
City Council
Agenda Request

Agenda Date: July 24, 2024
Agenda Item: VIII
Subject: Sanitary Sewer Cleaning and Televising
Exhibits: Services Agreement
Funding: General Fund Construction Fund (Acct – 06-00-00-9184) \$218,391.24
Presenter(s): Elvin Hernandez, Director of Public Works

Executive Summary

At the June 18 Council meeting, Council directed staff to revise the plans for the mill and overlay of identified streets to focus on completing Bunker Hill Rd. first due to the deteriorating conditions of the street. As part of the engineering work to verify the conditions of the underground lines, it is recommended to complete the review and televising of approximately 5,000 linear feet of sanitary and 4,700 linear feet of storm sewer prior to the road construction.

In an effort to attain the best value and meet purchasing requirements, the use of interlocal cooperative agreements allows the City to leverage the purchasing potential and benefit through economies of scale. All contracts are competitively bid and awarded in compliance with State procurement requirements. The City requested proposals from Ram Rod Utilities for the cleaning and televising of the sanitary and storm sewer lines underneath Bunker Hill Road.

The proposals are as follows (turnkey):

PROJECT	COST
Bunker Hill Rd. sanitary sewer cleaning and televising	\$115,641.24
Bunker Hill Rd. storm sewer cleaning and televising	\$102,750.00
Total	\$218,391.24

The City has contracted with Ram Rod Utilities on several televising and underground repair projects, and have been responsive with competitive market pricing Based on the contractor’s experience with similar projects and familiarity with the City, staff recommends approving a general services contract with Ram Rod Utilities in an amount not to exceed \$218,391.20 for the cleaning and televising of sanitary sewer and storm sewer for Bunker Hill Rd.

The contract has been reviewed by the City Attorney.

Recommended Action

Staff recommends that City Council approve a general services contract with Ram Rod Utilities in an amount not to exceed \$218,391.24 for the cleaning and televising of sanitary sewer and storm sewer on Bunker Hill Road.

**CITY OF BUNKER HILL VILLAGE, TEXAS
SERVICES AGREEMENT**

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

Description of Services: Cleaning and Televising Services

This Agreement is made and entered into by the **City of Bunker Hill Village, Texas** (referred to as the “City”), with an office at 11977 Memorial Drive, Houston, Texas, 77024 and, **Ram Rod Utilities, LLC** (the “Company”), a Limited Liability Company with an office at 26119 Interstate 45 N. Ste. 215, Spring, Texas, 77380. The City hereby engages the services of the Company as an independent contract for cleaning and televising services, upon the following terms and conditions.

1. SCOPE OF AGREEMENT

- 1.1. The City hereby agrees to employ the Company and the Company agrees to perform the necessary services as set forth in Exhibits A and B, attached hereto and incorporated herein for all purposes.
- 1.2. In the event of a conflict among the terms of this Agreement and Exhibits A and B, the terms set forth in this Agreement shall control.
- 1.3. The parties shall comply with Applicable Laws in performing their respective obligations hereunder.
- 1.4. The Company shall perform the services set forth herein in accordance with the provisions of this Agreement, exercising the degree of skill and care ordinarily exercised by members of the Company’s profession in the geographic region.

2. TERM OF AGREEMENT; TERMINATION

- 2.1. This Agreement shall be effective upon proper execution by the City. ***Either party may terminate this Agreement for any reason with thirty days (30) written notice to the other party.***
- 2.2. The City’s obligations under this Agreement shall not constitute a general obligation of the City or indebtedness under the Constitution or laws of the State of Texas. Nothing contained herein shall ever be construed so as to require the City to create a sinking fund or to assess, levy and collect any tax to fund its obligations under this Agreement.

3. ENTIRE AGREEMENT

This Agreement represents the entire Agreement between the Company and the City and no prior or contemporaneous oral or written agreements or representations shall be construed to alter its terms. No additional terms shall become part of this Agreement without the written consent of both parties and compliance with relevant state law. This Agreement supersedes all other prior agreements either oral or in writing.

4. ASSIGNMENT

The Company shall not assign or subcontract its obligations under this Agreement without the prior written consent of the City, which consent shall not be unreasonably withheld; however, such prior consent shall not be required for an assignment by the Company to a parent, subsidiary, affiliate, or successor.

5. COMPENSATION

For and in consideration of the services rendered by the Company pursuant to this Agreement, the City shall pay the Company only for the actual work performed under the Scope of Work, on the basis set forth in Exhibits "A" and "B," up to an amount not to exceed \$218,391.24.

6. INDEMNITY AND LIABILITY

6.1. DEFINITIONS

For the purpose of this section the following definitions apply:

- a. "City" shall mean all officers, agents, and employees of the City of Bunker Hill Village.
- b. "Claims" shall mean all claims, liens, suits, demands, accusations, allegations, assertions, complaints, petitions, proceedings and causes of action of every kind and description brought for damages.
- c. "Company" includes the corporation, company, partnership, or other entity, its owners, officers, and/or partners, and their agents, successors, and assigns.
- d. "Company's employees" shall mean any employees, officers, agents, subcontractors, licensees, and invitees of Company.
- e. "Damages" shall mean each and every injury, wound, hurt, harm, fee, damage, cost, expense, outlay, expenditure, or loss of any and every nature, including but not limited to:
 - i. injury or damage to any property or right
 - ii. injury, damage, or death to any person or entity
 - iii. attorneys' fees, witness fees, expert witness fees and expenses,
 - iv. any settlement amounts; and
 - v. all other costs and expenses of litigation
- f. "Premise Defects" shall mean any defect, real or alleged, which now exists, or which may hereafter arise upon the premises.

6.2. INDEMNITY

COMPANY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY FROM AND AGAINST LIABILITY FOR ANY THIRD-PARTY CLAIMS FOR BODILY INJURY, WRONGFUL DEATH, OR PROPERTY DAMAGES TO THE EXTENT ARISING OUT OF THE COMPANY'S NEGLIENT WORK AND ACTIVITIES CONDUCTED IN CONNECTION WITH THIS AGREEMENT.

COMPANY IS AN INDEPENDENT CONTRACTOR AND IS NOT, WITH RESPECT TO ITS ACTS OR OMISSIONS, AN AGENT OR EMPLOYEE OF THE CITY.

COMPANY MUST AT ALL TIMES EXERCISE REASONABLE PRECAUTIONS ON BEHALF OF, AND BE SOLELY RESPONSIBLE FOR, THE SAFETY OF COMPANY'S EMPLOYEES WHILE IN THE VICINITY WHERE THE WORK IS BEING DONE. THE CITY IS NOT LIABLE OR RESPONSIBLE FOR THE NEGLIGENCE OR INTENTIONAL ACTS OR OMISSIONS OF COMPANY OR COMPANY'S EMPLOYEES.

THE CITY ASSUMES NO RESPONSIBILITY OR LIABILITY FOR DAMAGES WHICH ARE DIRECTLY OR INDIRECTLY ATTRIBUTABLE TO PREMISE DEFECTS.

6.3. LIMIT OF LIABILITY

In the event that claims(s) raised by the City against the Company on account of this Agreement, or on account of the Services performed hereunder is/are covered under the Company's insurance policies required of hereunder, the Company shall not be responsible to the City for any loss, damage or liability beyond the amounts contractually required hereunder and actually paid pursuant to the limits and conditions of such insurance policies. With respect to any causes of action and/or claims raised against the Company by the City that are not covered by the insurance policies required hereunder, the Company's liability to the City shall not exceed an aggregate amount equal to twice the compensation paid to the Company by the City under this Agreement in the year in which such cause of action and/or claim is raised.

6.4. WAIVER OF DAMAGES

Notwithstanding any provision to the contrary contained in this Agreement, in no event shall either party be liable, either directly or indirectly, for any special, punitive, indirect and/or consequential damages, including damages attributable to loss of use, loss of income or loss of profit even if such party has been advised of the possibility of such damages.

7. INSURANCE

7.1. AMOUNTS OF INSURANCE

The Company agrees to provide and to maintain the following types and amounts of insurance, for the term of this Contract:

TYPE	AMOUNT
(a) Workers Compensation	(where required – Statutory by State Law)
Employer's Liability	\$100,000 per occurrence

- (b) Commercial (Public) Liability, including but not limited to:
 - a. Premises/ Operations Combined Single Limit
 - b. Independent Contractors
 - c. Personal Injury
 - d. Products/Completed Operations
 - e. Contractual Liability (insuring above indemnity provisions)

All insured at combined single limits for bodily injury and property damage at \$500,000 per occurrence.

- (c) Comprehensive Automobile Liability, in include coverage for:
 - a. Owned/Leased Automobiles
 - b. Non-owned Automobiles
 - c. Hired Cars

All insured at combined single limits for bodily injury and property damage for \$500,000 per occurrence.

7.2. OTHER INSURANCE REQUIREMENTS

The Company understands that it is its sole responsibility to provide the required Certificates.

Insurance required herein shall be issued by a company or companies of sound and adequate financial responsibility and authorized to do business in the State of Texas. All policies shall be subject to examination and approval by the City Attorney's Office for their adequacy as to form, content, form of protection, and providing company.

Insurance required by this Contract for the City as additional insured shall be primary insurance and not contributing with any other insurance available to the City, under any third party liability policy.

The Company further agrees that with respect to the above required liability insurances, the City shall:

- a. Be named as an additional insured;
- b. Be provided with a waiver of subrogation, in favor of the City,
- c. Br provided with 30 days advance written notice of cancellation, nonrenewal, or reduction in coverage (all "endeavor to" and similar language of reservation stricken from cancellation section of certificate); and
- d. Prior to execution of this Agreement, be provided through the office of the City Attorney with their original Certificate of Insurance evidencing the above requirement.

The insurance requirements set out in this section are independent from all other obligations of the Company under this Agreement and apply whether or not required by any other provision of this Agreement.

8. PAYMENT AND PERFORMANCE

Payment for services described in this Agreement will be made in accordance with the Texas Prompt Payment Act, Chapter 2251 of the Texas Government Code, or as subsequently amended.

9. COMPANY CERTIFICATIONS

The Company certifies that neither it, nor any of its agents or employees, have or will offer or accept gifts or anything of value, or enter into any business arrangement, with any employee, official, or agent of the City.

The Company certifies, pursuant to Texas Government Code Chapter 2270, that it does not boycott Israel and will not boycott Israel during the term of this Agreement. The Company further certifies, pursuant to Texas Government Code Chapter 2252, Subchapter F, that it does not engage in business with Iran, Sudan, or a foreign terrorist organization as may be designated by the United States Secretary of State pursuant to his authorization in 8 U.S.C. Section 1189.

In accordance with Chapter 2274 of the Texas Government Code, Engineer covenants that it: (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and (2) will not discriminate during the term of this contract against a firearm entity or firearm trade associations.

10. NO WAIVER OF IMMUNITY

The City does not waive any statutory or common law right to sovereign immunity by virtue of the execution of this Agreement.

11. NOTICES

Any written notice provided under this Agreement or required by law shall be deemed to have been given and received on the next day after such notice has been deposited by Registered or Certified Mail with sufficient postage affixed thereto and addressed to the other party to the Agreement; provided, that this shall not prevent the giving of actual notice in any manner.

Notice to the City may be sent to the following addresses:

City of Bunker Hill Village, Texas
11977 Memorial Drive
Houston, TX 77024
Attn: City Administrator

Notice to the Company may be sent to the following addresses:

Ram Rod Utilities, LLC
26119 Interstate 45 N., Ste. 215
Spring, TX 77380

12. INDEPENDENT CONTRACTOR

The relationship of the Company to the City is that of independent contractor for all purposes under this Agreement. This Agreement is not intended to create, and shall not be construed as creating, between the Company and the City, the relationship of principal and agent, joint venturers, co-partners or any other similar relationship, the existence of which is hereby expressly denied.

13. FORCE MAJEURE

Any event of Force Majeure that directly or indirectly causes a party to be unable to perform its obligations under this Agreement shall not be deemed a breach of this Agreement. The occurrence of such event shall suspend the obligations of the affected party for only so long as the impact of such event continues. The obligation to pay amounts due and owing shall not be suspended by such event. The party affected will use commercially reasonable efforts to mitigate the effect of the event. "*Force Majeure*" means any act, event or condition to the extent that it adversely affects the cost or the ability of a party to perform its obligations in accordance with the terms of this Agreement if such act, event or condition, in light of any circumstances that should have been known or reasonably believed to have existed at the time, is beyond the reasonable control and is not a result of the willful or negligent act, error or omission or failure to exercise reasonable diligence on the part of the party so affected. Force Majeure includes but is not limited to: (a) acts of God; (b) flood, fire, earthquake, hurricane or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) actions, embargoes or blockades in effect on or after the date of this Contract; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances, other than those involving the affected parties employees; (i) shortage of adequate power or transportation facilities.

14. WAIVER

The failure on the part of either party to enforce its rights as to any provision of this Agreement shall not be construed as a waiver of its rights to enforce such provisions in the future.

AGREED to and ACCEPTED this 24th day of July, 2024.

City of Bunker Hill Village, Texas

Susan B. Schwartz, Mayor Pro-Tem

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary

Ram Rod Utilities, LLC

Signature

Print Name

Title

EXHIBIT A



To: Elvin Hernandez
City of Bunker Hill Village
11977 Memorial Drive
Houston, TX 77024
ehernandez@bunkerhilltx.gov
c. (713) 467-9762

From: Huey Phelps
26119 Interstate 45N, Suite 215
Spring, Texas 77380
huey@ramrodutilities.com
c. (936) 524-4228

Date: 6/25/2024

Mr. Hernandez,

Thank you for contacting Ram Rod Utilities LLC. Attached with this letter, you will find our proposal as you have requested. We are Bonded and Fully insured to meet the project's requirement.

PROJECT INFORMATION:

File Submitted: Estimate #252

Site Location: Houston TX

Scope of Work: Ram Rod Utilities LLC will perform cleaning and televising of storm sewer along Bunker Hill Rd.

Camera/Televising Inspection

DESCRIPTION	QUANTITY	UNIT	PER UNIT PRICE	TOTAL
Mobilization	1	LS	\$4,375.00	\$4,375.00
Storm Sewer Television Inspection (24' to 54")	4,700	LF	\$10.00	\$47,000.00
Storm Sewer Cleaning (24" to 54")	4700	LF	\$10.00	\$47,000.00
Traffic Control Setup & Handling	1	LS	\$4,375.00	\$4,375.00
TOTAL				\$102,750.00



RAM ROD SCHEDULE:

Monday through Saturday 7AM to 5PM

Off on all Public Holidays.

PAYMENT:

Mobilization: Will be paid 100% upon completion of project.

Payment: Paid 100% upon completion of project, Net 30 Terms.

This proposal is good till 7/25/2024.

SPECIAL CONDITIONS:

City to provide permits and water usage.

If bond is required, there will be a 6% increase in overall cost.

Dewatering / Well-pointing is not included, a price will be submitted if encountered.

Thank you,

Huey Phelps

Huey Phelps – Project Manager

(936) 524-4228

huey@ramrodutilities.com

EXHIBIT B

Ram Rod Utilities, LLC

26119 Interstate 45 N. STE #215
 Spring, TX 77380
 832-418-7951

Estimate # 206

Date: 6/25/2024

To : Bunker Hill Village

Location: Phase 3

TIPS No. RFP 231102

Net 30

Item No.	UNIT	Item Description	QTY	Unit Price	Total
P13	EA	Mobilization	1	\$ 4,375.00	\$ 4,375.00
A12	LF	Sewer Main Television Inspection 8" through 15"	5002	\$ 5.31	\$ 26,560.62
A6	LF	Sewer Main Cleaning - Normal 8" through 15"	5002	\$ 5.31	\$ 26,560.62
A11	LF	Sewer Main Cleaning - Mechanical 8" through 15"	5002	\$ 10.00	\$ 50,020.00
O11	LS	Traffic Control Setup & Handling	1	\$ 4,375.00	\$ 4,375.00
A35	EA	Re-Setup for TV due to point repairs or obstructions	15	\$ 250.00	\$ 3,750.00
		Add 6% if Bond is required			\$ -
Subtotal					\$ 115,641.24
Tax Rate					0%
Total Cost					\$ 115,641.24

Notes: City/ GC to provide permits & water meter.

Dewatering/Well Points are not included, a price will be submitted if encountered

If you have any questions concerning this quote, use of the following contact information:

Daniel Hernandez, (832) 418-7951, Daniel@ramrodutilities.com

Thank you for your business!

City of
BUNKER HILL VILLAGE

**CITY COUNCIL
BUDGET WORKSHOP
PROPOSED 2025 BUDGET**



July 24, 2024

Proposed 2025 Budget

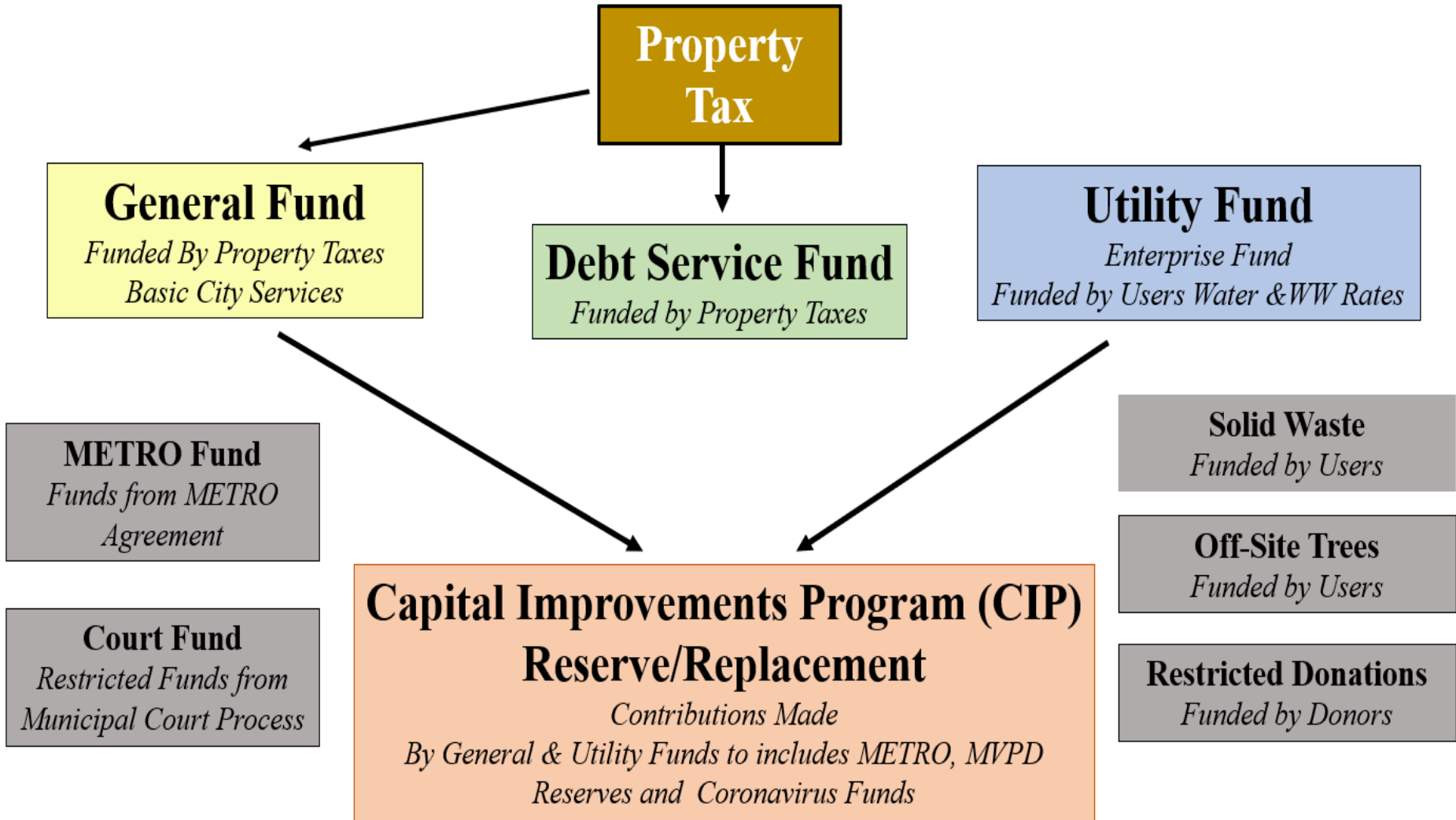
- Funds & Major Assumptions
- Tax Rate and Preliminary Values
- Utility Rates
- Reserves
- Capital Projects

City of Bunker Hill Village

Our Mission

“The Mayor, City Council, and Staff of Bunker Hill Village are committed to governing with integrity and fiscal responsibility. We are dedicated to creating a sense of community, ensuring the safety and well-being of our citizens, and preserving our unique character and quality of life so that we can pass on a greater and more beautiful city to future generations.”

Financial/Budget Structure 2025



City of Bunker Hill Village

Senate Bill 2

- **Notice of tax rate**
 - By August 5th or as soon thereafter as practical, city must post notice on the website the following:
 - No new revenue tax rate,
 - Voter approval tax rate,
 - Estimated amount of DS and GF fund balances, and
 - Schedule of city's debt obligations.
- **New notice provisions**
- **Tax Rate public hearings**
 - One (1) public hearing if tax rate exceeds the lower of the no-new revenue rate or the voter approval tax rate
 - City can vote on the tax rate on same day as the public hearing.

City of Bunker Hill Village Property Valuation

TAX YEAR	TAXABLE VALUE	ANNUAL INCREASE/DECREASE	% INCREASE	NEW VALUE
2024 Prel *	\$2,760,259,897	\$74,297,557	2.77%	
2023	\$2,685,962,340	\$133,447,953	5.23%	\$33,172,222
2022	\$2,552,514,387	\$155,683,779	6.50%	\$29,540,181
2021	\$2,396,830,608	\$147,645,491	6.56%	\$35,615,907
2020 (COVID)	\$2,249,185,117	(\$4,350,737)	-0.19%	\$35,464,026
2019	\$2,253,535,854	\$47,682,002	2.16%	\$26,812,195
2018 (Harvey)	\$2,205,853,852	\$15,515,094	0.71%	\$22,127,477
2017 (Harvey)	\$2,190,338,758	\$79,095,926	3.75%	\$29,928,821
2016	\$2,111,242,832	\$149,882,993	7.64%	\$27,966,062
2015	\$1,961,359,839	\$227,930,061	13.15%	\$47,960,913
2014	\$1,733,429,778	\$209,905,021	13.78%	\$36,620,040
Average		\$112,430,467	5.61%	\$32,580,006

* Based on 4 - Year Review, Certified Roll will most likely be less than Preliminary Roll

City of Bunker Hill Village

Truth-In-Taxation

Estimated Tax Rates based on Preliminary Tax Roll	Tax Rate
No New Revenue Tax Rate	.272991
Voter Approved Tax Rate	.309788
De Minimis Tax Rate	.290377
<i>City's Proposed Tax Rate</i>	.271000

The tax rate being considered for the 2025 budget is below estimates for the NNR Tax Rate. *May require a public hearing on the tax rate but no election (automatic or petition) required. Certified numbers July 25, 2024.*

City of Bunker Hill Village Tax Rate Comparison

	Adopted 2021		Adopted 2022		Adopted 2023		Adopted 2024	
Debt Service	0.045747	17%	0.047662	17%	0.035312	13%	0.030000	11%
GF / M&O CIP Rate:	0.229253	83%	0.227338	83%	0.235688	87%	0.241000	89%
Total Tax Rate:	0.275000	100%	0.275000	100%	0.271000	100%	0.271000	100%
Tax Rate Reduction					0.004000			
Total Taxable Value	6,431,276		7,051,415		7,240,253		7,480,304	
Debt Service	1,093,317		1,198,741		941,233		828,078	
General Fund	5,337,959		5,852,674		6,299,020		6,652,226	
Increase/(Decrease)			620,139		188,838		240,052	

- Manage General Fund Pay-as-you Go Capital Projects within O&M Tax Rate

City of Bunker Hill Village Tax Rate Analysis

City	Budget Cycle	Taxable Value 2023	Total Debt (Principal Only) 2023	2023 Tax Rate	Tax Exemption	Sales Tax (2024 Budget)
Bellaire (16,855)	9/30/2022	\$ 5,192,522,631.00	\$ 98,695,000	0.44	Homestead = 20% Over 65 = \$135K Disability = \$135K	\$ 3,173,000
Bunker Hill (3,759)	12/31/2022	\$ 2,546,538,369	\$ 10,600,000	0.271	No Homestead Over 65 = \$15K	\$ 235,000
Hedwig (2,667)	12/31/2022	\$ 1,427,260,827	\$ 3,830,000	0.336	Homestead = 20% Over 65 = \$20K	\$ 2,060,000
Hilshire (761)	9/30/2022	\$ 310,670,290	\$ 360,682	0.560	Homestead = 20% Over 65 = \$40K Disability = \$40K	\$ 45,000
Hunters Creek (4,374)	12/31/2022	\$ 3,441,539,835	\$ -	0.205	No Homestead Over 65 = \$10K	\$ 650,000
Jersey Village (7,636)	9/30/2022	\$ 1,344,539,835	\$ 5,925,000	0.742	Homestead = 8% Over 65 = \$50K Disability = \$20K	\$ 4,400,000
Piney Point (3,125)	12/31/2022	\$ 3,091,000,014	\$ 2,520,000	0.255	No Homestead Over 65 = \$21K Disability = \$21K	\$ 382,000
Spring Valley (3,715)	9/30/2022	\$ 1,651,653,613	\$ 23,415,000	0.395	Homestead = 20% Over 65 = \$185K Disability = \$185K	\$ 2,007,299
West Univ. (14,787)	12/31/2022	\$ 8,022,901,742	\$ 88,886,825	0.260	No Homestead Over 65 = \$185K Disability = \$185K	\$ 1,400,000
City of Houston	6/30/2022	\$ 251,241,451,752	\$ 14,005,675,000	0.53	No Homestead Over 65 = \$185k Disability = \$185k	\$ 806,920,000
Memorial Villages Water Authority	4/30/2022	\$ 6,719,949,603	\$ -	0.0243	Homestead = 20% Over 65 = \$20k Disability = N/A	\$ -
Sugarland (111,026)	9/30/2022	\$ 18,636,703,444.00	\$ 245,084,244.00	0.350	Homestead = 12% Over 65 = N/A Disability = N/A	\$ 48,250,933

City of Bunker Hill Village

Debt Service Fund Forecast

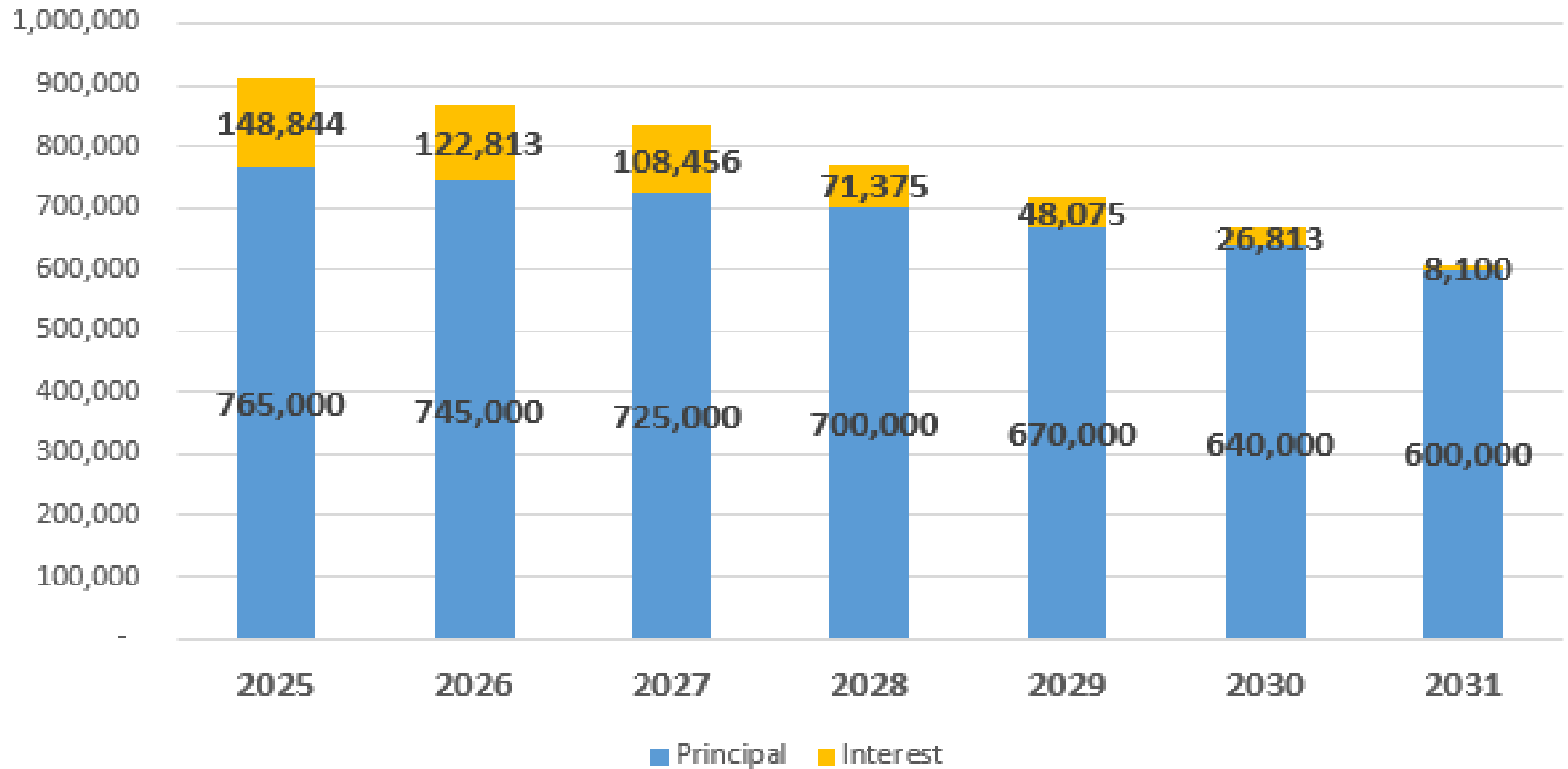
	2023 ACTUAL	2024 ADOPTED BUDGET	2025 PROPOSED	2026 FORECAST	2027 FORECAST	2028 FORECAST	2029 FORECAST	2030 FORECAST	2031 FORECAST
REVENUES									
PROPERTY TAX	1,022,656	953,467	841,015	811,773	816,397	767,078	744,269	637,938	586,076
TRANSFER FROM UTILITY FUND									
INTEREST INCOME	20,000	18,000	18,000	17,000	16,000	15,000	14,000	13,000	13,000
TOTAL REVENUE	1,042,656	971,467	859,015	828,773	832,397	782,078	758,269	650,938	599,076
EXPENDITURES									
INTEREST & FEES	206,675	182,513	156,344	130,313	104,475	78,875	55,575	34,313	15,600
PRINCIPAL	790,000	780,000	765,000	745,000	725,000	700,000	670,000	640,000	600,000
TOTAL OPERATING EXPENDITURES	996,675	962,513	921,344	875,313	829,475	778,875	725,575	674,313	615,600
REVENUES OVER/(UNDER) EXPENDITURES	45,981	8,954	(62,328)	(46,540)	2,922	3,203	32,694	(23,375)	(16,524)
BEGINNING FUND BALANCE	155,618	201,599	210,553	148,225	101,685	104,607	107,810	140,504	117,129
ENDING FUND BALANCE	201,599	210,553	148,225	101,685	104,607	107,810	140,504	117,129	100,605
DS TAX RATE	0.040248	0.035312	0.031273	0.030000	0.029985	0.028000	0.027000	0.023000	0.021000
10% POLICY (EXCLUDING W/S CO'S)	99,668	96,251	92,134	87,531	82,948	77,888	72,558	67,431	61,560
OVER / (UNDER) POLICY	101,932	114,302	56,090	14,153	21,659	29,923	67,947	49,698	39,045

City of Bunker Hill Village Debt Service Summary

	2023 ACTUAL	2024 ADOPTED BUDGET	2024 PROJECTIONS	2025 RECOMMENDED BUDGET
REVENUES				
PROPERTY TAX	1,022,656	953,467	953,467	833,078
INTEREST INCOME	20,000	18,000	18,000	18,000
TOTAL REVENUE	1,042,656	971,467	971,467	851,078
EXPENDITURES				
INTEREST & FEES	206,675	182,513	182,513	156,344
PRINCIPAL	790,000	780,000	780,000	765,000
TOTAL OPERATING EXPENDITURES	996,675	962,513	962,513	921,344
REVENUES OVER/(UNDER) EXPENDITURES	45,981	8,954	8,954	(70,266)
BEGINNING FUND BALANCE	155,618	201,599	201,599	210,553
ENDING FUND BALANCE	201,599	210,553	210,553	140,287
DS TAX RATE	0.040248	0.035312	0.035312	0.030000
10% POLICY (EXCLUDING W/S CO'S) OVER / (UNDER) POLICY				92,134 48,153

City of Bunker Hill Village Debt Service To Maturity

Debt to Maturity - Debt Service Fund



City of Bunker Hill Village Debt Amortization Schedule

DEBT SCHEDULE

Description of Debt		Outstanding Debt		Paid by	Paid by Utility	
		12/31/2024	2025 Principal	12/31/2025	Property Tax	Funds
Series 2014 (2.00-2.75%)	Expires 2026	415,000	205,000	210,000	210,000	
Series 2020 (3.00-4.00%)	Expires 2031	3,020,000	385,000	2,635,000	2,635,000	
Series 2021 (1.45-3.00%)	Expires 2041	6,155,000	410,000	5,745,000	1,235,000	4,510,000
TOTAL		13,447,896	1,000,000	8,590,000	4,080,000	4,510,000

Proposed 2025 Budget – General & Debt Service Funds

Key Issues/Decision Points

Tax Rate/General Fund/Debt Service Fund:

Staff Recommendation Flat Tax Rate of \$0.2710

New Revenue of approximately + >\$221,735 (General Fund)

General Fund:

- *Current Cost of Living/Inflation & Impact to Budget & Projects*
- *Increases to Police (5%) and Fire (6%) in the Public Safety M & O Department.*
- *Capital Outlay for Police (56,667), and Fire (\$38,000) is present separately in the 2025 budget to identify one-time expenses.*
- *Maintenance & Operations increase will not exceed our 4% per policy.*
- *Manage pay-as-you go CIP.*
- *Fund Escalating Costs for Priority Construction Projects.*
- *Transfer to fund the Utility Fund to offset cost related to wastewater increase*

Key Notes – General Fund M&O Expenditures - 2025

Police Department:

- Approved (by Commission) 2025 Budget reflects a total MVPD increase including capital of **3%** over 2024.

Capital Outlay Expenditures for 2025 will be funded through the Construction/Project Fund utilizing MVPD Reserves of \$56,667 (*one-time costs versus ongoing M&O*)

– Auto Replacements, 2025 Budget Year	\$48,000
– HVAC/Roof Replacement, 2025 Budget Year	\$ 8,667

Fire Department:

- Approved 2025 Budget reflects an increase of **5%** over 2024 Adopted/Amended Budget. Capital Outlay Expenditures for 2025 will be funded through the Construction/Project Fund utilizing Fire Reserves of \$38,000 (*one-time costs versus ongoing M&O*)
 - *Contribute to future capital expenditures, 2025 Budget Year \$38,000*

City Personnel:

- Cost of Living Adjustment **3%**
- Salary/Merit Pool of **4%** (**Each Additional 1% increase wages/benefits is ~\$3,800 to GF**)
- Health Insurance (Medical and Dental) increased by **11%** for the 2024/2025 plan year with an anticipated increase in 2025 of **15%**. This is due to major claims on the health insurance plan.
- TMRS rate decrease from 18.67% to 18.39% for 2025.
- City is recommending an increase to the 457 Plan by 1% of based salary (same as MVPD contribution).

City of Bunker Hill Village

Fire and Police 5 Year Analysis

Year	Department	Budget	Percentage		Department	Budget	Percentage
2025	Police	\$2,702,322	3%		Fire	\$1,914,425	2%
2024	Police	\$2,622,267	9%		Fire	\$1,883,562	6%
2023	Police	\$2,412,669	14%		Fire	\$1,780,529	16%
2022	Police	\$2,119,750	4%		Fire	\$1,537,122	10%
2021	Police	\$2,036,485	4%		Fire	\$1,397,206	13%
	Police	Average	7%		Fire	Average	9%

All budgets include M & O and Capital Outlay (one time expenses) as one.

Key Notes – M&O Expenditures - 2025

General Fund:

Increase

- Increase Landscaping - \$4,000 (new landscaping sites in city limits)
- Increase Janitorial Services-\$4,700 (new contract)
- Increase Tools and Equipment-\$5,500 (much needed street tools)
- Increase Appraisal District Contract - \$3,000 (contract is based on appraisal values)
- Increase Accounting - \$6,000 (single audit expense and 3% increase per contract)
- Engineering - \$2,500 (contract in house engineer)
- Increase Inspections/Plan Development - \$9,000 (increased workload)
- Increase Meetings and Seminars - \$1,000(more meetings)
- Increase Website Services -\$2,000 (security upgrades for 2025)

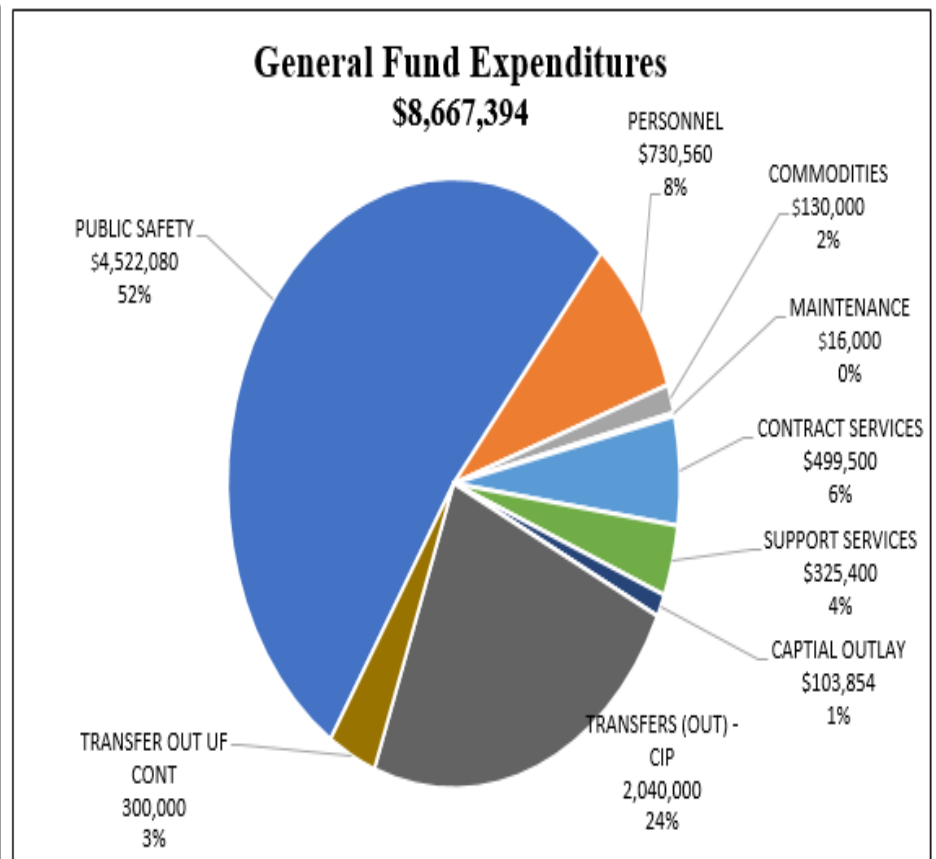
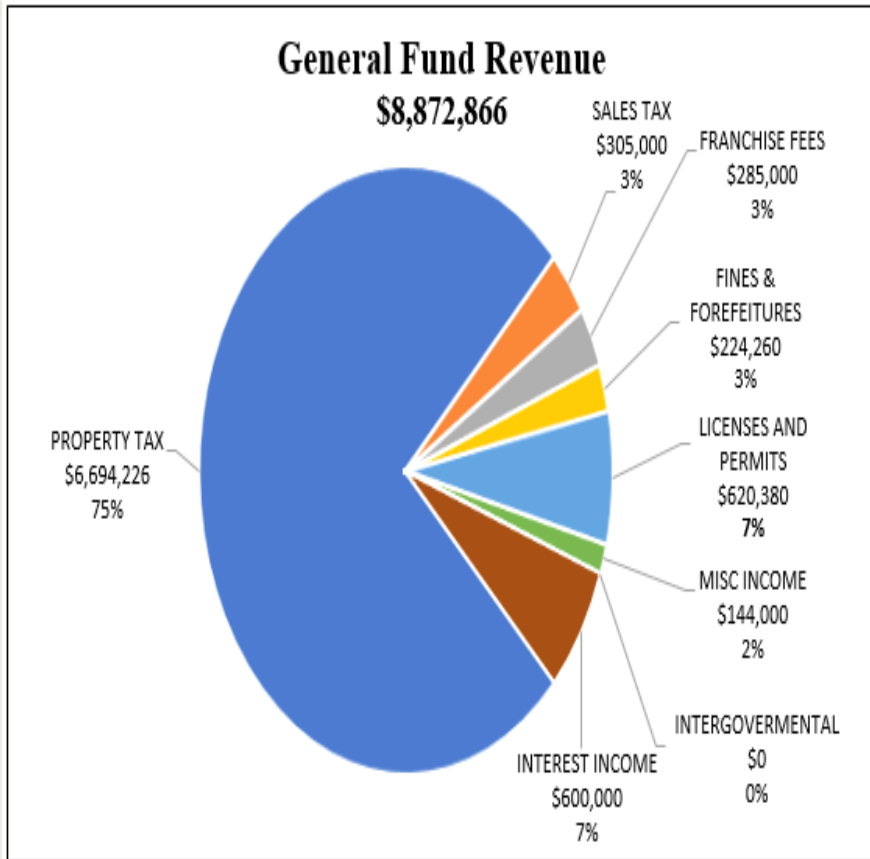
Decrease:

- Decrease Traffic Signals and Signs– \$5,000 (This expense is reclassified to METRO)
- Decrease Advertising – \$1,600 (reclass to inside the project cost)
- Decrease Travel– 1,000 (reclass to dues and subscriptions)

City of Bunker Hill Village General Fund

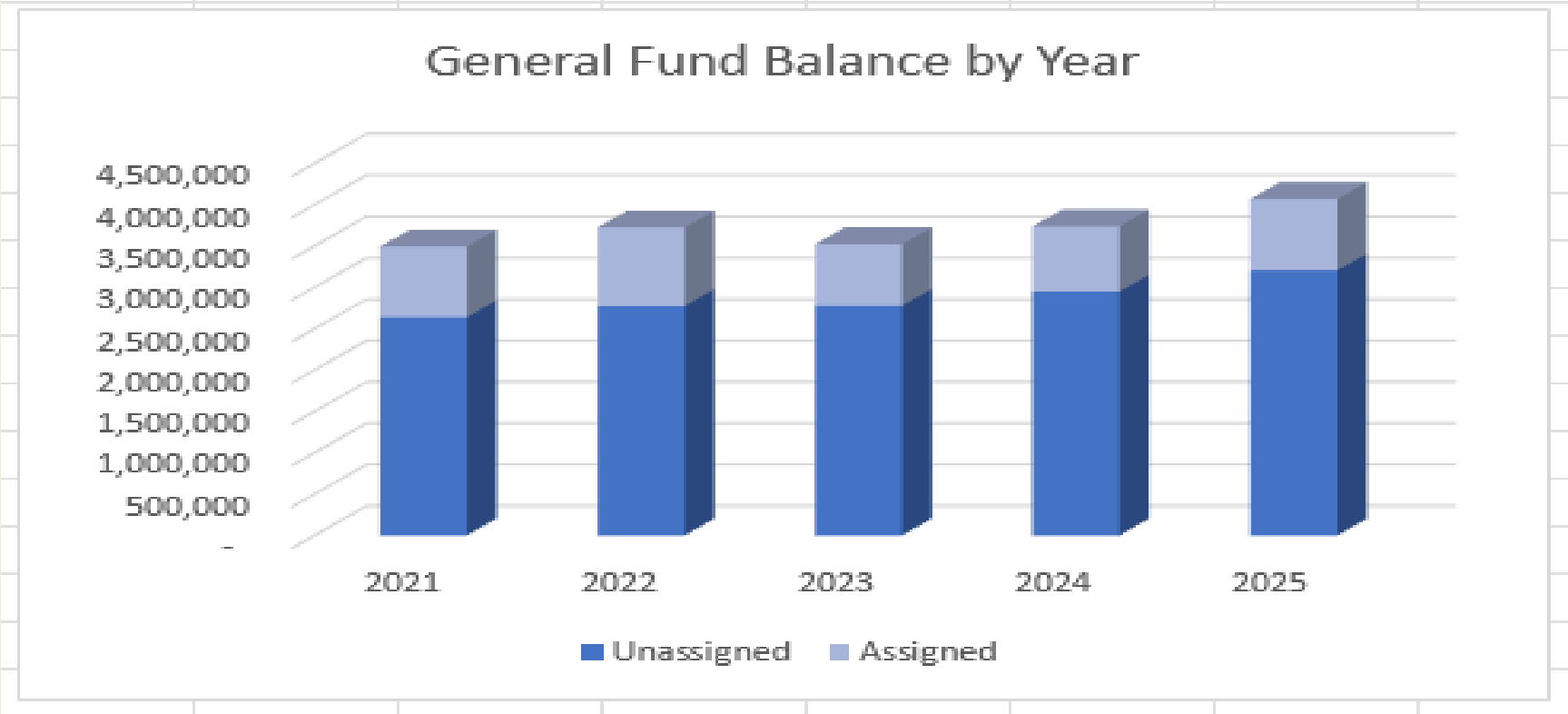
	2023 ACTUAL	2024 ADOPTED BUDGET WITH AMENDMENTS	2024 PROJECTIONS	2025 RECOMMENDED BUDGET
REVENUES				
PROPERTY TAX	5,965,644	6,372,491	6,472,491	6,694,226
SALES TAX	290,083	245,000	300,000	305,000
FRANCHISE FEES	281,486	282,200	291,000	285,000
FINES & FOREFEITURES	188,410	217,050	217,050	224,260
LICENSES AND PERMITS	616,987	550,250	620,500	620,380
MISC INCOME	135,657	42,416	191,000	144,000
INTERGOVERNMENTAL	-	676,001	105,000	0
INTEREST INCOME	594,919	450,000	650,000	600,000
TOTAL REVENUE	8,073,185	8,835,408	8,847,041	8,872,866
EXPENDITURES				
PUBLIC SAFETY	4,098,607	4,296,586	4,296,586	4,522,080
PERSONNEL	554,259	645,450	699,750	730,560
COMMODITIES	36,016	117,600	159,300	130,000
MAINTENANCE	15,377	15,790	15,790	16,000
CONTRACT SERVICES	477,587	427,000	479,000	499,500
SUPPORT SERVICES	228,324	318,800	319,300	325,400
TOTAL OPERATING EXPE	5,470,170	5,821,226	5,969,726	6,223,540
OPERATING INCOME/(LOSS)				
CAPTIAL OUTLAY		218,743	218,743	103,854
TRANSFERS (OUT) - CARES		676,001	-	-
TRANSFERS (OUT) - CIP	1,819,310	2,540,000	2,540,000	2,040,000
TRANSFER OUT UF CONT			800,000	300,000
TRANSFERS IN	-	-	-	-
CHANGE IN FUND BALANCE	783,705	(420,563)	(681,429)	205,473
BEGINNING FUND BALANCE	3,722,056	4,505,761	4,505,761	3,824,332
ENDING FUND BALANCE	4,505,761	4,085,198	3,824,332	4,029,805
RESERVE FOR:				
VEHICLE REPLACEMENT	34,826	45,326	45,326	51,426
BUILDING RESERVE	289,725	250,725	250,725	255,725
POLICE RESERVE	279,536	260,552	293,634	282,247
FIRE RESERVES	-	-	-	-
EMERGENCY RESERVE	203,838	204,034	203,838	273,838
AMERICAN PROTECTION PLAN	-	-	-	-
6 MONTHS OPERATING RESER'	2,735,085	2,910,613	2,910,613	3,111,770
TOTAL RESERVES	3,543,010	3,671,250	3,704,136	3,975,006
OVER/(UNDER) POLICY	962,751	413,948	689,007	54,799

City of Bunker Hill Village General Fund M & O



Without Transfers 71% Public Safety

City of Bunker Hill Village Fund Balance Analysis



Note: 2024 is Projected Fund Balance and 2025 is Proposed Fund Balance

City of Bunker Hill Village

General Fund Reserves

	2021	2022	2023	2024	2025
Reserves:	Actual	Actual	Actual	Actual	Actual
VEHICLE	27,156	27,441	34,826	45,326	51,426
BUILDING	195,000	254,725	289,725	250,725	255,725
POLICE	324,127	324,127	279,536	293,634	282,247
EMERGENCY	305,887	334,034	203,838	203,838	273,838
6-MO OPERATING	2,639,168	2,448,848	2,735,085	2,910,613	3,111,770
TOTAL	3,491,338	3,389,175	3,543,010	3,704,136	3,975,006
% OF OP EXP PRELIMINARY	76%	72%	77%	79%	78%

Proposed 2025 Budget - Utility Fund

Key Issues/Decision Points

Utility Fund & Utility Billing:

Current Cost of Living/Inflation and CIP Projects with MVWA

- *Significant increases to Water Purchase with City of Houston and Contracted services with Memorial Village Water Authority. In addition, the new building in service has increased Janitorial Service for the 2025 year.*

Maintenance & Operations (excluding the two major expenses City of Houston and MVWA) will not exceed our 4% policy.

Utility Rate Model projected Rates to Increase by 8% for Residential and 8% for Non-Residential. It is recommended no increase for Irrigation in 2025.

Fund Escalating Costs for Construction and Refocus on Rehab

Key Issues – Utility Fund M&O Expenses - 2025

City Personnel:

- Cost of Living Adjustment **3%**
- Salary/Merit pool of **4%** (Each Additional 1% increase wages/benefits is ~\$5,400 to UF)
- Health Insurance (Medical and Dental) increased by **11%** with an anticipated increase in 2025 of **15%**. This is due to major claims on the health insurance plan.
- TMRS rate decrease from **18.67%** to **18.39%** for 2025.
- City is recommending an increase to the 457 Plan by 1% of base salary (same as MVPD contribution)

Key Notes – M&O Expenditures - 2025

Utility Fund:

Increases:

- Increase Water Purchase COH- \$300,000 (more usage and increase on bill)
- Increase Wastewater Treatment MVWA-\$1,550,000 (increase fees)
- Increase Credit Card/Bank Charges - \$7,000 (more usage)
- Increase General Insurance -\$3,000 (increase due to new building and well#5)
- Increase Electricity - \$10,000 (increase due to new well and building)
- Increase Accounting - \$2,000 (increase due to single audit and 3% increase in contract)
- Increase Advertising - \$5,000 (related to Utility bid notifications)
- Natural Gas - \$1,800 (to allow for additional running of generators at well sites)
- Janitorial Services - \$6,550 (new contract and new public works building)
- Equipment Maint - \$5,000 (New account to maintain utility equipment)
- Water Lines - \$10,000 (reclass from Water Meters)

Decreases:

- Water Meters (\$10,000) (reclass to Water Lines)

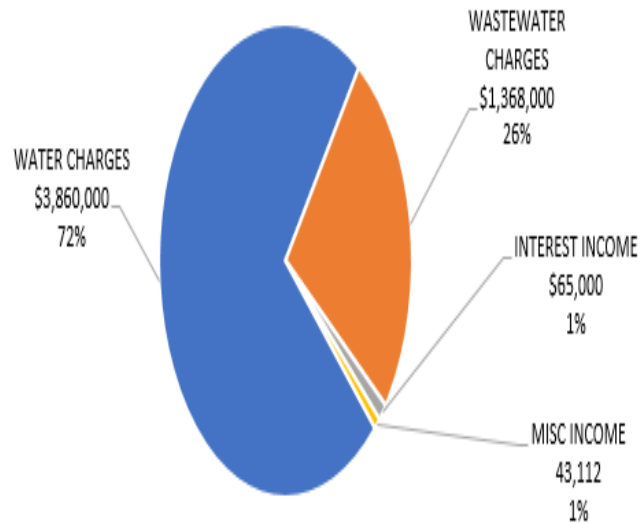
City of Bunker Hill Village Utility Fund

	2023 ACTUAL	2024 ADOPTED BUDGET	2024 PROJECTIONS	2025 RECOMMENDED BUDGET
REVENUES				
WATER CHARGES	3,347,954	2,760,000	3,060,000	3,860,000
WASTEWATER CHARGES	848,051	808,500	1,008,500	1,368,000
INTEREST INCOME	65,000	65,000	65,000	65,000
MISC INCOME	31,590	41,400	61,400	43,112
TOTAL REVENUE	4,292,595	3,674,900	4,194,900	5,336,112
EXPENDITURES				
PERSONNEL	758,325	767,015	826,215	821,495
COMMODITIES	47,872	56,450	61,250	66,200
MAINTENANCE	72,252	134,200	134,200	139,200
CONTRACT SERVICES	1,672,638	1,395,000	2,745,000	3,147,000
SUPPORT SERVICES	537,398	482,730	498,030	512,055
TOTAL OPERATING EXP	3,088,485	2,835,395	4,264,695	4,685,950
OPERATING INCOME/(LO:	1,204,110	839,505	(69,795)	650,162
TRANSFERS IN / (OUT)	(797,000)	(900,000)	(100,000)	(600,000)
NET CHANGE IN POSITION	407,110	(60,495)	(169,795)	50,162
BEGINNING BALANCE	1,157,662	1,564,772	1,564,772	1,394,977
ENDING BALANCE	1,564,772	1,504,277	1,394,977	1,445,139
RESERVE FOR:				
VEHICLE REPLACEMENT	267,861	267,861	268,361	268,361
3 MONTHS OPERATING RES	772,121	708,849	1,066,174	1,171,488
TOTAL RESERVES	1,039,982	976,710	1,334,535	1,439,849
OVER/(UNDER) POLICY	524,790	527,567	60,442	5,291

City of Bunker Hill Village Utility Fund

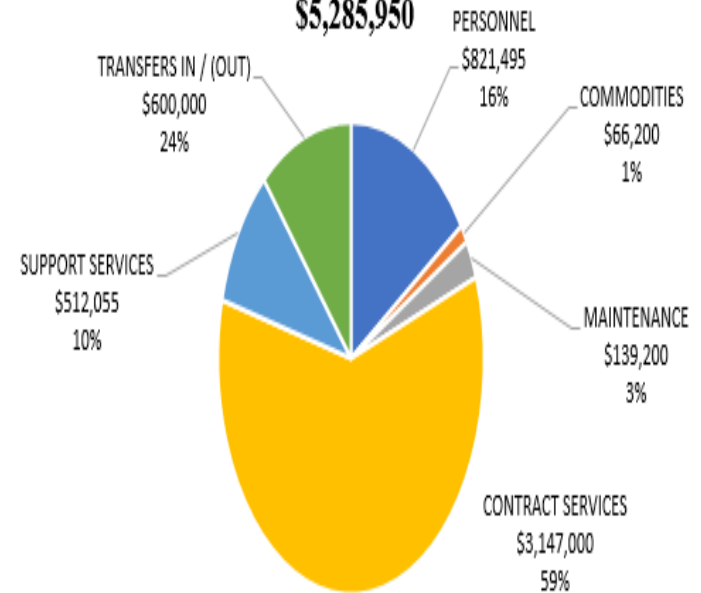
Utility Fund Revenue

\$5,336,112



Utility Fund Expenditures

\$5,285,950



Utility Fund

Proposed Residential Utility Rates and Average Bill

Rate Structure for 2025 - 8 % Increase			
	Jan-24	Jun-24	Proposed 2025
Water (gallons)			
Base Rate 0-4,000	114.82	114.82	124.01
4,000-10,000	3.31	3.31	3.57
10,001-20,000	3.60	3.60	3.89
20,001-30,000	6.19	6.19	6.69
30,001-40,000	7.04	7.04	7.60
40,001-60,000	8.24	8.24	8.90
60,001-70,000	10.10	10.10	10.91
70,000 & Over	12.62	12.62	13.63
Wastewater (gallons)			
0-1,000 Base Rate	52.89	57.12	57.12
1,001-40,000	2.05		
1,000-10,000		2.57	2.57
10,001-20,000		2.89	2.89
20,001-30,000		5.69	5.69
30,001-40,000		6.60	6.60

Average Residential Bill
- 45,000 gallons
(two-month billing cycle)

	Jan-24	Jun-24	Increase in 2025	Proposed 2025
Water	344.18	344.18	27.53	371.71
Wastewater	133.93	232.05		232.05
Total W & WW	478.11	576.23	27.53	603.76
Solid Waste	72.62	72.62	5.09	77.71
Total Bill	550.73	648.85	32.62	681.47

***Base Rate for two months (including
Solid Waste): \$258.84***

Utility Fund

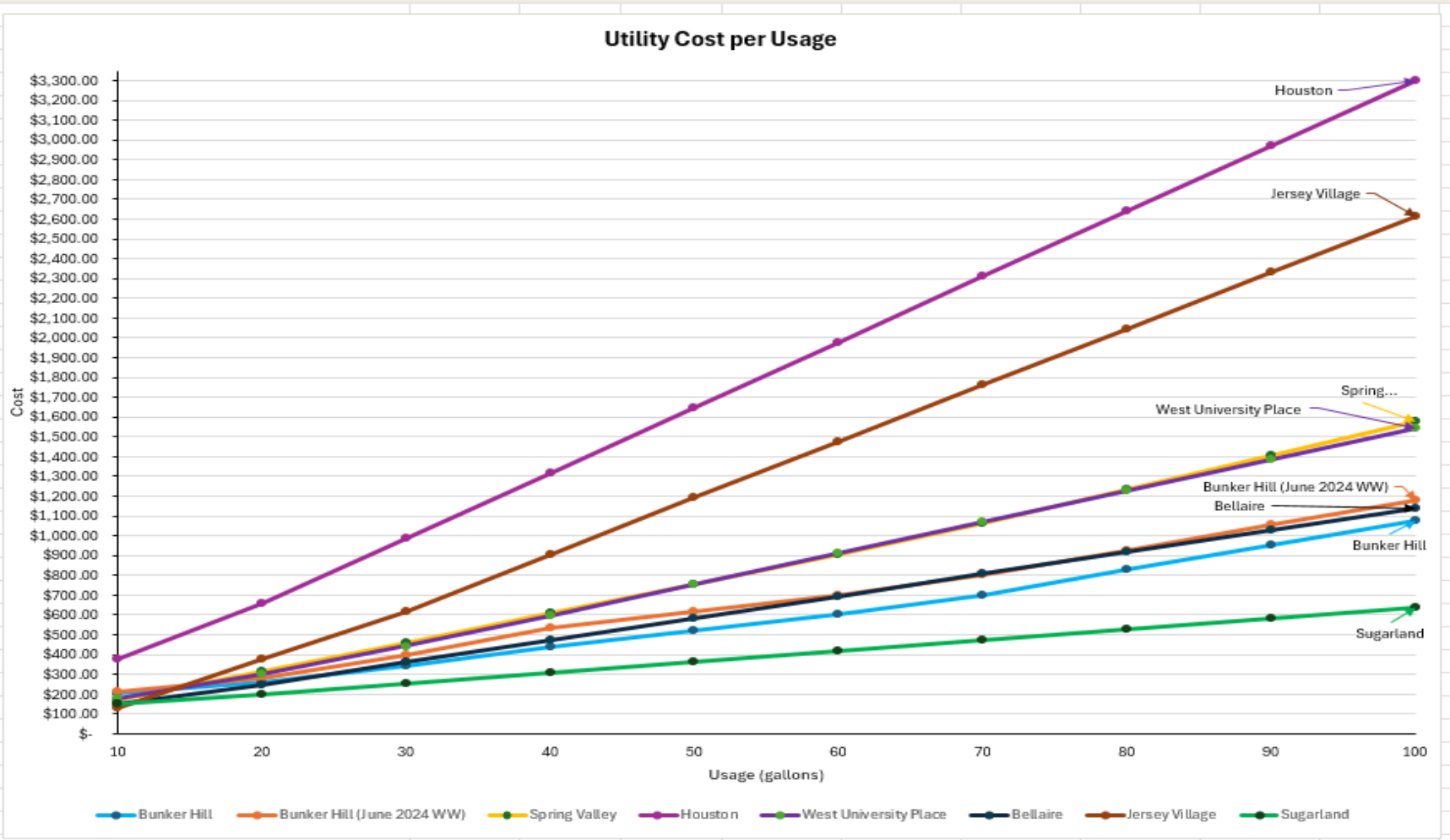
Proposed Non- Residential Utility Rates and Average Bill

Recommended Non Residential Rate Structure for 2025 - 8 % Increase			
	Jan-24	Jun-24	Proposed 2025
Water (gallons)			
Base Rate 0-4,000	143.52	143.52	155.00
4,000-10,000	4.62	4.62	4.99
10,001-20,000	5.12	5.12	5.53
20,001-30,000	6.37	6.37	6.88
30,001-40,000	8.61	8.61	9.30
40,001-60,000	9.74	9.74	10.52
60,001-70,000	11.79	11.79	12.73
70,000 & Over	13.73	13.73	14.83
Wastewater (gallons)			
0-1,000 Base Rate	62.40	67.39	67.39
1,001 & Over	4.56		
1,000-10,000		4.92	4.92
10,001-20,000		5.90	5.90
20,001-30,000		7.08	7.08
30,001-40,000		8.50	8.50
40,001-60,000		9.20	9.20
60,001-70,000		10.71	10.71
70,000 -148,000			10.71

Average Non Residential Bill ~ 148,000 Gallons (Two Month Billing Cycle)				
	Jan-24	Jun-24	Increase in 2025	Proposed 2025
Water	1,795.78	1,795.78	143.80	1,939.58
Wastewater	732.72	1,452.95	-	1,452.95
Total Bill	2,528.50	3,248.73	143.80	3,392.53

Note: Non-Residential users make up ~ 5% of Water and Wastewater Sales.

City of Bunker Hill Village Utility Rate per Usage



City of Bunker Hill Village

Solid Waste Fund

*The **Solid Waste Fund** accounts for the revenues and expenses associated with solid waste and is funded by a charge for service.*

Texas Pride provides services to the City and the contract was approved by Council at the June 21, 2022 meeting. This contract is for 6.5 years.

The budget includes an increase to the residents in 2025 of 7% increase. For the 2023 & 2024 budget years there was no increase the coverage was funded by the Solid Waste Fund Balance. The current rate paid to Texas Pride is \$31.00 per household per month and is expected to increase in 2025. This CPI will increase by 2.9% per the contract and there is a suggested fuel increase which is outside the contract estimated at 4.10% increase.

CONTRACT WITH TEXAS PRIDE SOLID WASTE AND RECYCLING SERVICES

Provider:	Republic Services			Texas Pride							
Dates:	2016	2017	2018	2018-June	2019	2020	2021	2022	2023	2024	2025
<i>Bi Monthly Billing</i>											
Trash	53.90	54.86	55.95	62.32	62.32	62.32	64.22	67.09	67.09	67.09	71.79
Recycling	19.67	20.02	20.42								
Taxes	6.07	6.18	6.18	5.14	5.14	5.14	5.30	5.53	5.53	5.53	5.92
Total:	79.64	81.06	82.55	67.46	67.46	67.46	69.52	72.62	72.62	72.62	77.71
Increase (decrease)	1.14	1.42	1.49	(15.09)	-	-	2.06	3.10	-		5.09
Annual Increase:	CPI=1.51%	CPI=1.77%	CPI=2.00%	Transfer of Contract	No Increase	No Increase	CPI=3.5%	*CPI=4.5%	No Increase	No Increase	*CPI=2.9% & Elective Fuel increase 4.1%

CITY OF BUNKER HILL VILLAGE

Solid Waste Fund

	2023 ACTUAL	2024 ADOPTED BUDGET	2024 PROJECTIONS	2025 RECOMMENDED BUDGET
REVENUES				
SOLID WASTE SALES	494,921	497,600	498,200	532,964
TOTAL REVENUE	494,921	497,600	498,200	532,964
EXPENDITURES				
CONTRACTUAL SERVICES	494,576	508,615	508,615	532,782
TOTAL OPERATING EXPENDITURES	494,576	508,615	508,615	532,782
REVENUES OVER/(UNDER) EXPENDIT	345	(11,015)	(10,415)	182
BEGINNING BALANCE	166,624	166,969	166,969	156,554
ENDING BALANCE	166,969	155,954	156,554	156,736
3 MONTHS RESERVE	123,644	127,154	127,154	133,195
OVER (UNDER) POLICY	43,325	28,800	29,400	23,541

City of Bunker Hill Village Capital Project Funds

Capital Improvements Program (CIP)
Reserve/Replacement
Contributions Made
by General & Utility Funds

*The **GENERAL FUND CIP** is for streets, drainage, facilities, public safety projects. The **UTILITY FUND CIP** is for water and wastewater related capital projects.*

City of Bunker Hill Village General Fund Projects

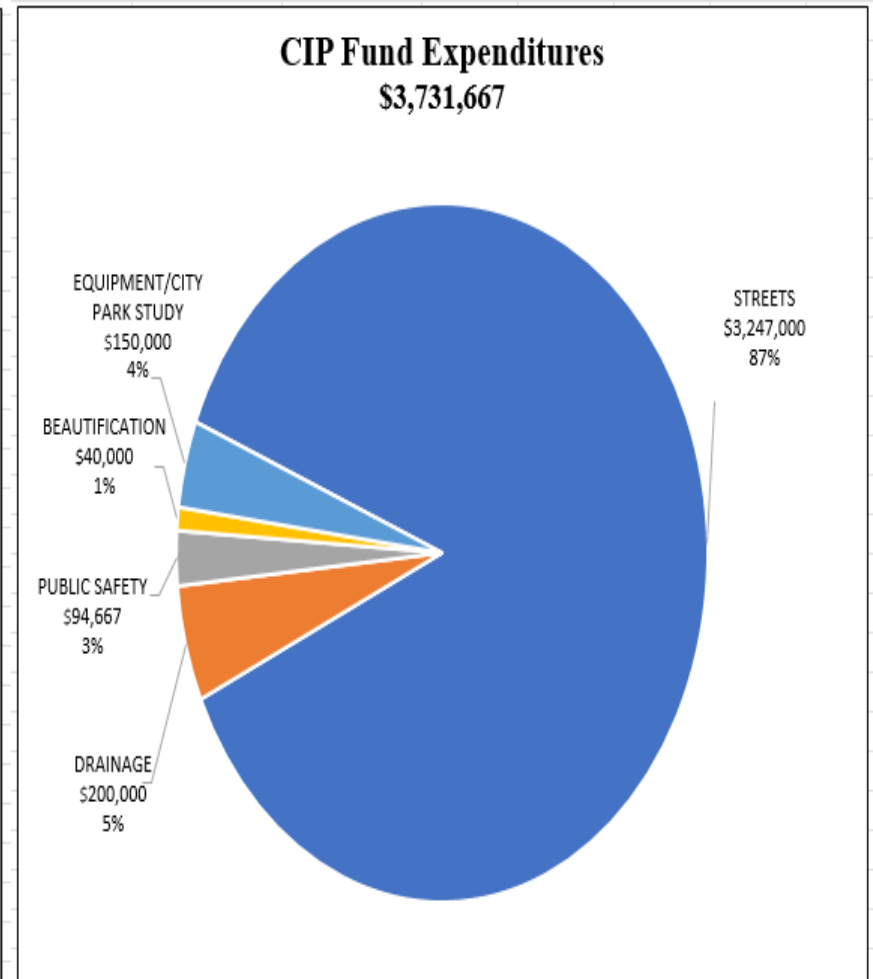
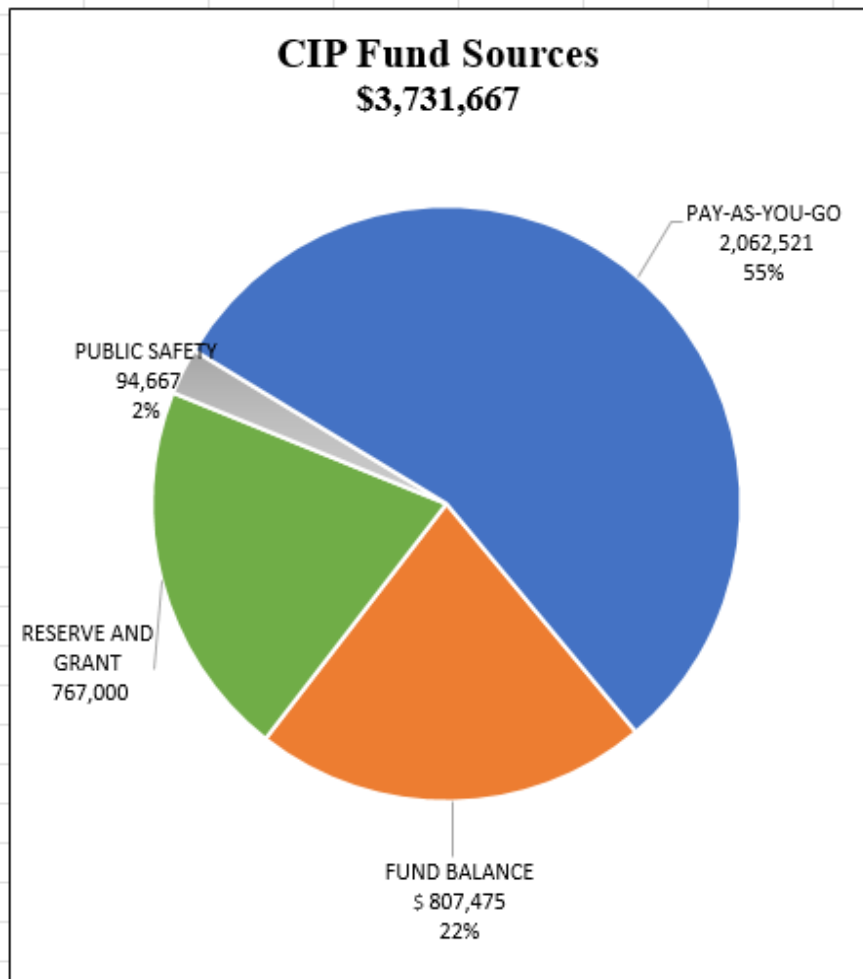
DESCRIPTION	ACTUAL 2023	ADOPTED BUDGET 2024 with AMENDMENTS	2024 PROJECTIONS	2025 RECOMMENDED BUDGET
Streets				
Asphalt Rehab -- Point Repairs and minor streets	\$711	\$75,000	\$28,000	\$122,000
Asphalt Design		\$100,000	\$196,600	
Streets Master Plan		\$25,000	\$45,000	
Taylor Crest		\$860,000		\$425,000
Bunker Hill Road Overlay		\$380,000	\$200,000	\$2,100,000
Gessner Northbound & Memorial - AFA, Design & Construction *Additional Funds in Metro - Design Costs in 2023; 20% match in 2024	\$18,501	\$868,000	\$300,000	\$600,000
Taylor Crest Court Landscaping	\$13,448			
Sidewalks in the City	\$21,152	\$120,000	\$100,000	
Sidewalk Memorial	\$38,280			
City Hall Parking Lot				\$100,000
Sidewalk Dads Club (partnership for drainage along Memorial Dr. for Frostwood Ele)		\$400,000		
Chapel Belle -- Include section of Tamerlaine Drive Design 2021; Construction 2022	\$647			
Total Streets:	\$92,739	\$2,828,000	\$869,600	\$3,347,000
Special Projects - Drainage				
Localized Drainage Projects	\$3,066	\$50,000	\$50,000	\$150,000
Drainage Master Plan		\$50,000		\$50,000
Regional Drainage Projects / Policy Projects - Bunker Hill Elem and closing costs				
Eaton Court Drainage				
Total Drainage:	\$3,066	\$100,000	\$50,000	\$200,000
Facilities & Public Safety				
Public Works Facility	\$431,035		\$50,000	\$50,000
Public Safety - MVPD/Fire	\$94,591	\$209,243	\$209,243	\$94,667
City Hall Park Planning Study		\$50,000		
Generator Public Works/Emergency Facility		\$50,000	\$89,000	
Total Facilities/Public Safety Projects	\$525,626	\$309,243	\$348,243	\$144,667
Beautification				
Beautification	\$39,998	\$40,000	\$40,000	\$40,000
Total Beautification:	\$39,998	\$40,000	\$40,000	\$40,000
TOTAL GENERAL FUND PROJECTS	\$661,429	\$3,277,243	\$1,307,843	\$3,731,667

City of Bunker Hill Village

General Fund Capital Projects Fund

		2024		2025
	2023 ACTUAL	ADOPTED BUDGET	2024 PROJECTIONS	RECOMMENDED BUDGET
EXPENDITURES				
STREETS	92,739	2,828,000	869,600	3,247,000
DRAINAGE	3,066	100,000	50,000	200,000
FACILITIES/PARKING LOT	431,035	-	50,000	150,000
PUBLIC SAFETY	94,591	209,243	209,243	94,667
BEAUTIFICATION	39,998	40,000	40,000	40,000
EQUIPMENT/CITY PARK STUDY	-	100,000	89,000	-
TOTAL OPERATING EXPENDITURES	661,428	3,277,243	1,307,843	3,731,667
OPERATING INCOME/(LOSS)				
TRANSFERS IN	2,496,157	2,749,243	2,749,243	2,143,854
CHANGE IN FUND BALANCE	1,834,729	(528,000)	1,441,400	(1,587,813)
BEGINNING FUND BALANCE	833,319	2,668,048	2,668,048	4,109,448
ENDING FUND BALANCE	2,668,048	2,140,048	4,109,448	2,521,635

City of Bunker Hill Village General Fund Capital Improvement Plan 2025



City of Bunker Hill Village

Utility Fund Projects

DESCRIPTION		ACTUAL 2023	2024 ADOPTED BUDGET	2024 PROJECTIONS	2025 RECOMMENDED BUDGET
Utility Water Lines					
	Construction of Transmission Main for new Water Well	\$3,400			
	Replacement of Water Lines		\$400,000	\$900,000	\$750,000
	Underground Utilities - BH Road			\$137,500	
	Gessner Water Line with Roadway		\$887,500		\$750,000
Utility Wastewater Lines					
	Replacement of Waste Water Lines	\$57,225	\$500,000	\$105,000	\$350,000
	Televising Concrete Lines	\$11,553	\$90,000	\$253,447	\$150,000
	Televising concrete Lines Memorial		\$90,000		
	Total Water & WW Lines:	\$72,178	\$1,967,500	\$1,395,947	\$2,000,000
Utility Water Production					
	Booster Pumps	\$8,722	\$40,000	\$40,000	\$40,000
	Engineering & Other for Water Well	\$107,330			
	Groundwater Storage Tank				\$100,000
	Chlorine Analyzers (All Plants)		\$90,000	\$90,000	
	Water Well #5 Landscaping	\$21,390			
	Meter Replacement	\$4,103	\$250,000	\$495,898	\$100,000
	Fire Hydrants	\$2,610			
	Irrigation Systems at Water Wells	\$333			
	Total Water Production:	\$144,488	\$380,000	\$625,898	\$240,000
Public Works Facility					
	Public Works Facility	\$625,653		\$97,423	
	Rehab PW Maint Shed				\$12,000
	Total Facility:	\$625,653	\$0	\$97,423	\$12,000
Vehicle and Equipment					
	Vehicle	\$47,431			
	Total Vehicle and Equipment:	\$47,431	\$0	\$0	\$0
	TOTAL UTILITY FUND	\$889,750	\$2,347,500	\$2,119,268	\$2,252,000

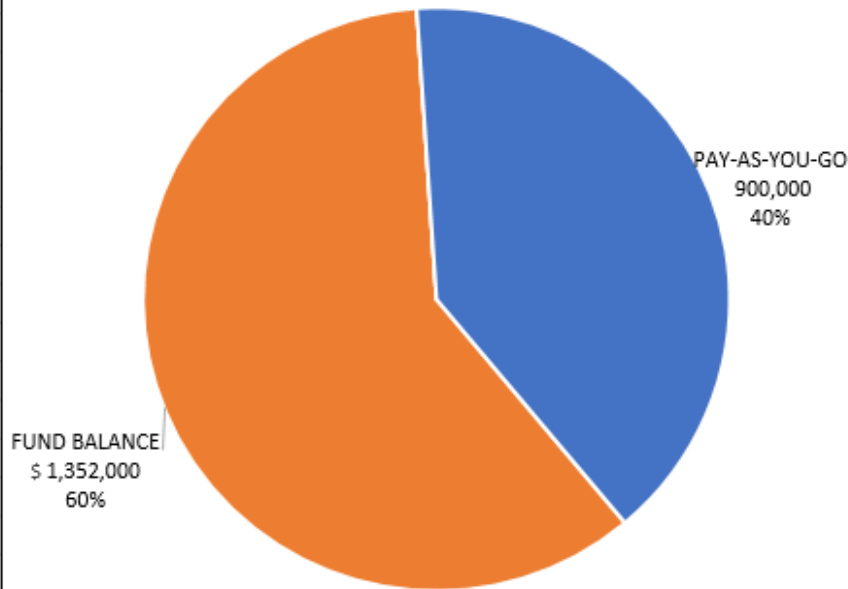
City of Bunker Hill Village

Utility Fund Capital Projects Fund

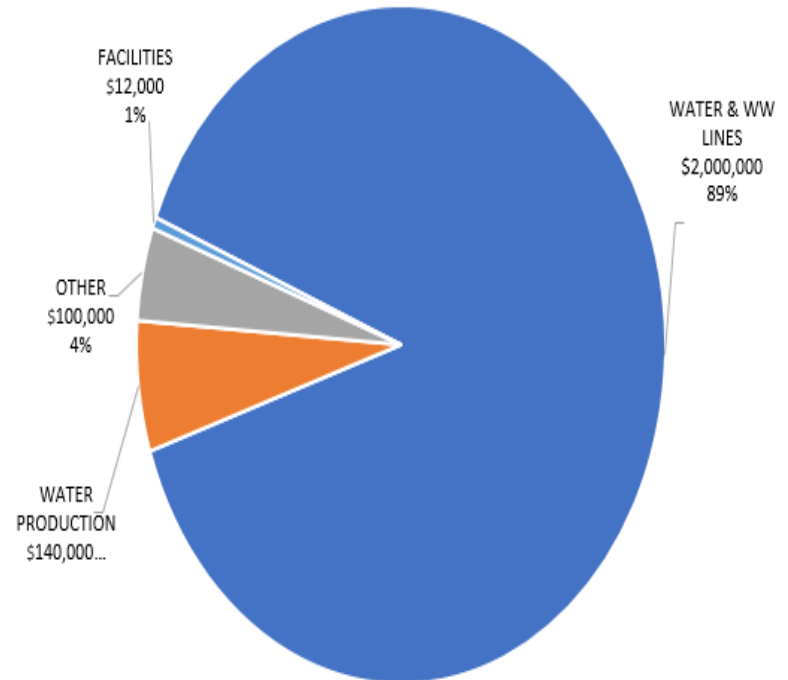
	2023 ACTUAL	2024 ADOPTED BUDGET	2024 PROJECTIONS	2025 RECOMMENDED BUDGET
EXPENDITURES				
WATER & WW LINES	14,953	1,967,500	1,395,947	2,000,000
WATER PRODUCTION FACILITIES	173,610	130,000	130,000	140,000
OTHER (METER REPLACEMENT)	625,653	-	97,423	12,000
VEHICLES & FIRE HYDRANT	25,493	250,000	495,898	100,000
	50,042	-	-	-
TOTAL OPERATING EXPENDITURE	889,749	2,347,500	2,119,268	2,252,000
OPERATING INCOME/(LOSS)				
TRANSFER IN LOCAL COVID RELIEF		676,001	676,001	-
TRANSFERS IN UTILITY FUND	797,000	900,000	900,000	900,000
NET CHANGE IN POSITION	(92,749)	(771,499)	(543,267)	(1,352,000)
BEGINNING FUND BALANCE	3,205,052	3,112,303	3,112,303	2,569,036
ENDING FUND BALANCE	3,112,303	2,340,804	2,569,036	1,217,036

City of Bunker Hill Village Utility Capital Improvement Plan 2025

CIP Fund Sources
\$2,252,000



CIP Fund Expenditures
\$2,252,000



CIP Calendar 2024/2025

					2024							2025											
Project	Staff Responsibility	2025 Budget	Notes	Council Action	June	July	Aug	Sept	Oct	Nov	Dec	January	February	March	April	May	June	July	August	September	October	November	December
Streets																							
Bunker Hill Road Overlay	Elvin	\$2,100,000	200K in 2024 for Underground	Design approved May CC	Design		Underground Utility 200K	Bid Contract Construction Cost		Award CC		Construction											
Gessner Northbound & Memorial - AFA, Design & Construction *Additional Funds in Metro - Design	Gerardo	\$900,000								Design		Design											
Taylor Crest Road Overlay	Elvin	\$425,000		Design approved May CC	Design			Bid Contract Cost		Award CC		Construction											
Sidewalks in the City	Elvin	\$300,000	\$100K in 2024 and 150K in 2025			Bid Contract Cost	Award CC	Construction						Bid Contract Cost		Award CC		Construction					
Asphalt Rehab -- Point Repairs and minor streets	Elvin	\$200,000																Bid Contract Cost		Award CC		Construction	
Facility																							
Rehab Maint shed	Elvin	\$12,000											Bid Contract Cost		Award CC		Construction						
City Hall Parking Lot	Elvin	\$100,000													Bid Contract Cost				Award CC	Construction			
Water																							
Replacement of Water Lines (Coronavirus funds)	Gerardo	\$900,000			Design		Bid Contract Cost	Award CC	Construction			Construction											
Replacement of Water Lines	Elvin	\$350,000									Bid Contract Cost		Award CC	Construction									
Meter Replacement	Elvin	\$500,000			Install Meters			AMI Install					Install Meters										
Wastewater																							
Televising Concrete Lines	Elvin	\$150,000										Bid Contract Cost		Award CC	Televising								
Replacement of waste water lines	Elvin	\$350,000										Bid Contract Cost		Award CC	Construction								

City of Bunker Hill Village

METRO Fund

*The **METRO Fund** is only for METRO related revenue and expenditures. These funds are kept separate for reporting requirements.*

*As part of our inter-local agreement with METRO the City will receive **\$134,000** annually through December 2040 for street maintenance, and improvements on major thoroughfares.*

City of Bunker Hill Village

METRO Fund

	2023 ACTUAL	2024 ADOPTED BUDGET	2024 PROJECTIONS	2025 RECOMMENDED BUDGET
REVENUES				
INTERGOVERNMENTAL	134,001	134,000	134,000	134,000
TOTAL REVENUE	134,001	134,000	134,000	134,000
EXPENDITURES				
COMMODITIES	-	-	-	20,000
CONTRACTUAL SERVICES	132,902	134,000	134,000	114,000
TOTAL OPERATING EXPENDITURE	132,902	134,000	134,000	134,000
TRANSFER OUT	450,000			
CHANGE IN FUND BALANCE	(448,901)	-	-	-
BEGINNING BALANCE	521,539	72,638	72,638	72,638
ENDING BALANCE	72,638	72,638	72,638	72,638

City of Bunker Hill Village Court Fund

	2023 ACTUAL	2024 ADOPTED BUDGET	2024 PROJECTIONS	2025 RECOMMENDED BUDGET
REVENUES				
COURT FINES	9,718	16,270	13,770	11,770
TOTAL REVENUE	9,718	16,270	13,770	11,770
EXPENDITURES				
PUBLIC SAFETY	6,064	13,950	13,600	11,300
TOTAL OPERATING EXPENDITURE	6,064	13,950	13,600	11,300
REVENUES OVER/(UNDER) EXPEN	3,654	2,320	170	470
BEGINNING BALANCE	27,724	31,378	31,378	31,548
ENDING BALANCE	31,378	33,698	31,548	32,018
RESERVE FOR:				
CHILD SAFETY	11,757	8,407	15,157	13,157
SECURITY FUND	11,940	11,560	6,940	7,940
TECHNOLOGY FUND	7,681		3,181	3,181
TOTAL RESERVES	31,378	19,967	25,278	24,278
non restricted	0	13,731	6,270	7,740

City of Bunker Hill Village Offsite Tree Program Fund

	2023 ACTUAL	2024 ADOPTED BUDGET	2024 PROJECTIONS	2025 RECOMMENDED BUDGET
REVENUES				
OFFSITE TREE SALES	98,935	60,000	100,000	100,000
TOTAL REVENUE	98,935	60,000	100,000	100,000
EXPENDITURES				
OFFSITE TREE EXPENSES	46,450	100,000	200,000	150,000
TOTAL OPERATING EXPENDITURES	46,450	100,000	200,000	150,000
REVENUES OVER/(UNDER) EXPENSES	52,485	(40,000)	(100,000)	(50,000)
BEGINNING BALANCE	143,171	195,656	195,656	95,656
ENDING BALANCE	195,656	155,656	95,656	45,656

** Planting is limited to certain times of the year when planting trees is optimal.*

City of Bunker Hill Village

Restricted Donation Program Fund

	2023 ACTUAL	2024 ADOPTED BUDGET	2024 PROJECTIONS	2025 RECOMMENDED BUDGET
REVENUES				
Contirubution	23,941	-	5,000	5,000
Interest Income	-	-	300	300
TOTAL REVENUE	23,941	-	5,300	5,300
EXPENDITURES				
Bank Fees	-	-	-	-
Capital Outlay	-	-	24,000	5,000
TOTAL OPERATING EXPENDITURE	-	-	24,000	5,000
REVENUES OVER/(UNDER) EXPENDITURES	23,941	-	(18,700)	300
BEGINNING BALANCE	-	23,941	23,941	5,241
ENDING BALANCE	23,941	23,941	5,241	5,541



Next Steps

July 24, 2024

11:00 a.m. Budget Workshop

August 1, 2024

Receive Certified Tax Roll & Calculations

August 5, 2024

8:00 a.m.

File Budget & Take Record Vote

Publish Tax Rate Information on Website

(Pursuant to SB 2)

Publish Budget on Website

Publish Public Hearing in Paper

August 20, 2024

5:00 p.m. Regular City Council Meeting

September 17, 2024

5:00 p.m. Public Hearing

Regular City Council Meeting

Set Tax Rate; Adopt Budget

City of Bunker Hill Village Proposed 2025 Budget

Questions /Comments

Proposed 2025 Budget (Workshop 7-24-2024)

CITY OF BUNKER HILL VILLAGE								
PROPOSED 2025 BUDGET								
GENERAL FUND								
		2024 Adopted			2025			
Account #	Description	2023 Actual	Budget w/Amenments	2024 Projected Budget	RECOMMENDED BUDGET	Increase/Decrease	% Increase	
01	00-00-4010	5,936,815	6,330,491	6,430,491	6,652,226	221,735	4%	
01	00-00-4020	2,634	10,000	10,000	10,000	-	0%	
01	00-00-4030	26,195	32,000	32,000	32,000	-	0%	
01	00-00-4110	178,468	180,000	180,000	180,000	-	0%	
01	00-00-4111	43,555	50,000	50,000	44,000	(6,000)	-12%	
01	00-00-4112	59,463	52,200	61,000	61,000	-	0%	
01	00-00-4120	290,083	245,000	300,000	305,000	5,000	2%	
01	00-00-4210	178,316	200,000	200,000	205,000	5,000	3%	
01	00-00-4227	5,601	6,000	6,000	6,200	200	0%	
01	00-00-4246	11	50	50	60	10	0%	
01	00-00-4265	5,488	6,000	6,000	7,000	1,000	0%	
01	00-00-4275	4,481	5,000	5,000	6,000	1,000	0%	
01	00-00-4310	230	100	350	230	(120)	-120%	
01	00-00-4315	513,681	550,000	620,000	620,000	-	0%	
01	00-00-4325	-	150	150	150	-	0%	
01	00-00-4350	1,930	4,000	4,000	4,000	-	0%	
01	00-00-4910	594,918	450,000	650,000	600,000	(50,000)	-11%	
01	00-00-4920	133,727	17,632	157,000	110,000	(47,000)	-267%	
01	00-00-4930	68,428	-	70,000	-	(70,000)		
01	00-00-4940	29,162	20,784	30,000	30,000	-	0%	
01	00-00-4980	-	676,001	35,000	-	(35,000)	-5%	
TOTAL GF REVENUES		8,073,185	8,835,408	8,847,041	8,872,866	25,825	0%	
Personnel								
01	00-00-5010	437,268	458,000	481,000	490,000	9,000	2%	
01	00-00-5020	516	2,000	19,000	20,140	1,140	57%	
01	00-00-5110	31,849	35,000	39,500	41,870	2,370	7%	
01	00-00-5120	85	1,000	1,000	1,000	-	0%	
01	00-00-5210	43,072	78,000	87,500	92,750	5,250	7%	
01	00-00-5211	6,849	8,000	8,000	12,500	4,500	56%	
01	00-00-5310	1,500	1,500	1,500	1,500	-	0%	
01	00-00-5325	898	1,400	1,400	1,400	-	0%	
01	00-00-5330	1,225	1,600	1,600	1,600	-	0%	
01	00-00-5340	29,759	57,000	57,000	65,550	8,550	15%	
01	00-00-5341	23	400	400	400	-		
01	00-00-5350	237	350	350	350	-	0%	
01	00-00-5510	978	1,200	1,500	1,500	-	0%	
TOTAL Personnel		554,259	645,450	699,750	730,560	30,810	5%	
Public Safety								
01	00-00-5600	1,780,529	1,770,886	1,770,886	1,876,425	105,538	6%	
01	00-00-5602	2,318,078	2,525,700	2,525,700	2,645,655	119,955	5%	
01	00-00-5604	0	0	0	0	-	0%	
TOTAL Public Safety		4,098,607	4,296,586	4,296,586	4,522,080	225,493	5%	
Commodities								
01	00-00-6250	530	600	600	600	-	0%	
01	00-00-6410	47,403	51,000	51,000	55,000	4,000	8%	
01	00-00-6411	20,000	25,000	25,000	25,000	-	0%	
01	00-00-6412		11,000	11,000	12,000	1,000	9%	
01	00-00-6490	6,627	7,800	9,000	12,500	3,500	45%	
01	00-00-6491	334	1,000	1,000	1,000	-		
01	00-00-6650	3,027	2,500	2,500	3,000	500	20%	
01	00-00-6660	4,998	5,000	5,500	6,000	500	10%	
01	00-00-6730	4,366	4,000	4,000	4,400	400	10%	
01	00-00-6740	4,675	4,200	4,200	4,500	300	7%	
01	00-00-6810	96	500	500	6,000	5,500	1100%	
01	00-00-6890	3,960	5,000	45,000		(45,000)	-900%	
TOTAL Commodities		96,016	117,600	159,300	130,000	(29,300)	-25%	

CITY OF BUNKER HILL VILLAGE									
PROPOSED 2025 BUDGET									
GENERAL FUND									
2024 Adopted									
Account #	Description	2023 Actual	2024 Budget w/Amenments	2024 Projected Budget	2025 ADOPTED BUDGET	Increase/ Decrease	% Increase		
01	00-00-7110	Building Maintenance	12,133	12,250	12,250	12,250	-	0%	
01	00-00-7220	Equipment - General	555	790	790	1,000	210	27%	
01	00-00-7230	Equipment - Office Equip	1,250	1,250	1,250	1,250	-	0%	
01	00-00-7410	Vehicle Maint	1,440	1,500	1,500	1,500	-	0%	
		TOTAL Maintenance	15,377	15,790	15,790	16,000	210	1%	
	Contract Services								
01	00-00-7500	HC Appraisal District	52,904	60,000	60,000	63,000	3,000	5%	
01	00-00-7501	Tax Assessor - SBISD	8,000	8,000	8,000	8,000	-	0%	
01	00-00-7502	Prof Fees - Accounting	22,800	24,000	24,000	30,000	6,000	25%	
01	00-00-7503	Prof Fees - Eng. & Other	61,005	60,000	60,000	62,500	2,500	4%	
01	00-00-7504	Prof Fees - LEGAL	56,932	55,000	107,000	107,000	-	0%	
01	00-00-7505	Prof Fees - INSPECTIONS/PLAN REVIEW	275,946	220,000	220,000	229,000	9,000	4%	
01	00-00-7507	Legislative Consulting & PS	-	-	-	-	-	0%	
		TOTAL Contract Services	477,587	427,000	479,000	499,500	20,500	5%	
	Support Services								
01	00-00-8010	Advertising	3,259	5,000	5,000	3,400	(1,600)	-32%	
01	00-00-8130	Bank & Credit Card Charges	25,000	25,000	25,000	25,000	-	0%	
01	00-00-8150	Community Relations	23,291	30,000	30,000	30,000	-	0%	
01	00-00-8170	Data Processing-IT Services	30,300	30,300	30,300	30,300	-	0%	
01	00-00-8171	Website Services	1,625	1,700	1,700	3,700	2,000		
01	00-00-8172	Software Subscription	6,531	13,000	13,000	13,000	-		
01	00-00-8210	Delivery Service	37	150	150	150	-	0%	
01	00-00-8250	Dues & Subscriptions	3,806	4,300	4,300	5,300	1,000	23%	
01	00-00-8251	Professional Development	10,000	6,000	6,000	6,000	-		
01	00-00-8260	Elections	-	2,500	-	2,500	2,500	0%	
01	00-00-8270	Electricity	7,863	8,000	8,000	8,000	-	0%	
01	00-00-8290	Emergency Management	-	650	650	650	-	0%	
01	00-00-8410	Animal Control	7,571	5,500	6,000	8,000	2,000	36%	
01	00-00-8450	Insurance - General	18,006	19,800	19,800	19,800	-	0%	
01	00-00-8530	Meetings & Seminars	7,000	6,000	6,000	7,000	1,000	17%	
01	00-00-8610	Court - General	5,157	4,000	5,000	5,200	200	5%	
01	00-00-8615	Court - Translation	5,250	6,000	7,500	7,500	-	100%	
01	00-00-8750	Special Fees/Codification	35	4,000	4,000	4,000	-	0%	
01	00-00-8751	Dedication Program	1,119	4,000	4,000	4,000	-	0%	
01	00-00-8805	Streets - Mosquito Spraying	16,875	26,000	26,000	26,000	-	0%	
01	00-00-8810	Streets - Drainage	2,863	40,000	40,000	40,000	-	0%	
01	00-00-8830	Streets - Repairs	37,736	55,000	55,000	55,000	-	0%	
01	00-00-8835	Streets - TPDES	-	2,500	2,500	2,500	-	0%	
01	00-00-8890	Telephone	10,000	13,400	13,400	13,400	-	0%	
01	00-00-8930	Travel & Training	5,000	6,000	6,000	5,000	(1,000)	-17%	
		TOTAL Support Services	228,325	318,800	319,300	325,400	6,100	2%	
		TOTAL G & A Operating Expenses	5,470,171	5,821,226	5,969,726	6,223,540	253,813	4.36%	
	Capital Outlay								
01	00-00-9139	Capital Outlay - Server for City Hall	-	7,500	7,500	-	(7,500)	-	
01	00-00-9140	Capital Outlay-New Telephone System	-	2,000	2,000	-	(2,000)	-	
01	00-00-9250	Police Reserves- Capital Outlay	94,591	96,567	96,567	65,854	(30,713)	-32%	
01	00-00-9251	Fire Capital Outlay	-	112,676	112,676	38,000	(74,676)	-66%	
01	00-00-9252	TRANSFER TO CAPITAL PROJECTS	1,684,719	2,500,000	2,500,000	2,000,000	(500,000)	-20%	
01	00-00-9253	TRANSFER FOR BEAUTIFICATION	40,000	40,000	40,000	40,000	-	0%	
01	00-00-9255	Transfer to UF Const Cares Funds	-	676,001	-	-	-	-	
01	00-00-9256	Transfer to Utility Fund	-	-	800,000	300,000	(500,000)	-	
		TOTAL Transfers	1,819,310	3,434,744	3,558,743	2,443,854	(1,114,889)	-32%	
		TOTAL General Fund EXPENDITURES	7,289,481	9,255,971	9,528,470	8,667,394	(861,076)	-9%	
		REVENUE OVER/(UNDER) EXPENDITURE	783,704	(420,563)	(681,429)	205,473	886,901	(2.11)	

CITY OF BUNKER HILL VILLAGE								
PROPOSED 2025 BUDGET								
UTILITY FUND								
Account #	Description	2023 ACTUAL	2024 ADOPTED BUDGET WITH AMENDMENTS	2024 PROJECTIONS	2025 RECOMMENDED BUDGET	Increase/Decrease	% Increase	
04	00-00-4410	Water Sales	3,315,284	2,700,000	3,000,000	3,800,000	800,000	27%
04	00-00-4420	Water Taps	32,670	60,000	60,000	60,000	-	0%
04	00-00-4510	Wastewater Sales	843,101	800,500	1,000,500	1,360,000	359,500	36%
04	00-00-4520	Wastewater Taps	4,950	8,000	8,000	8,000	-	0%
04	00-00-4750	Late Payment Fees	20,818	21,400	21,400	23,112	1,712	8%
04	00-00-4910	Interest Income	65,000	65,000	65,000	65,000	-	0%
04	00-00-4920	Miscellaneous Income	10,772	20,000	40,000	20,000	(20,000)	-50%
		TOTAL UTILITY REVENUES	4,292,595	3,674,900	4,194,900	5,336,112	1,141,212	27%
Utility Fund Expenses								
Personnel								
04	00-00-5010	Wages	548,210	506,000	513,000	535,000	22,000	4%
04	00-00-5020	Wages - Overtime	31,668	29,000	59,000	30,600	(28,400)	-48%
04	00-00-5110	Payroll Taxes - FICA Employer	43,418	42,000	50,500	44,500	(6,000)	-12%
04	00-00-5120	Payroll Taxes - TWC	85	1,620	1,620	1,690	70	4%
04	00-00-5210	Retirement - TMRS Employer	42,804	100,000	107,600	106,000	(1,600)	-1%
04	00-00-5211	Retirement 457 Plan	9,701	11,000	11,000	15,000	4,000	36%
04	00-00-5310	Insurance-Workers Compensation	8,400	8,400	9,500	9,500	-	0%
04	00-00-5325	Insurance - Dental	1,017	2,100	2,100	2,100	-	0%
04	00-00-5330	Insurance - Disability	2,042	2,400	2,400	2,400	-	0%
04	00-00-5340	Insurance - Medical	75,944	80,000	85,000	92,000	7,000	8%
04	00-00-5341	Insurance - Vision	-	100	100	310	210	210%
04	00-00-5350	Insurance - Life	446	510	510	510	-	0%
04	00-00-5410	Contract Labor	28,660	20,000	20,000	20,000	-	0%
04	00-00-8990	Solid Waste Collection	(34,070)	(36,115)	(36,115)	(38,115)	(2,000)	6%
		TOTAL Personnel	758,325	767,015	826,215	821,495	(4,720)	-1%
Commodities								
04	00-00-6090	Chemicals	6,681	8,000	10,000	10,000	-	0%
04	00-00-6091	Lab Fees	3,974	10,000	5,000	5,000	-	0%
04	00-00-6250	Fuel	9,231	10,000	11,000	10,000	(1,000)	-9%
04	00-00-6340	Garbage - Dumping Fees	1,500	1,500	2,000	1,500	(500)	-25%
04	00-00-6410	Landscaping	5,467	6,500	6,500	6,500	-	0%
04	00-00-6411	Landscaping Seasonal Planting	2,000	2,000	2,000	2,000	-	0%
04	00-00-6490	Janitorial Services	3,600	4,600	7,400	11,150	3,750	51%
04	00-00-6491	Janitorial Supplies	658	1,000	1,000	1,500	500	50%
04	00-00-6650	Postage	4,000	3,000	3,000	4,000	1,000	33%
04	00-00-6660	Printing & Stationary	2,852	3,000	3,000	3,200	200	7%
04	00-00-6730	Supplies - General	3,420	2,000	2,000	3,000	1,000	50%
04	00-00-6740	Supplies - Office	350	350	350	350	-	0%
04	00-00-6810	Tools & Equipment	1,529	1,500	4,500	4,500	-	0%
04	00-00-6970	Uniforms	2,610	3,000	3,500	3,500	-	0%
		TOTAL Commodities	47,872	56,450	61,250	66,200	4,950	8%
Maintenance								
04	00-00-7110	Building Maintenance	1,803	6,700	6,700	6,700	-	0%
04	00-00-7230	Equipment - Office Equip	2,000	2,000	2,000	2,000	-	0%
04	00-00-7410	Vehicles Maint	7,520	6,500	6,500	6,500	-	0%
04	00-00-7411	Equipment Maint	-	-	-	5,000	5,000	
04	00-00-7510	Water - Fire Hydrants	-	13,500	13,500	13,500	-	0%
04	00-00-7520	Water Well/Pumps	21,251	49,500	49,500	49,500	-	0%
04	00-00-7535	Water Lines	9,597	11,000	11,000	11,000	-	0%
04	00-00-7540	Water - Water Meters	29,563	34,000	30,000	20,000	(10,000)	-33%
04	00-00-7610	Wastewater - Lines	517	11,000	15,000	25,000	10,000	67%
		TOTAL Maintenance	72,252	134,200	134,200	139,200	5,000	4%

CITY OF BUNKER HILL VILLAGE								
PROPOSED 2025 BUDGET								
UTILITY FUND								
		2024 ADOPTED BUDGET WITH AMENDMENTS			2025 RECOMMENDED BUDGET		Increase/Decrease	
Account #	Description	2023 ACTUAL	2024 PROJECTIONS	2024 PROJECTIONS	2025 RECOMMENDED BUDGET	Increase/Decrease	% Increase	
04	00-00-7502	Prof Serv - Accounting	13,000	15,000	15,000	17,000	2,000	13%
04	00-00-8001	Prof Fees - Engineering	18,912	30,000	30,000	30,000	-	0%
04	00-00-8002	Water Purchase/COH	1,057,471	800,000	900,000	1,000,000	100,000	11%
04	00-00-8003	WW Treatment Fee	583,255	550,000	1,800,000	2,100,000	300,000	17%
		TOTAL Contract Services	1,672,638	1,395,000	2,745,000	3,147,000	402,000	15%
	Support Services							
04	00-00-8010	Advertising	4,215			5,000	5,000	
04	00-00-8130	Bank & Credit Card Charges	60,002	37,000	47,000	60,000	13,000	28%
04	00-00-8170	Data Processing-IT Services	34,888	35,000	35,000	35,000	-	0%
04	00-00-8171	Website Services	1,250	1,250	1,250	3,250	2,000	160%
04	00-00-8172	Software Subscriptions	7,119	10,000	10,000	10,000	-	0%
04	00-00-8210	Delivery Service	-	100	100	100	-	0%
04	00-00-8250	Dues & Subscriptions	1,652	1,500	1,500	2,000	500	33%
04	00-00-8251	Professional Development	-	3,500	3,500	3,500	-	0%
04	00-00-8270	Electricity	135,212	125,000	125,000	135,000	10,000	8%
04	00-00-8450	Insurance - General	23,000	25,000	23,000	26,000	3,000	13%
04	00-00-8490	Interest Expense	101,719	96,080	96,080	89,105	(6,975)	-7%
04	00-00-8630	Natural Gas	3,580	1,800	7,000	3,600	(3,400)	-49%
04	00-00-8750	Special Fees-Subsidence	149,100	120,000	120,000	120,000	-	0%
04	00-00-8890	Telephone	10,292	15,500	15,500	16,000	500	3%
04	00-00-8930	Travel & Training	1,370	3,500	3,500	3,500	-	0%
04	00-00-8931	Relocation Fee	4,000	-	-	-	-	-
04	00-00-9139	Capital Outlay - Server for City Hall		7,500	7,500	-	(7,500)	-100%
04	00-00-9140	Capital Outlay - Vehicle Reserve			2,100	-	(2,100)	-100%
		TOTAL Support Services	537,398	482,730	498,030	512,055	14,025	3%
		TOTAL M&O UTILITY	3,088,485	2,835,395	4,264,695	4,685,950	421,255	10%
	Capital Outlay							
04	00-00-9250	TRANSFER TO UT CIP	797,000	900,000	900,000	900,000	-	0%
04	00-00-9253	TRANSFER FROM GENERAL FUND			(800,000)	(300,000)	500,000	-63%
		TOTAL Capital Outlay	797,000	900,000	100,000	600,000	500,000	500%
		TOTAL UTILITIES EXPENSES	3,885,485	3,735,395	4,364,695	5,285,950	1,550,555	36%
		REVENUE OVER/(UNDER) EXP	407,110	(60,495)	(169,795)	50,162	(409,343)	241%

CITY OF BUNKER HILL VILLAGE							
PROPOSED 2025 BUDGET							
COURT FUND							
		2024			2025		
ACCOUNT #	DESCRIPTION	2023 ACTUAL	ADOPTED BUDGET	2024 PROJECTIONS	RECOMMENDED BUDGET	INCREASE / DECREASE	
05	00-00-4215	Court - Time Pay Fees/City	749	1,210	1,210	1,210	-
05	00-00-4216	Court - Time Pay Fees/ Effic	15	310	310	310	-
05	00-00-4217	Court - OMNI	514	650	650	650	-
05	00-00-4225	Child Safety 1015	3,350	3,000	3,000	3,000	-
05	00-00-4245	Court - Judicial Support Fund	56	100	100	100	-
05	00-00-4260	Security Fees	380	2,500	2,000	1,000	(1,000)
05	00-00-4270	Technology Fees	372	4,000	2,000	1,000	(1,000)
05	00-00-4271	CHILD SAFETY HARRIS CO	4,282	4,500	4,500	4,500	-
		TOTAL COURT REVENUES	9,718	16,270	13,770	11,770	(2,000)
COURT FUND EXPENDITURES							
Support Services							
05	00-00-8140	Child Safety	-	150	2,100	3,500	1,400
05	00-00-8625	Technology	6,065	5,500	5,500	6,500	1,000
05	00-00-8626	Security		8,300	6,000	1,300	(4,700)
		TOTAL COURT EXPENDITURES	6,065	13,950	13,600	11,300	(2,300)
		REVENUE OVER/(UNDER) EXPENDITURE	3,653	2,320	170	470	300

CITY OF BUNKER HILL VILLAGE						
PROPOSED 2025 BUDGET						
GENERAL FUND CONSTRUCTION FUND						
			2024 ADOPTED BUDGET WITH AMENDMENTS		2024 PROJECTIONS	2025 RECOMMENDED BUDGET
Account #	Description	2023 ACTUAL	2024 ADOPTED BUDGET WITH AMENDMENTS	2024 PROJECTIONS	2025 RECOMMENDED BUDGET	
06	00-00-4500	Annual Contribution	1,684,719	2,500,000	2,500,000	2,000,000
06	00-00-4750	Capital Project Fire		112,676	112,676	65,854
06	00-00-4600	Contributions from Reserves	94,591	96,567	96,567	38,000
06	00-00-4920	Intergovernmental Revenue	226,847			
06	00-00-4700	BEAUTIFICATION	40,000	40,000	40,000	40,000
06	00-00-4755	Transfer from Metro	450,000			-
		TOTAL GF CONSTRUCTION FUND REVENUE	2,496,157	2,749,243	2,749,243	2,143,854
	Capital Outlay					
06	00-00-8832	BEAUTIFICATION	39,998	40,000	40,000	40,000
06	00-00-9183	Drainage				
06	00-00-9183.01	Localized Drainage	3,066	50,000	50,000	150,000
06	00-00-9183.03	Drainage Master Plan		50,000	-	50,000
06	00-00-9184	Taylor Crest		860,000		425,000
06	00-00-9184	Bunker Hill Road Overlay		380,000	200,000	2,100,000
06	00-00-9184.01	Asphalt Rehabilitation	711	75,000	28,000	122,000
06	00-00-9184.02	Chapel Bell/Other Rates as 6	647	-	-	
06	00-00-9184.03	Gessner Northbound & Memorial	18,501	868,000	300,000	600,000
06	00-00-9184.04	Sidewalks	21,152	120,000	100,000	
06	00-00-9184.05	Taylor Crest Court	13,448			
06	00-00-9184.06	Sidewalk Memorial Dr	38,280			
06	00-00-9184.10	Asphalt Design		100,000	196,600	
06	00-00-9184.11	Dads Club Sidewalk - Memorial Dr		400,000		
06	00-00-9184.09	Street Master Plan		25,000	45,000	
06	00-00-9190	Public Safety- Police	94,591	209,243	96,557	56,667
06	00-00-9190	Public Safety- Fire			112,686	38,000
06	00-00-9191	Facilities	431,035	-	50,000	50,000
		Parking Lot				100,000
06	00-00-9191.01	City Hall Park Study		50,000		
06	00-00-9191.02	City Hall / PW Facility Generator		50,000	89,000	
		TOTAL Capital Outlay	661,428	3,277,243	1,307,843	3,731,667
		TOTAL EXPENDITURES	661,428	3,277,243	1,307,843	3,731,667
		REVENUE OVER/(UNDER) EXPENDITURES	1,834,729	(528,000)	1,441,400	(1,587,813)

CITY OF BUNKER HILL VILLAGE						
PROPOSED 2025 BUDGET						
UTILITY FUND CONSTRUCTION FUND						
						2025
ACCOUNT #	DESCRIPTION	2023 ACTUAL	2024 ADOPTED BUDGET	2024 PROJECTIONS	RECOMMENDED BUDGET	
07	00-00-4501	ANNUAL CONTRIB - UTILITY	797,000	900,000	900,000	900,000
07	00-00-4600	Contributions from Reserves	-			
	New account	Contribution from CARES Funds		676,001	676,001	-
		TOTAL UTILITY FUND CAPITAL PROJECTS REVE	797,000	1,576,001	1,576,001	900,000
	Contract Services					
16	00-00-7503	PS -Engineering Well	107,330	-	-	
		TOTAL Contract Services	107,330	-	-	-
	Capital Outlay					
16	00-00-9055	Trans Line to Taylor Crest	3,400			
07	00-00-9180.02	Tele of Concrete Lines WW (other Lines)	11,553	90,000	253,447	150,000
07	00-00-9180.02	Tele of Concrete Lines WW (Memorial)		90,000	-	
07	00-00-9180.05	Generator at TC				
07	00-00-9054	Chlorine Analyzers (All Plants)		90,000	90,000	
07	00-00-9180.04	Replace of Concrete Lines WW		500,000	105,000	350,000
07	00-00-9182	REPLACE WATER LINES		400,000	900,000	750,000
07	00-00-9182.01	Gessner Water Lines with Roadway Design		887,500		750,000
07	00-00-9182.03	WP #2 VFD Booster Pumps	8,722	40,000	40,000	40,000
		Groundwater Storage Tank				100,000
		Underground Utilities - BH Road			137,500	
07	00-00-9184	REPLACEMENT OF CONCRETE LINES	57,225	-	-	
07	00-00-9188	Irrigation Systems	333	-	-	
07	00-00-9191	Facilities	625,653	-	97,423	
07	00-00-9194	Rehab Back Maint Shed				12,000
16	00-00-6410	WW#5 Landscaping	21,390			
07	00-00-9192	Meter Replacement	4,103	250,000	495,898	100,000
07	00-00-9193	Paint Fire Hydrant	2,610			
07	00-00-9250	Vehcile	47,431			
		TOTAL Capital Outlay	782,419	2,347,500	2,119,268	2,252,000
		TOTAL EXPENDITURES	889,749	2,347,500	2,119,268	2,252,000
		REVENUE OVER/(UNDER) EXPENDITURES	(92,749)	(771,499)	(543,267)	(1,352,000)

CITY OF BUNKER HILL VILLAGE								
PROPOSED 2025 BUDGET								
SOLID WASTE FUND								
			2024			2025		
ACCOUNT#	DESCRIPTION	2023 ACTUAL	ADOPTED BUDGET	2024 PROJECTIONS	RECOMMENED BUDGET	INCREASE/DECREASE	% INCREASE	
	Solid Waste							
09	00-00-4610	Solid Waste Sales	492,058	495,200	495,200	529,864	34,664	7.00%
09	00-00-4750	Late Fee - Penalty	2,863	2,400	3,000	3,100	100	3.33%
		TOTAL REVENUES	494,921	497,600	498,200	532,964	34,764	6.98%
	Support Services							
09	00-00-8130	Banking/CC Fees	5,693	5,500	5,500	5,500	-	0.00%
09	00-00-8990	Solid Waste Collection	454,813	467,000	467,000	489,000	22,000	4.71%
09	00-00-8991	Administration Fee	34,070	36,115	36,115	38,282	2,167	6.00%
		TOTAL Support Services	494,576	508,615	508,615	532,782	24,167	4.75%
		TOTAL SOLID WATER EXP	494,576	508,615	508,615	532,782	24,167	4.75%
		REVENUE OVER/(UNDER) EXPENDITURES	345	(11,015)	(10,415)	182	10,597	-101.75%

CITY OF BUNKER HILL VILLAGE							
PROPOSED 2025 BUDGET							
METRO FUND							
			2024	2024	2025		
ACCOUNT #	DESCRIPTION	2023 ACTUAL	ADOPTED BUDGET	PROJECTIONS	RECOMMENDED BUDGET	INCREASE/DECREASE	
10	00-00-4810	Sales Tax Metro	134,001	134,000	134,000	134,000	-
		TOTAL METRO REVENUES	134,001	134,000	134,000	134,000	-
	Maintenance						
10	00-00-6890	Traffic Signs & Signals		-	-	20,000	20,000
		TOTAL Commodities	-	-	-	20,000	20,000
	Support Services						
10	00-00-8810	Streets - Right of Way	90,000	90,000	90,000	90,000	-
10	00-00-8820	Streets - Lighting	24,000	24,000	24,000	24,000	-
10	00-00-8830	Streets - Lights Installation	18,902	20,000	20,000	-	(20,000)
		TOTAL Support Services	132,902	134,000	134,000	114,000	(20,000)
	Capital Outlay						
10	00-00-8810	Transfer to GF Cont	450,000				-
		TOTAL Capital Outlay	450,000	-	-	-	-
		TOTAL EXPENDITURES	582,902	134,000	134,000	134,000	-
		REVENUE OVER/(UNDER) EXP	(448,901)	-	-	-	-

CITY OF BUNKER HILL VILLAGE						
PROPOSED 2025 BUDGET						
RESTRICTED DONATION FUND						
ACCOUNT #	DESCRIPTION	2023 ACTUAL	2024 ADOPTED BUDGET	2024 PROJECTIONS	2025 RECOMMENDED BUDGET	INCREASE / DECREASE
	Restricted Donation Revenue					
14 00-00-4920	Contirbutions	23,941	-	5,000	5,000	-
14 00-00-4910	Interest Income			300	300	
	TOTAL REVENUES	23,941	-	5,300	5,300	-
	Support Services/Capital Outlay					
14 00-00-8130	Bank Fee					
14 00-00-9139	Capital Outlay	-	-	24,000	5,000	(19,000)
	TOTAL Support Services	-	-	24,000	5,000	(19,000)
	TOTAL SOLID WATER EXP	-	-	24,000	5,000	(19,000)
	REVENUE OVER/(UNDER) EXPENDITURES	23,941	-	(18,700)	300	19,000

CITY OF BUNKER HILL VILLAGE							
PROPOSED 2025 BUDGET							
OFFSITE TREE PROGRAM							
			2024	2024	2025	INCREASE /	
ACCOUNT #	DESCRIPTION	2023 ACTUAL	ADOPTED BUDGET	PROJECTIONS	RECOMMENDED BUDGET	DECREASE	% INCREASE
	Offsite Tree Program						
17 00-00-4351	Offsite Tree Program	98,935	60,000	100,000	100,000	-	0%
17 00-00-4990	Transfer In						
	TOTAL REVENUES	98,935	60,000	100,000	100,000	-	0%
	Support Services						
17 00-00-8752	Offsite Tree Program	46,450	100,000	200,000	150,000	(50,000)	-25%
	TOTAL Support Services	46,450	100,000	200,000	150,000	(50,000)	-25%
	TOTAL SOLID WATER EXP	46,450	100,000	200,000	150,000	(50,000)	-25%
	REVENUE OVER/(UNDER)						
	EXPENDITURES	52,485	(40,000)	(100,000)	(50,000)	50,000	-50%

City of Bunker Hill Village - Capital Improvements Plan
2025 Budget
Years 2025 - 2029 5 Year Capital Plan
Years 2030 - 2034 10 Year Long Range Forecasting

Based on 2024 Budget Filling - August 15, 2023; 2024 Projections; & 2023 Audit for Fund Actuals

	5 Year Capital Plan						Additional 5 Year Forecast					
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10 Year Totals
General Fund - Infrastructure (streets & drainage) - GF Revenues from Tax Collections (not fund balance)	\$2,540,000	\$2,040,000	\$1,822,650	\$1,729,601	\$1,733,965	\$1,733,040	\$1,721,398	\$1,707,791	\$2,233,365	\$2,139,785	\$2,469,784	\$19,331,379
Subtotal GF by Year	\$2,540,000	\$2,040,000	\$1,822,650	\$1,729,601	\$1,733,965	\$1,733,040	\$1,721,398	\$1,707,791	\$2,233,365	\$2,139,785	\$2,469,784	\$19,331,379
Total Available including Carryover	\$5,208,048	\$6,149,448	\$5,103,098	\$5,677,699	\$3,101,664	\$1,924,704	\$2,106,102	\$2,092,495	\$2,618,069	\$2,524,489	\$2,935,886	
Proceeds from Other Sources: 2021 Debt Service; Metro; MVPD Reserves; etc.	\$209,243	\$862,667										\$1,071,910
Total Available including Other Sources	\$5,417,291	\$7,012,115	\$5,103,098	\$5,677,699	\$3,101,664	\$1,924,704	\$2,106,102	\$2,092,495	\$2,618,069	\$2,524,489	\$2,935,886	
TOTAL OF GF PROJECTS	\$1,307,843	\$3,731,667	\$1,155,000	\$4,310,000	\$2,910,000	\$1,540,000	\$1,640,000	\$640,000	\$1,640,000	\$2,440,000	\$1,890,000	\$21,896,667
Remaining Balance General Fund for CIP	\$4,109,448	\$3,280,448	\$3,948,098	\$1,367,699	\$191,664	\$384,704	\$466,102	\$1,452,495	\$978,069	\$84,489	\$1,045,886	

	5 Year Capital Plan						Additional 5 Year Forecast					
General Fund	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2033	
Streets												
Street Rehab -- Point Repairs / minor streets	\$28,000	\$122,000	\$75,000	\$250,000	\$300,000	\$200,000	\$200,000	\$200,000	\$200,000	\$600,000	\$200,000	\$2,347,000
Asphalt Design	\$196,600			\$100,000								\$100,000
Memorial Drive Overlay (2/3 cost BHV; CoH 1/3) (every 8 years)					\$550,000							\$550,000
Flintdale Overlay (every 10 years)					\$320,000							\$320,000
Knipp (every 8 years)			\$490,000									\$490,000
Taylor Crest(every 8 years)		\$425,000										\$425,000
Strey				\$320,000								\$320,000
Bunker Hill Road Overlay (every 12 years)	\$200,000	\$2,100,000										\$2,300,000
Concrete												
Gessner Northbound & Memorial - AFA, Design & Construction *Additional Funds in Metro - Design Costs in 2023; 20% match in 2024	\$300,000	\$600,000		\$2,500,000								\$3,100,000
Traffic Signal Gessner/Memorial and Plantation/ Memorial				200,000	400,000	500,000						\$1,100,000
Other Streets Based on Rating Per Street Assessment			\$300,000	\$700,000	\$800,000	\$200,000	\$1,200,000	\$200,000	\$1,200,000	\$1,200,000	\$1,200,000	\$7,000,000

City of Bunker Hill Village - Capital Improvements Plan

2025 Budget

Years 2025 - 2029 5 Year Capital Plan

Years 2030 - 2034 10 Year Long Range Forecasting

Based on 2024 Budget Filling - August 15, 2023; 2024 Projections; & 2023 Audit for Fund Actuals

	5 Year Capital Plan						Additional 5 Year Forecast					
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10 Year Totals
Sidewalk Construction	\$100,000		\$200,000		\$300,000					\$400,000		\$900,000
Dads Club Sidewalk (Partnership Project - Drainage along Memorial Dr for Frostwood Elementary)						\$400,000						\$400,000
Streets Master Plan (Minor Streets)	\$45,000											\$45,000
Parking Lot Design and Construction		\$100,000										\$100,000
Beautification	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$400,000
Total Streets:	\$909,600	\$3,387,000	\$1,105,000	\$4,110,000	\$2,710,000	\$1,340,000	\$1,440,000	\$440,000	\$1,440,000	\$2,240,000	\$1,440,000	\$19,652,000
Special Projects - Drainage												
Localized Drainage Projects (Taylor Crest Ct 2022)	\$50,000	\$150,000	\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,800,000
Regional Drainage Projects / Policy Projects -											\$250,000	\$250,000
Drainage Master Plan		\$50,000										\$50,000
Total Drainage:	\$50,000	\$200,000	\$50,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$450,000	2,100,000
Facilities & Public Safety												
Public Works Facility (35% GF)	\$50,000	\$50,000										\$50,000
Generator City Hall Public Works Building/Emergency Disaster Building	\$89,000											\$0
Memorial Village Fire Dept Capital Outlay	\$112,676	\$38,000										\$38,000
Memorial Villages Police Department - Capital Projects	\$96,567	\$56,667										\$56,667
Total Facilities/Public Safety Projects:	\$348,243	\$144,667	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$144,667
TOTAL GENERAL FUND PROJECTS	\$1,307,843	\$3,731,667	\$1,155,000	\$4,310,000	\$2,910,000	\$1,540,000	\$1,640,000	\$640,000	\$1,640,000	\$2,440,000	\$1,890,000	\$21,896,667

City of Bunker Hill Village - Capital Improvements Plan

2025 Budget

Years 2025 - 2029 5 Year Capital Plan

Years 2030 - 2034 10 Year Long Range Forecasting

Based on 2024 Budget Filling - August 15, 2023; 2024 Projections; & 2023 Audit for Fund Actuals

	2024	5 Year Capital Plan					Additional 5 Year Forecast					10 Year Totals
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10 Year Totals

	2024	5 Year Capital Plan					Additional 5 Year Forecast					10 Year Totals
Utility Fund	2024 Filed Budget	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10 Year Totals
Utility Fund- Water Production	\$450,000	\$450,000	\$370,000	\$370,000	\$370,000	\$370,000	\$370,000	\$370,000	\$370,000	\$370,000	\$370,000	\$4,230,000
Utility Fund- Infrastructure (W&WW Lines)	\$450,000	\$450,000	\$521,319	\$567,073	\$614,338	\$640,959	\$666,413	\$690,384	\$712,517	\$712,517	\$732,413	\$6,757,933
Proceeds from Other Sources: 2021 Bonds; Other Bonds; CARES ACT; Reserves; Etc.	\$676,001			\$57,950	\$226,800		\$6,000,000		\$50,000	\$100,000		\$7,110,751
Subtotal UF by Year	\$1,576,001	\$900,000	\$891,319	\$995,023	\$1,211,138	\$1,010,959	\$7,036,413	\$1,060,384	\$1,132,517	\$1,182,517	\$1,102,413	\$18,098,684
Total Available including Carryover	\$4,640,874	\$3,421,606	\$2,060,925	\$2,015,948	\$2,427,086	\$1,723,045	\$7,199,458	\$1,619,843	\$2,112,360	\$2,162,360	\$1,924,772	
TOTAL OF UF PROJECTS, VEHICLES AND EQUIPMENT	\$2,119,268	\$2,252,000	\$1,040,000	\$800,000	\$1,715,000	\$1,560,000	\$6,640,000	\$640,000	\$1,290,000	\$1,340,000	\$1,340,000	\$20,736,268
Remaining Balance Utility Fund for CIP	\$2,521,606	\$1,169,606	\$1,020,925	\$1,215,948	\$712,086	\$163,045	\$559,458	\$979,843	\$822,360	\$822,360	\$584,772	

	2024	5 Year Capital Plan					Additional 5 Year Forecast					10 Year Totals
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10 Year Totals

UTILITY FUND												
Utility Water Production												
Booster Pumps	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$40,000	\$400,000
Ground Storage Tanks		\$100,000			\$240,000	\$600,000	\$500,000					\$1,440,000
Chlorine Analyzers - (All Well Sites)	\$90,000											\$0
Replacement or New Well					\$400,000	\$300,000	\$5,500,000					\$6,200,000
Paint Fire Hydrants						\$20,000						\$20,000
Meter Replacement Project	\$495,898	\$100,000										\$100,000
Total Water Production:	\$625,898	\$240,000	\$40,000	\$40,000	\$680,000	\$960,000	\$6,040,000	\$40,000	\$40,000	\$40,000	\$40,000	\$8,160,000

Utility Water Lines												
Construction of Transmission Main for new Water Well and Generator												
Replacement of Water Lines/ Water Rehab (spec and design 2024)	\$900,000	\$350,000	\$500,000	\$350,000	\$350,000	\$350,000	\$350,000	\$350,000	\$650,000	\$650,000	\$650,000	\$4,550,000

City of Bunker Hill Village - Capital Improvements Plan

2025 Budget

Years 2025 - 2029 5 Year Capital Plan

Years 2030 - 2034 10 Year Long Range Forecasting

Based on 2024 Budget Filling - August 15, 2023; 2024 Projections; & 2023 Audit for Fund Actuals

	5 Year Capital Plan						Additional 5 Year Forecast					
	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	10 Year Totals
Underground Utilities - Bunker Hill Road	\$137,500											
Gessner Water Line with Roadway Reconstruction (in GF)		\$750,000										\$750,000
Utility Wastewater Lines												
Replacement of Concrete Lines	\$105,000	\$750,000	\$500,000	\$350,000	\$350,000	\$250,000	\$250,000	\$250,000	\$550,000	\$550,000	\$550,000	\$4,350,000
Televising Concrete Lines (other lines)	\$253,447	\$150,000										\$150,000
Total Water & WW Lines:	\$1,395,947	\$2,000,000	\$1,000,000	\$700,000	\$700,000	\$600,000	\$600,000	\$600,000	\$1,200,000	\$1,200,000	\$1,200,000	\$11,195,947
Public Works Facility (UF 65%)	\$97,423											\$0
Rehab Back Maint Shed		\$12,000										\$12,000
Motor Control Panel (MCC) Water Plant 2				\$300,000								\$300,000
TOTAL UTILITY FUND PROJECTS	\$2,119,268	\$2,252,000	\$1,040,000	\$740,000	\$1,380,000	\$1,560,000	\$6,640,000	\$640,000	\$1,240,000	\$1,240,000	\$1,240,000	\$17,972,000
Vehicles and Equipment												
Public Works (Jet Truck & Backhoe 2028)					\$335,000					\$100,000	\$100,000	\$535,000
Public Works Vehicle				\$60,000					\$50,000			\$110,000
Total Capital Outlay for Vehicles & Equipment:	\$0	\$0	\$0	\$60,000	\$335,000	\$0	\$0	\$0	\$50,000	\$100,000	\$100,000	\$645,000
TOTAL UTILITY FUND PROJECTS, VEHICLES AND EQUIPMENT	\$2,119,268	\$2,252,000	\$1,040,000	\$800,000	\$1,715,000	\$1,560,000	\$6,640,000	\$640,000	\$1,290,000	\$1,340,000	\$1,340,000	\$18,617,000

Project	Staff Responsibility	2024										2025													
		2025 Budget	Notes	Council Action	June	July	August	September	October	November	December	January	February	March	April	May	June	July	August	September	October	November	December		
Streets																									
Bunker Hill Road Overlay	Elvin	\$2,100,000	200K in 2024 for Underground	Design approved May CC	Design		Underground Utility 200K	Bid Contract Construction Cost			Award CC		Construction												
Gessner Northbound & Memorial - AFA, Design & Construction *Additional Funds in	Gerardo	\$900,000									Design	Design													
Taylor Crest Road Overlay	Elvin	\$425,000		Design approved May CC	Design			Bid Contract Cost			Award CC		Construction												
Sidewalks in the City	Elvin	\$300,000	\$100K in 2024 and 150K in 2025			Bid Contract Cost	Award CC	Construction					Bid Contract Cost		Award CC		Construction								
Asphalt Rehab -- Point Repairs and Minor Streets	Elvin	\$200,000														Bid Contract Cost		Award CC		Construction					
Facility																									
Rehab Maint Shed	Elvin	\$12,000											Bid Contract Cost		Award CC		Construction								
City Hall Parking Lot	Elvin	\$100,000												Bid Contract Cost			Award CC	Construction							
Water																									
Replacement of Water Lines (Coronavirus funds)	Gerardo	\$900,000			Design		Bid Contract Cost	Award CC	Construction			Construction													
Replacement of Water Lines	Elvin	\$350,000									Bid Contract Cost		Award CC	Construction											
Meter Replacement	Elvin	\$500,000			Install Meters			AMI Install					Install Meters												
Wastewater																									
Televising Concrete Lines	Elvin	\$150,000											Bid Contract Cost		Award CC	Televising									
Replacement of Waste Water Lines	Elvin	\$350,000											Bid Contract Cost		Award CC	Construction									

RESOLUTION NO. 07-24-2024

A RESOLUTION OF THE CITY OF BUNKER HILL VILLAGE, TEXAS, ADOPTING THE PROPOSED TAX RATE CONTAINED IN THE CITY'S PROPOSED 2025 MUNICIPAL BUDGET AS THE CITY'S PROPOSED 2024 TAX RATE TO BE CONSIDERED FOR ADOPTION AT A PUBLIC HEARING HELD FOR THAT PURPOSE; DESIGNATING THE OFFICIAL WHO SHALL MAKE THE CALCULATIONS AND PROVIDE THE INFORMATION ASSOCIATED WITH THE CONSIDERATION AND ADOPTION OF THE CITY'S 2024 TAX RATE; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT.

* * * * *

WHEREAS, the City has proposed a 2025 Municipal Budget;

WHEREAS, the proposed 2025 Municipal Budget contains a proposed 2024 tax rate to support the proposed budget;

WHEREAS, Section 26.17 of the Texas Tax Code makes references to “the tax rate proposed by the governing body;”

WHEREAS, the City Council is of the opinion that the proposed tax rate contained in the proposed 2025 Municipal Budget is the appropriate tax rate to be considered for adoption at a public hearing to be held for that purpose, pursuant to Section 26.05 of the Texas Tax Code; and

WHEREAS, the Texas Tax Code requires that the City Council designate a public employee or official to perform certain functions in connection with the tax rate adoption process;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Bunker Hill Village:

Section 1. The City Council adopts the proposed ad valorem tax rate of \$ 0.27100 on each One Hundred Dollars (\$100) of assessed valuation on all property, real, personal, and mixed, within the corporate limits upon which an ad valorem tax is authorized by law to be levied by the City of Bunker Hill Village, Texas. The proceeds from such tax shall be allocated to the payment of the general and current expenses of the government of the City. The proposed tax rate will be considered for adoption at a public hearing to be held for that purpose, pursuant to Section 26.05 of the Texas Tax Code; The roll was called of the duly constituted officers and members of the City Council:

Officer		Vote
Robert P. Lord	Mayor	Does Not Vote
Susan B. Schwartz	Mayor Pro-Tem	Yes
Eric Thode	Councilmember	Yes
Carl Moerer	Councilmember	Yes
Keith Brown	Councilmember	Yes
Andrew Poor	Councilmember	Yes

Section 2. The Tax Assessor Collector is designated as the public officer or employee of the City who will make the calculations required by Section 26.04 of the Texas Tax Code and will provide information to other governmental entities regarding the adoption of the City’s 2024 tax rate.

Section 3. City staff is directed to provide the required notices, and publish the required information, concerning the City’s proposed 2024 tax rate and the time and date for the public hearing that will be held on the proposed 2024 tax rate.

PASSED, APPROVED, AND RESOLVED this 24th day of July, 2024.

Susan B. Schwartz, Mayor Pro-Tem

ATTEST:

Gerardo Barrera, City Administrator/ Acting City Secretary