



# MPTX ASSOCIATES

DISASTER RECOVERY  
GRANT ADMINISTRATION  
PROJECT MANAGEMENT

TEAMED WITH

# HYDREX ENVIRONMENTAL

GRANT COMPLIANCE  
INFRASTRUCTURE SERVICES  
AERIAL / MAPPING

PROPOSAL TO:

# CITY OF ROSE HILL ACRES

GRANT ADMINISTRATION & MANAGEMENT SERVICES

TX-4332 CDBG-DR DISASTER RECOVERY



HAZARD MITIGATION  
DISASTER RECOVERY  
REGIONAL PLANNING

Monday, June 10, 2019

## TRANSMITTAL LETTER

**To:** Karen Granato, Town Secretary, Rose Hill Acres  
**Address:** 100 Jordan Rd, Rose Hill Acres, TX 77657  
**From:** Greg J. Wobbe, CFM; Principal, MPTX Associates  
**Subject:** **RFP – Grant Administration Management Services, TX-4332 Disaster Recovery**

Thank you for this opportunity to present the enclosed proposal to work with the City of Rose Hill Acres pursuant to CDBG-DR grant funding for Harvey Disaster Recovery. This letter communicates our commitment to provide all services required to make these important projects a success.

MPTX Associates (MPTX) is a Texas corporation specializing in grant administration and project delivery for federal grant funded projects. We further specialize in flood mitigation, emergency management, and regional projects and planning services. Importantly, MPTX Associates has been contracted to conduct similar work for CDBG-DR grant administration and project delivery for both Hardin County and the City of Orange.

Hydrex Environmental (Hydrex) is a Texas corporation specializing in compliance permits for federal grant funded projects, environmental assessment, drone technology, and digital mapping.

MPTX will serve as lead contractor. Both our firms strongly support emergency service functions and principles of local government. Our firms are equal opportunity employers and are drug-free workplaces in compliance with all federal and Texas statutes. We accept and abide by all terms, conditions, and Standards of Performance for the contract resulting from this RFP.

With all due respect, we consider ourselves the most qualified grant administrators based on experience, qualifications, established working relationships, and ability to start work immediately. We understand the disaster recovery needs, goals and vision for Rose Hill Acres and are committed to investing our best performance and quickly moving forward with the project.

We appreciate this opportunity to serve and assist Rose Hill Acres and would be pleased to engage in further discussions of our qualifications.

Sincere regards,

GREG J. WOBBE, CFM  
PRINCIPAL/CEO  
MPTX ASSOCIATES, INC.  
CELL: (512) 820-8134  
EMAIL: [GREG@MPTX-INC.COM](mailto:GREG@MPTX-INC.COM)  
WEB: [MPTX-INC.COM](http://MPTX-INC.COM)

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## EXECUTIVE SUMMARY

**PROPOSAL STRUCTURE:** This proposal is a response to Rose Hill Acres' *Request for Proposals (RFP) for Grant Administration Services*, funded by Hurricane Harvey CDBG-DR Disaster Recovery (CDBG-DR, GLO). Our proposal is structured to be brief and to the point, and demonstrate our ability to quickly move forward with the project. Sections 1 through 4 address required materials in the RFP, and Section 5 contains attachments and signature authorization forms.

**EXPERIENCE:** MPTX Associates has a strong track record of successful management disaster recovery grant funded projects. We have worked on many similar and related projects for Hardin County, and disaster recovery grants are our primary specialty. We will employ our experience and capabilities to achieve successful grant awards and implement projects which support Rose Hill Acres' long-term objectives.

To date our staff has successfully conducted 28 disaster preparation and recovery planning projects over the last 14 years, all of which were approved by sanctioning agencies (GLO, TDEM, HUD, and FEMA Region VI).

Importantly, from 2005 through 2019, grant applications we developed resulted in funding to local governments totaling \$68.7 million. Grant administration and project delivery is what we do. Experience, professionalism, immediate capability, and service are our strengths.

**WORK PERFORMANCE / CAPACITY TO PERFORM:** It is our opinion that the MPTX and Hydrex team are the only firms capable of immediately starting and completing the first milestone by August 31<sup>st</sup>, 2019. We take responsibility for the quality of all products. We handle everything, including all meetings, printed materials, correspondence, documentation, and reporting in coordination with local, state, and federal agencies. We conduct this work under supervision of Town staff and follow instructions at all stages.

Our extensive experience developing FEMA and HUD sanctioned disaster recovery and mitigation grants and projects in Texas will guide this process. Having worked on many disaster recovery projects for Hardin County, we understand the opportunity these disaster recovery funding programs present, are familiar with the terrain and jurisdictions, and maintain an extensive data analysis and mapping database that is relevant to Rose Hill Acres, Hardin County and this proposed grant funded project.

### PROJECT TEAM

CATEGORY	STAFF PROFESSIONAL	SPECIALIZATION	CDBG-DR CATEGORY (PRIMARY)
Executive	<b>Greg Wobbe, CFM, MCRP</b>	Executive - Grant Administration	Housing, Infrastructure, Economic Dev't
Executive	<b>Clayton Collier, REM, PWS</b>	Executive – Environmental Science	Environmental, Infrastructure
Senior Technical	<b>Rachel Phipps</b>	GIS mapping, database management	Housing, Infrastructure
Senior Technical	<b>John Hargrove, PE</b>	Geotechnical Environmental & Civil Engineering	Geotechnical, Infrastructure



CATEGORY	STAFF PROFESSIONAL	SPECIALIZATION	CDBG-DR CATEGORY (PRIMARY)
Senior Technical	<a href="#">James Olson</a>	Large Project Engineering	Infrastructure
Senior Technical	<a href="#">Josh Pulley</a>	Emergency Management	Infrastructure
Technical	<a href="#">Christina Keim, REM</a>	Biology	Environmental
Technical	<a href="#">Adam Cox</a>	GIS mapping, database management	Housing, Infrastructure
Technical	<a href="#">John Chapman</a>	GIS mapping, database management	Housing, Infrastructure

Additional team information is located in qualifications section, resumes.

**SAM REGISTRATION:** Both MPTX and Hydrex are registered for federal contracting under the System for Award Management (SAM).

### PROJECT UNDERSTANDING AND APPROACH

The project approach will follow preferences and expectations of Rose Hill Acres. Presented as an option is a team approach to project delivery and administration of Hurricane Harvey disaster recovery grants. MPTX and Hydrex propose this team approach as a professional solution to the broad scope of disaster recovery which includes both infrastructure and housing elements, and both regulatory/programmatic and environmental/engineering.

The upcoming disaster recovery funding opportunities related to Hurricane Harvey (DR-4332) will be administered by the Texas General Land Office (GLO) in coordination with the Southeast Texas Regional Planning Commission (SETRPC) and Texas Division of Emergency Management (TDEM). Our team maintains excellent working relationships with GLO, SETRPC, and TDEM staff which will contribute to our technical strategy for project identification and scoping, application development, infrastructure planning requirements, citizen participation and qualification, and project execution.

Assisting project identification and scoping, we will utilize the notable analysis and mapping capabilities from both MPTX and Hydrex. With our combined expertise and knowledge of Hardin County, we are confident that Rose Hill Acres will have some of the best ideas and one of the clearest pictures of infrastructure and acquisition projects submitted in the State of Texas.

Our team intricately understands the programmatic rules for disaster recovery grants outlined in the Texas General Land Office State of Texas Action Plan for Disaster Recovery: Hurricane Harvey (DR-4332) – Round 1 (June 25, 2018). Our team has studied this primary guidance and attended Texas General Land Office workshops where implementation procedures were outlined in detail.

**Importantly, Rose Hill Acres has been allocated \$2,000,000 in CDBG-DR Infrastructure funding and an additional \$2,000,000 in CDBG-DR Acquisition funding (\$4 million total). Deadline for submittal of project application to GLO is August 31, 2019. We are prepared to work quickly to maximize benefits of this funding opportunity and instill a vision for the future of Rose Hill Acres.**

**TEXAS GENERAL LAND OFFICE, STATE ACTION PLAN, HURRICANE HARVEY, ROUND 1**

# State of Texas Plan for Disaster Recovery: Hurricane Harvey – Round 1

June 25,  
2018

PREPARED BY  
THE TEXAS GENERAL LAND OFFICE  
COMMUNITY DEVELOPMENT & REVITALIZATION PROGRAM

The Supplemental Appropriations for Disaster Relief Requirements, 2017 (Pub. L. 115–56), approved September 8, 2017

Furthermore, we are well versed using the project reporting systems used by the GLO (T-RecS, transitioning to TIGER in coming months), and TDEM (Grants Management System (GMS)). We will assist all technical and policy aspects of project implementation, and help optimize ultimate outcomes.

**ADDITIONAL SERVICES**

Our process will ensure the project is administered in accordance with state and federal methodology, complies with all standards and best practices, and is an easy and well-understood project from the County staff perspective. We see disaster recovery as an opportunity for Rose Hill Acres as an institution and as an overall vision for the future of the Town.

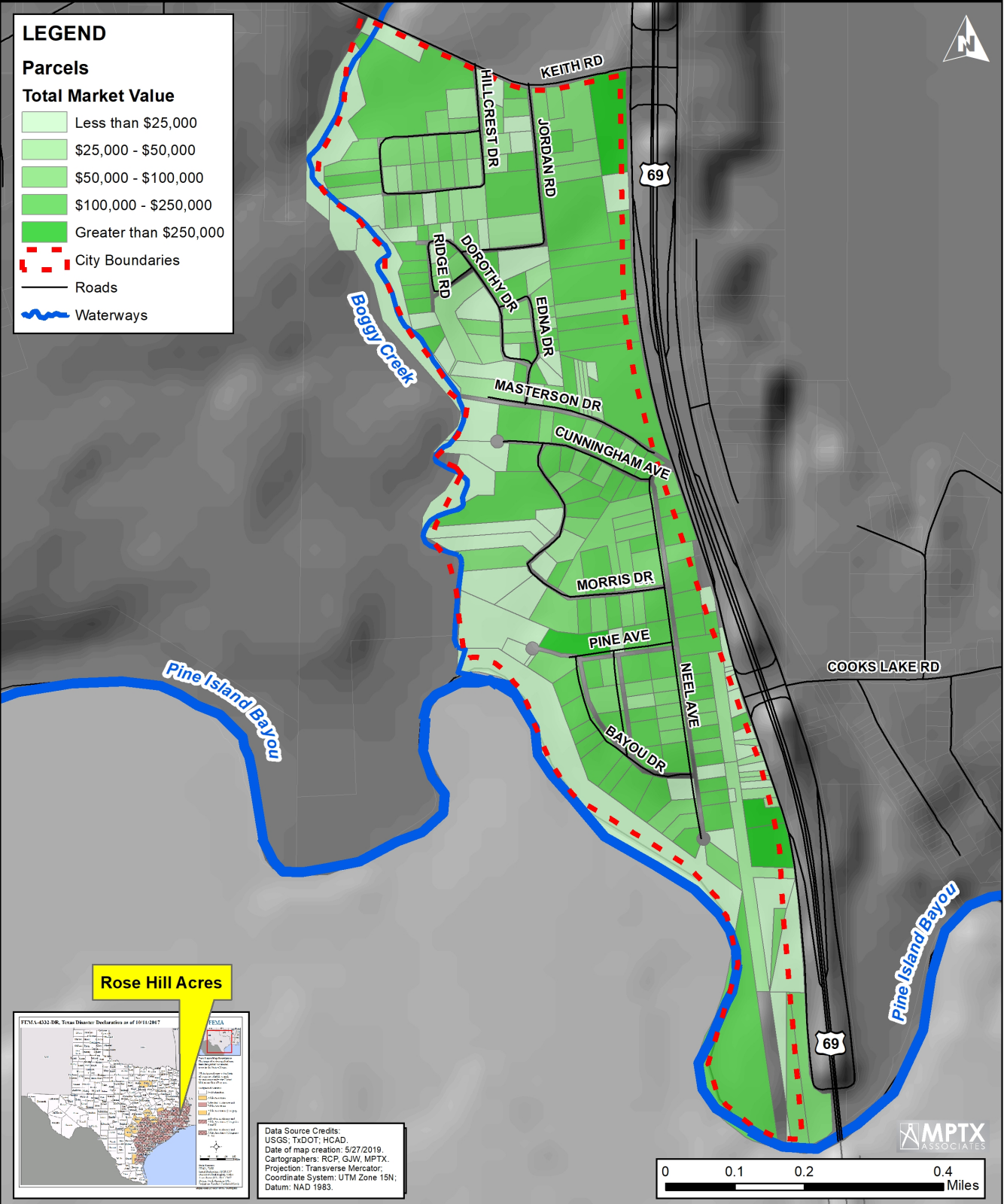
Additionally:

- 1) In addition to completion of the full scope of work to complete disaster recovery applications MPTX will assist and guide grant administration through appropriate state agencies. This includes:
  - preparing and filing quarterly reports,
  - drafting public notifications and announcements,
  - preparation of funding requests,
  - project documentation and closeout.
- 2) With two (2) Certified Floodplain Managers (CFMs), Senior Scientists, GIS mapping and database experts, and highly experienced office staff we offer general consulting and information sharing in support of disaster recovery needs and procedural support.
- 3) Finally, our team will share digital database and GIS shapefiles developed in the course of the project, which can serve as a tool for future planning and mapping projects.

Examples of previously created map products on the following pages:



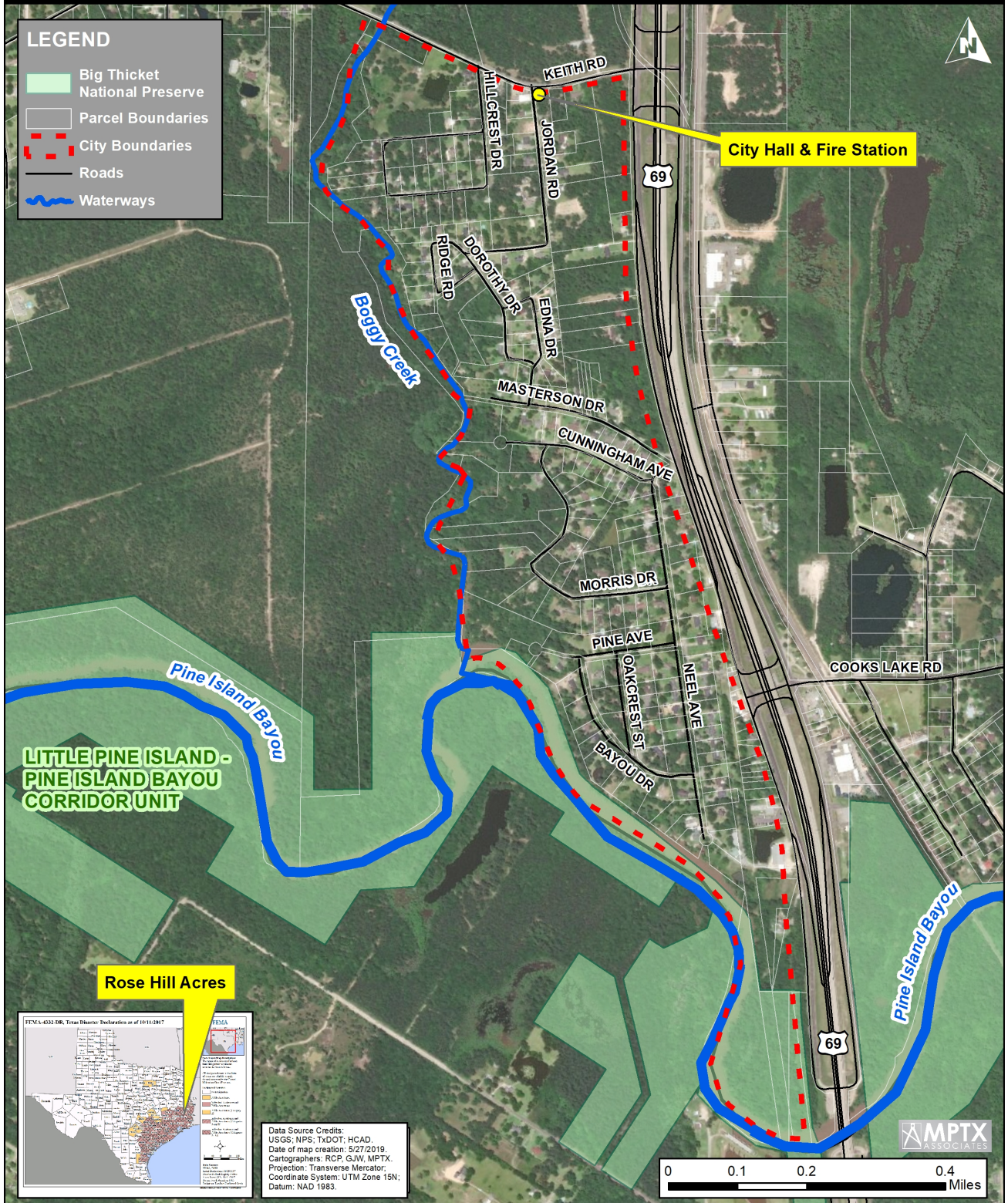
# PARCEL VALUES WITHIN CITY LIMITS ROSE HILL ACRES, TEXAS



Source: MPTX Associates



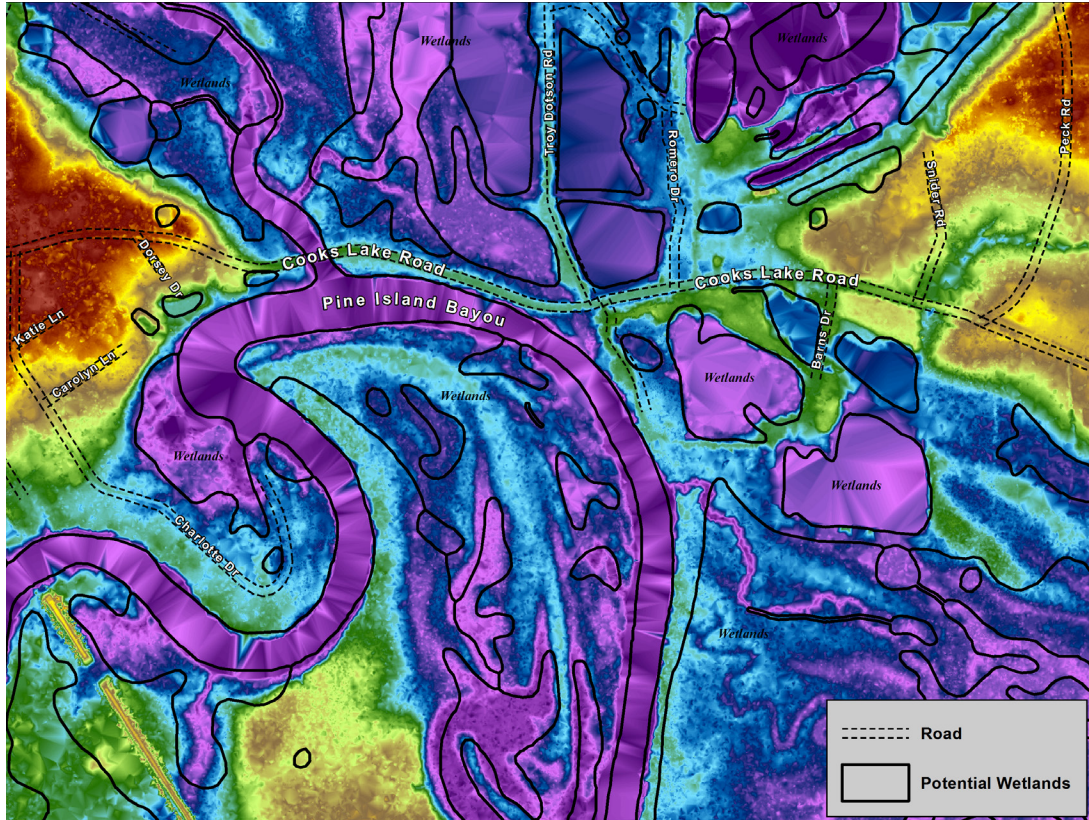
# ROADS & FACILITIES IN CITY LIMITS ROSE HILL ACRES, TEXAS



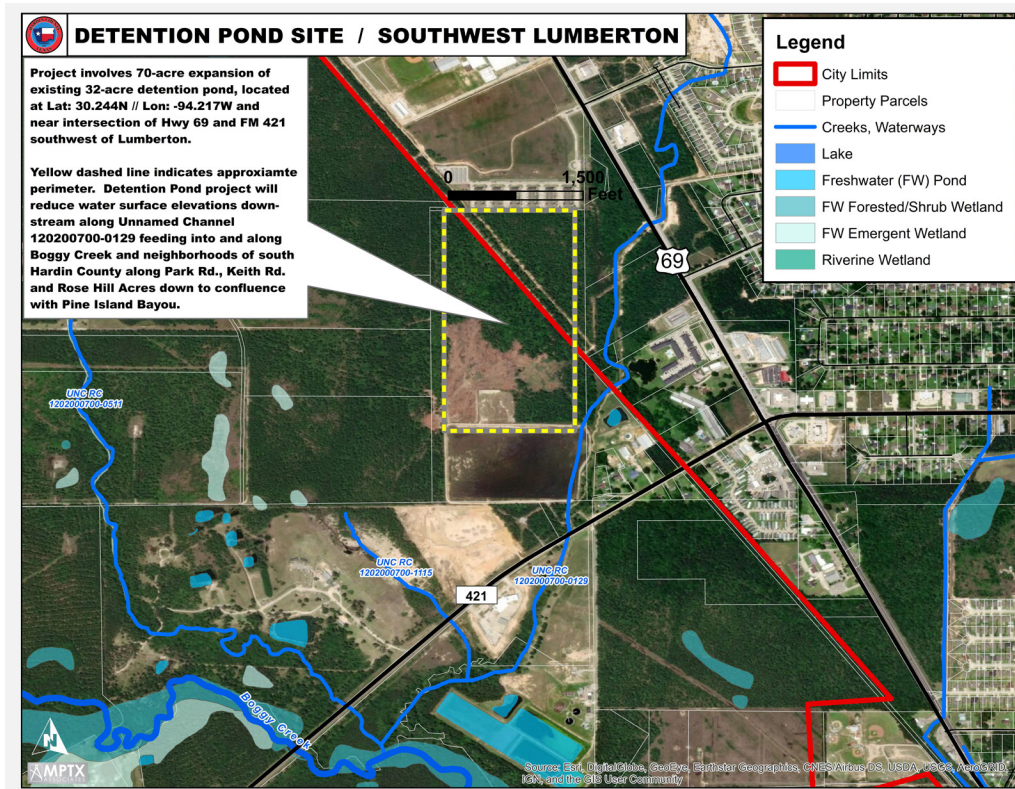
Source: MPTX Associates



### Southeast Hardin County: Cooks Lake Road, Road Elevation Project Analysis



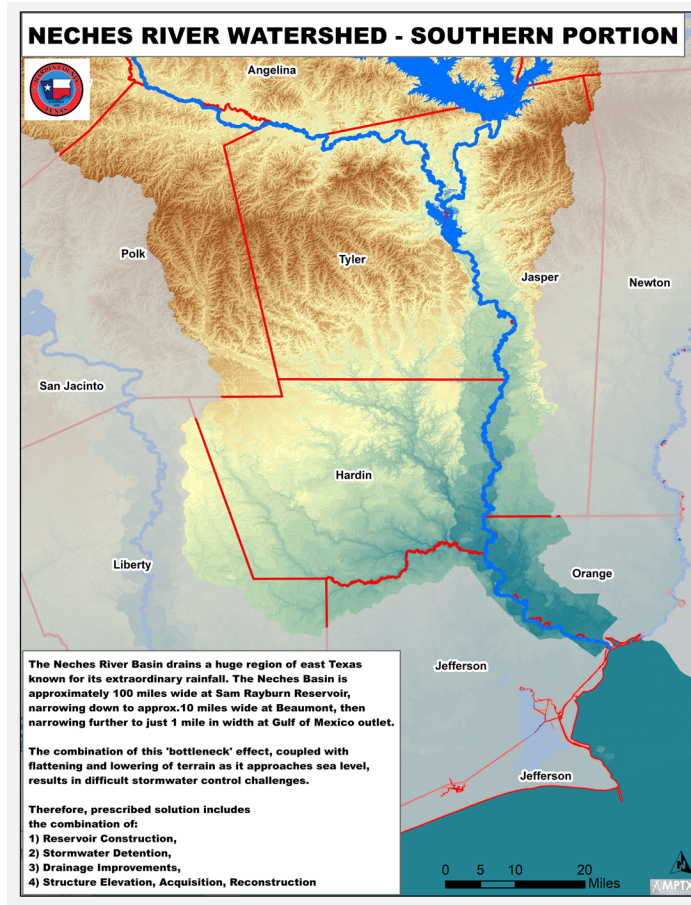
Source: Hydrex



Source: MPTX Associates

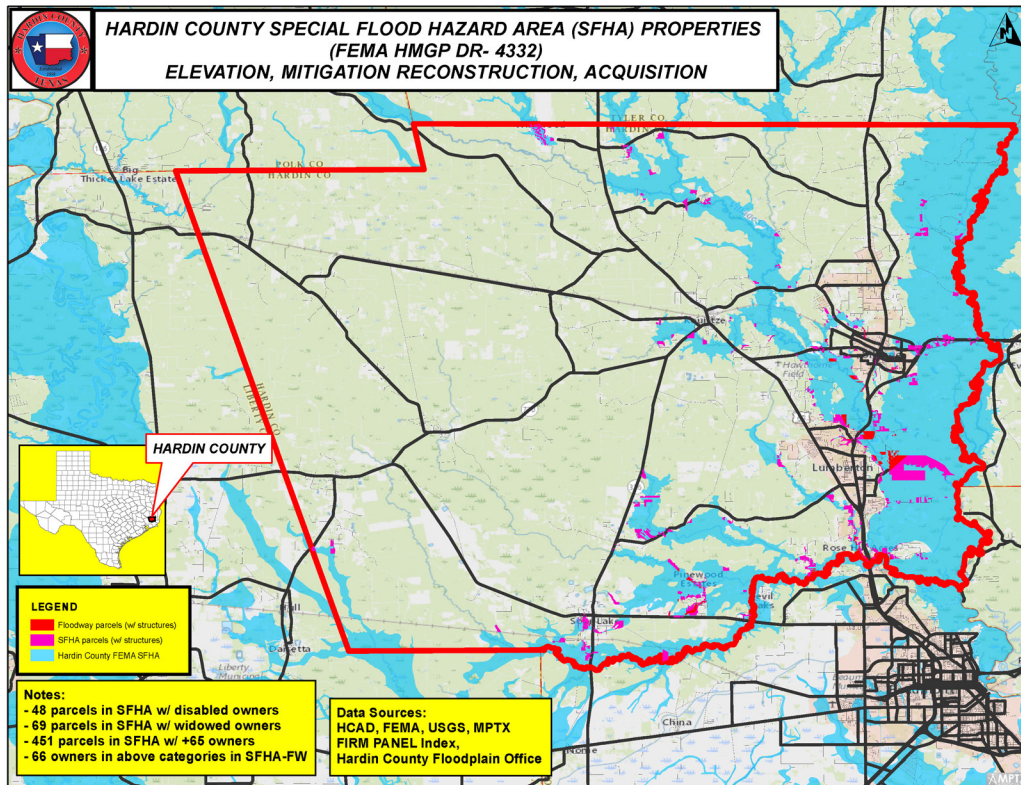
### Regional Analysis: Multi-County Project





Source: MPTX Associates

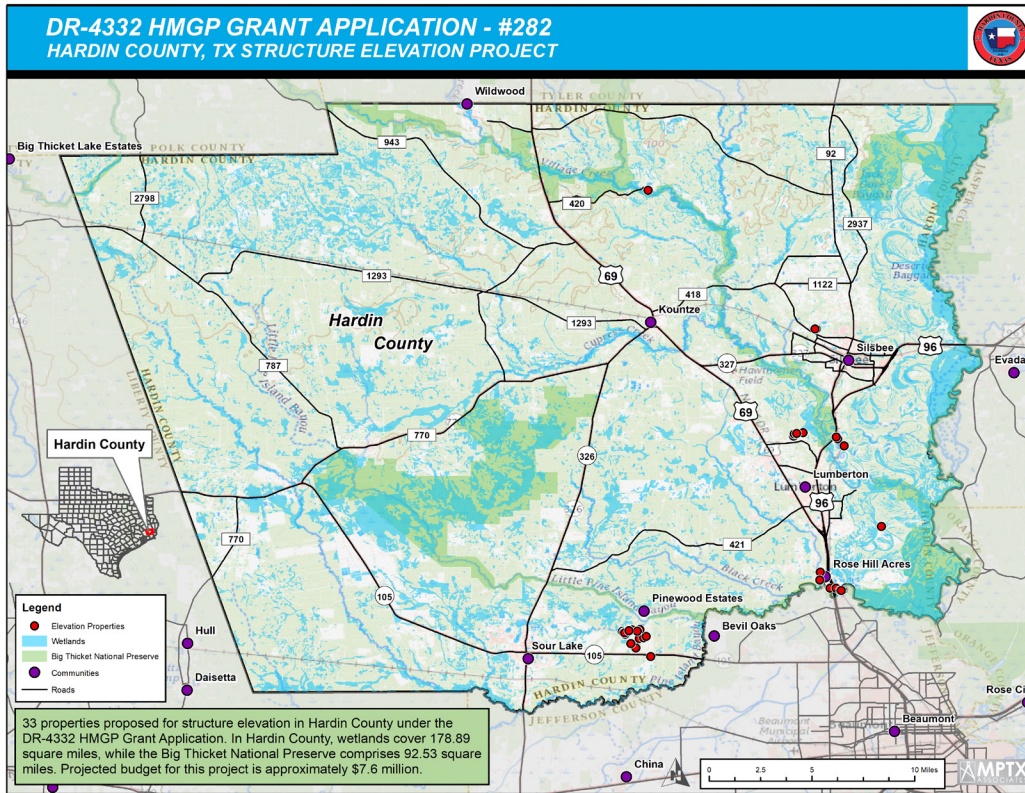
### Hardin County: Floodplain Analysis



Source: MPTX Associates

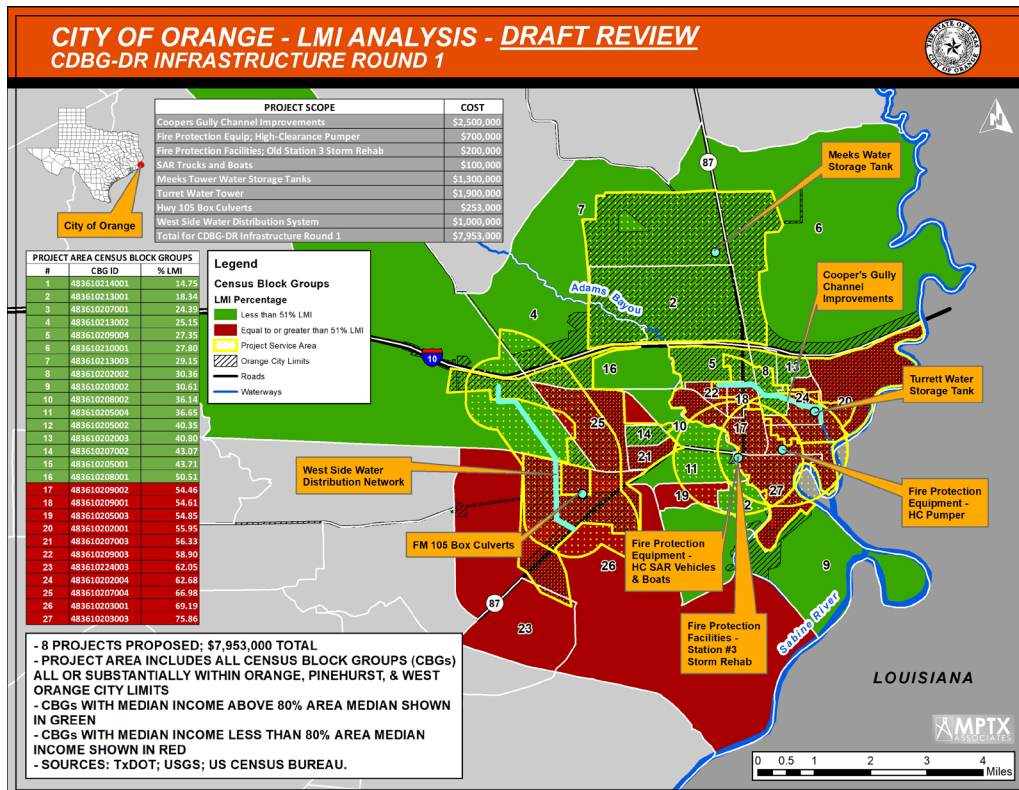


## Hardin County: Floodplain Analysis



Source: MPTX Associates

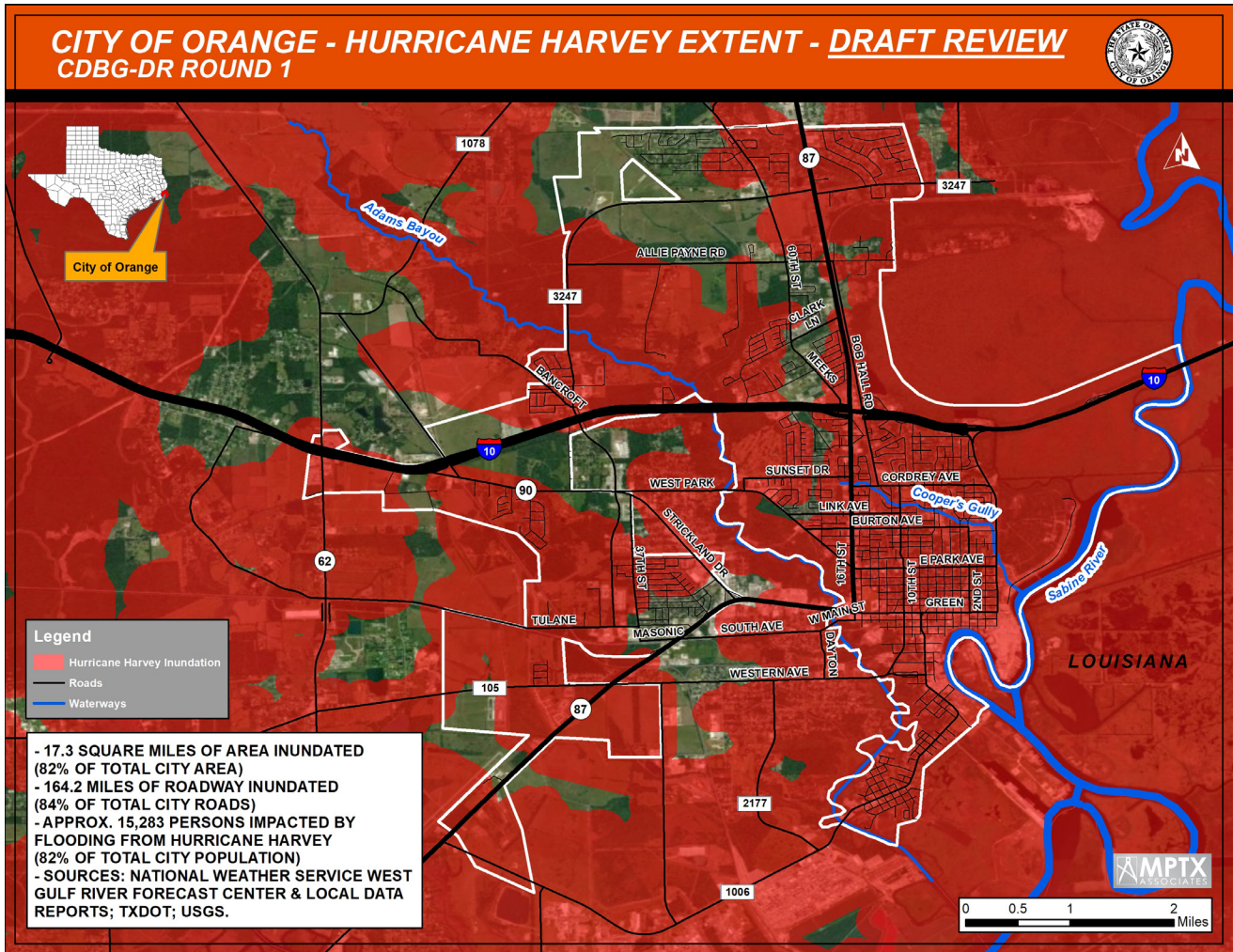
## EXAMPLE: City of Orange: Low-to-Moderate Income Analysis



Source: MPTX Associates

## City of Orange: Hurricane Harvey Extent





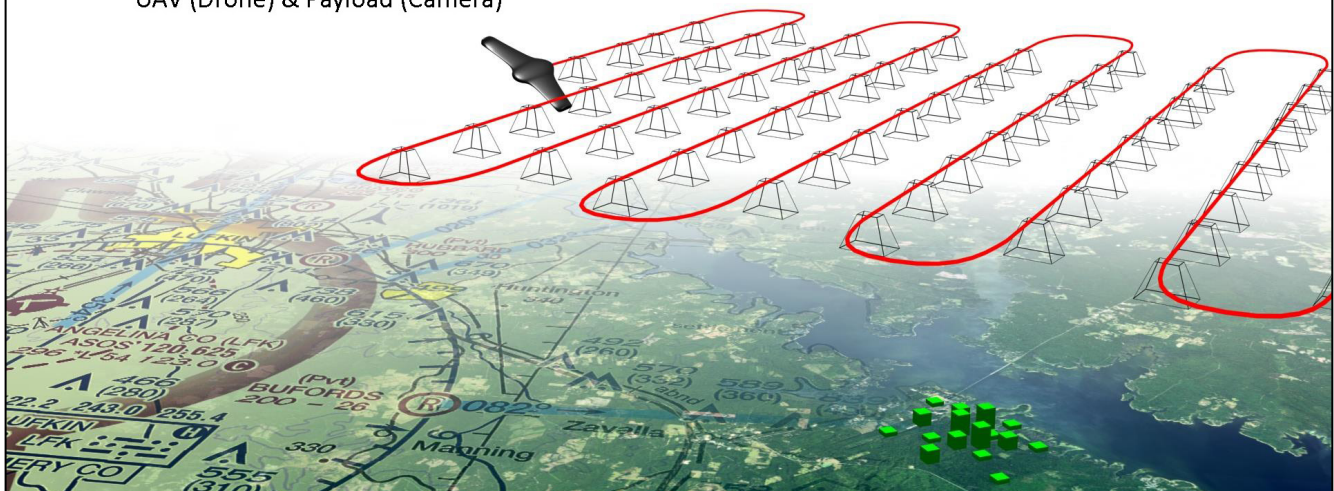
Source: MPTX Associates

## Unmanned Aerial Systems (Drones)

### Components

- FAA Certified Pilot
- Flight Computer / Controller
- UAV (Drone) & Payload (Camera)

- Flight Planning for Autonomous Flight
- Aerial Photograph Collection
- Processing through 'Photogrammetry'

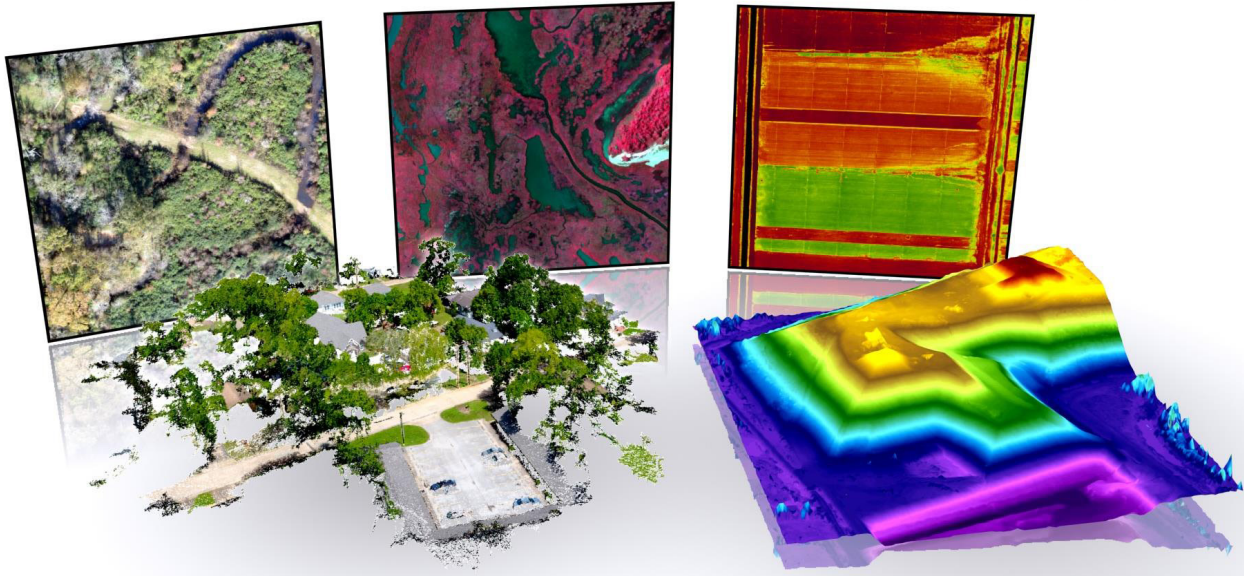


Source: Hydrex



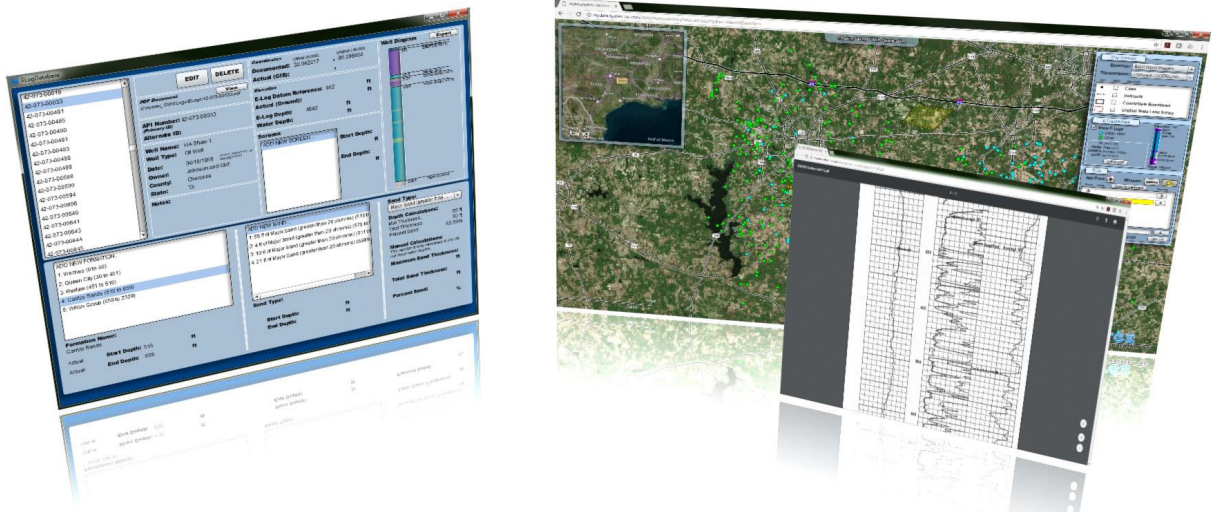
## Drone Data

High-Resolution Georeferenced Orthomosaic Imagery  
Digital Elevation Models  
3D Point Clouds



Source: Hydrex

## Data Management Programming Web Services



Source: Hydrex

## SECTION 1: EXPERIENCE AND BACKGROUND

Importantly, MPTX staff has done extensive work on Community Development Block Grants for Disaster Recovery for multiple jurisdictions, including the 2015 Floods for Hardin County and Hurricane Harvey (DR-4332) for both Hardin County and the City of Orange.

We are currently managing \$8,583,167.11 in DR-4332 CDBG-DR funding for infrastructure projects in Hardin County, with an additional \$3,388,238.56 ear-marked for acquisition & housing in Hardin County, for a grand total of \$11,971,405.70. Current projects include the following:

PROJECT	NATIONAL OBJECTIVE	PROJECT COST
Fire Protection Equipment - Radios	LMI/Urgent Need	\$4,800,000.00
Fire Protection Equipment – SAR Trucks	LMI/Urgent Need	\$1,300,000.00
Community Center	LMI/Urgent Need	\$1,100,000.00
Hospital Renovation	LMI/Urgent Need	\$1,383,167.11
Acquisition/Housing	LMI/Urgent Need	\$3,388,238.56

We are also administering the City of Orange’s DR-4332 CDBG-DR grant program, which involves managing \$7,922,687.25 in infrastructure funding and \$3,204,062.17 in acquisition funding for a combined total of \$11,126,749.40. Current projects under consideration include the following:

PROJECT	NATIONAL OBJECTIVE	PROJECT COST
Cooper’s Gully Channel Improvements	LMI	\$2,500,000.00
West Side Water Distribution	LMI	\$981,408.00
Fire Protection Equipment – High Clearance Pumper	LMI	\$744,680.00
Fire Protection Equipment – High Clearance SAR Vehicles & Boats	LMI	\$100,000.00
FM 105 Box Culverts	LMI	\$253,000.00
Turrett Water Storage Tank	LMI	\$1,900,000.00
Meeks Water Storage Tank	Urgent Need	\$1,269,685.00
Station #3 Storm Rehabilitation	LMI	\$173,913.00
Acquisition/Housing	LMI	\$3,204,062.17

MPTX staff has also conducted a number of similar projects for Hardin County. The first was an update of the County’s Hazard Mitigation Plan, which serves as a key pre-requisite for the subject FEMA Hazard Mitigation Grant Program (FEMA HMGP). The second project was the development of Hardin County’s approved Community Wildfire Protection Plan (CWPP). The third was the development of a Flood Mitigation Assistance-Severe Repetitive Loss program application for FY17.

These projects have resulted in a detailed and relevant understanding of the CDBG-DR program, Low-to-Moderate Income analysis procedures, and project structuring/design in the CDBG-DR sphere, as well as mitigation needs and recommended solutions for Rose Hill Acres and Hardin County. All projects remain on file and on stand-by to assist application development and project implementation.

**1.1. FIRM PROFILE AND CONTACT INFORMATION**


<b>Name</b>	MPTX Associates	
<b>Type</b>	C-corporation	
<b>State Registered &amp; SOS #</b>	Texas - 801859437	
<b>Texas Tax Number</b>	32052101212	
<b>Federal Tax ID</b>	46-3771547	
<b>DUNS</b>	079341037	
<b>SIC</b>	8742	
<b>North American Industrial Classification</b>	541611 (Administrative Management & General Management Consulting Services)	
<b>Department of Defense Logistics Agency Commercial and Governmental Entity Code</b>	CAGE 75DD1	
<b>Offices</b>	MPTX Associates (TX-Main)	MPTX Associates (OR)
	6018 Trinity Isle Court	207 E. 5 <sup>th</sup> Avenue, Suite 252
	Kingwood, TX 77345	Eugene, OR 97401
	Phone: 512-820-8134	Phone: 512-202-1160
	MPTX Associates (TX)	MPTX Associates (LA)
	509 Main Street, 2 <sup>nd</sup> Floor	212 Second Street
	Newton, TX 77659	Natchitoches, LA 71457
	Phone: 409-379-2790	Phone: 318-238-6811
<b>Principal Contact</b>	Greg J Wobbe, CFM Cell: 512-820-8134 // Email: <a href="mailto:greg@mptx-inc.com">greg@mptx-inc.com</a>	
<b>Website</b>	<a href="https://www.mptx-inc.com/">https://www.mptx-inc.com/</a>	






Firm Profiles (Continued)

<b>Name</b>	Hydrex Environmental
<b>Type</b>	LLC
<b>State Registered</b>	Texas
<b>Federal Tax ID</b>	81-4185303
<b>DUNS</b>	876881640
<b>North American Industrial Classification</b>	541620 (Environmental Consulting Services)
<b>Department of Defense Logistics Agency Commercial and Governmental Entity Code</b>	CAGE 7GWM0
<b>Office</b>	Hydrex Environmental 1120 NW Stallings Dr. Nacogdoches, TX 75964 Phone: 936-568-9451
<b>Principal Contact</b>	Clayton A. Collier, President Cell: 936-554-7358 // Email: <a href="mailto:ccollier@hydrex-inc.com">ccollier@hydrex-inc.com</a>
<b>Website</b>	<a href="http://hydrexenvironmental.com/">http://hydrexenvironmental.com/</a>



INDUSTRIES SERVICES DRONE & GIS MY DATA CONTACT US PERSONNEL




### Services


- Hydrogeological Investigations
- Subsurface Exploration
- Municipal, Industrial, & Hazardous Solid Waste
- Environmental Assessment
- Ecological Evaluations & Conservation
- Emissions, Monitoring, & Air Permitting
- Plans and Permitting
- Oil and Gas
- Cemetery Mapping

### Industries

- Hazardous & Solid Waste Landfills
- Municipalities
- Groundwater Conservation Districts
- Oil and Gas
- Power Stations
- Mines
- Energy Forest Management
- Agri-business
- Aggregate Production Operations
- Chemical
- Manufacturing


Recognized as an honest leader in the industry for more than two decades, Hydrex has demonstrated distinctive capabilities in geology, hydrogeology, geochemistry, engineering and environmental science. The depth of expertise in the Hydrex team spans environmental compliance, industrial and municipal solid waste management, property development, groundwater management, wetlands and stream delineation, mitigation, and permitting, cemetery mapping, natural resource management and geographic information system (GIS) mapping.





Mapping is a critical part of every project and Hydrex sets the industry standard with precise and expressive maps. Hydrex utilizes cutting-edge technology to increase efficiency while striving for the maximum level of accuracy. The **Hydrex Drone Division** takes our services to a higher level by employing professional unmanned aerial systems (UAS) in compliance with FAA regulations. Using drone technology, Hydrex provides clients with high resolution aerial imagery, topography, photography and videography.

HYDREX ENVIRONMENTAL | Established 1994  
1120 NW Stallings Dr. Nacogdoches, TX 75964  
(936) 568-9451 | [info@hydrex-inc.com](mailto:info@hydrex-inc.com)



Licensed in Texas, Louisiana, Arkansas, Mississippi, Alabama, Tennessee, Georgia, and



## **1.2. ORGANIZATION, HISTORY, AND DIRECTION**

MPTX Associates, Inc. (MPTX) project staff has a combined 30 years of experience in federal contracting work, military background, and emergency management focus. We incorporated in 2013 (Texas Secretary of State File #: 801859437) following the acquisition of hazard mitigation and emergency management division from Metro Planning, Inc.

The MPTX main office is located at 6018 Trinity Isle Court in Kingwood, TX 77345. Regional satellite offices are located in Woodville, Newton, and Natchitoches, LA. Our firm is currently staffed with 3 full-time regular employees. Websites are <https://www.mptx-inc.com/>.

Hydrex Environmental Consulting, LLC (Hydrex) corporate experience spans more than two decades and over this time Hydrex has demonstrated broad capabilities in geology, hydrogeology, geochemistry, biology, ecology, environmental science and environmental engineering. Our team can handle all levels of environmental review ranging from Exempt, Categorical Exclusion Not Subject to Section 58.5, Categorical Exclusion Subject to Section 58.5, Environmental Assessment, and Environmental Impact Statement. In 2015, Hydrex began providing aerial drone services and has been highly successful in this part of the industry. The Hydrex Drone Division utilizes cutting-edge technology to provide extensive and highly detailed data collection that is safer and more cost effective than traditional data collection methods.

The Hydrex Environmental office is located at 1120 NW Stallings Drive, Nacogdoches, Texas 75964. Our staff currently consists of 15 professionals, 4 technical, and 4 administrative personnel.

Website is [www.hydrexenvironmental.com](http://www.hydrexenvironmental.com).

## **1.3. TECHNICAL SYSTEMS AND SOFTWARE**

For computer systems, MPTX utilizes Microsoft Windows 10 Professional operating systems on 5 Dell work stations (4 laptops and 1 desktop). Office and project software includes Microsoft Office Ultimate (2010, 2013, and 2016 versions), Adobe Acrobat Professional DC, and Kaspersky Labs Security software. MPTX Associates uses industry leading Geographic Information Systems software ESRI ArcGIS Version 10.2.2 (for FEMA HAZUS mapping and analysis) and ESRI ArcGIS Version 10.5 (for all other GIS mapping operations).

Industry standard MS Outlook is used for email correspondence, business operations and scheduling. Cellular communications are covered anywhere in East Texas and nationwide with both Verizon Wireless (primary) and AT&T (secondary) accounts and Motorola, Apple, and Samsung mobile devices. MPTX has its own projection equipment for presentations in venues without built-in technology. All other office equipment meets industry standards and is compatible with high quality professional planning work.

## **1.4. SAM REGISTRATION STATUS**

MPTX Associates, Inc. and Hydrex Environmental are registered and in good standing with the System for Award Management (SAM) as evidenced below:

MPTX Associates, Inc.  
DUNS: 079341037 CAGE Code: 75DD1  
Status: Active  
Expiration Date: 07/14/2019  
Purpose of Registration: All Awards

Hydrex Environmental Consulting, LLC  
DUNS: 876881640 CAGE Code: 7GWMo  
Status: Active  
Expiration Date: 07/06/2019  
Purpose of Registration: All Awards

Source: <https://sam.gov/portal/SAM/##11>

### **1.5. WORK PERFORMANCE**

The project will at a minimum be staffed by two executive level staff and six professionals from both firms that will provide technical and administrative support for a total of eight staff. The Project will be co-led by Greg J. Wobbe, CFM (MPTX Principal) who has served as lead/project manager for over 50 mitigation projects during the last 12 years including both planning and structural projects and Clayton Collier, REM, PWS (Hydrex Principal) who has served as the project lead in over 400 environmental projects with an emphasis on wetland delineation, permitting and mitigation as well as endangered species assessment.

### **2.6. CAPACITY TO PERFORM**

Staff resumes for primary staff are included on the following pages.

# GREG J. WOBBE, CFM

## Senior Project Director

(512) 820-8134

[GREG@MPTX-INC.COM](mailto:GREG@MPTX-INC.COM)

### PROFESSIONAL BACKGROUND

#### **PRINCIPAL**

*MPTX Associates, Inc.*

(2013-PRESENT)

*Natchitoches, LA*

Responsibilities: Owner and principal of MPTX Associates and affiliate OCR West. Provides professional services including planning, development, and management for federally funded projects, local floodplain administration, and development site planning. Other responsibilities include multi-disciplinary project coordination including: hazard mitigation planning, public policy, facilitation of public and committee meetings, research, document development, database management, property acquisition, engineering and construction coordination, and open space restoration. Additional skills include Geographic Information Systems (GIS), Benefit-Cost Analysis (BCA), NEPA processes, NFIP coordination, information technology and logistics.

Accomplishments: Since 2005, Greg has developed and managed over \$28.7 million in FEMA and CDBG-DR funded projects. Served as project lead on five (5) FEMA Hazard Mitigation Plan updates during same timeframe. Administered acquisition of 84 properties and conversion to open-space involving public notification, URA procedures, duplication of benefits monitoring, appraisal coordination, acquisition offers and authorizations, title services monitoring, demolition coordination, monthly sub grantee reimbursements and cost-share tracking, financial monitoring. Completed and current projects include CDBG-DR fire-fighting equipment grant (7 fire departments); Texas HMGP wildfire mitigation-defensible space (54 properties); HMGP flood control/drainage (3 sites, 62 properties); FMA Severe Repetitive Loss (SRL) acquisition and elevation (Orange, TX).

#### **MITIGATION DIRECTOR**

*Metro Planning, Inc.*

(2005-2008, 2009-2013)

*Newton, TX – Natchitoches, LA*

Responsibilities: Directed business operations in Louisiana and Texas for Metro Planning, Inc. Led office start-up, staff supervision. Developed FEMA sanctioned planning documents, grant applications, implementation of federally funded projects for client jurisdictions and agencies.

Accomplishments: From 2005 to 2013 developed and/or updated 29 hazard mitigation plans; two (2) planning/pilot scoping projects; two (2) community wildfire protection plans; three (3) emergency operations plans. Developed and managed over \$12.2 million in FEMA and CDBG-DR funded projects from 2005-2013. Managed five phases of acquisition-relocation projects involving public notification, URA procedures, duplication of benefits monitoring, appraisal coordination, acquisition offers and authorizations, title services monitoring, demolition coordination, monthly sub grantee reimbursements and cost-share tracking, financial monitoring.

## **GREG J. WOBBE, CFM (Continued)**

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### **MITIGATION PLANNER**

AMEC / Foster Wheeler

(2008)

Denver-Lakewood, CO

Responsibilities: Developed risk/vulnerability assessment, community profiles, capabilities inventory, for FEMA sanctioned hazard mitigation plans. GIS cartography and analysis. Assisted planning projects based in California, Nevada, Kansas and Colorado. Assisted marketing and proposal development.

Accomplishments: Hazard mitigation plan development for Boulder, Ouray, Mesa, Teller, and Summit Counties in Colorado. Risk assessment and community profiles for 7 counties in Kansas, two in California, one in Nevada

### EDUCATION

#### **MASTER OF COMMUNITY AND REGIONAL PLANNING**

*University of Oregon*

(2005-2008)

Department of Planning, Public Policy and Management. Focus areas: project management, strategic planning, advanced GIS for economic development, long-range planning.

Thesis: *Multi-Criteria Evaluation of Geographic Constraints to Urban Expansion.*

#### **BACHELOR OF SCIENCE, POLITICAL SCIENCE**

*University of Oregon*

(1988-1993)

Department of Political Science. Focus areas: strategic policy, international relations.

### CERTIFICATIONS – BOARDS – PROFESSIONAL MEMBERSHIPS

Certification – Certified Floodplain Manager (CFM)

Board Member– Southeast Texas Groundwater Conservation District

Floodplain Administrator – Newton County Texas

Member – Louisiana Floodplain Management Association (LFMA)

Member – Texas Floodplain Management Association (TFMA)

Member – Natural Hazards Mitigation Association (NHMA)



# CLAYTON A. COLLIER REM, PWS

## Senior Environmental Scientist

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**DISCIPLINE:** Environmental Science

**EDUCATION:** Stephen F. Austin State University  
University Nacogdoches, Texas  
B.S. Environmental Science, Geology minor

Stephen F. Austin State  
Graduate Studies:  
*Aquatic Vascular Plants*  
*Water Resource Management*  
*Geographic Information Systems*

### **CERTIFICATIONS AND CONTINUING EDUCATION:**

- Registered Environmental Professional (REM) No. 918302383
- Professional Wetland Scientist (PWS) No. 2389
- Wetlands Delineation Course (1987 USACE Manual)
- Wetlands Delineation Course (Regional Supplement)
- Wetlands Permitting Course (USACE)
- Wetland Plant Identification
- Rosgen's Level I Applied Fluvial Geomorphology
- Rosgen's Level II River Morphology and Application
- Rosgen's Level III River Assessment and Monitoring
- Applied Groundwater Statistics Course
- Texas Risk Reduction Program Training
- Safeland USA Certification
- 2012-2013 Leadership Nacogdoches Program
- NEPA and Environmental Review Training (HUD)
- Certified Small Unmanned Aircraft System (sUAS) Remote Pilot

### **PROFESSIONAL EXPERIENCE:**

Over fifteen years have been dedicated to a range of environmental projects for government, commercial, industrial, and private entities. During these years, experience has been gained in a wide variety of projects pertaining to environmental sampling and analysis techniques for soil, gas, and water. Attention has been paid to the development of skills in the areas of wetlands delineation, permitting and mitigation, installation of monitoring systems, environmental site assessments, and geographic information system

### **SPECIFIC EXPERIENCE:**

#### WATERS OF THE UNITED STATES

Experienced in investigations and delineations concerning waters of the U.S. in accordance with the 1987 *Wetlands Delineation Manual* and 2010 *Regional Supplements*. Expertise in streamlining United States Corps of Engineers (USACE) permitting and performing jurisdictional determinations. Proficient in performing functional analyses of waters of the U.S. for purposes of determining compensatory mitigation ratios as well as to aid in feasibility studies for potential mitigation banks. Management of projects related to the delineation, permitting and/or mitigation of Section 404 and Section 10 waters of the U.S. includes numerous large tracts proposed for development, multiple proposed mitigation banks, over 300 miles of linear projects (utility lines, roads, etc.) and over 200 multi-acre oil/gas facilities (well pads, comp, stations, frac pits, etc.).



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**CLAYTON A. COLLIER, REM, PWS (Continued)**

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**ECOLOGICAL**

Skilled in performing habitat surveys for rare, threatened, and endangered species and identifying the potential to affect their critical habitat. Qualified in advancing the project through consultation with the United States Fish and Wildlife Service (USFWS) in accordance with Section 7 of the Endangered Species Act.

**ENVIRONMENTAL**

Qualified in conducting Phase I Environmental Site Assessments (ESA), which are an integral part to many private, commercial, and industrial real estate transactions. Experienced in a variety of environmental sampling and analysis techniques along with the application and utilization of numerous sampling and monitoring devices. Accomplished in the sampling of groundwater monitor wells at solid waste facilities using both manual and low- flow purge techniques. Skilled in soil gas monitoring and sampling by way of the Summa canister method.

**GISMAPPING/DRAFTING**

Qualified in GIS mapping and computer drafting with demonstrated proficiency in AutoCAD, AutoSketch, various ESRI ArcGIS applications including ArcView and ArcPad. Accomplished in global positioning system (GPS) data collection and in the integration of collected data with ESRI Spatial Analyst and 3D Analyst mapping software.

**GROUNDWATER**

Accomplished in the installation, sampling, monitoring, statistical analysis, and reporting of groundwater monitoring systems.

**PROFESSIONAL SOCIETIES:**

- Society of Wetland Scientists
- National Registry of Environmental Professionals (NREP)
- Texas Association of Environmental Professionals
- 2012-2015 Nacogdoches County Chamber of Commerce Board of Directors
- 2016-2017 City of Nacogdoches Parks Master Plan Steering Committee

**EXPERIENCE ACQUISITION:**

Hydrex Environmental,  
Nacogdoches, Texas  
Senior Environmental Scientist



# RACHEL C. PHIPPS

## GIS/IT Director

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(512) 202-1160

[rachel@mptx-inc.com](mailto:rachel@mptx-inc.com)

### PROFESSIONAL BACKGROUND

#### **GIS/IT DIRECTOR**

*MPTX Associates*

(2018 - PRESENT)

*Bend, OR*

Responsibilities: Conduct GIS analyses using spatial and tabular data; create accurate and easy-to-read cartographic products to support data presentation; develop field data collection plans; assist with grant proposals, application development and project management; identify and analyze hazard mitigation opportunities; assist with the formation of Standard Operating Procedures (SOPs); research project feasibility; conduct low-to-moderate income analysis for communities; coordinate the development of technical solutions; facilitate database creation and management of critical project information.

Projects include the acquisition of flood-prone properties (FEMA HMGP and HUD CDBG-DR funded, 3 jurisdictions), the elevation of flood-prone properties (FEMA HMGP funded, 2 jurisdictions), stormwater drainage system improvements (FEMA HMGP and HUD CDBG-DR funded, 2 jurisdictions), development of a community wildfire protection plan (FEMA HMGP funded), development of a hazard mitigation study and plan (TCEQ LEPC funded), regional flood control project, acquisition of fire protection equipment, and rehabilitation of storm-damaged infrastructure.

Previous employment in water resources; responsibilities included water quality analysis, water quality public education, database creation, spatial and tabular data analysis, cartographic product creation, and the facilitation of field training and GIS support to associated organizations.

### EDUCATION

#### **BACHELOR OF SCIENCE, GEOSPATIAL & ENVIRONMENTAL ANALYSIS**

(2014-2018)

*Montana State University*

Department of Land Resources & Environmental Sciences, College of Agriculture. Focus areas: advanced GIS analysis and GPS data collection, landscape-scale environmental processes, water resources, watershed analysis and modeling, technical writing and communications.

### CERTIFICATIONS – BOARDS – PROFESSIONAL MEMBERSHIPS

Member – Oregon Emergency Management Association (OEMA)

Member – Northwest Floodplain Management Association (NORFMA)

Certification – Certified Floodplain Manager in progress (CFM)



# JOSH PULLEY

## Project Manager

(318)332-6302

[Josh.pulley@mptx-inc.com](mailto:Josh.pulley@mptx-inc.com)

### PROFESSIONAL BACKGROUND

#### **PROJECT MANAGER**

*MPTX Associates*

(2018 - PRESENT)

*Kingwood, TX*

Responsibilities: Collect critical data in the field; identify and analyze hazard mitigation opportunities; facilitate grant proposals, application development and project management; assist with the formation of Standard Operating Procedures (SOPs); property owner outreach; assist with technical document and plan writing.

Projects include the acquisition of flood-prone properties (FEMA HMGP and HUD CDBG-DR funded, 3 jurisdictions), the elevation of flood-prone properties (FEMA HMGP funded, 2 jurisdictions), stormwater drainage system improvements (FEMA HMGP and HUD CDBG-DR funded, 2 jurisdictions), development of a community wildfire protection plan (FEMA HMGP funded), development of a hazard mitigation study and plan (TCEQ LEPC funded), regional flood control project, acquisition of fire protection equipment, and rehabilitation of storm-damaged infrastructure.

#### **FIRE CAPTAIN**

*Natchitoches Fire Department*

(2006 - 2019)

*Natchitoches, LA*

Responsibilities: Managed hazardous materials, confined space, high angle, and underwater incidents on the Special Operations Response team; served as Operations Section Chief and Public Information Officer; responded to firefighting and medical calls; instructed new recruits at department recruit academy; developed an in-depth understanding of NIMS (National Incident Management System) and ICS (Incident Command System) which enables and improves response organization in emergency situations and aids in coordinating with different agencies throughout emergency operations.

### EDUCATION & TRAINING

Center for Domestic Preparedness – Chemical, Ordnance, Biological and Radiological (COBRA – Anniston, AL)

DHS/FEMA Incident Response to Terrorist Bombings (New Mexico Tech., Socorro, NM)

Counter Terrorism Operations Support Response to Radiological/Nuclear Weapons of Mass Destruction Incidents (Nevada National Security Site – Mercury, NV)

National Incident Management System (NIMS) – ICS 100, ICS 300, ICS 700

Arson Detection for the First Responder (LSU FETI)

Fire Prevention for the First Responder (LSU FETI) (FEMA)

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## CERTIFICATIONS – BOARDS – PROFESSIONAL MEMBERSHIPS

Member – Louisiana Floodplain Management Association (LFMA)

Member – International Association of Fire Fighters (IAFF)

Member – Professional Fire Fighters of Louisiana (PFFALA)

Certification – EMT

Certification – CPR

Certification – Firefighter 1 & 2;

Certification – Fire Driver/Operator (Pumper & Aerial);

Certification – Fire Service Instructor 1 & 2;

Certification – Fire Officer 1 & 2

Certification – Hazardous Materials Awareness;

Certification – Hazardous Materials Operations;

Certification – Hazardous Materials Technician (IFSAC & EPA)

Certification – Specialty Fire & Rescue Services Rope Rescue 1 & 2

Certification – Scuba Schools International Advanced Open Water Diver

Certification – PADI Rescue Diver

Honor – Natchitoches Fire Department Honor Guard

Honor – 2009 Kiwanis Firefighter of the Year for the City of Natchitoches

# JOHN Q. HARGROVE, P.E.

## Project Engineer

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**DISCIPLINE:** Geotechnical, Environmental & Civil Engineering

<b><u>EDUCATION:</u></b>	University of Southwestern Louisiana	University of Texas at Austin
	Lafayette, Louisiana	Austin, Texas
	B.S. Civil Engineering	M.S. Civil Engineering

### **PROFESSIONAL LICENSES AND REGISTRATION:**

Registered Professional Engineer

- State of Texas No. 65272
- State of Louisiana No. 20423
- State of Arkansas No. 7315
- State of Mississippi No. 9613
- State of Alabama No. 16087

### **PROFESSIONAL EXPERIENCE:**

Over 37 years of experience in geotechnical, environmental, and municipal solid waste engineering and construction, and hazardous and non-hazardous solid waste management arenas. Dedication to managing assets, building client / customer relationships, specifying and evaluating mechanical equipment, preparing project budgets, forecasts and supervising / mentoring / coaching contractors, consultants and subordinates.

### **SPECIFIC EXPERIENCE:**

#### WASTE MANAGEMENT

Permitting, engineering, constructing and operating new and existing landfill units, remedial systems, renewable energy and infrastructure (leachate storage tanks and transfer systems, wheel washes and truck scales) projects.

Federal exposure to Clean Air Act Amendments, SARA Title III, Title V, New Source Performance Standards / Emission Guidelines, National Emission Standards for Hazardous Air Pollutants, Spill Prevention, Control and Countermeasure plans, Storm Water Pollution Prevention Plans, 40 CFR Part 258 Subtitle D and 40 CFR Part 761 Subchapter R Toxic Substance Control Act.

State exposure to Site Development Plans, Site Operating Plans, Soil Liner Quality Control Plans, Soil Liner and Geomembrane Evaluation Reports, Groundwater Monitoring Plans, Leachate and Contaminated Water Plans (Collection, Storage, Treatment & Disposal), Landfill Gas Plans (Collection, Treatment and Beneficial Use), Closure and Post-Closure, Regulatory Audits and Environmental Compliance.





**JOHN Q. HARGROVE, P.E. (Continued)**

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**ENGINEERING AND CONSTRUCTION**

Construction and operation of Landfill Liner and Cap Systems, Landfill Gas Collection (flares - utility, enclosed and Low NOx) / Energy Projects (medium Btu and high Btu), Liquid Waste Solidification Basins, Leachate Storage Tanks and Transfer Systems, and Access Roads/Ramps. Construction quality assurance (CQA) professional for natural gas treatment facility closure.

Exposure to American Society of Civil Engineers codes, American Standard of Testing Materials (ASTM) and Geosynthetics Research Institute (GRI).

**GEOTECHNICAL AND ENVIRONMENTAL INVESTIGATIONS**

Preparation of geotechnical investigation reports for commercial, industrial and residential structures and facilities. Performance of slope stability and pile and drilled pier capacity analyses. Preparation of stage loading schedules for storage tanks at refineries. Field project manager for remedial investigations at hazardous waste facilities requiring Level B protection and refineries for Phase II Environmental Site Assessment.

**EXPERIENCE ACQUISITION:**

Hydrex Environmental  
Nacogdoches, Texas  
Project Engineer

Browning-Ferris Industries (BFI)  
Houston, Texas  
Senior Geotechnical Engineer

Republic Services, Inc.  
Houston, Texas  
Environmental Manager

Geosyntec Consultants  
Houston, Texas  
Senior Geotechnical Engineer

Shaw EMCON/OWT  
Houston, Texas  
Senior Project Manager

Woodward-Clyde Consultants  
Baton Rouge, Louisiana  
Assistant Project Engineer

ENSR Corporation  
Houston, Texas  
Senior Geotechnical Engineer



# JAMES E. OLSON

## Senior Technical Advisor, Large Project Engineering

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(518) 541-3454

[JAMES.OLSON@MPTX-INC.COM](mailto:JAMES.OLSON@MPTX-INC.COM)

Mr. Olson is a military veteran, and professional nuclear engineer. Jim will serve as Senior Technical Director for CDBG-DR 4332 project overseeing Economic Development, Technology and Infrastructure.

### **EXPERIENCE:**

#### **General Electric Co.**

*GE Power – Schenectady, NY*

##### **Senior/Lead Engineer – Emerging Technologies (June 2013-Present)**

Management of \$30 million technology development budget across multiple businesses

- Identify and manage Strategic Partnerships consistent with GE objectives
- Customer Liaison for Joint Ventures & DOE funded technology programs
- Automate Legacy Design Processes & Tools to minimize technology development cycle

#### **Knolls Atomic Power Laboratory (Kesselring Site Operations)**

*Naval Nuclear Power Training Unit - Ballston Spa, NY*

##### **Machinery Division Crew Manager (October 2006-May 2007)**

- Supervised an operational crew of 25 personnel in the maintenance and operations of all mechanical systems in a nuclear power plant.
- Coordinated three organizations to ensure compliance with program requirements
- Chemistry and Radiological Controls Manager (November 2004 – October 2006)
- Supervised and coordinated all chemistry and radiation protection training programs for three separate organizations to fulfill program requirements
- Developed and implemented revised training program, including purchasing, installation and testing of advanced chemistry monitoring equipment.

##### **Nuclear Propulsion Plant Supervisor (February 2004 –November 2004)**

- Responsible for the oversight, guidance and training of students and staff in reactor plant and steam plant maintenance, operation, and supervision.
- Responsible for overseeing operations in the engine room, operating a nuclear reactor during power operations, and operating/maintaining a nuclear reactor during maintenance periods.

#### **United States Navy**

*New London Naval Submarine Base: USS ANNAPOLIS (SSN 760)*

##### **Machinery Division Supervisor (September 1999 – September 2003)**

- Supervised engineering, operations, inspections, and quality control on naval vessel nuclear reactor systems.
- Planned, supervised and performed complex maintenance tasks including; steam turbine and reduction gear overhaul, steam turbine throttle overhaul, primary and secondary relief valve testing, replacement of (4) Reactor Coolant Pumps, replacement of (2) reactor power detectors, and the upgrade of reactor monitoring and controls from analog to microprocessor.

### **CONSULTING EXPERIENCE:**

#### **Visiting Research Scholar**

- Rensselaer Polytechnic Institute – Schenectady, NY

##### **Enlisted Veteran Support Toolkit (ENVEST) (June 2012-Present)**

- Career Transition Assistance Training for enlisted military veterans.

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**JAMES E. OLSON (Continued)**

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**AWARDS & CERTIFICATIONS:**

- US Patent 8,926,273, January 2015
- US Patent 8,286,430, October 2012
- Lean Six Sigma Greenbelt: DFSS, December 2011
- GE Leadership Development Course, February 2011
- Rensselaer's Founders Award for Excellence, October 2006
- How to Plan, Design & Evaluate Scenario Based e-Learning, October 2004

**EDUCATION:**

- Burkeville High School, Senior Class Valedictorian
  - Master of Engineering & Management Systems, Clarkson University
  - Bachelor of Science, Nuclear Engineering Physics, Rensselaer Polytechnic Institute
  - Nuclear Propulsion Program, US Navy
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# ADAM COX

## Project Mapping / Databases

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(608) 606-9928

[adam.cox@mptx-inc.com](mailto:adam.cox@mptx-inc.com)

### Education

**B.A., Lawrence University:** Appleton, WI, 2011 | Major: Anthropology, Minor: Music | Phi Beta Kappa

**Youth Initiative High School:** Viroqua, WI, 2006

### **Relevant Courses**

Lawrence University: GIS Mapping and Software

ESRI: *Geographic Coordinate Systems (for ArcGIS 10); ArcGIS Desktop10; ArcMap in ArcGIS Desktop 10; Python in ArcGIS Desktop 10; Geocoding in ArcGIS Desktop 10; Creating Mapbooks Using Data Driven Pages*

### Experience/Projects

#### **MPTX Associates**

Natchitoches, LA (2013-present)

- Creating maps and coordinating analysis for FEMA sanctioned hazard mitigation planning documents including San Augustine County Texas, Newton County Texas and Sabine River Authority of Texas, floodplain administration and National Disaster Resilience Competition. Acquisition of spatial data, and producing informative map graphics for reports. Acquisition and orientation of digital elevation models for Southeast Texas. Structured countywide property geodatabases and configured for mapping analysis and viewing. Conversion of Flood Insurance Rate Map data (Floodway, Zone A, Zone AE) into viewable layers on Google Earth. Mapping and analysis, wildfire risk assessment and mitigation. Mapping and analysis for FEMA mitigation applications, floodprone property acquisition.

#### **Cane River National Heritage Area**

Natchitoches, LA (2014)

- Created Arches installation to hold CRNHA spatial and non-spatial data and service as public facing web map

#### **CR-GIS, National Park Service, National Center for Preservation Technology**

Natchitoches, LA (2012-2014)

- Contractor employed at NCPTT throughout Northwestern State University
- Helped to plan and carry out creation of spatial database for Cultural Landscape Inventory (20,000+ records)
- Created ArcGIS toolbox with 30+ tools for creating and maintaining CLI GIS data

#### **Territory Heritage Resource Consulting**

Anchorage, AK (2011)

- Georeferencing historic aerial photos, hand-drawn USS survey plats as overlays or backgrounds for fieldwork results
- Compiling data from various sources, e.g. NCRS downloads, CAD files from clients, archaeological data from the state
- Producing professional cartographic work for final reports
- Creating spatial data package as deliverables for clients

### Technical Skills

**GIS** ArcGIS Desktop 10.x, ArcGIS Enterprise, QGIS, Trimble 7x, Pathfinder Office, Google Earth, DNR Garmin, pgAdmin, GDAL/OGR, AmazonAWS + PostGIS + GeoServer

**Programming** Python 2.7, SQL, HTML/CSS, JavaScript (basic), generally using a Windows environment

**Other** Adobe Creative Suite, MS Office Suite, GIMP, SPSS

# CHRISTINA R. KEIM, REM

## Biologist

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**DISCIPLINE:** Biology

**EDUCATION:** Stephen F. Austin State University,  
Nacogdoches, Texas  
B.S. Horticultural Sciences, Forestry minor

### **CERTIFICATIONS AND CONTINUING EDUCATION:**

- National Registry of Environmental Professionals (NREP)
- Registered Environmental Manager (REM), No. 172290
- Federal Aviation Administration (FAA), Certified Small Unmanned Aircraft System (sUAS) Remote Pilot, No. 3922373
- Wetlands Delineation Training (USACE 1987 Manual and Regional Supplements)
- SafeLand USA Certification
- Commonground University ASTM E1527 Phase I Environmental Site Assessment (ESA) Online Course
- GIS 551 - Introduction to Geographical Information Systems and Geospatial Analysis (SFASU-GIS 551)
- Advanced Plant Identification Course with Dr. Charles Allen
- Texas Freshwater Mussel Identification Workshop with TPWD

### **PROFESSIONAL EXPERIENCE:**

Experience emphasis on wetland delineation, stream assessment, biological assessments, environmental sampling, testing, and analyzing in addition to plant physiology, taxonomy, propagation and production. Committed to thorough professional reporting of waters of the United States (WOTUS) determinations, Environmental Site Assessments (ESAs), and Storm Water Pollution Prevention Plans (SWP3).

### **SPECIFIC EXPERIENCE:**

#### WATERS OF THE UNITED STATES

Knowledgeable in the determination and classification of hydric soils, hydrophytic vegetation, wetland hydrology, as well as functional assessments and jurisdictional determinations of waters of the United States. Projects include well pad siting and linear determinations for pipelines and roads.

#### ECOLOGICAL

Experienced in assessing potential impacts of the proposed action on wildlife, including rare, threatened, and endangered species. Qualified in conducting habitat assessments and advancement of projects with the United States Fish and Wildlife Service (USFWS) in accordance with Section 7 of the Endangered Species Act.

#### ENVIRONMENTAL

Experienced in conducting and reporting Phase I ESAs and SWP3s. Practiced in a variety of environmental sampling and analysis techniques pertaining to soil and water.

#### GEOGRAPHICAL INFORMATION SYSTEM (GIS) MAPPING/DRAFTING

Experienced in computer drafting with demonstrated proficiency in AutoCAD and ArcGIS.



**Christina R. Keim, REM (Continued)**

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**PROFESSIONAL SOCIETIES:**

- Society of Wetland Scientists
- National Registry of Environmental Professionals (NREP)

**EXPERIENCE ACQUISITION:**

Hydrex Environmental  
Nacogdoches, Texas  
Biologist

Stephen F. Austin State University  
Soil, Plant and Water Analysis Laboratory Nacogdoches, Texas  
Laboratory Technician

Stephen F. Austin State University  
SFASU Gardens Nacogdoches, Texas  
Student Research Associate





# John F. Chapman

## Drone Division Coordinator / Lead GIS Manager

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**DISCIPLINE:** Spatial Science (GIS)

<b><u>EDUCATION:</u></b> Stephen F. Austin State University	Stephen F. Austin State University
Nacogdoches, Texas	Nacogdoches, Texas
B.S. Horticulture, Art minor	M.S. Spatial Science

### **CERTIFICATIONS AND CONTINUING EDUCATION:**

- Federal Aviation Administration (FAA), Certified Small Unmanned Aircraft System (sUAS) Remote Pilot

### **PROFESSIONAL EXPERIENCE:**

Experienced in a wide range of information technologies, primarily focusing on small Unmanned Aerial Systems (sUAS / drones) and Geographic Information Systems (GIS) for mapping purposes. Secondly focusing on software development for online mapping applications and customized database management.

### **SPECIFIC EXPERIENCE:**

#### UNMANNED AERIAL SYSTEMS

2+ years of experience working with various models of rotary and fixed wing drones, including maintenance, coordinating deployments, and creating semi-autonomous flight plans, safety checklists, and contingency plans. Licensed sUAS remote pilot since September 2016. Qualified for photogrammetric processing of aerial photos collected via UAV, 3-dimensional point cloud classification, deriving measurements from 3d datasets, and ensuring data quality.

#### GIS MAPPING/DRAFTING

Master's degree and 8+ years of experience in computer drafting and interactive online mapping development with ArcGIS applications, including Desktop, and Server. Proficient in GPS data collection with ArcPad and various other apps. Accomplished in spatial and 3d analysis for calculating various metrics based on spatial data. Responsible for the training of other staff in GIS tools, methodologies, and best-practices.

#### PROGRAMMING AND INFORMATION TECHNOLOGY

Proficient in numerous programming languages used for application development, spatial analysis, database queries, and web services, including C++, Python, Java, Flex (Actionscript + MXML), HTML, Javascript, CSS, PHP, and SQL Server. Qualified for network and server administration, software development, and database management.

#### DESIGN

Proficient with photo and video editing software, as well and 3D design software to improve the quality of final GIS and drone outputs, and create custom graphics and models for presentation materials and other digital media projects.



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**John F. Chapman (Continued)**

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**HONORS:**

2010 SFA William R. Johnson Outstanding Thesis Award

**PUBLICATIONS:**

- Evaluating TIFFS (Toolbox for LiDAR Data Filtering and Forest Studies) in Deriving Forest Measurements from LiDAR Data." Journal Article. *Mathematical and Computational Forestry & Natural-Resource Sciences (MCFNS)*. 2010
- Evaluation of LiDAR Derived Estimates of Forest Measurements." Master's Thesis. *Stephen F. Austin State University*. 2010.

**EXPERIENCE ACQUISITION:**

Hydrex Environmental  
Nacogdoches, Texas GIS  
Analyst

James F. Ward & Associates  
Nacogdoches, Texas  
GIS Analyst

Stephen F. Austin State University  
Nacogdoches, Texas  
Lab Instructor Research  
Assistant IT Assistant



## 1.6. EXPERIENCE (DETAILED)

To detail our firm’s background, during the last 12 years MPTX staff has developed \$68.7 million in grant applications and awarded projects. This includes both developing the grant applications and project management. In the course of this work, we have developed extensive, detailed knowledge of Hardin County and Southeast Texas geography and community. We maintain notes, records, databases, maps of hazard impact areas, and knowledge of local residents and stakeholders. We also have a detailed understanding of state and federal administrative agencies, which helps to identify funding opportunities and achieve success in terms of grant awards and community outcomes.

As examples of success with this process, the following is a detailed listing of successful FEMA hazard mitigation grant applications and awarded projects developed by MPTX Associates staff.

### ***MPTX Staff: Hazard Mitigation Grant Applications/Projects***

<b>Project Description</b>	<b>Jurisdiction</b>	<b>Grant Program</b>	<b>Grant Amount</b>
Flood Mitigation: Infrastructure & Fire Equipment/Facilities	Hardin County	CDBG-DR	\$8,583,167
Flood Mitigation: Acquisition/Relocation Project	Hardin County	CDBG-DR	\$3,388,239
Severe Repetitive Loss Acquisition Project	Hardin County	FMA, SRL	\$2,721,000
Multi-Jurisdiction Hazard Mitigation Action Plan	Hardin County	HMGP	\$65,000
Community Wildfire Protection Plan	Hardin County	HMGP	\$10,000
Flood Mitigation: Infrastructure & Fire Equipment/Facilities	City of Orange	CDBG-DR	\$7,922,687
Flood Mitigation: Acquisition/Relocation Project	City of Orange	CDBG-DR	\$3,204,062
Flood Mitigation: Acquisition/Relocation Project	City of Orange	FMA, SRL	\$276,000
Flood Mitigation: Elevation / Reconstruction Project	City of Orange	FMA, SRL	\$265,000
Wildfire Mitigation: Defensible Space/Fuels Reduction	Newton County	HMGP	\$240,000
Fire Equipment: Wildfire Response	Newton County	CDBG-DR	\$50,000
Flood Mitigation: Acquisition/Relocation Project (Phase 1)	Newton County	HMGP	\$2,100,000
Flood Mitigation: Acquisition/Relocation Project (Phase 2)	Newton County	HMGP	\$2,796,000
Planning: Hazard Mitigation Plan	Newton County	PDM	\$65,000
Generator: Courthouse and Community Center	Newton County	HMGP	\$145,000
Flood Mitigation: Acquisition/Relocation Project (Phase 3)	Newton County	HMGP	\$3,183,000
Flood Mitigation: Acquisition/Relocation Project (Phase 4)	Newton County	HMGP	\$4,246,000
Flood Mitigation: Acquisition/Relocation Project (Phase 5)	Newton County	HMGP	\$1,795,000
Flood Mitigation: Acquisition/Relocation Project (Phase 6)	Newton County	HMGP	\$5,860,000
Flood Control: Road Elevation and Drainage Infrastructure	Red River Parish	HMGP	\$892,000
Flood Mitigation: Acquisition/Relocation Project	Vernon Parish	HMGP	\$2,908,000
Planning: Hazard Mitigation Plan	Jasper County	PDM	\$65,000
Planning: Hazard Mitigation Plan Update	Sabine River Authority	HMGP	\$30,000
<b><i>Total (20 Projects, partial list)</i></b>			<b><i>\$50,810,155</i></b>

Implementation and project management for these projects included a comprehensive range of professional services which include the following:

- Benefit-Cost Analysis (BCA);
- Geographic Information Systems (GIS) mapping;
- National Environmental Policy Act requirements (NEPA);
- Public process and notification;
- Eligibility determination; Uniform Relocation Assistance
- Duplication of Benefits Determination (DOB);
- Grant administration / reimbursement
- Property owner notification and
- Vendor procurement and
- Environmental inspection;
- Demolition and open space
- Project documentation; closeout and

Hydrex's background during the past 10 years includes the following project experience:

From June 2013 to present Hydrex has worked with Hardin County, Future Link Technologies (FLT), and KSA Engineers, Inc. (KSA) on three Hurricane Ike/Dolly Disaster Recovery Round 2.2 projects (GLO Contract No. 12-403-013) located in Hardin County, Texas: Coon Marsh Gully Drainage Improvements, North Silsbee Drainage Improvements, and Mill Creek Debris Cleaning. As part of the Environmental Assessment (EA) for each project, Hydrex has completed a delineation of waters of the United States (WOTUS), functional assessment of WOTUS, and threatened and endangered species habitat survey. Hydrex coordinates with FLT and KSA in the development of environmental notes for each project's construction plans in order to provide a plan that strives to avoid impacts to the environment. In cases where avoidance is not possible, impacts are minimized, and Hydrex helps to develop mitigation tactics that will help offset these impacts. Hydrex works closely with contractors to complete the project within all environmental guidelines provides biological monitoring and inspections during all phases of construction.

- Coon March Gully Drainage Improvements - Hydrex performed a delineation of waters of the U.S. (WOTUS), including wetlands on an approximately 2.7 miles of stream for purposes of a channel improvement project in Hardin County proposed to reduce flooding in the area. Hydrex performed a functional assessment of each WOTUS habitat type encountered and the ecological value of each was calculated. An endangered species habitat survey for state and federal listed species was performed. Meetings with the U.S. Army Corps of Engineers (USACE) Galveston District were organized and attended. Hydrex helped to redesign the project in a manner that resulted in the majority of the project being located outside of the boundaries of WOTUS. A jurisdictional determination and authorization under Nationwide Permit 14 for road crossing was obtained by Hydrex from the USACE. Hydrex also worked closely with contractors to make them aware of environmental requirements on the project in order to avoid impacts to the environment.
- North Silsbee Drainage Improvements – In 2015, Hydrex performed a delineation of WOTUS and an endangered species habitat survey on approximately 15 acres of land and along 2300 linear feet of stream for the purposes of determining environmental impacts from construction of a detention pond and associated drainage channels in Hardin County. The proposed drainage improvements project will help to minimize flooding throughout the area. Hydrex assisted KSA and FLT in designing the project in such a manner that environmental impacts were avoided and minimized where possible. Hydrex worked closely with contractors to make them aware of environmental requirements on the project.
- Mill Creek Debris Cleaning - In July 2016, the Mill Creek Debris Cleaning and Drainage Improvements began. Hydrex performed a delineation of WOTUS and an endangered species habitat survey on approximately 10.2 miles of land adjacent to Mill Creek in Hardin County. The proposed project was to remove organic and non-organic from Mill Creek to promote positive drainage and reduce flooding. Hydrex assisted KSA and FLT in designing the project in such a manner that impacts to wetlands were avoided and minimized where possible. Hydrex has worked closely with KSA, FLT, and GLO to design environmental notes for the construction plans and develop effective mitigation measures. In 2018, Hydrex participated in the pre-bid meeting and pre-construction meeting. Starting July 16, 2018, Hydrex will be working alongside the chosen contractor to complete this project. Hydrex will perform pre-construction walkovers with the contractor to discuss the environmental guidelines. Hydrex will provide biological monitoring and post-construction inspections to ensure project integrity is maintained.



From January 2016 to present Hydrex has worked with Schaumburg and Polk, Inc (SPI) on two GLO projects located in Liberty, Texas: Liberty County Precinct No. 1 Drainage Ditches and Reese Bayou Drainage Improvements.

- Liberty County Precinct No. 1 Drainage Ditches - Hydrex has worked with SPI since January 2016 on Liberty County Drainage Ditch Improvements. A delineation of WOTUS and an endangered species habitat survey were performed at 10 road crossings proposed for improvement and the nearby streams and drainage ditches. Hydrex provided recommendations for applicable USACE permits needed to move forward with the proposed road crossing and drainage ditch improvements. Hydrex provided recommendations to Schaumburg and Polk for avoiding and minimizing impacts to the environmental and documented the necessary USACE nationwide permits for any unavoidable impacts. Starting in the third quarter of 2018, Hydrex will provide input on the construction plans, coordination with the contractor, and biological monitoring during all phases of construction.
- Reese Bayou Drainage Improvements - In coordination with SPI, Hydrex has worked on Reese Bayou Drainage Improvements since January 2016. A delineation of WOTUS and an endangered species habitat survey has been performed on approximately 5000 LF of land adjacent to Reese Bayou. The proposed project was to remove organic and non-organic from Reese Bayou to promote positive drainage and reduce flooding. Hydrex assisted SPI in designing the project in such a manner that impacts to wetlands will be avoided where possible. Starting in the third quarter of 2018, Hydrex will provide input on the construction plans, coordination with the contractor, and biological monitoring during all phases of construction.

From October 2010 to February 2012 Hydrex worked with Nacogdoches County regarding FEMA Grant #2009-EO-MX-0012 for the proposed Emergency Operations Center. Hydrex completed an EA for this project in accordance with the requirements of NEPA. Required in-depth studies for this project included a Phase I Environmental Site Assessment, delineation of WOTUS, threatened and endangered species assessment, and archaeological assessment. Based on the results of the EA for this project, a findings of no significant impact (FONSI) was reached and the Emergency Operations Center was constructed.

From December 2010 to August 2011 Hydrex worked with the City of Lufkin regarding the 2009 EPA Water/Wastewater Infrastructure Grant for the Abitibi Water System Improvements under EPA Project Grant No. XP-00F47801-0. Hydrex completed an Environmental Information Document (EID) for this project in compliance with NEPA. Required in-depth studies for this project included a delineation of WOTUS and a threatened and endangered species assessment. It was determined this project met the requirements of a categorical exclusion (CATEX).

## **1.7. REFERENCES**

The following are descriptions for a few references with the most direct relevance to this project. We invite and encourage inquiries to these references, as we are proud of all our work and each jurisdiction I've worked is satisfied with MPTX performance. MPTX and Hydrex would be pleased to present additional references on request.

<b>Project Title:</b>	<b>Hardin County Community Development Block Grant – Disaster Recovery (CDBG-DR) DR-4332 Infrastructure</b>
<b>Jurisdictions:</b>	Hardin County
<b>Status:</b>	Project development, allocated
<b>Project Scope:</b>	Grant project management for several infrastructure projects benefitting low-to-moderate income persons within the City limits.
<b>Project Details:</b>	Projects include radios, SAR trucks, Community Center, and hospital renovation.
<b>Assisting with grant funding:</b>	Yes
<b>Budget:</b>	\$8,583,167.11
<b>Reference:</b>	Aaron Tupper, Emergency Management Coordinator
<b>Reference Phone:</b>	409-246-5119
<b>Reference Email:</b>	<a href="mailto:aaron.tupper@co.hardin.tx.us">aaron.tupper@co.hardin.tx.us</a>

<b>Project Title:</b>	<b>Hardin County Community Development Block Grant – Disaster Recovery (CDBG-DR) DR-4332 Acquisition</b>
<b>Jurisdictions:</b>	Hardin County
<b>Status:</b>	Project development, allocated
<b>Project Scope:</b>	Grant project management for an acquisition/housing project benefitting low-to-moderate income persons within the City limits.
<b>Project Details:</b>	Properties to be acquired in an acquisition that have documented damage from Hurricane Harvey and meet all acquisition program guidelines
<b>Assisting with grant funding:</b>	Yes
<b>Budget:</b>	\$3,388,238.56
<b>Reference:</b>	Amanda Young, Floodplain Administrator
<b>Reference Phone:</b>	409-246-5251
<b>Reference Email:</b>	<a href="mailto:amanda.young@co.hardin.tx.us">amanda.young@co.hardin.tx.us</a>

<b>Project Title:</b>	<b>Hardin County HMGP Projects (DR-4332)</b>
<b>Jurisdictions:</b>	Hardin County, Lumberton, Silsbee, Rose Hill Acres
<b>Status:</b>	Application submitted, approval pending
<b>Project Scope:</b>	Grant project management for Regional Drainage project for Lower Neches River Basin, Hurricane Safe-Room / Emergency Operations Center, Justice Center Complex, Elevation, Mitigation Reconstruction, Acquisition projects, Detention Pond Expansion, Generators, and general drainage projects.
<b>Project Details:</b>	Developing a set of grant funded projects for flood control (drainage), construct new storm-hardened EOC (hurricane safe-room), retrofit and repurpose hospital for Justice Center complex, elevate and/or reconstruct flood prone residential structures.
<b>Assisting with grant funding:</b>	Yes
<b>Budget:</b>	Current combined total \$183,000,000
<b>Reference:</b>	Aaron Tupper, Emergency Management Coordinator
<b>Reference Phone:</b>	409-246-5119
<b>Reference Email:</b>	<a href="mailto:aaron.tupper@co.hardin.tx.us">aaron.tupper@co.hardin.tx.us</a>

<b>Project Title:</b>	<b>Hardin County Severe Repetitive Loss Grant Program (FY-2017)</b>
<b>Jurisdiction:</b>	Hardin County
<b>Status:</b>	FEMA Approved, April 2018
<b>Project Scope:</b>	Acquire residential structures with multiple flood insurance claims.
<b>Project Details:</b>	12 properties with combined total of 41 flood insurance claims, 100% federally funded, managed through the Texas Water Development Board.
<b>Assisting with grant funding:</b>	Yes
<b>Budget:</b>	\$2,721,000
<b>Reference:</b>	Amanda Young, Floodplain Administrator
<b>Reference Phone:</b>	409-246-5251
<b>Reference Email:</b>	<a href="mailto:amanda.young@co.hardin.tx.us">amanda.young@co.hardin.tx.us</a>

<b>Project Title:</b>	<b>Hardin County Multi-Jurisdiction Mitigation Action Plan Update</b>
<b>Jurisdictions:</b>	Hardin County, City of Kountze, City of Lumberton, Town of Rose Hill Acres, City of Silsbee, City of Sour Lake
<b>Status:</b>	Approved, 2012
<b>Project Scope:</b>	Update Multi-Hazard Mitigation Action Plan
<b>Project Details:</b>	Update and expand participating jurisdiction profiles, risk assessment, mapping, hazards addressed, and mitigation project priorities.
<b>Assisted with grant funding:</b>	Yes, HMGP DR-1791 (Southeast Texas Regional Planning Commission)
<b>Budget:</b>	~\$50,000
<b>Reference:</b>	Theresa Wigley, Emergency Management Coordinator (ret.)
<b>Reference Phone:</b>	409-246-5119
<b>Reference Email:</b>	<a href="mailto:theresa.wigley@co.hardin.tx.us">theresa.wigley@co.hardin.tx.us</a>

<b>Project Title:</b>	<b>Hardin County Community Wildfire Protection Plan</b>
<b>Jurisdictions:</b>	Hardin County, Batson VFD, Kountze VFD, Lumberton VFD, Pine Ridge VFD, Pinewood VFD, Saratoga VFD, Silsbee VFD, Sour Lake VFD, Wildwood VFD, Votaw/Thicket VFD, ESD #1, ESD #2, ESD #3, ESD #4, ESD #5, ESD #6, ESD #8
<b>Status:</b>	Approved, 2012
<b>Project Scope:</b>	Develop original Community Wildfire Protection Plan
<b>Project Details:</b>	Update and expand participating jurisdiction profiles, risk assessment, mapping, hazards addressed, and mitigation project priorities.
<b>Assisted with grant funding:</b>	Yes, HMGP DR-1791 (Texas Forest Service)
<b>Budget:</b>	\$10,000
<b>Reference:</b>	Theresa Wigley, Emergency Management Coordinator (ret.)
<b>Reference Phone:</b>	409-246-5119
<b>Reference Email:</b>	<a href="mailto:theresa.wigley@co.hardin.tx.us">theresa.wigley@co.hardin.tx.us</a>



<b>Project Title:</b>	<b>City of Orange Community Development Block Grant – Disaster Recovery (CDBG-DR) DR-4332 Infrastructure</b>
<b>Jurisdictions:</b>	City of Orange, Texas
<b>Status:</b>	Application development
<b>Project Scope:</b>	Grant project management for several infrastructure projects benefitting low-to-moderate income persons within the City limits.
<b>Project Details:</b>	Projects include Cooper's Gully Channel Improvements, West Side Water Distribution, HC Pumper, HC SAR Vehicles & Boats, FM 105 Box Culverts, Turrett & Meeks Water Storage Tanks, Station #3 Storm Rehabilitation
<b>Assisted with grant funding:</b>	Yes
<b>Budget:</b>	\$7,922,687.25
<b>Reference:</b>	Lee Anne Brown, City of Orange Emergency Management Coordinator
<b>Reference Phone:</b>	409-988-3223
<b>Reference Email:</b>	<a href="mailto:lbrown@orangefd.com">lbrown@orangefd.com</a>

<b>Project Title:</b>	<b>City of Orange Community Development Block Grant – Disaster Recovery (CDBG-DR) DR-4332 Acquisition</b>
<b>Jurisdictions:</b>	City of Orange, Texas
<b>Status:</b>	Application development
<b>Project Scope:</b>	Grant project management for an acquisition/housing project benefitting low-to-moderate income persons within the City limits.
<b>Project Details:</b>	Properties to be acquired in an acquisition that have documented damage from Hurricane Harvey and meet all acquisition program guidelines
<b>Assisted with grant funding:</b>	Yes
<b>Budget:</b>	\$3,204,062.17
<b>Reference:</b>	Lee Anne Brown, City of Orange Emergency Management Coordinator
<b>Reference Phone:</b>	409-988-3223
<b>Reference Email:</b>	<a href="mailto:lbrown@orangefd.com">lbrown@orangefd.com</a>

<b>Project Title:</b>	<b>City of Orange Severe Repetitive Loss Property Acquisition</b>
<b>Jurisdictions:</b>	City of Orange, Texas
<b>Status:</b>	Approved, ongoing
<b>Project Scope:</b>	Severe Repetitive Loss Property Mitigation/Acquisition
<b>Project Details:</b>	Acquire severe repetitive loss property with four (4) flood insurance claims since 2002 totaling \$271,334. Under budget and no cost (\$0) local gov't.
<b>Assisted with grant funding:</b>	Yes, FMA/SRL FY-2013, 2017
<b>Budget:</b>	\$227,000
<b>Reference:</b>	Lee Anne Brown, City of Orange Emergency Management Coordinator
<b>Reference Phone:</b>	409-988-3223
<b>Reference Email:</b>	<a href="mailto:lbrown@orangefd.com">lbrown@orangefd.com</a>

<b>Project Title:</b>	<b>Newton County Floodprone Property Acquisition Project</b>
<b>Jurisdictions:</b>	Newton County / Sabine River Authority of Texas
<b>Status:</b>	2006-2018
<b>Project Scope:</b>	Acquire and relocate 252 floodprone properties in Floodway and SFHA FEMA HMGP projects to acquire floodprone properties and convert to open-space. Five phases completed to date, 2 phases ongoing, all under budget and no cost (\$0) to local government. Project co-coordinated through Newton County (sub-recipient) and Sabine River Authority (project partner, 25% cost share, demolition).
<b>Project Details:</b>	
<b>Assisted with grant funding:</b>	Yes, HMGP DR-1606, 1709, 1791, 4223, 4266
<b>Budget:</b>	\$18,800,000
<b>References:</b>	Elizabeth Holloway (County Auditor); Bill Hughes, PE (SRA Project Engineer)
<b>Reference Phone:</b>	409-379-5691 (County); 409-746-2192 (SRA)
<b>Reference Email:</b>	<a href="mailto:newtoncountyjudge@co.newton.tx.us">newtoncountyjudge@co.newton.tx.us</a> ; <a href="mailto:bhughes@sratx.org">bhughes@sratx.org</a>

<b>Project Title:</b>	<b>Jasper County Multi-Jurisdiction Mitigation Action Plan Update</b>
<b>Jurisdictions:</b>	Jasper County, Cities of Brownell, Jasper, Kirbyville
<b>Status:</b>	Current Project, 2018, Approved, 2013
<b>Project Scope:</b>	Update Hazard Mitigation Action Plan
<b>Project Details:</b>	Update and expand participating jurisdiction profiles, risk assessment, mapping, hazards addressed, and mitigation project priorities.
<b>Assisted with grant funding:</b>	Yes, HMGP DR-1791, 4245
<b>Budget:</b>	\$65,000
<b>Reference:</b>	Mark Allen, County Judge
<b>Reference Phone:</b>	409-384-2612
<b>Reference Email:</b>	<a href="mailto:mark.allen@co.jasper.tx.us">mark.allen@co.jasper.tx.us</a>

Additional references available on request.

## SECTION 2: WORK PERFORMANCE / CAPACITY TO PERFORM

### 2.1. PROJECT IDENTIFICATION

The first step to develop mitigation grant applications will be to determine details regarding the project the Town wishes to pursue. The Texas General Land Office State Action Plan for Disaster Recovery Hurricane Harvey – Round 1 has set forth funding priorities, Method of Distribution, and identified eligible project types for the upcoming funding cycle regarding DR-4332.

Undoubtedly, both infrastructure and housing related projects which reduce the potential impact of future flooding events will be a funding priority. As a Most Impacted Community, the City of Rose Hill Acres has received a direct allocation of \$2 million infrastructure funding and \$2 million acquisition funding for eligible project types.

MPTX will work closely with the Town from the outset of grant application development to determine projects which are highest priority locally, and are the best match in relation to state and federal funding priorities. **Examples of such projects are:**

- **Stormwater Management projects**
- **Local Infrastructure Program**
- **Housing Structure Elevation**
- **Local Buyout and Acquisition Program**
- **Affordable Rental Program**
- **Partial Repair and Essential Power for Sheltering Program**
- **Planning Activities (ex. Long-Term Comprehensive Plan, special studies)**
- **Economic Revitalization Program**

An important pre-requisite will be to determine if the preferred mitigation project type is specifically identified in the current Hazard Mitigation Action Plan (HMAP). In the event a preferred project is not identified in the current hazard mitigation action plan, steps will be taken to conduct an interim amendment to the HMAP document and distribute notification as needed.

### 2.2. PROJECT DEVELOPMENT

Once project types are decided, next steps will be conducted in accordance with the following outline:

- Phase 1: Work with the Town to identify specific project types, establish participation criteria, and standard operating procedures. Phase 1 will also include procurement of engineering and construction contractors. The final element of Phase 1 will be to initiate a long-range plan for Rose Hill Acres, identifying trends and geographic opportunities for safer, stronger, higher quality future growth and development for both housing and infrastructure.
- Phase 2: Conduct public outreach to identify individuals eligible for CDBG assistance, & detailed scoping of infrastructure projects which produce maximum benefits under the CDBG - HUD national objectives.

- Phase 3: Involves environmental assessments for both housing and infrastructure type projects to fully scope and qualify all activities prior to construction. Phase 3 will also involve engineering design for infrastructure projects and final qualification and individuals for housing project types.
- Phase 4: of our work plan will involve the actual construction of housing and infrastructure. Monitoring, project management, and grant administration will be the main focus during this phase. These activities will continue throughout the remainder of the multi-year project and finalize with project closeout.

### **2.3. PROJECT MANAGEMENT**

Once project application types are decided, the application development process will be conducted in accordance with the following general outline of project aspects (note: some steps may run concurrent with or in certain cases, prior to others):

- Task 1: Schedule meetings and/or notification required as elements of the application process. Establish GLO CMS access and establish create/sign/submit capabilities.
- Task 2: Data collection, obtaining necessary information and documentation required as elements to support the project.
- Task 3: Establish grant administration and reimbursement procedures in coordination with both local offices and GLO administrative project officers. Invite GLO project officer to visit (Kick—Off Meeting), discuss, and establish administrative correspondence.
- Task 4: Finalize Unmet Needs Assessment procedures, analyze Disaster Tie-Back features for candidate project types, Low-Moderate Income benefit analysis, citizenship and ownership standards, Duplication of Benefits Analysis (DOB) methods, alternatives analysis.
- Task 5: Conduct public hearing process, citizen participation, stakeholder outreach and public comment. Prepare consultation materials for required federal and state agencies.
- Task 6: Develop Scopes of Work (Housing and Infrastructure), describing in detail the consensus project, its objectives, alternatives considered, and implementation plan. Develop budget / cost breakdown. Develop implementation schedule from grant award through project closeout.
- Task 7: Conduct procurement process to select eligible contractors and services vendors.
- Task 8: Conduct site tours of infrastructure sites. Prepare & submit environmental documentation.
- Task 9: Assist purchasing and acquisition of fire/emergency response equipment if applicable.
- Task 10: Conduct site visits and consultation meetings with property owners interested in housing rehabilitation and mitigation.
- Task 11: Establish draft process and protocol for economic revitalization project, if warranted.
- Task 12: Determine Duplication of Benefits (DOB) & Uniform Relocation Assistance (URA) eligibility.
- Task 13: Throughout project prepare quarterly reports and conduct general grant administration. Project monitoring, record-keeping, coordinate grant closeout.



## 2.4. READINESS

In our estimation it is highly important to retain a grant developer and project manager with a minimum of the following characteristics:

- Knowledge of Rose Hill Acres and Hardin County, its floodplains, communities, and personnel.
- Ability and ease to quickly and frequently conduct business and manage project.
- Knowledge of and successful experience with CDBG-DR and HMGP grants and applications.
- An understanding of state and federal agencies involved with application development and strong working relationships and professional network.
- Ability to quickly establish project structure, assign tasks, and start work.
- Ability to coordinate projects selected by Rose Hill Acres with other grant programs.
- Strong data resources and research capability.
- An understanding of local offices, responsibilities, personnel, and agencies.
- System for Award Management registration.
- Geographic understanding of the Town for efficient use of time and resources from a logistical standpoint.
- The staff capacity and skills to begin work quickly and progress efficiently.

Both firms possess strong qualifications on each of these measures. We have a proven track record of success on HMGP funded projects. We have worked with key officials at state and federal levels and are acquainted with staff. We have also worked with Hardin County offices and officials and have a solid understanding of how best to support county operations. We know how to efficiently conduct work in the project area. We are a solid and expanding company with a culture which combines intelligence, skills, and a strong work ethic.

MPTX Associates and Hydrex are ready to begin work on this project immediately. Specifically, we are prepared to begin work as early as June 1, 2019, if called upon.

The following page includes a timeline for project application development. Note: it does not include dates for latter project stages and implementation.

## 2.5 INITIAL STAGES PERFORMANCE SCHEDULE

<b>Activity</b>	<b>Project Task or Element</b>	<b>Staff Assignments</b>	<b>Timeframe</b>
<b>Project Administration</b>	<i>Executive meeting, establish project applications</i>	<i>Greg J. Wobbe, Clayton Collier, Josh Pulley</i>	<i>June 15, 2019</i>
<b>Public Notification</b>	<i>Announcements, Meetings, Publications</i>	<i>Greg J. Wobbe, Clayton Collier, Josh Pulley</i>	<i>June 18, 2019</i>
<b>Data Collection</b>	<i>Research and Data Collection, Mapping</i>	<i>Greg J. Wobbe, John Chapman</i>	<i>June 15 – December 31, 2019</i>
<b>Scopes of Work</b>	<i>Develop Scopes of Work</i>	<i>Greg J. Wobbe, Clayton Collier</i>	<i>July 1-30, 2019</i>
<b>Citizen Participation Compliance</b>	<i>Develop process in compliance with SETRPC Citizen Participation Plan</i>	<i>Greg J. Wobbe</i>	<i>July 1-15, 2019</i>
<b>Low-Moderate Income (LMI) Strategy</b>	<i>Develop Strategy for Optimizing LMI for Individual Housing/Mitigation</i>	<i>Greg J. Wobbe</i>	<i>July 1, 30, 2019</i>
<b>National Objectives Criteria</b>	<i>Confirm Local Infrastructure Program in Compliance with National Objectives</i>	<i>Greg J. Wobbe, Josh Pulley</i>	<i>July 1-31, 2019</i>
<b>Project Budget</b>	<i>Develop project budget and cost breakdown.</i>	<i>Greg J. Wobbe</i>	<i>August 16-20, 2019</i>
<b>Schedule</b>	<i>Develop project schedule</i>	<i>Rachel Phipps</i>	<i>August 21, 2019</i>
<b>NEPA, Environmental Agency Comment</b>	<i>Prepare agency consultation letters, field data collection and reports.</i>	<i>Greg J. Wobbe, Clayton Collier</i>	<i>August 22-23, 2019</i>
<b>Authorization Materials</b>	<i>Standard application forms (SF 424, FPA cert)</i>	<i>Greg J. Wobbe</i>	<i>August 24-25, 2019</i>

Source: MPTX Associates, Inc.

Note: General administrative support staff assists throughout

## SECTION 3: COST OF SERVICES

### 3.1. COST PROPOSAL / EFFECTIVENESS

Fees for work performed will be strictly limited to amounts eligible for payment under the grant by the administrative agencies (TDEM, FEMA, GLO, HUD).

Grant administration, project delivery, and environmental services will be provided at a rate not to exceed rates established by the Texas General Land Office (GLO) and are 100% funded by the CDBG-DR grant and therefore incur no cost to the local government. These rates are, unless otherwise specified, 6% infrastructure project delivery, 10% acquisition project delivery, and 2% grant administration (both infrastructure and acquisition).

Please provide your cost proposal to accomplish the scope of work by activity (Infrastructure, Rental Housing, Non-Rental Housing) outlined above and for any additional services required. Preference will be given to firm fixed pricing. The proposal must include all costs that are necessary to successfully complete these activities. Firms may submit proposals for any or all activities. Please note that the lowest/best bid will not be used as the sole basis for entering into this contract.

Work Description	Labor	Materials (if applicable)	Overhead	Profit	Total Price
<b>GRANT ADMINISTRATION-GENERAL</b>					
ADMINISTRATION DUTIES	incl.	incl.	incl.	incl.	\$40,000.00
CONSTRUCTION MANAGEMENT	incl.	incl.	incl.	incl.	\$40,000.00
<b>GRANT ADMINISTRATION-INFRASTRUCTURE</b>					
ADMINISTRATION DUTIES	incl.	incl.	incl.	incl.	\$40,000.00
ACQUISITION DUTIES	incl.	incl.	incl.	incl.	\$40,000.00
ENVIRONMENTAL SERVICES	incl.	incl.	incl.	incl.	\$40,000.00
<b>GRANT ADMINISTRATION SERVICES-NON-RENTAL HOUSING</b>					
ADMINISTRATION DUTIES	incl.	incl.	incl.	incl.	\$40,000.00
SITE INSPECTIONS	incl.	incl.	incl.	incl.	\$80,000.00
ENVIRONMENTAL SERVICES	incl.	incl.	incl.	incl.	\$78,000.00

Our project team will ensure that all work for CDBG-DR grant administration and project delivery is conducted at no net cost to the Town (100% grant funded services).

## SECTION 4: AFFIRMATIVE ACTION

### 4.1 POLICIES / AFFIRMATIVE ACTION

MPTX and Hydrex are equal opportunity employers and provide non-discrimination and drug-free workplaces in compliance with all federal and Texas statutes regarding employment.

MPTX maintains satellite offices which are located in a designated Historically Underutilized Business Zone (HUBZone) community and a Labor Surplus Area (LSA). We support our nation's active military, reserves, and veterans and maintain affirmative preference for placement of veterans, women and minorities in hiring practices. MPTX carries all six types of required insurance (general liability, professional liability, employee health and dental, commercial vehicle, worker's compensation, and unemployment insurance). Federal and state holidays are observed, with standard vacation and sick leave benefits packages.

Hydrex is designated as a small business with 23 employees. We support and maintain affirmative preferences in our hiring practices. Hydrex carries multiple required insurances (general liability, professional liability, aviation liability, pollution liability, umbrella liability, commercial vehicle, worker's compensation, unemployment insurance, employee health, dental, vision and life insurance). Federal and state holidays are observed, with vacation, sick leave and 401k benefit packages.

Importantly, MPTX stands prepared to fully comply with and support all Section 3 standards and requirements for local hiring and subcontracting opportunities.

### 4.2 FEDERAL COMPLIANCE

MPTX and Hydrex explicitly agree to comply with and uphold all federal standards and regulations pertaining to this project. These include but are not limited to:

- FEMA Mandated Clauses,
- Equal Employment Opportunity,
- Davis Bacon and Copeland Acts,
- Contract Work Hours and Safety Standards,
- Rights to Inventions,
- Clean Air and Clean Water Acts,
- Energy Efficiency and Conservation Act
- Debarment and Suspension,
- Byrd Amendment,
- Procurement of Recovered Materials,
- Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms,
- Access to Records,
- Seal, Logo, and Flags,
- No Obligation by Federal Government
- Program Fraud and False Statements and Related Acts
- Compliance with Federal Law, Regulations, and Executive Orders



## SECTION 5: ATTACHMENTS

### 5.1. SCOPE OF WORK

**MPTX and Hydrex will complete all tasks required Grant Administrators to the highest degree and follow all instructions provided by Rose Hill Acres.**

#### SCOPE OF SERVICES REQUESTED

MPTX and Hydrex (Providers) will help the GLO fulfill State and Federal Community Development Block Grant Disaster Recovery (“CDBG-DR”) statutory responsibilities related to recovery in connection with any federally declared disaster. Providers will assist the GLO and/or grant recipients in completion of CDBG-DR qualified housing or non-housing projects. Providers are qualified to provide Grant Administration services for both housing projects, non-housing projects. Grant administrative services will be performed in compliance with the U.S. Department of Housing and Urban Development (“HUD”) and guidelines issued by the GLO.

#### DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Our firms working as a team with in-house staff will perform all grant administrator tasks listed herein. Grant Administration Services will be provided in conformance with the guidance documents and use forms provided by the subrecipient utilizing GLO guidance. We will furnish pre-funding and post-funding grant administrative services to complete the disaster recovery projects, including, but not limited to the following:

##### Pre-Funding Services

MPTX will develop project scope and complete CDBG-DR 4332 application. We will work with Rose Hill Acres and Engineering, if applicable, to provide the concise information needed for submission of complete disaster recovery funding application and related documents. The required information shall be submitted in a format to be described by the GLO.

##### Post-Funding Services

MPTX will administer and complete infrastructure, utilities, housing and eligible projects approved for disaster recovery funding, following all requirements of the Texas CDBG Disaster Recovery program.

##### Grant Administration Services – General

- a) Administrative Duties:
  - i. Coordinate, as necessary, between subrecipient and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested.
  - ii. May assist in public hearings.
  - iii. Will work with GLO’s system of record.
  - iv. Provide monthly project status updates.
  - v. Funding release will be based on deliverables identified in the contract.
  - vi. Labor and procurement duties:
    - a. Provide all Labor Standards Officer (LSO) Services.
    - b. Ensure compliance with all relevant labor standards regulations.
    - c. Ensure compliance with procurement regulations and policies.
    - d. Maintain document files to support compliance.
  - vii. Financial duties:
    - a. Prepare and submit all required reports (Section 3, Financial Interest, etc.).
    - b. Assist subrecipient with the procurement of audit services.

- c. Assist subrecipient in establishing and maintaining a bank account for disaster recovery funds.
- d. Implementation and coordination of Affirmatively Furthering Fair Housing (“AFFH”) requirements as directed by HUD and the GLO.
- e. Implementation and coordination of Section 504 requirements.
- f. Program compliance.
- g. Ensure that fraud prevention and abuse practices are in place and being implemented.
- h. Prepare and submit all closeout documents.
- i. Submit all invoices no later than 60 days after the expiration of the contract. All outstanding funds may be swept after 60 days. The provider may request an extension of this requirement in writing.
- j. Assist in preparation of contract revisions and supporting documents including but not limited to:
  - Amendments/modifications,
  - Change orders.

b) Construction Management

- i. The provider will assist the subrecipient in submitting/setting up project applications in the GLO’s system of record.
- ii. The provider may compile and collate complete contract/bid packages that meet GLO program requirements. The packages will contain supporting documentation that meets or exceeds the requirements of the GLO’s program. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- iii. The provider may monitor, report, and evaluate contractor's performance; notify the subrecipient if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
- iv. The provider may assist the subrecipient with project Activity Draws/Close Out.
- v. The provider may assist the subrecipient by submitting all the necessary documentation for draws and to close a project activity in GLO system of record. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet GLO program requirements for draw requests. If applications do not have necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- vi. The provider may assist the subrecipient in developing Architectural and Engineering plans with guidance from the GLO.
- vii. Reassignment scope alignment (if necessary).

**Grant Administration Services – Infrastructure**

a) Administrative Duties:

- i. Ensure program compliance including all CDBG-DR requirements and all part’s therein, current Federal Register, etc.
- ii. Assist subrecipient in establishing and maintaining financial processes.
- iii. Obtain and maintain copies of the subrecipient’s most current contract including all related change requests, revisions and attachments.
- iv. Establish and maintain record keeping systems.
- v. Assist subrecipient with resolving monitoring and audit findings.
- vi. Serve as monitoring liaison.
- vii. Assist subrecipient with resolving third party claims.
- viii. Report suspected fraud to the GLO.
- ix. Submit timely responses to the GLO requests for additional information.
- x. Complete draw request forms and supporting documents.
- xi. Facilitate outreach efforts, application intake, and eligibility review.

- xii. Perform any other administrative duty required to deliver the project.
  - xiii. Utilize and assist with GLO's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.
  - xiv. Submit change requests and all required documentation related to any change requests.
- b) Acquisition Duties:
- i. Submit acquisition reports and related documents.
  - ii. Establish acquisition files (if necessary).
  - iii. Complete acquisition activities (if necessary).
- c) Environmental Services
- i. Assist detailed scope of services
    - a. Review each Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
    - b. Prepare, complete and submit HUD required forms for environmental review and provide all documentation to support environmental findings;
    - c. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
    - d. Be able to perform or contract special studies, additional assessments, or permitting to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead-based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.;
    - e. Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
    - f. Maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization;
    - g. Complete and submit the environmental review into GLO's system of record;
    - h. At least one site visit to project location and completion of a field observation report
    - i. Prepare and submit for publication all public notices including, but not limited to the Notice of Finding of No Significant Impact (FONSI), Request for Release of Funds floodplain/wetland early and final notices in required order and sequence;
    - j. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
    - k. Process environmental review and clearance in accordance with NEPA;
    - l. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
    - m. Prepare and submit Monthly Status Report; and
    - n. Participate in regularly scheduled progress meetings.

### **Grant Administration Services – Rental Housing**

- a) Administrative Duties:
- i. Develop and submit for approval rental guidelines.
  - ii. Assist the grant recipient in developing a Notice of Funding Availability (NOFA).
  - iii. Develop and submit for approval an Affirmative Marketing Plan on behalf of the subrecipient utilizing GLO guidance.
  - iv. Develop a tenant selection policy on behalf of the subrecipient based on GLO guidance.
  - v. Develop and submit for approval a needs assessment on behalf of the subrecipient based on GLO guidance.

- vi. Develop and submit to site-specific environmental reviews as required by 24 CFR Part 58.
  - vii. Develop and submit a monitoring plan for approved projects on behalf of the subrecipient based on GLO guidance.
  - viii. The provider will assist the subrecipient in conducting assessments of all incomplete projects and align the GLO Form 11.17, to the constructed project. The provider will determine the percent complete and the dollar value of the partially completed project and the dollar value necessary to assign to the new Contractor to complete the project. This is accomplished through a joint Provider and Contractor site visit utilizing the initial Contractor's GLO Form 11.17, as the basis for construction and payment due to the contractor.
- b) Project Case Management:
- i. Assist the subrecipient with any project, transaction, service or response that is “opened” and “closed” over a period of time to achieve resolution of a problem, claim, request, proposal, development or other complex activity.
  - ii. Assist the subrecipient in developing project application eligibility procedures, processing, and approvals.
- c) Site Inspections:
- i. Assist the subrecipient with Disaster Damage Assessments (Damage Inspections) - Assist in performing a visual field review of projects to determine the presence of damage to the project that may be attributable to the disaster event. The damage assessment will follow the GLO issued Damage Assessment Guidelines and includes:
    - a. Assist the subrecipient with observations and documentation (written and photographic) of findings of disaster-related damage to the following:
      - i. Foundation;
      - ii. Exterior walls;
      - iii. Exterior wall finishes;
      - iv. Windows and doors;
      - v. Roof system (roof coverings, deck, joists, tie downs, diaphragms, penetrations, flashing, and closures);
      - vi. Floor system and structure;
      - vii. Electrical system components;
      - viii. Plumbing system components;
      - ix. Heating, ventilation and air conditioning system;
      - x. Interior wall finishes;
      - xi. Interior fixtures and components;
      - xii. Porches;
      - xiii. Exterior stairs and ramps;
      - xiv. Miscellaneous items not covered by the above such as septic systems, chimneys/fireplaces, etc.
    - b. The results of the Disaster Damage Assessment will be provided according to the GLO sample provided in the GLO issued Damage Assessment Guidelines. The damage inspector’s report will include:
      - i. The reviewer’s name;
      - ii. The property address;
      - iii. The homeowner’s name;
      - iv. A checklist of housing components that may have received disaster damage, if any;
      - v. A narrative that specifically and clearly documents disaster-related property damage via photographic evidence and detailed narratives of the damage;
      - vi. The reviewer’s certification, signature, and date of review.
    - c. The results of the disaster damage assessment may be provided in a format similar to *Forms 11.01 or 11.01A*. The 11.01A, Initial Inspection Checklist, Short will be



completed for homes that have received disaster damage that obviously cannot be rehabilitated. Form 11.01 will be completed in accordance with the guidance contained in HQS 52580.

- ii. Estimated Cost of Repair Inspection (Work Write-Up):
  - a. Assist in providing an estimated cost of repair inspections with the damage assessments. Upon notification that a project has been determined eligible for Program assistance, the respondent will prepare an Estimated Cost of Repair (ECR) for the program-eligible repairs.
  - b. ECR's will be developed to include repair of damage that could reasonably be attributed to the disaster event and repairs to bring the project into compliance with HUD Housing Quality Standards, local, state and federal building codes. The scopes of repair will be developed to include work items necessary for the identified repairs to be performed in accordance with the International Residential Code, 2009 Edition (where required) and to meet the GLO's Minimum Housing Design Standards.
  - c. Assistance to the subrecipient may include:
    - i. Contact the project owner to schedule a date and time to perform the field review.
    - ii. Travel to the project site.
    - iii. Perform the visual review of the project to determine the approximate amount and extent of damage to the project. The review will include the observations and documentation (written and photographic) of findings of disaster-related damage if not already documented.
    - iv. Develop a Scope of Repair to address the observed damage and initially determine the applicability of the proposed repairs to the criteria of the Program. The draft Scope of Repair will include:
      - a. a summary list of items to be addressed;
      - b. a basic description of the repair approach for each item;
      - c. estimated item quantities; and
      - d. site photographs.
    - v. Consider the following in preparation of the ECR:
      - a. the specific materials needed;
      - b. the quantity of those materials;
      - c. trades involved;
      - d. the level of effort and duration for each trade;
      - e. estimated rates and manpower; and
      - f. equipment required to accomplish each of the identified repairs.
    - vi. Utilize the following to develop the ECR:
      - a. current industry cost standards as identified by Xactimate or RSMeans price lists for the project location;
      - b. experience with projects of similar size and scope; and
      - c. Knowledge of the local market rates and conditions.
    - vii. Summarize the data and findings into the final ECR and will furnish a copy of the ECR to the subrecipient. The final ECR will include the following:
      - a. a completed *Form 11.17, Work Write-up and Cost Estimate* containing a general scope of repair and summary of construction costs.
    - viii. Assist the subrecipient with project inspections at:
      - a. 50% complete
      - b. A final inspection at 100% complete
    - ix. In the case of a single family rental, assist the subrecipient with reconstruction inspections:
      - a. Foundation

- b. 33% complete progress inspection
  - c. 66% complete progress inspection
  - d. Final inspection at 100% completion
  - e. Arrange for and TREC inspection to be conducted prior to closing.
- x. Upon notification of a project being ready for a Construction Review, the provider may:
- a. Contact the project owner and or subrecipient to schedule a date and time to perform the Review.
  - b. Travel to the project site.
  - c. Conduct on-site observations (field review) of the work completed. The purpose of the field review is to observe and document: the progress of the work; the estimated quantity and value of work accomplished to date; the materials and workmanship utilized; the general conformance to the agreed upon Scope of Repairs (Scope); and identify items necessary for completion.

During the field review, the provider may observe work which, in its opinion, does not conform generally to the agreed upon Scope or may compromise the integrity of the repair. The provider may recommend rejection of this work.

Upon completion of the field review, the provider may summarize and present the findings of the field review to include:

- i. Estimated amounts owed to the Contractor.
- ii. Items of work that are incomplete (Punch List items).
- iii. Other items of work that may be required by the apparent intent of the Scope that is not included in the Scope.

d) Environmental Service

- i. The provider may assist the subrecipient in performing environmental reviews and documentation for HUD compliance in connection with the program. The provider may provide services for the preparation of Environmental Review Records (ERR) in accordance with the standards set forth by HUD and the statutes, executive orders, and regulations listed at 24 CFR Part 58.
- ii. The provider may submit a request for Special Services to subrecipient if environmental document review and site inspections indicate that additional investigation is warranted.
- iii. Special services may include, but are not limited to the following tasks:
  - a. Archeological study required by SHPO;
  - b. Lead-based paint and/or asbestos inspection; and
  - c. Wetlands assessment.

### **Grant Administration Services – Non-Rental Housing**

a) Administrative Duties:

- i. Develop and implement Outreach Plans detailing specific outreach for the project. Plans will be required to be submitted and approved by GLO on a project by project basis.
- ii. Perform extensive community outreach to affected areas on behalf of the subrecipient utilizing GLO guidance.
- iii. Develop and submit for approval Housing Guidelines on behalf of the subrecipient utilizing GLO guidance.
- iv. Develop and submit for approval a Needs Assessment on behalf of the subrecipient based on GLO guidance.
- v. Provide case management support to subrecipient to manage the grant applications process,

including but not limited to:

- a. creating eligibility procedures to lessen the fallout of applicants;
  - b. advising applicants on eligibility and program requirements, and assist in application preparation and submission;
  - c. facilitating intake of applications from grant applicants;
  - d. performing eligibility reviews;
  - e. processing applications, including necessary communications;
  - f. capture applicant fallout reasons; and
  - g. the follow-up to grant applicants.
- vi. Participate in appeals process and handling of disputes for disallowed/ineligible applications.
  - vii. Act as an advocate for applicants through appeals process when required.
  - viii. Assist applicants through housing construction process.
  - ix. Perform other application management and homeowner support duties as required to ensure the success of the program.
  - x. Develop and submit to site-specific environmental reviews as required by 24 CFR Part 58.
  - xi. Provide construction and builder management services as required to comply with applicable construction codes and program requirements.
  - xii. Assist subrecipient in conducting assessments of all incomplete projects and align the GLO *Form 11.17*, to the constructed project. The provider will determine the percent complete and the dollar value of the partially completed project and the dollar value necessary to assign to the new Contractor to complete the project. This is accomplished through a joint Provider and Contractor site visit utilizing the initial Contractor's GLO *Form 11.17*, as the basis for construction and payment due to the contractor.
- b) Site Inspections
- i. Establish Disaster Damage Assessments (Damage Inspections).
    - a. Assist in performing a visual field review of single- family housing units to determine the presence of damage to the home that may be attributable to the disaster event. The damage assessment will follow the GLO issued Damage Assessment Guidelines and includes:
    - b. The respondent may assist the subrecipient with:
      - i. Contacting Homeowner to schedule a date/time to perform field review.
      - ii. Traveling to the project site.
      - iii. Interviewing the Homeowner on site to gain a perspective of the pre-disaster condition of the structure; damage resulting directly from the disaster; and damage resulting from subsequent deterioration. The provider may utilize this information to assist in its review of the housing unit.
    - c. Performing the visual review of the housing unit to determine the presence of damage to the home that may be attributed to a national disaster declaration. The review will include the observations and documentation (written and photographic) of findings of disaster-related damage to the following:
      - i. Foundation;
      - ii. Exterior walls;
      - iii. Exterior wall finishes;
      - iv. Windows and doors;
      - v. Roof system (roof coverings, deck, joists, tie downs, diaphragms, penetrations, flashing, and closures);
      - vi. Floor system and structure;
      - vii. Electrical system components;
      - viii. Plumbing system components;
      - ix. Heating, ventilation and air conditioning system;
      - x. Interior wall finishes;
      - xi. Interior fixtures and components;

- xii. Porches;
  - xiii. Exterior stairs and ramps;
  - xiv. Miscellaneous items not covered by the above such as septic systems, chimneys/fireplaces, etc.
- d. The results of the Disaster Damage Assessment will be provided according to the GLO sample provided in the GLO issued Damage Assessment Guidelines. The damage inspectors report will include:
- i. The reviewer's name;
  - ii. The property address;
  - iii. The homeowner's name;
  - iv. A checklist of housing components that may have received disaster damage, if any;
  - v. A narrative that specifically and clearly documents disaster-related property damage via photographic evidence and detailed narratives of the damage; and
  - vi. The reviewer's certification, signature, and date of review.

The results of the disaster damage assessment may be provided in a format similar to the *11.01 or 11.01A* forms. The *11.01A, Initial Inspection Checklist, Short* will be completed for homes that have received disaster-damage that obviously cannot be rehabilitated. *Form 11.01*, will be completed in accordance with the guidance contained in HQS 52580.

- ii. Estimated Cost of Repair Inspection (Work Write-Up).
  - a. Assist in providing an estimated cost of repair inspections with the damage assessments. Upon notification that a property has been determined eligible for Program assistance, the respondent will prepare an Estimated Cost of Repair ("ECR") for the program- eligible repairs.
  - b. ECRs will be developed to include repair of damage that could reasonably be attributed to the disaster event and repairs to bring the home into compliance with HUD Housing Quality Standards, local, state and federal building codes. The scopes of repair will be developed to include work items necessary for the identified repairs to be performed in accordance with the International Residential Code, 2009 Edition (where required) and to meet the GLO's Minimum Housing Design Standards.
  - c. Assistance to the subrecipient may include:
    - i. Contact the Homeowner to schedule a date and time to perform the field review.
    - ii. Travel to the project site.
    - iii. Perform the visual review of the housing unit to determine the approximate amount and extent of damage to the home. The review will include the observations and documentation (written and photographic) of findings of disaster-related damage if not already documented.
    - iv. Develop a Scope of Repair to address the observed damage and initially determine the applicability of the proposed repairs to the criteria of the Program. The draft Scope of Repair will include:
      - a. a summary list of items to be addressed;
      - b. a basic description of the repair approach for each item;
      - c. estimated item quantities; and
      - d. site photographs.
- ii. Consider the following in preparation of the ECR:
  - a. the specific materials needed;
  - b. the quantity of those materials;
  - c. trades involved;



- d. the level of effort and duration for each trade;
- e. estimated rates and manpower; and
- f. equipment required to accomplish each of the identified repairs.
- iii. Utilize the following to develop the ECR:
  - a. current industry cost standards as identified by Xactimate or RSMeans price lists for the project location;
  - b. experience with projects of similar size and scope; and
  - c. knowledge of the local market rates and conditions.
- iv. Summarize the data and findings into the final ECR and will furnish a copy of the ECR to the applicable subrecipient. The final ECR will include the following:
  - a. A completed *Form 11.17, Work Write-up and Cost Estimate* containing a general scope of repair and summary of construction costs.
- v. Assist the subrecipient with Rehabilitation Inspections at:
  - a. 50% complete progress inspection
  - b. A final inspection at 100% complete
- vi. Assist the subrecipient with reconstruction inspections at:
  - a. Foundation
  - b. 33% complete progress inspection
  - c. 66% complete progress inspection
  - d. A final inspection at 100% complete
- vii. Upon notification of a home being ready for a Construction Review, the provider may contact the homeowner and contractor to schedule a date and time to perform the Review.
  - a. Travel to the project site.
  - b. Conduct on-site observations (field review) of the work completed. The purpose of the field review is to observe and document: the progress of the work; the estimated quantity and value of work accomplished to date; the materials and workmanship utilized; the general conformance to the agreed upon Scope of Repairs (Scope); and identify items necessary for completion. During the field review, the provider may observe work which, in its opinion, does not conform generally to the agreed upon Scope or may compromise the integrity of the repair. The provider may recommend rejection of this work.

Upon completion of the field review, the provider may summarize and present the findings of the field review to include:

- a. Estimated amounts owed to the Contractor.
  - b. Items of work that are incomplete (Punch List items).
  - c. Other items of work that may be required by the apparent intent of the Scope that is not included in the Scope.
- c) Environmental Services
- i. The provider may assist the subrecipient in performing environmental reviews and documentation for HUD compliance in connection with the Program. The provider will provide services for the preparation of Environmental Review Records (ERR) in accordance with the standards set forth by HUD and the statutes, executive orders, and regulations listed at 24 CFR Part 58.
  - ii. The provider may submit a request for Special Services to subrecipient if environmental document review and site inspections indicate that additional investigation is warranted.
  - iii. Special services may include, but are not limited to the following tasks:
    - a. Archeological study required by SHPO;
    - b. Lead-based paint and/or asbestos inspection; and
    - c. Wetlands assessment.

## 5.2 REQUIRED CONTRACT PROVISIONS

### Exhibit D: REQUIRED CONTRACT PROVISIONS

2 CFR 200.326 Contract provisions. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

#### All Contracts

THRESHOLD	PROVISION	CITATION
>\$150,000 (Simplified Acquisition Threshold)	Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	2 CFR 200 APPENDIX II (A)
>\$10,000	All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.	2 CFR 200 APPENDIX II (B)
None	Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.	2 CFR 200 APPENDIX II (F)
None	Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
None	Records of non-Federal entities. The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas General Land Office (GLO), and the pass-through entity, or any of their authorized representatives, must have the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.	2 CFR 200.336
None	Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:  (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.	2 CFR 200.333

	<p>(b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.</p> <p>(c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.</p> <p>(d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.</p> <p>(e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.</p> <p>(f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).</p> <p>(1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.</p> <p>(2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.</p>	
None	<p>Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.</p> <p>(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.</p> <p>(b) Affirmative steps must include:</p> <p>(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;</p> <p>(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;</p> <p>(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;</p> <p>(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;</p> <p>(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and</p> <p>(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.</p>	2 CFR 200.321
Option Contract Language for contracts awarded prior to Grant Award	The contract award is contingent upon the receipt of CDBG-DR funds. If no such funds are awarded, the contract shall terminate.	Optional

THRESHOLD	PROVISION	CITATION
>\$10,000	<p>Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”</p> <p>41 CFR 60-1.4 Equal opportunity clause.</p> <p>(b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:</p> <p>The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:</p> <p>During the performance of this contract, the contractor agrees as follows:</p> <p>(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:</p> <p>Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.</p> <p>(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.</p> <p>(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.</p> <p>(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of</p>	41 CFR §60-1.4(b) and 2 CFR 200 APPENDIX II (C)



the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance

	<p>to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.</p> <p>(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.</p> <p>(d) Inclusion of the equal opportunity clause by reference. The equal opportunity clause may be included by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Director of OFCCP may designate.</p> <p>(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.</p> <p>(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.</p> <p>[80 FR 54975, Sept. 11, 2015]</p>	
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THRESHOLD	PROVISION	CITATION
>\$2,000	<p><i>Compliance with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland "Anti-Kickback" Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3):</i></p> <p>Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.</p>	2 CFR 200 APPENDIX II (D)
>\$100,000	<p>Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer</p>	2 CFR 200 APPENDIX II (E)

	on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	
>\$150,000	Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	2 CFR 200 APPENDIX II (G)
>\$100,000	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303
>\$100,000	<p>All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause):</p> <p>A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.</p> <p>B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.</p> <p>C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.</p> <p>D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.</p>	24 CFR §135.38

	<p>E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.</p> <p>F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.</p> <p>G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).</p>	
	<p>A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.</p> <p>[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]</p>	<p>2 CFR 200 APPENDIX II (J)</p>
	<p>Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.</p>	<p>42 U.S.C. 6201</p>

### 5.3 SYSTEM FOR AWARD MANAGEMENT (SAM)

Proposing firms MPTX and Hydrex are both registered for federal contracting under the System for Award Management (SAM). Neither MPTX nor Hydrex is debarred or suspended from the Excluded Parties List System (EPLS) and both are in good standing.

MPTX Associates, Inc. and Hydrex Environmental are registered and in good standing with the System for Award Management (SAM) as evidenced below:

**MPTX Associates, Inc.**  
**DUNS: 079341037 CAGE Code: 75DD1**  
**Status: Active**  
**Expiration Date: 07/14/2019**  
**Purpose of Registration: All Awards**

**Hydrex Environmental Consulting, LLC**  
**DUNS: 876881640 CAGE Code: 7GWMo**  
**Status: Active**  
**Expiration Date: 07/06/2019**  
**Purpose of Registration: All Awards**

Source: <https://sam.gov/portal/SAM/##11>

### 5.4 STATEMENT OF NO CONFLICTS OF INTEREST AND OTHER CERTIFICATIONS

No existing nor potential conflicts of interest are present amongst proposing firms.

See CIQ form on the following pages.



**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.**

MPTX Associates, Inc.

**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

6/10/2019  
Date

## 5.5 OTHER CERTIFICATIONS

### 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 subrecipients 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, MPTX Associates, 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


GREG J. WOBBE, CFM  
\_\_\_\_\_  
Printed Name and Title of Contractor's Authorized Official

JUNE 10, 2019  
\_\_\_\_\_  
Date



**Disclosure of Lobbying Activities**

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

<b>Type of Federal Action:</b> a. contract __a__ b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>Status of Federal Action:</b> __a__ a. bid/offer/application b. initial award c. post-award	<b>Report Type:</b> a. initial filing __a__ b. material change
<b>Name and Address of Reporting Entity:</b> __x__ Prime      _____ Subawardee Tier _____, if Known:  MPTX Associates, Inc. 4501 Magnolia Cove, Suite 201 Kingwood, TX 77345  <b>Congressional District, if known: TX-36</b>	<b>If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>   <b>Congressional District, if known:</b>	
<b>Federal Department/Agency:</b>  Housing and Urban Development (HUD)	<b>7. Federal Program Name/Description:</b>  CFDA Number, <i>if applicable</i> : 14.269	
<b>Federal Action Number, if known:</b> DR-4332	<b>9. Award Amount, if known:</b>  <b>\$ 4,000,000</b>	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i>  N/A (no lobbying)	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>  N/A (no lobbying)	
<b>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.</b>	<b>Signature:</b>  <b>Print Name: GREG J. WOBBE, CFM</b> <b>Title: PRINCIPAL/CEO</b> <b>Telephone No.: 512-820-8134 Date: 6-10-2019</b>	
<b>Federal Use Only</b>	<b>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</b>	

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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

**OFFICE USE ONLY  
 CERTIFICATION OF FILING**

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

MPTX Associates, Inc.  
 Kingwood, TX United States

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

Town of Rose Hill Acres

D R A F T

**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.**

CDBG-DR 4332-6/2019  
 Grant Administration Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is GREG J. WOBBE, CFM and my date of birth is 9-21-1969.

My address is 4501 MAGNOLIA COVE, SUITE 201, KINGWOOD, TX, 77345, USA.  
(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)