



**July 1, 2020**

**Grant Application and Administrative Services  
Community Development Block Grant – Mitigation**

**San Leon MUD**

**2514 E. Cedar Bayou Lynchburg Rd.**

**Baytown, Texas 77521**

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

*Always Working For Your Community ... Always*

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## EXECUTIVE SUMMARY

Gary R. Traylor & Associates Inc. is pleased to offer application and administration/professional services that will strengthen the District's position to meet the community's unique needs. Within the last two years alone, our team has successfully applied for and is administering grants through eight (8) different agencies, including EDA Disaster Recovery, CDBG-DR (GLO), and TxCDBG (HUD/TDA). When it comes to competitive grant programs, our staff has a proven ability to assist our clients in the identification of eligible projects and determine which funding mechanism is the most likely source of funding, resulting in applications of unsurpassed detail and quality which increases the chance of award.

Our services will facilitate the District's goal to repair damages and mitigate future losses caused by the disaster-level storm and flooding events in the past several decades, particularly the record-setting storms of 2017 and 2019. By strengthening its grant programs, the District will minimize the burden of recovery placed upon citizens. Our grant-related management services are comprehensive and will meet all grant and fiduciary responsibilities in a manner that exceeds the scope of work of this procurement while reducing the District's risks and ensuring good stewardship of taxpayer dollars.

Traylor & Associates has the experience needed to execute successful coordination between programs and ensure the District's ability to make the best use of resources to aid in recovery and mitigation efforts. Our proposed services entail a comprehensive "start-to-finish" business process that ensures success, eliminates errors and lessens liabilities for the MUD in a manner that is professional and open. As detailed in this proposal, our team will work with District staff and elected officials to:

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

We are committed to providing the San Leon MUD and its customers the best-managed disaster recovery, economic development, and community development programs in the State of Texas. Our team has managed all facets of federally assisted projects, including Community Development Block Grant (CDBG), Community Development Block Grant – Disaster Relief (CDBG-DR), Community Development Block Grant-Mitigation (CDBG-MIT), Economic Development Administration (EDA), General Land Office (GLO), and other available funding streams. Averaging 15 years of experience, each member of our team possesses the knowledge and expertise necessary to ensure compliance with program requirements, maintain accurate financial recordkeeping, and effectively communicate with staff and elected officials to preserve the level of transparency demanded by citizens in today's technology driven world. Our staff members have served key roles in the recovery of major disasters across the country as Program Managers, Case Managers, Inspectors, and Consultants and are ready to serve the San Leon MUD with confidence and integrity. We will begin working upon notification of award of this contract to begin outreach to agencies, staff and outside consultants. Preparation and a sense of urgency are key to achieving our team's objectives.

To accomplish our mission to provide the San Leon MUD and its customers the maximum value by providing the most efficient programs possible, we are prepared to immediately assign experienced staff and perform all the services necessary to complete and comply with the MUD's RFP and future grant requirements as outlined in the Scope of Work. Our entire team is Texas based and easily mobilized from our Southeast Texas and/or Gulf Coast field offices.

We have witnessed first-hand the impact of repetitive loss on the lives of flood victims. We have stood beside our clients as they navigated the complicated processes inherent to a disaster recovery program and helped rebuild resilient communities. We look forward to the opportunity to join forces with the San Leon MUD to construct meaningful improvements that ensure the safety of residents, now and in the future.

### **Why Traylor and Associates**

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

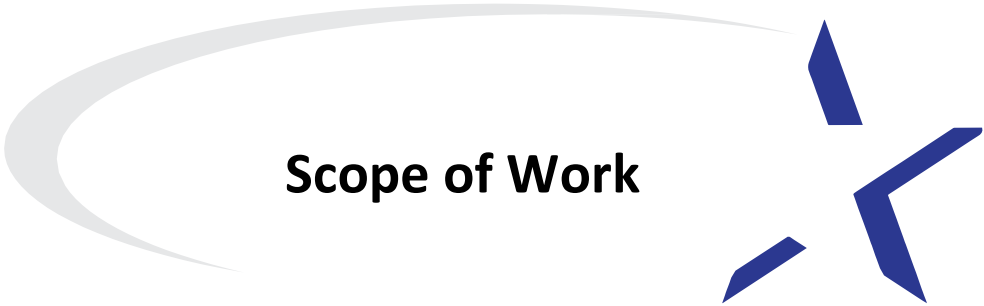
Application Preparation	Grant Management Services
Planning Services	Public / Special Housing Services
Construction / Infrastructure	Program / Project Management

Project management and financial recordkeeping require an understanding of the importance of adherence to local policies, as well as compliance with state and federal guidelines. Our team is responsible for the administration of over a billion dollars in federally assisted funding with a proven track record of compliance with the cost principles outlined by the OMB and further defined in 2 CFR Part 200.

With hundreds of years of experience in grant administration, our team is poised to provide the comprehensive range of services necessary to assist the District in the effective coordination, management, administration, oversight, and implementation of its CDBG-MIT programs to support ongoing recovery and mitigation efforts. Our team's achievements are due in no small part to the emphasis we place on coordination and communication between stakeholders and our staff, and a drive for superior service. This commitment has led to accomplishing many noteworthy milestones on behalf of our clients, including:

- **Reconstruction of the first homes to receive 2016 CDBG-DR assistance in Texas;**
- **The first Texas community to receive Hurricane Harvey CDBG-DR application approval; and**
- **Successful coordination and utilization of CDBG-DR funding to leverage resources provided by other state and federal agencies.**

If selected to perform the duties under this Solicitation, our team will dedicate this same level of support and commitment to the completion of all requested services in accordance with the prescribed timelines and in compliance with all state and federal regulations.



**Scope of Work**

## Objective/Detailed Work Plan

The Traylor & Associates team has the capacity and depth of experience to perform all operational and administration duties required to support the District in its efforts to obtain and manage CDBG-MIT funding. Our mission is to work with District leadership and staff to simplify and streamline workflows and ensure successful implementation of all projects funded under the *State of Texas CDBG Mitigation (CDBG-MIT) Action Plan*. Accomplishing this goal requires an astute awareness and understanding of all applicable statutes and regulations. Our team has direct experience assisting all levels of government in achieving regulatory compliance and will apply knowledge gained and lessons learned to confidently assure all programs will be carried out in accordance with HUD CDBG rules and all federal cross-cutting regulations, including:

Applicable Regulations, Statutes, and Authorities	
<p>Further Additional Supplemental Appropriations for Disaster Relief Requirements Act, 2018  <b>Federal Register Notice 84 FR 45838</b>                      Title I of the Housing and Community Development Act  <b>24 CFR Part 570</b>                      2 CFR Part 200  <b>Davis-Bacon and Related Acts, as amended</b>                      Fair Labor Standards Act of 1938, as amended  <b>Fair Housing Act</b></p>	<p>HUD Rules of Affirmatively Furthering Fair Housing  <b>Section 312 Stafford Act (42 U.S.C. 5121 et seq.)</b>                      NEPA and other environmental regulatory authorities                      (Section 106, EO 11988/11990, et al)  <b>24 CFR Part 58</b>                      URA  <b>Section 504 of the Rehabilitation Act of 1973</b>                      Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135)</p>

### PRE-FUNDING SERVICES

Immediately upon notification of award, our team will schedule an introductory meeting with District staff to review the requirements of the program. Our team will develop a project scope and be an active participant in completing all CDBG-MIT grant applications. We will work with the District’s leadership team, Engineer, and Finance staff to coordinate and provide the concise information needed for submission of one or more complete mitigation funding applications.

We understand the District’s commitment to identifying and removing barriers to Fair Housing. Each project will be assessed to verify they align with the Fair Housing Act, HUD’s Fair Housing goals, and local program objectives to combat discrimination, NIMBY-ism, and racial steering practices while safeguarding vulnerable populations.

Our belief is that preparing for auditing and monitoring processes begins during project development. To ensure proper and adequate documentation is acquired at application, we will utilize easy-to-follow checklists to methodically undertake in-depth reviews of applications, project scopes, budgets, procurements, and schedules. By ensuring proper documentation from the beginning, we will greatly reduce the risk of audit findings and recapture of funds.

Immediately upon notification of award, our team will perform the following services:

A. Application Preparation Assistance

1. Read, review and scrutinize grant opportunities that reflect the District’s mission and objectives, identify the application requirements, and provide feedback for a Go/No Go decision by District staff.
2. Assist the District in establishing a grant submittal project plan that identifies actions, milestones, and responsible parties in a manner that best meets the District’s timeframe to complete the grant application.
3. Coordinate with all the stakeholders and parties involved in obtaining documentation, and information that is required by the grant or in support of the grant efforts.
4. Bring our firm’s knowledge, skills and experience of lessons learned to write, review, and apply quality assurance reviews to strengthen the application.
5. Assist the District and lead the effort to complete the application, develop cost estimates, ensure forms are completed, and perform quality assurance reviews to confirm the District’s grant meets all application requirements.
6. Ensure project meets HUD national objectives.
7. Review projects to verify adherence to AFFH requirements.
8. Research and complete BCA for projects requesting over \$50 million in CDBG-MIT funds.
9. Identify beneficiary groups and provide advice regarding possible scope reductions or expansions to meet LMI scoring criteria.
10. Conduct Public Hearings, assist in publishing/posting of application to meet prescribed Citizen Participation requirements.
11. Take an active role in communicating with the District leadership, the State or Federal funding agency, to answer any questions including post-submission questions and requests for additional information.
12. Submit the application through the various means and portals as required.

SUMMARY OF PRE-FUNDING SERVICES TASKS		
Deliverable	Approach	Timeline
A. Schedule introductory meeting	<ul style="list-style-type: none"> <li>➤ Meet with District leadership and staff to identify POCs and potential projects</li> <li>➤ Create strategy to work within existing District policies and workflows</li> </ul>	Begin: Immediately Completed within: 14 days
B. Identify highest scoring prospects	<ul style="list-style-type: none"> <li>➤ Locate concentrations of LMI households</li> <li>➤ Evaluate potential projects for expansion/reduction in scope to increase score</li> <li>➤ Review cost per beneficiary based on preliminary estimates</li> </ul>	Begin: Immediately Completed within: 30 days

**SUMMARY OF PRE-FUNDING SERVICES TASKS**

<b>Deliverable</b>	<b>Approach</b>	<b>Timeline</b>
C. Review projects	<ul style="list-style-type: none"> <li>➤ Immediately upon release of application by GLO, communicate with staff to review HUD and GLO objectives and scoring criteria requirements</li> <li>➤ Review projects to ensure projects align with both HUD and local Fair Housing objectives</li> </ul>	<p>Begin: Month 1 - Immediately upon selection</p> <p>Completed within: 21 days</p>
D. Prepare BCA for applications over \$50 million in CDBG funds	<ul style="list-style-type: none"> <li>➤ Research news articles, social media posts, emergency management files and other sources for documented damages including road closures, loss of life, loss of property</li> <li>➤ Utilize existing applications to further document damages/required repairs and improvements</li> <li>➤ Use insurance, government and charitable organization datasets to identify privately funded damages/repairs</li> <li>➤ Determine viability of projects with ample time to revise scope or select other projects</li> </ul>	<p>Begin: Immediately upon selection</p> <p>Completed within: 60 days</p>
E. Coordinate with engineer and designated staff to prepare application	<ul style="list-style-type: none"> <li>➤ Meet in person, via teleconference and phone as necessary to prepare application</li> <li>➤ Ensure all documentation is included to support application and reduce RFIs</li> <li>➤ Provide detailed status updates to elected officials monthly</li> </ul>	<p>Begin: Immediately upon selection</p> <p>Completed within: 5 months</p>
F. Citizen Participation	<ul style="list-style-type: none"> <li>➤ Coordinate public hearings</li> <li>➤ Prepare required notices and distribute to required agencies</li> <li>➤ Use social media and traditional media to notify residents of opportunities to provide input</li> <li>➤ Document public input and comments</li> <li>➤ Revise application, if necessary</li> <li>➤ Gather documentation required for submittal, including copies of newspaper advertisements, attendance lists, etc.</li> </ul>	<p>Begin: Immediately upon selection</p> <p>Completed within: 4 months</p>



SUMMARY OF PRE-FUNDING SERVICES TASKS		
Deliverable	Approach	Timeline
G. Submit Application	<ul style="list-style-type: none"> <li>➤ Ensure all documentation is included for complete application</li> <li>➤ Upload to TIGR or other system of record as required by GLO</li> <li>➤ Provide complete copy to District for project files</li> </ul>	Completed within: 5 months
H. Coordinate RFI Responses	<ul style="list-style-type: none"> <li>➤ Respond to requests for information</li> <li>➤ Update application as needed</li> </ul>	As prescribed by GLO

**POST-FUNDING SERVICES**

Our team is experienced in designing step-by-step processes, forms, and other documents that meet, and frequently exceed, the minimum requirements set forth in applicable regulations for use at both the Program and Subrecipient levels. Grant managers average over 15 years' experience creating policies and procedures relating to all general aspects of grant management, including but not limited to Davis-Bacon and related acts, URA, Section 3, Fair Housing, Section 504, as well as 24 CFR Part 58 compliant environmental reviews.

As Grant Managers, accurate and thorough recordkeeping is the most critical function with which we are tasked. We believe the best approach to creating and maintaining project and program files begins with a comprehensive understanding of audit and monitoring processes. **As reiterated by several members of the OIG investigating and HUD auditing staff during the recent CDBG-DR Disaster Fraud Awareness Training – if it isn't documented, it didn't happen.** Our team utilizes a combination of automated, interactive spreadsheets and manually completed checklists to simplify completion and review of amendments, draw requests, change orders and other forms/documents necessary to properly record regulatory compliance efforts.

Timely expenditure of funds and accurate reporting is vital to overall program success. As HUD measures progress based on funds expended, it is imperative that forms and procedures facilitate accurate yet expeditious processing that can be easily tracked for reporting purposes. Our team currently utilizes a Dynamics-based draw tracking system that provides real-time tracking of drawdown requests and provides full reporting capabilities.

Upon notification of award, Traylor & Associates will prepare, administer, and complete infrastructure, utilities, housing and eligible projects approved for disaster recovery funding through the following services:

General Administration Services - General

A. Administrative Duties

1. Coordinate, as necessary, between District and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested.
2. May assist in public hearings.
3. Will work with GLO's system of record.
4. Provide monthly project status updates.
5. Funding release will be based on deliverables identified in the contract.

6. 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.
7. Financial duties
  - a. Prepare and submit all required reports (Section 3, Financial Interest, etc.).
  - b. Assist District with the procurement of audit services.
  - c. Assist District 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

1. The provider will assist the District in submitting/setting up project applications in the GLO's system of record.
2. 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 District by coordinating to acquire the necessary documentation.
3. The provider may monitor, report, and evaluate contractor's performance; notify the District if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
4. The provider may assist the District with project Activity Draws/Close Out.
5. The provider may assist the District by submitting all the necessary documentation for draws and to close a project activity in the GLO's 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 the necessary forms, the provider may assist the District by coordinating to acquire the necessary documentation.

6. The provider may assist the District in developing Architectural and Engineering plans with guidance from the GLO.
7. Reassignment scope alignment (if necessary).

#### General Administration Services - Infrastructure

##### A. Administrative Duties

1. Ensure program compliance including all CDGB-MIT requirements and all parts therein, current Federal Register, etc.
2. Assist District in establishing and maintaining financial processes.
3. Obtain and maintain copies of the District's most current contract including all related change requests, revisions and attachments.
4. Establish and maintain record keeping systems.
5. Assist District with resolving monitoring and audit findings.
6. Serve as monitoring liaison.
7. Assist District with resolving third party claims.
8. Report suspected fraud to the GLO.
9. Submit timely responses to the GLO requests for additional information.
10. Complete draw request forms and supporting documents.
11. Facilitate outreach efforts, application intake, and eligibility review.
12. Perform any other administrative duty required to deliver the project.
13. Utilize and assist with GLO's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.
14. Submit change requests and all required documentation related to any change requests.

##### B. Acquisition Duties

1. Submit acquisition reports and related documents.
2. Establish acquisition files (if necessary).
3. Complete acquisition activities (if necessary).

##### C. Environmental Services

1. Assist detailed scope of services
2. Review each project description to ascertain and/or verify the level of environmental review required (ie, Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements);
3. Prepare, complete and submit HUD required forms, if any, for environmental review and provide all documentation to support environmental findings;
4. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
5. 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.

6. 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;
7. 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;
8. Complete and submit the environmental review into GLO's system of record;
9. At least one site visit to project location and completion of a field observation report
10. 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;
11. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
12. Process environmental review and clearance in accordance with NEPA;
13. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
14. Prepare and submit Monthly Status Report; and
15. Participate in regularly scheduled progress meetings.

<b>SUMMARY OF POST-FUNDING SERVICES TASKS</b>		
<b>Deliverable</b>	<b>Approach</b>	<b>Timeline</b>
A. General Administration	<ul style="list-style-type: none"> <li>➤ Assist in the development of Standard Operating Procedures to ensure timely compliance with all statutory and programmatic requirements</li> <li>➤ Create strategy to work within existing District policies and workflows</li> <li>➤ Prepare all “startup” and civil rights documentation for adoption by District</li> <li>➤ Attend project kick-off meeting</li> <li>➤ Provide project management file system to be kept at District offices</li> <li>➤ Establish financial management system</li> </ul>	Begin: Immediately upon selection for funding Completed within: 30 days
B. Construction Management	<ul style="list-style-type: none"> <li>➤ Provide bid packets to engineer with required federal and program documentation</li> <li>➤ Obtain applicable wage decision</li> <li>➤ Conduct Preconstruction meeting</li> <li>➤ Review certified payrolls</li> <li>➤ Conduct employee interviews</li> <li>➤ Review closeout documentation</li> </ul>	Begin: Immediately upon submittal of RROF Completed within: 5 years (target program end date depending on scale of project)

**SUMMARY OF POST-FUNDING SERVICES TASKS**

<b>Deliverable</b>	<b>Approach</b>	<b>Timeline</b>
C. Acquisition	<ul style="list-style-type: none"> <li>➤ Provide notices and other documentation in HUD approved format</li> <li>➤ Coordinate with engineer or District to identify parcels necessary for improvements</li> <li>➤ Gather executed documentation</li> <li>➤ Submit all required forms and reports to GLO</li> </ul>	<p>Begin: Immediately upon receipt of AUGF</p> <p>Completed within: 90 days (unless use of eminent domain is required)</p>
D. Buyout	<ul style="list-style-type: none"> <li>➤ Develop guidelines that are consistent with program requirements</li> <li>➤ Create individual application process and SOPs</li> <li>➤ Application intake via electronic, on site and other means</li> <li>➤ Communicate with participants, troubleshoot potential issues and create strategy to ensure eligibility</li> </ul>	<p>Begin: Upon submittal of application</p> <p>Completed within: 3 years (target program end date)</p>
E. Environmental	<ul style="list-style-type: none"> <li>➤ Identify potential concerns and necessary permitting during application</li> <li>➤ Coordinate with agencies to identify required permitting, including USFWS, USACE, TPWD, TCEQ, and THC</li> </ul>	<p>Begin: During application process (Estimated May 2020)</p> <p>Completed within: 6 months execution of grant contract, unless additional permitting is required</p>

The graphic features the text "Statement of Qualifications" in a bold, black, sans-serif font. The text is positioned to the left of a stylized blue starburst or asterisk shape composed of several overlapping, angular segments. A light gray, curved swoosh or underline element is positioned behind the text, extending from the left side towards the starburst.

**Statement of Qualifications**

## Work Performance and Experience

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

Traylor & Associates' success over the past 45 years is due in no small part to the emphasis we place on the coordination and communication between District staff, engineers, contractors, state and federal agencies and our staff. This commitment has led to achieving many noteworthy milestones on behalf of Texas communities including: reconstruction of the first homes to receive 2016 CDBG-DR assistance; being among the first communities to receive a Hurricane Harvey CDBG-DR infrastructure contract and the successful coordination and utilization of CDBG-DR funding to leverage resources provided by other state and federal agencies.

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

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

## Capacity to Perform

Gary R. Traylor & Associates, Inc. has the proven capacity required to meet the needs of the District by maintaining an experienced staff capable of providing services on time, in scope and under budget on a daily basis. This is emphasized in a CDBG track record spanning more than 45 years with key personnel averaging fourteen years' experience with HUD funded programs.

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

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

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

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



### HAZARD MITIGATION

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

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



### DISASTER RELIEF/URGENT NEED

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

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





## COMMUNITY DEVELOPMENT

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

Community Development Grants			
Client	Grant Name	Value	Description
City of Alto	TDA	\$ 275,000.00	Sewer Improvements
City of Mount Vernon	TDA	\$ 275,000.00	Water Improvements
City of Pittsburg	TDA	\$ 275,000.00	Water Improvements
City of Teague	TDA	\$ 300,000.00	Water and Sewer Improvements



## ECONOMIC DEVELOPMENT

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

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

Economic Development Grants			
Client	Grant Name	Value	Description
City of Ennis	TCF	\$ 1,000,000.00	Street Improvements (Buc-ee's)
Lamar University	CDBG-DR	\$11,000,000.00	Specially Authorized Public Facilities and Improvements and Public Services
Smith County	TCF	\$ 850,000.00	Water Improvements (Sanderson Farms)
City of West Orange	EDA	\$ 6,250,000.00	Wastewater Improvements (WWTP)



## COMMUNITY ENHANCEMENT

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

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



## HOUSING

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

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

## REFERENCES

Project #1	
<b>Project Name:</b>	Gas Line Relocation
<b>Project Location:</b>	Alto, Texas
<b>Funding Agency:</b>	Texas General Land Office, Texas Department of Transportation, USDA Rural Development
<b>Services Provided:</b>	Relocated 16,867 LF of existing gas lines, performed rectifier work, 2,667 LF of cathodic protection, and performed site work associated with construction in support of the larger TxDOT project. Improvements increased capacity of roadway and restored the function of roadway as a primary evacuation route and increased emergency services. Easements were acquired as needed to accommodate proposed gas line rectifier improvements.
<b>Project Manager</b>	Mark Taylor, Senior Vice President
<b>Date of Completion or Project Status:</b>	May 2015 to December 2018
<b>Project Completed on Time and on Budget:</b>	Project completed on time and within budget.
<b>Client Name and Contact Person</b>	City of Alto April Comte, City Secretary 936-858-4711 <a href="mailto:altoch@consolidate.net">altoch@consolidate.net</a>

Project #2	
<b>Project Name:</b>	Street Improvements, Flood and Drainage Activities and Demolition and Clearance
<b>Project Location:</b>	West Orange, Texas
<b>Funding Agency:</b>	Texas General Land Office
<b>Services Provided:</b>	Street Improvements – repaired existing roadway, proof roll, repaired soft spots, shaped and applied prime coat, shaped and applied single course surface treatment, and performed site work associated with construction. Flood and Drainage Activities – removed existing culverts and replaced with new culverts, constructed concrete headwalls, reconstructed existing roadway crossing, cleared and re-graded ditch, performed utility relocation, and performed site work associated with construction. Demolition and Clearance Activities – demolished, cleared, and disposed of residential structures located throughout the city. Demolition removed residences that were not structurally sound, thereby removing a health hazard to the surrounding residents.
<b>Project Manager</b>	Melinda Smith, Project Manager
<b>Date of Completion or Project Status:</b>	October 2012 to December 2018
<b>Project Completed on Time and on Budget:</b>	Project completed on time and within budget.
<b>Client Name and Contact Person</b>	City of West Orange Theresa Van Meter, City Secretary 409-883-3468 <a href="mailto:tvanmeter@cityofwestorange.com">tvanmeter@cityofwestorange.com</a>

Project #3	
<b>Project Name:</b>	Water Improvements, Street Improvement, and Fire Hydrant Replacement
<b>Project Location:</b>	Rose City, Texas
<b>Funding Agency:</b>	Texas General Land Office
<b>Services Provided:</b>	Water Improvements – removed and disposed of sludge, modified piping, installed a concrete liner, and performed site work, including earthwork, associated with construction. Fire Hydrant Replacement – disconnected/removed existing fire hydrants and installed/rehabilitated approximately twenty-five (25) new fire hydrant assemblies, installed gate valves and boxes, and performed pavement repair. Street Improvements – re-constructed, scarified, re-graded, and re-shaped an existing City street to its original width. Installed flexible base, applied an asphalt prime coat, constructed a Hot Mix Asphalt Concrete (HMAC) surface, and performed site work associated with construction.
<b>Project Manager</b>	Melinda Smith, Project Manager
<b>Date of Completion or Project Status:</b>	August 2012 to December 2018
<b>Project Completed on Time and on Budget:</b>	Project completed on time and within budget.
<b>Client Name and Contact Person</b>	City of Rose City The Honorable Bonnie Stephenson, Mayor 409-769-6809 <a href="mailto:cityofrosecitymayor@yahoo.com">cityofrosecitymayor@yahoo.com</a>

**DEBARRED OR SUSPENDED**

Traylor & Associates nor any of its principals have ever been debarred or suspended from the Excluded Parties List Systems (EPLS) in the Systems for Award Management (SAM) or been disqualified from working or administrating any federal or state grant programs.

**ABILITY TO CARRY OUT SCOPE OF WORK**

Traylor & Associates utilizes current information technology tools to maximize the efficiency of each

**STRENGTH OF RESOURCES** 

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

team member. Possessing technology specifically adapted for program management in today’s mobile driven environment allows a scalable approach to staffing and overall operations. This technology is supported by both IT personnel on staff, as well as contracted services.

**PHYSICAL RESOURCES**

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

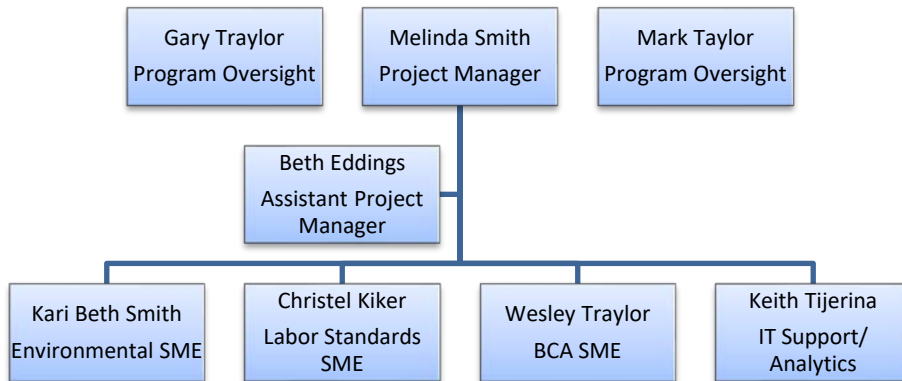
The firm is equipped with high-speed duplicating machines, multi-line telephone system, individual personal computer workstations, on-site reproduction capability, and presentation-quality enlargement equipment. The firm’s professional employees are furnished with company-owned automobiles, cellular telephones, and audio and video conferencing capability.

**Offeror Personnel and Organization:**

We have carefully reviewed this Solicitation and the *State of Texas CDBG-MIT Action Plan* to ensure that we have assembled the most qualified team to meet the needs and requirements stated therein. Our technical and programmatic experts are proven leaders in the disaster recovery and grants management fields. Key staff assigned to the project are listed below, with profiles supplemented by resumes attached as supporting documentation.

All key staff are immediately available upon notification of award and possess all materials and equipment needed to provide support to the District throughout the life of the grant. We acknowledge that no substitutions of personnel will be made without the prior written consent of the District. No members of our staff are related (by blood or marriage) to any staff or elected officials of the San Leon MUD.

**Organizational Chart and Staffing Plan**



**Gary R. Traylor – President and CEO  
Program Oversight**

Mr. Traylor will provide general program oversight and provide guidance and assistance. Mr. Traylor is a city planner and municipal consultant with specialized experience in the field of funding research, grant procurement, and financial/grant management. His career has included serving as a financial/grant consultant for over 170 Texas cities and counties with respect to housing, community development, and economic development projects. Mr. Traylor is widely respected for his proven record in the procurement of grants involving competitive selection.

Education: University of Texas, Tyler, Texas; B.S, Political Science  
HUD and TDRA Application, Implementation and Environmental Certifications  
AFFH Training Workshops

**Mark Taylor – Senior Vice President & Housing Specialist  
Program Oversight**



Mr. Taylor will provide general program oversight to infrastructure projects and as primary contact/project manager for housing-related projects (if applicable). Mr. Taylor is a well-versed individual with an experience in building construction, management and social work. Applying those skills, Mr. Taylor has prepared numerous applications and administered construction of homes using HOME Program funds under the Texas Dept. of Housing and Community Affairs (TDHCA). His responsibilities also included working with the City of Temple as Coordinator of the city’s HUD entitlement funded projects. Those duties include regular meetings with city staff and community groups.

Mark has an extensive background in all phases of residential construction and remodeling; and was self-employed in the construction business for twelve years in Tyler. He then worked as a Licensed Social Worker Associate for the State of Texas, in which he assisted elderly and special-needs individuals. Mr. Taylor also served as a member of the State Policy and Procedure Committee for four years, in which he represented the East Texas Region, comprised of 23 counties. He also managed customer service and inside sales for an East Texas manufacturing facility.

Mark’s most recent accomplishments include the administration of the Newton County 2016 Flood program and completion of the Lamar University Center for Innovation, Commercialization and Entrepreneurship.

Education: Le Tourneau University, Longview, Texas; B.S., Business Management  
TDRA and TDHCA Application, Implementation Certifications  
HUD and TDRA Environmental Training Certifications  
AFFH Training Workshops  
Meeting a National Objective Workshop  
Licensed Mortgage Loan Originator



**Melinda Smith – Vice President & Project Manager  
Project Management**

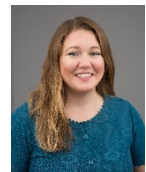
Mrs. Smith will serve as primary contact/project manager for infrastructure projects. Having attended hundreds of hours of public hearings, regional flood and drainage meetings, state agency meetings and other stakeholder forms, she is familiar with the unmet flood and drainage needs of the City. As project manager, she will coordinate with City staff, engineers, and other agencies to prepare the application and manage the project once funded.

Melinda has been dedicated to serving the communities of Texas as a Project Manager since 2011. Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, she assists communities throughout every step of the grant process from application to close-out.

Mrs. Smith's background in the real estate, title company and legal fields provided a foundation based on an understanding of the importance of meeting and accurately documenting compliance with contractual requirements. Recent disaster recovery projects include those funded by the Economic Development Administration (EDA-DR), FEMA Public Assistance (FEMA-PA), Hazard Mitigation Grant Program (FEMA-HMGP), Federal Highway Administration Emergency Recovery (FHWA-ER), Texas Department of Agriculture Disaster Relief (TDA-DR), and multiple projects funded throughout the General Land Office's Disaster Recovery Program.

Education: Texas A&M University-Commerce, Commerce, TX; Real Estate Agent Certification  
TDA Certified Administrator  
TxDOT Local Government Project Procedures (LGPP) Certifications  
HUD Fraud and Waste Prevention Training

**Beth Eddings – Project Manager**  
**Project Management**



Ms. Eddings will assist in application preparation and financial management of the project once funded. She will also assist in community outreach efforts and compliance with civil rights and fair housing requirements.

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

Education: Tyler Junior College - Tyler, Texas; Associate of Science in Health Information Management  
TDA Implementation Workshop Certification  
GLO Environmental Training Workshop  
TxDOT Local Government Project Procedures (LGPP) Certifications  
HUD Fraud and Waste Prevention Training



**Wesley Traylor – Capital Area Associate**  
**BCA Specialist**

Mr. Traylor will lead the efforts to meet benefit cost ratio requirements through the completion of thorough and accurate benefit cost analysis. He has assisted area communities in researching and documenting damages from past storms (named and unnamed) to support the development of large-scale mitigation projects.



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

**Kari Beth Smith - Environmental Specialist**  
**Environmental SME**



Mrs. Smith serve as the Environmental subject matter expert and will prepare all documentation necessary to coordinate with engineers and interested regulatory agencies to minimize effects to the natural and human environment. Mrs. Smith has principle responsibility for hundreds of Environmental Review Records, including documentation and clearance of all TxCDBG projects for Texas Department of Agriculture and Disaster Recovery projects under the Texas General Land Office. She has also worked directly with client companies for employee certification reporting involved in Texas Capital Fund economic development grants. In 2016, Kari Beth began assisting Mr. Traylor in the administration of a grant of the Texas Department of Transportation for the Texas State Railroad Authority in the amount \$10,000,000.

Kari Beth has an extensive customer service and financial background. She has overseen application preparation and contract preparation for Grant Administration and Engineering Service Providers for Community Development Block Grant projects. She also has experience in the Davis-Bacon Labor Enforcement requirements of project administration, as well as financial accounting systems and preparation of drawdown requests.

Education: TDRA Implementation and Application Workshops  
HUD & TDRA Environmental Training Workshops  
TxDOT Local Government Project Procedures (LGPP) Certification



**Christel Kiker – HOME Administrative Assistant**  
**Labor Standards SME**

Mrs. Kiker will serve as the Labor Standards subject matter expert to ensure compliance with Davis-Bacon and related acts. In this capacity, she issues and confirms Davis Bacon Wage Rates, reviews contractor payrolls for compliance, and reports all violations accordingly. She specializes in preparation of broad and site-specific Environmental Review Records associated with the CDBG-DR grants.

Christel has an extensive customer service and retail management background. She worked for Hastings Entertainment, a book, music, and video store for 15 years. She managed stores in Hobbs, NM and Tyler, TX.

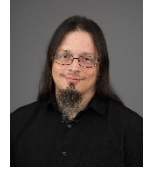
As HOME Administrative Assistant, Christel coordinates with representatives of state agencies, city or county personnel, and homeowners in Owner Occupied projects funded under various housing programs. Responsibilities include homeowner income verification and documentation, environmental clearance and financial reporting. Christel also conducts homeowner applicant



meetings, prepares construction bid packets and conducts bid openings, while coordinating construction projects.

Education: Sam Houston State University - Huntsville, TX  
Bachelor of Science-Psychology

**Keith Tijerina – Information Technology Coordinator  
Analytics & Technical Support**



Mr. Tijerina will assist in the research and presentation of data necessary to complete the application and provide technical support during the life of the project. Keith has created a Microsoft 365 based, industry specific program that our team utilizes to track draw requests, community outreach, environmental processes and budgets, which enables our team to provide real-time information to clients regarding status throughout all aspects of the grant cycle.

Keith originally owned his own computer repair business for five (5) years before coming to work for Traylor & Associates, Inc. He has gained a great deal of knowledge of computer repair and maintenance, website design, and network administration through technical training and self-gathered knowledge. While owning his business, he was awarded the “Locals Love Us” award for web design as well as maintaining an A+ rating under the Better Business Bureau.

Keith is responsible for ensuring that our computer network runs as efficiently as it can, as well as answering those random computer questions as they arise. He has helped us make promising changes to how we communicate and distribute information around the office and our clients.

Education: Tyler Junior College - Computer Network Administration



**COST OF SERVICES - INFRASTRUCTURE**

Please indicate No Cost Proposal if your firm is not proposing for the services specified on this Cost of Services page.

Maximum amount of grant funds firm is able and/or willing to manage: \$ 250,000,000

**MIT**

<b>Potential Grant Award Amt.</b>	<b>Cost of Services</b>	<b>Notes:</b>
Up to \$1 million	\$ 100,000	10%
\$5 million	\$ 400,000	8%
\$10 million	\$ 800,000	8%
\$50 million	\$ 3,000,000	6%
\$100 million	\$ 6,000,000	6%
\$250 million and above	\$15,000,000	6%



**Certification  
Regarding Lobbying**



**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:

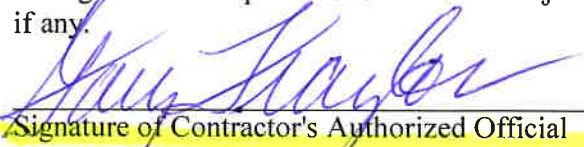
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection 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 County s 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, Traylor & 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

Gary R. Traylor, President  
Printed Name and Title of Contractor's Authorized Official

Date: June 29, 2020

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

Approved by OMB  
0348-0046

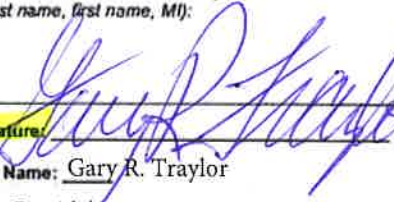
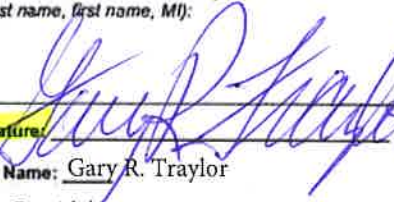


**Disclosure of  
Lobbying Activities**



**Disclosure of Lobbying Activities**

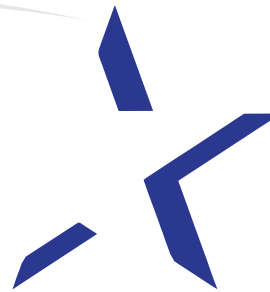
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See reverse for public burden disclosure)

<b>Type of Federal Action:</b> _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance	<b>Status of Federal Action:</b> _____ a. bid/offer/application _____ b. initial award _____ c. post-award	<b>Report Type:</b> _____ a. initial filing _____ b. material change
<b>Name and Address of Reporting Entity:</b> _____ Prime      _____ Subawardee Tier _____, if known:  <b>Congressional District, if known:</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>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>Federal Action Number, if known:</b>	<b>8. Award Amount, if known:</b> \$ _____	
<b>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</b>	<b>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</b>  	
<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 user 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:</b> Gary R. Traylor <b>Title:</b> President <b>Telephone No.</b> 903-581-0500 <b>Date:</b> 6/29/20	
<b>Federal Use Only</b>	<b>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</b>	





**System for  
Award Management**



**SAM Search Results**  
**List of records matching your search for :**

**Search Term : traylor & Associates\***  
**Record Status: Active**

<b>ENTITY</b>	TRAYLOR, GARY R & ASSOCIATES INC	Status: Active
DUNS: 130396385	+4:	CAGE Code: 6Q2T0 DoDAAC:
Expiration Date: 09/02/2020	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 201 CAMBRIDGE RD		
City: TYLER	State/Province: TEXAS	
ZIP Code: 75703-5256	Country: UNITED STATES	

**SAM Search Results**  
**List of records matching your search for :**

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

**No Search Results**



**Affidavit**

STATE OF TEXAS

COUNTY OF SMITH

§  
§  
§

**AFFIDAVIT**

**BEFORE ME**, the undersigned authority, on this day personally appeared Gary R. Traylor known to me to be the person whose name is subscribed to the following, who, upon oath says:

“I am the Manager, Secretary, or other Agent or Officer or the Principal of the Proposer in the matter of the proposal to which this affidavit is attached, and I have full knowledge of the relations of the Proposer with the other firms in this same line of business, and the Proposer is not a member of any trust, pool or combination to control the price of the services in this proposal, or to influence any person to submit a proposal or not to submit a proposal thereon.

I further affirm that the Proposer has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted proposal.”

**AFFIANT FURTHER SAYETH NAUGHT**

Gary R. Traylor  
**AFFIANT**

**SWORN TO AND SUBSCRIBED BEFORE ME** by the above Affiant, who, on oath, states that the facts contained in the above are true and correct, this 29th day of June, 2020.

Christel Kiker  
**NOTARY PUBLIC - STATE OF TEXAS**

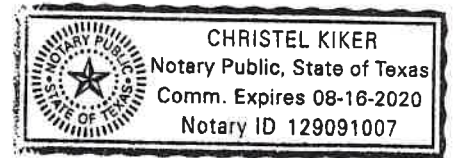
Proposer: \_\_\_\_\_ Signed By: Gary R. Traylor

Title: President Traylor & Associates, Inc.

Address: \_\_\_\_\_ Phone: 903-581-0550

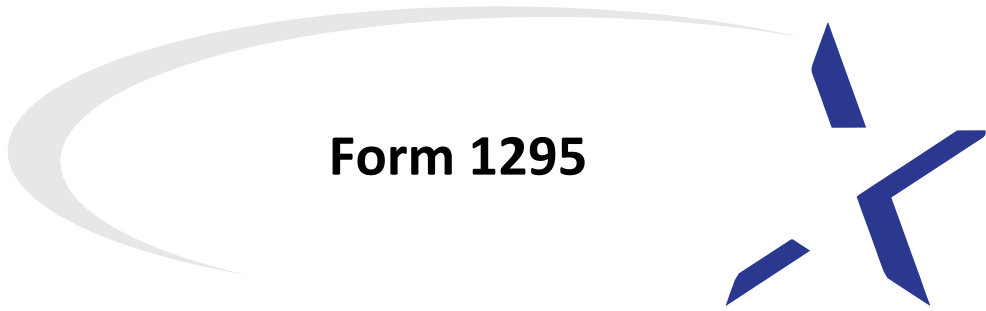
P.O. Box 7035 Fax: 903-581-4245

Tyler, Texas 75711 Email: gary.traylor@grtraylor.com



**NOTE: PROPOSALS NOT ACCOMPANIED BY THIS AFFIDAVIT WILL NOT BE CONSIDERED**

San Leon MUD is an Affirmative Action/Equal Opportunity Employer. The District does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, religion, age or handicapped status in employment or the provision of services. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals



**Form 1295**

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2020-635786

Date Filed:  
06/23/2020

Date Acknowledged:

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

Gary Traylor & Associates  
Tyler, TX United States

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

San Leon MUD

**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.**

2020 CDBG-MIT 00934  
Grant Consulting

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

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

**6 UNSWORN DECLARATION**

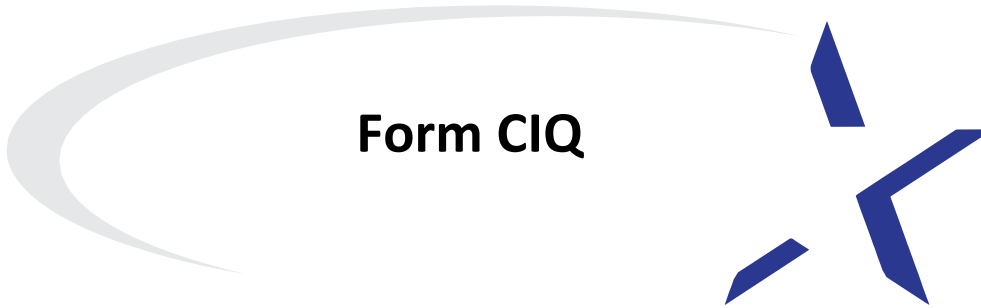
My name is Mark Taylor, and my date of birth is 10/12/1959.

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

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

Executed in Smith County, State of Texas, on the 23 day of June, 2020.  
(month) (year)

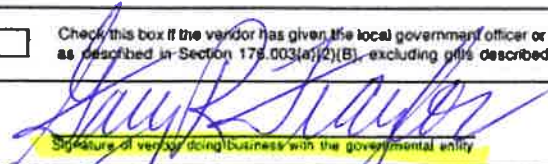
  
Signature of authorized agent of contracting business entity  
(Declarant)





**CONFLICT OF INTEREST QUESTIONNAIRE**

Form CIQ

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b>		<b>FORM CIQ</b>
<b>For vendor doing business with local governmental entity</b>		
<p><small>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).</small></p> <p><small>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.</small></p> <p><small>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</small></p>	<b>OFFICE USE ONLY</b>  Date Received	
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p> <p align="center">Traylor &amp; Associates, Inc.</p>		
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <p align="center">_____</p> <p align="center">Name of Officer</p>		
<p><b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <p align="center">N/A</p> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <p align="center"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <p align="center"> <input type="checkbox"/> Yes      <input type="checkbox"/> No                 </p>		
<p><b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p> <p align="center">N/A</p>		
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p><b>7</b> </p> <p align="center"><small>Signature of vendor doing business with the governmental entity</small></p>		<p align="center">June 29, 2020 <small>Date</small></p>

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

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

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

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

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

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

...

(2) the vendor:

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

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

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

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

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

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

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

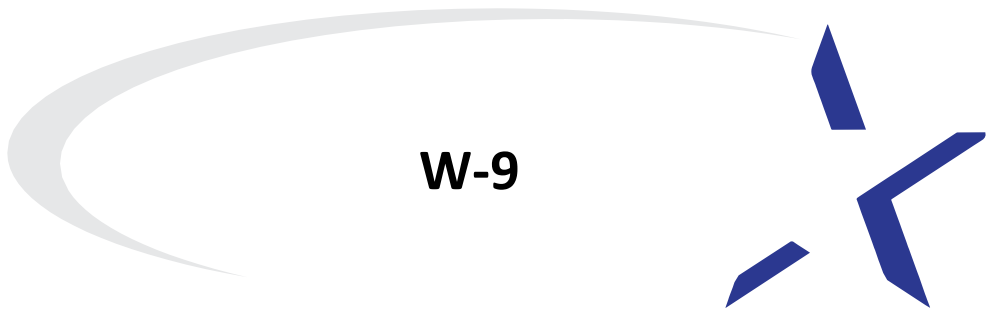
(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

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

(2) the date the vendor becomes aware:

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



**W-9**



**Request for Taxpayer  
Identification Number and Certification**

Give Form to the requester. Do not send to the IRS.

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Traylor & Associates, Inc.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual sole proprietor or single-member LLC  
 C Corporation  
 S Corporation  
 Partnership  
 Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from FATCA reporting code (if any) \_\_\_\_\_

5 Address number, street, and apt. or suite no. (See instructions. *Request Address*)  
**P.O. Box 7035**

6 City, state, and ZIP code  
**Tyler, Texas 75711**

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN), if you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number  

--	--	--	--	--	--	--	--

OR  
 Employer identification number  

7	5	-	1	3	8	0	2	3	4
---	---	---	---	---	---	---	---	---	---

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your last return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here  Date ▶ June 29, 2020

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1098-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



**Certificate of Insurance**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/17/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Linda & George Rowe State Farm Insurance Agencies 6616 S Broadway Avenue Tyler, Texas 75703-3724	<b>CONTACT NAME:</b> Wanda M Smith <b>PHONE (A/C, No, Ext):</b> 903-581-2820 Extension 12 <b>E-MAIL ADDRESS:</b> wanda@lindarowetyler.com <b>FAX (A/C, No):</b> 903-581-2823													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr><td>INSURER A :</td><td></td></tr> <tr><td>INSURER B :</td><td></td></tr> <tr><td>INSURER C :</td><td></td></tr> <tr><td>INSURER D :</td><td></td></tr> <tr><td>INSURER E :</td><td></td></tr> <tr><td>INSURER F :</td><td></td></tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :
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INSURER A :														
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INSURER C :														
INSURER D :														
INSURER E :														
INSURER F :														
<b>INSURED</b> Gary R. Traylor & Associates, Inc. P.O. Box 7035 Tyler, Texas 75711														

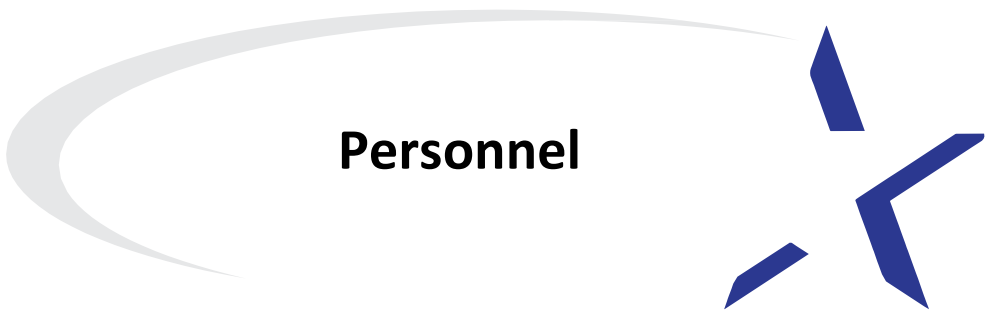
**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/>	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			██████████	03/06/2020	03/06/2021	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			██████████	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
<input checked="" type="checkbox"/>	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			██████████	03/06/2020	03/06/2021	EACH OCCURRENCE \$ AGGREGATE \$ 2,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	██████████	03/06/2020	03/06/2021	PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 





# GARY TRAYLOR

PRESIDENT

## PROFILE

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

## CONTACT

PHONE:  
903-581-0500

WEBSITE:  
[www.grtraylor.com](http://www.grtraylor.com)

EMAIL:  
[Gary.traylor@grtraylor.com](mailto:Gary.traylor@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- 45 years of direct HUD/CDBG experience

### Areas of Expertise

- Disaster Recovery Funding, including CDBG-DR and HMGP
- HUD entitlement and non-entitlement funding
- Economic Development
- Affirmatively Furthering Fair Housing Reviews and Compliance

## WORK EXPERIENCE

### Hurricane Ike Round 2.2 Disaster Recovery

Galveston County

\$31,558,883 (2013 - Present)

Responsible for financial oversight and program management of large-scale drainage improvements and repairs to streets and water and sewer facilities damaged by Hurricane Ike.

### Hurricane Ike Rounds 1.1. 2.1 and 2.2 Disaster Recovery

City of Bridge City, Texas

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

Provided program compliance and oversight of multi-faceted contract to repair and harden facilities damaged by extensive citywide flooding as a result of storm surge during Hurricane Ike.

### Hurricane Ike Round 2.1

City of Vidor, Texas

\$7,094,004 (2011-2018)

Responsible for financial management and contract compliance for multi-phased improvements to Schoolhouse Ditch requiring extensive regulatory agency coordination, including USACE permitting.

## EDUCATION/LICENSES/TRAINING

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





# MARK TAYLOR

SR. VICE PRESIDENT  
DIRECTOR OF  
OPERATIONS

## PROFILE

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

## CONTACT

PHONE:  
903-581-0500 x223

WEBSITE:  
[www.grtraylor.com](http://www.grtraylor.com)

EMAIL:  
[Mark.taylor@grtraylor.com](mailto:Mark.taylor@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- 18 years of CDBG grant administration, including 6 years HUD entitlement administration

### Areas of Expertise

- Disaster Recovery Program Administration, including CDBG-DR and HMGP
- Housing Program Administration – TDHCA and GLO Disaster Recovery Funding
- Public Outreach and compliance with Citizen Participation requirements

## WORK EXPERIENCE

### Hurricane Ike Round 2.2 Disaster Recovery

Lamar University

\$11,000,000 (August 2015 – December 2018)

Responsible for financial management and project coordination of disaster recovery funding utilized to construct a building to house the SBDC and employment training center to develop business technologies and support entrepreneurial endeavors.

### 2016 Floods Disaster Recovery

Newton County, Texas

\$18,035,447 (July 2018 – Present)

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

### 2016 Floods Disaster Recovery

Newton County, Texas

\$10,611,036 (July, 2018 – Present)

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

## EDUCATION/LICENSES/TRAINING

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



# WANDA VANCE

VICE PRESIDENT  
PROJECT MANAGER

## PROFILE

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

## CONTACT

PHONE:  
903-581-0500 x224

WEBSITE:  
[www.grtraylor.com](http://www.grtraylor.com)

EMAIL:  
[Wanda.vance@grtraylor.com](mailto:Wanda.vance@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- o 16 years' experience administering HUD-funded grants
- o 15 years' construction management experience

### Areas of Expertise

- o CDBG-Community Development Fund
- o Community Needs Assessments
- o Compliance with Local, State, and Federal Requirements

## WORK EXPERIENCE

### Pin Oak Creek

City of Kirbyville, Texas

\$984,550 (April 2018 – Present)

Provide program management for channel improvements funded under the 2015 Flood Program. Project involves extensive coordination and permitting with regulatory agencies.

### Sewer System Improvements

City of Kirbyville, Texas

\$989,800 (April 2018 – Present)

Project utilizes disaster recovery funding to repair and replace critical wastewater system components damaged as a result of widespread flooding during the 2015 Flood and Storms.

### Fire Protection Facilities and Equipment

City of Bridgeport, Texas

\$999,348 (July 2018 – Present)

Responsible for the administration of the 2015 Flood Program grant for the construction of a new fire department facility to replace the facility damaged by extensive flooding.

## EDUCATION/LICENSES/TRAINING

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



# MELINDA SMITH

VICE PRESIDENT  
PROJECT MANAGER

## PROFILE

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

## CONTACT

PHONE:  
903-581-0500 x219

WEBSITE:  
[www.grtraylor.com](http://www.grtraylor.com)

EMAIL:  
[Melinda.smith@grtraylor.com](mailto:Melinda.smith@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- 9 years' CDBG-DR experience
- 12 years of experience in the legal field and real estate

### Areas of Expertise

- Disaster Recovery Funding, including CDBG-DR, HMGP and EDA-DR
- Large-scale flood control and flood and drainage projects
- Acquisition of real property

## WORK EXPERIENCE

### Citywide Flood & Drainage Improvements

City of Bridge City, Texas

\$3,000,000 (July 2018 - Present)

Coordinated with City staff, engineers, and drainage district to develop project utilizing HMGP and CDBG-DR funding for construction of outfall improvements and channel excavation.

### Hurricane Ike Round 2.2 CDBG-DR

City of Port Arthur, Texas

\$10,301,777 (November 2017 - Present),

Project manager for multi-project, multi-site contract to repair and harden facilities damaged by Hurricane Ike. Construction consisted of the installation of water/sewer improvements, street improvements, flood and drainage and demolition activities.

### WWTP Expansion

City of West Orange, Texas

\$6,250,000 (August 2019 - Present)

The City, in conjunction with the water control district, is utilizing EDA funds to expand the WWTP and elevate critical components to ensure continuous operation in support of a multi-billion-dollar chemical treatment plant expansion.

## EDUCATION/LICENSES/TRAINING

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



# STACY SCHAFF

PROJECT MANAGER

## PROFILE

Stacy joined Traylor & Associates in November 2016. With a background in land management within the oil and gas industry, Stacy is dedicated to improving communities throughout Texas through the use of alternate funding solutions. He speaks and writes Spanish fluently and translates documents and notices to assist our clients in meeting Limited English Proficiency (LEP) requirements.

## CONTACT

PHONE:  
903-581-0500 x227

WEBSITE:[www.grtraylor.com](http://www.grtraylor.com)

EMAIL:  
[Stacy.schaff@grtraylor.com](mailto:Stacy.schaff@grtraylor.com)

## QUALIFICATIONS

### Years of Experience

- 4 years' CDBG & HMGP experience
- 28 years of professional experience, including oil and gas industry and land management

### Areas of Expertise

- Translation of notices (Fluent in speaking and writing Spanish)
- Community Outreach & Stakeholder Management
- Compliance with Local, State, and Federal Requirements

## WORK EXPERIENCE

### Acquisition/Demolition

City of Corsicana, Texas

\$771,750 (October 2016 – Present)

Responsible for program management of HMGP funded acquisition and demolition of repetitive loss properties. Complete quarterly reports, maintain project files, and ensure timely submittal of requests for reimbursement.

### Sidewalk and ADA Compliance

City of Carthage, Texas

\$422,000 (February 2020 – Present)

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

### Sidewalk and Lighting Improvements

City of Troup, Texas

\$397,875 (March 2019 – present)

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

## EDUCATION/LICENSES/TRAINING

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



# BETH EDDINGS

PROJECT MANAGER

## PROFILE

Beth joined Traylor & Associates in November 2017 as an Administrative Assistant and was promoted to Project Manager in January 2020. She has become particularly proficient in accurate record keeping, Closeouts, Financial Management, Procurement, and EEO/Fair Housing requirements. She delivers a high level of customer care by building relationships with those she serves including colleagues, local government staff, and state agency contract managers.

## CONTACT

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## QUALIFICATIONS

### Years of Experience

- 2 years' CDBG experience
- 15 years' related professional experience

### Areas of Expertise

- Bookkeeping and Financial Management
- FEMA Public Assistance
- Compliance with Citizen Participation requirements

## WORK EXPERIENCE

Hurricane Ike Round 2.2 Disaster Recovery  
City of Port Arthur, Texas

\$10,301,777 (April 2018 – Present)

Assist in the financial management and project recordkeeping of a multi-activity, multi-site contract for the construction of citywide improvements to water and sewer facilities, streets, and flood and drainage structures.

DR-4332 FEMA-PA

City of Vidor, Texas

\$480,000 (November 2017 – Present)

Responsible for financial management, ensuring compliance with program requirements, and maintaining accurate project records for the reimbursement of small and large projects to repair citywide damages resulting from Hurricane Harvey.

Hurricane Ike Round 2.3 Disaster Recovery

City of Alto

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

Assisted in Financial Management and closeout procedures.

## EDUCATION/LICENSES/TRAINING

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





# WESLEY TRAYLOR

CAPITAL AREA ASSOCIATE

## PROFILE

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

## CONTACT

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## QUALIFICATIONS

### Years of Experience

- 5 years' grant funding experience
- 8 years' related professional experience

### Areas of Expertise

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

## WORK EXPERIENCE

### Flood and Drainage Improvements

City of Jefferson, Texas

\$1,979,625 (June 2019 – Present)

Provide financial and program management of flood and drainage improvements to aid in the City's recovery following the 2016 Flood and Storm events.

### OCWCID #2 Generators

City of West Orange, Texas

\$1,500,000 (August 2018 – Present)

Provide project delivery services to ensure compliance with program requirements for 10 generators to ensure continuous operation of lift stations and water wells. Project funded under HMGP's 5% initiative program.

### Old Spanish Trail Crossing Improvements

City of Vidor, Texas

\$1,658,000 (July 2018 – Present)

Project will combine HMGP and CDBG-DR funding to reconstruct the Old Spanish Trail crossing to reduce a risk of loss of life and property due to flooding in future events.

## EDUCATION/LICENSES/TRAINING

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



# KARI BETH SMITH

ENVIRONMENTAL  
SPECIALIST  
COMPLIANCE  
COORDINATOR

## PROFILE

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

## CONTACT

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## QUALIFICATIONS

### Years of Experience

- 20 years' CDBG project assistance and processing Environmental Review Records

### Areas of Expertise

- Preparation and processing of NEPA and 24 CFR 58 compliant Environmental Reviews
- Coordination of application and contract preparation
- Compliance with Civil Rights and Section 3 Requirements

## WORK EXPERIENCE

### Environmental Review Records

Multiple cities and counties throughout Texas (2000 – Present)  
Research source documentation and utilize mapping tools to accurately document site conditions in compliance with NEPA and 24 CFR 58 to ensure projects comply with regulatory and statutory requirements to minimize effects on the human and natural environment.

### Improvements to Historic Rusk and Palestine Railroad Texas State Railroad Authority

\$11,495,923 (April 2009 – Present)

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

### Civil Rights Compliance

Multiple cities and counties throughout Texas (2000 – Present)  
Review and prepare documentation to ensure compliance with required civil rights, equal opportunity and Section 3 requirements.

## EDUCATION/LICENSES/TRAINING

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



# CHRISTEL KIKER

Administrative  
Assistant

## PROFILE

Christel joined Traylor & Associates in July 2012. As HOME Administrative Assistant, she has diligently worked with communities to provide grant funded housing options for those in need. Christel has also served communities with her knowledge and skills related to Davis-Bacon compliance procedures and by completing environmental reviews.

## CONTACT

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## QUALIFICATIONS

### Years of Experience

- 7 years CDBG and Housing Programs Experience

### Areas of Expertise

- GLO-Disaster Recovery & TDHCA Housing Programs
- Environmental Review Records
- Davis-Bacon Labor Compliance
- Compliance with Local, State, and Federal Requirements

## WORK EXPERIENCE

### Disaster Recovery Housing Program

Newton County, Texas

\$18,035,447 (July 2018 – Present)

Responsible for determining homeowner eligibility, ensuring compliance with environmental factors, and maintaining accurate financial records for each housing project funded through the Texas General Land Office.

### Davis-Bacon Labor Compliance

Multiple Communities (2015 – Present)

Ensure prevailing wages are paid and equal opportunity laws are followed by construction contractors through the monitoring of contract documentation and reviewing certified payrolls on federally funded projects.

### Environmental Review

Multiple Communities (2012 – Present)

Ensure that projects are in compliance with a variety of statutes including airport runway clear zones, flood, contamination, explosives, etc. Coordinating with engineers and building contractors to ensure mitigation measures are followed.

## EDUCATION/LICENSES/TRAINING

Sam Houston State University – Bachelor of Science  
Psychology with a minor in Business Administration

- TWC and TDHCA Fair Housing Workshops
- TDA Application & Implementation Certification
- TDHCA, GLO, & TDA Environmental Workshops
- HUD Davis-Bacon Compliance Workshops
- TDHCA Application & Income Eligibility Workshops





# KRISTI DAVIS

ADMINISTRATIVE  
ASSISTANT

## PROFILE

Kristi joined Traylor & Associates in December 2018 as an Administrative Assistant. She has worked closely with government staff to develop projects funded through multiple agencies. Mrs. Davis was instrumental in researching information and creating the format used for the first Community Wildfire Protection Plan in East Texas. Kristi also has experience in Floodplain Management.

## CONTACT

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## QUALIFICATIONS

### Years of Experience

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

### Areas of Expertise

- Disaster Recovery Funding, including CDBG-DR and HMGP
- Housing Inspections
- Application Intake and Processing

## WORK EXPERIENCE

### 2016 Flood Allocation CDBG-DR - Housing

Newton County, Texas

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

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

### DR-4332 HMGP

Newton County, Texas

\$741,348 (December 2018 – Present)

Coordinate with precinct commissioners, engineers and TDEM to provide administration services for the elevation and hardening of roads throughout the County.

## EDUCATION/LICENSES/TRAINING

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



# KEITH TIJERINA

I.T. Coordinator

## PROFILE

Keith joined Traylor & Associates in April 2015. He has worked in the computer field for over 20 years with an extensive background in network administration. Before joining the team at Traylor & Associates, he had owned and operated his own computer repair and website design business in which he held an A+ BBB rating.

## CONTACT

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## QUALIFICATIONS

### Years of Experience

- 22 years' related professional experience

### Areas of Expertise

- Development of industry-specific programming and applications
- Systems Analyst
- Data Manipulation and Integration
- Office 365 based software (Sharepoint, Dynamics)

## WORK EXPERIENCE

### Office 365 based programming

2018 - Present

Responsible for the development of programming and applications to efficiently and accurately document all aspects of grant administration for our firm, including tracking of draw requests, workflow and assignment of tasks, creation of web-based templates, application development and review, as well as compliance with state and federal requirements.

### Data Manipulation and Integration

2015 - Present

Combine data from a variety of sources to produce clear and concise charts and projections to aid application development and document community need.

### Technical Support

2015 - Present

Assist firm staff and clients in the navigation of federal and state portals necessary to ensure compliance with SAM.gov registration, accurate and timely reporting to federal agencies and other tasks as needed.

## EDUCATION/LICENSES/TRAINING

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