



# **ADMINISTRATION & PROFESSIONAL SERVICES PROPOSAL**

## **CITY OF SMITHVILLE COMPREHENSIVE PLAN DEVELOPMENT**



August 22, 2022

Attention: Robert Tamble  
City of Smithville, Texas  
317 Main Street  
Smithville, TX 78957

RE: Proposal for Resilient Communities Comprehensive Plan and Development Services and  
Grant Administration Services - GLO CDBG-MIT

Dear Mr. Tamble,

Langford Community Management Services, Inc. (LCMS) is pleased to submit this proposal to provide Comprehensive Plan Development Services and Grant Management Services for the City of Smithville. We have reviewed the evaluation criteria and designed our proposal to address the City's requirements as they relate to this program.

From the enclosed information, you will find that the LCMS team has an excellent record of performance in providing quality service in Grant Administration and Plan Development. We are confident we have the team and project experience to successfully develop the City's Plan and administer the grant for your project.

We trust this proposal provides all the requested information. Please contact me at (512) 452-0432 if you have any questions or require additional information about LCMS to complete your assessment of our capabilities.

LCMS values our relationship with the City, and we appreciate your consideration of our proposal. We look forward to hearing from you regarding your review of the proposal and the opportunity of working with you on this important project. It would be our pleasure to get this project started as soon as possible.

Sincerely,

Judy Langford  
President/Owner  
Langford Community Management Services  
9017 West County Road 29, Suite 206  
Liberty Hill, Texas 78642

# ADMINISTRATION

## ADMINISTRATION SERVICES

## **Introduction**

Langford Community Management Services, Inc. (LCMS) has been serving Texas Cities and Counties and their grant writing and administration needs for over 39 years. LCMS incorporated as a Women-owned Business Enterprise (WBE) in 1997, having worked with numerous grants since 1983 as a sole proprietorship. LCMS became a certified HUB through the Secretary of State's office and has maintained that certification since 2009. As a Texas "home-grown" business, LCMS has chosen to concentrate in helping to strengthen Texas communities through community and economic development while advocating for affordable housing through local program development and statewide policy changes affecting Texas communities. Judy Langford, President and Owner, is actively engaged in every project we undertake, and will be integrally involved in every step along the way. With our roots in public service, LCMS strives to meet our clients' needs with the recognition that all local governments are in place to assist the public and provide basic services to sustain their communities.

## **Statement of Qualifications**

Langford Community Management Services (LCMS) brings full-spectrum grant writing, plan development and management service with over 39 years of Texas-based grant administration as a firm, and more than a century of combined experience from our team of grant specialists. Langford, being created and continued by service-driven individuals, many of whom worked as public servants for many years prior to coming to this job, take very seriously the fact that we are project managers.

LCMS has written and administered millions of dollars in grants and loans from state and federal agencies, including the Texas Water Development Board (TWDB), Texas Department of Agriculture (TDA), General Land Office (GLO), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Emergency Management (TDEM), Texas Department of Economic Development (TDED), Texas Parks and Wildlife (TPWD), Texas Department of Transportation (TxDOT), Texas Water Commission (now Texas Commission on Environmental Quality-TCEQ), Department of Energy (DOE), State Energy Conservation Office (SECO), Housing and Urban Development (HUD), United States Department of Agriculture (USDA), Texas Historical Commission (THC), U.S. Department of Justice (DOJ), Federal Emergency Management Agency (FEMA) and the Economic Development Administration (EDA)

## **Approach to Providing Services**

Comprehensive plans take the community goals and aspirations and formalize them into actionable policies that determine what can be built within a certain jurisdiction and where. Comprehensive plans themselves serve as guiding documents that provide the framework by which regulatory structures are created. Comprehensive plans can be developed for a single community or as a multi-jurisdictional plan that includes multiple communities across a county or larger multi-county planning region. The comprehensive plan will be forward-looking and will integrate your hazard mitigation plan and will identify local hazard risks and explain how it mitigates against those risks. The plan will also include a Population Study, Housing Study, Land

Use Study/Plan, Zoning Ordinance (if applicable) and an Infrastructure Study/Capital Improvement Plan.

LCMS understands the need for the selected consulting firm to administer, develop the comprehensive plan and manage the program entirely. LCMS is familiar with the planning area for the City of Smithville, having provided services to the City for Disaster Recovery and Mitigation Projects over many years. All work will be performed in the LCMS offices in Liberty Hill and with our planning partner KU & Associates. LCMS is experienced with comprehensive plan development and the processes associated with it.

## **Experienced Staff**

LCMS and Ku & Associates will provide experienced, professional staff to develop the City's comprehensive plan, and manage any awarded and approved funds for the City of Smithville.

LCMS ranks our employees as our #1 asset. Our work with more than 150 communities would not be possible without the knowledge, experience and skills of our staff members. LCMS has in place a strong team with vast training and experience in HMA, TWDB, CDBG-DR and TxCDBG Programs. Our staff members are trained and certified through Texas Department of Emergency Management in Mitigation Plan Development and are also trained and certified through Texas Department of Agriculture to be administrators of the TxCDBG Program. Many are CDBG trained for environmental reviews and trained and certified with the Texas Department of Transportation for administration of TxDOT projects.

Dennis Ku, P.E., with Ku and Associates will partner with LCMS to develop and prepare the City's comprehensive plan. Mr. Ku has over 25 years of experience in a wide range of civil and land- development engineering work including site, subdivision, and utilities construction projects. His experience includes the planning, design, and construction oversight for municipal and private water distribution and sewer facilities, drainage, water quality, and detention facilities. He has extensive project management experience, and experience as a program manager overseeing the planning, design, and delivery of more than 1,500 infrastructure projects. Mr. Ku also has substantial knowledge on Federal and State funding program rules and regulations.

## Comprehensive Plan Development

Comprehensive plans take the community goals and aspirations and formalize them into actionable policies that determine what can be built within a certain City or County and where. Comprehensive plans serve as guiding documents that provide the framework for policy and regulatory creation and decision making by jurisdiction leaders. The GLO's Resilient Communities Program adds an additional aspect by requiring the integration and consideration of a community's hazard mitigation plan in the comprehensive planning process. LCMS entirely understands the need for the selected consulting firm to administer, develop, and manage the comprehensive plan and process. LCMS is familiar with the planning area for the City of Smithville, having provided services to the City for Disaster Recovery and Mitigation Projects over many years. All work will be performed in the LCMS offices in Liberty Hill and with our planning partner KU & Associates. LCMS has extensive experience with implementing and managing the processes associated with comprehensive plan development.

The LCMS Team will work with the City of Smithville to develop a forward-looking comprehensive plan informed by the community's goals and aspirations for the future, while integrating hazard mitigation planning. The plan will include a Population Study, Housing Study, Land Use Study/Plan, Zoning Ordinance updates and an Infrastructure Study/Capital Improvement Plan. LCMS will use the following phases to develop the comprehensive plan: 1) Data Collection and Information Development, 2) Community Assessment and Analysis, 3) Vision and Alternative Scenario Development and Analysis, 4) Comprehensive Plan Creation. Because the community's collective vision for the future is essential to the Comprehensive Plan, public involvement will be a part of all phases of work. A summary of the work and deliverables for each phase is provided below:

- 1) Data Collection and Information Development – This initial phase will provide the data and policy foundation for all later phases of plan development. During this phase, LCMS will collect and compile information on the city's existing plans and policies, infrastructure assets, housing stock and physical conditions, as well as the public's perception, ideas, and issues related to the future of their community. LCMS will work with the City to compile a comprehensive database and collection of information, including system maps and inventory of housing stock and roads/transportation, water, sewer, drainage, administrative and recreation infrastructure. More importantly, LCMS will assist the City conduct electronic surveying and public workshops to gather input from the public to better understand their desires for the future of their neighborhoods and community.
- 2) Community Assessment and Analysis – During this phase LCMS will assist the City in establishing an Advisory Committee that will oversee plan development. LCMS will assist the Advisory Committee to develop guiding principles and policies for plan development based on needs and opportunities identified through an analysis and assessment of the information gathered in the initial phase. A key aspect of this phase



will be the integration of hazard mitigation planning by identifying opportunities to address local hazard risks and develop solutions that both mitigate risks while addressing the communities future housing, infrastructure, and land development needs. During this phase, LCMS will also create initial drafts of comprehensive plan elements and assist the City coordinate and conduct public workshops and stakeholder meetings to obtain and document the community's feedback on the draft plan.

- 3) Vision and Alternative Scenario Development and Analysis – During this phase the future vision for the community will begin to take shape through revision of the draft Comprehensive Plan based on the public's feedback from Phase 2. The vision statement, and alternative scenarios for policy initiatives (including Zoning Ordinance updates), mapping of future conditions and land use, and capital improvements plan will be developed to create alternative overall images of the envisioned future Smithville community. LCMS will help the City coordinate and conduct public workshops and stakeholder meetings to obtain and document community feedback regarding the various alternative scenarios to help determine the “preferred” alternatives for the plan.
- 4) Comprehensive Plan Creation - The final phase will incorporate the work of all earlier phases and create a document that will serve as a guide for City staff, the City Planning and Zoning Commission, and City Council in considering policy development and implementation, capital improvement, land use and development proposals, hazard mitigation, and investment decisions. LCMS will help the City coordinate and conduct a public hearing and incorporate community feedback, as appropriate, prior to plan adoption.

## PLANNING PROJECTS & REFERENCES

### *City of Lyford Comprehensive Plan*



LCMS has been working with the City of Lyford for 18 years. We look at the cities and counties we work with in a comprehensive manner to best serve their project needs. We completed a Comprehensive Plan for the City. As part of the planning efforts, other potential projects and funding sources were identified. The City has been funding for HOME program, the Community

Enhancement Fund for a Health Clinic, multiple General Land Office disaster related drainage projects, Hazard Mitigation Program Grants for drainage projects and multiple TDA TxCDBG water and sewer projects.





## *City of Uhland Comprehensive Plan*

LCMS has worked with the City of Uhland for over 15 years. As with all communities we work with, we strive to deliver as many opportunities as possible for sustained growth and grant program projects. LCMS met numerous times with leaders of the community appointed by council (planning committee) to develop a Comprehensive plan for the City. Preparation of the Comprehensive Plan included an analysis of the land use, transportation, housing, environmental and utilities. The City of Uhland is situated along Plum Creek and Highway 21 just east of the City of Kyle. A part of the fast-growing Austin Metropolitan area, the City of Uhland is experiencing unmatched growth. Using the Comprehensive plan as a base document, the City created a Planning and Zoning Commission to assist council with the review and approval of the numerous housing developments proposed in Uhland.



To better serve the City, LCMS has completed not only the Comprehensive Plan, but also a Downtown Revitalization Project, several water system improvement projects through TxCDBG, a GLO Disaster Recovery grant for drainage repairs/improvements and are kicking off a large GLO Mitigation Grant for drainage to improve the damages the City sustains during flash floods along Plum Creek.

## **City of Flatonia Comprehensive Plan**

LCMS has worked with the City of Flatonia for over 23 years. Flatonia's Comprehensive Plan provides a guide for the physical development of the community by identifying characteristics



and features which influence the community growth patterns. Included in this plan is an analysis of Flatonia's historical patterns of development in the areas of housing, population, land use, and projections for the City's future. Attention is given to the adequacy of each of these major elements for future development needs and how these facilities will affect and

be affected by future growth. The plan also suggests appropriate objectives which would assist in meeting the community's goals regarding future growth and development.

As with the aforementioned City's, LCMS work closely with the City to match needs to grant funding possibilities. Several possible grant applications were identified in the planning process. We work in partnership with the City to best position our clients for the most funding opportunities.



## 1.8 Grant Management Experience

### Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
1988	Florence	\$ 250,000.00	1995	McMullen County	\$ 265,504.00
1989	Buckholts	\$ 168,000.00	1995	Runge	\$ 265,504.00
1989	Devine	\$ 250,000.00	1995	Thrall	\$ 250,000.00
1989	Harker Heights	\$ 227,540.00	1996	Atascosa County	\$ 500,000.00
1989	Runge	\$ 250,000.00	1996	Atascosa County	\$ 250,000.00
1990	Charlotte	\$ 250,000.00	1996	Blanco	\$ 350,000.00
1990	Harker Heights	\$ 246,650.00	1996	Blanco	\$ 250,000.00
1990	Llano	\$ 250,000.00	1996	Charlotte	\$ 250,000.00
1990	Moody	\$ 200,000.00	1996	Falls City	\$ 250,000.00
1990	Taft	\$ 273,925.00	1996	Florence	\$ 250,000.00
1991	Jourdanton	\$ 385,000.00	1996	Lampasas	\$ 250,000.00
1991	La Vernia	\$ 383,000.00	1996	Marble Falls	\$ 434,769.00
1991	Milam County	\$ 250,000.00	1996	Moody	\$ 250,000.00
1991	Thorndale	\$ 186,015.00	1997	La Grange	\$ 250,000.00
1991	Blanco	\$ 250,000.00	1998	Atascosa County	\$ 500,000.00
1991	Charlotte	\$ 250,000.00	1998	Bastrop	\$ 250,000.00
1991	Devine	\$ 177,700.00	1998	Charlotte	\$ 250,000.00
1991	Falls City	\$ 250,000.00	1998	Florence	\$ 250,000.00
1992	Runge	\$ 250,000.00	1998	Harker Heights	\$ 250,000.00
1992	Thrall	\$ 250,000.00	1998	La Coste	\$ 250,000.00
1992	Falls City	\$ 250,000.00	1998	Live Oak County	\$ 300,000.00
1992	Gillespie County	\$ 300,000.00	1998	Marble Falls	\$ 300,000.00
1993	Blanco	\$ 250,000.00	1998	Marble Falls	\$ 200,000.00
1993	Charlotte	\$ 250,000.00	1998	Smithville	\$ 250,000.00
1993	Devine	\$ 250,000.00	1999	Atascosa County	\$ 500,000.00
1993	Florence	\$ 171,870.00	1999	Bandera	\$ 250,000.00
1993	Gillespie County	\$ 250,000.00	1999	Belton	\$ 250,000.00
1993	Harker Heights	\$ 229,122.00	1999	Charlotte	\$ 250,000.00
1993	Holland	\$ 250,000.00	1999	Cuney	\$ 250,000.00
1993	Llano	\$ 250,000.00	1999	Hays County	\$ 350,000.00
1993	Rockdale	\$ 250,000.00	1999	Hays County	\$ 350,000.00
1993	Runge	\$ 250,000.00	1999	Holland	\$ 250,000.00
1994	Bee County	\$ 300,000.00	1999	Kyle	\$ 250,000.00
1994	Bee County	\$ 499,845.00	1999	Runge	\$ 250,000.00
1994	Buda	\$ 250,000.00	1999	Smithville	\$ 350,000.00
1994	Falls City	\$ 250,000.00	2000	Devine	\$ 250,000.00
1994	Lampasas	\$ 250,000.00	2000	Fayetteville	\$ 226,732.00
1994	Rockdale	\$ 250,000.00	2000	Flatonia	\$ 250,000.00
1994	Travis County	\$ 250,000.00	2000	Hays County	\$ 250,000.00
1995	Buckholts	\$ 250,000.00	2000	Harker Heights	\$ 250,000.00
1995	La Coste	\$ 250,000.00	2000	Hondo	\$ 250,000.00

## Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
2000	Marble Falls	\$ 250,000.00	2004	Devine	\$ 250,000.00
2000	Mexia	\$ 250,000.00	2004	Falls City	\$ 250,000.00
2000	Moody	\$ 250,000.00	2004	Fayette County	\$ 250,000.00
2000	Smithville	\$ 250,000.00	2004	Flatonia	\$ 313,000.00
2001	Bastrop	\$ 250,000.00	2004	Marble Falls	\$ 250,000.00
2001	Cuney	\$ 250,000.00	2004	Mexia	\$ 250,000.00
2001	Falls City	\$ 250,000.00	2004	Streetman	\$ 250,000.00
2001	Fayette County	\$ 250,000.00	2005	Bartlett	\$ 250,000.00
2001	Flatonia	\$ 250,000.00	2005	Bastrop County	\$ 250,000.00
2001	Holland	\$ 250,000.00	2005	Bastrop	\$ 350,000.00
2001	Karnes County	\$ 250,000.00	2005	Bastrop County	\$ 250,000.00
2001	Kyle	\$ 250,000.00	2005	Bastrop County	\$ 350,000.00
2001	McMullen County	\$ 300,000.00	2005	Devine	\$ 250,000.00
2001	Travis County	\$ 189,820.00	2005	Fayette County	\$ 250,000.00
2002	Atascosa County	\$ 310,501.08	2005	Flatonia	\$ 250,000.00
2002	Bandera	\$ 186,249.00	2005	Florence	\$ 250,000.00
2002	Bee County	\$ 300,000.00	2005	La Coste	\$ 250,000.00
2002	Blanco	\$ 96,008.00	2005	Live Oak County	\$ 300,000.00
2002	Blanco	\$ 350,000.00	2005	Moody	\$ 250,000.00
2002	Devine	\$ 250,000.00	2005	Runge	\$ 250,000.00
2002	Falls City	\$ 231,533.00	2005	Streetman	\$ 250,000.00
2002	Florence	\$ 250,000.00	2005	Taylor	\$ 400,000.00
2002	Hays County	\$ 217,790.00	2005	Thrall	\$ 250,000.00
2002	Hondo	\$ 250,000.00	2005	Weimar	\$ 250,000.00
2002	Karnes County	\$ 350,000.00	2006	Atascosa County	\$ 250,000.00
2002	La Coste	\$ 250,000.00	2006	Bandera	\$ 250,000.00
2002	Lampasas	\$ 250,000.00	2006	Blanco	\$ 250,000.00
2002	Rockdale	\$ 250,000.00	2006	Charlotte	\$ 250,000.00
2002	Runge	\$ 250,000.00	2006	Cisco	\$ 250,000.00
2002	Smithville	\$ 250,000.00	2006	Falls City	\$ 250,000.00
2002	Weimar	\$ 350,000.00	2006	Giddings	\$ 250,000.00
2003	Atascosa County	\$ 250,000.00	2006	Harker Heights	\$ 250,000.00
2003	Bee County	\$ 300,000.00	2006	Hondo	\$ 250,000.00
2003	Blanco	\$ 250,000.00	2006	Lampasas	\$ 250,000.00
2003	Charlotte	\$ 250,000.00	2006	Marble Falls	\$ 250,000.00
2003	Fayetteville	\$ 250,000.00	2006	Rockdale	\$ 250,000.00
2003	Giddings	\$ 250,000.00	2006	Smithville	\$ 250,000.00
2003	Runge	\$ 250,000.00	2007	Bandera	\$ 250,000.00
2003	Thrall	\$ 250,000.00	2007	Bastrop County	\$ 250,000.00
2004	Bandera	\$ 250,000.00	2007	Bastrop County	\$ 250,000.00
2004	Belton	\$ 250,000.00	2007	Charlotte	\$ 250,000.00

## Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
2007	Gatesville	\$ 350,000.00	2009	Marble Falls	\$ 250,000.00
2007	Giddings	\$ 250,000.00	2009	Martindale	\$ 250,000.00
2007	Karnes County	\$ 250,000.00	2009	Moody	\$ 250,000.00
2007	Lampasas	\$ 350,000.00	2009	Rockdale	\$ 250,000.00
2007	Marble Falls	\$ 350,000.00	2009	Runge	\$ 250,000.00
2007	Marble Falls	\$ 350,000.00	2009	Smithville	\$ 250,000.00
2007	McMullen County	\$ 500,000.00	2009	Streetman	\$ 250,000.00
2007	Runge	\$ 250,000.00	2010	Atascosa County	\$ 250,000.00
2008	Atascosa County	\$ 250,000.00	2010	Bertram	\$ 250,000.00
2008	Atascosa County	\$ 84,435.00	2010	Blanco	\$ 250,000.00
2008	Bastrop	\$ 250,000.00	2010	Cottonwood Shores	\$ 350,000.00
2008	Bee County	\$ 300,000.00	2010	Devine	\$ 250,000.00
2008	Blanco	\$ 250,000.00	2010	Falls City	\$ 250,000.00
2008	Christine	\$ 63,198.00	2010	Fayette County	\$ 250,000.00
2008	Cisco	\$ 250,000.00	2011	Christine	\$ 250,000.00
2008	Cisco	\$ 114,591.00	2011	Cottonwood Shores	\$ 250,000.00
2008	Cisco	\$ 50,000.00	2011	Dilley	\$ 250,000.00
2008	Copperas Cove	\$ 350,000.00	2011	Dublin	\$ 250,000.00
2008	Falls City	\$ 250,000.00	2011	Flatonia	\$ 250,000.00
2008	Hays County	\$ 250,000.00	2011	Hondo	\$ 250,000.00
2008	Hondo	\$ 250,000.00	2011	Karnes City	\$ 250,000.00
2008	La Coste	\$ 250,000.00	2011	Kenedy	\$ 250,000.00
2008	Lampasas	\$ 250,000.00	2011	Mathis	\$ 250,000.00
2008	McMullen County	\$ 300,000.00	2011	Poteet	\$ 250,000.00
2008	Moody	\$ 250,000.00	2011	Rockdale	\$ 250,000.00
2008	Rockdale	\$ 250,000.00	2011	Runge	\$ 250,000.00
2008	Rockdale	\$ 350,000.00	2011	Smiley	\$ 250,000.00
2008	Taylor	\$ 100,000.00	2011	La Feria	\$ 18,000,000.00
2009	Bandera	\$ 250,000.00	2011	Bastrop County	\$ 503,284.67
2009	Bartlett	\$ 250,000.00	2012	Bastrop County	\$ 4,754,900.00
2009	Charlotte	\$ 250,000.00	2012	Bastrop County	\$ 23,439,414.14
2009	Christine	\$ 250,000.00	2012	Bastrop County CD	\$ 275,000.00
2009	Copperas Cove	\$ 250,000.00	2012	Bastrop County	\$ 350,000.00
2009	Fayetteville	\$ 250,000.00	2012	Bee County	\$ 297,036.00
2009	Flatonia	\$ 250,000.00	2012	Atascosa County	\$ 299,599.00
2009	Gatesville	\$ 250,000.00	2012	Bynum	\$ 300,000.00
2009	Hallettsville	\$ 250,000.00	2012	Cisco	\$ 275,000.00
2009	Hays County	\$ 250,000.00	2012	Devine	\$ 275,000.00
2009	Hondo	\$ 250,000.00	2012	Falls City	\$ 275,000.00
2009	La Grange	\$ 250,000.00	2012	Falls City	\$ 350,000.00
2009	Lampasas	\$ 250,000.00	2012	Fayette County	\$ 275,000.00



## Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
2012	Florence	\$ 275,000.00	2014	Stockdale	\$ 275,000.00
2012	Florence	\$ 327,500.00	2014	Weimer	\$ 350,000.00
2012	Gatesville	\$ 75,000.00	2014	West	\$ 274,999.00
2012	Harker Heights	\$ 350,000.00	2015	Buda	\$ 430,377.00
2012	La Coste	\$ 275,000.00	2015	Hays County	\$ 2,349,747.00
2012	Live Oak Colonia	\$ 500,000.00	2015	Hays County	\$ 5,003,006.00
2012	Live Oak Colonia	\$ 300,000.00	2015	Lyford B-116	\$ 1,000,000.00
2012	Marble Falls	\$ 275,000.00	2015	Lyford B-118	\$ 433,375.00
2012	Pleasanton	\$ 275,000.00	2015	Uhland	\$ 277,388.00
2012	Wilson County	\$ 350,000.00	2015	Bastrop County	\$ 275,000.00
2013	Bartlett	\$ 275,000.00	2015	Charlotte	\$ 275,000.00
2013	Charlotte	\$ 275,000.00	2015	Devine	\$ 275,000.00
2013	Devine	\$ 275,000.00	2015	Elgin	\$ 275,000.00
2013	Granite Shoals	\$ 275,000.00	2015	Flatonia	\$ 275,000.00
2013	Hondo	\$ 275,000.00	2015	Harker Heights	\$ 275,000.00
2013	La Grange	\$ 275,000.00	2015	City of Hondo	\$ 275,000.00
2013	Lyford	\$ 215,382.00	2015	Karnes City	\$ 275,000.00
2013	Lyford D	\$ 350,000.00	2015	Lyford	\$ 230,870.00
2013	Moody	\$ 300,000.00	2015	Poteet	\$ 275,000.00
2013	Nixon	\$ 275,000.00	2015	Rockdale	\$ 275,000.00
2013	Poteet	\$ 275,000.00	2015	Stockdale	\$ 275,000.00
2013	Refugio County	\$ 300,000.00	2015	Taylor	\$ 350,000.00
2013	Runge	\$ 275,000.00	2015	Taylor	\$ 82,203.00
2013	Taylor-Wilco	\$ 300,000.00	2016	Bastrop County	\$ 447,748.00
2013	Three Rivers	\$ 300,000.00	2016	Lee County	\$ 2,020,000.00
2014	Bandera	\$ 275,000.00	2016	Bandera	\$ 275,000.00
2014	Bertram	\$ 275,000.00	2016	Barlett	\$ 275,000.00
2014	Christine	\$ 275,000.00	2016	Bastrop Coumnty	\$ 350,000.00
2014	Gatesville	\$ 275,000.00	2016	Blanco	\$ 275,000.00
2014	Hallettsville	\$ 275,000.00	2016	Chico	\$ 275,000.00
2014	Hays County	\$ 275,000.00	2016	Eastland County	\$ 350,000.00
2014	Jourdanton	\$ 275,000.00	2016	Falls City	\$ 275,000.00
2014	Karnes County	\$ 275,000.00	2016	Fayette County	\$ 87,271.00
2014	Kenedy	\$ 275,000.00	2016	Florence	\$ 275,000.00
2014	La Coste	\$ 275,000.00	2016	Gatesville	\$ 500,000.00
2014	Lampasas	\$ 275,000.00	2016	Glen Rose	\$ 275,000.00
2014	Lyford	\$ 26,743.00	2016	Granite Shoals	\$ 275,000.00
2014	Martindale	\$ 275,000.00	2016	Kenedy	\$ 275,000.00
2014	Rockdale	\$ 275,000.00	2016	Marble Falls	\$ 275,000.00
2014	Schulenberg	\$ 150,000.00	2016	Martindale	\$ 350,000.00
2014	Smithville	\$ 275,000.00	2016	Meridian	\$ 300,000.00

## Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
2016	Natalia	\$ 50,000.00	2017	Thrall	\$ 300,000.00
2016	Nixon	\$ 275,000.00	2017	Uhland	\$ 40,000.00
2016	Runge	\$ 275,000.00	2018	Atascosa County	\$ 275,000.00
2016	Smiley	\$ 275,000.00	2018	Bandera	\$ 275,000.00
2016	Stockdale	\$ 350,000.00	2018	Bastrop	\$ 300,000.00
2016	Tolar	\$ 275,000.00	2018	Devine	\$ 275,000.00
2016	Uhland	\$ 275,000.00	2018	Eastland County	\$ 500,000.00
2016	Wilson County	\$ 350,000.00	2018	Eastland County	\$ 350,000.00
2017	Bastrop County	\$ 2,015,856.00	2018	Fayette County	\$ 300,000.00
2017	Bastrop County	\$ 1,632,148.00	2018	Fayetteville	\$ 300,000.00
2017	Caldwell County	\$ 1,000,000.00	2018	Floresville	\$ 275,000.00
2017	Caldwell County	\$ 1,458,279.00	2018	Hallettsville	\$ 275,000.00
2017	Goliad County	\$ 1,583,333.00	2018	Jourdanton	\$ 275,000.00
2017	Goliad County	\$ 723,030.00	2018	Karnes County	\$ 275,000.00
2017	Gonzalez County	\$ 1,667,714.00	2018	La Coste	\$ 275,000.00
2017	Gonzalez County	\$ 903,466.00	2018	Lampasas	\$ 275,000.00
2017	Hallettsville	\$ 279,939.00	2018	Lyford	\$ 275,000.00
2017	Karnes County	\$ 1,725,606.00	2018	Moulton	\$ 275,000.00
2017	Karnes County	\$ 74,177.00	2018	Pleasanton	\$ 275,000.00
2017	Lee County	\$ 286,021.00	2018	Poth	\$ 275,000.00
2017	Lee County	\$ 1,000,000.00	2018	Schulenberg	\$ 300,000.00
2017	Moulton	\$ 263,295.00	2018	Smiley	\$ 275,000.00
2017	Nixon	\$ 671,903.00	2018	Uhland	\$ 300,000.00
2017	Shiner	\$ 272,693.00	2018	Taylor	\$ 500,000.00
2017	Smiley	\$ 595,907.00	2018	Florence	\$ 750,000.00
2017	Yoakum	\$ 1,416,383.00	2018	Floresville	\$ 500,000.00
2017	Bastrop County	\$ 242,902.00	2018	Liberty Hill	\$ 1,243,165.00
2017	Bertram	\$ 300,000.00	2019	Bastrop County	\$ 300,000.00
2017	Charlotte	\$ 275,000.00	2019	Burnet County	\$ 350,000.00
2017	Cisco	\$ 275,000.00	2019	Charlotte	\$ 275,000.00
2017	Cisco	\$ 350,000.00	2019	Flatonia	\$ 300,000.00
2017	Eastland County	\$ 275,000.00	2019	Florence	\$ 300,000.00
2017	Flatonia	\$ 45,000.00	2019	Granite Shoals	\$ 300,000.00
2017	Hays County	\$ 300,000.00	2019	Hondo	\$ 275,000.00
2017	Hondo	\$ 275,000.00	2019	Lexington	\$ 300,000.00
2017	La Grange	\$ 300,000.00	2019	McLennan County	\$ 300,000.00
2017	Natalia	\$ 275,000.00	2019	Poteet	\$ 275,000.00
2017	Rockdale	\$ 275,000.00	2019	Rockdale	\$ 275,000.00
2017	Runge	\$ 275,000.00	2019	Runge	\$ 275,000.00
2017	Smithville	\$ 300,000.00	2019	Stockdale	\$ 275,000.00
2017	Stockdale	\$ 275,000.00	2019	Liberty Hill	\$ 500,000.00

## Langford Community Management Services Grant Management Experience

YEAR	CLIENT	AMOUNT	YEAR	CLIENT	AMOUNT
2019	Florence	\$ 300,000.00	2020	Eastland County	\$ 9,805,900.00
2019	Granite Shoals	\$ 300,000.00	2020	Gonzales County	\$ 6,071,588.57
2019	Hondo	\$ 275,000.00	2020	Hallettsville	\$ 9,882,441.85
2019	Lexington	\$ 300,000.00	2020	Ivanhoe	\$ 11,472,116.80
2019	McLennan County	\$ 300,000.00	2020	Kenedy	\$ 43,040,897.00
2019	Poteet	\$ 275,000.00	2020	Lexington	\$ 6,393,661.50
2019	Rockdale	\$ 275,000.00	2020	Martindale	\$ 6,678,027.21
2019	Runge	\$ 275,000.00	2020	Moulton	\$ 4,298,611.68
2019	Stockdale	\$ 275,000.00	2020	Nixon	\$ 3,592,211.82
2019	Liberty Hill	\$ 500,000.00	2020	Rockdale	\$ 4,417,469.03
2019	Taylor	\$ 40,000.00	2020	San Patricio County	\$ 15,435,182.60
2019	Taylor	\$ 70,000.00	2020	Seadrift	\$ 4,850,939.04
2019	Corpus Christi	\$ 3,000,000.00	2020	Seguin	\$ 37,861,885.50
2020	Blanco	\$ 275,000.00	2020	Smithville	\$ 12,966,041.00
2020	Bynum	\$ 275,000.00	2020	Umland	\$ 11,851,660.80
2020	Devine	\$ 275,000.00	2020	Yoakum	\$ 8,143,545.20
2020	Falls City	\$ 275,000.00	2020	Yoakum	\$ 4,960,187.10
2020	Floresville	\$ 275,000.00	2020	Comanche	\$ 150,000.00
2020	Hallettsville	\$ 275,000.00	2020	Taylor	\$ 107,351.00
2020	Hitchcock	\$ 408,940.00	2020	Bandera	\$ 150,000.00
2020	Iredell	\$ 275,000.00	2020	Stockdale	\$ 150,000.00
2020	Jourdanton	\$ 275,000.00	2020	La Grange	\$ 750,000.00
2020	Karnes City	\$ 500,000.00	2020	Salado	\$ 150,000.00
2020	Karnes County	\$ 275,000.00	2020	Tomball	\$ 750,000.00
2020	La Coste	\$ 275,000.00	2020	Atascosa County	\$ 461,460.00
2020	La Grange	\$ 275,000.00	2020	Caldwell County	\$ 890,595.00
2020	Lampasas	\$ 275,000.00	2020	Goliad County	\$ 308,148.00
2020	Los Indios	\$ 275,000.00	2020	Kenedy County	\$ 295,360.00
2020	Lyford	\$ 275,000.00	2020	Lee County	\$ 461,460.00
2020	Marble Falls	\$ 275,000.00	2020	Marble Falls	\$ 2,500,000.00
2020	Meridian	\$ 275,000.00	2020	Seguin	\$ 860,000.00
2020	Moody	\$ 275,000.00	2020	Bandera	\$ 275,000.00
2020	Nixon	\$ 275,000.00	2020	Bee County	\$ 275,000.00
2020	Pleasanton	\$ 275,000.00	2020	Bertram	\$ 275,000.00
2020	Santa Rosa -DRP	\$ 275,000.00	2021	Buckholts	\$ 2,922,456.00
2020	Schulenburg	\$ 275,000.00	2021	Lexington	\$ 2,297,000.00
2020	Thrall	\$ 275,000.00			
2020	Austin County	\$ 36,937,293.90			
2020	Bastrop County	\$ 4,240,329.20			
2020	Caldwell County	\$ 17,460,036.00			
2020	Eastland County	\$ 9,999,140.72			

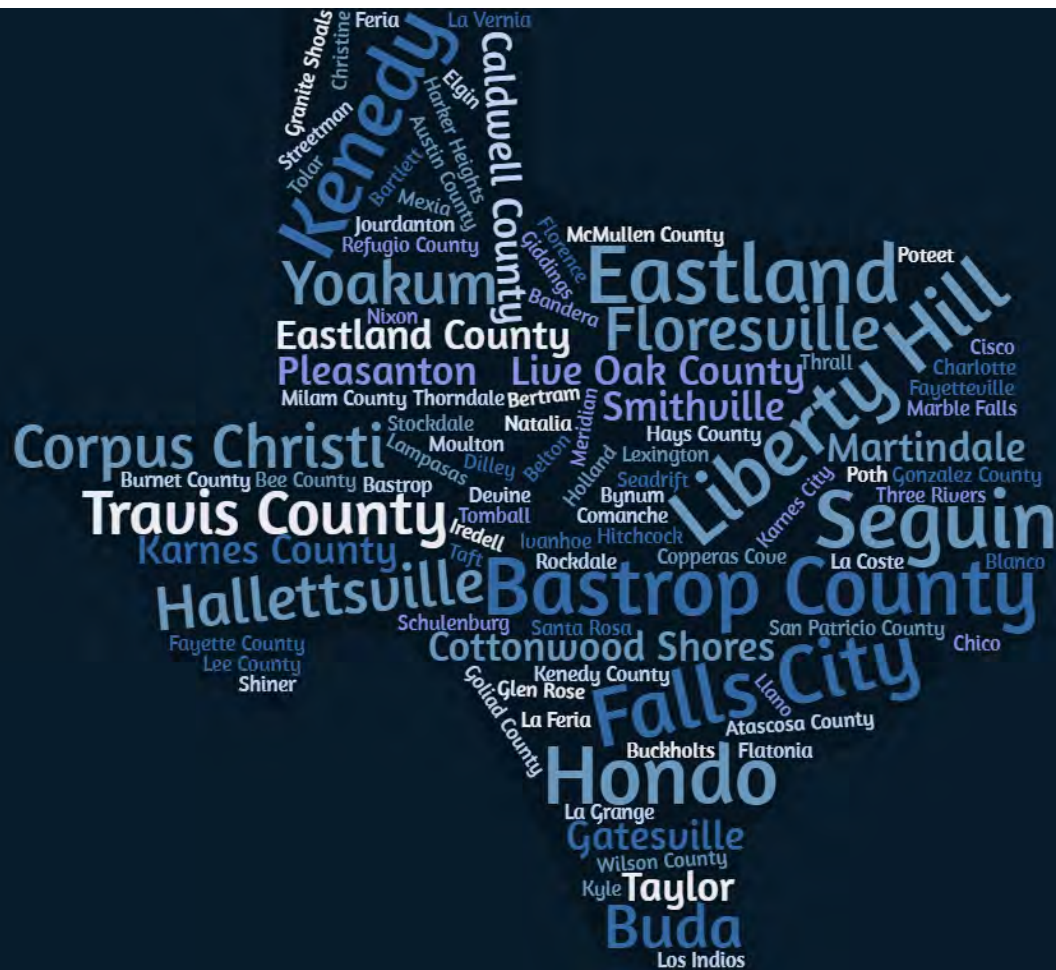


## PROPOSED COST OF SERVICE

## **PROPOSED COST FOR GLO CDBG-MIT RESILIENT COMMUNITIES COMPREHENSIVE PLAN**

We serve our clients with the end goal in mind and base our service fees on delivered results. We are conscious of the financial burden our communities face in the disaster recovery environment. We operate in a way that minimizes the expenditure of local tax dollars and maximizes grant funding. LCMS will complete the community's application at no cost to the City unless GLO CDBG-MIT funds are awarded. LCMS will apply for and complete the City's Comprehensive Plan for \$300,000.





## REFERENCES/REQUIREMENTS



## References

### 1. City of Seguin

**Steve Parker – City Manager**

**Contact Number:** (830) 379 – 3212

[Sparker@Seguintexas.gov](mailto:Sparker@Seguintexas.gov)

**Grant Funding:** GLO-CDBG MIT and EDA

**Projects:** Langford Community Management Services is currently working with the City on a city-wide drainage and street improvement project that is estimated to be approximately \$38 million. These projects will increase/install detention basins, replace low-water crossings with all-water crossings and bridges, and install an underground stormwater conveyance system and drainage network.

**Amount of funding secured:** \$38.6 Million

### 2. Karnes County

**Wade J. Hedtke – County Judge**

**Contact Number:** (830) 780-3732

[Wade.hedtke@co.karnes.tx.us](mailto:Wade.hedtke@co.karnes.tx.us)

**Grant Funding:** Texas Water Development Board & Community Development Block Grants

**Projects:** Langford Community Management Services has implemented projects designed to improve water infrastructure including water lines, drainage improvements along roadways, and a bridge in the City of Runge. The County is also working with LCMS with implementing a drainage study that is being funded by the Texas Water Development Board.

**Amount of funding secured:** \$3.5 Million

### 3. Gonzales County

**Patrick C. Davis – County Judge**

**Contact Number:** (830) 672-2327

[CJadmin@co.gonzales.tx.us](mailto:CJadmin@co.gonzales.tx.us)

**Grant Funding:** Community Development Block Grants

**Projects:** Langford Community Management Services has implemented several projects with Gonzales County including various communication towers and generators. The current GLO mitigation grant will install two towers, one master site with core server system and a wireless microwave link between sites.

**Amount of funding secured:** \$6.1 Million

**4. City of Smithville**

**Robert Tamble – City Manager**

**Contact Number:** (512) 237-3282

[Citymanager@ci.smithville.tx.us](mailto:Citymanager@ci.smithville.tx.us)

**Grant Funding:** Community Development Block Grants & American Rescue Plan

**Projects:** Langford Community Management Services has implemented projects to improve street and drainage systems throughout the City of Smithville. The current GLO mitigation grant will also include street improvements, pavement repairs, upgrading/extend the City's existing storm sewer and two regional detention ponds. With their ARP funds, Langford is assisting the city in doing several projects to help mitigate the effects of the COVID-19 pandemic including assisting small businesses, several tourism projects, assistance to the local workforce training center and community clinic, and more.

**Amount of secured funding:** \$15 million

**5. City of Ivanhoe**

**Cathy Bennett – City Mayor**

**Contact Number:** (409) 283-3299

[coicathybennett@gmail.com](mailto:coicathybennett@gmail.com)

**Grant Funding:** Community Development Block Grants & American Rescue Plan

**Projects:** Langford Community Management Services is currently implementing projects to convert the Lake Ivanhoe Dam into a stormwater detention facility, clear and grade drainage channels, and reconstruct the emergency discharge structure and water control gates at Lake Tristan Emergency Spillway and Lake Camelot Water Control and Dam.

**Amount of funding secured:** \$22 Million

**6. City of Hallettsville**

**Grace Ward – City Administrator**

**Contact Number:** (361) 798-3681

[cityadmin@cityofhallettsville.org](mailto:cityadmin@cityofhallettsville.org)

**Grant Funding:** Community Development Block Grants & American Rescue Plan

**Projects:** Langford Community Management Services has implemented and improved street and drainage projects throughout the City of Hallettsville. Through grant funding the City has also installed storm sewers, box culverts, sidewalks, and is in the process of upgrading their city water meters.

**Amount of funding secured:** \$12.5 Million

**7. San Jacinto County**

**Caroline Weisinger – County Auditor**

**Contact Number:** (936) 653-4461

[caroline@san-jac.us](mailto:caroline@san-jac.us)

**Grant Funding:** American Rescue Plan

**Projects:** Langford Community Management is currently working with the county to assist local water supply corporations in making various improvements to infrastructure, water supply towers, and obtaining generators.

**Amount of funding secured:** \$9.5 Million

**8. Bastrop County**

**Judge Paul Pape**

**Contact Number:** (512) 332-7201

[Paul.pape@co.bastrop.tx.us](mailto:Paul.pape@co.bastrop.tx.us)

**Grant Funding:** GLO

**Projects:** Langford Community Management has assisted Bastrop County with several projects including the following: Wildfire (2012), Fire Station, Ingress and Egress, and currently a drainage project through CDBG-MIT.

**Amount of secured funding:** \$34 million

**9. Caldwell County**

**Judge Hoppy Haden**

**Contact Number:** (512) 398-1809

[Hoppy.haden@co.caldwell.tx.us](mailto:Hoppy.haden@co.caldwell.tx.us)

**Grant funding:** GLO CDBG DR and MIT

**Projects:** Langford Community Management has assisted Caldwell County with several projects including their 2017 Infrastructure project and a 2020 GLO-MIT award for an Emergency Shelter.

**Amount of secured funding:** \$21 million

Date Issued: 9/17/2021

Ken Linneman, Senior Vice President

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## Binder Confirmation for Miscellaneous Errors & Omissions Liability

Jesus Sanchez  
Central Insurance Agency Inc.

Policy Period: 9/18/2021 - 9/18/2022  
Policy Number: 106982718

RE: **Langford Community Management Services, Inc**

2901 CR 175  
Leander, TX 78641

Insurer: Travelers Casualty Insurance Company of  
America, Admitted

Form: Claims Made

Minimum Earned Premium: 0%

Retro Date / Prior & Pending / Continuity Date: 09/18/18

In accordance with your request, and based upon the information submitted, we are pleased to bind coverage as follows subject to receipt, review and acceptance of the following:

**N/A - File Complete**

### Premium Summary:

Per Claim Limit:	\$1,000,000
Aggregate Limit:	\$1,000,000
Deductible:	\$2,500
Premium:	\$4,579.00
Broker Fee:	\$100.00
<b>Total:</b>	<b>\$4,679.00</b>

Note: All policy fees are fully earned. No flat cancellations.

### Professional Services:

Grant Writing and Administration

All insurance is negotiated by and placed through McGowan & Company, Inc.



**Terms and Conditions:**

Admitted Paper; Claims Made Coverage; Defense Costs are inside the limits; Deductible is per claim

**Extended Reporting Period for Liability Coverages:**

Additional Premium Percentage: 75%

Additional Months: 12

**Policy Forms and Endorsements:**

MPL-2001-0109 Miscellaneous Professional Liability Declarations Page

MPL-3001-0109 Miscellaneous Professional Liability Policy

ACF-7006-0511 Removal of Short-Rate Cancellation Endorsement

LIA-19097-0315 Global Coverage Compliance Endorsement

LIA-3001-0109 Liability Coverage Terms and Conditions

LIA-4028-0912 Texas Changes Endorsement

LIA-5041-1107 Texas Cancellation and Nonrenewal Endorsement

MPL-7003-0109 Architect and Engineer Services Exclusion Endorsement

ALL OTHER TERMS AND CONDITIONS APPLY PER FORM

The terms and conditions of this confirmation of insurance may not comply with the specifications submitted for consideration. To ensure the suitability of the protection being provided to your client, please read this confirmation carefully and compare/review it with the offer, the submission documents and the policy forms for full comprehension of the actual coverage provided. In accordance with your instructions and in reliance upon the statements made by the retail broker in the insured's application/submission, we have obtain insurance per your request as noted above.

**Cancellation:** This policy is subject to the cancellation provisions found in the policy(ies) or certificate(s) currently in use by the insurer, the insurance effected under the insurer's binder can be cancelled by the insurer (subject to statutory regulations) by mailing, to the insured at the address stated on the face of this confirmation of insurance, written notice stating when such cancellation shall be effective. In the event of cancellation by the insured, the earned premium would be subject to the minimum earned premium if applicable.

This confirmation of insurance is issued based upon the insurer's agreement to bind and is issued by the undersigned without any liability whatsoever as an insurer.



**GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS**

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority, woman, and service disabled veteran-owned businesses as HUBs and facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>. Provided that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please visit our website at <http://comptroller.texas.gov/procurement/prog/hub/> and reference our publications (i.e. Grow Your Business pamphlet, HUB Brochure and Vendor Guide) providing additional information on state procurement resources that can increase your company's chances of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

**Texas Historically Underutilized Business (HUB) Certificate**



Certificate/VID Number:	1742804904700
File/Vendor Number:	059528
Approval Date:	08-DEC-2020
Scheduled Expiration Date:	08-DEC-2024

The Texas Comptroller of Public Accounts (CPA), hereby certifies that  
**LANGFORD COMMUNITY MANAGEMENT**

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 11-DEC-2020, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Statewide HUB Program  
Statewide Procurement Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Rev. 06/19





# LANGFORD COMMUNITY MANAGEMENT SERVICES, INC.

**ALERT!** This entity is only available FOR OFFICIAL USE ONLY.

DUNS Unique Entity ID <b>604131664</b>	SAM Unique Entity ID <b>E9ZTZ6ZKMK51</b>	CAGE / NCAGE <b>5U3R0</b>
Purpose of Registration <b>Federal Assistance Awards Only</b>	Registration Status <b>Active</b>	Expiration Date <b>Nov 5, 2022</b>
Physical Address <b>2901 County Road 175 Leander, Texas 78641-1608 United States</b>	Mailing Address <b>2901 County Road 175 Leander, Texas 78641 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Texas 31</b>	State / Country of Incorporation <b>Texas / United States</b>	URL <b>(blank)</b>
MPIN <b>*****ett1</b>		

## Registration Dates

Activation Date <b>Nov 8, 2021</b>	Submission Date <b>Nov 5, 2021</b>	Initial Registration Date <b>Dec 21, 2009</b>
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## Entity Dates

Entity Start Date <b>Jan 1, 1997</b>	Fiscal Year End Close Date <b>Dec 31</b>
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## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

**No**

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

**Not Selected**

## Proceedings Questions

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

**No**

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

**Not Selected**

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in

2  
JUDY LANGFORD  
judy@LCMSINC.com  
5124520432

**Electronic Business**

2  
JUDY LANGFORD, Owner  
judy@LCMSINC.com  
5124520432

2901 County Road 175  
Leander, Texas 78641  
United States

Judy Langford  
judy@lcmsinc.com  
5127042040

2901 County Road 175  
Leander, Texas 78641  
United States

**Government Business**

2  
Judy Langford  
judy@LCMSINC.com  
5124520432  
512452-0432 (Non-US Phone)

2901 County Road 175  
Austin, Texas 78641  
United States

JUDY LANGFORD  
judy@LCMSINC.com  
5124520432

2901 County Road 175  
Leander, Texas 78641  
United States

**Security Information**

Company Security Level  
(blank)

Highest Level Employee Security Level  
(blank)

**Service Classifications****NAICS Codes**

Primary	NAICS Codes	NAICS Title
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**Size Metrics****IGT Size Metrics**

Annual Revenue (from all IGTs)  
(blank)

**Worldwide**

Annual Receipts (in accordance with 13 CFR 121) (blank)	Number of Employees (in accordance with 13 CFR 121) (blank)
--	--

**Location**

Annual Receipts (in accordance with 13 CFR 121) (blank)	Number of Employees (in accordance with 13 CFR 121) (blank)
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**Industry-Specific**

Barrels Capacity (blank)	Megawatt Hours (blank)	Total Assets (blank)
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**Electronic Data Interchange (EDI) Information**

This entity did not enter the EDI information

**Disaster Response**

This entity does not appear in the disaster response registry.

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

**FORM CIQ**

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

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

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

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

**OFFICE USE ONLY**

Date Received

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

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

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

\_\_\_\_\_  
Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

**7** \_\_\_\_\_  
Signature of vendor doing business with the governmental entity

7/20/2022  
\_\_\_\_\_  
Date



## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

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

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

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

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

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

\*\*\*

(2) the vendor:

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

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

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

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

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

(3) has a family relationship with a local government officer of that local governmental entity.

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

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Certification Regarding Lobbying

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

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

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

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

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

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

The Contractor, Langford Community Management Services, 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

Judy Langford President/owner  
Printed Name and Title of Contractor's Authorized Official

7/20/2022  
Date

## 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

### 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>If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>
<b>Congressional District, if known:</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>9. Award Amount, if known:</b>  \$
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):		<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):
<b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>		<b>Signature:</b> _____ <b>Print Name:</b> <u>Deborah Laugher</u> <b>Title:</b> <u>President/owner</u> <b>Telephone No.:</b> <u>504/520-132</u> <b>Date:</b> <u>7/20/2022</u>
<b>Federal Use Only</b>		<b>Authorized for Local Reproduction</b> Standard Form - LLL (Rev. 7-97)



# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

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

## OFFICE USE ONLY

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

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

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

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

5 Check only if there is NO Interested Party. ☐

## 6 UNSWORN DECLARATION

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

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

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
Signature of authorized agent of contracting business entity  
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY



# JUDY LANGFORD

**President & Owner**

## CDBG-MIT Areas of Expertise

**Monitoring & Compliance**

**Creation and Maintaining  
Systems of Record**

**Understanding of Action  
Plan Amendments**

**Review of future staffing,  
contracts, scoping, and  
feasibility**

**Financial Management**

## Educational & Experience

**Bachelor of Science,  
The University of Texas**

**39 Years of Experience**



Email: [judy@lcmsinc.com](mailto:judy@lcmsinc.com) Phone: (512) 452 - 0432 Website: [www.LCMSinc.com](http://www.LCMSinc.com)

## Professional Skills

I have owned LCMS since 1983 and my firm brings full-spectrum grant writing and management services with over 39 years of Texas based grant administration as a firm, and more than a decade of combined experience from her team of grant specialists. We write, review, and administer competitive grants on behalf of rural cities and counties throughout the State of Texas, and have assisted numerous communities complete grant applications, secure approved funding, administer timely project service, monitor, and successfully close projects in full compliance with State and Federal requirements, which results in few monitoring and concerns. My experience and responsibilities include, but are not limited to; oversight of financial management, monitoring of construction and engineering activities, environmental clearance of projects to include the submission and maintenance of the environmental review record for projects as needed, conducting public hearings for grant programs at city council and commissioner's court meetings as needed and ensuring the communities we represent comply with applicable State and Federal rules and regulations from application through administration, attendance of trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program, and maintaining and building solid working relationships with pertinent governmental agencies that manage the grant programs of our clients. Our overall approach identifies and addresses problems long before the funding agency audits the project. We specialize in disaster recovery grants that meet the needs of recovering community, and by working closely with local governments, engineers, and other parties, we ensure that projects conform to project performance statements and schedules and have developed an extensive knowledge of the disaster recovery programs available and how they may complement each other to best serve the communities and extend available dollars. Our firm collaborates with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

## Core Task Include

- Maintain regular contact with the project engineer, the local contact person, and construction contractors,
- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency,
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Respond to clients in a timely manner,
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion,
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies; and
- Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.





## DENNIS C. KU, P.E.

Resilient Community

### Areas of Expertise

CDBG Rules and Regulations, including Section 3 and Davis-Bacon Act

Disaster Recovery

Federal National Environmental Policy Act requirements

Federal, State, and Local regulations regarding procurement

Water Distribution planning, evaluation, design and construction

Wastewater Treatment and Collection System planning, evaluation, design and construction  
Stormwater Hydrology and Hydraulics

### Educational & Experience

B.A., Computer Science, University of Texas, Austin, Texas

M.S., Civil Engineering, University of Texas, Austin, Texas

Licenses  
Registered Professional Engineer,  
Texas # 96419



Office: (512) 452-0432 Phone: (512) 518 - 4280 Website: [www.LCMSinc.com](http://www.LCMSinc.com)

## Professional Skills

### **Puerto Rico Department of Housing Disaster Recovery Grant Management – San Juan, Puerto Rico.**

- Serves as a Subject Matter Expert (SME) in support of the Grant Manager and Grantee regarding program implementation.
- Development of program guidelines and subrecipient management procedures for the CDBG-DR program.
- Development of the CDBG-MIT Action Plan and Implementation Plan approved by HUD.

### **Texas General Land Office Disaster Recovery Program Management – Austin, Texas.**

This Disaster Recovery program is funded by grants from the U.S. Housing and Urban Development (HUD) for Hurricanes Ike and Dolly and the 2011 Texas Wildfires.

- Served as the Program Manager for the largest infrastructure project in Texas history and was responsible for overseeing the successful design and delivery of approximately \$1.4 Billion of infrastructure projects in compliance with all HUD CDBG, State, and Federal regulatory requirements.
- Managed a staff of 37 consisting of GLO and PMC vendor staff with 10 direct reports.
- Served as Contracts Team manager, Lower Rio Grande Valley Area Manager and Applications Team Lead for all infrastructure grant applications.
- Involved with scoping and estimating of over 700 water and wastewater infrastructure projects for over 200 communities impacted by Hurricanes Ike and Dolly.
- Extensive knowledge of Davis-Bacon, Section 3, Uniform Relocation Assistance Act (URA), National Environmental Policy Act (NEPA), and Federal (2 CFR Part 200) and State of Texas Local Government Code procurement requirements.

### **Hays County 2015 Flood CDBG DR Program, San Marcos, Texas.**

This Disaster Recovery program is funded by grants from the U.S. Housing and Urban Development (HUD) through the State of Texas General Land Office (GLO) for the 2015 Texas Floods.

- Currently serving as consultant to Hays County and assisting the County in administration, management, and delivery of their \$11.6 Million Housing and Infrastructure program in compliance with all HUD CDBG, State, and Federal regulatory requirements.
- Assisted the County with identifying eligible projects, including identifying the County's FEMA funded projects for which CDBG funds could be used as matching funds.

### **Nassau Bay 2016 Flood Mitigation Assistance Project — Nassau Bay, Texas.**

Project consists of elevation of 16 residences above the Base Flood Elevation utilizing FEMA Hazard Mitigation Assistance Grant funds.

- Responsible for producing house footprint drawings and square footage quantities for obtaining bids from lift contractors.
- Developed a system for accurately measuring and presenting house dimensions, square footage calculations, potential obstructions, and special site-specific conditions.

## Core Tasks

- Maintain regular contact with the project engineer, the local contact person, and construction contractors
- Provide project engineers with an instruction and forms packet so they know up- front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project



# JILL PHINNEY

Disaster Recovery / ARPA  
Program Manager



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## Professional Skills

### **DISASTER RECOVERY/ARPA PROGRAM MANAGER, LANGFORD COMMUNITY MANAGEMENT SERVICES JUNE 2019 - PRESENT**

Provides critical leadership and managerial expertise in delivering multiple operation and programs. Her expertise centers on ARPA, CDBG-DR, CDBG-MIT, FEMA, HUD, NHTSA, and other state and federal programs. Manages the ARPA team and provides guidance and support required for successful project implementation. Experienced in disaster recovery, federal procurement, and grant management with the ability to work on current large-scale disaster recovery efforts. Provides internal quality oversight and day-to-day operations management.

### **GRANT MANAGER, STATE OF TEXAS GENERAL LAND OFFICE (GLO), COMMUNITY DEVELOPMENT AND REVITALIZATION INFRASTRUCTURE | JANUARY 2017-JUNE 2019**

Coordinated, reviewed, evaluated and processed grants at various stages to determine appropriateness of grant expenditures and compliance with requirements and standards. Developed Standard Operating Procedures (SOP's) for CDBG-DR infrastructure program. Represented the GLO within Hurricane Harvey impacted communities by providing outreach to assist in implementing short term housing needs for Texans. Collected, organized, analyzed and prepared materials for executive reports, required federal reports, legislative inquiries and public information requests. Served as a liaison and representative for the grant program with the constituents and other entities within assigned communities. Monitored, reviewed, and evaluated compliance with grant program policies and procedures, statutes, and rules with support of disaster recovery teams.

### **FINANCE AND GRANT CONTRACTOR | CITY OF MINNEAPOLIS, OFFICE OF EMERGENCY MANAGEMENT (OEM) | DECEMBER 2014 - DECEMBER 31, 2016**

Coordinated emergency management activities within the finance function of OEM's executive vision and strategy for sustained and significant change to disaster planning operations. Lead, directed, coordinated, evaluated and improved finance and administration functions (including budget development support and grant management and administration). Provided guidance and technical assistance to departments for the development of department level continuity of operations plans and assures compliance with enterprise guidance. Reviewed budgets and monitored expenditures, proposed budget modifications, managed dollars within guidelines of grants received, and ensured fiscal responsibility. Interpreted and applied federal and state laws, policies, rules, and requirements including Uniform Grant Guidance (UGG), Uniform Grants Management Standards (UGMS), Office of Management and Budget (OMB) circulars and Code of Federal Regulations (CFR). Developed and implemented annual plan for Finance section supporting OEM's strategic plan and annual deliverables including assessment of resources needed for plan implementation.

### **HOMELAND SECURITY AND EMERGENCY MANAGEMENT BUDGET AND GRANT MANAGER | STATE OF MINNESOTA, DEPARTMENT OF PUBLIC SAFETY | JUNE 2007-DECEMBER 2014**

Worked for the State Administrative Agency (SAA) on FEMA grant programs including the Non-Profit Security Grant Program (NSGP), Urban Area Securities Initiatives (UASI), State Homeland Security Program (SHSP), and Emergency Management Performance Grants (EMPG). Served as the point of contact between the affected federal, state, local and tribal agencies to ensure program requirements are understood and implemented, that federal grant projects receive approval and available funding is secured, and that local grants are initiated in a timely manner. Established, developed, oversaw and implemented procedures for grant activities and program development, including the creation of sub recipient criteria and scope of work development.

## CDBG-DR / ARP Areas of Expertise

Monitoring & Compliance

Creation and Maintaining  
Systems of Record

Understanding of Action  
Plan Amendments

Review of future staffing,  
contracts, scoping, and  
feasibility

Financial Management

## Educational & Experience

Bachelor of Science, Business  
St. Cloud State University, Minnesota

Completed the National Development  
Council ED101 and ED201, 2006

FEMA Fundamentals of Grant  
Management, 2011

Minnesota Certified Emergency Manager

## Core Task Include

- Maintain regular contact with the project engineer, the local contact person, and construction contractors
- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
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- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project





# KAY LYNN WOLFE

**Finance Director**

## Finance Areas of Expertise

**Monitoring & Compliance**

**Creation and Maintaining  
Systems of Record**

**Financial Management**

## Educational & Experience

**Bachelor of Business  
Administration – Accounting  
Texas Tech University**

**Certified Public Accountant**



Email: [Kay@lcmsinc.com](mailto:Kay@lcmsinc.com) Phone: (512) 452 - 0432 Website: [www.LCMSinc.com](http://www.LCMSinc.com)

## Professional Skills

### **Langford Community Management Services, Austin, Texas Finance Director, August 2020-present**

Assist owner with business structure, organization, and business plan. Responsible for optimization of financial performance including reporting, liquidity, budgeting, payroll, processing transactions.

### **Honeywell, Arlington, TX Senior Finance Manager, November 2018 – May 2020**

Transitioned finance to corporate upon sell of company to Honeywell while continuing operations of the business. Also, on Acquisition team for IT, Finance and Oracle conversation.

### **Transnorm System Inc, Arlington, TX Chief Financial Officer, May 2008 - Nov 2018 President and CEO, Nov 1998 - May 2008 Controller and Vice President, June 1990 to Nov 1998**

Responsible for North American operations and finance of global manufacturing company under multiple ownership types. During my 30-year tenure developed process and procedures, obtain ISO 9001 certification, developed strategies, budgets, financial reporting, y-o-y business growth, increased company value and profitability for each owner.

## Core Task Include

- Assist with strategic Management of business operations
- Execute and manage the financial strategy
- Prepare financial documents such as business reports, financial statements and budgets
- Assist with organization development and policies
- Responsible for payroll and employee benefits
- Responsible for financial transactions and functions





# ERIN THOMPSON

Disaster Recovery  
Program Manager

## CDBG-DR Areas of Expertise

Monitoring & Compliance

Creation and Maintaining  
Systems of Record

Understanding of Action  
Plan Amendments

Financial Management

Federal Procurement

## Educational & Experience

Bachelor of Arts, Microbiology  
University of California - Davis

Notary Public– State of Texas

TDA Implementation Workshop,  
TxCDBG Grants Certification

Fundamentals of Grant Management  
FEMA, Emergency Management  
Institute Certification

Federal register Notice of Funds  
Available (NOFA) Certification



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## Professional Skills

### Program Manager, Langford Community Management Services

#### Austin, Texas | June 2019 - Present

Detailed involvement with central Texas Cities and Counties who suffer damage and loss from federally declared natural disasters. Duties include: Ensuring program compliance within all Community Development Block Grant - Disaster Recovery (CDBG-DR) requirements including current Federal Register Requirements; Assisting Municipalities in establishing and maintaining financial processes; Obtaining and maintaining copies of contracts pertaining to change requests, revisions and attachments; Establishing and maintaining record keeping systems; Resolution of monitoring and audit findings; Resolution of Municipality third party claims; Intimate communication with the Texas General Land Office (GLO) regarding program compliance and suspected fraud; Completion of draw requests for payments and procuring supporting documentation; Facilitating outreach efforts, application intake, and eligibility review for community residents regarding CDBG - DR funding. HMGP Program Management. Facilitate the HMGP team through application preparation project management and compliance requirements for FEMA/TDEM funded projects.

### Fundraising Coordinator, Hannah's House,

#### San Diego, California | January 2016-June 2019

Attain, create, organize and maintain fundraising opportunities; prospecting online and in-person. Organizational maintenance of both monetary and in-kind donations. Curator of donor retention. Familiarity with both the Classy.org platform and Network for Good regarding fundraising campaigns, donor tracking, CRM Management and web page/campaign creation. Tracking and sending acknowledgements of donations received. Social media account creation and management. Major Gala/Event planning which comprises venue scouting, securing vendors (catering, photo, specialty desserts, printing & signage, acquiring silent & live auction donation items, floral & decor, live music & DJ services) set up & break down of event. Between 2016 and 2019 I assisted with securing a total of \$559,676 in private foundation grant funding. Proficiency with all aspects of the grant process including research, writing, editing and submission of applications.

### Training:

Nonprofit Management Solutions- Mindful Manager Series (10 Course Program) (February 2019)  
University of San Diego, Nonprofit Academy, Operational Efficiency & Grant Collaboration (August 2018)  
Nonprofit Management Solutions- Development Director Learning Group - Completed (April 2018)

## Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for GLO/HMGP funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Predict potential project delays while providing assistance to mitigate these potential issues early in the project
- Charting critical paths to timely project completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns,
- Preparing required State Agency reports
- Ensuring environmental compliance is met before, during and after project development and construction
- Assist in resolution of issues at the state and federal agencies level



Email: [janell@lcmsinc.com](mailto:janell@lcmsinc.com) Phone: (512) 452 - 0432 Website: [www.LCMSinc.com](http://www.LCMSinc.com)

## Professional Skills

### **Operations Manager, Langford Community Management Services Austin, Texas | November 2017 - Present**

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of Texas Community Development Block Grant (TxCDBG) applications issued through TDA, Texas Department of Agriculture and U.S. Department of Housing and Urban Development. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

### **Third Party Vendor Assistant Manager, Ryan Sanders Sports Austin, TX | July 2016 - November 2017**

Hired, trained, and supervised hospitality professionals at the Circuit of the Americas and HEB Center. Provided support and managed multiple food vendors at concerts, festivals, and races, including the US Formula 1 Grand Prix. Managed compensation decisions and processes, including scheduling, reconciliation, and vendor operations. Streamlined operating and ordering procedures by implementing new technology and creating comprehensive spreadsheets.

### **Media Center, Concert, & Event Supervisor, Circuit of the Americas Austin, Texas | April 2013 - July 2016**

Supervised teams of hospitality and Non-Profit groups coordinating food and beverage service for concerts and races. Created and maintained a working environment that promoted client services, teamwork, performance feedback, mutual respect, and employee satisfaction.

### **LHISD Elementary Cafeteria Manager/Bus Driver Liberty Hill, Texas | November 2006 - October 2015**

Trained and led staff through food prep and service periods, focusing on efficiency and safety while cultivating customer service. Duties included just-in-time ordering, receiving, inventory, cashiering, finance reconciliation, and documentation with stringent adherence to USDA Food Guidelines and OSHA Safety Standards.

### **WORKSHOPS and TRAININGS**

TDA, CDBG Implementation Certification - 2019, 2020  
PDAT Procurement Disaster Assistance Training—2018  
Capital Area Council of Governments Criminal Justice Grant Writing—2017  
Local Mitigation Planning Certification—2017  
H&R Block Tax Consultant Course



# JANELL FOSTER

## Operations Manager

### TDA Areas of Expertise

#### Monitoring & Compliance

#### Creation and Maintaining Systems of Record

#### Financial Management

#### Project Management

#### Detailed and Accurate

## Educational & Experience

Bachelor of Science in Business  
Management, 2017  
National American University,

Cornish College of the Arts, Dance  
Seattle, Washington

## Core Tasks Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for TDA funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Assist in resolution of issues at the state and federal agencies level





# KAREN WALKER

## Home Program Management Consultant



Email: Karen@lcmsinc.com Phone: (512) 452 - 0432 Website: www.LCMSinc.com

## Professional Skills

### Langford Community Management Services, Austin Texas Home Program Management Consultant | November 2012 - Present

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Housing and Community Affairs – HOME Program and Housing Trust Fund; and Texas Historical Commission. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration.

Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain mortgage loan originator continuing education courses.

## Home Program Areas of Expertise

Monitoring & Compliance

Creation and Maintaining Systems of Record

Environmental Management

Homeowner Application

Management & Oversight

Construction Project Management

Financial Management

## Educational & Experience

Entrepreneurial Business Ownership

Franchise Upstart

9 Years of Experience with TDHCA Home Program

Mortgage Loan Originator (RMLO) License # 1209925  
LCMS License # 630095

## Core Task Include

- Manage cities and counties Home Program
- Manage and update homeowner
- Perform environmental reviews
- Prepare files for funding
- Manage and oversee each home construction
- Prepare close out documents
- Meet all audit monitoring and audit requirements







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## Professional Skills

### **Management Consultant, Langford Community Management Services Austin, Texas | December 2013 - Present**

Assist with writing competitive grants on behalf of rural cities and counties throughout the State of Texas, and correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs - Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; as well as private entities such as HNTB. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Assist with preparing Environmental Review Records (ERR) for Texas Department of Agriculture's Office of Rural Affairs' Community Development projects administered by Langford and the General Land Office. The ERR includes research and determination of information as to whether the human environment would be negatively impacted by the project activities and outcome; publishing Public Notices; Coordination with the Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, Texas Department of Agriculture, engineers, administrator and Grantee staff.

### **Workshops and Training**

The Office of Rural Affairs Implementation Workshops  
The Office of Rural Affairs TxCDBG Administrator Certification Workshops Texas Municipal League Annual Conference  
HUD Foundations in Environmental Review Training Workshop  
TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects  
Texas Capital Fund Downtown Revitalization and Main Street Implementation and Application Workshops TxCDBG Implementation Manual Training



## JESSICA DAIDONE

### Senior Management Consultant

#### CDBG-DR Areas of Expertise

Monitoring & Compliance  
Creation and Maintaining  
Systems of Record  
Financial Management  
Federal Procurement

#### Educational & Experience

Austin Community College  
Associates of General Studies  
(Anticipated Completion 2022)

9 Years of Experience



## Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for GLO/HMGP funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Predict potential project delays while providing assistance to mitigate these potential issues early in the project
- Charting critical paths to timely project completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns
- Preparing required State Agency reports
- Ensuring environmental compliance is met before, during and after project development and construction
- Assist in resolution of issues at the state and federal agencies level



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# JUSTIN MEYER

## Project Coordinator

### CDBG-DR Areas of Expertise

Monitoring & Compliance

Creation and Maintaining Systems of Record

Financial Management

Federal Procurement

### Educational & Experience

Bachelor of Business Administration – Management  
University of Houston – Victoria

Associate of Science – Mathematics  
Victoria College



## Professional Skills

### Project Coordinator, Langford Community Management Services Austin Texas | June 2021 – Present

- Detailed involvement with central Texas Cities and Counties who suffer damage and loss from federally declared natural disasters
- Ensuring program compliance within all Community Development Block Grant – Disaster Recovery, Mitigation and Supplemental requirements including current Federal Register Reqs.; Assisting Municipalities in establishing and maintaining financial processes; Obtaining and maintaining copies of contracts pertaining to change requests, revisions and attachments; Establishing and maintaining record keeping systems; Resolution of monitoring and audit findings; Resolution of Municipality third party claims; Intimate communication with the Texas General Land Office (GLO) regarding program compliance and suspected fraud.
- Completion of draw request for payments and procuring supporting documentation
- Facilitates outreach efforts, application intake and eligibility review for community residents regarding GLO CDBG funding

### Administrative Assistant – Karnes County Judge's Office Karnes City, Texas | February 2018 – June 2021

- Schedule, create and prepare all Commissioners Court documents for Court Agendas
- Grant Administrator Specialist – (Texas General Land Office: CDBG-DR, Downtown Revitalization, FAST Grant, Community Development Fund; Texas Water Development Board, Texas Department of Public Housing, Texas Department of Emergency Management, Texas Department of Transportation – County Transportation Infrastructure Fund)
- Administrator of the Karnes County Food Bank and responsible for the management and recordkeeping of all monthly distribution with the San Antonio Food Bank
- Oversees special projects and general project management for Karnes County
- Manage the Karnes County website, job postings and other materials on the website as needed
- Manage and oversee all official advertisements and social media accounts for Karnes County (including Facebook, Facebook Live interviews, YouTube, Zoom meetings and all publications)

### City Councilman – City of Kenedy, Texas Kenedy, Texas | May 2018 – November 2020

- Community leader that manages the city's financial operations while protecting the welfare of the city and its inhabitants
- Evaluate and vote for the best qualified decisions for the longevity of the City of Kenedy on various zoning matters, oversee city agencies and economic development
- Directing the enforcement of city ordinances
- Hire and evaluate the City Manager, City Police Chief and appointment of the City Secretary
- Responsible for the development and adoption of the City Budget
- Adopt master plans for water, wastewater, storm drainage, parks, municipal facilities to guide the City's future development of critical infrastructure
- Establish policies for the effective and efficient delivery of municipal services to the City

## Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for GLO/HMGP funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Predict potential project delays while providing assistance to mitigate these potential issues early in the project
- Charting critical paths to timely project completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns
- Preparing required State Agency reports
- Ensuring environmental compliance is met before, during and after project development and construction
- Assist in resolution of issues at the state and federal agencies level



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# KELLEY BAUER

## Labor Standards Specialist

### Labor Areas of Expertise

Davis-Bacon Act  
Monitoring & Compliance  
Creation and Maintaining  
Systems of Record  
Accuracy  
Payroll Monitoring

### Educational & Experience

TDA - Certified to Administer  
TxCDBG contracts, 2021

TDA - Certified to Administer  
TxCDBG contracts, 2019



## Professional Skills

### Labor Standards Specialist, Langford Community Management Services Austin, Texas, | 2018 - Present

- Provide proper Davis-Bacon wage decision rates for bid process and incorporation into construction contracts
- Apply Davis-Bacon requirements properly
- Review weekly payrolls for the duration of a project, and investigate/resolve potential violations
- Provide Labor Standards support to our clients
- Monitor Labor Standards compliance by conducting onsite interviews with construction workers, review payroll reports, and confirm that the Davis-Bacon wage decision and DOL's "Notice to All Employees" are posted at the job site
- Oversee any enforcement actions that may be required

### Production Floor Lead, Stealth Products Burnet, Texas | 2009- 2018

- Inventory of hardware – In charge of inventory control and prioritizing hardware shortages for the machine shop to schedule production
- Quality Control – Ensure all outgoing hardware packages and wheelchair assemblies were completed according to the build of materials
- Oversee production orders according to specs
- Design assembly specs for hardware builds

## Core Task Include

- Maintain regular contact with construction contractors
- Demonstrate a full understanding of the priorities, goals, and objectives of the Labor Standards department. Utilizing this understanding to make independent decisions and as part of the group decision making process, coordinating with project administrator to ensure Labor Standards compliance
- Respond to clients in a timely manner
- Demonstrate an ability to identify and minimize risks and liabilities associated with pertinent federal, state, and local labor standards compliance. Resolves issues and refers more complex issues to supervisory staff
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion





# PAULA RODRIGUEZ

**Sr. Program Coordinator**

## Areas of Expertise

TDA  
TWDB  
TDHCA  
USDA  
TxDOT

## Educational & Experience

**Bachelor of Science,  
Texas A&M University**

**Master of Education,  
Texas A&M University**

**Certified Floodplain Manager**



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## Professional Skills

### **Sr. Program Coordinator, Langford Community Management Services Harlingen, Texas | January 2018 - Present**

Assist Texas communities, but focusing extensively in South Texas counties and communities, with the identification of needs and the preparation, submission and administration of loans and grants through local, state, or federal agencies. Oversee the financial management of the projects. Monitor and coordinate construction and engineering activities. Attend public hearings, city council and commissioner's court meetings. Provide support and information to the communities and ensure that all State and Federal rules and regulations are met throughout the loan/grant process from initial application through loan/grant closeout. Attend trainings and workshops to keep up to date on all rules and regulations for each loan and grant program.

### **Capital Programs Director and Planning Director City of La Feria, Texas | January 2012 - December 2017**

Assist the City Manager with the general function of the city government, working in planning and zoning, community development, project management and coordination, comprehensive planning, hazard mitigation planning, housing development, subdivision review, and code enforcement.

### **Communities Programs Loan Specialist, USDA Rural Development Edinburg, San Benito, Raymondville, Rio Grande City, and McAllen, Texas February 1980 - December 2011**

Worked exclusively with all rural South Texas communities providing information, assistance, and guidance for water, wastewater, community facilities, and rural housing loan and grant programs. Served also as Area Environmental Specialist, assisting communities in the completion of the environmental review process for their projects.

### **Training:**

Texas Department of Agriculture Grant Application and Implementation Workshops  
Texas Department of Housing and Community Affairs Grant Administration Workshops  
Texas Municipal League Conferences  
Texas Floodplain Management Association Continuing Education Workshops

## Core Task Include

- Maintain regular contact with the project engineer, the local contact person, and construction contractors
- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project



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# ANGELA SIFUENTES

## Project Coordinator

### TDA Areas of Expertise

Monitoring & Compliance

Creation and Maintaining Systems of Record

Financial Management

## Professional Skills

### **Project Coordinator, Langford Community Management Services June 2022 - Present**

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the Texas Department of Agriculture. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.

### **Tax Preparer, Conlon Tax Service, Iron Shield Insurance January 2021 - May 2022**

Provide Excellent Customer Service  
Bookkeeping/Minor Accounting/Profit and Loss Reports  
Franchise Tax and Sales Tax Reports  
Warranty Deed Transfer  
Affidavit Paperwork and Notary Services  
Translations for Immigration Documentation  
Letters of Permission and Power of Attorney Letters  
Prepare and File Income Tax Forms  
Agency Owner of Iron Shield Insurance  
Manage and Train Staff in accordance with the Texas Department of Insurance  
Offer Auto, Home, Life, Commercial and Bonds

### **Office Manager, Producer Agent, Farmers Insurance Group November 2017 - January 2021**

Train staff to perform and maintain excellent Customer Service skills.  
Ensure staff is up to date with all trainings related to Insurance Regulations.  
Account for daily financial reports.  
Manage scheduling for staff.  
Meet monthly quotas on insurance policies.

### **Human Resources Assistant, Employees Solutions April 2016 - October 2017**

Greet and educate applicants on the hiring process and policies.  
Assist applicants with the application process and conduct background checks through a National Screening System.  
Interview applicants for job placement.  
Complete and process all hiring documentation for applicants.

### Educational & Experience

2020-Current  
Purdue Global University  
Currently attending and majoring in Business Management.  
Current GPA is 4.0.

2008-2009  
Southwest Texas Junior College  
Studied basic studies.

Obtained Microsoft Office Certification

## Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for TDA funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Assist in resolution of issues at the state and federal agencies level





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## Professional Skills

### **Office Manager, Langford Community Management Services 2018 - Present**

Manage the daily operations of a demanding office. Efficiently direct office support activities including; maintenance, mailing, shipping, ordering of supplies and equipment, deposits, taking care of business cars, assist all employees with any help needed to ensure project success, run all errands needed for business to run smoothly.

- Facilitate the onboarding of new personnel and assist and coordinates IT equipment ordering and set-up.
- Assist coworkers with IT issues and following through with results.
- Fulfill urgent coworker requests for potential clients... proposal processing, proof reading and delivery (both in person and via shipment).
- Distribution of company mail to the appropriate employees.
- Monitor and maintain office supplies inventory.
- Weekly/Daily Deposits
- Organization of company vehicles for employees travel plus all maintenance, repair and registration.
- Assist in the collection and retrieval of documents needed during ongoing the application processes.
- Organizing new administrative contracts for city and county signatures and uploading them into their respective online project files.
- Check state comptroller site daily for processed grant disbursements.
- Assist cities and counties in the renewal/updating of SAM/UEI numbers and sending email reminders when expiration dates are close.
- Assists with document uploads into our online electronic filing system.

I'm always assisting someone. Organization, flexibility and teamwork are what make a company successful!

### **Labor and Delivery/Surgery/Surgical Technologist, St. David's Hospital Austin, Texas | 1995-2002:**

Assisted physicians with deliveries, c-sections and post-partum tubals; assisted nurses with patient care before and after childbirth. Rotated through all areas of surgery with concentration in cardiology, gynecology, and general; preoperative, intraoperative and postoperative.

### **Companion/Aide, Home Health Agency Austin, Texas | 1993-1995**

Provided supervision to clients with mobility problems, insured patient safety throughout the evening.

### **Medical Assistant to Dr. Phillips Reeves, McCarron and Phillips: Urology Group Austin, Texas | 1992-1993**

Responsible for assisting Doctors and Nurses in providing patient care. Duties include recording and updating medical histories and contact information in patient files, perform standard care procedures like drawing blood, checking vitals, collecting lab samples, prepping patients and assisting the doctor in certain procedures while maintaining patient confidentiality.

### **Volunteer Service:**

Booster Club President, son's high school tennis team, 2017-2019  
Booster Club President, daughter's gymnastic team, 2012 - 2017  
Church Preschool Teacher, 2006  
Girl Scout Co-Leader, 2004-2009



# TERESA SCALAPINO

## Office Manager

### Areas of Expertise

Planning and Organization

Creation and Maintaining  
Systems of Record

Inventory Control

Highly Adaptable

Multi-tasking

Client Relations

### Educational & Experience

Associates Degree: Surgical  
Technology

TDA Implementation Certification

### Core Task Include

- Oversee the day-to-day activities of the office as the main point of contact for mail, errands, supplies, company vehicle assignment and maintenance
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement
- Coordinate with IT department on all office equipment
- Maintain the office condition and arrange necessary repairs
- Contributes to team effort by accomplishing related results as needed







# MELISA DURHAM

## Environmental Specialist

### ERR Areas of Expertise

### Educational & Experience



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## Professional Skills

### **Environmental Specialist, Langford Community Management Services Austin, Texas | August 2013 to present**

Prepare Environmental Review Records (ERR) to ensure compliance with the National Environmental Policy Act (NEPA), and other related Federal and state environmental laws. ERRs are compiled for projects administered by Langford, i.e., Texas Department of Agriculture Office of Rural Affairs Community Development Block Grant, Texas General Land Office, Texas Water Development Board, Texas Department of Transportation, Texas Department of Housing and Community Affairs, Texas Parks and Wildlife Department, Federal Emergency Management Agency, and others. The ERR includes research and determination as to whether the human environment would be negatively impacted by the project activities and outcome; publishing of Public Notices; coordination with other agencies, i.e., Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, USDA Natural Resources Conservation Service, and tribes of interest in the project county as identified on the HUD Tribal Assessment Tool; coordination with project engineers, Langford Project Coordinator and Responsible Entity staff to ensure complete and correct information is included in the ERR.

Assist with writing of competitive grants on behalf of rural cities and counties throughout the State of Texas, and correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs – Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; as well as private entities such as HNTB. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

### **Office Manager, Frontera Administrative Services, Inc., Austin, Texas | June 2009 to June 2013**

Co-managed grant projects funded through the Texas Department of Transportation Border Colonia Access Paving (BCAP), Texas Department of Agriculture Community Development (CDBG), and Texas Water Development Board Economically Distressed Areas Program (EDAP): Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant.

### **WORKSHOPS and TRAININGS**

HUD-sponsored Trainings  
Texas General Land Office-sponsored Trainings  
The Office of Rural Affairs Implementation Trainings  
The Office of Rural Affairs TxCDBG Administrator Certification Trainings  
Texas Municipal League Annual Conferences  
TDHCA Eligibility Training for Affordable Housing Programs  
TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects





# SHAUNA COSPER

## Project Coordinator / Labor Standards Specialist

### TDA Areas of Expertise

Monitoring & Compliance  
Creation and Maintaining  
Systems of Record  
Financial Management

### Educational & Experience

10 Years of Experience



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## Professional Skills

### **Project Coordinator/Labor Standards Specialist, Langford Community Management Services Austin, Texas | July 2012 - Present**

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the Texas Department of Agriculture. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs.

Provide proper Davis-Bacon wage decision rates for bid processes and incorporation into construction contracts. Review of weekly payroll for the duration of a project, and investigate/resolve potential violations. Provide Labor Standards support to our clients; monitor Labor Standards compliance by conducting onsite interviews with construction workers, review payroll reports, and confirm that the Davis-Bacon wage decision and DOL's "Notice to All Employees" are posted at the job site.

### **Restaurant Manager, My Friend's Place Deli Duluth, Georgia | June 2004 - December 2010**

Managed different areas of restaurant operations such as customer relations, vendor relations and inventory control. Specialized in training and motivating staff regarding their work and responsibilities. Ensured provision of service in terms of order accuracy and time management. Ensured smooth coordination between the back-end and front-end activities. Monitored procurement, storage, preparation, cooking, handling, and serving of food. Maintained a clean and safe environment.

### **Shipping Coordinator, American Spincast Belton, Texas | February 1996 - December 2003**

Daily scheduling of pickups with numerous carriers on a daily basis. Ongoing negotiation of freight carrier contracts to reduce inbound and outbound freight costs. Forklift operation, operated ceiling crane, operated floor saw in time critical situations. Daily invoicing of all materials shipped, daily rate quotes to find the fastest cost saving freight move, maintenance and processing of "UPS Online Worldship" shipping and receiving logs. Continued organization of inventory control area, working knowledge of international customs rules and regulations to ensure compliance, documents needed for international shipping and brokerage. Ensured record keeping of invoices, bill of lading, work orders, and shop orders.

## Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for TDA funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Assist in resolution of issues at the state and federal agencies level



# SIERRA ALLEE

## Environmental Specialist

### ERR Areas of Expertise

Monitoring & Compliance

Creation and Maintaining  
Systems of Record

Financial Management

### Educational & Experience

**Bachelor of Arts - Geography &  
Environmental Sustainability  
-Minor in Communications  
University of Texas at San Antonio**



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## Professional Skills

### **Environmental Specialist, Langford Community Management Services Austin, Texas | July 2021 - Present**

Prepare Environmental Review Records (ERR) for Texas Department of Agriculture's Office of Rural Affairs' Community Development projects administered by Langford and the General Land Office. Assist with writing of competitive grants on behalf of rural cities and counties throughout the State of Texas, and correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs - Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; as well as private entities such as HNTB. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community. Assist with creating and maintaining comprehensive project documentation, plans, and reports. Assist with monitor project progress, act as a point of contact for the environmental review and communicate project status with clients.

### **Customer Support Specialist, Outdoorsy Austin, Texas | May 2021 - July 2021**

Moving forward I got the opportunity to work for extremely fast paced outdoor travel marketplaces with office all over the world. In this role I got to provide world class experiences with customer s advocated for owners and travelers maintained high level of documentation, and gain a whole new skill set

### **Cashier/ Cash Office Backup, Whole Foods Market Austin, Texas | April 2020 - May 2021**

Due to a pandemic, and the campus being shut down, I moved back to Austin to be near family and finish up my bachelors and was welcomed with open arms at my old place of employment. In this role I have felt more weight as the team leans on my 5 years of experience in store support which has made me an essential part of the team for solving various problems and leading by example.

### **Cash Office Lead, Whole Foods Market, San Antonio, Texas | December 2018 - May 2020**

Pursuing my education to UTSA, I moved to San Antonio and transferred to a Whole Foods Market there, where my cash handling skills and professionalism was quickly noticed and due to the need of the store, I stepped up into the cash office lead position. Here I learned to enter data in POS systems, reconcile and prepare bank deposits, track origins of variances and settle discrepancies.

### **Cashier, Whole Foods Market Austin, Texas | January 2016 - December 2017**

Prior to this, I have held several serving jobs in which I gained knowledge of cash handling and customer service, within this role my people skills have flourished, and I received many "homegrown hospitality badges" for my exemplary service.

### **Office Assistant/Tour Guide Intern, Austin Sustainable Food Center Austin, Texas | 2015 - 2016**

In this role, I leveraged my knowledge from being a vice president in FFA and my passion for urban gardening to get my foot in the door and led tours for children to educate them about sustainable practices within a city, along with carrying out administrative duties for my superiors.

## Core Task Include

- Maintain regular contact with the project engineer, the local contact person, and construction contractors
- Provide project engineers with an instruction and forms packet so they know up- front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- Assist with ensure NEPA compliance
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project



FEMA



# SUELLEN JORDAN

## Management Consultant

### HMGP Areas of Expertise

Project/Staff Management

Operational Efficiency

Planning/Organizing

Time Line Management

Sales/Customer Service

Marketing Support

Client Satisfaction/Retention

Systems Oriented



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## Professional Skills

### Management Consultant, Langford Community Management Services, Austin, Texas | August 2015 to Present

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: FEMA Hazard Mitigation Assistance (HMA); Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Fire Mitigation Assistance (FM), and Building Resilient Infrastructure and Communities Grant (BRIC). Oversee financial management, monitor construction and engineering activities for grantees. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

### Hacienda del Lago (HdL), Austin Texas | 2008 to 2015

Built HdL Wedding Venue and Vacation business from zero to \$160,000 per year with total revenues of over \$500,000. Performed sales, marketing, operations, and event planning roles to book and execute over 280 vacations/weddings/ receptions. Managed a crew of six to maintain 10-acre property, main house, tent and grounds. As main sales agent, provided sales and marketing for both vacation and wedding venue, fielded thousands of incoming phone and email inquiries, and conducted hundreds of property showings for prospective clients. As a certified wedding planner provided private planning services for couples including designing and installing decor, site layouts, and event timeline and flow. Executed client contracts, and consulted on client/vendor agreements.

### Volente Fire Department (VFD), Volente, Texas | 2001 to 2019

VFD Board member and Secretary – Attend and record all Board meeting minutes and submit to VFD board as required by law.  
2004 to 2011: ESD 14 Treasurer–Budgeted/managed tax payer dollars up to \$1 million to fund operations of the Volente Fire Department.  
2003 to 2010: VFD Assistant Fire Chief - Responsible for administrative support for VFD. Represented VFD at monthly CAFCA meetings. Consulted with Fire Chief on department issues and acted on his behalf in his absences as required.  
2001 - 2009: EMT-B First Responder - Ran over 680 medical and fire emergency calls in the Volente area and was awarded the prestigious National Phoenix Life Saving Award in 2009.

### Dell, Inc, Austin Texas | 1988 to 1998

Senior Logistics Manager – Dell employee number 600, was promoted through 4 positions during Dell's explosive growth period. Positions included accounts payable, logistics, procurement, and logistics management. Managed a five-person logistics team to coordinate efforts of 150+ Dell personnel. Created methodology for transportation vendor selection, contracting and management resulting in extensive reduction in freight costs. Methodology also included streamlining delivery of raw materials to warehouse and delivery of finished goods to end user. Pioneered and debugged the computer industry's first Just-in-Time (JIT) logistics program. Established and managed lost/stolen computer/parts claims procedures, re-inventing the claims reimbursement process with vendors such as FedEx, UPS, and Airborne Express.

## Educational & Experience

Bachelor of Fine Arts  
Sam Houston State University



## Core Task Include

- Maintain regular contact with the project engineer, the local contact person, and construction contractors
- Provide project engineers with an instruction and forms packet so they know up- front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies
- Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project



# BRIANA GIBBS

## Project Coordinator

### ARP / DR Areas of Expertise

#### Monitoring & Compliance

#### Creation and Maintaining Systems of Record

#### Financial Management

### Educational & Experience

**Bachelor of Business Administration  
- Accounting**  
**University of Houston, Victoria**



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## Professional Skills

### **Disaster Recovery Project Coordinator, Langford Community Management Services February 2021- Present**

- Duties include: Ensuring program compliance within the American Rescue Plan funding
- Assisting Municipalities in establishing and maintaining financial processes
- Obtaining and maintaining copies of contracts pertaining to change requests, revisions and attachments
- Establishing and maintaining record keeping systems
- Facilitating outreach efforts, application intake, and eligibility review for community residents regarding ARP funding

### **Case Manager, Absolute Legal Solutions February 2016 - January 2021**

- Facilitated retrieval of records for attorneys by drafting, sending and following up on requests
- Fostered and maintained a good relationship with clients
- Communicated with different provider offices across US to ensure requests were processing and completed in a timely manner
- Trained several new employees on various portions of the record retrieval processes
- Assisted in processing vendor invoices for payment
- Learned most aspects of the process and was able to cover each position when needed.

### **Bank Teller, Prosperity Bank March 2014 - January 2016**

- Quickly and accurately processed customer transactions
- Maintained a balanced cash drawer
- Responded to customer inquiries and requests
- Greeted customers by name and maintained a working relationship
- Followed bank policies and procedures

## Core Tasks Include

- Maintain regular contact with the project engineer, the local contact person, and construction contractors
- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Respond to clients in a timely manner
- Predict potential project delays and move to mitigate potential issues early in the project, charting critical paths to timely completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies
- Assist in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project





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# CHARLES REAGAN

## HMG SME

### HMGP Areas of Expertise

Project/Staff Management

Operational Efficiency

Planning/Organizing

Time Line Management

Sales/Customer Service

Client Satisfaction/Retention

Systems Oriented

### **Management Consultant, Langford Community Management Services, Austin, Texas | October 13, 2021 - Present**

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: FEMA Hazard Mitigation Assistance (HMA); Hazard Mitigation Grant Program (HMGP), Fire Mitigation Assistance (FM), and Building Resilient Infrastructure and Communities Grant (BRIC). Oversee financial management, monitor construction and engineering activities for grantees. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

### **Mitigation Grant Coordinator, Texas Department of Emergency Management Austin, Texas | December 27, 2010 - July 31, 2021**

Reviewed and drafted response letters for Notices of Intent submitted by jurisdictions statewide for eligibility prior to application development. Presented Application Briefings. Assisted jurisdictions with application development for Presidentially Declared Disasters.

Perform project management duties for assigned jurisdictions in TDEM Regions. Skilled in complex grant development, coordination, and administration. Work involves preparing, maintaining, and reporting grant status; coordinating and evaluating grant applications to determine appropriateness of grant including compliance with requirements and standards; and serve as a liaison between jurisdictions and the state or federal government. Experienced in training of others. Work under general supervision, with moderate latitude for the use of initiative and independent judgment.

Demonstrate knowledge of laws and regulations pertaining to grants, contract administration, business administration principles and practices, and of research and budgeting processes. Skilled in grant preparation, development, evaluation, and monitoring; in report writing; in budget development; and in the use of a computer and applicable software. Ability to interpret guidelines, policies, procedures, and regulations; to evaluate fiscal data for reasonableness, necessity, and conformity with grant requirements; demonstrate ability to communicate effectively. Researches and identifies concerns with grant scope of work, budgets, other application components. Prepares grant closeout materials to close grants at FEMA.

### Educational & Experience

### Core Task Include



- Maintain regular contact with the local contact person, the project engineer, and construction contractors
- Provide local contact, project engineers, and construction contractors with an instruction and forms packet so they know up-front what information is required by the state agency
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
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FEMA



# JENNIFER BOYD

## Project Coordinator

### HMGP Areas of Expertise

Project Management  
Operational Efficiency  
Planning/Organizing  
Time Line Management  
Sales/Customer Service  
Marketing Support  
Client Satisfaction/Retention  
Systems Oriented

### Educational & Experience

Bachelor of Arts in Business  
Southwestern University, 2012  
Georgetown, Texas

Focus in International Business and  
Business Writing  
Imperial College London, Fall 2008  
London, UK



## Professional Skills

### Management Consultant, Langford Community Management Services | February 2022 - Present

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: FEMA Hazard Mitigation Assistance (HMA); Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), Fire Mitigation Assistance (FM), and Building Resilient Infrastructure and Communities Grant (BRIC) Oversee financial management, monitor construction and engineering activities for grantees. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

### Hazard Mitigation Specialist, Texas Division of Emergency Management | January 2022 - February 2022

Develop and conduct hazard mitigation grant trainings and workshops for internal and external clients. Serve as a Subject Matter Expert on HMA grants within TDEM. Examine project and application data sets to identify and analyze trends. Review and finalize applications for HMGP and BRIC grants for submission to FEMA.

### Hazard Mitigation Coordinator, Texas Division of Emergency Management | August 2020 - December 2021

Review hazard mitigation grant applications for accuracy and completeness. Monitor programmatic and financial compliance with applicable laws, regulations, policies, and procedures. Evaluate and determine eligibility of HM grant modifications (e.g., budget and scope of work). Work with FEMA and local communities to resolve Requests for Information (RFIs).

### Management Consultant, Langford Community Management Services | July 2019 - August 2020

Write, review, and manage hazard mitigation grants on behalf of communities throughout the State of Texas: Specialization in FEMA's Hazard Mitigation Grant Program (HMGP). Ensure compliance with federal and state laws for contractual terms and conditions by monitoring and analyzing inter-local agreements, contracts, and subcontract expenses and activities. Oversee financial management and monitor construction/engineering activities for grantees. Travel throughout the state to meet with City and County administration regarding hazard mitigation projects. Represent Langford in City Council and Commissioners Court meetings

### WORKSHOPS and TRAININGS

FEMA E/L-212- Hazard Mitigation Assistance: Developing Quality Application Elements, 2018 & 2022  
FEMA E/L-213 - Hazard Mitigation Assistance: Application Review and Evaluation, 2019  
G-318 - TDEM Local Mitigation Planning Workshop, 2020

## Core Task Include

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# KATHLEEN WHITECOTTON

## Project Administrator

### CDBG-DR Areas of Expertise

Monitoring & Compliance

Creation and Maintaining  
Systems of Record

Financial Management

Federal Procurement



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## Professional Skills

### Project Administrator, Langford Community Management Services Austin, Texas | June 2022 - Present

- Detailed involvement with central Texas Cities and Counties who suffer damage and loss from federally declared natural disasters.
- Ensuring program compliance within all Community Development Block Grant - Disaster Recovery, Mitigation and Supplemental requirements including current Federal Register Reqs.; Assisting Municipalities in establishing and maintaining financial processes; Obtaining and maintaining copies of contracts pertaining to change requests, revisions and attachments; Establishing and maintaining record keeping systems; Resolution of monitoring and audit findings; Resolution of Municipality third party claims; Intimate communication with the Texas General Land Office (GLO) regarding program compliance and suspected fraud.
- Completion of draw request for payments and procuring supporting documentation
- Facilitates outreach efforts, application intake and eligibility review for community residents regarding GLO CDBG funding

### Human Resource Manager, Venture Energy Services Gillett, Texas | May 2011 - May 2022

- Serve as HR management team to oversee HR processes and projects concerning, benefits, open enrollment, internal staffing, recruiting support, and support of company initiatives and HR strategy. Represent many roles beyond HR including billing agent, office manager, and customer services.
- Provide HR leadership through periods of rapid growth and downturns to match company strategy
  - Administered, processed, maintained company benefit programs including health plans, short and long-term disability, 401K, COBRA, leaves of absence
  - Analyzed and evaluated services, coverage and options available through insurance companies to determine programs best meeting needs of organization
  - Facilitate all onboarding processes - monitoring the status of background and drug screens, offer letter, and benefit enrollments to all incoming employees across three South Texas locations.
  - Manage unemployment claims and appeals
  - Act as point of contact and resource for employee relations and customer service.
  - Collaborate with customer department foreman to customize billing process resulting in retaining relationship and vital future work
  - Orchestrate and managed phone, network, and IT needs for new building project allowing a streamline transition of our office

### Legal Secretary/Receptionist, Oxford Law Office Stephenville, Texas | 2009-2011

- Maintained scheduling, answering phones, and case follow ups.
- Acted as Notary Public
  - Strong time management skills applied to handle time sensitive cases
  - Conserved attorney's time by drafting letters and legal documents, routing and organizing client correspondence

### Abstractor, King Abstract Company Stephenville, Texas | 2004 - 2009

- Searched public records, copy or summarized recorded documents which affect condition of title property and present report to title examiner for review and approval.
- Analytical skills used to research relevant title documents
  - Collaborated with team leader to translate physical filing records into digital copies to reduce space and stay in compliance

## Educational & Experience

Bachelor of Business Administration -  
Interdisciplinary Business  
Tarleton State University, Stephenville Tx

SHRM-CP Certification, 2016

SHRM Certification Class  
University of Texas, Austin Tx



## Core Task Include

- Application development, preparation, and submission
- Maintain regular contact with the project engineer, City or County project representative, and construction contractors to ensure exceptional project management
- Daily contact with state agency grant managers for seamless project management
- Provide project engineers with compliance requirements for GLO/HMGP funded projects
- Prepare and process contract documents, invoices, change orders and any other project related documentation
- Maintain excellent client communication
- Predict potential project delays while providing assistance to mitigate these potential issues early in the project
- Charting critical paths to timely project completion
- Assist in reviewing workable solutions to resolve unexpected cost overruns
- Preparing required State Agency reports
- Ensuring environmental compliance is met before, during and after project development and construction
- Assist in resolution of issues at the state and federal agencies level





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# ANNA MARTIN

## Program Administrator

### HMGP Areas of Expertise

Monitoring & Compliance

Creation and Maintaining  
Systems of Record

Financial Management

### Educational & Experience

Master of Business Administration  
-Management and Business  
University of Houston, Victoria

Health and Kinesiology  
University of San Antonio

Kinesiology  
University of Texas at Austin



## Professional Skills

### Program Administrator, Langford Community Management Services Austin, Texas, July 1 2021 - Present

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Agriculture, Texas Department of Rural Affairs, and Texas Department of Rural Affairs - Disaster Recovery Division. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Conduct public hearings for grant programs at city council and commissioner's court meetings as needed. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

### Teacher/Coach, Karnes City Independent School District Karnes City, Texas | August 2014 - June 2021

Develop and execute instruction for grades 6-8 in multiple content areas using a framework of relevant pedagogy according to state and district guidelines in a student-led, differentiated, engaging, and rigorous environment. Con- tribute to curriculum development through regular meetings at both faculty and administrative levels. Collaborate with faculty and administrators in the development, evaluation, and revision of school programs to lead change among stakeholders. Provide leadership through staff development, instructional support, teaching assistance, and meeting facilitation. Establish and enforce clear learning and behavioral expectations to ensure safe environments for all students. Lead staff and students to set and attain ambitious goals through action plans and performance accountability. Maintain open parent communication through regular phone calls, emails, and conferences. Analyze and use data to monitor and adjust instruction to accelerate learning and academic progression. Assist in budgeting, vendor negotiations, ordering procedures, fundraising, promotions, inventory, and equipment and facility use and maintenance.

### Teacher, Beeville Independent School District Beeville, Texas | August 2012 - August 2014

Deliver 4th grade ELAR (language arts and reading) instruction and adjust as needed to meet student needs. Collaborate with grade-level and content teachers to create lesson plans, address student concerns, and analyze data. Create an environment for students to explore and critically think through a variation of collaborative activities. Ob- serve and evaluate students' performance, behavior, social development, and physical health. Maintain clear learning objectives, behavior expectations, and classroom policies and procedures.

## Core Task Include

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