



**Nortex
Regional
Planning
Commission**

P.O. Box 5144
Wichita Falls, Texas 76307
Area 940-322-5281
Fax 940-322-6743

September 26, 2017

County Judge Rick Lewis
Montague County Courthouse
P.O. Box 475
Montague, TX 76251

Re: Disaster Relief Grant

Dear Judge Lewis:

Nortex Regional Planning Commission is pleased to submit our Qualifications for grant writing and administrative services to the County of Montague for your disaster relief grant.

Nortex Regional Planning Commission has been providing professional grant writing and administrative services since 1994. Our staff brings extensive experience and knowledge of disaster and Texas Community Development Block Grants.

Thank you for the time and consideration of our qualification. We remain most excited about the forthcoming project. Please do not hesitate to contact us with any questions or concerns.

Sincerely,

Joe Cox
Nortex Regional Planning Commission
Director of Regional Services

NORTEX Mission Statement:

NORTEX Regional Planning Commission (Nortex) is a regional organization of local governments.

Its mission is to maintain and improve the quality of life for all people in the region by advancing the interests and enhancing the capabilities of its members.

In pursuit of its mission, Nortex will:

- Articulate the interests of the region in governmental policy deliberations,
- Serve as a forum in which citizens and local governments may identify and bring into focus regional opportunities and challenges,
- Facilitate the collection, development, and exchange of information about issues of public interest in the region,
- Maintain organizational structure designed to foster effective communication among governments, agencies, and citizens,
- Maintain communications with members and other organizations for the purpose of nurturing regional consensus on public policy issues,
- Serve as a resource for information and assistance to member governments,
- Promote Association approved agreements, policies, and plans while observing the highest standards of public service,
- Review and coordinate federal, state, and local programs of regional significance in order to maximize their economy, efficiency, and effectiveness, and
- Support and promote the principles of democratic government and free enterprise.

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Nortex Regional Planning Commission Background and History

Nortex is a voluntary association created by the local governments within State Planning Region Three. Authorized by state law, Nortex is an independent political subdivision of the state and is an instrument of local governments. It is one of 24 such organizations in Texas.

Nortex Regional Planning Commission (NRPC) is a region-wide voluntary association of local governments. Its service area is 9,461 square miles and contains approximately 224,336 people.

NRPC's mission is to serve its members as the instrument of local government cooperation and coordination for the purpose of improving the health, safety, and general welfare of their citizens.

NRPC is the entity through which local governments consider issues and cooperate in addressing area wide problems.

NRPC is governed by an Executive Committee comprised of local elected officials, representing member government bodies within the region.

The Regional Services department is one of eight departments at Nortex. The goal of Regional Services is to effectively provide and coordinate services for the communities in the Nortex region. One way this is done is by writing and administering community development grants for cities and counties. It has been shown that Nortex's administrative fees are lower than other consultants in this region. This means a potential savings of thousands of dollars that can be reinvested into your grant project. The Regional Services department works on grants from the Texas Department of Agriculture (TDA), and numerous other funding sources.

Over the years, Nortex has built an impressive portfolio of successful grant projects. The commitment to quality and to meeting the needs of local governments is shown by the number of grants NORTEX has successfully written and administered in this region, as well as the number of "repeat customers" NORTEX enjoys. Many communities turn to NORTEX for grant administration, because of the trust and friendship that has been built over the years.

NORTEX consistently uses qualified, knowledgeable personnel. NORTEX recognizes our responsibility to provide high-quality, professional administrative services to your community. NORTEX strives to meet the needs of our clients and to provide them with the highest quality assistance in the region.

NORTEX has helped communities in our region by bringing in over \$16 million dollars in various grant projects since the year 2000. NORTEX continues to work hard to bring funding to this Region.

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Other Services Provided by NORTEX Regional Services

Department:

- Solid Waste Pass-Through Grants
- Parks Grants
- Disaster Grants
- Grants assistance as requested for TWDB and other agencies
- General Training and Technical Assistance for cities and counties

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Relevant Project Experience

Nortex assistance with writing and administering Texas Community Development has been called on by many cities and counties in our region since 1994. Block Grants, Economic Development Administration grants, Texas Capital Fund grants, and Small Town Environmental Program (STEP) grants, among others. NORTEX staff has exceedingly met cities and counties expectations as a provider of Grants Administration. The Client list has grown from two in 1994 to 15 in 2017.

Awards Slated for 2017:

- Submission of fourteen **Texas Community Development Block Grants (TxCDBG) applications.**

In 2016:

- Three **Texas Community Development Block Grants (TxCDBG)** awards for the Cities of Byers, Bryson, and Nocona, Community Enhancement. Both the City of Byers and Bryson is receiving \$275,000 to make water and sewer improvements in their communities, and the City of Nocona is receiving \$500,000 to build a new community center.

In 2015:

- Four **Texas Community Development Block Grant (TXCDBG)** awards for the Cities of Crowell, Petrolia, Archer City and Montague County. Each community will receive \$275,000 to make water, sewer and street improvements

In 2014:

- One **Disaster Relief** awards for Clay County for \$350,000 to make emergency water improvements.
- Three **Texas Community Development Block Grant (TXCDBG)** awards for the Cities of Bellevue, Quanah, and Saint Jo. Each community will receive \$275,000 to make water, and sewer improvements.

In 2013:

- One **Disaster Relief** awards for Archer County totaling \$350,000 to make emergency water improvements.
- Five **Texas Community Development Block Grant (TXCDBG)** projects for the Cities of Jacksboro, Nocona, Burkburnett, Vernon and Megargel. Each community will receive \$275,000 to make water, sewer and street improvements.

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In 2012

- **Two Texas Community Development Block Grant (TXCDBG) projects.** Cities of Byers, Megargel and Foard County for \$275,000 each for water and streets projects.

In 2011

- **Two Texas Community Development Block Grant (TXCDBG) projects.** Cities of Chillicothe and Bryson for \$275,000 each for water and sewer projects.

In 2010:

- **Three Texas Community Development Block Grant (TXCDBG) projects.** Cities of Saint Jo, Byers and Clay County for \$275,000 each for water and sewer projects.

NORTEX has provided CDBG/Other administrative services for:

- Archer City
- Archer County
- Bellevue
- Bowie
- Bryson
- Burkburnett
- Byers
- Chillicothe
- Clay County
- Crowell
- Denton County
- Electra
- Foard County
- Jacksboro
- Jack County
- Megargel
- Montague County
- Nocona
- Olney
- Petrolia
- Quanah
- Saint Jo
- Vernon
- Wichita County
- Wilbarger County

Key Personnel Resumes

Nortex has highly qualified personnel with an experience pool of over 21 years in grant writing and administration. The following personnel will be heavily involved in the grant process.

Joe Cox

Director of Regional Services

Joe joined NORTEX in 1996 as Director of Regional Services section.

Joe's focus in Regional Services is on writing Texas Community Development Block Grants, Disaster Relief Grants through Texas Department of Agriculture and other Grants as needed. He is also the director for the Solid Waste Program, oversees NORTEX's Solid Waste Advisory Committee and administers pass-through solid waste management grants through the Texas Commission on Environmental Quality.

Deborah Milbern

Regional Services Technician II

Deborah joined NORTEX in the Regional Service's Department in 1998. Deborah's focus in Regional Services is on administering Texas Community Development Block Grants, Disaster Relief Grants through Texas Department of Agriculture. In addition, she assists the Director as needed. Prepares Survey tabulations as needed.

Tina Johnson

Regional Services Technician I

Tina has been employed at NORTEX since 2010 and joined the Regional Services department in January 2017. Tina has completed her TDA Certification for administration of CDBG grants and main focus will be grant administration for CDBG block grants.

Professional Administrative Scope of Services

Part I

Scope of Services

Pre-application

Discuss with applicant the project type, budget and match requirements.

Hold necessary public hearings prior to grant application submission.

Gather necessary information from engineer and applicant.

Direct the client's activities concerning beneficiary surveys as required.

Finalize information in grant application.

Submit required application copies and information to funding agency.

Provide applicant with final copy of application.

Work with applicant on preparing application for Regional Review Committee.

Once funded, the following will be included in NORTEX's administrative duties:

1. Program Set Up

- a. Conduct grant management workshop for grantees
- b. Assist the City/County in developing a record keeping system consistent with program guidelines, including the establishment and maintenance of program files.
- c. Prepare all documents necessary for grant startup.
- d. Provide general advice with respect to the implementation of the project and regulatory matters.
- e. Furnish necessary forms and procedures for implementation of the project.
- f. Provide technical assistance for the routine tasks to City/County personnel who will be directly involved in the program.
- g. Serve as liaison for the City/County during any monitoring visits by staff representatives of either the Texas Department of Agriculture (TDA) or the U. S. Department of Housing and Urban Development (HUD).
- h. Assist the City/County in meeting all special condition requirements.
- i. Prepare and submit to TDA all required periodic progress reports and compliance reports.
- j. Assist the City/County in meeting citizen participation requirements, fair housing and personnel requirements which may be qualifying factors for participation in the Texas Community Development Block Grant Program (TXCBDG).

Financial Portion:

- a. Assist the City/County in documenting its ability to manage grant funds as required by the state.
- b. Assist the City/County in establishing and maintain separate bank accounts and ledgers as necessary for this project.
- c. Assist the City/County in submitting the required depository and signature forms to TDA.
- d. Assist the City/County in preparation and submission of requests for payment of funds by TDA.
- e. Assist the City/County in establishing procedures to handle the use of any TXCDBG program income.

2. Environmental Clearance

- a. Prepare an environmental assessment of the project.
- b. Coordinate environmental clearance procedures with state and local officials and other interested parties.
- c. Document environmental comments.
- d. Prepare any required environmental reassessment.
- e. Prepare request for release of funds and certifications.

3. Construction Bid/Contract Award

- a. Assist in preparation of bid documents of construction documentation
- b. Send bid ad to local paper for publication
- c. Request Wage Decision
- d. Request 10-day wage call
- e. Attend construction bid opening
- f. Assemble pre-construction packet & attend pre-construction conference
- g. Obtain SAMs clearance for prime- and sub-contractors

4. Labor Standards/ Construction Completion

- a. Conduct labor monitoring interviews
- b. Check contractor payrolls for correct pay wage

5. Contract Closeout

- a. Pay final draws
- b. Hold final public hearing
- c. Complete required paperwork to submit to state agency
- d. Assist grantee with preparing files for closeout monitoring visit
- e. Attend closeout monitoring visit

6. **Other**

a. Financial – NORTEX will:

- ♦ Process engineering, administration, and construction draws
- ♦ Maintain draw log for expenditures
- ♦ Submit Quarterly Progress Reports to state agency

b. Acquisition – NORTEX will:

- ♦ Assist grantee with Report on Real Property Acquisition

c. Civil Rights/Fair Housing – NORTEX will:

- ♦ Assist grantee with 504 evaluation
- ♦ Assist grantee with required Civil Rights paperwork
- ♦ Assist grantee with Fair Housing activity
- ♦ Prepare and submit all required Section 3 reporting
- ♦ Publish required notices in local paper

d. Provide other technical assistance as needed

Part II

Standard of Performance and Deficiencies

1. All services of NORTEX will be performed in a professional, reasonable and prudent manner in accordance with accepted professional practice. NORTEX represents that it has the required skills and capacity to perform work and services to be provided under this proposal.
2. NORTEX represents that services provided under this proposal shall be performed within the limits prescribed by the City/County or county in a manner consistent with that level of care and skill ordinarily exercised by other professional firms under similar circumstances.
3. Any deficiency in NORTEX's work and services performed shall be subject to the provisions of applicable state and federal law. Any deficiency discovered shall be corrected upon notice from the City/County. The City/County shall notify NORTEX in writing of any such deficiency.

Part III

Proposed Cost of Services:

Typically for a CDBG/DR non-housing award of \$275,000.00.00, NORTEX will charge an Administrative fee of 11%, \$750,000.00 to \$999,999.99 projected fee is 8%, over \$1,000,000.00 projected fee is 6%.

Payment Schedule – Professional Administrative Services

Once funded, the City/County shall reimburse NORTEX for basic administrative services provided upon completion of the following categories. NORTEX shall invoice the City/County according to the following schedule:

CDBG/DR Award	
1. Record Keeping	22.5%
2. Environmental Clearance	22.5%
3. Construction Bid/Contract Award	22.5%
4. Construction Completion	22.5%
5. Contract Closeout	<u>10%</u>
Total	100%