

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

Firm Name: Concho Valley Council of Governments	DUNS Number: 627373087	Federal EIN: 75-1279537
Prequalification Contact First, Last Name and Title: Erin Hernandez, Regional Services Manager	Phone Number: +1 (325) 944-9666	Prequalification Contact E-mail Address: erin.hernandez@cvcog.org
Firm Web Address www.cvcog.org	Firm Mailing Address P.O. Box 60050 San Angelo, Tx 76906	Name of Firm's President/Managing Officer: John Austin Stokes, Executive Director

Application for Prequalification to Provide Administrative Services

IMPORTANT: The term "respondent" refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

CVCOG is a voluntary association of local governments (cities, counties, schools and special-purpose districts) established in 1967 under the provisions of Section 391 of Texas Local Government Code. CVCOG is an independent political subdivision covering the 14 county Concho Valley region. CVCOG's primary purposes are to make plans to guide the future development of the region and to provide joint services which local governments are unable to provide individually. CVCOG is funded by grants and contracts from State and Federal governments, as well as by local funds.

2. Describe the respondent's experience with the Community Development Block Grant (CDBG) Program and in particular the state CDBG program.

CVCOG is contracted by the Texas Department of Agriculture (TDA) under this fund to provide technical assistance about community development to regional localities that are eligible for the Texas Community Development Block Grant Program (TxCDBG). Regional Services staff aids cities, counties and/or other interested parties with information about related resources and demographic data needed to complete grant applications and other opportunities. Under this contract, CVCOG staff also administratively assists the CVCOG Regional Review Committee (RRC), which is appointed by the Commissioner of TDA. The RRC develops regional scoring procedures and scores applications in the region.

3. Describe the respondent's experience with the following:

a. Community wide infrastructure projects

b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement

c. Job creation programs, including Texas Capital Fund - Infrastructure/Real Estate

d. Projects involving multiple funding sources

San Angelo Fire Training Center

4. Describe the range of services that the respondent offers in-house and the services typically offered through subcontractors.

CVCOG conducts major programs in services for through the Area Agency on Aging, the Transit District, Foster Grandparents & Senior Companion, 9-1-1 Emergency Communications, Criminal Justice Planning and Training, Homeland Security, 211, Head Start, Regional Services and Economic Development. Regional Services/Economic Development District serves 13 counties with planning, grant research, grant writing, business development and technical assistance. The most recent of which has been the Economic Development Administration (EDA). Regional Services/Economic Development manages the Solid Waste Pass-Through grants, Revolving Loan Fund and 5310 grant through the Federal Transit Administration (FTA).

5. Identify the geographic areas in which the respondent offers services.

<input type="checkbox"/> AACOG	<input type="checkbox"/> ATCOG	<input type="checkbox"/> BVCOG	<input type="checkbox"/> CAPCOG	<input type="checkbox"/> CBCOG
<input type="checkbox"/> CTCOG	<input checked="" type="checkbox"/> CVCOG	<input type="checkbox"/> DETCOG	<input type="checkbox"/> ETCOG	<input type="checkbox"/> GCRPC
<input type="checkbox"/> HGAC	<input type="checkbox"/> HOTCOG	<input type="checkbox"/> LRGVDC	<input type="checkbox"/> MRGDC	<input type="checkbox"/> NCTCOG
<input type="checkbox"/> NORTEX	<input type="checkbox"/> PBRPC	<input type="checkbox"/> PRPC	<input type="checkbox"/> RGCOG	<input type="checkbox"/> SETRPC
<input type="checkbox"/> SPAG	<input type="checkbox"/> STDC	<input type="checkbox"/> TEXOMA	<input type="checkbox"/> WCTCOG	<input type="checkbox"/> Statewide

CVCOG serves a 14 county region to include Coke, Concho, Crockett, Edwards, Mason, McCulloch, Menard, Irion, Kimble, Reagan, Scheicher, Sterling, Sutton, and Tom Green Counties. CVCOG covers 16,340 square miles with an estimated population just over 160,000. Please note: Not all services provided by CVCOG cover all 14 counties.

6. Describe the respondent's ability to devote the needed time to a project based on current workload.

The Regional Services/Economic Development Department of the CVCOG has 2 full-time personnel in this department. One of which is solely dedicated to CDBG. The primary responsibility of this department is to provide grant planning, research, development, writing, technical assistance, management and administration. Together they have more than 20 years of experience in this field and are able to maintain their workload through training, partnerships and a working relationship with their areas county and city officials.

7. Is the respondent a Tx CDBG certified administrator?

Yes, certified 2019

If "No", provide most recent year of certification:

No, will become certified if selected

8. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
<input type="button" value="Remove Project"/>	Project Name	San Angelo Regional Fire Training Center
Facility Type and Use		New Construction
Project Location (Jurisdiction)		San Angelo, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		1 Building - 13,000 square ft.
Role & Responsibilities		Financial oversight, Records Management, Progress Reports and Closeout
Project Cost		\$2,028000
Financing/Funding Source		Cash - Federal (Economic Development Administration) and Local (City of San Angelo)
Method of Documenting Beneficiaries		Survey/Needs Assessment
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Construction - 3/20/2015 to 3/9/2017 Delayed from the initial date of construction commencement. However, on schedule once construction commenced.
Monitoring and Verification Methods		EDA quarterly progress reports and financial reports were submitted and verified.
Project Personnel List all personnel associated with this project and their roles and		Daniel Valenzuela - City Manager - Project Oversight (COSA) Michael Dane - Asst. City Manager - Project Compliance (COSA) Albert Rodriguez - Regional Services Director - Grant Administrator (CVCOG) Wesley Kaisershot - Project Engineer (EDA)

responsibilities (only list those who	
Contact Information Current phone and e-mail address of local government representatives you worked with.	Daniel.valenzuela@cosatx.us (325)657-4241 Michael Dane@cosatx.us (325)657-4241

9. Describe the experience, competence and training of personnel with respect to grant writing and administration, and related work. Use the following table to present background on **key** personnel who will potentially be assigned responsibility for a core project task.

CVCOG demonstrates year experience and competence grant writing, administration and technical assistance on the local, state and federal level. CVCOG offer training to key personnel to ensure efficiency and accountability throughout the entire grant process.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Erin Hernandez
Potential Role	Base Location	Responsible for writing and administrating grants (primarily CDBG) San Angelo, Texas
Current Employment	Current job title	Regional Services Manager
Job responsibilities	Number of years with respondent	To develop and administer community development programs and other such programs and to conduct regional planning projects and provide technical assistance to local governments. 1.5 years
Overall	Total Years or relevant experience	14 years of grant writing and administration through a previous employer.
Other relevant experience or accomplishments		CDBG Certified in 2019

NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.

Remove Personnel	Full Name	Albert Rodriguez
Potential Role	Base Location	Oversight of grant administration and management San Angelo, Texas
Current Employment	Current job title	Regional Services Director
Job responsibilities	Number of years with respondent	Manages the Revolving Loan Fund, Economic Development Administration & Solid Waste Grants and the Economic Development District Board. He also assists in the preparation of the Comprehensive Economic Development Strategy (CEDs) 21 years
Overall	Total Years or relevant experience	16 years
Other relevant experience or accomplishments		SBA Lender Certification, Texas Department of Housing and Community Affairs First Time Homebuyer Training Certification, NADO RLF Training, Texas Leadership Institute on Affordable Housing Development

NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.

Remove Personnel	Full Name	Nancy Ianuario
Potential Role	Base Location	Financial and Budget Management San Angelo, Texas
Current Employment	Current job title	Director of Finance Accounting and Finance Management

Job responsibilities Number of years with respondent	13 years
Overall Total Years or relevant experience Other relevant experience or accomplishments	44 years in accounting 35 years in management While at CVCOG has received 13 years of unqualified audit opinion on the annual single audit.
<i>NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.</i>	
Remove Personnel Full Name	John Austin Stokes
Potential Role Base Location	Grant Administrator San Angelo, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	Executive Director Oversee the day to day operations of all CVCOG programs 6 years
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 10 years of working directly with local governments
<i>NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for administrative services.</i>	

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

While Regional Services/Economic Development is capable of and committed to writing and administrating this project, the administrative structure of CVCOG Administration department fosters the capability to support all of the various grants, projects and programs that it oversees. CVCOG administers a large number of federal and state grants and is efficient in the accounting processes that come with each of these.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

Small Business		Woman Owned		Minority Owned		Section 3	
<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No

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12. State the respondent's policy regarding affirmative action.

The purpose of this Equal Employment Opportunity (EEO) and Affirmative Action (AA) plan is to ensure that Concho Valley Council of Governments (CVCOG) will recruit, employ, and promote applicants and employees most qualified to render CVCOG's business. To attract such people, employment and promotional opportunities will be given to the best qualified individuals on the basis of competency, knowledge, and skill. Race, color, religion, national origin, age, sex, pregnancy, citizenship, familial status, disability status, veteran status, genetic information, or other protected group status will NOT be considered or used as determining factors in the search for applicants or employees best qualified for employment and/or promotion.

13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

Concho Valley Council of Governments (CVCOG) is a voluntary organization of local governments which fosters cooperative efforts toward resolving problems, policies, and plans that are common and regional. CVCOG is governed by a General Assembly made up of local elected officials representing each of the local governments, which meet annually; and an Executive Committee chosen from General Assembly representatives, which meets monthly to conduct the on-going business of CVCOG. The Executive Committee appoints an Executive Director, who serves as CVCOG's chief administrative officer and is

responsible for the oversight of all departments under CVCOG.