

TxCDBG Instructions for Choosing a Pre-Qualified Grant Administrator

Applicants for the 2017-2018 CFC grants are responsible for identifying the person or firm that will provide administrative services for the project, if funded. In an effort to simplify the procurement process for communities, TDA has solicited Applications to Prequalify Grant Administrators from vendors interested in grant writing and administering CFC projects for the 2017-2018 contract years. TDA reviewed the proposals based on satisfaction of the minimum qualifications and developed a pre-qualified list of vendors included in Appendix VIII.

Although this process is primarily intended for procurement of administrative services needed to implement a project if funded, the community may choose to include grant writing services in the solicitation as well.

Procurement of a Grant Administrator – Phase 1 (completed)

Step i – Application to Prequalify Grant Administrators

TDA prepared an Application to Prequalify Grant Administrators, in order to collect qualifications. The opportunity was advertised across the state and open to any qualified respondents.

Step ii – Application submittal from Grant Administrators

Grant Administrators submitted their qualifications directly to TDA using the application form.

Step iii – Approved Vendor List of Prequalified Grant Administrators

TDA reviewed the submittals for responsiveness and prepared an Approved Vendor List of prequalified Grant Administrators. Preapproval of a grant administrator indicates that the application was complete and timely, and does not include an evaluation of the quality of services offered by the administrator.

Procurement of a Grant Administrator – Phase 2 (all 6 Steps to be completed by CFC Applicant community)

Applicants for CFC grant funding may only use administrative service providers that are:

- Employees of the CFC Applicant community (self-administering community),
- Councils of Government acting as subrecipients to the CFC applicant community, or
- Vendors included on the Approved Vendor List for the fund cycle **and** have been selected using the following procedures:

Step 1 – Identify Evaluation Team and Review Approved Vendor Applications

The CFC applicant community must identify an Evaluation Team (at least 3 persons) to complete Phase 2. The committee must include at least one local official, such as a member of the elected governing body. The Evaluation Team members shall have no potential conflicts of interest with any of the individuals, firms, or agencies under review (e.g., family relationships, close friendships, business dealings).

The Evaluation Team should review the qualifications provided to TDA for each approved vendor.

Part 1 responses for each Application to Prequalify Grant Administrators identified on the Approved Vendor List can be found at:

[https://texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant\(CDBG\)/PrequalifiedProfessionalServices.aspx](https://texasagriculture.gov/GrantsServices/RuralEconomicDevelopment/RuralCommunityDevelopmentBlockGrant(CDBG)/PrequalifiedProfessionalServices.aspx)

Communities may request a copy of **Part 2** responses for any Approved Vendor by sending an email listing the requested vendors to CDBGapps@TexasAgriculture.gov. Part 2 includes responses to the following:

1. Describe the character, integrity and reputation of the respondent and key personnel, including whether the respondent is in good standing with TDA, and former and current clients.
2. Has the respondent ever had a contract terminated or denied renewal for noncompliance with policies or regulations of any state or federally funded program within the past five years?
3. Has the respondent or any of its principals ever been debarred, suspended or otherwise excluded from or ineligible for participation in federally-assisted programs?

Step 2 – Select Firms to consider further

Based on the available qualifications the Evaluation Team must select at least three individuals/firms from the Approved Vendor List to consider further. The committee may choose to consider as many approved vendors as it wishes.

The TDA website identifies each approved vendor that has self-identified as a minority-owned business (MBE), woman-owned business (WBE), Small business enterprise (SBE), or Section 3 business (S3). One or more of the approved vendors selected for further consideration must qualify under at least one of these categories.

Step 3 – Complete **Phase 2 Solicitation – Request for Project-Specific Proposal**

Enter information in each field of Form P506 to request a project-specific proposal, including services to be provided and costs.

- Number of CFC Projects in this Solicitation – Specify whether each vendor should submit a proposal for one CFC grant application, or two applications. The CFC applicant may choose to issue one solicitation for two separate grant applications, or may issue separate solicitations seeking different qualifications, especially for specialized projects.
- Description of Anticipated Project(s) – Provide any information available to describe the potential grant project. This description should help vendors understand the community's priorities, but is not binding for the final grant application. Examples include:
 - Housing rehabilitation project in multiple colonia areas;
 - Water and/or sewer improvements in Precinct One;
 - Infrastructure in one or more colonia areas; and
 - Unknown pending public hearing.
- Anticipated Scope of Work – check all that apply. For additional information, please see: <http://texasagriculture.gov/Portals/o/Publications/RED/CDBG/RFQ%20prequalify%20admin%20Final%203.30.17.pdf>
- Evaluation Criteria – Develop written weighted criteria that will be used to evaluate proposals. Form P506 lists several criteria that may be used, or the community may list additional elements

to be considered. Cost must be included in the evaluation and selection criteria. The relative importance of each criteria must be identified:

- If using scores, list the maximum number of points for each criterion.
- The Evaluations Team may also use categories such as Very Important, Somewhat Important, or Minor Importance to describe the weight of each criterion.

Send Form P506 to each vendor identified in Step 2. Email contact information is provided on the Application to Prequalify Grant Administrators form for each vendor. Allow the vendors a reasonable period of time to prepare a proposal. TDA considers five to ten days to be reasonable for most projects, but the community must determine what is reasonable for the anticipated project. Print a copy of each Form P506 sent to the vendors for your files.

Step 4 – Receive and review the proposals

Vendors interested in competing for an administrative services contract will respond to the Phase 2 Solicitation. Vendors may use the optional form provided by TDA (Form P507) or may provide information in their own format. In either case, the proposal must outline the services being offered and the proposed cost of those services.

The proposal must also identify any a conflict of interest, real or apparent, with the vendor and the CFC project. Such a conflict would arise when:

- (i) The employee, officer or agent,
 - (ii) Any member of his immediate family,
 - (iii) his or her partner, or
 - (iv) An organization which employs, or is about to employ, any of the above,
- has a financial or other interest in the firm selected for award.

The Evaluation Team must review all proposals, evaluate the proposals using the specific criteria established in Step 3, and determine most responsive and responsible respondent whose proposal is most advantageous to the program, with price and other factors considered. The Evaluation Team makes a recommendation to the CFC Applicant's governing body (Commissioners Court).

The Applicant may conduct negotiations with those respondents who are deemed responsive and responsible and fall within a competitive price range. Any negotiations must be fully documented. After negotiations, these respondents may be given the opportunity to submit a best and final offer.

Step 5 – Select a Grant Administrator using local procedures to award the contract

The Applicant's governing body must award the contract(s) for administrative services to the selected vendor.

Note: The local governing body has the final authority to award contracts and is encouraged to follow the committee's recommendation, but may select another respondent if the minutes of the local governing body meeting include justification for the selection.

Because each CFC application/project is submitted and implemented separately, each administrative services contract should reflect a single CFC application. This means that an Applicant submitting two CFC applications will award two separate administrative services contracts.

Appendix D of the TxCDBG Implementation Manual includes a sample contract that may be used for administrative services.

- If the applicant chooses to execute the contract(s) immediately, include language stating that payment for project implementation services are contingent on receipt of grant funds, such as:
 “Payment of the fees associated with Part III – Payment Schedule of this Agreement shall be contingent upon CDBG funding. In the event that grant funds are not awarded to the City / County by TDA through the TxCDBG program, this agreement shall be terminated by the City / County.”.
- The applicant may also choose not to execute the contract(s) for project implementation services prior to funding, however, the award of the contract must be reflected in the minutes of the governing body.

Step 6 –Work with the Grant Administrator to prepare the Application.

Only after formal award of the administrative services contract may the Grant Administrator be involved in preparing the CFC grant application.

If an administrator has been involved with discussions or decisions regarding the 2017-2018 CFC grant application prior to the procurement process for administrative services, that firm may NOT be selected as the Grant Administrator.

NOTE: Keep all documentation of the procurement process to demonstrate compliance if the CFC grant application is funded.

**Texas Community Development Block Grant
2017-2018 Colonia Fund - Construction
Phase Two Solicitation for Administrative Services
Request for Project-Specific Proposal**

CFC Applicant Community:			
Name of Firm Solicited:			
Firm Address:			
Date Phase 2 Solicitation Sent:		Date Response Due:	
Number of CFC Projects in this Solicitation			
Description of Anticipated Project(s):			
Anticipated Scope of Work: (check services requested)	<input type="checkbox"/> Application Preparation Services <input checked="" type="checkbox"/> Basic Contract Implementation Services <input type="checkbox"/> Assistance for Acquisition of Real Property <input type="checkbox"/> Compliance with federal Labor Standards (for construction contracts) <input type="checkbox"/> Assistance with Housing Rehabilitation Activities <input type="checkbox"/> Assistance with OSSF Activities <input type="checkbox"/> Other _____		
Evaluation Criteria (provide for each): <ul style="list-style-type: none"> the maximum number of points; categories such as Very Important, Somewhat Important, or Minor Importance; or other indication of the relative importance of the criteria 	Criteria	Maximum Score or Relative Importance	Not Used
	Experience		
	Prior Work Performance		
	Capacity to Perform		
	Proposed Cost (required)		
	Other _____		
	Other _____		
Send Response to:	Name		
	Address		

Texas Community Development Block Grant

2017-2018 Colonia Fund - Construction

Phase Two Solicitation for Administrative Services

Evaluation of Proposals

CFC Applicant Community:								
Evaluation Team: (at least three persons required, including one local official)		Name of Evaluator			Title			
Description of Anticipated Project(s):								
Date Solicitation Sent:								
Responses received:		Name of Firm			Date Response Received			
Evaluation of Proposals:								
Enter for each criterion and proposal: <ul style="list-style-type: none"> • Points awarded (if scoring was used on Form P506), or • Evaluation such as Highly Advantageous (H), Advantageous (A), Not Advantageous (N), or Unacceptable (U). 								
Name of Firm		Experience	Prior Work Performance	Capacity to Perform	Proposed Cost	Other _____	Other _____	Notes
Firm Recommended:								
Firm Selected:								
* If Firm Selected differs from Firm recommended by Evaluators, provide explanation								
Conflict of Interest Evaluated by:					<input type="checkbox"/> No conflict exists		<input type="checkbox"/> Request for waiver submitted to TDA	
Date Awarded by Governing Body:								
Signature of Lead Evaluator:								

Texas Community Development Block Grant

2017-2018 Colonia Fund - Construction

Phase Two Solicitation for Administrative Services

Response from Service Provider (Optional Format)

CFC Applicant Community:		Name of Firm Providing Proposal:	
		Firm Point of Contact:	
Date Proposal Submitted:		Total Proposed Cost:	
Conflict of Interest: (identify any actual or potential conflict of interest that must be addressed)	<input type="checkbox"/> No employee, officer or agent of the Grant Recipient or Applicant/Service Provider shall participate in selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.		
	<input type="checkbox"/> The following potential or actual conflict of interest must be addressed: <ul style="list-style-type: none"> <input type="radio"/> Owner or employee of the firm has a familial relationship with a local official, including the utility provider. <input type="radio"/> Owner or employee of the firm has financial interest in the utility provider intended to benefit from the project. <input type="radio"/> Other _____ 		
Cost Category	Proposed Fee	Self-Performed or Subcontracted	
Pre-application Costs (not payable or reimbursable with TxCDBG funds)			
Preparation and submittal of grant application			
Basic Services (all grant administration contracts)			
Environmental review			
Assistance in procurement process			
Preparation and submittal of drawdown requests			
Record keeping			
Preparation and submittal of reports as required			
Contract management			
Preparation and submittal of close-out documents			
Other Services (include only applicable services)			
Housing activities			
OSSF activities			
Acquisition of real property services			
Labor standards			

TxCDBG Applicant: [Name of County]

Firm Responding: [Name of Firm]

2017-2018 CFC Phase Two Solicitation for Administrative Services – Response

Other Fees		
List any other fees necessary to successfully complete a project (add rows as necessary).		
Proposed Scope of Services		
Check services proposed for the anticipated TxCDBG project (add rows as necessary).		
Application Preparation Services		
<input type="checkbox"/> Provide general advice and technical assistance in preparing the application in conformance with TxCDBG program requirements;		
<input type="checkbox"/> Prepare beneficiary documentation in conformance with TxCDBG program requirements; and		
<input type="checkbox"/> Ensure the completed application is submitted to TDA on or before the application deadline.		
<input type="checkbox"/> Other:		
Basic Contract Implementation Services		
<input type="checkbox"/> Provide general advice and technical assistance on regulatory matters and implementing project activities included in the approved grant application in conformance with TxCDBG program requirements;		
<input type="checkbox"/> Assist in the procurement process such as preparing notices and solicitation of bids for engineering, construction activities, or other grant-related services;		
<input type="checkbox"/> Assist in meeting financial, administrative, and bookkeeping requirements of the TxCDBG program, including review of invoices received for payment, preparation of grant fund drawdown requests and retention of all pertinent records and documents sufficient to reflect all charges submitted;		
<input type="checkbox"/> Assist in meeting record keeping requirements of the TxCDBG program, including the establishment and maintenance of an acceptable filing system;		
<input type="checkbox"/> Assist in contract administration and monitoring requirements of the TxCDBG program, including enforcement of compliance requirements;		
<input type="checkbox"/> Assist in the environmental review process for the proposed project, including preparing and submitting necessary documentation to the appropriate agency for clearance or approval, and preparing Request for Release of Funds and required certifications and submitting them to TDA;		
<input type="checkbox"/> Assist in meeting all special condition requirements stipulated in the grant contract;		
<input type="checkbox"/> Act as a liaison between the local government, construction contractors, and TDA to ensure an efficient, smoothly managed program;		
<input type="checkbox"/> Monitor the work of authorized contractors and subcontractors.		
<input type="checkbox"/> Furnish necessary forms and submit all required reports as outlined in the grant contract;		
<input type="checkbox"/> Prepare and submit any program amendments, including re-assessments of environmental clearances, as necessary during the duration of the project; and		
<input type="checkbox"/> Prepare and coordinate the submission of appropriate documents for TxCDBG contract close-out and completion.		
<input type="checkbox"/> Assist in developing, implementing and documenting new activities to affirmatively further fair housing during the grant term;		
<input type="checkbox"/> Other:		
Assistance for Acquisition of Real Property		
<input type="checkbox"/> Provide guidance regarding real property acquisition activities and assistance in meeting real property acquisition/URA requirements, including preparation of correspondence to property owners, and preparation and submission of required reports to TDA.		
<input type="checkbox"/> Other:		

TxCDBG Applicant: [Name of County]

Firm Responding: [Name of Firm]

2017-2018 CFC Phase Two Solicitation for Administrative Services – Response

Assistance with Housing Rehabilitation Activities

- In conjunction with the local government, promote services to ensure community awareness and encourage participation of eligible applicants (housing rehabilitation project);
- Determine eligibility of applicants;
- Develop, process and qualify applications from families for housing rehabilitation assistance;
- Prepare loan/grant documents on qualified applicants and submit completed loan/grant document package to the local government for review and approval;
- Process approved loans/grants to closing;
- Perform all necessary code enforcement responsibilities for qualified applicant families, including rehabilitation evaluations, prepare work write-ups and necessary plans to accomplish that work (housing rehabilitation project);
- Provide guidance regarding lead-based paint requirements and assistance in meeting related laws and regulations;
- Other:

Compliance with federal Labor Standards (for construction contracts)

- Provide guidance regarding federal labor standards and assistance in meeting Davis-Bacon Act and related federal labor laws; and
- Serve as Labor Standards Officer for the project.
- Other:

Assistance with OSSF Activities

- In conjunction with the local government, promote services to ensure community awareness and encourage participation of eligible applicants (OSSF project);
- Determine eligibility of applicants;
- Develop, process and qualify applications from families for OSSF assistance;
- Prepare loan/grant documents on qualified applicants and submit completed loan/grant document package to the local government for review and approval;
- Process approved loans/grants to closing;
- Prepare and record lien and release of lien;
- Perform all necessary code enforcement responsibilities for qualified applicant families, including site evaluations, prepare work write-ups and necessary plans to accomplish that work; and
- Provide guidance and assistance regarding Texas Commission on Environmental Quality regulations relating to on-site sewer facility installations.

TxCDBG Applicant: [Name of County]

Firm Responding: [Name of Firm]

2017-2018 CFC Phase Two Solicitation for Administrative Services – Response

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