

Application to Prequalify Grant Administrators

TxCDBG Cycle Type: _____

Program Year 2018

Firm Name: Ricardo Gomez & Associates	DUNS Number: 826082435	Federal EIN: 74-2600983
Prequalification Contact First, Last Name and Title: Ricardo Gomez, Owner	Phone Number: +1 (956) 578-9559	Prequalification Contact E-mail Address: RGainArroyoCity@aol.com
Firm Web Address	Firm Mailing Address 36068 Marshall Hutts, Rio Hondo, TX	Name of Firm's President/Managing Officer: Ricardo Gomez

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.

Ricardo Gomez and Associates have been providing grant writing services since 1973.

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

Ricardo Gomez and Associates has over 35 years of CDBG experience, having worked in both Entitlement and Non-Entitlement Communities. We have packaged hundreds of CDBG applications for over 30 Texas Cities, Counties and non-profits.

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 TCF-Infrastructure/Real Estate
- d. Projects involving multiple funding sources

- a. Ricardo Gomez and Associates have administered over 100 Community wide infrastructure projects in over 30 Cities and Counties.
- b. Ricardo Gomez and Associates has extensive experience in housing rehabilitation having administered many housing rehabilitation and new housing constructions. As project managers, we have built over 100 new homes and over have rehabilitated over 200. We have had direct experience with CDBG housing under the State as well as experience with direct HUD and FmHA Rural Development with their housing programs.
- c. Ricardo Gomez has packages and administered several job creation programs under the TCF-Infrastructure Program, as we as worked with Department of Commerce, EDA job creation programs.
- d. Ricardo Gomez and Associates has extensive experience working with multiple funding source projects, including City/County; City/County/ State; City/Federal; City/County/Federal; MUD/State; City/Bonding Bank; City/Bonding Bank/Federal, etc.

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

1. Grant writing and Administration, 2. Financial and Budget assistance, 3. Urban Planning, 4. Housing Inspections 5. Subdivision Review and Ordinance Preparation, 6. Zoning Consultant and Zoning Ordinance Preparation and 7. Annexations.

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 type="checkbox"/> CVCOG	<input type="checkbox"/> DETCOG	<input type="checkbox"/> ETCOG	<input type="checkbox"/> GCRPC
<input type="checkbox"/> HGAC	<input type="checkbox"/> HOTCOG	<input checked="" 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 checked="" type="checkbox"/> STDC	<input type="checkbox"/> TEXOMA	<input type="checkbox"/> WCTCOG	<input checked="" type="checkbox"/> Statewide
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5. Describe the respondent's ability to devote the needed time to a project based on current workload.

Ricardo Gomez is always available for contract work.
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6. 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 Perlita Flood/Drainage Project No. DR7216017
Facility Type and Use		Street Rehabilitation Project
Project Location (Jurisdiction)		City of San Perlita, Willacy County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Over 3,000 linear feet.
Role & Responsibilities		Prepared grant application and administered.
Project Cost		\$ 350,000
Financing/Funding Source		Texas Department of Agriculture
Method of Documenting Beneficiaries		U.S. Census and house-to-house surveying.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		ER completed within 2 months. Construction completed within 12 months. Project was completed before date due.
Monitoring and Verification Methods		TDA staff.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Ricardo Gomez-Chief Planner Armando Prado--Asst. Planner Claudia Harmon--Asst. Planner
Contact Information Current phone and e-mail address of local government representatives you worked with.		Aurora De Luna 956-248-5725 CityHall12@yahoo.com
<input type="button" value="Remove Project"/>	Project Name	San Perlita Street Improvements #7216401
Facility Type and Use		Street Improvements
Project Location (Jurisdiction)		City of San Perlita, Willacy County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Over 2,500 linear feet of Street.
Role & Responsibilities		Package application and administration of grant funds.
Project Cost		\$230,870

Financing/Funding Source	TDA/CDBG
Method of Documenting Beneficiaries	House to house surveying and Census data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ER Completed within 60 days. Construction completed within 360 days Project will be completed within schedule time.
Monitoring and Verification Methods	TDA monitoring
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ricardo Gomez, Chief Planner Armando Prado, Assistant Planner Claudia Harmon, Assistant Planner
Contact Information Current phone and e-mail address of local government representatives you worked with.	Aurora De Luna 956-248-5725 CityHall12@yahoo.com
<input type="button" value="Remove Project"/> Project Name	Oct. 2015 Flood Project FEMA
Facility Type and Use	Streets and Building Rehabilitaion
Project Location (Jurisdiction)	City of San Perlita
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	2,000 linear feet of Street repair. City Hall Rehabilitation.
Role & Responsibilities	Package application and administered Funds.
Project Cost	\$125,000
Financing/Funding Source	FEMA
Method of Documenting Beneficiaries	House to house survey and Census data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	No ER required Project completed within 6 months.
Monitoring and Verification Methods	FEMA Staff
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ricardo Gomez, Chief Planner Armando Prado, Assistant Planner
Contact Information Current phone and e-mail address of local government representatives you worked with.	Aurora De Luna 956-248-5725 CityHall12@yahoo.com
<input type="button" value="Remove Project"/> Project Name	La Grulla Street Rehabilitation #7216271

Facility Type and Use	Street Rehabilitation
Project Location (Jurisdiction)	City of La Grulla, Starr County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	over 2,500 linear feet of Street Reconstruction.
Role & Responsibilities	Package application and administered grant funds
Project Cost	\$255,149
Financing/Funding Source	TDA/CDBG
Method of Documenting Beneficiaries	House to house survey and Census data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ER completed within 60 days. Construction should be complete ahead of schedule. Project will not be delayed.
Monitoring and Verification Methods	TDA monitoring.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Claudia Harmon project manager Armando Prado, Assistant Planner
Contact Information Current phone and e-mail address of local government representatives you worked with.	Mayor Pedro Flores 956-487-3341 abush@cityofgrulla.com

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 personnel who will potentially be assigned responsibility for a core project task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

		Add Personnel
Personnel Profile(s)		
Remove Personnel	Full Name	Ricardo Gomez
Potential Role Base Location	Chief Planner and Manager	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Ricardo Gomez and Associates Chief Planner n/a General Manager over 30	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	City Manager/Grant Administrator in several Texas Cities and Counties.	
Academic/Professional Qualifications Degree/Discipline	BA Degree Government and Economics Political Science	

College/University Professional Affiliations Technical Training Accreditations	University of Texas Texas Municipal Judge Association APA, retired.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 40 years of grant writing and administration experience. First grant written and funded was in 1973, with HUD for the construction of 20 self-help housing units.
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Remove Personnel	Full Name	Armando Prado
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Potential Role Base Location	Lead Planner Main RGA Office, Rio Hondo, Texas
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Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Ricardo Gomez and Associates Assistant Planner Overall grant administrator and inspector. 6 years with firm.
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Previous Employment Job Title Company name Job responsibilities Number of years with firm	Fulcrum Engineering and Consultant Services Planner and Plan Inspector Fulcrum Eng. Plans and construction inspector. 10 years.
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Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Associate Degree, Drafting and CAD TSTC Licensed Plumber, Electrician, Housing Inspector, Plans Inspector.
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Overall Total Years or relevant experience Other relevant experience or accomplishments	10 years as Building Inspector for several Cities in Texas.
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10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

Available immediately.

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 checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No

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

RGA has an adopted Affirmation Action Plan that conforms to all State and Federal Regulations.

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

Ricardo Gomez and Associates has from time to time been under a State Contract as an Application Reviewer.