



# POLICY ISSUANCE

## CDBG 18-01

Effective Date: February 1, 2018

### **SUBJECT: TxCDBG Pre-Qualified Professional Administrative Services for Program Year 2018**

**PURPOSE:** To incorporate into the 2017 TxCDBG Project Implementation Manual, Chapter 5, instructions to applicant communities

**BACKGROUND:** In 2017, TDA conducted two pilot procurement processes to pre-qualify administrators to be procured by communities to implement TxCDBG grants. In November 2017, TDA issued a Request for Qualifications to Pre-Qualify Administrators for the 2018 Program Year. Through this process, TDA has conducted a fair and open competition, including publicizing the opportunity to potential respondents as Phase One of the process. The community is now responsible for conducting Phase Two, and soliciting project specific proposals and cost details from administrators identified on the Pre-Qualified Professional Administrative Services list posted to the TDA website:

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

TDA believes that this process will shorten the time required for local procurement of administrative services prior to beginning a grant application, while also ensuring full and open competition.

**ACTION:** Chapter 5 is replaced with the attached chapter, dated February, 1, 2018.

Any procurement actions not completed prior to the effective date of this action must comply with the guidance in the revised Chapter 5.

A handwritten signature in black ink, appearing to read "Suzanne Barnard", written over a horizontal line.

Suzanne Barnard, Director  
Texas Community Development Block Grant Program