

Firm Name: Asi' Grant Consulting	DUNS Number: 117235425	Federal EIN: 84-1735484
Prequalification Contact First, Last Name and Title: Candy Hobbs	Phone Number: +1 (830) 563-5236	Prequalification Contact E-mail Address: candyhobbs@gmail.com
Firm Web Address n/a	Firm Mailing Address PO Box 1031 Brackettville, TX 78832	Name of Firm's President/Managing Officer: Alma Gutierrez, Partner

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.

Asi' Grant Consulting is a newly organized partnership that is a female and minority owned small business. The partners have a combined sixty (60) years in public education and of that time twenty (20) years were in administration. During our time as educators, grants were obtained and utilized regularly in our district which served and strengthened our experiences and understanding of grant related services. We have experience in all areas required for writing and administering the grant processes. As our careers in education were coming to a close, focus on the full range of experiences needed to successfully write and administer grants became our focus.

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

The partners of Asi' Grant Consulting have obtained their certification as Texas Department of Agriculture grant administrators by successfully completing the required training workshops as well as the fifteen (15) required online short courses. We have a strong professional reputation that have been developed throughout our careers and at all levels - local, state, and federal. We have experience in personalizing and customizing services over the years and will continue to utilize our years of experience as administrators to ensure that rules and regulations are followed. We will meet and exceed the expectations of our clients throughout every phase of our projects.

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

- a. Community wide infrastructure projects

Community wide projects have been completed throughout our careers as educators. Looking for creative ways to reach the members of our community through projects that were founded in hard work and dedication to our students and their families is a day to day worry for educators.

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

As administrators on the campuses of Brackett ISD, we were involved with the upkeep and maintenance of the facilities of the district. Budgeting and maintenance were part of our direct assignments and were completed as part of our daily work on campus.

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

Our careers as educators was spent working to support job programs in Texas as we worked daily to graduate students ready for the workforce or ready to attend college or technical schools. We are very proud of the number of students that went through our classrooms and schools that are self sufficient persons who are productive members of society today.

- d. Projects involving multiple funding sources

Projects that involved multiple funding sources have evolved over the years. In recent years, the school district and the local entities of the county, city, and federal agencies have learned to collaborate to become more efficient in many areas to engage and support the local community. The County Sheriff and school district collaborates to share a deputy sheriff for a School Resource Officer. The County Sheriff, school district, and US Border Patrol now collaborate to create emergency management

plans that support the entire community. The Partners of Asi' Grant Consulting were participants in all of these measures as well as other efforts of collaboration within the community.

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

As a partnership new to the TxCDBG, we bring fresh ideas to community entities. We offer services that will include grant research, writing, and administration. For CDBG projects, writing and administration will be completed by the partners of Asi' Grant Consulting. Project services provided may include: financial management/budget, record keeping, required reporting, fair labor standards, acquisition, all areas of compliance, and environment review as well as any other services necessary to complete projects. Services of subcontractors will be utilized project by project, if necessary.

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 type="checkbox"/> LRGVDC	<input checked="" 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

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

The partners of Asi' Grant consulting are newly retired educators. The partners will have ample time to devote to any project with the TxCDBG. Our time will be managed efficiently and with efficacy for each project we undertake.

7. Is the respondent a TxCDBG 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
Remove Project	Project Name	JET - Workforce Grant
Facility Type and Use		Equipment for Dual Credit Welding Program
Project Location (Jurisdiction)		Brackett ISD
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Acquisition of equipment for welding program to exit students with welding certification.
Role & Responsibilities		Package application and funds administration, reporting
Project Cost		\$53,000
Financing/Funding Source		Texas Workforce Commission
Method of Documenting Beneficiaries		Documented number of students that were included in the program through class schedules.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Total number of students experiencing the program over 2 semesters - 76 Project completed on schedule.

Monitoring and Verification Methods	Student Schedules
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Alma Gutierrez, Grant Writer & Administrator David Edwards, Dual Credit Agriculture Education Teacher
Contact Information Current phone and e-mail address of local government representatives you worked with.	Marla Madrid, Business Manager Brackett ISD 830-563-2491 marla.madrid@brackettisd.net
Remove Project	Project Name
	JAG - Resource Officer
Facility Type and Use	Half Time School Resource Office
Project Location (Jurisdiction)	Brackett ISD/Kinney County Sheriff's Office
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Secure an officer to work half time with the school district and half time with the sheriff's office.
Role & Responsibilities	Package application and funds administration, reporting
Project Cost	\$30,000
Financing/Funding Source	Office of the Governor of the State of Texas
Method of Documenting Beneficiaries	Time sheets, sign in sheets from trainings and assemblies and safety inspections
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Project is completed annually as scheduled.
Monitoring and Verification Methods	Time sheets, sign in sheets and inspections.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Alma Gutierrez, Grant Writer and Administrator Darrell Earwood, School Resource Officer/Kinney County Deputy
Contact Information Current phone and e-mail address of local government representatives you worked with.	Marla Madrid, Business Manager Brackett ISD 830.563.2492 marla.madrid@brackettisd.net Brad Coe, Kinney County Sheriff, Brackettville, Texas 830.563.2788 sheriffbradcoe@co.kinney.tx.us
Remove Project	Project Name
	CCAMPIS - Child Care Access Means Parents in School Program
Facility Type and Use	Providing Child Care for children of parents in community college
Project Location (Jurisdiction)	Southwest Texas Junior College, Del Rio, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Serving day care for two (2) campuses of Southwest Texas Junior College This project will serve as many student as will enroll
Role & Responsibilities	Package application and fund administration, reporting

Project Cost	\$350,000
Financing/Funding Source	US Department of Education
Method of Documenting Beneficiaries	In-house evaluation
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The project started in 2019 and is a four (4) year grant This project started on time and is in progress and will continue through 2023
Monitoring and Verification Methods	Project Administrators and Staff of the USDE
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Dottie Steed, Grant Administrator & Project Manager Alma Gutierrez, Grant Writer & Administrator & Project Manager
Contact Information Current phone and e-mail address of local government representatives you worked with.	Dottie Steed, Project Manager 830.719.5090 dhsteed@swtjc.edu

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.

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Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Alma Gutierrez
Potential Role Base Location	General Partner, Consultant, Grant Writer, & Administrator Brackettville, Texas Retired Educator 30 years of experience, 5 as Grant Writer/Administrator	
Current Employment Current job title Job responsibilities Number of years with respondent	Asi' Grant Consulting Partner Consultant, Grant Writer, & Administrator 1 year	
Overall Total Years or relevant experience Other relevant experience or accomplishments	31 Years of Experience Bachelors Degree - St. Edwards University, Austin, Texas Master's Degree - Sul Ross State University, Alpine, Texas Principals Certificate Superintendents Certificate Texas Department of Agriculture Certified Administrator, September 2019	
<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	Candy Hobbs
Potential Role Base Location	General Partner, Consultant, Grant Writer, & Administrator Brackettville, Texas	

	Retired Educator 30 years of experience,
Current Employment	Asi' Grant Consulting
Current job title	Partner
Job responsibilities	Consultant, Grant Writer, Administrator
Number of years with respondent	1 year
Overall	31 Years of Experience
Total Years or relevant experience	Bachelors Degree - Sul Ross State University, Alpine, Texas
Other relevant experience or accomplishments	Masters Degree - Sul Ross State University, Alpine, Texas
	Principals Certificate
	Texas Department of Agriculture Certified Administrator, September 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.

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

The partners of Asi' Grant consulting are newly retired educators. The partners will have ample time to devote to any project with the TxCDBG. Our time will be managed efficiently and with efficacy to each project we undertake.

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

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

In the case that services may be needed from a subcontractor or consultant, the partners of Asi' Grant Consulting will ensure that no person shall be excluded on the grounds of race, color, national origin, religion, sex, age, or disability. Furthermore, no person will be denied benefits or subjected to discrimination under any program partially or wholly funded through TxCDBG funds.

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

The mission of Asi' Grant Consulting is to help small rural, under-served communities of Southwest Texas, from government entities to local educational agencies, obtain grant funding to strengthen the existence of all who reside therein. Our careers were spent in service of a small community as educators, our goal is to continue living a life dedicated to giving and in support of rural Texas communities. Experience with Grant Sources includes: Middle Rio Grande Development Council, Texas Association of School Boards, Office of the Governor of the State of Texas, Texas Department of Agriculture, Texas Education Agency, Texas Workforce Commission, United States Department of Justice, United States Department of Education, United States Department of Agriculture, Texas Commission on Environmental Quality, Hillcrest Foundation, and Hogg Foundation.