

# Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

Firm Name: Community Development Management Co. Inc.	DUNS Number: 160810933	Federal EIN: 74-2632733
Prequalification Contact First, Last Name and Title: Rudy Ruiz, President	Phone Number: +1 (512) 398-7129	Prequalification Contact E-mail Address: rudyr@ccaustin.com
Firm Web Address ccaustin.com	Firm Mailing Address 317 S. Main St., Lockhart, TX 78644	Name of Firm's President/Managing Officer: Rudy Ruiz

## 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.

Community Development Management Co. Inc. (CDMC, Inc.) has been in the business of providing grant writing and grant administration services to cities and counties since 1979. The Company principals have advanced degrees in public administration and planning and have worked in local government for many years prior to starting the firm. This makes the Company very familiar with the problems and opportunities encountered in solving community problems.

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

Community Development Management Co. Inc. has been providing Project Management and grant administration services with (entitlement and non-entitlement) Cities and Counties under the U.S. Housing and Urban Development (HUD) prior to the creation of Texas Community Development Block Grant Program. Since the inception (1983) of the Texas Community Development Block Grant Program, CDMC, Inc. has provided continuous TxCDBG Project Management services for Cities and Counties to date.

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

- a. Community wide infrastructure projects

a.) The firm is very experienced with localities in providing projects that have a citywide impact. Including, but not limited to elevated storage tanks, ground storage tanks, wastewater treatment plants, water treatment plants, electrical power stations/systems and industrial grade roadways/streets. This includes projects that have taken multiple program years and multiple phases to complete.

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

b.) The firm has developed, and completed numerous direct beneficiary housing rehabilitation projects, including new home construction. Additionally, the firm has experienced with localities in providing direct beneficiary impact by construction of lift stations, direct water system (water lines) and wastewater collection system (sewer lines) to homes and neighborhood areas. Septic tank installation/replacement and other utilities services to beneficiary applicants have also been constructed.

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

c.) Job creation activities is one the firm's main specialties. We know how to talk to businesses and we understand the role of government in economic development. To date the firm has helped communities create approximately 8,000 jobs over its forty year history. This includes Texas Capital Fund (TCF), U.S. Economic Development Administration (EDA) Public Works projects, and U.S. Department of Housing and Urban Development (HUD) community urban development grants, in addition to United States Department of Agriculture (USDA) business and community development loans/grants. Furthermore, firm has the expertise to provide technical assistance such as using the annexation process to place business within city limits or assisting with negotiating the terms of the business investment/abatements. We know how to work with businesses, this skill is vital to developing a successful private-public partnership.

- d. Projects involving multiple funding sources

d.) The firm is very experienced with using multiple sources of funding to be able to complete projects. This expertise has often made the difference in the success or failure of a project. One of the more recent projects included using funds from the Texas Capital Fund, EDA Public Works program, and assisting with the process of using certificates of obligation from the governmental entity.

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

Community Development Management Co. Inc. principals have advanced education in public administration and planning. One of the principals is a certified city planner. The principals maintain their certifications through ongoing education and government related research projects. As a result the company is uniquely positioned to provide an extensive range of services as it relates to all aspects of municipal and county governments. Community Development Management Co. Inc. can provide all the services related to all Community Development Block Grant (CDBG) programs administered by U.S. Housing and Urban Development (HUD) and the Texas Community Development Block Grant (TxCDBG) Programs for both entitlement and non-entitlement communities. Professional in-house staff will administer all services. Project Engineering and Architectural services will be subcontracted, as needed.

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

<input checked="" type="checkbox"/> AACOG	<input type="checkbox"/> ATCOG	<input type="checkbox"/> BVCOG	<input checked="" type="checkbox"/> CAPCOG	<input checked="" type="checkbox"/> CBCOG
<input checked="" type="checkbox"/> CTCOG	<input checked="" type="checkbox"/> CVCOG	<input type="checkbox"/> DETCOG	<input type="checkbox"/> ETCOG	<input checked="" type="checkbox"/> GCRPC
<input checked="" type="checkbox"/> HGAC	<input type="checkbox"/> HOTCOG	<input checked="" type="checkbox"/> LRGVDC	<input checked="" type="checkbox"/> MRGDC	<input type="checkbox"/> NCTCOG
<input type="checkbox"/> NORTEX	<input checked="" type="checkbox"/> PBRPC	<input type="checkbox"/> PRPC	<input checked="" 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

Community Development Management Co. Inc. offers services for TxCDBG and non-TxCDBG projects in the following Council of Governments planning regions: Concho Valley State Planning Region (10), Middle Rio Grande State Planning Region (24), Alamo State Planning Region (18), Central Texas State Planning Region (23), Capital State Planning Region (12), Golden Crescent State Planning Region (17), Houston-Galveston Area Council (16), South Texas State Planning Region (19), Coastal Bend State Planning Region (20), Lower Rio Grande Valley State Planning Region (21) and Upper Rio Grande State Planning Region (8)

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

Community Development Management Co. Inc. is committed to providing business clients with timely, responsive, and exceptional service. We understand that many of the services to be provided may require completion within narrow timeframes and with little notice to avoid serious disruptions of long-term schedules. Our depth of capacity in each of the disciplines relevant to the proposed work will allow us to quickly mobilize highly skilled, experience teams of scientific and engineering professionals to meet these challenges successfully.

Community Development Management Co. Inc. maintains strong commitments to municipal, county, and governmental contracts. We follow a policy of assigning our most experienced and capable personnel to maintain our reputation for technical and management excellence. Our skilled and successful project management team will take whatever steps are required to keep the project on schedule and within budget.

Community Development Management Co. Inc. is adequately staffed to provide business clients with immediate assistance and able to adjust level of services to meet any client's needs.

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	City of Dilley Water System Improvements (Water Distribution Lines Replacement)	

Project Location (Jurisdiction)		Dilley, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Building: Water System Improvements (Water Distribution Lines Replacement) -Number of Houses/Buildings Total Square Footage: N/A -Total Linear Feet/Square Footage: N/A
Role & Responsibilities		Overall Project Management of the City of Dilley Texas Community Development Block Grant Project
Project Cost		TxCDBG funds \$275,000.00 Project Cost Local Matching Funds \$50,000.00 Total \$325,000.00
Financing/Funding Source		TxCDBG and Local Matching Funds
Method of Documenting Beneficiaries		Low to Moderate Income Survey
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review: Currently, in progress Construction Period: Currently, Field work and Surveying in progress Construction has not started  Overall Project is 5% Complete
Monitoring and Verification Methods		Upon completion the Texas Department of Agriculture will conduct a monitoring review and and prepare a programmatic closeout of the project.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Rudy Ruiz, Principal, responsible for all aspects of project management for the TxCDBG/TCF project, liaison with the Project Engineer, TxDOT Engineer Division, City Council, City Staff, City Public Works Department and Private Sector Business/Industries Philip Ruiz, Project Manager, responsible for overall Project Management, Construction Management of Construction Contractors, Coordination with Department of Public Works, and Private Sector Business/Industries Owners for the TXCDBG/TCF project Sylvia Ruiz, Contract and Environmental Specialist, responsible for Financial management, Environmental Review/assessments, Special Contract Conditions, Labor Standards Review for the TxCDBG project
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.		City of Dilley - (830) 965-1624 (City Hall) Juan F. Estrada, City Administrator, cityadministrator@cityofdilleytx.com Juanita G. Fonseca, City Secretary, jgonzalez@cityofdilleytx.com Irma Z. Rodriquez, Director of Finance, irma@cityofdilleytx.com Mary Ann Obregon, Mayor, maobregon@cityofdilleytx.com
Remove Project	<b>Project Name</b>	City of Luling Wastewater Collection System Improvements (Replacement of deteriorated outfall sewer line)
Facility Type and Use		Wastewater Collection System Improvements: Wastewater Collection System and Related Activities. Installation of Wastewater Collection Line and all associated appurtenances.
Project Location (Jurisdiction)		Luling, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Building: Wastewater Collection System Improvements -Number of Houses/Buildings Total Square Footage: N/A -Total Linear Feet/Square Footage: N/A
Role & Responsibilities		Overall Project Management of the City of Luling Texas Community Development Block Grant Project
Project Cost		TxCDBG funds \$300,000.00 Project Cost Local Matching Funds \$75,000.00 Total \$375,000.00
Financing/Funding Source		TxCDBG and Local Matching Funds

Method of Documenting Beneficiaries	Low to Moderate Income Survey	
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: Currently, in progress Construction Period: Currently, Field work and Surveying in progress Construction has not started  Overall Project is 5% Complete	
Monitoring and Verification Methods	Upon completion the Texas Department of Agriculture will conduct a monitoring review and and prepare a programmatic closeout of the project.	
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Rudy Ruiz, Principal, responsible for all aspects of project management for the TxCDBG/ TCF project, liaison with the Project Engineer, TxDOT Engineer Division, City Council, City Staff, City Public Works Department and Private Sector Business/Industries Philip Ruiz, Project Manager, responsible for overall Project Management, Construction Management of Construction Contractors, Coordination with Department of Public Works, and Private Sector Business/Industries Owners for the TXCDBG/TCF project Sylvia Ruiz, Contract and Environmental Specialist, responsible for Financial management, Environmental Review/assessments, Special Contract Conditions, Labor Standards Review for the TxCDBG project	
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	City of Luling - (830) 875-2461 (City Hall) Mark Mayo, City Manager, citymanager@cityofluling.net Martha Velasquez, City Secretary, citysecretary@cityofluling.net James "Sonny" Rougeou, Director of Finance, financedirector@cityofluling.net Mike Hendricks, Mayor, mayor@cityofluling.net	
Remove Project	<b>Project Name</b>	City of Waelder - Wastewater System Improvements (Wastewater Treatment Plant Improvements)
Facility Type and Use	Wastewater System Improvements: Wastewater Treatment Plant Improvements and related activities. Installation of Aerators and all associated appurtenances to enhance treatment at the Pond System Wastewater Treatment Plant	
Project Location (Jurisdiction)	Waelder, Texas	
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Building: Wastewater Treatment Plant System Improvements -Number of Houses/Buildings Total Square Footage: N/A -Total Linear Feet/Square Footage: N/A	
Role & Responsibilities	Overall Project Management of the City of WaelderTexas Community Development Block Grant Project	
Project Cost	TxCDBG funds \$275,000.00 Project Cost Local Matching Funds \$40,000.00 Total \$315,000.00	
Financing/Funding Source	TxCDBG and Local Matching Funds	
Method of Documenting Beneficiaries	Low to Moderate Income Survey	
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: 1/18/2018 - 6/20/2018 Construction Period: 10/9/2018 - 6/10/2019 Project 100% Complete	
Monitoring and Verification Methods	Pending Texas Department of Agriculture monitoring review and programmatic closeout of the project.	
<b>Project Personnel</b>	Rudy Ruiz, Principal, responsible for all aspects of project management for the TxCDBG/	

List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	TCF project, liaison with the Project Engineer, TxDOT Engineer Division, City Council, City Staff, City Public Works Department and Private Sector Business/Industries Philip Ruiz, Project Manager, responsible for overall Project Management, Construction Management of Construction Contractors, Coordination with Department of Public Works, and Private Sector Business/Industries Owners for the TXCDBG/TCF project Sylvia Ruiz, Contract and Environmental Specialist, responsible for Financial management, Environmental Review/assessments, Special Contract Conditions, Labor Standards Review for the TxCDBG project
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	City of Waelder - (830) 788-7331 (City Hall) Steven Mckay, City Manager, citymanager@gvvc.com Melinda Caballero, City Secretary, melindacaballero@yahoo.com; melindac@gvvc.com Roy Tovar, Mayor
Remove Project	<b>Project Name</b> City of Flatonia Economic Development Infrastructure Project
Facility Type and Use	Texas Capital Fund Economic Development Infrastructure project (installation of Water Distribution System, Wastewater Collection System, Street/Roadway Improvements, Electrical System Improvements and all associated appurtenances) in support of Flatonia's Travel Center Facility.
Project Location (Jurisdiction)	Flatonia, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Building: 1 Travel Center Total Square Footage: 13,000 Sq. Ft.
Role & Responsibilities	Overall Project Management of the City of Flatonia Texas Capital Fund Project.
Project Cost	Texas Capital Fund \$637,500.00 Other Funds \$637,600.00 Private Injection \$8,500,000.00 Total \$9,775,100.00
Financing/Funding Source	TxCDBG/TCF, Local Funds and Private Injection
Method of Documenting Beneficiaries	Income Survey
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: 1/28/16 - 3/29/16 Construction Period: 6/3/16 -1/10/17 Private Sector Job created: 32 (100% Complete) Project 100% Complete
Monitoring and Verification Methods	Pending receipt of the State programmatic closeout of the project.
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Rudy Ruiz, Principal, responsible for all aspects of project management for the TxCDBG/TCFproject, liaison with the Project Engineer, TxDOT Engineer Division, City Council, City Staff, City Public Works Department and Private Sector Business/Industries Philip Ruiz, Project Manager, responsible for overall Project Management, Construction Management of Construction Contractors, Coordination with Department of Public Works, and Private Sector Business/Industries Owners for the TXCDBG/TCF project Sylvia Ruiz, Contract and Environmental Specialist, responsible for Financial management, Environmental Review/assessments, Special Contract Conditions, Labor Standards Review for the TxCDBG/TCF project
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	City of Flatonia - (361) 865-3548 (City Hall) Mark McLaughlin, City Manager, manager@cLflatonia.tx.us Bryan Milson, Mayor
Remove Project	<b>Project Name</b> City of Dilley Water System Improvements (Water Plant and Water Well Emergency) Generators

Facility Type and Use	Water System Improvements: Water Plant and Water Well Emergency Generators and Related Activities. Installation of three emergency generators at the Water Treatment Plant and Well Site to prevent disruptions in service during power outages and all associated appurtenances.
Project Location (Jurisdiction)	Dilley, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Building: Water Treatment Plant and Water Well site (Emergency Generators Installation) -Number of Houses/Buildings Total Square Footage: N/A -Total Linear Feet/Square Footage: N/A
Role & Responsibilities	Overall Project Management of the City of Dilley Texas Community Development Block Grant Project
Project Cost	TxCDBG funds \$275,000.00 Project Cost Local Matching Funds \$53,212.00 Total \$328,212.00
Financing/Funding Source	TxCDBG and Local Matching Funds
Method of Documenting Beneficiaries	Low to Moderate Income Survey
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: 1/18/13 - 4/12/14 (Phase 1) 4/12/14 - 8/28/15 (Phase 2) Construction Period: 11/4/14 - 11/9/15 Project 100% Complete
Monitoring and Verification Methods	Texas Department of Agriculture Monitored and Programmatic Closed
<b>Project Personnel</b> List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Rudy Ruiz, Principal, responsible for all aspects of project management for the TxCDBG/TCF project, liaison with the Project Engineer, TxDOT Engineer Division, City Council, City Staff, City Public Works Department and Private Sector Business/Industries Philip Ruiz, Project Manager, responsible for overall Project Management, Construction Management of Construction Contractors, Coordination with Department of Public Works, and Private Sector Business/Industries Owners for the TxCDBG/TCF project Sylvia Ruiz, Contract and Environmental Specialist, responsible for Financial management, Environmental Review/assessments, Special Contract Conditions, Labor Standards Review for the TxCDBG/TCF project
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	City of Dilley - (830) 965-1624 (City Hall) Juan F. Estrada, Interim City Administrator, City Administrator, cityadministrator@cityofdilleytexas.com Juanita G. Fonseca, City Secretary, jgonzalez@cityofdilleytexas.com Irma Z. Rodriguez, Director of Finance, irma@cityofdilleytexas.com Mary Ann Obregon, Mayor, maobregon@cityofdilleytexas.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 **key** personnel who will potentially be assigned responsibility for a core project task.

We are one of the few companies in Texas with MPA's in public administration and planning. The two principals have worked in municipal government and have nearly 100 years of combined governmental experience. For this reason, we can provide unprecedented expertise in dealing with community problems. The corner stone of our philosophy has always been to help our country and society in general. We always seek to resolve a community's problems no matter how long it takes. Although we work in the private sector, we are still very much committed to being public servants that believe in helping people.

<b>Key Personnel Profile(s)</b>	<b>Add Personnel</b>
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Remove Personnel	<b>Full Name</b>	Rudy Ruiz
Potential Role	President & Owner	
Base Location	Lockhart, Texas	
<b>Current Employment</b>	Community Development Management Company, Inc., (CDMC Inc.)	
Current job title	President & Owner	
Job responsibilities	Responsible for identifying, coordinating with staff, and assisting with project development.	
Number of years with respondent	Primarily problem solving. Extensive experience and education in state and local government allows us to develop unique solutions that work by working with local staff and other professional disciplines including elected officials.	
	48 years as founder of Community Development Management Company, Inc.,	
<b>Overall</b>	<ul style="list-style-type: none"> <li>• Bachelor of Arts (BA) in Political Science (emphasis in Public Administration/Urban Planning), Texas State University-San Marcos</li> <li>• Master of Public Administration (MPA), Texas State University-San Marcos</li> <li>• Recognized as Distinguished MPA Alumni by Texas State University-San Marcos (June 1995 and May 2014)</li> <li>• Former Chair of Texas State University-San Marcos, Master of Public Administration (MPA) Program Advisory Council</li> <li>• Member of American Planning Association/American Institute of Certified Planners (AICP)</li> <li>• Texas Department of Agriculture (TDA) TxCDBG Project Implementation Manual and Program Certified</li> <li>• US Department of Housing and Urban Development (HUD) Environmental Review (WISER) Certified</li> <li>• Chair, Capital Area Planning Council of Government (CAPCO) , Economic Development Committee, 1990-1998</li> <li>• Chair, Caldwell County Appraisal District, 2002-2005</li> <li>• Certified Environmental Inspector (CEI) #8619</li> </ul>	
<p><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></p>		
Remove Personnel	<b>Full Name</b>	Philip A. Ruiz
Potential Role	Project Manager	
Base Location	Lockhart, Tx	
<b>Current Employment</b>	Community Development Management Co. Inc.	
Current job title	Project Manager	
Job responsibilities	Responsible for identifying, coordinating with staff, and assisting with project development.	
Number of years with respondent	Primarily problem solving. Extensive experience and education in state and local government allows us to develop unique solutions that work by working with local staff and other professional disciplines including elected officials.	
	38 Years with Community Development Management Company, Inc., (CDMC Inc.)	
<b>Overall</b>	<ul style="list-style-type: none"> <li>• 41 years of Regional Council of Government, County Government and Municipal Government experience</li> <li>• Bachelor of Arts (BA) in Political Science (emphasis in Public Administration/Urban Qualifications Planning), Texas State University-San Marcos Degree/Discipline</li> <li>• Master of Public Administration (MPA), Texas State University-San Marcos</li> <li>• Recognized as Distinguished MPA Alumni by Texas State University-San Marcos (June Professional Affiliations 1995 and May 2014)</li> <li>• Vice Chair of Texas State University-San Marcos, Master of Public Administration (MPA) Accreditations Program Advisory Council</li> <li>• Texas Department of Agriculture (TDA) TxCDBG Project Implementation Manual and Program Certified</li> <li>• US Department of Housing and Urban Development (HUD) Environmental Review (WISER) Certified</li> <li>• US Department of Labor Davis Bacon Act/Service Contract Act (Wage and Hour Division) Certified</li> </ul>	

- Texas Department of Transportation (TxDOT) Local Government Project Procedures Qualified
- Hazardous Waste Operations and Emergency Response Program Specialist (HAZWOPER) OSHA 29 CFR 1910.120 training
- Advisor and Lecturer to Texas Leadership Institute, LCRA, Texas A&M Extension Service (Community Development Block Grant Program)
- Certified Environmental Inspector (CEI) #8618
- Texas Natural Resource Conservation Commission (TNRCC) Underground Storage Tank License A&B Installer/Remover Certified
- Americans with Disabilities Act (ADA) Trainer Certified

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	Sylvia Ruiz
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Potential Role	Contract Specialist and Environment Review Officer
Base Location	Base Location: Lockhart, Tx

<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Community Development Management Company, Inc., (CDMC Inc.) Project Specialist/Environmental/Biologist/CDBG Program Financial Officer Job responsibilities Responsible for identifying, coordinating with staff, and assisting with project development. Primarily problem solving. Extensive experience and education in state and local government allows us to develop unique solutions that work by working with local staff and other professional disciplines including elected officials. 32 Years with Community Development Management Company, Inc., (CDMC Inc.)
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	<ul style="list-style-type: none"> <li>• Bachelor of Science (BS) in Biology, Texas State University-San Marcos</li> <li>• Texas Department of Agriculture (TDA) TxCDBG Project Implementation Manual Program Certified</li> <li>• National Environmental Policy Act (NEPA) Environmental Review qualified (Region VI Professional Affiliations HUD)</li> <li>• OSHA's Hazardous Waste Operations Training under 29 CFR 1910.120(e) (8)</li> <li>• Texas Natural Resource Conservation Commission (TNRCC) Underground Storage Tank License A&amp;B Installer Remover Training (Certified)</li> <li>• Certified Environmental Inspector (CEI) #8617</li> </ul>
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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.

Community Development Management Company, Inc. is currently available to undertake any TxCDBG Project
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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 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.

Community Development Management Company, Inc. complies with all applicable laws and regulations with regards to Federal and State Affirmative Action and Equal Opportunity regulations. CDMC, Inc. does not discriminate due to race, color, religion, sex, disability/handicap, familial status, age or national origin.
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13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

Community Development Management Company, Inc. is certified by the City of Austin Small and Minority Business Resources Department - Minority-Owned Business Enterprise (MBE) Program  
Community Development Management Company, Inc. is certified by the State of Texas Historically Underutilized Business (HUB) Certification and Compliance Program  
Community Development Management Company, Inc. is certified by the City of Austin Small and Minority Business Resources Department - Disadvantaged Business Enterprise (DBE) Program.  
Community Development Management Company, Inc. meets the Small Business Administration's (SBA) Small Business Standards  
Community Development Management Company, Inc. meets the U.S. Department of Housing and Urban Development (HUD) Section 3 Requirements  
Community Development Management Company, Inc. is an Equal Opportunity/Affirmative Action Employer.