

# Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

Firm Name: D. Austin Colina & Associates	DUNS Number: 080910828	Federal EIN: 83-1131367
Prequalification Contact First, Last Name and Title: Daniel Colina, Principal	Phone Number: +1 (956) 739-3833	Prequalification Contact E-mail Address: daustincolina@gmail.com
Firm Web Address N/A	Firm Mailing Address 826 S. Minnesota St. #1	Name of Firm's President/Managing Officer: D. Austin Colina

## 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.

The firm of D. Austin Colina was founded in 2000. Since that time, we have provided urban planning, project design, grant writing, and administration services, primarily for small cities and rural counties in the State of Texas. The associates of the firm have experience with grant-based and government-assisted projects from a wide range of funding sources including CDBG, Texas Parks and Wildlife (TPWD), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Transportation (TxDOT), US Economic Development Administration (EDA), and US Department of Agriculture (USDA).

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

The firm has participated in the successful implementation of dozens of CDBG programs at varying agencies including Community Development, Colonia Construction, Colonia Planning, Planning and Capacity Building, and Texas Capital Fund. Among the firms associates, experience in the Texas CDBG program dates back to its inception in 1983.

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

- a. Community wide infrastructure projects

Experience in community-wide infrastructure projects includes street paving, water system improvements, drainage improvements, and sewer improvements.

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

Associates with the firm have experience with Texas Department of Housing and Community Affairs HOME Program, FmHA Rural Development, and owner-occupied housing rehabilitation under CDBG. In addition, many projects have included individual sewer connections, water connections, driveway/culvert replacement, etc.

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

Associates with the firm have experience with the Texas Capital Fund programs, including a recently completed project in Crockett County.

- d. Projects involving multiple funding sources

Our firm routinely conducts projects that use funding from multiple sources. For example, our park projects will frequently match funding from the Texas Parks & Wildlife department with funding from CDBG or private foundations. The firm coordinates between these entities to ensure all programmatic requirements are met.

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

A full range of planning, financing, and grant-related service are offered in-house. As specific, project-dependent, needs arise, engineering, surveying, appraisals, legal services, and other professional specialty services may be offered through subcontractors.

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 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 checked="" type="checkbox"/> STDC	<input type="checkbox"/> TEXOMA	<input type="checkbox"/> WCTCOG	<input type="checkbox"/> Statewide

Most of this firm's services are provided in south Texas though we will consider work in any location and travel as needed.

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

Our firm services a few select clients, mostly small cities and counties in south Texas. Our staff is highly experienced and expertly trained to work effectively and efficiently. The workload undertaken by our firm almost never puts our staff at maximum capacity, allowing us to respond in a timely manner to new project and urgent needs. Typically, we are able to start immediately.

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	<b>Project Name</b>	Zapata Colonia Planning Project - Contract #718 155
Facility Type and Use		Comprehensive Colonia Planning Study
Project Location (Jurisdiction)		Zapata County, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Comprehensive planning study for 26 identified colonia areas in Zapata County.
Role & Responsibilities		Prepared grant application and completed planning studies as per TCDP guidelines.
Project Cost		\$100,000.00
Financing/Funding Source		CDBG - Colonia Planning Fund
Method of Documenting Beneficiaries		US Census (community-wide benefit)
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		No environmental review or construction was associated with this project. Entirety of planning study was completed and approved by Office of Rural Community Affairs (ORCA) staff within the contract period.
Monitoring and Verification Methods		ORCA staff review and approval by Joe Midura
<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).		D. Austin Colina, Lead Planner - Composition of all planning elements, mapping Jaime Gutierrez, Principal Associate - Scheduling, meetings, public hearings, field surveys Patrick J. Marroquin - Field surveys, clerical
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.		David Morales, Former County Judge - (956) 765-9920 Dioni Hernandez, Project Administrative Assistant - (956) 765-9910



Remove Project	<b>Project Name</b>	Zapata County TCDP/COL Contract #720 165
Facility Type and Use		Sewer Improvements Project
Project Location (Jurisdiction)		Falcon Lake Estates East, Zapata County, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Completed first-time sewer line installation in the colonia Falcon Lake Estates East. Construction included 4,060 linear feet of 0"-6" sewer line, 3,167 linear feet of 6"-8" sewer line, 885 linear feet of 8"-10" sewer line, 219 linear feet of 10"-12" sewer line, and 28 feet of 12"-14" sewer line. Construction also included 2,319 linear feet of sewer service laterals, 2,497 linear feet of 6" force main, 91 service connections, 32 manholes, 1 lift station, cleanouts, trench safety, bore and casing, and associated pavement repairs.
Role & Responsibilities		Prepared grant application and administered project to to successful completion
Project Cost		\$550,000.00
Financing/Funding Source		CDBG - Texas Community Development - Colonia (TCDP/COL) and Zapata County
Method of Documenting Beneficiaries		US Census (community-wide benefit)
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		ERR completed within 2 months. Construction completed within 12 months. Project was completed before contractual end date (2-year period).
Monitoring and Verification Methods		Self-monitoring, engineer's inspections and certification, Office of Rural Community Affairs (ORCA) monitoring site visit
<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).		D. Austin Colina, Project Manager - General administration, ERR, LSO Jaime Gutierrez, Principal Associate - Meetings, coordination, documentation Patrick J. Marroquin - Field surveys, clerical Gunnen Craig - Clerical
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.		David Morales, Former County Judge - (956) 765-9920 Dioni Hernandez, Project Administrative Assistant - (956) 765-9910
Remove Project	<b>Project Name</b>	City of Santa Rosa TCDP/CD Contract #720 749
Facility Type and Use		Water, Streets, and Drainage Improvements Project
Project Location (Jurisdiction)		City of Santa Rosa, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		<b>WATER FACILITIES</b> Completed rehabilitation of existing five-hundred-thousand-gallon elevated water storage tank. Replaced severely deteriorated three-thousand-gallon hydroneumatic (HPT) system pressure tank.  <b>STREET IMPROVEMENTS</b> Completed first-time paving and reconstruction for 5,715 l.f.. Construction included shaping and installation of 6" flexible base, 1 1/2" hot mix asphalt surface, 104 driveway culverts.  <b>FLOOD &amp; DRAINAGE FACILITIES</b> Completed drainage improvements along the main drainage way south of Santa Rosa. Construction included 305 l.f. of 36" storm drain, 50 l.f. of 48" storm drain, and 80 l.f. of 48" bore. Also included sere 80 drainage culverts and 9 street crossings.
Role & Responsibilities		Prepared grant application and administered project to to successful completion
Project Cost		\$315,240.00



Financing/Funding Source	CDBG - TCDP Community Development Fund
Method of Documenting Beneficiaries	US Census (community-wide benefit)
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ERR completed within 2 months. Construction completed within 12 months. Project was completed before contractual end date (2-year period).
Monitoring and Verification Methods	Self-monitoring, engineer's inspections and certification, Office of Rural Community Affairs (ORCA) monitoring site visit
<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).	D. Austin Colina, Project Manager - General administration, ERR, LSO Jaime Gutierrez, Principal Associate - Meetings, coordination, documentation Patrick J. Marroquin - Field surveys, clerical Gunnen Craig - Clerical
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Javier Mendez, Former City Administrator - (956) 636-1113 Antonia Cavazos, Former City Secretary - (956) 636-1113
Remove Project	<b>Project Name</b> Town of Combes TCDP/CD Contract #721 149
Facility Type and Use	Water System Improvements Project
Project Location (Jurisdiction)	Town of Combes, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installation of a new 500,000-gallon water storage tower
Role & Responsibilities	Prepared grant application and administered project to to successful completion
Project Cost	\$318,447.00
Financing/Funding Source	CDBG - TCDP Community Development Fund
Method of Documenting Beneficiaries	US Census (community-wide benefit)
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	ERR completed within 2 months. Construction completed within 12 months. Project was completed before contractual end date (2-year period).
Monitoring and Verification Methods	Self-monitoring, engineer's inspections and certification, Office of Rural Community Affairs (ORCA) monitoring site visit
<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).	D. Austin Colina, Project Manager - General administration, ERR, LSO Jaime Gutierrez, Principal Associate - Meetings, coordination, documentation Patrick J. Marroquin - Field surveys, clerical Gunnen Craig - Clerical
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Silver Garcia, Former Mayor - (956) 425-7131 Aida Gutierrez, City Secretary - (956) 425-7131



Remove Project	<b>Project Name</b>	City of Santa Rosa TCDP Contract #722 719
Facility Type and Use		Street Paving Project
Project Location (Jurisdiction)		City of Santa Rosa, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Completed 8,600 LF of paving on 5 streets in the City of Santa Rosa including 300 driveway culverts
Role & Responsibilities		Prepared grant application and administered project to to successful completion
Project Cost		\$318,447.00
Financing/Funding Source		CDBG - TCDP Community Development Fund
Method of Documenting Beneficiaries		Door-to-door surveys
<b>Project Schedule</b> -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		ERR completed within 2 months. Construction completed within 12 months. Project was completed before contractual end date (2-year period).
Monitoring and Verification Methods		Self-monitoring, engineer's inspections and certification, Office of Rural Community Affairs (ORCA) monitoring site visit
<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).		D. Austin Colina, Project Manager - General administration, ERR, LSO Jaime Gutierrez, Principal Associate - Meetings, coordination, documentation Patrick J. Marroquin - Field surveys, clerical Gunnel Craig - Clerical
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.		Javier Mendez, Former City Administrator - (956) 636-1113 Antonia Cavazos, Former City Secretary - (956) 636-1113

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.

The staff at D. Austin Colina & associates has over 65 years of cumulative experience in grant management and urban planning. Only senior-level staff are authorized to manage the implementation of our projects. Mr. D. Austin Colina, principal of the firm, is a certified administrator for CDBG projects and attends annual training seminars.

Our firm employs sub-contractors on an as-needed basis for certified or specialty services. This includes may include engineers, architects, surveyors, appraisers, biologists, archaeologists, ADA specialists, etc.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	<b>Full Name</b>	Daniel Austin Colina
Potential Role	Chief Planner and Lead Grant Writer	
Base Location	Lower Rio Grande Valley	
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Principal / Owner Project Manager, Environmental Officer, Labor Standards Officer, Acquisition Coordinator, Compliance Officer Responsible for preparation of applications and administration of successful grant projects.	



<b>Overall</b>	26 years experience as a grant writer/administrator and planner		
Total Years or relevant experience			
<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>			
<b>Remove Personnel</b>	<b>Full Name</b>	Jaime Gutierrez	
Potential Role	Program Administration / Development		
Base Location	Lower Rio Grande Valley		
<b>Current Employment</b>	Senior Associate		
Current job title			
Job responsibilities	Support and assistance with all aspects of grant application and project implementation		
Number of years with respondent			
<b>Overall</b>	over 40 years of related experience		
Total Years or relevant experience			
Other relevant experience or accomplishments			
<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>			

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

The firm is fully qualified, capable, and available to begin projects immediately. The persons listed above will be the primary personnel to undertake any TxCDBG project. Additional staff available as necessary.

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

The firm of D. Austin Colina & Associates does not discriminate against any employee or the applicant for employment because of race, color, religion, sex, or national origin. The firm will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

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

The members of our project team have all the experience, education, and training necessary for the successful acquisition and implementation of any TxCDBG project. Furthermore, our diverse experience with other state and federal agencies provides the means for our clients to conduct projects involving multiple funding sources with ease. We specialize in providing all of the administration, coordination, documentation, and compliance services required by the Texas Department of Agriculture for TxCDBG projects. This allows a client city or county to conduct their community development, planning, or economic development projects with a minimum of local cost and effort.