

# Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

Firm Name: Esser & Company Consulting LLC	DUNS Number: 601640340	Federal EIN: 81-1252446
Prequalification Contact First, Last Name and Title: Carl Esser, Consultant	Phone Number: +1 (830) 278-1423	Prequalification Contact E-mail Address: carl.esser@hotmail.com
Firm Web Address N/A	Firm Mailing Address 702 Ashby Drive S. Uvalde, Tx. 78801	Name of Firm's President/Managing Officer: Carl Esser

## 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 office of Esser & Company Consulting LLC has thirteen (13) years of proven experience dealing with Federal and State grants and loan agencies, as well as regulatory State agencies in successfully obtaining funding for the completion of local public works projects. These State and Federal Agencies include but are not limited to:

BCAP – Border Colonia Access Paving  
 DSHS – Department of State Health Services  
 FAA – Federal Aviation Agency  
 FEMA – Federal Emergency Management Agency  
 HRSA – Health Resources Services Administration  
 OOG – Office of the Governor  
 OOG, CJD – Office of the Governor Criminal Justice Program  
 OOG,DHS – Office of the Governor Department of Homeland Security  
 SECO – State Energy Conservation Office  
 SOS – Secretary of State Office  
 TDA – Texas Department of Agriculture  
 TDEM – Texas Division of Emergency Management  
 TDHCA – Texas Department of Housing & Community Affairs  
 TDSHS-Texas Dept. Of State Health Services  
 TFS – Texas Forest Service  
 TIDC – Texas Indigent Defense Commission  
 TPWD – Texas Parks and Wildlife Department  
 TWDB – Texas Water Development Board  
 TCEQ – Texas Commission of Environmental Quality  
 TxDOT – Texas Department of Transportation  
 THC – Texas Historical Commission  
 TMPC – Texas Military Preparedness Commission  
 USACE – United States Army Corps of Engineers  
 USDA – United States Department of Agriculture  
 USDHS – United States Department of Homeland Security  
 USFWS – United States Fish and Wildlife Service  
 USHUD – United States Department of Housing

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

Esser & Company Consulting LLC's staff have proven success in obtaining and managing TxCDBG funds as exemplified by the multiple TxCDBG grants recently provided for the cities and counties throughout Southwest Texas. Current municipalities Esser & Company Consulting LLC have successfully obtained funding and successfully administered TxCDBG projects for the following cities to include but not be limited to the; City of Uvalde, Sabinal, Camp Wood, Brackettville, Big Wells, Leakey,

Rocksprings, Spofford, Yoakum and Del Rio, and additionally the counties of Uvalde, Real, Edwards, Kinney, La Salle, Gillespie, Kendall, Val Verde and Zapata. Esser & Company Consulting LLC, is a customer focused company that implements innovative solutions to meet the challenges of infrastructure needs. The company is a leading provider of technical, program management, financial risk management, and construction management services to government clients across Southwest Texas. Esser & Company's history of exceeding client expectations has enabled us to remain the prime management firm for several clients throughout southwest Texas.

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

a. Community wide infrastructure projects

Esser & Company Consulting LLC has developed and administered over one hundred (100) Community-Wide TxCDBG infrastructure projects. These include projects funded from the Community Development (CD) Fund, Colonia Construction (CFC) Fund, Disaster Relief (DR) Fund, Texas Capital (TCF) Fund, Community Enhancement Fund and STEP Fund.

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

Esser & Company Consulting LLC has developed and administered multiple projects that have involved direct beneficiaries. Over one hundred (100) On Site Septic Systems (OSSF) have been implemented in addition to multiple first time water service and first time sewer service that have resulted in over two hundred first time water and sewer connections.

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

Esser & Company has coordinated and successfully managed Texas Capital Fund Real Estate Projects.

d. Projects involving multiple funding sources

Esser & Company has been involved with multiple projects that involve multiple funding sources such as TxCDBG & FEMA.

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

Esser & Company Consulting LLC's team provides key personnel with extensive knowledge and experience in all aspects and elements of environmental review, financial management, construction management, labor standards, acquisition, force account, and civil rights compliance.

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 type="checkbox"/> CAPCOG	<input 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 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 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

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

Esser & Company Consulting LLC's local office in Uvalde can provide immediate support to assist any client as needed.

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	Uvalde County TxCDBG 7216065 Colonia Construction Fund
Facility Type and Use	Rehabilitation: Single-Unit Sewer Service Contractor replaced septic systems in the colonia of Knippa to remove a potential threat to public health. Contractor installed eleven	



	<p>(11) on-site septic facilities (OSSF), mitigated all existing septic systems, and all associated appurtenances. TxCDBG funds were not used for the installation of an OSSF on private property for a household that did not qualify as LMI. Households to receive benefit were chosen through a local selection process. Construction took place throughout the colonia of Knippa.</p> <p>These activities shall benefited twenty-five (25) persons, of which twenty-five (25) or one hundred percent (100%) are of low- to moderate-income.</p> <p>Rehabilitation: Single-Unit Water Service Contractor installed first-time water service to a household in the colonia of Knippa. Contractor installed one (1) water yard service line and all associated appurtenances. TxCDBG funds were not used for a yard service line on private property to a household that did not qualify as LMI. Household to receive benefit shall be chosen through a local selection process. Residents were served by the Knippa Water Supply Corporation (WSC). Construction took place in the colonia of Knippa.</p> <p>These activities shall benefit three (3) persons, of which three (3) or one hundred percent (100%) are of low- to moderate-income.</p> <p>Water Improvements Contractor replaced water line and made improvements at the WTP that serves the colonia of Knippa to prevent frequent maintenance issues. Contractor installed approximately one thousand four three hundred thirty seven linear feet (1,437 l.f.) of three inch to six-inch (3" - 6") water line, valves and fittings, pavement repair, service reconnections, rehabilitated one (1) ground storage tank and booster station, and all associated appurtenances. Residents will be served by the Knippa WSC. Construction took place at the WTP and on Avenue H, from Austin Street to Main Street.</p>
Project Location (Jurisdiction)	The Knippa Colonia in Uvalde County
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Eleven (11) OSSF's One (1) First Time Water Service, approximately one thousand four three hundred thirty seven linear feet (1,437 l.f.) of three inch to six-inch (3" - 6") water line, valves and fittings, pavement repair, service reconnections, rehabilitate one (1) ground storage tank and booster station, and all associated appurtenances.
Role & Responsibilities	Esser & Company Consulting LLC provided Grant Writing Services, Project Management, Financial Management, Environmental Review, Construction Management, Civil Rights, Labor Standards, OSSF and First Time Water Applicant Eligibility and Screening, Audit, Monitoring, and Close-Out Activities.
Project Cost	\$491,845.73 of TxCDBG Funds + \$25,000.00 Cash Match from Knippa WSC
Financing/Funding Source	2016/2017 TxCDBG Colonia Construction Funding
Method of Documenting Beneficiaries	Beneficiaries for the First Time Water Service and OSSF's were documented using TxCDBG Survey Questionnaires for each household. Beneficiaries for the Water Improvements Project 03J were documented using Census data.
<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 Schedule 11/2/2017-12/20/2017 Construction Schedule 5/1/2018 - 9/20/2018 Project was completed on schedule, no delays were experienced.
Monitoring and Verification Methods	Project was selected for Self-Monitoring & Certification. There were No Findings, Concerns, or Disallowed costs.
<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).	Project personnel: Carl & Debbie Esser Responsibilities included but were not limited to the following activities. Grant Writing Services, Project Management, Financial Management, Environmental Review, Acquisition, Construction Management, Civil Rights, OSSF Applicant Eligibility and Screening, Audit, Monitoring, and Close-Out Activities.

<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	William R. Mitchell, Uvalde County Judge (830) 278-3216 wrmcj@uvaldecountry.com Alice Chapman, Uvalde County Auditor (830) 591-0181 alice@uvaldecountry.com Joni Deorsam, Uvalde County Treasurer, (830) 278-5821 joni@uvaldecountry.com Rick Coggins Designated Representative OSSF (830) 278-9255 rcoggins@uvaldecountry.com
Remove Project	<b>Project Name</b> Real County TxCDBG 7216025 Colonia Construction Fund
<b>Facility Type and Use</b>	<p>Water Improvements Contractor made improvements to the water system that serves the colonia of Chula Vista to improve pressure and to bring the system into compliance with TCEQ regulations. Contractor installed four thousand one hundred seventy-five linear feet (4,175 l. ft.) of six-inch (6") to eight-inch (8") water main, one (1) ground storage tank with concrete foundation, piping, four hundred linear feet (400 l. ft.) of fencing, electrical, all weather driveway, site clearing and all associated appurtenances. Construction took place along the north side of RR 337 from the entrance of Chula Vista 1 to the southwest corner of Lot 23 in the Valley Ranch Subdivision. Residents are being served by the City of Camp Wood. These activities benefited fifty-five (55) persons, of which fifty-three (53) or ninety-seven percent (97%) are of low- to moderate-income.</p> <p>Water Improvements Contractor provided first-time water access to households in the colonia of Bruce Lane. Contractor installed approximately two thousand five hundred seventy-five linear feet (2,575 l.f.) of six to four-inch (6"- 4") water line, valves and fittings, pavement repair, and all associated appurtenances. Residents are being served by the City of Camp Wood. Construction took place on Bruce Lane, from the end of the existing line to approximately two thousand seven five hundred seventy-five linear feet (2,575 l.f.) to the east.</p> <p>These activities shall benefit nineteen (19) persons, of which nineteen (19) or one hundred percent (100%) are of low- to moderate-income.</p> <p>Rehabilitation: Single-Unit Water Service Contractor provided first-time water service to households in the colonia of Bruce Lane. Contractor installed seven (7) water yard service lines, seven (7) meters, and all associated appurtenances. Residents are being served by the City of Camp Wood. Construction took place on Bruce Lane.</p> <p>These activities shall benefit nineteen (19) persons, of which nineteen (19) or one hundred percent (100%) are of low- to moderate-income.</p> <p>Acquisition: Real County acquired the site needed for the water improvement project site. Real County carried out all acquisition of needed real property, easements, and/or rights of way in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 U.S.C. Sec. 4601 et. seq.) and HUD implementing regulations (24 C.F.R. Part 42).</p>
<b>Project Location (Jurisdiction)</b>	Chula Vista & Bruce Lane Colonias in Real County, Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	<p>Water Improvements Contractor made improvements to the water system that serves the colonia of Chula Vista to improve pressure and to bring the system into compliance with TCEQ regulations. Contractor installed four thousand one hundred seventy-five linear feet (4,175 l. ft.) of six-inch (6") to eight-inch (8") water main, one (1) ground storage tank with concrete foundation, piping, four hundred linear feet (400 l. ft.) of fencing, electrical, all weather driveway, site clearing and all associated appurtenances.</p>
<b>Role &amp; Responsibilities</b>	Esser & Company Consulting LLC provided Grant Writing Services, Project Management, Financial Management, Environmental Review, Construction Management, Civil Rights, Labor Standards, First Time Water Applicant Eligibility and Screening, Audit, Monitoring, and Close-Out Activities.
<b>Project Cost</b>	\$500,000.00 of TxCDBG Funds + \$25,000.00 Cash Match from Real County



Financing/Funding Source	2016/2017 TxCDBG Colonia Construction Funding	
Method of Documenting Beneficiaries	Beneficiaries for the First Time Water Service were documented using TxCDBG Survey Questionnaires.	
<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 Schedule June 26, 2017 - December 28, 2017 Construction Schedule 4/30/2018 - 11/20/2018 Project was completed on schedule	
Monitoring and Verification Methods	Project was selected for Self-Monitoring & Certification. There were No Findings, Concerns, or Disallowed costs.	
<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).	Project personnel: Carl & Debbie Esser Responsibilities included but were not limited to the following activities. Grant Writing Services, Project Management, Financial Management, Environmental Review, Acquisition, Construction Management, Civil Rights, Labor Standards, Audit, Monitoring, and Close-Out Activities.	
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	W. B. Sansom Jr. Real County Judge (830) 232-5304 county.judge@co.real.tx.us Bella A. Rubio, Real County Judge (830) 232-5304 realjudge@hctc.net Mairi Gray Real County Treasurer (830) 232-5304 mairi.gray@co.real.tx.us	
Remove Project	<b>Project Name</b>	Edwards County TxCDBG 7218129
Facility Type and Use	Parks, Recreational Improvements: Contractor rehabilitated electrical and water components at Edwards County Park and Edwards County Park Building in Rocksprings to prevent frequent maintenance issues and improve services. Contractor installed one (1) electrical service split, twelve (12) electrical pedestal boxes, underground electrical wiring, one thousand four hundred fifty linear feet (1,450 l.f.) of one-inch (1") and two-inch (2") water line, saw cut one thousand three hundred fifty linear feet (1,350 l.f.) of trench, and all associated appurtenances. Construction occurred at the Edwards County Park, located approximately one-half mile northwest of the City of Rocksprings on State Highway 377.	
Project Location (Jurisdiction)	Edwards County, Rocksprings Texas	
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Contractor installed one (1) electrical service split, twelve (12) electrical pedestal boxes, underground electrical wiring, one thousand four hundred fifty linear feet (1,450 l.f.) of one-inch (1") and two-inch (2") water line, saw cut one thousand three hundred fifty linear feet (1,350 l.f.) of trench, and all associated appurtenances	
Role & Responsibilities	Esser & Company Consulting LLC provided Grant Writing Services, Project Management, Financial Management, Environmental Review, Construction Management, Civil Rights, Labor Standards, Audit, Monitoring, and Close-Out Activities.	
Project Cost	\$275,000.00 of TxCDBG Funds & \$13,750.00 Cash Match from Edwards County	
Financing/Funding Source	\$275,000.00 of TxCDBG Funds & \$13,750.00 Cash Match from Edwards County	
Method of Documenting Beneficiaries	Census Data 2018 LMISD	
<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 Schedule September 28, 2018 - December 12 2018 Construction Schedule 3/04/2019 - 6/28/2019 Total project from start to finish was completed within one year.	
Monitoring and Verification Methods	This project has been selected for a Self Monitoring Review & Certification	
<b>Project Personnel</b>	Project personnel: Carl & Debbie Esser	



List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Responsibilities included but were not limited to the following activities. Grant Writing Services, Project Management, Financial Management, Environmental Review, Construction Management, Civil Rights, Labor Standards, Audit, Monitoring, and Close-Out Activities.
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Souli Asa Shanklin, Edwards County Judge (830) 683-6122 countyjudge@swtexas.net Lupe Enriquez, Edwards County Treasure (830) 683-5116 treasurer@swtexas.net
<b>Remove Project</b> <b>Project Name</b>	City of Camp Wood 7217051
<b>Facility Type and Use</b>	Principal items of construction included the installation of a backup generator at the Wastewater Lift Station, installing a backup generator at the Water Well No. 2, installing an isolation valve in the Wastewater Treatment Plant inlet line, replacing four (4) isolation valves at the Wastewater Treatment Plant outlet boxes, replacing doors at the Water Treatment Plant, replacing two (2) turbidity meters at the Water Treatment Plant, adjusting chlorination operation of Water Well No. 2 from manual to automatic, and all necessary appurtenances.
<b>Project Location (Jurisdiction)</b>	City of Camp Wood, Real County Texas
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Principal items of construction included the installation of a backup generator at the Wastewater Lift Station, installing a backup generator at the Water Well No. 2, installing an isolation valve in the Wastewater Treatment Plant inlet line, replacing four (4) isolation valves at the Wastewater Treatment Plant outlet boxes, replacing doors at the Water Treatment Plant, replacing two (2) turbidity meters at the Water Treatment Plant, adjusting chlorination operation of Water Well No. 2 from manual to automatic, and all necessary appurtenances.
<b>Role &amp; Responsibilities</b>	Esser & Company Consulting LLC provided Grant Writing Services, Project Management, Financial Management, Environmental Review, Construction Management, Civil Rights, Labor Standards, Audit, Monitoring, and Close-Out Activities.
<b>Project Cost</b>	\$275,000.00 of TxCDBG Funds & \$13,750.00 Cash Match from City of Camp Wood
<b>Financing/Funding Source</b>	\$275,000.00 of TxCDBG Funds & \$13,750.00 Cash Match from City of Camp Wood
<b>Method of Documenting Beneficiaries</b>	Census Data 2017 LMISD
<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 Schedule February 17, 2018 - April 17, 2018 Construction Schedule 8/23/2018 - 4/8/2019 Project was completed on schedule
<b>Monitoring and Verification Methods</b>	This project has been selected for a Self Monitoring Review & Certification
<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).	Project personnel: Carl & Debbie Esser Responsibilities included but were not limited to the following activities. Grant Writing Services, Project Management, Financial Management, Environmental Review, Acquisition, Construction Management, Civil Rights, Labor Standards, Audit, Monitoring, and Close-Out Activities.
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Jesus Chavez, Mayor Camp Wood (830) 597-2265 cityhall@swtexas.net Debbie Pike, City Secretary, (830) 597-2265 cityhall@swtexas.net Gi Gi Gonzales, Public Works Director (830) 597-2265 cityhall@swtexas.net
<b>Remove Project</b> <b>Project Name</b>	City of Yoakum
<b>Facility Type and Use</b>	Sewer Improvements: Contractor replaced sewer lines to prevent frequent maintenance issues and disruptions in service. Contractor installed approximately two thousand four



	hundred ninety-one linear feet (2,491 l.f.) of six-inch (6") to ten-inch (10") sewer line, manholes, service reconnections, pavement repair, and all associated appurtenances.
Project Location (Jurisdiction)	City of Yoakum, Lavaca County
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Contractor replaced sewer lines to prevent frequent maintenance issues and disruptions in service. Contractor installed approximately two thousand four hundred ninety-one linear feet (2,491 l.f.) of six-inch (6") to ten-inch (10") sewer line, manholes, service reconnections, pavement repair, and all associated appurtenances.
Role & Responsibilities	Esser & Company Consulting LLC provided Grant Writing Services, Project Management, Financial Management, Environmental Review, Construction Management, Civil Rights, Labor Standards, Audit, Monitoring, and Close-Out Activities.
Project Cost	\$275,000.00 of TxCDBG Funds & \$55,000.00 Cash Match from City of Yoakum
Financing/Funding Source	\$275,000.00 of TxCDBG Funds & \$55,000.00 Cash Match from City of Yoakum
Method of Documenting Beneficiaries	An approved TxCDBG survey was used to identify the beneficiaries for this activity
<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 Schedule January 1, 2017 - March 7, 2017 Construction Schedule 8/07/2017 - 12/5/2017 Project was completed on schedule
Monitoring and Verification Methods	This project was selected for a Self Monitoring Review & Certification. There were No Findings, Concerns, or Disallowed Costs.
<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).	Project personnel: Carl & Debbie Esser Responsibilities included but were not limited to the following activities. Grant Writing Services, Project Management, Financial Management, Environmental Review, Acquisition, Construction Management, Civil Rights, Labor Standards, Audit, Monitoring, and Close-Out Activities.
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Kevin Coleman, City Manager (361) 293-6321 citymanager@cityofyoakum.org Theresa Bowe, City Clerk (361) 293-6321 tbowe@cityofyoakum.org Michael Bennett, Director of Public Works (361) 293-6321 mbennett@cityofyoakum.org

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.

Esser & Company Consulting LLC, is a customer focused company that implements innovative solutions to meet the challenges of infrastructure needs. The company is a leading provider of technical, program management, financial risk management, and construction management services to government clients across Southwest Texas. Esser & Company's history of exceeding client expectations has enabled us to remain the prime management firm for several clients throughout southwest Texas.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	<b>Full Name</b>	Carl Esser & Debbie Esser
Potential Role	Base Location	Consultants, Esser & Company Consulting LLC, Uvalde, Texas
<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Owners-Operators of Esser & Company Consulting LLC Job Responsibilities: Grant Writing Services and Grant Administration Services Number of Years: 13	



**Overall**

Total Years or relevant experience  
Other relevant experience or accomplishments

Over the past thirteen (13) years Esser & Company Consulting LLC has developed the knowledge and technical expertise to tackle the most complex challenges, regardless of the scope of the project. With a large pool of resources to draw upon, Esser & Company Consulting LLC has the capacity to provide services to small and large clients alike. Esser & Company's history of exceeding client expectations has enabled us to remain the prime management firm for several clients throughout southwest Texas.

*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 successful outcome of any project depends upon the assigned human resources. The resources of Esser & Company Consulting LLC include TDA certified professional grant administrators. The key personnel who will make up the project team to perform all aspects of work for TxCDBG funded projects have the experience and proven competence in the appropriate field of study, planning and administration. The present workload of Esser & Company is such that the management for the project could begin immediately. Esser & Company is familiar with municipal and county government administrations, purchasing departments, staff requirements and expectations. Esser & Company Consulting LLC brings background experience to county and municipal governments through working relationships with contractors, consulting engineers, and state and federal agencies. We have a sincere interest in being assigned your work and look forward to a long lasting working relationship. Providing professional service is our business. Esser & Company Consulting LLC has no conflict of interest or outside influence with any of the Counties or Cities work.

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

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

Esser & Company Consulting LLC agrees to ensure that no person shall on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity assisted in whole or in part with TxCDBG funds. Esser & Company Consulting LLC strives to maintain the goals established by the client and funding agency to incorporate Historically Underutilized Business (HUB), Disadvantaged Business Enterprise (DBE), Small Women-Owned Business Enterprise (SWBE), and Minority Business Enterprise (MBE). Esser & Company Consulting LLC agrees to comply with the non-discrimination laws, regulations, and executive orders referenced in 24 CFR 570.607 in employment and contracting opportunities.

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

As the professional responsible for the coordination of various disciplines, as well as communications with the client and state agencies and the overall progress of the project, the most single important position on the County or City project is the Grant Administrator. The grant administrator ensures that all grant activities comply with TxCDBG and Federal HUD guidelines and policies. Esser & Company Consulting LLC is experienced and capable to fulfill the various roles required for any project. The Project Manager for this project will be Mr. Carl Esser a TDA certified grant administrator. His wife Debbie also a TDA certified grant administrator will assist in the day to day activities of managing this project. Esser & Company Consulting LLC has overseen the administration of multiple TxCDBG projects to include but not be limited to water and sanitary sewer system improvements, on-site septic system projects, sidewalk projects, street paving and drainage projects and water and wastewater treatment facilities.

Esser & Company Consulting LLC's commitment to clients will not end with completion of our contractual requirements. Esser & Company Consulting LLC will continue to remain available to clients and provide recommendations and consulting services as needed.