

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

Firm Name: Resources Mobility Associates, Inc.	DUNS Number: 080624746	Federal EIN: 870698550
Prequalification Contact First, Last Name and Title: Francisco Briones, President	Phone Number: +1 (956) 784-0414	Prequalification Contact E-mail Address: rma495@yahoo.com
Firm Web Address none	Firm Mailing Address 495 Cripple Creek; Alamo, TX 78516	Name of Firm's President/Managing Officer: Francisco Briones

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 principal of Resources Mobility Associates, Inc. (RMA), a for-profit Texas registered corporation, has accumulated 49 years of experience in grant development and project management. This experience includes writing grants for 32 non-profit organizations between 1974 to 1981 as a representative of the Catholic Diocese of Brownsville during which time the Community Development Corporation of Brownsville, South Texas Immigration Council, and KMBH-TV, Channel 60) were established. Other experience came as a planner for the Cameron-Willacy Counties Community Projects between 1982-84 in developing nutrition and social services grants. In 1984 through 1987 Small Cities CDBG grants were prepared for Hidalgo County for street improvement projects. The development of the CDBG Urban County Program for Hidalgo County came in 1987 which allowed the County and the all cities in the jurisdiction (less McAllen, Pharr, Mission, Edinburg) to received an annual allocation of CDBG funds for community development and capital improvement projects. More recent experience in grant writing is narrated below. Most recently, RMA has been a grant writer for Willacy County, Cameron County, and local non-profit groups and housing authorities.

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

Francisco Briones, as the principal of RMA, served as Project Consultant to multi-faceted grant between 2015 to the present time to the Willacy County Housing Authority for the rehabilitation of 58 apartments and 35 single family rental units for a total of \$5.0 million dollars funded under the CDBG Disaster Recovery Program and currently serving as General Administration (GA) manager for two, \$2 million dollar, CDBG disaster recovery grants. The principal has served as Grant Administrator under 2012-14 contract with the Willacy County Commissioners Court for a Colonia Fund-Construction (CFC) grant. In 2010 to 2012, SAI (now RMA) served as grant manager for a Texas Department of Housing and Community Affairs (TDHCA) CDBG grant, subsequently converted to a Reservation System Program (RSP) awarded to Willacy County; during the same time period, SAI (now RMA) served as Grant Administrator of TDHCA CDBG Housing Expansion Grant and a CDBG Planning Grant. The principal of RMA administered in 2002 to 2004 a CDBG single family, new construction grant from the Hidalgo County Urban County Program.

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

- a. Community wide infrastructure projects

The RMA principal gained street improvement experience with Hidalgo County CDBG-funded projects between 1984 and 1989. As well as, Willacy County in 2012 TDHCA CDBG-funded street improvement project in the colonia of Lasara, Texas.

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

The RMA principal assisted the city of Primera in 1984 implement a housing rehabilitation project followed by assisting Hidalgo County to gain CDBG Urban County designation in 1988. A single family, new construction project was implemented in 2002 to 2004 involving Hidalgo County CDBG Urban County funding. Between 2010 and 2014, RMA assisted Willacy County implement several TDA and TDHCA funded CDBG housing rehabilitation projects in Raymondville, Lyford, and Lasara. Between 2015 to 2018, RMA assisted the Willacy County Housing Authority implement a \$5 million demolition and reconstruction of 46 single family units and 58 apartments. Currently in 2020, RMA is assisting Willacy County Housing Authority undertake two CDBG

disaster recovery projects involving 1) demolish and reconstruct 4 single family units and rehab of 58 apartments using \$2 million dollars, and 2) construction of 15 to 17 single family units in San Perrlita, Lasara, and Sebastian involung \$2 million dollars.

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

No Texas Capital Fund projects.

d. Projects involving multiple funding sources

All projects have been single source funded projects.

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

Resources Mobility Associates, Inc. (RMA) has attended annual Texas Department of Agriculture (TDA) training and compliance sessions for CDBG project administrators since they were instituted (past 7 years). RMA, in implementing CDBG-funded projects, will provide services including, a) providing initial start-up paperwork required for the project, day-to-day contract administration, tasks, and reporting requirements, b) assisted in establishing the financial management procedures, guidelines on allowability of costs, and procedures related to drawing down CDBG funds and accounting for expenditures, c) perform Federally mandated Environmental Review and site specific environment requirements, d) address accordingly to any special conditions in the contract that must be met before funds are drawn, e) provide clients with guidance with such procurement procedures for hiring professional service and administration services,, providers, material suppliers, non-construction contractors and construction contractors, f) if necessary, assist with implementing any Federal acquisition and relocation requirements, g) monitor for compliance the Federal Davis-Bacon Labor Standards requirements for construction projects, h) as may be applicable, monitor and guide clients' use of Force Account Labor procedures and regulations and applicable Federal Equal Employment Opportunity and Fair Housing laws, i) address any contract amendment and modification procedures as may develop, j) assist the client with all required contract closeout administrative and financial procedures and reports, k) serve as liaison between client and funding entity during any contract monitoring procedures, including providing any guidance with annual audit requirements. As may be necessary, RMA will provide architectural and engineering services, as well as, construction inspections.

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

RMA is available to assist cities and county in South Texas comprising the above-noted COG areas.

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

RMA involves professionals as employees or under a subcontract basis; as such, RMA is prepared to assist the community as with required time and resources.

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	WCHA 2015 DR Multi-Family Housing Project	
Facility Type and Use		New Construction and Rehabilitation	
Project Location (Jurisdiction)		Raymondville, Willacy County, Texas	

Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Four single family units (two 3-bedroom, two 4-bedroom) and rehab of 58 apartments
Role & Responsibilities		Project Manager
Project Cost		\$1.9 Million
Financing/Funding Source		Texas General Land Office
Method of Documenting Beneficiaries		Housing Authority Intake Documentation
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		<ul style="list-style-type: none"> - Environmental Review has been completed; - Competitive construction bids due January 31, 2020 - Construction contract award date February 12, 2020 - Notice to Proceed (NTP) to be issued by February 24, 2020 - Construction completion date by August 28, 2020 - Project close-out by December 8, 2020
Monitoring and Verification Methods		Field independent and GLO field 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).		Francisco Briones, Project Manager Juan Cedillo, Outreach and Compliance Manager
Contact Information Current phone and e-mail address of local government representatives you worked with.		Jaime Serna, WCHA Executive Director (956) 689-0261
Remove Project	Project Name	WCHA 2015 DR Single-Family Housing Project
Facility Type and Use		Demolition and New Construction
Project Location (Jurisdiction)		San Perlita, Lasara, and Sebastian
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		15-17 single family, 2-bedroom, 3-bedroom, and 4-bedroom units
Role & Responsibilities		Project Manager
Project Cost		\$1.9 Million
Financing/Funding Source		Texas General Land Office
Method of Documenting Beneficiaries		Field Intake (using GLO forms)
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		<ul style="list-style-type: none"> - Environmental Review completion due date February 28, 2020; - Competitive construction bids due March 27, 2020 - Construction contract award date April 15, 2020 - Notice to Proceed (NTP) to be issued by April 20, 2020 - Construction completion date by August 13, 2020 - Project close-out by August 13, 2020
Monitoring and Verification Methods		Field independent and GLO 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).		Francisco Briones, Project Manager Juan Cedillo, Outreach and Compliance Manager

Contact Information Current phone and e-mail address of local government representatives you worked with.		Jaime Serna, WCHA Executive Director (956) 689-0261
Remove Project	Project Name	WCHA 2015 DR Multi-Family Housing Project - Phases 1, 2, and 3
Facility Type and Use		Demolition, New Construction, and Rehabilitation
Project Location (Jurisdiction)		Raymondville, Willacy County, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		46 single family, 2-bedroom units and 58 apartments
Role & Responsibilities		Project Manager
Project Cost		\$4.9 Million
Financing/Funding Source		Texas General Land Office and LRGVDC
Method of Documenting Beneficiaries		Housing Authority intake documentation
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Project completed November 28, 2018
Monitoring and Verification Methods		Field independent and GLO 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).		Francisco Briones, Project Manager
Contact Information Current phone and e-mail address of local government representatives you worked with.		Jaime Serna, WCHA Executive Director (956) 689-0261

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.

RMA principal has 49 years of experience in grant writing and management.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Francisco Briones
Potential Role	Base Location	Project Manager
Current Employment Current job title Job responsibilities Number of years with respondent	RMA President and Project Manager responsible for day-today management and compliance of projects. 10 years associated with RMA.	
Overall	49 years of experience	

Total Years or relevant experience Other relevant experience or accomplishments	
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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.

Remove Personnel	Full Name	Juan Cedillo
Potential Role Base Location	Outreach and Compliance Manager	
Current Employment Current job title Job responsibilities Number of years with respondent	Outreach and Compliance Manager - Responsible for day-to-day management and coordination of volunteers and stipend personnel performing outreach and intake duties. Responsible for Labor Standards and Affirmative Marketing compliance. 2 years associated with RMA	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 20 years of experience in city management and grant administration.	

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	Yolanda Ramon
Potential Role Base Location	Data Entry	
Current Employment Current job title Job responsibilities Number of years with respondent	Senior Employment Program (SEP) - conduct outreach of senior citizens' volunteer services and data entry and control of participants' activities. 3 years associated with RMA.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	18 years of experience.	

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.

RMA involves professionals as employees or under a subcontract basis; as such, RMA is prepared to assist the community as with required time and resources. RMA stands ready to respond to procurements for management services by providing a wealth of experience and knowledge of federally funded programs and make available such personnel as may be required for such project, including but limited to engineers, architects, building designers, certified building inspectors, labor and fair housing specialists, and fiscal managers.

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

RMA is a Texas Comptroller of Public Accounts-Historically Under-utilized Business (HUB) certified company

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

RMA is strongly committed to providing information and applications in English and Spanish. Outreach applications will be

provided in English and Spanish in accordance with funding agency's directives. RMA proposes to undertake an outreach plan that incorporates the availability of the program funds publicized via: press releases in the local newspapers, informational pamphlets, public notices, and outreach distributed by governmental, public or organizations and businesses and community meetings. RMA will further conduct an affirmative marketing plan marketing through widely available broadcast and print media outlets. RMA will take additional measures to affirmatively market the program services including contacting and involving local organizations that may provide unique access to persons and considered members of a protected class under affirmative marketing groups and health centers; RMA, as necessary, will advertise with the broadcast radio and television media as efforts to reach persons. RMA will further take the following measures to make the program accessible to persons that are considered members of a protected class under the affirmative marketing; this might include information targeting homebound disabled and elderly, non-English speaking persons, neighborhood-based organizations in minority neighborhoods and/or any other group which might not have access to information. Organizations contacted may include minority churches, housing agencies, which serve disabled persons or displaced homemakers, elder care organizations or any other specific organizations that provide services in the target area. Copies of marketing and affirmative marketing advertisement and announcements will be kept and made available to the public upon request. RMA recognizes that Federal and State rules do not allow the use of funds to assist individuals who owe payments identified by the Comptroller of Texas as relevant nor assist households whose property has current tax liens and/or judgments to the State of Texas against it. Furthermore, it is the policy of RMA, its officers and subcontractors to avoid an semblance of discrimination based on color, religion, sex, or age.

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

None