

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

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| Firm Name: Rhonda G. Stastny | DUNS Number: 081294653 | Federal EIN: 459213395 |
| Prequalification Contact First, Last Name and Title: Rhonda G. Stastny, Owner | Phone Number: +1 (361) 571-8772 | Prequalification Contact E-mail Address: rhondags77@gmail.com |
| Firm Web Address none | Firm Mailing Address P.O. Box 1108, Cuero, Texas 77954 | Name of Firm's President/Managing Officer: Rhonda G. Stastny |

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.

Rhonda Stastny began her grant writing and administration career in 1982 while employed with the Golden Crescent Regional Planning Commission in Victoria, Texas. The GCRPC wrote and administered CDBG grants for several cities and counties in the 7-County Golden Crescent Region. Grants written and administered were primarily the Community Development Block Grants thru TDA. Ms. Stastny receives all required training for project administration thru the Texas Department of Agriculture. Ms. Stastny also holds a Community Development Management Certification thru Lone Star College.

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

Rhonda Stastny as Director of Local Government Services with the GCRPC spent over 30 years writing and administering primarily Community Development Block Grants (CDBG). She assisted cities and counties throughout the Golden Crescent 7-County Region prepare and administer grant awards. All aspects of administration were conducted by Ms. Stastny including but not limited to: preparing Request for Proposals for engineering services, conducting the environmental assessment, setting up project files, working with auditors, preparing and submitting draw requests, conducting on site construction interviews, preparing quarterly reports and final closeout documents. Ms. Stastny continues here work on grants while employed with the City of Cuero included CDBG-DR projects.

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

- a. Community wide infrastructure projects

Ms. Stastny has experience with community wide infrastructure projects such as the City of LaWard's sewer plant installation along with a above ground storage (water) tank several years ago. Other community-wide projects that Ms. Stastny has provided administration services on include the City of Seadrift, City of Yoakum, Calhoun County, Jackson County, City of Goliad, City of Yorktown, City of Nordheim, Victoria County and the City of Edna. Ms. Stastny has also written and administered grants for the Texas Capital Fund Infrastructure/Real Estate Program for Gonzales County and the City of Cuero.

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

As part of the grant administration activities Ms. Stastny has worked on grants that included first-time sewer services as well as building/construction of a new sewer plant facility in the City of LaWard and other communities.

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

Texas Capital Fund Infrastructure and Real Estate projects were completed in Gonzales County and the City of Cuero.

- d. Projects involving multiple funding sources

N/A

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

All Project Administration activities are conducted in-house. No subcontractors are used for this service.

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

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|---------------------------------|---------------------------------|---------------------------------|---------------------------------|---|
| <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 checked="" type="checkbox"/> GCRPC |
| <input type="checkbox"/> HGAC | <input type="checkbox"/> HOTCOG | <input 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 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.

Although Ms. Stastny has a full time job with the City of Cuero she is able to provide administrative services for one and no more than two other projects. Most of the work involved in administration can be completed after normal business hours with the exception of environmental and on-site construction visits. If necessary, Ms. Stastny has built up time with her current employer so that she is able to take some time off to do the necessary activities under the CDBG administration program.

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 | LaWard First Time Water and Sewer Services |
| Facility Type and Use | | First Time Services |
| Project Location (Jurisdiction) | | City of LaWard |
| Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage | | Provided new services to six (6) households within the City of LaWard along with some additional utility lines serving the entire community. |
| Role & Responsibilities | | Project turnkey administration services for the City. |
| Project Cost | | \$290,000.00 |
| Financing/Funding Source | | TxCDBGP and City Match |
| Method of Documenting Beneficiaries | | TCDP Surveys |
| Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed | | All work was completed within the allowed 2 year contract period. Final closeouts were submitted in August 2017 - 2 months prior to the end of the contract with TDA. Environmental was completed within the first six months of the contract with TDA. Construction contract awarded within the first 12 months and construction began in the 13th month. |
| Monitoring and Verification Methods | | Submitted all monitoring reports to TDA as prescribed via email. Have also sat on site with monitors to provide documentation. |
| Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project). | | Rhonda G. Stastny, Project Administrator is the sole person responsible for the administration activities under TxCDBGP projects. |

Contact Information

Current phone and e-mail address of local government representatives you worked with.

Mayor William R. Koch, koch_wr@yahoo.com
361-781-2929

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.

Rhonda G. Stastny has been writing applications and administering TxCDBG projects since 1982. Ms. Stastny regularly attends all Project Implementation Workshops and Environmental Trainings as provided by TDA. She also received her Community Development Certification thru Lone Star College in The Woodlands, Texas.

| Key Personnel Profile(s) | | Add Personnel |
|--|--|-------------------|
| Remove Personnel | Full Name | Rhonda G. Stastny |
| Potential Role | Administrative/Grant Services | |
| Base Location | Cuero, Texas | |
| Current Employment | Assistant to Director of Utilities | |
| Current job title | City of Cuero | |
| Job responsibilities | Provide city-wide purchasing for all departments, maintaining electric, water and sewer warehouse and providing grant writing and administration services for the City. | |
| Number of years with respondent | Years 7 | |
| Overall | 38 total years. Previously worked for the Golden Crescent Regional Planning Commission in Victoria, Texas (34 years) where my main responsibility was to write and administer grants for several of our local communities. | |
| Total Years or relevant experience | | |
| Other relevant experience or accomplishments | | |

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.

Although Ms. Stastny holds a full-time job with the City of Cuero, she is available (especially for evening meetings) to attend and work on a few projects outside of regular work hours. Also, Ms. Stastny has enough time built up with the City that any requirements of daytime hours to be available can be worked out for projects in another community.

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

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

If necessary to hire additional personnel Ms. Stastny considers her firm as an equal opportunity, affirmative action employer.

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

Ms. Stastny has over 38 years experience with CDBG application writing and administration when she worked for the Golden Crescent Regional Planning Commission (GCRPC). She has remained busy in the CDBG program in her position with the city of Cuero for the past seven years.