

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

2020

Firm Name: South Plains Association of Governments	DUNS Number: 094262417	Federal EIN: 17512852009
Prequalification Contact First, Last Name and Title: Kelly Davila, Director of Regional Services	Phone Number: +1 (806) 762-8721	Prequalification Contact E-mail Address: kdavila@spag.org
Firm Web Address http://www.spag.org/	Firm Mailing Address PO Box 3730; Lubbock, TX 79452	Name of Firm's President/Managing Officer: Tim Pierce, Executive Director

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.

Established in 1967, South Plains Association of Governments (SPAG) is a voluntary association created by local governments within State Planning Region Two. Authorized by state law, SPAG is an independent political subdivision of the state and is an instrument of local governments. It is one of 24 such organizations in Texas. The SPAG Regional Services Department has been writing and administering a variety of grant programs since 1998.

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

Since 1998, SPAG has been writing and administering a variety of grant programs, including CDBG program grants. Over the years, SPAG has consistently written and administered the majority of CDBG grants in the South Plains 15-county region. In the last 10 years, SPAG has secured and administered over \$14 million in CDBG funding for our rural communities making critical economic and infrastructure improvements.

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

- a. Community wide infrastructure projects

SPAG has secured and administered over \$14 million in CDBG funding over the last ten years, making critical economic and infrastructure improvements for our rural communities. SPAG continues to write and administer these grants currently. Projects administered include numerous city-wide water and sewer infrastructure projects.

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

Numerous direct beneficiary water, sewer and street projects

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

3 TCF job creation projects

- d. Projects involving multiple funding sources

1 project involving multiple funding sources (TCF and EDA funding)

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

The Regional Services department is one of seven departments at SPAG. The goal of Regional Services is to effectively provide and coordinate services for the communities in the South Plains region. One way this is done is by writing and administering community development grants for cities and counties. The Regional Services department works on grants from the Economic Development Administration (EDA), Texas Department of Agriculture (TDA), Texas Parks and Wildlife (TPWD), Texas Water Development Board (TWDB) and numerous other funding sources. Regional Services also manages Solid Waste Pass-Through Grants, Criminal Justice Grants, Homeland Security Technical Assistance and Grants, Assistance on Census Data and Demographics, South Plains Rural Transportation Planning Organization, South Plains Regional Coordinated Transportation, South Plains Regional Planning Organization (RPO), Regional Water Planning (Region O) and General Training and Technical

Assistance for cities and counties. Other general SPAG programs include the Area Agency on Aging, Law Enforcement training, Emergency Communications, 2-1-1 Texas South Plains Program, and Economic Development Program including being a Certified Development Council administering SBA 504 loans.

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

Though authorized to serve any local government in the State of Texas, SPAG primarily focuses on its member cities, counties, and special districts within its jurisdictional boundaries. The SPAG region is approximately 13,737 square miles and is inhabited by 411,659 residents. Additionally, SPAG has written and administered projects in the Permian Basin region. SPAG is charged with representing the interests of local governments in the region and facilitating orderly development of the economic, social and physical environment.

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

The Regional Services Department at SPAG has 5 full-time personnel devoted to grant services and our organization is also supported fully through state and federal grant programs, as well as regional membership dues. In any given year, SPAG staff levels have traditionally held a capacity of upwards of 20 or more grant applications and an average of 20 open projects. SPAG maintains this workload through an intensive cross-training mechanism and over 50 years of working relationships with area cities and counties. With over 25 years of combined experience, the SPAG Regional Services personnel involved in grant activities are trained in every area of grant preparation and administration.

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 Denver City TxCDBG #7214129
Facility Type and Use		City-Wide Water Improvements
Project Location (Jurisdiction)		Denver City, Yoakum County, Texas
Project Size		The project entailed the installation of approximately four thousand, five hundred and eighty linear feet (4,580 l.f.) of sixteen-inch (16") water transmission line, valves and fittings and all associated appurtenances.
-Number of Houses/Buildings		
-Total Linear Feet/Square Footage		
Role & Responsibilities		File Preparation, Financial Oversight, Procurement, Labor Standards, Civil Rights, Environmental, Match, Force Account, Records Management, Closeout/Audit
Project Cost		Total project cost including the city's match was \$337,598.
Financing/Funding Source		Texas Department of Agriculture/CDBG
Method of Documenting Beneficiaries		Census Block Groups/Tracts and/or Survey
Project Schedule		Environmental: November 18, 2014-February 12, 2015 (City received Authority to Use Grant Funds from TDA) Construction: October 1, 2015-December 1st, 2015 (Date of Final Inspection) The project was completed on schedule.
-Environmental Review Start and End Dates		
-Construction Start and End Dates		

-Describe if project was completed on schedule or delayed	The City received their administratively complete letter August 12, 2016, with their TDA contract end date being October 14, 2016.
Monitoring and Verification Methods	Denver City's project was a part of TDA's pilot procedure for Self-Monitoring Review. The financials were submitted via mail to TDA and no findings were found. The Self-Monitoring Review checklist was submitted to TDA at a later date and no findings were associated with this project.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kelly Davila-Application Preparer Courtney Paz-Grant Administration (Financial, Environmental Review, Labor Standards, Civil Rights, All contract modifications and reporting)
Contact Information Current phone and e-mail address of local government representatives you worked with.	Stan David-City Manager (806)592-5426 sdavid05@valornet.com
Remove Project Project Name	Dickens County CDBG #7216139
Facility Type and Use	Community-Wide Water Improvements
Project Location (Jurisdiction)	Unincorporated community of McAdoo, Dickens County, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	The project included the replacement of booster pumps, the chlorination system, and water meters to prevent frequent maintenance issues. Two (2) booster pumps, piping and pump controls, one (1) gas chlorination system, twenty-four (24) meters, and all associated appurtenances were installed.
Role & Responsibilities	File Preparation, Financial Oversight, Procurement, Labor Standards, Civil Rights, Environmental, Match, Force Account, Records Management, Closeout/Audit
Project Cost	Total project cost including the county's match is \$288,750.
Financing/Funding Source	Texas Department of Agriculture/CDBG
Method of Documenting Beneficiaries	Community-Wide Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental: February 9, 2017 - May 22, 2017 (City received Authority to Use Grant Funds from TDA) Construction: October 21, 2017- June 20, 2018 (Date of Final Inspection) This project was completed ahead of schedule (contract end date September 14, 2018). The County received their administratively complete letter on March 1, 2019.
Monitoring and Verification Methods	Self-Monitoring Review
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kelly Davila - Application Preparer Lauren Rodriguez-Grant Administration (Environmental Review, Civil Rights, contract modifications and reporting) Chelsey Baldivia/Candice Clark-Grant Administration (Financial, Labor Standards, contract modifications and reporting)
Contact Information Current phone and e-mail address of local government representatives you worked with.	Kevin Brendle - County Judge (806) 623-5532 dcjudge@caprock-spur.com
Remove Project Project Name	City of Floydada Disaster Relief TxCDBG #7214107
Facility Type and Use	City-Wide Water Improvements
Project Location (Jurisdiction)	Floydada, Floyd County, Texas

Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	The project entailed the installation of one (1) well, approximately five thousand linear feet (5,000 l.f.) of ten-inch (10") transmission line, and all associated appurtenances.
Role & Responsibilities	File Preparation, Financial Oversight, Procurement, Labor Standards, Civil Rights, Environmental, Match, Force Account, Records Management, Closeout/Audit
Project Cost	Total project cost was \$350,000
Financing/Funding Source	Texas Department of Agriculture/CDBG
Method of Documenting Beneficiaries	Census Block Groups/Tracts and/or Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental: October 14, 2014 – February 23, 2015 Construction: July 20, 2015 – January 13th, 2016 The project was completed on schedule. The City received their administratively complete letter on August 19, 2016, with their TDA contract end date being September 5, 2016.
Monitoring and Verification Methods	Floydada's project went through TDA's Self-Monitoring Review. The financials were submitted via mail to TDA and no findings were found. The Self-Monitoring Review checklist was submitted to TDA at a later date and no findings were associated with this project.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Kelly Davila – Application Preparer, Financial Draws, Contract modifications and reporting, Closeout Courtney Paz – Financial Draws, Environmental Review Civil Rights, Labor Standards
Contact Information Current phone and e-mail address of local government representatives you worked with.	Darrell Gooch – City Manager (806) 983-2834 floydada-cm@suddenlinkmail.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.

Personnel at SPAG have experience in grant application writing, file preparation, financial oversight, procurement, labor standards, civil rights, completion of environmental reviews, documentation of force account and matching funds, records management and closeout/audit of grant files.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Kelly Davila
Potential Role	Director of Regional Services - writes and administers grants including CDBG	
Base Location	Lubbock, Texas	
Current Employment Current job title Job responsibilities Number of years with respondent	Kelly has been the Director of Regional Services since 2015 and oversees the Regional grant programs (detailed within this RFQ), Solid Waste, Criminal Justice/Homeland Security, Transportation, and Regional Water Planning programs in addition to the other programs provided by the department. Kelly has been with SPAG since 2002 (17 years).	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Texas Water Development Board Project Manager - Briefly in 2015 Education: Bachelor of Arts Texas Tech University, Lubbock, TX Certifications: Certified Public Manager	

	<p>Texas Tech University/West Texas A&M/State of Texas</p> <p>Professional Affiliations: Public Executive Institute Alumni University of Texas LBJ School of Public Affairs</p> <p>Texas Department of Agriculture-2018 and 2019 TxCDBG Grant Administrator Certification</p> <p>17 years (11+ with CDBG related programs)</p>
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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	Chelsey Baldivia
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Potential Role	Program Specialist - writes and administers grants included CDBG
Base Location	Lubbock, Texas

Current Employment Current job title Job responsibilities Number of years with respondent	<p>Chelsey's focus in Regional Services is on writing and administering Texas Community Development Block Grants, Downtown Revitalization Grants/Main Street Program Grants, Disaster Relief Grants, and Texas Capital Fund Program Grants through Texas Department of Agriculture, and Texas Parks and Wildlife Grants. She is also the coordinator for the Solid Waste Program, oversees SPAG's Solid Waste Advisory Committee and administers pass-through solid waste management grants through the Texas Commission on Environmental Quality. In addition, Chelsey helps administer the Texas Department of Housing and Community Affairs Single-Family HOME Program, U.S. Economic Development Grants, and Small Community, Non Urban Outdoor, Local Parks and Recreational Trails Grants funded through Texas Parks and Wildlife Department. Chelsey has been with SPAG for 2.5 years.</p>
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Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>11 years of experience (Work Experience and Education)</p> <p>Executive Assistant Volunteer Center of Lubbock Reporting to the following grant fund resources: CH Foundation, Helen Jones Foundation and Talkington Foundation 1 year</p> <p>Texas Tech University Senior Specialist/Graduate Program Coordinator Maintain SACS Accreditation Track, document and interpret annual accreditation assessment results Assist faculty through research and grant application process for research funding 3 years</p> <p>Enrollment Specialist Big Brothers Big Sisters Reporting to the following grant fund resources: U.S. Department of Justice, Office of Juvenile Justice and Delinquency Prevention (OJJDP) 1.5 years</p> <p>Education: Master of Science-Public Administration (MPA) Texas Tech University, Lubbock, TX</p> <p>Bachelor of Science-Human Development and Family Studies Texas Tech University, Lubbock, TX</p> <p>Associate of Science South Plains College, Levelland, TX</p> <p>Texas Department of Agriculture-2018 and 2019 TxCDBG Grant Administrator Certification</p>
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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	Candice Clark
Potential Role	Program Specialist - writes and administers grants included CDBG	
Base Location	Lubbock, Texas	
Current Employment Current job title Job responsibilities Number of years with respondent	Candice writes and administers Texas Community Development Block Grants, Downtown Revitalization Grants/Main Street Program Grants, Fire, Ambulance and Service Truck (FAST) Grants, Disaster Relief Grants, and Texas Capital Fund Program Grants through Texas Department of Agriculture, and Texas Parks and Wildlife Grants. In addition, Candice helps administer the Texas Department of Housing and Community Affairs Single-Family HOME Program, U.S. Economic Development Grants, and Small Community, Non Urban Outdoor, Local Parks and Recreational Trails Grants funded through Texas Parks and Wildlife Department. She is also responsible for the coordination and oversight of the South Plains Regional Coordination Transportation Advisory Committee and manages transportation projects through the Texas Department of Transportation. Candice has been a SPAG employee for almost 2 years.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	2 years (Work Experience and Education) Education: Master of Arts-Mass Communication Texas Tech University, Lubbock, TX Bachelor of Arts-Communication Studies Texas Tech University, Lubbock, TX Texas Department of Agriculture-2018 and 2019 TxCDBG Grant Administrator Certification	

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	Gina Barerra
Potential Role	Program Specialist - writes and administers grants included CDBG	
Base Location	Lubbock, Texas	
Current Employment Current job title Job responsibilities Number of years with respondent	Gina writes and administers Texas Community Development Block Grants, Downtown Revitalization Grants/Main Street Program Grants, Fire Ambulance and Service Truck (FAST) Grants, Disaster Relief Grants, and Texas Capital Fund Program Grants through Texas Department of Agriculture. In addition, Gina helps administer the Texas Department of Housing and Community Affairs Single-Family HOME Program, U.S. Economic Development Grants, and Small Community, Non Urban Outdoor, Local Parks and Recreational Trails Grants funded through Texas Parks and Wildlife Department. Gina has been a SPAG employee for 1.5 years.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	4.5 years of overall experience (work experience) Unit Coordinator Texas Tech University Health Sciences Center School of Nursing Perform research and assist in gathering and analyzing data for grant applications for new programs 3 years Education: Bachelor of Science-Human Development and Family Studies Texas Tech University, Lubbock, TX Texas Department of Agriculture-2018 and 2019 TxCDBG Grant Administrator Certification	

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	Gyn Samples
Potential Role	Program Specialist - writes and administers grants included CDBG	
Base Location	Lubbock, Texas	
Current Employment	Gyn writes and administers Texas Community Development Block Grants (TxCDBG), Downtown Revitalization Grants/ Main Street Program Grants, Fire Ambulance and Service Truck Grants (FAST), Disaster Relief Grants, Texas Capital Fund Program Grants through Texas Department of Agriculture, and Texas Parks and Wildlife Grants. She also co-coordinates the Llano Estacado Regional Water Planning Group (LERWPG) in the Region O area that is guided by the Texas Water Development Board (TWDB). Gyn has completed work related to grants at SPAG for approximately 8 months.	
Current job title		
Job responsibilities		
Number of years with respondent		
Overall	4.8 years of overall experience (work experience)	
Total Years or relevant experience	Administrative Assistant	
Other relevant experience or accomplishments	Finance and Administration Department at SPAG Responsible for financial reporting for the organization, including grant funding. 2 years	
	Administrative Intern Finance and Administration Department at SPAG Responsible for financial reporting for the organization, including grant funding. 4 years, part-time	
	Texas Department of Agriculture-2019 TxCDBG Grant Administrator Certification	

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.

SPAG has the capability both in terms of interim financing and staffing to write and administer DRP projects for any eligible entity in the South Plains.

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

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

SPAG will take affirmative action to see that applicants are employed, and employees are treated, during their employment, without discrimination based on race, age, religion, color, disability, national origin, or sex. In addition, SPAG will actively seek to include qualified members of minority groups in applicant pools.

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

SPAG is a political subdivision of the State of Texas as defined by Chapter 391 of the Local Government Code. Our organization was created to fulfill the planning and technical assistance needs of our member cities and counties and by statute, any local government organization in the State of Texas, if necessary. As a local government service organization, we are governed by a Board of Directors made up entirely of elected officials from throughout the SPAG region. We were created for the sole purpose of serving these entities. One of our primary areas of outreach and service to the rural communities in the South Plains, is through the writing and administration of CDBG grants. CDBG is the lifeblood of rural Texas and SPAG works hard to improve

our quality of service and capability to serve our communities with this program.

Per Chapter 5 of the TxCDBG Implementation Manual, "procurement requirements described in this chapter will not apply to: A subrecipient agreement (interlocal) with an agency of the state, such as an agreement with a Council of Governments..." The communities in the South Plains depend on the services offered by SPAG, and SPAG is privileged to provide those services in an economical and efficient manner to our fellow local-government entities.