

# Application to Prequalify Grant Administrators

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 <a href="http://www.spag.org">http://www.spag.org</a>	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.

SPAG has been writing and administering a variety of grant programs, including CDBG program grants since 1998. 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

N/A

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

SPAG is currently administrating a TCF grant for one of our rural communities and has been administrating TCF grants since 2016.

- d. Projects involving multiple funding sources

SPAG has worked on various projects that involved funding from multiple state agency sources, such as TDA/TWDB and TDA/EDA.

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 0) and General Training and Technical assistance to cities and programs including 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

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

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.

7. Is the respondent a TxCDBG certified administrator?  Yes, certified  
 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>	City of Big Spring TxCDBG (#7220039)
Facility Type and Use		Water/Sewer Improvements
Project Location (Jurisdiction)		Big Spring, TX (Howard County)
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Installation of approximately one thousand eight hundred ninety-five linear feet (1,895 l.f.) of six-inch (6") water line, six (6) fire hydrants, gate valves, service reconnections, asphalt repairs and all associated appurtenances.
Role & Responsibilities		Grant Administration
Project Cost		\$400,000
Financing/Funding Source		Texas Dept. of Agriculture (TDA)
Method of Documenting Beneficiaries		Census/City-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		Environmental: Start 02/01/21 - End 05/19/21 Construction: Start 07/29/21 - End 12/31/21  Project was completed ahead of schedule contract end date was 01/31/23.
Monitoring and Verification Methods		Self-Monitoring Review & Financial Compliance Review
<b>Project Personnel</b>		Chelsey Baldivia, Program Specialist, SPAG

List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Mayor: Shannon Thomason 432-267-5759 sthomason@mybigspring.com City Manager: Todd Darden 432-264-2401 tdarden@mybigspring.com Asst City Manager: John Medina 432-264-2345 jmedina@mybigspring.com
<input type="button" value="Remove Project"/> <b>Project Name</b>	City of Hale Center FAST (#7219116)
Facility Type and Use	Fire Stations/Equipment
Project Location (Jurisdiction)	Hale Center, TX (Hale County)
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Purchase of one brush truck, one pumper fire truck, four self-contained breathing apparatus, one vehicle extrication rescue set, and all associated appurtenances.
Role & Responsibilities	Grant Administration
Project Cost	\$476,808
Financing/Funding Source	Texas Dept. of Agriculture (TDA)
Method of Documenting Beneficiaries	Census/City-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	Environmental: Start 05/15/19 - End 07/25/19 Construction: Start 03/01/20 - End 03/01/21  Project was completed ahead of schedule contract end date was 03/31/21.
Monitoring and Verification Methods	Self-Monitoring Review & Financial Compliance Review
<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).	Piata Bryant, Program Specialist, SPAG
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	Mayor: W.H. Johnson 806-839-3104 cityhall@cityofhalecenter.com City Manager: Mike Cypert 806-839-2411 citymanager@cityofhalecenter.com
<input type="button" value="Remove Project"/> <b>Project Name</b>	City of Idalou DRP (#7218132)
Facility Type and Use	Street & Sidewalk Improvements
Project Location (Jurisdiction)	Idalou, TX (Lubbock County)
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installation of approximately seven thousand square yards (7,000 s.y.) of HMAC pavement, and installation approximately sixty linear feet (60 l.f.) of concrete sidewalk, three (3) ADA accessible curb ramps, and necessary appurtenances.
Role & Responsibilities	Grant Administration
Project Cost	\$325,000
Financing/Funding Source	Texas Dept. of Agriculture (TDA)
Method of Documenting Beneficiaries	Census/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		Environmental Review: Start 05/13/19 - End 07/13/19 Construction: Start 02/18/20 - End 06/01/21  Project was completed on schedule contract end date was 09/02/21.
Monitoring and Verification Methods		Self-Monitoring Review & Financial Compliance Review
<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).		Piata Bryant, Program Specialist, SPAG
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.		Suzette Williams 806-892-2531 swilliams@cityofidalou.com
Remove Project	<b>Project Name</b>	City of Plainview MS (#7218162)
Facility Type and Use		Sidewalk Improvements
Project Location (Jurisdiction)		Plainview, TX (Hale County)
<b>Project Size</b> -Number of Houses/Buildings -Total Linear Feet/Square Footage		Installation of eight hundred fifty linear feet (850 l.f.) of concrete sidewalk, one thousand four hundred fifty linear feet (1,450 l.f.) of curb and gutter, eight (8) ADA accessible curb ramps, drainage flume, brick pavers, pavement repair, and necessary appurtenances.
Role & Responsibilities		Grant Administration
Project Cost		\$325,000
Financing/Funding Source		Texas Dept. of Agriculture (TDA)
Method of Documenting Beneficiaries		Census/City-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		Environmental Review: Start 12/10/19 - End 01/03/20 Construction: Start 10/02/20 - End 10/14/21  Project was completed on schedule contract end date was 12/02/21.
Monitoring and Verification Methods		Self-Monitoring Review & Financial Compliance Review
<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).		Kelly Davila, Director of Regional Services, SPAG
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.		Mayor: Charles Starnes 806-296-1105 cstarnes@plainviewtx.org City Manager: Jeffrey Snyder 806-296-1107 jsnyder@planviewtx.org
Remove Project	<b>Project Name</b>	Cochran County TxCDBG (#7219080)
Facility Type and Use		Water/Sewer Improvements
Project Location (Jurisdiction)		Bledsoe, TX (Cochran County)
<b>Project Size</b>		Installation of fourteen thousand one hundred seventy-four linear feet (14,174 l.f) of two-

-Number of Houses/Buildings -Total Linear Feet/Square Footage	inch (2") and four-inch (4") water line, boring, service reconnections, and all associated appurtenances.
Role & Responsibilities	Grant Administration
Project Cost	\$288,750
Financing/Funding Source	Texas Dept. of Agriculture (TDA)
Method of Documenting Beneficiaries	Census/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	Environmental Review: Start 10/01/20 - End 11/19/20 Construction: Start 06/22/21 - End 01/24/22  Project was completed on schedule contract end date was 03/01/22.
Monitoring and Verification Methods	Self-Monitoring Review & Financial Compliance Review
<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).	Courtney McNeely, Program Specialist, SPAG
<b>Contact Information</b> Current phone and e-mail address of local government representatives you worked with.	County Judge: Pat Henry 806-266-5508 pshenry@co.cochran.tx.us

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	<b>Full Name</b>	Kelly Davila
Potential Role	Base Location	Director of Regional Services - oversees grant administrators Lubbock, TX
<b>Current Employment</b> 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, 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).
<b>Overall</b> 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 Texas Tech University/West Texas A&M/State of Texas Professional Affiliations: Public Executive Institute Alumni University of Texas LBJ School of Public Affairs  Texas Department of Agriculture - 2020 and 2021 TxCDBG Grant Administrator Certification

17 years (11+ with CDBG related programs)

*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.*

<b>Remove Personnel</b>	<b>Full Name</b>	Chelsey Baldivia
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Potential Role Base Location	Program Specialist - writes and administers grants included CDBG Lubbock, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Chelsey's focus in Regional Services is on writing and administering Texas Community Development Block Grants, Downtown Revitalization Grants/Main Street Program 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 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 5 years.
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	11 years of experience (Work Experience and Education)  Executive Assistant Volunteer Center of Lubbock Reporting to the following grant fund resources: CH Foundation, Helen Jones Foundation and Talkington Foundation 1 year  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  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  Education: Master of Science-Public Administration (MPA) Texas Tech University, Lubbock, TX  Bachelor of Science-Human Development and Family Studies Texas Tech University, Lubbock, TX  Associate of Science South Plains College, Levelland, TX  Texas Department of Agriculture - 2020 and 2021 TxCDBG Grant Administrator Certification
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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.*

<b>Remove Personnel</b>	<b>Full Name</b>	Piata Bryant
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Potential Role Base Location	Program Specialist - writes and administers grants included CDBG Lubbock, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Piata writes and administers Texas Community Development Block Grants, Downtown Revitalization Grants/Main Street Program Grants, Fire Ambulance and Service Truck (FAST) Grants, and Texas Capital Fund Program Grants through Texas Department of Agriculture. She is also the coordinator for the South Plains Economic Development District (SPEDD) Program, oversees SPAG's SPEDD Advisory Committee and administers the Comprehensive Economic Development Strategy (CEDS) through the Economic Development Administration (EDA). In addition, Piata helps administer the U.S. Economic Development Grants, and Small Community, Non Urban Outdoor, Local Parks and Recreational Trails Grants funded through Texas Parks and Wildlife Department. Piata has been a SPAG employee for 2 years.
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	<p>7 years of experience (Work Experience and Education)</p> <p>City of Lubbock, Community Development Compliance and Contract Specialist          Oversee grant applications, grant allocations for Community Development Block Grant, Community Services Block Grant, HOME partnerships; Emergency Solutions Grant. Supervised up to 8 employees, assisted with 5-year comprehensive plan, responsible for two advisory boards; processed draws for state and knowledge of processing draw requests for federal program.          3 years</p> <p>Administrative support to Mayor, City Manager, Deputy City Manager, 3 Assistant City Managers; Public information designee; budget and agenda preparation, records retention, gather and analyze information and statistics; prepare analyses, summary reports management          2 years</p> <p>Education:          Bachelor of Arts – Management and Leadership          Lubbock Christian University, Lubbock, TX</p> <p>Texas Department of Agriculture - 2020 and 2021 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	<b>Full Name</b>	Courtney McNeely
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Potential Role Base Location	Program Specialist - writes and administers grants included CDBG Lubbock, Texas
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<b>Current Employment</b> Current job title Job responsibilities Number of years with respondent	Courtney writes and administers Texas Community Development Block Grants (TxCDBG), Downtown Revitalization Grants/ Main Street Program Grants, Fire Ambulance and Service Truck Grants (FAST), and Texas Capital Fund Program Grants through Texas Department of Agriculture, and Texas Parks and Wildlife Grants. She also coordinates the Llano Estacado Regional Water Planning Group (LERWPG) in the Region O area and the Upper Brazos Regional Flood Planning Group (UBRFPG) in the Region 7 area that is guided by the Texas Water Development Board (TWDB). Courtney has completed work related to grants at SPAG for approximately 5 months.
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<b>Overall</b> Total Years or relevant experience Other relevant experience or accomplishments	<p>1.5 years of experience (Work Experience and Education)</p> <p>Receptionist          Administration Department at SPAG          1 years</p> <p>Cardiac Diagnostic Center          Patient Care Specialist/ Billing Clerk Insurance Coordinator</p>
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10 years

4 year college- Texas Tech degree in Human Dev. And Family studies.

Texas Department of Agriculture - 2020 and 2021 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 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

SPAG is not certified or self-identified as any of the above listed.

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 manager to our fellow local-government entities.