

Application to Prequalify Grant Administrators

Firm Name: Raymond K. Vann & Associates, LLC	DUNS Number: 624367249	Federal EIN: 510496707
Prequalification Contact First, Last Name and Title: Raymond (Ray) K. Vann, Jr., President	Phone Number: +1 (936) 634-2550	Prequalification Contact E-mail Address: rvann@rkvtxas.com
Firm Web Address rkvtxas.com	Firm Mailing Address 402 E. Shepherd Ave., Lufkin, TX 75901	Name of Firm's President/Managing Officer: Raymond (Ray) K. Vann, Jr.

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.

Raymond K. Vann & Associates was established in 1987 by Raymond K. Vann, Sr., to provide community development planning, application packaging and project administration for local governments throughout Texas. In 2004, Raymond K. Vann, Jr., purchased the firm and established it as a limited liability company.

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

Our firm's main focus since 1987 has been project management of CDBG projects.

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

a. Community wide infrastructure projects

Since 1987, our firm has successfully obtained funding and completed over 450 grant projects for a total of over \$190 Million. The vast majority of these projects have been community wide infrastructure projects.

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

Our firm has administered numerous direct benefit projects such as housing rehabilitation.

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

Over the years, our firm has administered several job creation projects including the Texas Capital Fund.

d. Projects involving multiple funding sources

Multiple large projects administered by our firm have been funded by multiple sources such as TDA and FEMA together.

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

All services related to CDBG projects are administered in-house without the use of subcontractors.

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

<input checked="" type="checkbox"/>	AACOG	<input checked="" type="checkbox"/>	ATCOG	<input checked="" type="checkbox"/>	BVCOG	<input checked="" type="checkbox"/>	CAPCOG	<input checked="" type="checkbox"/>	CBCOG
<input checked="" type="checkbox"/>	CTCOG	<input checked="" type="checkbox"/>	CVCOG	<input checked="" type="checkbox"/>	DETCOG	<input checked="" type="checkbox"/>	ETCOG	<input checked="" type="checkbox"/>	GCRPC
<input checked="" type="checkbox"/>	HGAC	<input checked="" type="checkbox"/>	HOTCOG	<input checked="" type="checkbox"/>	LRGVDC	<input checked="" type="checkbox"/>	MRGDC	<input checked="" type="checkbox"/>	NCTCOG
<input checked="" type="checkbox"/>	NORTEX	<input checked="" type="checkbox"/>	PBRPC	<input checked="" type="checkbox"/>	PRPC	<input checked="" type="checkbox"/>	RGCOG	<input checked="" type="checkbox"/>	SETRPC
<input checked="" type="checkbox"/>	SPAG	<input checked="" type="checkbox"/>	STDC	<input checked="" type="checkbox"/>	TEXOMA	<input checked="" type="checkbox"/>	WCTCOG	<input checked="" type="checkbox"/>	Statewide

We offer our services Statewide.

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

Our firm adjusts as needed related to current and potential workloads.

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	Project Name	American Rescue Plan Act of 2021 (ARPA) State and Local Fiscal Recovery Fund (SLFRF)
Facility Type and Use		Multiple Infrastructure Projects
Project Location (Jurisdiction)		Angelina County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Multiple Projects
Role & Responsibilities		Overall grant administration including reporting, start-up documents, procurement, environmental review, labor standards compliance, financial record keeping and draw processing, close-out processing, monitoring and all other associated activities.
Project Cost		Over \$16 Million
Financing/Funding Source		US Department of Treasury
Method of Documenting Beneficiaries		Census Data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		All activities on schedule or ahead of schedule.
Monitoring and Verification Methods		Required Reporting
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Ray Vann, Fe Vann, Bill Hoppe, Mary Vann, and Raymond Vann, Sr.; all responsibilities shared.
Contact Information Current phone and e-mail address of local government representatives you worked with.		Don Lymbery, County Judge, Angelina County (936) 634-5413 dlymbery@angelinacounty.net
Remove Project	Project Name	American Rescue Plan Act of 2021 (ARPA) Coronavirus Local Fiscal Recovery Fund (CLFRF)
Facility Type and Use		Multiple Infrastructure Projects
Project Location (Jurisdiction)		City of Lufkin
Project Size		Multiple Projects

-Number of Houses/Buildings -Total Linear Feet/Square Footage	
Role & Responsibilities	Overall grant administration including reporting, start-up documents, procurement, environmental review, labor standards compliance, financial record keeping and draw processing, close-out processing, monitoring and all other associated activities.
Project Cost	Over \$8 Million
Financing/Funding Source	US Department of Treasury
Method of Documenting Beneficiaries	Census Data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	All activities on schedule or ahead of schedule. Several projects complete.
Monitoring and Verification Methods	Required Reporting
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ray Vann, Fe Vann, Bill Hoppe, Mary Vann, and Raymond Vann, Sr.; all responsibilities shared.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Gerald Williamson, Assistant City Manager, City of Lufkin (936) 633-0203 gwilliamson@cityoflufkin.com
<input type="checkbox"/> Remove Project	Project Name TxCDBG Contract No. 7220341
Facility Type and Use	Street Reconstruction
Project Location (Jurisdiction)	City of Onalaska
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	2,090 linear feet
Role & Responsibilities	Overall grant administration including application preparation, start-up documents, environmental review, labor standards compliance, financial record keeping and draw processing, required reports, close-out processing, monitoring and all other associated activities.
Project Cost	\$275,000
Financing/Funding Source	Texas Dept. of Agriculture's Texas Community Development Block Grant - Community Development Fund
Method of Documenting Beneficiaries	Door-to-door Income Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: Began 3/25/2021 and AUGF received 5/12/2021 Construction: Began 11/27/2021 and completed 3/1/2022 which is 11 months ahead of schedule.
Monitoring and Verification Methods	On site, self monitoring by RKV and Associates.
Project Personnel	Ray Vann, Fe Vann, and Bill Hoppe; all responsibilities shared.

List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	
Contact Information Current phone and e-mail address of local government representatives you worked with.	Angela Stutts, City Administrator, City of Onalaska (936) 646-5376 cityadministrator@cityofonalaska.us
<input type="checkbox"/> Remove Project	Project Name Community Development Block Grant Mitigation (CDBG-MIT)
Facility Type and Use	Street Improvements and Shelter
Project Location (Jurisdiction)	San Augustine County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	43,549 Linear Feet of Roads and 1 Shelter
Role & Responsibilities	Overall grant administration including application preparation, start-up documents, environmental review, labor standards compliance, financial record keeping and draw processing, required reports, close-out processing, monitoring and all other associated activities.
Project Cost	\$8 Million
Financing/Funding Source	Texas General Land Office - CDBG-MIT
Method of Documenting Beneficiaries	Census Data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	This project is on schedule.
Monitoring and Verification Methods	On site, monitoring by GLO and/or HUD.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ray Vann, Fe Vann, Bill Hoppe, Mary Vann, and Raymond Vann, Sr.; all responsibilities shared.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Jeff Boyd, County Judge, San Augustine County (936) 275-2762 jeffboyd@co.san-augustine.tx.us
<input type="checkbox"/> Remove Project	Project Name TxCDBG Contract No. 7217389
Facility Type and Use	Sewer System Improvements
Project Location (Jurisdiction)	City of Quinlan
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Rehabilitation of five (5) sewer lift stations and improvements at wastewater treatment plant.
Role & Responsibilities	Overall grant administration including application preparation, start-up documents, environmental review, labor standards compliance, financial record keeping and draw processing, required reports, close-out processing, monitoring and all other associated activities.

Project Cost	\$288,750
Financing/Funding Source	Texas Dept. of Agriculture's Texas Community Development Block Grant - Community Development Fund
Method of Documenting Beneficiaries	Census and LMISD Data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: Began 2/12/18 and AUGF received 5/29/18 Construction: Began 6/3/19 and completed 10/31/19 This project was completed on schedule.
Monitoring and Verification Methods	On site, self monitoring by RKV and Associates.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Ray Vann, Fe Vann, and Bill Hoppe; all responsibilities shared.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Laura Kennemer, City Secretary, City of Quinlan (903) 356-3306 lkennemer@cityofquinlan.net

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.

The tables below include the three key personnel at Raymond K. Vann & Associates who can be contacted regarding any aspect of all projects. Other employees will be involved in projects, but most contacts will be made by the three key employees.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	RAYMOND (RAY) K. VANN, JR.
Potential Role	Base Location	All Duties Lufkin, Texas
Current Employment	Current job title Job responsibilities Number of years with respondent	President All Duties 21 Years
Overall	Total Years or relevant experience Other relevant experience or accomplishments	Ray has 21 years experience working directly with the Community Development Block Grant (CDBG) program.
<i>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.</i>		
Remove Personnel	Full Name	FE B. VANN
Potential Role	Base Location	All Duties Lufkin, Texas
Current Employment	Current job title	Director of Operations All Duties

Job responsibilities Number of years with respondent	17 Years
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Fe has 17 years experience working directly with the Community Development Block Grant (CDBG) program.
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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	BILL HOPPE
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Potential Role Base Location	All Duties Lufkin, Texas
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Current Employment Current job title Job responsibilities Number of years with respondent	Senior Project Manager All Duties 8 Years
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Bill has 15 years experience working directly with the Community Development Block Grant (CDBG) program.
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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.

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

We are 100% available and committed!

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 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.

Raymond K. Vann & Associates, LLC, is an equal opportunity employer and makes all employment decisions, including those related to hiring, firing, training, promotion, pay and benefits, without regard to gender, race, color, age, political opinion/affiliation, marital status, pregnancy, national origin/ancestry, religion/faith, citizenship, sexual orientation, gender identity, physical/mental disability, military/veteran status or any other basis prohibited by law.

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

We are proud to be a small company that provides hands-on grant application and administration services with a personal touch. We truly are rural Texans serving rural Texas.