

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 75904	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
- b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement
- c. Job creation programs, including TCF-Infrastructure/Real Estate
- d. Projects involving multiple funding sources

Since 1987, our firm has successfully obtained funding and completed over 450 grant projects for a total of over \$135 Million. These project include community wide infrastructure projects, direct benefit projects such as housing rehabilitation, job creation project including the Texas Capital Fund, and projects that have been funded by multiple sources such as TDA and FEMA.

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 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 2018

If "No", provide most recent year of certification:

No, will become certified if selected

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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	TxCDBG Contract No. 7215087-DR
Facility Type and Use		Disaster Related Bridge Reconstruction
Project Location (Jurisdiction)		Angelina County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Reconstruct approx. 70 l.f. of bridge on Marshall Ivy Rd.
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		\$470,023.50
Financing/Funding Source		Texas Dept. of Agriculture, Texas Community Development Block Grant Disaster Relief and FEMA
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 7/25/17 and AUGF received 9/17/17 Construction: Began 10/10/17 and completed 4/11/18 This project was completed ahead of schedule.
Monitoring and Verification Methods		On site, self monitoring by us.
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.		Commissioner Terry Pitts (936) 634-5413 tpitts@angelinacounty.net
Remove Project	Project Name	TxCDBG Contract No. 7214331
Facility Type and Use		Street Reconstruction
Project Location (Jurisdiction)		City of Onalaska
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		4,695 linear feet
		Overall grant administration including application preparation, start-up documents, environmental review, labor standards compliance, financial record keeping and draw

Role & Responsibilities	processing, required reports, close-out processing, monitoring and all other associated activities.
Project Cost	\$275,000
Financing/Funding Source	Texas Dept. of Agriculture, Texas Community Development Block Grant
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 5/1/15 and AUGF received 8/7/15 Construction: Began 10/12/15 and completed 1/6/16 This project was completed on schedule.
Monitoring and Verification Methods	On site, self monitoring by us.
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 Jesi Estevez; all responsibilities shared.
Contact Information Current phone and e-mail address of local government representatives you worked with.	City Secretary Angela Stutts (936) 646-5376 citysecretary@cityofonalaska.us
Remove Project	Project Name TxCDBG Contract No. 713259
Facility Type and Use	Sewer System Improvements
Project Location (Jurisdiction)	City of Joaquin
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	2,660 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, Texas Community Development Block Grant
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 1/31/14, then revised due to engineering change in project design, final AUGF received 10/8/14 Construction: Began 1/7/15 and completed 10/2/15 This project was completed on schedule.
Monitoring and Verification Methods	On site, monitoring by TDA.
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, Sonja Payne and Jesi Estevez; all responsibilities shared.

Contact Information Current phone and e-mail address of local government representatives you worked with.	City Secretary Amanda Willey (936) 269-3021 joaquincity1914@yahoo.com
Remove Project	Project Name GLO DRS010009
Facility Type and Use	Disaster Shelter, Water System Generators, and Sewer System Generators
Project Location (Jurisdiction)	Angelina County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	One shelter rehabilitation and addition, 2 water system emergency power generators, 2 sewer system emergency power generators, 1 community center emergency power generator.
Role & Responsibilities	Overall grant administration including application preparation, start-up documents, labor standards compliance, financial record keeping and draw processing, required reports, close-out processing, monitoring and all other associated activities.
Project Cost	\$7,638,683.50
Financing/Funding Source	GLO Hurricane Ike DR
Method of Documenting Beneficiaries	LMISD Census 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 was conducted by a third-party vendor hired by GLO. Construction on Generators: Began 7/23/10 and completed 12/16/10 Construction on Shelter: Began 10/3/11 and completed 4/30/13 This project was completed on schedule.
Monitoring and Verification Methods	On site, monitoring by GLO and 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, Sonja Payne, Leo Vann and Jesi Estevez; all responsibilities shared.
Contact Information Current phone and e-mail address of local government representatives you worked with.	County Judge Wes Suiter (936) 634-5413 wsuiter@angelinacounty.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 personnel who will potentially be assigned responsibility for a core project task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

The tables below include the three key personnel at Raymond K. Vann & Associates who can be contacted regarding any aspect of all projects.

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 Company (if subcontractor) Job responsibilities Number of years with respondent		President All Duties 18Years

Previous Employment Job Title Company name Job responsibilities Number of years with firm	Director Ashford.com, LLC General Management of Purchasing 3 Years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Arts and Bachelor of Arts / Theology Saint Joseph's College Annual TDA Implementation Workshops
Overall Total Years or relevant experience Other relevant experience or accomplishments	18 years working directly with the Community Development Block Grant program.
Remove Personnel	Full Name FE B. VANN
Potential Role Base Location	All Duties Lufkin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Director of Operations All Duties 14 Years
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Founder/Owner Houston Pouch Company General Management of Business 5 Years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Bachelor of Business Administration / Accounting Stephen F. Austin State University Annual TDA Implementation Workshops
Overall Total Years or relevant experience Other relevant experience or accomplishments	14 years working directly with the Community Development Block Grant program.
Remove Personnel	Full Name BILL HOPPE
Potential Role Base Location	All Duties Lufkin, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Senior Project Manager All Duties 5 Years

Previous Employment Job Title Company name Job responsibilities Number of years with firm	Field Office Coordinator Texas Department of Agriculture Represented TDA by serving rural communities 8 Years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Science / Education University of Southern California Bachelor of Business Administration Texas A&M University Annual TDA Implementation Workshops
Overall Total Years or relevant experience Other relevant experience or accomplishments	24 years in the United States Air Force serving in various command and leadership positions and 12 years working directly with the Community Development Block Grant program.

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