

Texas CDBG Pilot Procedure

Application to Pre-Qualify Grant Administrators

What: New method to assist with competitive procurement of grant administration services

Who: Applicants for **Colonia Fund - Construction** grants only
Administrative Services providers seeking to administer CFC grants

How: 3 basic actions

1. TDA advertises and solicits firms for qualifications to prepare the Pre-Qualified List; TDA posts the list and completed applications to its website. TDA will review only for completeness of information, and makes no determination on the relative quality of each firm/application.
2. Community reviews qualifications described in the applications, requests project-specific proposals from at least 3 firms, and formally selects/awards a services contract.
3. Community and Firm prepare grant application, including procurement for engineering services, project descriptions, and beneficiary documentation.

Why: To **simplify the process** and **eliminate costs or pitfalls** for communities

- Recent federal procurement regulations are more specific and strict in requirements for open competition. Noncompliance is costly for the community and the entire program.
- Communities will **not** be required to advertise in local or regional papers. TDA will provide forms for the local solicitation phase.
- Competition will occur before any firm works on a specific application, so none have the competitive advantage of additional project-specific information; likewise, firms that prepare applications will have the security of a contract/award for grant administration.

What's Next:

TDA will evaluate this method and decide whether to use it for other grant cycles and/or other services (ex. engineering or planning).

This pilot is designed to **help communities** and the service providers on which they rely. If you have questions or concerns, please contact:

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