

PUBLIC NOTICE
HIDALGO COUNTY URBAN COUNTY PROGRAM (UCP)
Texas Department of Agriculture
Emergency Services – Help for Colonias Program

In compliance with the State of Texas Community Development Block Grant (TxCDBG) requirements, the County of Hidalgo Urban County Program (UCP) proposes to submit an Emergency Services – Help for Colonias Program application to the Texas Department of Agriculture (TDA). As such, UCP hereby announces a public hearing regarding the submittal of the Emergency Services – Help for Colonias Program application.

The goal of the Emergency Services – Help for Colonias Program is to: (1) Assist residents in the Hidalgo County Colonia Self-Help Center service area colonias impacted by the public health and economic crisis resulting from the Coronavirus (Covid-19), (2) Expend aging TXCDBG funds effectively to meet the current needs, and (3) Focus funding on the counties identified by the legislature for Colonia Self-Help Center assistance.

Program Design

Eligible Activities: Emergency Services – Help for Colonias Program funds will be used for Subsistence Payments to low-income households whose income has been significantly reduced as a result of social distancing and other public health restrictions issued beginning March 2020.

- Housing assistance – up to three months of mortgage expenses, and or
- Assistance for Food and Other Needs – up to three months of funding, calculated as the Maximum Monthly SNAP Amount by family size for the Supplemental Nutrition Assistance Program administered by the Texas Health and Human Services Commission.
- Maximum of \$2,000 in grant funds per family.

Eligible Beneficiaries: Families eligible to receive Emergency Services – Help for Colonias Program funds must meet all of the following requirements as certified by the family during the application process:

- Residence in a non-entitlement community within Hidalgo County – priority will be given to residents of identified colonias (excludes cities of Edinburg, McAllen, Mission and Pharr).
- 2019 Income equal to or less than 50% of the county's Area Median Family Income (very low-income as defined by HUD – <https://www.huduser.gov/portal/datasets/il/il19/Section8-IncomeLimits-FY19.pdf>); and
- Income reduced as a result of public health restrictions beginning March 2020.

A Public Virtual Hearing will be held **Tuesday, June 16, 2020**, which starts at **10:00 a.m.** during the Hidalgo County Commissioners Court meeting located at 100 E. Cano St., Edinburg, TX 78539. Interested parties may view the request to submit application to the TXCDBG – Emergency Services – Help for Colonias Program online at <https://www.hidalgocounty.us/1939/Commissioners-Court-LIVE>.

To participate in public comment, please call: (956) 292-7630 and you will be given further instructions and be provided with a toll free number at that time. Please call between the hours of 9:30 A.M. and 10:00 A.M. to participate in the Urban County Program Public Hearing regarding the Citizen Participation Plan.

It is the objective of Hidalgo County to comply with Section 504 of the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendment Act of 2008, the Fair Housing Act, and the Architectural Barriers Act in all respects. Persons with disabilities/handicapped, non-English speaking, or limited English proficiency (LEP) who may require an interpreter shall be provided upon request by calling (956) 787-8127 at least three (3) days in advance. Persons who are deaf, hard-of-hearing, deaf-blind or speech-disabled may use Relay Texas at (800) 735-2989 to call the Hidalgo County Urban County Program (UCP) and

request arrangements in order to participate in the citizen participation process. Hidalgo County Urban County Program does not discriminate on the basis of disability status in the admission of, or access to, or treatment in its federally assisted programs or activities.

For more information, please contact the Hidalgo County Urban County Program office at (956) 787-8127. Written comments may be forwarded to:

Hidalgo County – Urban County Program
Patricio R. Avila, Director
1916 Tesoro Street
Pharr, Texas 78577



RESOLUTION

A RESOLUTION OF THE COUNTY OF HIDALGO, AUTHORIZING THE SUBMISSION OF A TEXAS DEPARTMENT OF AGRICULTURE (TDA) EMERGENCY SERVICES – HELP FOR COLONIAS PROGRAM APPLICATION AND AUTHORIZING THE COUNTY JUDGE TO ACT AS THE COUNTY’S AUTHORIZED SIGNATORY IN ALL MATTERS PERTAINING TO THE COUNTY’S PARTICIPATION IN THE TEXAS COMMUNITY DEVELOPMENTS BLOCK GRANT EMERGENCY SERVICES – HELP FOR COLONIAS PROGRAM.

WHEREAS, the Commissioners’ Court of the County of Hidalgo is desirous to continue providing assistance to colonias; and

WHEREAS, the TDA has made funding available for the implementation of an Emergency Services - Help for Colonias Program and related activities.

NOW THEREFORE, IT IS HEREBY RESOLVED AND ORDERED BY THE COMMISSIONERS’ COURT OF THE COUNTY OF HIDALGO, TEXAS:

1. That the Hidalgo County Urban County Program be and hereby is authorized to submit and implement an application to the Texas Department of Agriculture regarding the Emergency Services – Help for Colonias Program.
2. That the Commissioners’ Court directs and designates the County Judge as the County’s Authorized Signatory to act in all matters in connection with this application and the County’s participation in the Texas Community Development Block Grant Program Emergency Services – Help for Colonias Program.

BE IT FURTHER RESOLVED that Hidalgo County Judge, Richard F. Cortez, be and is hereby authorized to sign any and all documents and do all other acts necessary to carry this Resolution into effect.

PASSED AND APPROVED at a meeting of the County Commissioners’ Court of the County of Hidalgo, on the 16th day of June, 2020.

Richard F. Cortez, Hidalgo County Judge

ATTESTED BY:

Arturo Guajardo, Jr.
Hidalgo County Clerk



Texas Community Development Block Grant Program
Emergency Services - Help for Colonias Program
2020 Application

HIDALGO COUNTY URBAN COUNTY PROGRAM

APPLICANT NAME

1. TYPE OF SUBMISSION		2. DATE SUBMITTED:	APPLICANT IDENTIFIER:
Application: <input type="checkbox"/> Construction <input checked="" type="checkbox"/> Non-Construction		3. DATE RECEIVED BY STATE:	STATE APPLICATION IDENTIFIER:
Pre-application: <input type="checkbox"/> Construction <input type="checkbox"/> Non-Construction		4. DATE REC'D by FEDERAL AGENCY:	FEDERAL IDENTIFIER:
5. APPLICANT INFORMATION:			
Legal Name: Hidalgo County Urban County Program (UCP)		Organizational Unit: Government	
Address (City, County, State, and Zip Code) of applicant: 1916 Tesoro Street Pharr, Hidalgo, TX 78577		Name/Title, Agency or Company, Address, Area Code, Telephone and Fax Numbers, and e-mail address of application preparer: Patricio R. Avila, UCP Director 1916 Tesoro Street Pharr, TX 78577 Telephone: (956) 787-8127 Fax: (956) 318-2988 Email: patricio.avila@co.hidalgo.tx.us	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): 74-6000717		6a. DUNS NUMBER: 103110834	
7. TYPE OF APPLICANT: <input type="checkbox"/> A. Municipal <input checked="" type="checkbox"/> B. County		8. TYPE OF APPLICATION: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	
9. NAME OF FEDERAL / STATE AGENCY: Texas Department of Agriculture		10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 14-228 Title: Texas Community Development Block Grant Program (TxCDBG)	
11. PROJECT TYPE: Public Services (05)		11a. TYPE OF APPLICATION: Emergency Services - Help for Colonias Program	
12. TARGET AREA(S) AFFECTED BY THE PROJECT: Colonia communities within Hidalgo County		13. APPLICANT'S FISCAL YEAR: Beginning Date: <u>Jan 1, 2020</u> Ending Date: <u>Dec 31, 2020</u>	
14. CONGRESSIONAL DISTRICTS:		Representative: <u>41</u> Senate: <u>21</u> Congress: <u>15</u>	
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
A. TxCDBG REQUEST: <u>\$269,732.00</u>		<input type="checkbox"/> Yes the preapplication / application was made available to the State Executive Order 12372 process for review on: Date: _____	
B. FEDERAL: _____		<input checked="" type="checkbox"/> No	
C. STATE: _____		<input checked="" type="checkbox"/> Program is not covered by E.O. 12372 -OR-	
D. APPLICANT: _____		<input type="checkbox"/> Program has not been selected by the State for review	
E. LOCAL: _____			
F. OTHER: _____			
G. TOTAL: <u>\$269,732.00</u>			
17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? <input type="checkbox"/> Yes. If "Yes", attach an explanation. <input checked="" type="checkbox"/> No			
18. TO THE BEST OF MY KNOWLEDGE AND BELIEF ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE CERTIFICATIONS AND CITIZEN PARTICIPATION PLAN INCLUDED IN THE PROCEDURES SECTION OF THE TxCDBG PROGRAM APPLICATION GUIDE IF THE ASSISTANCE IS AWARDED.			
Typed Name of the Applicant's Authorized Representative: Richard F. Cortez		Title County Judge	Telephone Number +1 (956) 318-2600
		E-mail Address countyjudge@co.hidalgo.tx.us	
Signature of the Applicant's Authorized Representative:			Date

PROJECT APPROVAL INFORMATION

Yes No N/A

1. Does the applicant levy the following tax revenues?

Local Property (Ad Valorem) Tax:

Local Sales Tax Option

2. Will the assistance requested have any negative impact(s) or effect(s) on the environment?

Note: All funded applications will have to comply with Federal regulations regarding environment clearance before funds are released.

3. Has the County complied with Citizen Participation requirements?

Date of public hearing, including opportunity to comment on eligible and proposed activities

Jun 16, 2020

Date notice of public hearing was published (72 hours prior to hearing)

Jun 11, 2020

PRE-AGREEMENT REQUEST FOR ADMINISTRATION

The Applicant intends to proceed with its Emergency Services - Help for Colonias (E-SHC) application project per the pre-agreement costs strategem:

Yes No

As a condition of this pre-agreement, I Richard F. Cortez acknowledge and agree to the following:

1. Applicant will comply with all applicable state and federal laws, including procurement procedures for professional services and applicable vendors; all applicable TxCDBG policies and procedures, including a completed Environmental Review, acquisition requirements, approval of plans and specifications by the Texas Commission of Environmental Quality (TCEQ), Davis Bacon wage requirements, and any applicable contract Special Conditions.

2. The Department shall not reimburse any costs under this agreement until an Emergency Services - Help for Colonias (E-SHC) contract is fully executed with the Applicant. Department shall not be liable for costs incurred prior to the applicant's public hearing date or for any activities not included in Exhibit A, Performance Statement, and Exhibit B, Budget of the executed contract associated with the 2020 grant.

Signature: _____ Date: _____

ADDITIONAL PROJECT INFORMATION

1. Are there any persons with a reportable financial interest to disclose?

Yes No

2. Disclose any source(s) and use(s) of non-TxCDBG funds:

Source of Funds	Amount	Use of Funds	
N/A		N/A	+
			x

PROJECT SUMMARY

1. Summarize the problem(s) to be addressed by the emergency public services activities:

Low income colonia residents that have been significantly impacted by the loss of economic opportunities as a result of COVID-19 pandemic and associated public health measures, including the loss of employment and/or reduction in income. Emergency assistance is to support colonia communities.

2. Please describe project evaluation metrics:

Number of eligible persons served

3. Please identify the Nonprofit Development Organization (NDO) providing the emergency public services (if applicable):

I. ORGANIZATION INFORMATION:

Full Legal Name	D.B.A. (if applicable)	Employer Identification Number	Duns Number
PROYECTO AZTECA, INC		74-2609516	876884453

II. ADDRESS:

Mailing Address	City	State	Zip	County
1212 US-83 Business	San Juan	Texas	78589	Hidalgo

III. POINT OF CONTACT:

Name	Title	Phone	Email
Ann Williams Cass	Executive Director	(956) 702-3307	annwcass@aol.com

4. Will emergency public services or administration services be provided by county staff?

- Yes, the County will comply with all documentation requirements in the current TxCDBG Project Implementation Manual and will submit a complete Documentation of Local Administrative Capacity form as an attachment to this application
- No, the County will not use for force account labor to administer this project or deliver emergency services

REQUESTED TxCDBG BUDGET

Activity	TxCDBG Funds Requested
05Q - Subsistence Payments	\$249,732.00
21A - General Administration	\$20,000.00
Total	\$269,732.00

NATIONAL PROGRAM OBJECTIVES

1. Activities benefiting low-to-moderate income persons.

LMI Jobs: LMI Limited Clientele: LMI Housing Activity: LMI Area Benefit:

2. Prevention/ Elimination of Slums or Blight.

3. Urgent Needs

Justification of Beneficiary Identification Method:

County will ensure that all persons receiving emergency public services qualify as LMI. LMI status of beneficiaries shall be documented using the E7 Family Application and Questionnaire. (Sample Attached)

ANTICIPATED OBJECTIVES AND OUTCOMES

ANTICIPATED OUTCOME	ANTICIPATED OBJECTIVE	ACTIVITY
3. Sustainability	Create economic opportunities	05Q

ANTICIPATED OUTCOME UNITS

Infrastructure / Public Facilities Improvement Project?

Planning Activity?

Services?

Activity	05Q
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Anticipated the number of persons to have new/improved access to emergency public services: _____ 124

ATTACHMENTS

Notice of Public Hearing

Environmental Review for Exempt Activities

IRS Determination Letter for NDO (or most recent Form 990)

Documentation of Local Administrative Capacity Form (if applicable)

A passed/adopted Local Government Resolution authorizing submission of the application

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
1100 COMMERCE STREET
DALLAS, TX 75242-0000

DEPARTMENT OF THE TREASURY

Date: MAY 29 1996

PROYECTO AZTECA
C/O JUANITA VALDEZ COX
PO BOX 1014
SAN JUAN, TX 78589-1014

Employer Identification Number:
74-2609516

Case Number:
756124045

Contact Person:
ANNETTE SMITH

Contact Telephone Number:
(214) 767-6023

Addendum Applies:
No

Dear Applicant:

Based on the information you recently submitted, we have classified your organization as one that is not a private foundation within the meaning of section 509(a) of the Internal Revenue Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in 501(c)(3) is still in effect.

This classification is based on the assumption that your operations will continue as you have stated. If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status.

This supersedes our letter dated April 19, 1996.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

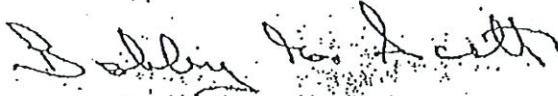
Because this letter could help resolve any questions about your private foundation status, you should keep it in your permanent records.

Letter 1078 (00/0)

PROYECTO AZTECA

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Bobby E. Scott
District Director

**Environmental Review
for Activity/Project that is Exempt or
Categorically Excluded Not Subject to Section 58.5
Pursuant to 24 CFR Part 58.34(a) and 58.35(b)**

Project Information

Project Name: TXCDBG Emergency Services – Help for Colonias Program

Responsible Entity: Hidalgo County Urban County Program

Grant Recipient (if different than Responsible Entity):

State/Local Identifier: Texas

Preparer: Rodrigo Guzman

Certifying Officer Name and Title: Patricio R. Avila, Director

Consultant (if applicable): N/A

Project Location: Hidalgo County

Description of the Proposed Project [24 CFR 58.32; 40 CFR 1508.25]:

The proposed project consists of Emergency Self-Help Center (E-SHC) funds made available by the Texas Department of Agriculture for low-income (50% AMI and below) individuals or families living in eligible Hidalgo County colonia communities impacted by the public health and economic crisis resulting from the Coronavirus. The assistance to be provided will be used as Subsistence Payments for Mortgage expenses, Utility expenses and Assistance for Food and Other Needs. A maximum of \$2,000 in grants funds will be provided per residential unit.

Level of Environmental Review Determination:

Activity/Project is Exempt per 24 CFR 58.34(a): _____

Activity/Project is Categorically Excluded Not Subject To §58.5 per 24 CFR 58.35(b): (2), (3) and (4)

Funding Information

Grant Number	TDA Program	Funding Amount
<i>Pending</i>	Emergency Services – Help	\$269,732

	for Colonias Program	
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Estimated Total HUD Funded Amount: \$269,732

This project anticipates the use of funds or assistance from another Federal agency in addition to HUD in the form of (if applicable): No

Estimated Total Project Cost (HUD and non-HUD funds) [24 CFR 58.32(d)]: N/A

Compliance with 24 CFR §50.4 and §58.6 Laws and Authorities

Record below the compliance or conformance determinations for each statute, executive order, or regulation. Provide credible, traceable, and supportive source documentation for each authority. Where applicable, complete the necessary reviews or consultations and obtain or note applicable permits of approvals. Clearly note citations, dates/names/titles of contacts, and page references. Attach additional documentation as appropriate.

Compliance Factors: Statutes, Executive Orders, and Regulations listed at 24 CFR 50.4 and 58.6	Are formal compliance steps or mitigation required?	Compliance determinations
STATUTES, EXECUTIVE ORDERS, AND REGULATIONS LISTED AT 24 CFR §58.6		
Airport Runway Clear Zones and Accident Potential Zones 24 CFR Part 51 Subpart D	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	N/A
Coastal Barrier Resources Coastal Barrier Resources Act, as amended by the Coastal Barrier Improvement Act of 1990 [16 USC 3501]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	N/A
Flood Insurance Flood Disaster Protection Act of 1973 and National Flood Insurance Reform Act of 1994 [42 USC 4001-4128 and 42 USC 5154a]	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	N/A

Mitigation Measures and Conditions [40 CFR 1505.2(c)]

Summarize below all mitigation measures adopted by the Responsible Entity to reduce, avoid, or eliminate adverse environmental impacts and to avoid non-compliance or non-conformance with the above-listed authorities and factors. These measures/conditions must be incorporated into project contracts, development agreements, and other relevant documents. The staff responsible


Project Name

Project Locality and State

HEROS Number

for implementing and monitoring mitigation measures should be clearly identified in the mitigation plan.

Law, Authority, or Factor	Mitigation Measure
N/A	N/A

Preparer Signature:  Date: 6-8-2020

Name/Title/Organization: Rodrigo Guzman / Coordinator / Hidalgo County Urban County Program

Responsible Entity Agency Official Signature: _____ Date: _____

Name/Title: Richard F. Cortez / Hidalgo County Judge

This original, signed document and related supporting material must be retained on file by the Responsible Entity in an Environmental Review Record (ERR) for the activity/project (ref: 24 CFR Part 58.38) and in accordance with recordkeeping requirements for the HUD program(s).

Documentation of Local Administrative Capacity

Grant Recipient: Hidalgo County Urban County Program	Contract No: Pending	Project Description: Emergency Services - Help for Colonias
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1. Provide a brief history or background of the Grant Recipient's grant administration activity.

The Hidalgo County Urban County Program (UCP) was created in 1988 to enable the County to qualify as an "Urban County" by the U.S. Department of Housing and Urban Development (HUD). The "Urban County" designation allowed Hidalgo County to receive an annual entitlement portion of HUD Community Development Block Grant (CDBG) funding based on a formula that measures population, poverty levels and quality of housing stock. In 1990, a second annual entitlement grant was awarded to Hidalgo County known as the Emergency Solutions Grant (ESG). Then in 1992, UCP received another annual entitlement allocation known as the HOME Investment Partnerships Grant. As a matter of perspective, UCP will be receiving \$10,516,630 for it's FY'20 allocation in CDBG, HOME and ESG funds.

2. Describe the experience of local administrative staff with the Community Development Block Grant (CDBG) Program and in particular the state CDBG program.

Over the past 15 years, UCP has received over \$118,000,000 in CDBG federal funding. Regarding state CDBG funds, UCP has administered and managed over \$54,000,000 within the same period. More specifically, UCP received eighteen (18) state grants from multiple CDBG-DR disaster declarations (infrastructure and housing projects), Colonia Self-Help Center (SHC) grants (housing), (TDA) first-time water and sewer connections grants and a CDBG-R rental grant.

3. Describe the experience of local administrative staff with the type of project to be funded.

As detailed above, UCP administrative and operational staff have successfully completed projects similar in size and scope.

4. Describe the range of services the local administrative staff will conduct and the services that may require third party vendors.

As this point in time, UCP does not foresee a circumstance where third party vendors will be required. However, if a third party vendor is required, UCP will follow the Hidalgo County Purchasing Policies and Procedures that includes compliance with 2 CFR Part 200.

5. Describe the ability of the local administrative staff to devote the needed time to a project based on current workload.

Currently, the UCP has six (6) Coordinators that work on CDBG, CDBG-R, CDBG-DR and CDBG-CV funds. One of the Coordinators and the Housing Division Manager will be tasked with day-to-day Emergency Services - Help for Colonias Program activities. Also, the Coordinator and Manager will provide the oversight of a local non-profit who will be conducting the outreach, in-take and eligibility and expenditure requests for this program.

6. Using the table below, provide detailed information on up to three federal or state grant projects administered by the local staff. Only include projects that have at least one year of documented performance data.

Project Data and References		Add Project
Remove Project	Project Name	Neighborhood Stabilization Program (NSP and NSP3)
Project Facility Type and Use		Government
Role & Responsibilities		Administration, Management and Housing Activities. 120 housing units were assisted with activities that included financing mechanisms, acquisition, rehabilitation, land banking and redevelopment.
Project Cost		\$4,583,981
Financing/Funding Source		U.S. Housing and Urban Development (HUD)
Method of Documenting Beneficiaries		Client applications
Monitoring and Verification Methods		On-going annual principal residency verifications, tax records and insurance.
Remove Project	Project Name	Disaster Recovery
Project Facility Type and Use		Government
		Administration, Management, Infrastructure and Housing Activities for disaster recovery

Role & Responsibilities	2009, 2012 and 2015 weather events.
Project Cost	\$38,047,481
Financing/Funding Source	The Texas General Land Office
Method of Documenting Beneficiaries	Applicable census tracts and block groups and client applications
Monitoring and Verification Methods	Annual principal residency verifications, tax records and insurance.

7. 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 departments, etc., that can provide back-up strengths.

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Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Antonio Barco
Potential Role	Administration of the Emergency Services - Help for Colonias Program	
Current Employment Current job title Job responsibilities Number of years with local staff	Deputy Director. Administration and Management of all Hidalgo County Urban County Program (UCP) federal and state grants/programs. Currently employed for over 17 years with local staff.	
Previous Employment Job Title Company name Job responsibilities Number of years with employer	Hidalgo County. Administrative Assistant. Representative in all affairs dealing with cities and colonias in Hidalgo County. Employed for 3 years with Hidalgo County as an Administrative Assistant.	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	B.S. in Human Resources and Sociology.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 47 years in dealing with federal, state and local government, that includes working with migrants and low-income families/individuals.	
Remove Personnel	Full Name	Steven de la Garza
Potential Role	Administration and Management of the Emergency Services - Help for Colonias Program	
Current Employment Current job title Job responsibilities Number of years with local staff	Housing Division Manager. Direct, administer and supervise the five (5) federal and state grants that involves seven (7) housing programs. Developed policies and procedures for the housing programs and prepared applications for funding. Currently been employed for over 15 years with local staff.	
Previous Employment Job Title Company name Job responsibilities Number of years with employer	<ul style="list-style-type: none"> -Child Care Management Services (CCMS) - Financial Procurement Officer. Served as a liaison and purchasing officer between the Corporate Office, Program Director, vendors and creditors. CCMS was a state funded organization. Employed for 6 Years with CCMS. -County of Hidalgo Office and Employment and Training (OET) - Fiscal Compliance and Quality Assurance Monitor. Performed advanced professional accounting responsibility for monitoring and oversight over all fiscal activities. OET was a state funded organization. Employed for 5 years with OET. -Lone Star National Bank - Assistant to Internal Auditor. Assisted the AVP/Auditor with 	

	internal audits in accordance with the bank's Audit Schedule reporting to the Audit Committee. Employed 4 years with Lone Star National Bank.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Classified as a Senior with the University of Texas Rio Grande Valley. Acquired the HOME Specialist Certification.
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 30 years experience with compliance regarding federal and state requirements. Developed the Hidalgo County Urban County Programs Section 3 Plan, Environmental Review Procedural Guide and headed a collaboration of nineteen (19) participants for the compilation and submission of the Hidalgo County Regional Assessment of Fair Housing.
Remove Personnel	Full Name Rodrigo Guzman
Potential Role	Colonia Coordinator - Day-to-day supervision of the E-SHC Program that includes oversight of the local non-profit conducting the outreach, in-take and eligibility and expenditure requests for this program.
Current Employment Current job title Job responsibilities Number of years with local staff	Coordinator II. Performs routine technical assistance in grant management work. Review and document all phases of various community programs offered through Hidalgo County's Urban County Program including assisting in the implementation of budget forms and other financial documents, program monitoring and reporting. Prepares and recommend approval of project eligibility, environmental review, and citizen participation documents. Assists in the preparation of public notices and conducting public meetings. Maintain all related project documentation including but not limited to request for payments, procurement compliance, site visits and inspections, and bid process requests. Assists in preparing monthly, quarterly, and annual activity reports. Currently employed for close to 2 years with Hidalgo County Urban County Program.
Previous Employment Job Title Company name Job responsibilities Number of years with employer	- Black Turtle Services, Inc. - FEMA Registration Intake Specialist. Ensured individuals and families affected by natural disasters have access to the full range of FEMA assistance programs in a timely manner. Employed for 6 months (seasonal). Take the Wheel South TX Program - Program Specialist - Recruited, trained and supported volunteer court monitors for proper data collection. Built and maintained a solid volunteer base for the court monitoring program. Employed for 6 years. - ProBar South TX Asylum Representation Project - Paralegal. Worked closely with legal service providers, mental health, and social services providers to serve the needs of unaccompanied immigrant youth. Employed for 2 years.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	MS and BA in Sociology from the University of Texas Pan American (UTPA). Minor in Geographic Information Systems (GIS).
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 14 years of professional work experience in the non-profit sector in the Rio Grande Valley region.

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

Over the past 15 years, UCP has received \$231,760,646 in federal and state funds. On any given day, UCP will have well over 150 projects underway that include: 1.) Public Facilities, (2) Public Services, (3) Section 108 Loans, (4) Street Improvements, (5) Rehabilitation/Reconstruction of Housing, (6) New Construction of Housing, (7) Tenant-Based Rental Assistance, (8) Homeless Person Overnight Shelter, (9) Transitional Housing Beds Added, (10) Homeless Prevention, (11) Flood Drainage Improvements

and (12) Parks. UCP is currently administering and managing seven (7) federal and state grants that fund nine (9) UCP Programs.

9. Describe the character, integrity and reputation of the local administrative staff. Include whether the community is in good standing with TDA, including any administrative sanctions issued to the community within the last five years.

Hidalgo County is in good standing with the Texas Department of Agriculture

10. Has the respondent been penalized for noncompliance with policies or regulations of any state or federally funded program within the past five years, including:

- a) Contract termination or denied renewal for noncompliance;
- b) Ineligibility for funding as the result of a Settlement Agreement with the agency; or
- c) Financial penalties for noncompliance with specific program requirements

If yes, identify each and provide an explanation for the sanction. Confirm that any required Corrective Action Plan(s) have been implemented.

No

11. Has any member of the designated local administrative staff ever been debarred, suspended or otherwise excluded from or ineligible for participation in federally-assisted programs? If so, please explain.

No

Certifications and Assurances

By signature thereon affixed, the respondent affirms or certifies, or acknowledges and accepts that:

1. **True and Correct Representations:** All of the Grant Recipient's representations and warranties contained in any part of its submittal are material and have been relied upon by TDA in documenting the administrative capacity of local staff. Submitting this document containing false or misleading statements is a material breach and shall void the submittal if, in TDA's opinion, the information was intended to mislead the state regarding a requirement of the TxCDBG program. In such event, the respondent shall be disqualified by TDA from providing grant administration services. The Grant Recipient shall promptly notify TDA in the event that any representations and warranties provided in its submittal are no longer true and correct.
2. **No Reimbursement for Costs:** Any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.
3. **Immigration:** The Grant Recipient shall comply with the requirements of the Immigration Reform and Control Act of 1986 and 1990 regarding employment verification and retention of verification forms for any individuals hired on or after November 6, 1986, who will perform any services under a grant administration contract and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) enacted on September 30, 1996.
4. **Civil Rights:** No person shall, on the ground of race, color, religion, sex, national origin, age, or disability, political affiliation, or religious belief, be excluded from the participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of, or in connection with, any program or activity funded in whole or in part with TxCDBG funds.
5. **Federal Rules, Laws, and Regulations that Apply to all Federal Programs:** The Grant Recipient shall be subject to and shall abide by all federal laws, rules, and regulations, pertaining to the grant project, including, but not limited to:
 - a. Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. 12101 *et seq.*, and the regulations effectuating its provisions contained in 28 CFR Part 35 and 29 CFR Part 1630;
 - b. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, as amended (prohibition of discrimination on the basis of race, color, or national origin), and the regulations effectuating its provisions contained in 24 CFR Part 1;
 - c. Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60;
 - d. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended (prohibition of discrimination on the basis of disability), and the regulations effectuating its provisions contained in 24 CFR Part 8;
 - e. The Age Discrimination Act of 1975, 42 U.S.C. 6101 *et seq.*, as amended (prohibition of discrimination on the basis of age), and the implementing regulations contained in 24 CFR Part 146;
 - f. Section 109 of Title I of the Housing and Community Development Act of 1974, 24 CFR Part 6 (prohibition of discrimination on the basis of race, color, national origin, religion or sex);
 - g. Restrictions on Lobbying, 31 U.S.C. 1352 (prohibition against the use of federal grant funds to influence activities associated with obtaining grants, contracts, cooperative agreements, or loans);
 - h. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200; and
 - i. State Community Development Block Grant Program, 24 CFR Part 570 Subpart I.
8. **System for Award Management (SAM):** The Grant Recipient and its local administrative staff are eligible to participate in the grant program and are not currently debarred, suspended or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Order 12549, "Debarment and Suspension," and 2 CFR Part 180, as supplemented by regulations at 2 CFR Part 2424, and the Grant Recipient is not listed on the federal government's terrorism watch list as described in Executive Order 13224, "*Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism.*" The Grant Recipient must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Order 12549.

(Continued on Next Page)

10. Authorization to Sign: The person signing this document is the chief local official, has been properly delegated authority to execute this submittal, and has personal knowledge regarding the information contained herein. By signing, the Grant Recipient affirms that all statements within the submittal are true and correct.

The undersigned, as a duly authorized representative of the respondent, agrees to the criteria and specifications, as stated herein, and has submitted its application as requested. (Failure to sign will disqualify submittal.)

Signature of Authorized Representative

Date

Richard F. Cortez

Printed Name

Hidalgo County Judge

Title