

Firm Name: KSBR LLC	DUNS Number: 08-069-9862	Federal EIN: 81-1402761
Prequalification Contact First, Last Name and Title: Katy Sellers, Managing Principal	Phone Number: +1 (903) 243-0481	Prequalification Contact E-mail Address: katy@ksbr-llc.com
Firm Web Address n/a	Firm Mailing Address 4235 Swarthmore St, Houston, TX 7700	Name of Firm's President/Managing Officer: Katy Sellers

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.

KSBR, LLC is a small, woman/minority-owned, HUB-certified business working on grant-funded projects for 15 years. Their team includes members who previously worked at the federal, state and local government level as well as on the private consulting side. The majority of our work has been on grants provided through HUD, FEMA, DHS and HHS.

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

Our team has experience in the largest federally-funded grant allocations from both HUD Community Development Block Grants and FEMA programs, with expertise that spans all phases of grant management from implementation to closeout. Our team members have worked on every aspect of a CDBG -funded program whether it be grant administration, contract management, budget, construction management, database management, or process improvement. KSBR has experience on both housing and infrastructure programs. The KSBR team also has experience developing federally compliant tools such as, Fair Housing needs assessments, program action plans, or policies and guidelines for construction repair programs. We have subject matter experts that can help our clients strategically plan how to handle both small and large scale projects.

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

a. Community wide infrastructure projects

Our team has assisted communities with a wide range of sewer, water and and drainage related infrastructure projects. Some examples of these types of projects include culvert repair, bridge work, and sidewalk replacement. We've also worked on water and sewer lines installment and upgrades.

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

KSBR has extensive experience with housing programs overseeing more than 20,000 single-family home construction projects funded through CDBG, HOME and other grant funds. We've worked on Housing Repair programs for State and Local governments ranging from just 10-15 homes to overseeing construction on 2,000 homes at a time.

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

We have experience with job creation and economic development funds through various funding sources and adhering to all the federal compliance requirements associated with those dollars.

d. Projects involving multiple funding sources

We have worked on numerous projects that leverage funds. Past project funding includes FEMA and CDBG match projects; local funds as a match, tax credit along with CDBG housing projects.

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

Our team is able to offer all aspects of grant administration in-house with the ability to use part-time/contract employees as necessary. We rarely subcontract with other firms except for special environmental or engineering studies.

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 type="checkbox"/> SPAG	<input type="checkbox"/> STDC	<input type="checkbox"/> TEXOMA	<input type="checkbox"/> WTCOG	<input checked="" type="checkbox"/> Statewide

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

Our firm is committed to the successful completion of our client's projects and utilize our resources effectively to provide the best customer service.

7. Is the respondent a TxCDBG certified administrator?

Yes, certified 2019

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

No, will become certified if selected

Several of our team members have worked on CDBG, but are not 2019 certified. We will do the spring 2020 certification course.

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	Calhoun County CDBG Infrastructure Program
Facility Type and Use		Park Renovation, Fire Protection, Public Facilities
Project Location (Jurisdiction)		Calhoun County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		The grant includes 5 projects: \$1 Million park renovation; \$1.5 M Emergency Communication System upgrade; \$1 Million Fire Station reconstruction; \$800K Drainage Improvement; \$1.3 Million Drainage improvement
Role & Responsibilities		Full Grant Administration; Financial Management; Environmental and Labor Compliance
Project Cost		\$5.9 million grant
Financing/Funding Source		CDBG-DR funding
Method of Documenting Beneficiaries		LMI Area Benefit, LMI Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Projects Ongoing; Hurricane Harvey allocation in the start-up/environmental phase at the time of this application.
Monitoring and Verification Methods		We perform desk reviews and on-site monitoring.
Project Personnel List all personnel associated with this project and their roles and		Katy Sellers, Project Lead Oversee all grant administration,. Duties include preparation of grant application materials, coordinate with engineer, assist with procurement, and labor standards compliance.

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.	David Hall, County Commissioner David.Hall@calhouncotx.org 361/552-9242
Remove Project Project Name	State of Texas CDBG-DR Program
Facility Type and Use	Various infrastructure and housing projects
Project Location (Jurisdiction)	across the State
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Oversaw thousands of residential construction projects as well as over 2,000 infrastructure projects across the state while we held leadership roles at TDHCA and GLO.
Role & Responsibilities	Members of our team were previous employees of the state agencies in charge of the recovery program serving as Directors, project managers, and oversight staff.
Project Cost	\$3 billion
Financing/Funding Source	CDBG-DR
Method of Documenting Beneficiaries	LMI Area Benefit, LMI Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	These projects were completed on-time within their 2 year required schedule in most cases.
Monitoring and Verification Methods	Desktop and on-site monitoring reviews.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Katy Sellers, Director for CDBG-DR Disaster Recovery policy, operations and contracts. Sergio Ramirez, Senior Project Manager, Information Technology and project management
Contact Information Current phone and e-mail address of local government representatives you worked with.	Martin Rivera, Director, TX GLO Community Development Revitalization program martin.rivera.GLO@recovery.TEXAS.GOV 512-475-5081
Remove Project Project Name	Sheepshead Bay Neighborhood Infrastructure and Housing Revitalization Project
Facility Type and Use	Drainage, Sewer, Water, Gas, Electric improvements
Project Location (Jurisdiction)	Brooklyn, New York
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Approximately 1,500 Linear feet of drainage improvement, put in new sewer and water lines, installed new gas line, moved electric and data lines underground.
Role & Responsibilities	Lead Project and Construction Managers
Project Cost	\$20 Million
Financing/Funding Source	CDBG-DR
Method of Documenting Beneficiaries	LMI Survey
Project Schedule	Construction was done in coordination with 40 housing projects on the same site for a

-Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	neighborhood redevelopment. Construction of homes and infrastructure took approximately two years. The original plan was 18 month schedule, but homeowner legal issues resulted in a six month delay. We helped navigate all obstacles to successfully complete an entire revitalization of the neighborhood with elevated homes and new infrastructure for a coastal resilient community.
Monitoring and Verification Methods	On-site progress inspections
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Sergio Ramirez, Senior Construction/Project Manager Oversee all aspects of construction, work with program staff on budget needs and coordinate with private utilities, city agencies, and oversee contractors.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Lou Mendes, Deputy Director, Department of Design and Construction MendesL@ddc.nyc.gov 347-607-8028
<input type="checkbox"/> Remove Project	Project Name Four Corners Drainage Project
Facility Type and Use	Drainage Improvement
Project Location (Jurisdiction)	Hendry County, Florida
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Stormwater management and drainage project. The Four Corners - County Line Flow-way Storm Water / Water Quality Project is focused on widening the County line ditch between Hendry and Lee counties; providing additional storage and conveyance of excess storm water to the Caloosahatchee River. This project will provide flood mitigation for residential, commercial and citrus properties in both counties, including Kirby Thompson Rd in Hendry County, which is identified as an evacuation route.
Role & Responsibilities	Assist with Grant Application, perform Grant Administration and Project Management tasks.
Project Cost	\$4.3 Million
Financing/Funding Source	CDBG-DR and County funds
Method of Documenting Beneficiaries	Survey performed for LMI documentation
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	We successfully assisted with the grant application to the State. The County is awaiting final contract from the State to begin the 18 month project.
Monitoring and Verification Methods	Onsite and desktop reviews.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Katy Sellers, Grant
Contact Information Current phone and e-mail address of local government representatives you worked with.	Mr. Richard Lehmkuhl, Emergency Management Director W: 863-674-5404 C: 941-286-0668 Richard.lehmkuhl@hendryfla.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.

Our team members have years of experience successfully applying for grants and subsequently assisting communities with all aspects of grant administration. We have participated in numerous relevant trainings including, Basic CDBG training, TDA webinars and trainings, HUD Environmental trainings.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Katy Sellers
Potential Role Base Location		Owner, Senior Project Manager Houston, TX but travels frequently
Current Employment Current job title Job responsibilities Number of years with respondent		Managing Principal, responsible for business management and operations. She oversees and leads most of the project management and grant administration. She started the firm in 2016.
Overall Total Years or relevant experience Other relevant experience or accomplishments		Ms. Sellers has over 14 years of experience. She started her federal grant work for the White House and Department of Homeland Security in 2006 coordinating federal and state response after Hurricane Katrina for various grant funded projects. She then returned to Texas to assist with recovery work on hurricanes and wildfires with the Governor's Office. Ms. Sellers held leadership roles at TDHCA and TxGLO managing multiple project managers and employees responsible for various functional areas of CDBG programs. She directed billions of dollars in contracts with over 300 communities and vendors. She led the policy and planning areas responsible for Action Plan and Needs Assessment development, compliance with HUD regulations and Fair Housing activities.

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	Sergio Ramirez
Potential Role Base Location		Owner, Senior Project Manager Houston, TX but travels frequently
Current Employment Current job title Job responsibilities Number of years with respondent		CFO, Senior Construction and Project Manager. He oversees all the construction, engineering, budget and project schedule compliance. He started the firm in 2016.
Overall Total Years or relevant experience Other relevant experience or accomplishments		Mr. Ramirez has 8 years of grant-funded project experience. He just completed work on his fifth HUD CDBG funded program. Sergio previously worked at the Texas General Land Office on three different CDBG programs managed by the agency. Before getting involved with CDBG, Sergio had a successful career in the Logistics and Manufacturing industry directing operations at a regional and local level for companies like General Motors, Caterpillar, Applied Materials and Brambles. His 16-year career in the private sector accounts for millions of dollars in operational oversight and efficient project management.

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 committed to the successful completion of every project we undertake using whatever personnel and resources

necessary.

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 checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input type="radio"/> No

12. State the respondent's policy regarding affirmative action.

KSBR, LLC is a woman-owned, minority firm and takes this matter seriously. We do not discriminate on the basis of race/color, age, disability, religion, sex or national origin. We follow the laws and guidance as put forth by the Equal Employment Opportunity Commission.

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

We are a small firm committed to providing superior service to our clients. We offer a range of expertise, stay current on opportunities and are always looking to support our client's needs with a well-rounded suite of capabilities. Having worked at the federal, state and local levels makes us uniquely qualified to understand all aspects of grant management and support a community's development needs.