

Firm Name: KBB Consulting, LLC	DUNS Number: 117554348	Federal EIN: 84-4213306
Prequalification Contact First, Last Name and Title: Kathy Boyles, President	Phone Number: +1 (903) 276-4995	Prequalification Contact E-mail Address: kathybboyles@gmail.com
Firm Web Address kbbhomegrants.com	Firm Mailing Address 4524 Summerhill Rd., Texarkana, TX	Name of Firm's President/Managing Officer: Kathy Boyles

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.

Over the past 20 years, Kathy Boyles has worked with cities and counties across Northeast Texas to improve city infrastructure and provide affordable homes to low-income Texans. In 2020, Kathy Boyles registered KBB Consulting as a limited liability company.

KBB Consulting has worked with more than 25 municipalities in the administration of community development programs. Our company oversees all phases of each project with care and diligence. We commit the necessary resources to ensure projects are successful and in compliance with program requirements. We are highly skilled grant administrators and focus on quality and hands-on stakeholder management.

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

Before forming KBB Consulting, Kathy Boyles worked for two grant consulting firms in Texas and wrote many CDBG applications and administered multiple CDBG infrastructure projects throughout Northeast Texas.

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

- a. Community wide infrastructure projects

Kathy Boyles has worked with cities and counties across Northeast Texas to administer many grants, including community-wide infrastructure projects such as water and sewer improvements, street improvements, housing rehabilitation, and housing reconstruction.

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

We specialize in the Texas Department of Housing and Community Affairs' HOME Homeowner Rehabilitation Assistance Program. Over the past 20 years, we have built more than 500 houses. KBB Consulting oversees every aspect of implementation of the grant from application review to reporting to construction to closeout.

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

Kathy Boyles has been a grant consultant in Texas for more than 20 years and has been involved in several Texas Capital Fund projects.

- d. Projects involving multiple funding sources

KBB Consulting has experience working on projects that involve multiple funding sources such as TDHCA, TxDOT, and TxCDBG.

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

KBB oversees all components of grant administration, including project activity management, recordkeeping, stakeholder coordination, financial management, environmental review, grant and report writing, close-out, and compliance. Services offered through subcontractors would include legal, engineering, construction, surveying, and architectural design.

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"/> WCTCOG	<input type="checkbox"/> Statewide

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

Our company is strategic and thoughtful in the services provided and commitments made. Our team is highly capable in managing grants efficiently and with the care necessary to deliver high-quality results that adhere to state and federal requirements. Furthermore, KBB Consulting is committed to its partner city and county governments always knowing who to call and trusting that we will work with them in the successful completion of any project.

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

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	Cass County HOME Program - Contract No. 1002484
Facility Type and Use		Housing Reconstruction
Project Location (Jurisdiction)		Cass County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		16 houses built with a total square footage of 17,936.
Role & Responsibilities		Responsible for all aspects of administering the HOME Program including environmental review, applicant qualification, project management, financial management, procurement, construction management, fair housing and equal opportunity, and audit and close out procedures.
Project Cost		\$1,920,000
Financing/Funding Source		TDHCA
Method of Documenting Beneficiaries		Qualification of individual applicants based on income verification.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review - 2/7/2017 - 2/6/2020 Construction - 5/24/2017 - 7/3/2019 All construction was completed on schedule.
Monitoring and Verification Methods		This contract was monitored by the Cass County Audit Department as well as the County's

outside auditors and TDHCA.

Project Personnel
List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).

Kathy Boyles - Grant Consultant
Responsible for all components of grant administration, including financial management; record-keeping services; environmental clearance procedures; client intake and qualification; adherence to Affirmative Marketing, Fair Housing, Equal Employment Opportunity and Section 504 requirements; labor standards monitoring; overseeing housing rehabilitation and reconstruction; contract close-out assistance.

Contact Information
Current phone and e-mail address of local government representatives you worked with.

Jim Loomis, County Auditor - jloomis@casscountytexas.org, 903-756-5067.

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.

KBB Consulting is a hands-on consulting firm with a reputation for being there for its clients. We support our clients and work well with all the partners involved in any grant project such as architects, engineers, title companies, utility companies and construction firms. Our team knows how to support cities and counties.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Kathy Boyles
Potential Role	Base Location	Project Manager, Project Oversight Texarkana, TX
Current Employment Current job title Job responsibilities Number of years with respondent		Grant Consultant, President; 20+ years Provides management consulting services to cities and counties in Texas for the HOME Homeowner Rehabilitation Assistance Program. Responsible for financial management; record-keeping services; environmental clearance procedures; client intake and qualification; adherence to Affirmative Marketing, Fair Housing, Equal Employment Opportunity and Section 504 requirements; labor standards monitoring; overseeing housing rehabilitation and reconstruction; contract close-out assistance.
Overall Total Years or relevant experience Other relevant experience or accomplishments		Kathy has more than 20 years of experience in writing and administering grant programs including CDBG and HOME. Kathy founded KBB Consulting in 2020.

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	Ashley Grimes Boyles
Potential Role	Base Location	Program Manager Texarkana, TX
Current Employment Current job title Job responsibilities Number of years with respondent		Grant Consultant; 1 year Provides management consulting services to localities in Northeast Texas for the HOME Homeowner Rehabilitation Assistance Program. Responsible for record-keeping, data management, financial management, applicant screening, adherence to federal and state regulations, client communications, contract reporting, and overseeing housing rehabilitation and reconstruction.
Overall Total Years or relevant experience Other relevant experience or accomplishments		Approximately 10 years experience in project management and grant oversight. Past positions included management of federal programs. Responsibilities included liaising with clients; ensuring processes abide by federal regulations; managing budgets, records, data, and reporting; implementing day-to-day program activities; and overseeing stakeholder

and public communications.

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.

Our team is committed to being a trusted partner in the successful completion of any project. We commit the time and talent to ensure we provide high-quality deliverables on time, every time.

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 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.

KBB Consulting is committed to treating all of our employees, partners, and program applicants without regard to actual or perceived sex, race, color, religion, age, sexual orientation, national origin, physical or mental disability, political affiliation, gender identity or expression, marital status, pregnancy, childbirth, related medical conditions, or breastfeeding; genetic information, personal appearance, matriculation, family status or responsibilities, veteran or uniform service member status, employment status (hiring only) or any other characteristics protected by federal, state or local law. This policy applies to all personnel-related actions. All services performed on behalf of local governments also do not discriminate and are in accordance with federal, state, and local laws.

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

Community development is built on relationships. Over the past 20 years, we have worked with cities and counties across Northeast Texas to create vibrant communities and provide affordable homes to low-income Texans.