

# RESPONSE TO

## RFP for Administration and Professional Services for TDA's 2025-2026 Community Development Fund



Prepared by:  
**KSBR, LLC**

Proposed to:  
**City of Breckenridge**

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## INTRODUCTION

### **RE: RFP for Administration and Professional Services for TDA's 2025-2026 Community Development Fund.**

Dear City of Breckenridge,

KSBR, LLC is pleased to offer our response to your request for Administration and Professional Services for TDA's 2025-2026 CDBG Program. KSBR offers a customized services team, and we are currently handling many other HUD and TDA-funded grants. KSBR brings a wealth of experience in CDBG application development and program management.

We are a minority—and woman-owned business based in Sulphur Springs, Texas. Our team has supported local Texas communities for over 16 years, including CDBG projects. While Texas-based, we work nationally on CDBG programs, giving us experience and insight into best practices nationwide. KSBR has the capabilities of a large company while offering the personalized service level of a small company. We are intentional about the clients we serve.

What sets us apart from our competitors is our unique approach. As a smaller firm, we prioritize quality over quantity, ensuring that each project receives our full attention. Our specialization in CDBG and HUD programs and our staff's status as national industry experts position us as a standout choice for your needs.

Please don't hesitate to contact us if you need any clarification or have questions about our proposal. We look forward to the opportunity to support your team in the long-term phase of your CDBG program. I can be reached using the contact information I've included below.

Sincerely,

Katy Sellers - Principal - KSBR, LLC  
Phone: (903)243-0481 / Email: [katy@ksbr-llc.com](mailto:katy@ksbr-llc.com)

## EXPERIENCE OF THE FIRM

### RELATED EXPERIENCE AND BACKGROUND

Our team of Subject Matter Experts has directed and managed federally funded programs at the federal, state, and local levels. KSBR's team has extensive experience with federally funded grant allocations from Community Development Block Grants (CDBG). We have developed and implemented the policies and standard operating procedures states and cities use to manage CDBG programs. Additionally, we have provided guidance, direction, and training to state and local agency heads on this subject. In the state of Texas, we have trained Grant Administrators, and some of our team members are Certified TxCDBG Administrators through TDA. Notably, we have also served as the crucial governmental liaison between HUD and the state of Texas on several projects, facilitating effective communication and collaboration. We are confident that our team possesses the relevant experience necessary to submit a successful grant application to the City and subsequently oversee a successful program.

Our organization is dedicated to delivering projects that meet and exceed compliance standards. We have strong working relationships with the TDA and HUD, considering them our partners in our projects; we're looking for their guidance to resolve any issues and ensure our clients' needs are met promptly. Our direct experience with the TDA-Go system and our successful completion of multiple projects without any HUD findings testify to our commitment to compliance. We understand the importance of coordination for the program's success and are committed to keeping everyone updated and following up as required. Our dedication to delivering a compliant project for the City and TDA is unwavering.



### **Application Preparation.**

We have established working relationships with various governmental organizations such as DOT, HUD, USACE, USDA–NRCS, EPA, FEMA, GLO, TxDOT, TWDB, TPWD, and several others. We understand the requirements and evaluation criteria needed to complete and submit a successful application. We work to stay apprised of any updates or follow-ups and are committed to utilizing the resources available and delivering a strong grant application. Should there be a need for grant resubmittals or responses to requests for more information (RFIs), KSBR will take any feedback into consideration and ensure that it remains diligent throughout the process. Follow-up and due diligence are key factors in the application process. Some agencies can take in excess of one year to approve applications, and we are committed to our clients from start to finish.

### **Grant and Project Management.**

Our team has over 16 years of experience in administering and managing federal grants. We also have other team members with experience as private consultants with past clients, including Texas cities and counties. We can help the City procure services to keep costs low and monitor construction progress to reduce change orders so that the City may get the most for its money. Managing projects on time and within budget also helps build good relationships toward future funding from HUD. Our team has members who are recognized as Certified Grant Administrators by TDA.

### **Financial Management.**

Our expertise in managing grant funds includes drafting financial policies and processing draws efficiently. We have a successful track record of completing financial audits with no questioned costs, ensuring transparency and accountability in financial management. In addition to our financial management services, we can assist the City in proving its ability to manage grant funds to the state's audit division. We will help establish and maintain a bank account and submit the required Accounting System Certification Letter and signatory form to TDA. Our team will provide general advice, review invoices, and file backup documentation to ensure all financial processes are in compliance with grant requirements.

### **Environmental Review.**

Our team includes partners who perform the environmental assessments required to receive HUD funding. Our environmental services include consulting and project management, strategic planning, risk assessments, Phase I—III environmental assessments, feasibility studies, permitting, compliance assistance, and environmental auditing.

### **Real Property Acquisition / URA**

Our team has assisted clients in acquiring property through federal grants. We possess extensive experience in navigating appraisals, ensuring compliance with the Uniform Relocation Act, and overcoming various obstacles. Additionally, we prepare necessary acquisition reports for submission to TDA, maintain comprehensive files for each parcel acquired, and support the city in negotiations with property owners. We have developed acquisition and buyout plans for communities that highlight key areas for redevelopment or green spaces aimed at coastal protection. Our compliance and monitoring services include creating procedures and checklists for those displaced and adhering to the Uniform Relocation Act (URA) and the Real Property Acquisition Policies Act of 1970. We also provide assistance with individual assistance programs, such as temporary housing and shelter initiatives, immediately following disasters.

### **Construction Management / Infrastructure.**

Our team has successfully managed over 3,600 projects. This includes an \$80 million waste-water treatment plant project in the City of Galveston and over \$30 million in multiple infrastructure projects in New York City involving sewer, drainage, and other utility services. These high-value projects, along with numerous others, such as drainage improvements, street elevations, and coastal mitigation, demonstrate our team's expertise and dedication to delivering quality results. We also have a strong track record of effectively combining funds from different sources to deliver better projects for our clients. Our experience includes navigating grant requirements for Section 3, Fair Housing, Davis-Bacon Labor Standards, and other requirements mandated by HUD and GLO.

### **Civil Rights/Fair Housing / Equal Opportunity.**

Our team will assist the City in implementing, documenting, and reviewing the Fair Housing requirements for the proposed projects. We can also review policies, procurement documents, and other materials to ensure that Civil Rights and Equal Opportunity requirements are referenced appropriately and meet federal standards.

Our team has substantial experience assisting the public in navigating unfamiliar circumstances, conducting interviews to assess each family's relocation needs, and ensuring they have decent, safe, and sanitary housing. KSBR wants to minimize the negative impact moving can sometimes have on families.

### **Rehabilitation of Private Property.**

KSBR has successfully partnered with the states of New York and North Carolina as well as the City of Houston, where we have designed, implemented, and administered short- and long-term housing rehabilitation programs and provided comprehensive management services. Our collaboration with community groups and housing advocacy organizations ensures that construction is integrated into the community for more resilient future neighborhoods.

### **Audit / Close-out Procedures.**

We can complete all program requirements and comply with the closeout proceedings within the contract time frames. Adhering to all requirements and regulations has allowed us to remain compliant in our audit and close-out procedures. Our team is familiar with TDA-GO and TDA's Implementation Manual, which provide guidance so that we can complete the necessary tasks within the outlined timeframes.

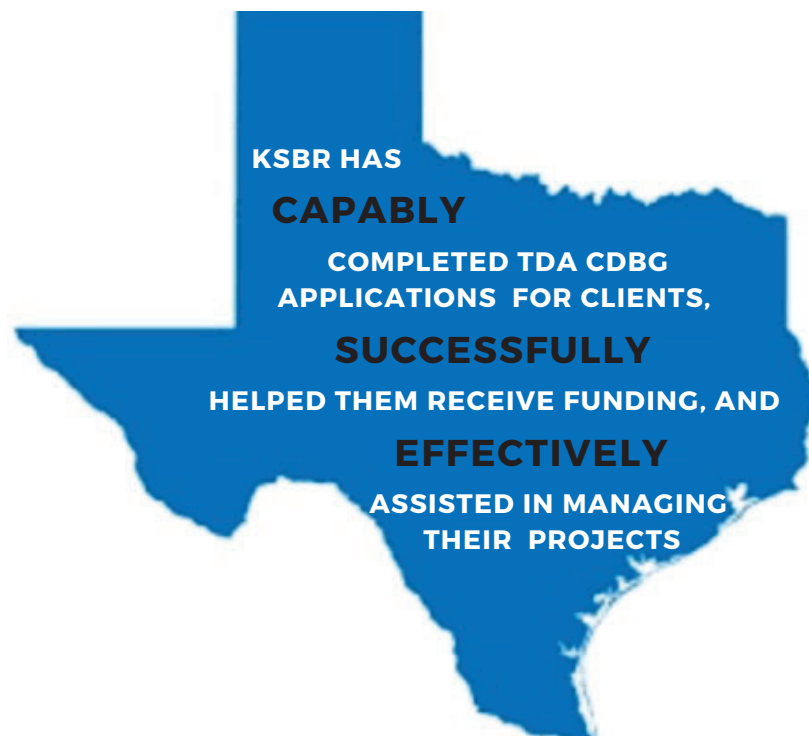


## APPROACH & METHODOLOGY

Our philosophy is that to implement a compliant CDBG program successfully, we must collaborate and communicate effectively. We approach each task with diligence and consideration. Our firm understands that to complete a project successfully, we must coordinate with various partners, including engineers, technical staff, TDA, and others. We pay close attention to detail and remain punctual, especially regarding milestones, clearances, and reports. We will apply these principles to every aspect of the City's CDBG projects, from the most minor task to the largest, from an individual to the entire community and each organization involved.

**Pre-Funding/Application Process.** Over the years, our firm has developed processes that facilitate successful application submission. We understand the evaluation criteria and review process and have built our Pre-Funding process to maximize the probability of approval. We have successfully applied to TDA for other communities' CDBG projects.

**Post-Funding Methodologies.** KSBR's philosophy is to complete every task professionally and on time by ensuring that your grant application meets eligibility requirements and includes the necessary information to secure funding. When funding is secure, we set up meetings to kick off the project and host conversations regarding the project plan, approach, and schedule.





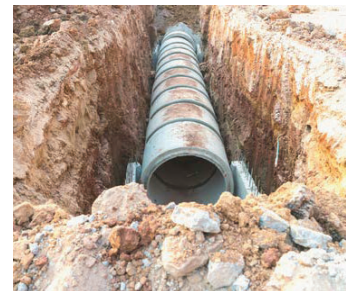
## REFERENCES

**Name:** Jim Gibson, Executive Director, Rockdale MDD  
**Relationship:** Downtown Revitalization Program  
**Contact:** (512) 446-2111; jim.gibson@rockdalemdd.org

**Name:** Lesa Smith, Asst. City Manager/Finance Dir., City of Sulphur Springs  
**Relationship:** TDHCA - Community Resiliency Program  
**Contact:** (903) 439-3755; lsmith@sulphurspringstx.org

**Name:** David E. Hall, Commissioner for Precinct 1, Calhoun County  
**Relationship:** CDBG-DR and MIT-funded projects  
**Contact:** (361) 552-9242; david.hall@calhouncotx.org

**Name:** Jorge Ramirez, Resilient Strategies, Inc.  
**Relationship:** Former Director of Texas GLO CDR Program; worked with KSBR  
**Contact:** (512) 633-4945; jorge@resilientsg.com



## WORK PERFORMANCE

Our team will track, record, and submit milestones to TDA throughout the project. We will also provide follow-ups and reminders for any startup documents or goals that need to be achieved. As contractors are selected and contracts are signed, our team will cooperate with all contractors, government officials, and staff involved. When milestones are reached, our team will handle procurement and draw requests. We intend to ensure that all engineers and contractors comply as the project commences and progresses, and we will complete any necessary environmental reviews.

KSBR will administer and complete the proposed infrastructure project, acknowledging and following through on all requirements of the HUD CDBG program as administered by TDA. We will ensure that every TDA and HUD expectation is met along the way and that grant closeout is seamless.

Our work on each CDBG project encompasses various administrative duties, including following TDA and HUD requirements, ensuring eligibility, completing documentation, maintaining records, facilitating public hearings, providing updates, and preparing monthly, quarterly, and annual reports. We also oversee compliance among all parties involved. Importantly, our firms boast extensive experience in Labor and Procurement duties, including providing Labor Standards Officer services. For instance, Veronica serves as a Labor Standard Officer for other grants, ensuring compliance with relevant Labor Standards and Procurement policies and regulations, showcasing our team's expertise in this area.

Our team is composed of dedicated record-keepers who take their duties seriously and complete the necessary steps to prepare, submit, and implement all required reports. We are experts at preventing fraud and abuse, preparing and completing closeout documents, submitting invoices, requests for extensions (if eligible and needed), and all necessary supporting documents. Notably, we are not only experts in CDBG; our leaders and senior staff are also well-versed in construction management and grant administration for infrastructure programs. We are committed to ensuring compliance, assisting with financial processes, obtaining, maintaining, and revising the most current contracts as needed, assisting with audits, and responding to TDA requests. Our commitment to the success of this project is unwavering.

KSBR is prepared to complete draw requests, facilitate outreach, application intake, and eligibility review, and submit, oversee, and support any acquisition activities, if necessary. We can review, prepare, complete, and provide guidance on all Environmental Services requirements, such as preparing responses, submitting reviews, consulting and coordinating with oversight/regulatory agencies to facilitate clearance, submitting publications for public notices, advising and completing environmental re-evaluations (if required), and keeping the team informed on the Environmental processes.

At KSBR, we understand that the grant closeout process is a critical phase. After construction completion, we take several steps to ensure a compliant and efficient closeout. Our commitment is to ensure that the process runs smoothly, that all vendors are paid quickly, and that TDA can issue a successful grant completion report. This commitment to a smooth process is at the core of our operations at KSBR.

We will accomplish the necessary tasks from pre- and post-funding services through grant closeout and will perform the tasks using in-house staff. Below, we would like to outline our specific experiences and understanding of the various steps in the process.



## CAPACITY TO PERFORM

KSBR, LLC (KSBR) is an MBE/WBE, HUB-certified business based in Texas that works across Texas and nationally on various federal grant programs. The KSBR team represents experience with federally funded grant allocations from HUD Community Development Block Grants, FEMA programs, the US Department of Treasury, TDA (Texas Department of Agriculture), and TDHCA (Texas Department of Housing and Community Affairs) Community Resiliency Programs. We hope this proposal is helpful to our skills for TDA application and implementation of TxCDBG projects.

KSBR is committed to working with the City of Breckenridge for a successful program. We have an excellent team of full-time employees and a group of partners to help ensure the City has all the necessary resources available to them. Our team is dedicated to stewarding the City through the grant process. We know the City is up against TDA deadlines to submit the project application and implement the project within specified timeframes. We can support the City with application, reporting requirements, environmental clearance, and implementation through closeout. We are familiar with all aspects of grant administration, construction management, environmental reviews, and any acquisition or buyout management.

Each team member at KSBR is proud of the work we accomplish and is committed to bringing the same respect and professionalism to every project. We have a wealth of experience in embracing challenges and keeping ourselves and others on track. Our track record of high-quality grant work, resulting in minimal monitoring issues and zero recaptured funds, is a testament to our expertise. We are well-versed in all the materials needed for a successful grant application, providing our clients with confidence and reassurance.

We are thrilled at the prospect of partnering with the City of Breckenridge to successfully complete its project application and implementation. Our team is ready to bring our expertise and dedication to this project, and we look forward to contributing to the City's success.

## PAST, PRESENT, & CURRENT WORK

Below is a sampling of projects to demonstrate our experience.



### City of Rockdale, TDA

- TxCDBG Downtown Revitalization Program (DRP Pre- and Post-Award Services)



### City of Sulphur Springs, TDHCA

- CDBG-CV Community Resiliency Program
- Grant Admin. & Environmental Services



### Calhoun County, GLO

- CDBG DR and MIT Projects
- Grant Admin. & Environmental Services



### City of Port Lavaca, GLO

- CDBG MIT Projects
- Grant Admin. & Environmental Services



### City of Robstown, GLO

- CDBG MIT Project
- Grant Admin. & Environmental Services



## KEY STAFF

### ORGANIZATION AND MANAGEMENT



**Sergio Ramirez**

PRINCIPAL AND  
CONSTRUCTION  
LEAD

Mr. Ramirez recently led residential & infrastructure projects in New York and is the executive responsible for emergency response in NYC. He is currently guiding recovery efforts in North Carolina and was recently selected to oversee recovery efforts in Puerto Rico.

Mr. Ramirez is a recognized authority in CDBG and Mitigation, with a wealth of experience managing large-scale federal, state, and local programs. His role as a Construction Management Executive has seen him effectively direct and manage major vendors such as AECOM, The Liro Group, and SLS.

Mr. Ramirez previously worked as a project executive at the Texas General Land Office and was a key member of the team that led the transition when the GLO was directed to take over disaster recovery programs from TDHCA and TDRA.

Before his involvement with CDBG, Mr. Ramirez enjoyed a successful career in the Logistics and Manufacturing industry. His leadership in directing global operations for companies such as General Motors, Caterpillar, Applied Materials, and Brambles, coupled with his tenacity and drive, saw him rise from humble beginnings to the role of Vice President of Operations in just 16 years.

During this time, Mr. Ramirez accumulated a black belt in Six Sigma, a master's black belt in Lean Sigma, and two graduate degrees in Finance and Economics. In six years as one of the Principals, Mr. Ramirez and his partner have grown KSBR into a nationally recognized firm.

## KEY STAFF

### ORGANIZATION AND MANAGEMENT

Ms. Sellers is a leader in the CDBG field. With over fifteen years of experience in CDBG and disaster recovery, Ms. Sellers has managed projects and teams covering six different disaster appropriations, representing billions of dollars in recovery aid from HUD and FEMA. She has worked on programs for federal, state, and local governments,

Currently, Ms. Sellers is at the helm of Hurricane Harvey CDBG-DR projects for the GLO and several cities and counties. Her previous role involved leading New York's Hurricane Sandy Build It Back program, where she spearheaded a team designed to support construction efforts through issue resolution and critical problem-solving. Her leadership has consistently reassured her team and stakeholders of her competence.

Ms. Sellers has not only familiarized herself with the regulations of federal and state agencies but also provided invaluable advice to vendors and contractors on how to navigate the rules for a smooth construction process. Her early recovery work for the White House and Department of Homeland Security coordinating federal and state response to Hurricane Katrina has laid a solid foundation for her expertise.

She then returned to Texas to assist with recovery work on hurricanes and wildfires with the Governor's Office and Texas General Land Office. Ms. Sellers directed billions of dollars in contracts with over 300 communities and vendors. She led the policy and planning area and was responsible for compliance with HUD regulations.



**Katy Sellers**

PRINCIPAL AND  
COMPLIANCE  
LEAD

## KEY STAFF

### ORGANIZATION AND MANAGEMENT



**Veronica Pauda**

GRANT MANAGER

Ms. Pauda has 12 years of experience managing federal grants. She recently ensured compliance with a housing grant in North Carolina and is currently assisting with CDBG, Mitigation, and Disaster Recovery grant projects in Texas.

Ms. Pauda is well-established in managing federal, state, and local projects. She also worked for the State of Texas for three years and became adept at assisting with community engagement and program management.

She is a veteran of grant management, program implementation, and project compliance. She is the labor standards liaison on many client projects and ensures efficient record-keeping and punctual project schedules.

Ms. Pauda graduated from the University of Texas at the Permian Basin with a BA degree in Communication. Ms. Pauda is a Certified TxCDBG Grant Administrator.

#### Grant Certifications Held By Members of Our Team:

- HUD Technical Assistance Providers
- Certified Floodplain Managers (CFM)
- Project Management Professionals (PMP)
- American Institute of Certified Planners (AICP)
- Geographic Information System Level I and II
- Texas CDBG Certified Administrators
- Fair Housing, Leasing, and Management Issues Certificate
- HUD Environmental Compliance
- Lean Six Sigma Black Belt



## **PROPOSED COST**

### **Phase 1: Application Preparation Services (Pre-award Costs May Be Reimbursable)**

KSBR, LLC will charge a \$1,000 application fee, which the grant may reimburse if the project is selected.

KSBR LLC is open to negotiating the final price as 2 CFR Part 200 allows.

### **Phase 2: Implementation Services (Contingent Upon Funding)**

KSBR LLC proposes the cost below as it relates to the grant award. These costs include all services outlined in the RFP (if applicable) and necessary for CDBG implementation and would not exceed any caps outlined by the TDA application guidelines. There is no maximum limit to the total dollar value of grant funds we can manage.

In accordance with the application guidelines, KSBR LLC offers services for \$50,000. We will ensure this does not exceed the cap of 16% of the total grant funds requested.



## SUMMARY

Our philosophy is to cooperate, communicate effectively, and successfully implement a compliant CDBG program. We will approach each task with diligence and consideration. Our firm knows that to complete a project successfully, we must coordinate with many different partners, including engineers, technical staff, TDA, and others. We pay close attention to detail and remain punctual, especially regarding milestones, clearances, and reports. We will apply these principles to every area of the City's CDBG projects, from the minor task to the largest, from an individual to the entire community, and each organization involved.

KSBR recognizes the vital role that collaboration and teamwork play in project management. We place a high value on time management and professional working relationships, setting clear expectations and reporting requirements, and competently tracking records, project progress, and goals. We have a wealth of experience overcoming challenges and ensuring that we, along with our partners, stay on track with our projects.

We look forward to assisting the City in successfully completing its project application and implementation.





# KSBR LLC

Unique Entity ID <b>EHLVVV9HM6B5</b>	CAGE / NCAGE <b>8DCE6</b>	Purpose of Registration <b>All Awards</b>
Registration Status <b>Active Registration</b>	Expiration Date <b>Feb 22, 2025</b>	
Physical Address <b>430 Church Street Sulphur Springs, Texas 75482-2646 United States</b>	Mailing Address <b>430 Church Street Sulphur Springs, Texas 75482 United States</b>	

## Business Information

Doing Business as <b>(blank)</b>	Division Name <b>(blank)</b>	Division Number <b>(blank)</b>
Congressional District <b>Texas 04</b>	State / Country of Incorporation <b>Texas / United States</b>	URL <b>(blank)</b>

## Registration Dates

Activation Date <b>Feb 26, 2024</b>	Submission Date <b>Feb 23, 2024</b>	Initial Registration Date <b>Jun 12, 2019</b>
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## Entity Dates

Entity Start Date <b>Feb 16, 2016</b>	Fiscal Year End Close Date <b>Dec 31</b>
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## Immediate Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Highest Level Owner

CAGE <b>(blank)</b>	Legal Business Name <b>(blank)</b>
------------------------	---------------------------------------

## Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

**No**

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

**Not Selected**

## Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

**Yes**

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

**No**

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

**Not Selected**

## Exclusion Summary

Feb 26, 2024 06:52:48 PM GMT  
<https://sam.gov/entity/EHLVVV9HM6B5/coreData?status=null>

Active Exclusions Records?

**No****SAM Search Authorization**

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

**Yes****Entity Types****Business Types**

Entity Structure

**Sole Proprietorship**

Profit Structure

**For Profit Organization**

Entity Type

**Business or Organization**

Organization Factors

**Limited Liability Company****Socio-Economic Types****Minority-Owned Business****Self Certified Small Disadvantaged Business****Women-Owned Small Business****Women-Owned Business****Hispanic American Owned**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

**Financial Information**

Accepts Credit Card Payments

**No**

Debt Subject To Offset

**No**

EFT Indicator

**0000**

CAGE Code

**8DCE6****Electronic Funds Transfer**

Account Type

**Checking**

Routing Number

**\*\*\*\*\*75**

Lock Box Number

**(blank)**

Financial Institution

**ALLIANCE BANK**

Account Number

**\*\*\*\*\*66****Automated Clearing House**

Phone (U.S.)

**9032430481**

Email

**katy.sellers1@gmail.com**

Phone (non-U.S.)

**(blank)**

Fax

**(blank)****Remittance Address****Katy Sellers****1530 Craig Ridge****Sulphur Springs, Texas 75482****United States****Taxpayer Information**

EIN

**\*\*\*\*\*2761**

Type of Tax

**Applicable Federal Tax**

Taxpayer Name

**KSBR LLC**

Tax Year (Most Recent Tax Year)

**2024**

Name/Title of Individual Executing Consent

**Managing Principal**

TIN Consent Date

**Feb 23, 2024**

Address

**1220 Melony Lane****Sulphur Springs, Texas 75482**

Signature

**Katy Sellers****Points of Contact****Accounts Receivable POC**

Feb 26, 2024 06:52:48 PM GMT

<https://sam.gov/entity/EHLVVV9HM6B5/coreData?status=null>

♀  
**Katy Sellers**  
 katy@ksbr-llc.com  
 9032430481

**Electronic Business**

♀  
**Katy Sellers**  
 katy@ksbr-llc.com  
 9032430481

**1530 Craig Ridge**  
**Sulphur Springs, Texas 75482**  
**United States**

**Government Business**

♀  
**Katy Sellers**  
 katy@ksbr-llc.com  
 9032430481

**430 Church**  
**Sulphur Springs, Texas 75482**  
**United States**

**Sole Proprietorship POC**

♀  
**Katy Sellers**  
 katy@ksbr-llc.com  
 9032430481

**Service Classifications**

**NAICS Codes**

Primary	NAICS Codes	NAICS Title
<b>Yes</b>	<b>541611</b>	<b>Administrative Management And General Management Consulting Services</b>

**Size Metrics**

**IGT Size Metrics**

Annual Revenue (from all IGTs)  
**(blank)**

**Worldwide**

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
<b>\$1,500,000.00</b>	<b>3</b>

**Location**

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
<b>(blank)</b>	<b>(blank)</b>

**Industry-Specific**

Barrels Capacity	Megawatt Hours	Total Assets
<b>(blank)</b>	<b>(blank)</b>	<b>(blank)</b>

**Electronic Data Interchange (EDI) Information**

This entity did not enter the EDI information

**Disaster Response**

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
<b>(blank)</b>	<b>(blank)</b>

States	Counties	Metropolitan Statistical Areas
<b>Any</b>	<b>(blank)</b>	<b>(blank)</b>

**CONFLICT OF INTEREST QUESTIONNAIRE**  
For vendor doing business with local governmental entity

**FORM CIQ**

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

**OFFICE USE ONLY**

Date Received

**1 Name of vendor who has a business relationship with local governmental entity.**

KSBR LLC NO CONFLICT

**2**  Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3 Name of local government officer about whom the information is being disclosed.**

N/A

Name of Officer

**4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.**

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes  No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes  No

**5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.**

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**  
Katy Sellers  
Signature of vendor doing business with the governmental entity

09/19/24  
Date