



TDHCA HOME PROGRAM



CITY OF MOUNT VERNON, TEXAS PROPOSAL

Submission Date: October 3, 2024

City of Mount Vernon, Texas RFQ for HOME Program - HRA Consultant and Management Services

October 3, 2024

Kathy Lovier, City Secretary/Municipal Court Judge
City of Mount Vernon
PO Box 597/109 N Kaufman St.
Mount Vernon, TX 75457

Dear Ms. Lovier,

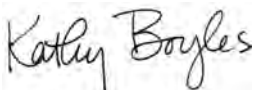
KBB Consulting appreciates the opportunity to be considered for Management Consultant for the City of Mount Vernon HOME Program as funded by the Texas Department of Housing and Community Affairs. The enclosed Response to Request for Qualifications provides a full and complete disclosure of the firm's experience and expertise. We have more than 25 years' experience in service to local governments. Much of this experience has focused on project funding and grant administration, including administering housing programs in cities and counties throughout Texas.

The services to be provided are outlined in the attached Scope of Services. It should be noted that, if selected, KBB Consulting would provide hands-on project administration and commit the necessary resources to ensure that the Mount Vernon HOME Program is successful. The attached budget page provides a cost estimate and budget justification for the administration of the project.

Generally, the quality of a grant consulting firm is measured by their references. We feel confident in requesting you contact any of our previous clients in their satisfaction of services provided. We feel that the Mount Vernon HOME Program can be administered from initiation to completion with minimal problems. Further, we pledge to be available to the City as the project demands to successfully complete and close out the project.

As longtime residents of Northeast Texas who are proud to live and work here, we look forward to the opportunity to work with you and the City of Mount Vernon again in implementing this project. Should you have any questions or require additional information, please do not hesitate to contact us.

Sincerely,



Kathy B. Boyles
KBB Consulting, LLC
903.276.4995 | kathybboyles@gmail.com



Ashley Boyles
KBB Consulting, LLC
903.556.5305 | ashley.boyles@kbbhomegrants.com

Company Description

KBB Consulting, LLC has more than 25 years' experience in assisting local governments in applying for and administering a wide variety of state and federal grant programs. KBB Consulting is classified as a small business and as a woman-owned business.



KBB Consulting is located in Texarkana, TX. In addition to working with the City of Mount Vernon on its most recent HOME Program, we have many clients in the region including Atlanta, Cass County, Pittsburg, Winfield, and Texarkana. We provide hands-on service to all our clients and have the capacity to perform all functions required by this Request for Qualifications. Our goal is to make the administration process as easy as possible for the City of Mount Vernon.

KBB Consulting has managed hundreds of projects through the Texas Department of Housing and Community Affairs Homeowner Reconstruction Assistance (HRA) Program/Owner-Occupied Assistance and the TDHCA Homebuyer Assistance Program. In addition, KBB Consulting works with the Texas Department of Agriculture on the Rural Community Development Block Grant program.

KBB Consulting, LLC is considered a Small Business Enterprise. All services performed by KBB Consulting on behalf of local governments are provided without regard to race, national origin, religion, color, sex, age, familial status, or disability. We do not discriminate in employment opportunity in accordance with federal and local laws.

Grant Management Services

- Financial management
- Record-keeping requirements
- Environmental clearance procedures
- Client identification, intake, interview, and qualifications
- Affirmative Marketing and Fair Housing Regulations
- Equal employment opportunity/Section 104 requirements
- Labor standards monitoring
- Housing reconstruction contractor procurement and oversight
- Contract close-out assistance

Scope of Services

KBB Consulting proposes to undertake the activities specified in the submitted Request for Qualifications. The actual scope of services and fees will be negotiated with the City of Mount Vernon prior to entering into contract. The following provides the anticipated scope of services and fee schedule for the City:

ADMINISTRATIVE SERVICES

Administrative Services for the overall management and supervision of the HOME Reservation System shall not exceed 5% of the total budget. Administrative Services include all project management services, excluding direct construction management, to successfully administer the HOME program, as follows:

- **Contract Agreement Activities**, including preparation of program design and completion of policies and procedures
- **Financial Management**, including establishment of a record-keeping system
- **Project Management**, including overall program guidance and supervision, file maintenance, compliance documentation and response to TDHCA correspondence and monitoring visits
- **Application Management**, including application intake, eligibility determination, application processing and ongoing communication with applicants
- **Equal Opportunity**, including documentation of compliance with fair housing and equal opportunity requirements
- **Environmental Review**, including compliance with applicable environmental regulations, historic clearances, and applicable regulations
- **Indirect Services**, including all other services to ensure that the HOME program is administered in a proper manner in full compliance with applicable State and Federal program requirements and regulations

PROJECT-RELATED SERVICES

Project-related costs (soft costs) shall be on an actual cost basis negotiated with the City of Mount Vernon according to the level and scope of services the City requires. It is anticipated that KBB Consulting will provide construction management, inspections, and post-completion management. TDHCA allows a maximum of \$12,000.00 in soft costs per project activity to be charged to Construction Services. This includes costs for the overall management and supervision of the HOME Program. Project-related costs shall be approved by the City of Mount Vernon prior to expenditure.

- **Pre-Construction Activities**, including inspections of existing houses, work write-ups, and bidding

- **Pre-Construction Management**, including contract documents, preconstruction conferences, and notices to proceed
- **Construction Management**, including periodic inspections, code enforcement and punch lists
- **Post-Construction Management**, including acceptance of work, post-construction inspections and completion documents.

EXAMPLE HOUSES

Households with four or fewer members receive a three-bedroom, two-bathroom home that is approximately 1,100 square feet. Households with five or more members receive a four-bedroom, two-bathroom home that is approximately 1,200 square feet. Reconstructed homes come with a carport, are handicapped accessible, and are all electric. Sample house plans are pictured below. Template house plans are selected based on individual surveys. Residents will be able to choose from approximately seven color schemes.



Statement of Qualifications

Since 1998, KBB Consulting has administered more than 200 state and federal grant projects. As a grant administrator, we are responsible for coordinating and expediting all grant activities. We strive to remain a cooperative, informed, and active member of your project implementation team.

PERFORMANCE

KBB Consulting will be available to the City of Mount Vernon from project initiation to project completion and will be responsible for all administrative aspects of the program. We have the expertise necessary to complete the project with minimal delays. We will be available to the City for the duration of the project and will obligate the necessary time and resources to complete the project within the required time frame. No subcontracts or joint ventures will be utilized without the approval of the City. We will assume sole responsibility for administrative duties relative to the HOME Homeowner Reconstruction Assistance Program in the City of Mount Vernon.



IMPACT ACROSS NORTHEAST TEXAS

CURRENT AND PAST PARTNERS	HOMES BUILT	PEOPLE HOUSED	TDHCA FUNDS INVESTED
CITY OF ATLANTA	51	92	\$4,415,135.50
CITY OF AVINGER*	10	22	\$752,634.00
CITY OF BLOOMBURG*	12	27	\$887,804
CITY OF BOGATA*	20	41	\$1,725,800.14
CAMP COUNTY*	0	0	\$0

CASS COUNTY*	39	90	\$3,908,440.92
CITY OF CLARKSVILLE*	58	92	\$4,744,354.95
CITY OF DAINGERFIELD*	2	2	\$120,000.00
FRANKLIN COUNTY	3	8	\$188,564.00
CITY OF HILLSBORO	15	28	\$800,000.00
CITY OF HOOKS*	6	10	\$1,061,065.33
CITY OF HUGHES SPRINGS	34	77	\$2,553,520.00
CITY OF LINDEN*	14	33	\$1,392,491.87
CITY OF LONE STAR	3	5	\$180,000.00
CITY OF MAUD	9	14	\$500,000.00
MORRIS COUNTY*	19	29	\$1,914,940.00
CITY OF MOUNT VERNON*	14	41	\$1,169,938.00
CITY OF NAPLES*	10	15	\$707,350.00
CITY OF NASH*	34	73	\$2,418,679.86
CITY OF OMAHA*	6	10	\$414,551.00
CITY OF PITTSBURG*	3	11	\$409,478.00
CITY OF QUEEN CITY	10	17	\$905,962.3
CITY OF QUINLAN*	3	10	\$470,525.54
RED RIVER COUNTY	21	34	\$1,213,056.00
CITY OF REDWATER	4	6	\$239,837.00
CITY OF SULPHUR SPRINGS	9	14	\$494,800.00
CITY OF TALCO	5	17	\$575,650.00
CITY OF TEXARKANA	0	0	\$0
CITY OF WAKE VILLAGE	5	6	\$258,184.00
CITY OF WINFIELD*	0	0	\$0

*Collaborating on an active TDHCA HOME contract. Homes under construction not reflected in houses built.

RESUMES AND REFERENCES ATTACHED

Proposed Cost of Services

This proposal outlines all required services and activities necessary to implement the general administration of the City of Mount Vernon HOME Reservation System. Project-related costs will be provided on an actual cost basis as approved by the City of Mount Vernon. **KBB Consulting does not receive payment until a new home is approved and is paid through funds drawn from the grant.**

ADMINISTRATIVE COSTS – NOT TO EXCEED 5% OF PROJECT FUNDS

Milestone	% of Contract Fee
Establishment of Recordkeeping System	5%
Completion of Broad Environmental Review and Special Conditions Clearance	15%
Completion of Policies and Procedures	10%
Completion of the Bid/Contract Award Process	20%
Labor Standards Compliance	5%
Comply with EEO / Fair Housing Requirements	10%
General construction management and oversight	25%
Filing of all Required Close-out Information	10%
Total	100%

PROJECT-RELATED COSTS – NOT TO EXCEED \$12,000.00 PER PROJECT ACTIVITY

Project-related costs will need to be approved by the City of Mount Vernon prior to expenditure and will include project-related services, as follows:

- Application intake to determine initial eligibility and verify HOME participation requirements
- Preparation and completion of construction and disbursement documents
- Preparation of workbook for final budget and draw documentation
- Project document preparation
- Site-specific environmental review
- Plans/specification manual for building contractor
- Communication services

- Periodic building inspections to ensure housing quality standards

KBB Consulting will assume full responsibility for the administration of the project on behalf of the City. In undertaking the above activities, we will conform to all requirements and regulations of the City of Mount Vernon.

STATEMENT OF NO CONFLICTS OF INTEREST

There are no existing or potential conflicts of interest to disclose.

Attachments

CONTRACTOR CERTIFICATION

RESUMES

REFERENCES

Contractor Certification

Contractor's Name: KBB Consulting, LLC

Certification Regarding Debarment, Suspension, and Other Responsibility Matters In Primary Covered Transactions

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;
- c. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- d. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission or any of the offense enumerated in paragraph (1)(b) of this certification; and
- e. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative: Kathryn Boyles, Owner

Signature: Kathryn Boyles Date: 10/3/24

Kathy Baker Boyles

903-276-4995

kathybboyles@gmail.com

EXPERIENCE

KBB Consulting, LLC, Texarkana, Texas

Grant Consultant — 2009-present

Provide management consulting services to cities and counties in Texas for various federal and state grant programs. 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.

Lucas Consulting, Inc., Texarkana, Texas

Grant Consultant — 1999-2011

Coordinated all HOME Program activities including Owner-occupied Housing Assistance and Homebuyer Assistance. Responsible for preparing a variety of grants including Community Development Block Grants, Housing Infrastructure, and Enterprise Zone.

Northeast Texas MHMR, Texarkana, Texas

Community Relations Coordinator — 1995-1997

Planned, organized, and directed community relations activities for three northeast Texas counties. Wrote, edited and produced all written material including newsletter, press releases, flyers and brochures. Coordinated media relations, speaker's bureau and grant writing.

Temple Memorial Rehabilitation Center, Texarkana, Texas

Director of Development — 1986-1993

Responsible for all fundraising, marketing, and public relations activities. Planned and implemented special events, including an annual telethon. Wrote and edited all written materials including newsletters and brochures. Coordinated volunteers, conducted tours and made presentations to local organizations.

EDUCATION

The University of Texas at Austin — Bachelor of Journalism

COMMUNITY INVOLVEMENT

Texarkana Volunteer Center Board of Directors — **1987-1998**

Junior League of Texarkana — **1990-present**

Women for the Arts Board of Directors — **2001-2006**

Boys & Girls Club of Texarkana Board of Directors — **2004-2009**

Red Dirt Master Gardeners — **2012-present**

Ashley Grimes Boyles

903-556-5305

ashley.grimes@kbbhomegrants.com

EXPERIENCE

KBB Consulting, LLC, Texarkana, Texas

Grant Consultant – January 2020-present

Provide management consulting services to localities in Northeast Texas for the Texas Community Development Block Grant and HOME Homeowner Reconstruction 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.

IREX, Washington, DC

Senior Program Officer – January 2019-January 2020; Program Officer – May 2016-December 2018; Program Coordinator – July 2015-April 2016

Managed federal grant programs funded by the U.S. Department of State's Bureau of Educational and Cultural Affairs. All programs included recruitment, selection, and notification of qualified applicants. 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.

Development & Training Services, Inc, Washington, DC

Monitoring & Evaluation Associate – January 2014-July 2015

Supported the research and logistics of monitoring and evaluation contracts funded by the U.S. Department of State. Created databases, data submission guidelines, and trainings. Led focus groups, in-depth interviews, online surveys, and case studies.

Kopernik, Bali, Indonesia

Program Officer – August 2012-August 2013

Managed small grants providing remote communities access to simple technologies, such as solar lights, clean cookstoves, and water filters. Worked on a pilot program testing a mobile money platform, e-commerce sales application, communication materials, and shipping and logistics in order to best reach rural areas. Conducted due diligence on technology company partners and wrote blog posts and newsletters.

ProMusica Chamber Orchestra, Columbus, Ohio

Communication and Special Event Manager – October 2018-September 2010

Managed public relations, advertising, and special events. Responsibilities included managing budgets of communication and special event activities and developing community relationships for the advancement of art and classical music.

B&A Brand Communications, Columbus, Ohio

Account Leader – January 2007-June 2007; Account Coordinator – April 2006-December 2006; Intern – May 2005-March 2006

Developed marketing and project plans, managed client relationships, implemented brand strategies and marketing plans, drafted estimates, created timelines, supported consumer and competitor research, and managed billing.

EDUCATION

New York University – M.S. in Global Affairs

The Ohio State University – B.A. in Strategic Communication

Ryan Boyles

903-824-4148

ryan.boyles@kbbhomegrants.com

EXPERIENCE

KBB Consulting, LLC, Texarkana, Texas

HOME Grant Consultant – February 2023-present

Partner with localities across Northeast Texas to implement the HOME Homeowner Reconstruction Assistance Program within their communities. Provide services including record-keeping, applicant screening, data management, financial management, compliance with federal and state regulations, contract reporting, and project management.

MissionWired, Washington, DC

Associate Creative Director – 2022-2023; Senior Digital Strategist – 2019-2022; Digital Strategist – 2018-2019; Digital Editor – 2016-2018

Designed and implemented content strategies to maximize online fundraising and donor acquisition for national and international nonprofits including the American Red Cross, USO, and Mercy Corps. Oversaw content creation, managed media budgets, analyzed performance data, led agency teams, and collaborated with partner organization stakeholders to raise millions of dollars online in support of their causes.

LivingSocial, Washington, DC

Senior Digital Editor – 2013-2016; Digital Editor – 2011-2013

Drove online revenue for small businesses through strategic use of digital marketing and advertising best practices. Led training of new team members and built resources for sharing industry learnings and increasing organizational knowledge transfer.

TISD, Texarkana, TX

Teacher at Texas High School– 2006-2007

Led the AVID college preparatory course, helping raise statewide exam pass rates 9% YOY among the cohort of 80 students participating in the program. Organized and led outreach and extracurricular events to raise awareness of the program and boost community buy-in. Taught French 1 and created a new French 1 curriculum to meet state standards.

EDUCATION

Thunderbird School of Global Management – MBA, 2010

University of Arkansas – BA, 2006



References

CITY OF ATLANTA

P.O. Box 669
Atlanta, Texas
Danica Porter, City Manager
(903) 796-2192

CITY OF BLOOMBURG

P.O. Box 262
Bloomburg, TX 75556
Delores Simmons, Mayor
(903) 728-5323

CITY OF BOGATA

128 N. Main
Bogata, Texas 75417
Larry Hinsley, Mayor
(903) 632-5315

CASS COUNTY

604 Highway 8 North
Linden, Texas 75563
Travis Ransom, County Judge
(903) 756-5181

CITY OF CLARKSVILLE

800 West Main Street
Clarksville, TX 75426
Ann Rushing, Mayor
(903) 427-3834

CITY OF HUGHES SPRINGS

P.O. Box 805
Hughes Springs, Texas 75656
Tim Lambert, City Administrator
(903) 639-7510

CITY OF LINDEN

P.O. Box 419
Linden, Texas 75563
Lee Elliott, City Administrator
(903) 756-7502

MORRIS COUNTY

500 Broadnax
Daingerfield, Texas 75638
Doug Reeder, County Judge
(903) 645-3691

CITY OF NASH

119 Elm St.
Nash, Texas 75569
Doug Bowers, City Administrator
(903) 838-0751

CITY OF PITTSBURG

200 Rusk Street
Pittsburg, TX 75686
Clint Hardeman, City Manager
(903) 856-3621

CITY OF QUEEN CITY

P.O. Box 301
Queen City, Texas 75572
Harold Martin, Mayor
(903) 796-0213

CITY OF QUINLAN

105 W. Main Street
Quinlan, Texas 75474
John Adel, City Administrator
(903) 356-3306

CITY OF TEXARKANA, TEXAS

220 Texas Blvd
Texarkana, TX 75501
David Orr, City Manager
(903) 798-3902

CITY OF WINFIELD

102 W. 6th Street
Winfield, Texas 75493
Debbie Cruitt, Mayor
(903) 524-2020