
Re: Reference Check Request – KSBR, LLC (CDBG Administration Services)

From Jim Gibson <jim.gibson@rockdalemdd.org>
Date Mon 3/2/2026 10:11 AM
To Kateryna Thomas <kthomas@portlavaca.org>

Good morning. Generally, I had a really good experience with KSBR. They were the only firm who submitted a response to an RFQ for a TDA Downtown Revitalization Program (DRP) grant way back in 2022 or 2023. We were not awarded the grant at first, but KSBR (Veronica in particular) stayed on top of it and eventually we were able to sneak in and get the award. I feel that Veronica communicated very well and consistently throughout the process. I would use them again.

From: Kateryna Thomas <kthomas@portlavaca.org>
Sent: Friday, February 27, 2026 12:30 PM
To: Jim Gibson <jim.gibson@rockdalemdd.org>
Cc: Jody Weaver <jweaver@portlavaca.org>; Wayne Shaffer <wshaffer@portlavaca.org>; Brittney Hogan <bhogan@portlavaca.org>; Reyann Grimaldo <rgrimaldo@portlavaca.org>
Subject: Reference Check Request – KSBR, LLC (CDBG Administration Services)

Good afternoon Jim,

The City of Port Lavaca is currently soliciting proposals for Administration Services in connection with a Community Development Block Grant (CDBG) project. As part of the procurement and award process, the City is conducting reference checks.

KSBR, LLC submitted a proposal in response to this solicitation and listed you as a reference for prior work on Downtown Revitalization Program projects. We would greatly appreciate your feedback regarding your experience working with KSBR, LLC.

If you are willing, please take a few moments to provide your input by responding to the questions below. Your feedback will help the City finish its evaluation process.

1. How would you rate KSBR's knowledge, requirements, and compliance standards? Very good
2. Did KSBR meet project deadlines and grant milestones? If not, how were delays handled? Yes
3. How effective was KSBR's communication with your staff, consultants, and state or federal agencies? Very good
4. Were grant reporting, reimbursements, and documentation prepared accurately and submitted on time? I didn't handle that part but I believe so
5. How did KSBR handle challenges or unexpected issues during the project? See narrative above
6. Would you describe KSBR's staff as professional, responsive, and knowledgeable? Yes

7. Overall, how satisfied were you with KSBR's performance? Very

8. Would you hire KSBR, LLC again for future grant administration services? Yes

Thank you in advance for your time and assistance.

Please feel free to contact me if you have any questions.

Sincerely,

Kateryna Thomas

Grants & CIP Coordinator

City of Port Lavaca, TX

(361) 552-9793 ext:224

kthomas@portlavaca.org



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Re: Reference Check Request – KSBR, LLC (CDBG Administration Services)

From Javier Perez <javier@lucemco.com>

Date Mon 3/2/2026 1:20 PM

To Kateryna Thomas <kthomas@portlavaca.org>

Cc Jody Weaver <jweaver@portlavaca.org>; Brittney Hogan <bhogan@portlavaca.org>; Wayne Shaffer <wshaffer@portlavaca.org>; Reyann Grimaldo <rgrimaldo@portlavaca.org>

Hello,

Please refer to responses below.

Thank you.

From: Kateryna Thomas <kthomas@portlavaca.org>

Date: Friday, February 27, 2026 at 2:57 PM

To: Javier Perez <javier@lucemco.com>

Cc: Jody Weaver <jweaver@portlavaca.org>, Brittney Hogan <bhogan@portlavaca.org>, Wayne Shaffer <wshaffer@portlavaca.org>, Reyann Grimaldo <rgrimaldo@portlavaca.org>

Subject: Reference Check Request – KSBR, LLC (CDBG Administration Services)

Good afternoon Javier,

The City of Port Lavaca is currently soliciting proposals for Administration Services in connection with a Community Development Block Grant (CDBG) project. As part of the procurement and award process, the City is conducting reference checks.

KSBR, LLC submitted a proposal in response to this solicitation and listed you as a reference for prior work on CDBG projects. We would greatly appreciate your feedback regarding your experience working with KSBR, LLC.

If you are willing, please take a few moments to provide your input by responding to the questions below. Your feedback will help the City finish its evaluation process.

1. How would you rate KSBR's knowledge, requirements, and compliance standards?

KSBR is well versed in CDBG-DR regulations. I would not hesitate to use them as administrators/SMEs

2. Did KSBR meet project deadlines and grant milestones? If not, how were delays handled?

All my work with KSBTR met the required contractual and grant performance requirements

3. How effective was KSBR's communication with your staff, consultants, and state or federal agencies?

KSBR always maintained clear communication with me and my staff

4. Were grant reporting, reimbursements, and documentation prepared accurately and submitted on time?

All reports submitted by KSBR were clear, concise and submitted on schedule

5. How did KSBR handle challenges or unexpected issues during the project?

KSBR always brought a set of recommendations/potential solutions when a challenge was encountered. They have always been easy to work with in high production situations

6. Would you describe KSBR's staff as professional, responsive, and knowledgeable?

Absolutely!

7. Overall, how satisfied were you with KSBR's performance?

Very satisfied. I would not hesitate to work with KSBR again

8. Would you hire KSBR, LLC again for future grant administration services?

Yes

Thank you in advance for your time and assistance.

Please feel free to contact me if you have any questions.

Sincerely,

Kateryna Thomas

Grants & CIP Coordinator

City of Port Lavaca, TX

(361) 552-9793 ext:224

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CRYSTAL MORONES
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March 3, 2026

Kateryna Thomas
Grants & CIP Coordinator
City of Port Lavaca, TX

Re: Reference Check Request – GrantWorks, Inc.

Good afternoon Kateryna,

Please find my responses to your inquiries below.

1. How would you rate GrantWorks' knowledge, requirements, and compliance standards?

On a scale of 1–10, I would rate GrantWorks a 9. I have worked with several project managers at GrantWorks who specialize in funding programs such as FEMA, GLO, TxDOT, ARPA, TDA, and TDHCA. Each has demonstrated strong knowledge of program requirements and has done an excellent job keeping the County compliant and up to date with evolving regulations. Melinda Kapelka, who oversees our CDBG, CDV, and CDBG-CV grants, has provided exceptional expertise and guidance within her area.

2. Did GrantWorks meet project deadlines and grant milestones?

Yes, GrantWorks has consistently met project deadlines and grant milestones. Their project managers remain proactive in tracking timelines and have ensured that monthly, quarterly, and annual reporting requirements are completed accurately and on time.

3. How effective was GrantWorks' communication with your staff, consultants, and state or federal agencies?

GrantWorks has maintained excellent communication with County staff, engineers, contractors, funding agencies, and other local partners. Their responsiveness and coordination have contributed greatly to the smooth progression of our projects.

4. Were grant reporting, reimbursements, and documentation prepared accurately and submitted on time?

Overall, reporting, reimbursement requests, and documentation have been accurate and timely. While there were minor delays with some TDA and FEMA reimbursement requests, all CDBG-related submissions have been consistently accurate and submitted within required timeframes.

5. How did GrantWorks handle challenges or unexpected issues during the project?

GrantWorks effectively communicates with funding agencies regarding any issues or concerns and demonstrates strong problem-solving abilities. Their management team is responsive and works quickly to support project managers in resolving complications as they arise.

6. Would you describe GrantWorks' staff as professional, responsive, and knowledgeable?

Yes, GrantWorks staff are consistently professional, responsive, and knowledgeable. They handle complex situations with professionalism and maintain a high level of organization and communication, including during virtual meetings.

7. Overall, how satisfied were you with GrantWorks' performance?

We have utilized GrantWorks for several years, even prior to my time as a grant administrator. Our experience has consistently been positive, and their support has significantly streamlined grant management processes.

8. Would you hire GrantWorks again for future grant administration services?

Yes, based on their continued strong performance and high standards of service, we would welcome the opportunity to work with GrantWorks again for future grant administration services.

Thank you for taking the time to review my responses. I wish you the best of luck in selecting a grant administration service provider and in your upcoming projects.

Sincerely,



Crystal Morones
County Grant Administrator
Matagorda County