

AGREEMENT NO. 5168
(Short-Form Agreement)

THIS AGREEMENT is made this 8 day of September, 2023, by and between the County of Yolo ("COUNTY"), and Thurmond Consulting LLC ("CONTRACTOR"), who agree as follows:

TERMS

1. CONTRACTOR shall perform the following personal services: Grant administration and management as described in Exhibit B: Scope of Work
2. CONTRACTOR shall perform said services between October 1, 2023, and September 30, 2024.
3. The complete contract shall include the following Exhibits attached hereto and incorporated herein: Exhibit A: Insurance Requirements, Exhibit B: Scope of Work.
4. Subject to CONTRACTOR'S satisfactory and complete performance of all the terms and conditions of this Agreement, and upon CONTRACTOR'S submission of an appropriate claim, COUNTY shall pay CONTRACTOR no more than a total amount of \$90,000, as identified in Exhibit B: Scope of Work.
5. CONTRACTOR, at his sole cost and expense, shall obtain and maintain throughout the entire term of this Contract, the insurance set forth in Exhibit A attached hereto.
6. To the fullest extent allowed by law, CONTRACTOR shall defend, indemnify, and hold harmless the COUNTY, its officers, officials, employees and agents from any and all claims, demands, liability, damages, cost or expenses (including but not limited to attorney fees) in law or equity that may at any time arise or be asserted based in whole or in part upon any negligent or other wrongful act or omission of the CONTRACTOR, it's officers, agents, or employees. CONTRACTOR/SUBCONTRACTOR responsibility for such defense and indemnity obligations shall survive the termination or completion of this agreement for the full period of time allowed by law. The defense and indemnification obligations of this agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this agreement.
7. Any SUBCONTRACTOR agrees to be bound to CONTRACTOR and COUNTY in the same manner and to the same extent as CONTRACTOR is bound to COUNTY under the Contract Documents. SUBCONTRACTOR further agrees to include the same requirements and provisions of this agreement, including the indemnity and Insurance requirements, with any SUB-SUBCONTRACTOR to the extent they apply to the scope of the SUB-SUBCONTRACTOR's work. A copy of the COUNTY's Contract Document Indemnity and Insurance provisions will be furnished to the SUBCONTRACTOR upon request.
8. CONTRACTOR shall comply with all applicable laws and regulations, including but not limited to any, which are promulgated to protect the public health, welfare and safety or prevent conflicts of interest. CONTRACTOR shall defend COUNTY and reimburse it for any fines, damages or costs (including attorney fees) that might be incurred or assessed based upon a claim or determination that CONTRACTOR has violated any applicable law or regulation.
9. This Agreement is subject to the County, the State of California and the United States appropriating and approving sufficient funds for the activities required of the Contractor pursuant to this Agreement. If the County's adopted budget and/or its receipts from California and the United States do not contain sufficient funds for this Agreement, the County may terminate this Agreement by giving ten (10) days advance written notice thereof to the Contractor, in which even the County shall have no obligation to pay the Contractor any further funds or provide other consideration and the Contractor shall have no obligation to provide any further services under this Agreement.

10. If CONTRACTOR fails to perform any part of this Agreement, the COUNTY may notify the CONTRACTOR of the default and CONTRACTOR shall remedy the default. If CONTRACTOR fails to do so, then, in addition to any other remedy that COUNTY may have, COUNTY may terminate this Agreement and withhold any or all payments otherwise owed to CONTRACTOR pursuant to this Agreement.

11. Attached are licenses &/or certificates required by CONTRACTOR's profession (Indicating type; No.; State; & Expiration date), and CONTRACTOR certifies that he/she/it shall maintain them throughout this Agreement, and that CONTRACTOR's performance will meet the standards of licensure/certification.

12. CONTRACTOR understands that he/she is not an employee of the COUNTY and is not eligible for any employee benefits, including but not limited to unemployment, health/dental insurance, worker's compensation, vacation or sick leave.

13. CONTRACTOR will hold in confidence all information disclosed to or obtained by CONTRACTOR which relates to activities under this Agreement and/or to the COUNTY's plans or activities. All documents and information developed under this Agreement and all work products, reports, and related data and materials shall become the property of the COUNTY. CONTRACTOR shall deliver all of the foregoing to the COUNTY upon completion of the services hereunder, or upon earlier termination of this Agreement. In addition, CONTRACTOR shall retain all of its own records regarding this Agreement and the services provided hereunder for a period of not less than four (4) years, and shall make them available to COUNTY for audit and discovery purposes.

14. This Agreement constitutes the entire agreement of the parties, and no other agreements or representations, oral or written, have been made or relied upon by either party. This Agreement may only be amended in writing signed by both parties, and any other purported amendment shall be of no force or effect. This Agreement, including all attachments, shall be subject to disclosure pursuant to the California Public Records Act.

15. This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in a California State court located in Woodland, California.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first written above by affixing their signatures hereafter.

CONTRACTOR:

D. Scott Thurmond

Contractor Signature

Scott Thurmond

Printed Name

2122 Natomas Crossing, Suite 200-288

Street Address/PO Box

Sacramento, CA 95834

City/State/Zip

916-416-0901

Phone

COUNTY:

Gerardo Pinedo 7.27.23

Gerardo Pinedo, Department Head

DocuSigned by:

Tonia Murphy

9146D66FCD19412...

Tonia Murphy, Manager of Procurement

CERTIFICATION: I hereby certify under the penalty of perjury that all statements made in or incorporated into this Agreement are true and complete to the best of my knowledge. I understand and agree that the COUNTY may, in its sole discretion, terminate this Agreement if any such statements are false, incomplete, or incorrect.

D. Scott Thurmond

Contractor Signature

EXHIBIT A

Insurance Requirements

1. INSURANCE

a. During the term of this Contract, Contractor shall at all times maintain, at its expense, the following coverages and requirements:

i. Minimum Scope of Insurance – Coverage shall be at least as broad as the latest version of the following:

1. Commercial General Liability: Insurance Services Office form CG 000. The policy shall not contain any exclusions contrary to the Contract, including but not limited to endorsements or provisions limiting coverage for 1) Contractual liability such as ISO CG 24 26 or 21 29; or 2) cross liability or suits by one insured against another.
2. Automobile Liability: Insurance Services Office form CA 00 01, code 1- Any Auto or including Hired and Non-Owned vehicles.
3. Workers' Compensation and Employers' Liability: Workers' Compensation insurance as required by the State of California and Employers' Liability.
4. Professional Liability (Errors and Omissions) (If applicable, see below)

ii. Minimum Limits (as applicable) - Insurance coverage shall be with limits not less than the following:

1. Commercial General Liability – \$2,000,000/occurrence and \$4,000,000 annual aggregate or an aggregate of \$2,000,000 that applies separately to this project (ISO CG 25 03 or 25 04).
2. Automobile Liability – \$1,000,000 per accident for bodily injury and property damage
3. Professional Liability/Malpractice/Errors and Omissions –\$2,000,000 per occurrence and annual aggregate (If any engineer, architect, attorney, accountant, medical professional, psychologist, or other licensed professional performs work under a contract, or other professional contractors, such as computer and software designers the contractor must provide this insurance. If not, then this requirement automatically does not apply.)
4. Workers' Compensation – Statutory Limits/Employers' Liability - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)

It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Contract; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.

iii. Other Insurance Provisions

1. **Additional Insured Status** - The County, its officers, agents, employees and volunteers shall be named as additional insured on the CGL policy with respect to liability arising out of work or operations performed by or in behalf of the Contractor including, materials, parts, or equipment furnished in connection with such work or operations. Coverage can be provided in the form or an endorsement to the Contractor's insurance (at least as broad as CG 20 10 11 85 or if not available, through the addition of both CG 20 37 and one of the following: CG 20 10, CG 20 26, or CG 20 33). [NOTE: Evidence of additional

- insured is needed as a separate endorsement or comparable policy language due to wording on the certificate negating any additional coverage listed writing in the description box.]
2. **Primary Coverage** - The Contractor's policy shall be "primary and non-contributory" and will not seek contribution from the County's insurance or self-insurance and shall be at least as broad as CG 20 01 04 13.
 3. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice to the County.
 4. **Waiver of Subrogation** – Contractor hereby grants to the County a waiver of any right to subrogation which any insurer of said Contractors may acquire against the County by virtue of the payment or any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the County has received a waiver of subrogation endorsement from the insurer.
- iv. The limits of Insurance required in this Contract may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of the County of Yolo (if agreed to in a written contract or agreement) before the County's own Insurance or self-insurance shall be called upon to protect it as a named insured.
 - v. Said policies shall remain in force through the life of this Contract and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis unless the County Risk Manager specifically consents in writing to a "claims made" basis. For all "claims made" coverage, in the event that the Contractor changes insurance carriers Contractor shall purchase "tail" coverage covering the term of this Contract and not less than three years thereafter. Proof of such "tail" coverage shall be required at any time that the Contractor changes to a new carrier prior to receipt of any payments due.
 - vi. The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Contract, and the County's Risk Manager reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Contract as set forth above are available throughout the performance of this Contract.
 - vii. Any deductibles or self-insured retentions must be declared to and are subject to the approval of the County Risk Manager. All self-insured retentions (SIR) must be disclosed to Risk Management for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named Insured or Yolo County.
 - viii. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the County Risk Manager.
 - ix. The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Contract.
 - x. For any claims relating to this Contract, the Contractor's insurance coverage shall be primary, including as respects the County, its officers, agents, employees and volunteers. Any insurance maintained by the County shall apply in excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.

- b. Prior to commencing services pursuant to this Contract, Contractor shall furnish the County with original policies or endorsements reflecting coverage required by this Contract. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the County Risk Manager before work commences. Upon County's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications.
- c. During the term of this Contract, Contractor shall furnish the County with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Contract. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon County's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. Yolo County reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.
- d. Contractor agrees to include with all Subcontractors in their subcontract the same requirements and provisions of this Contract including the indemnity and Insurance requirements to the extent they apply to the scope of the Subcontractor's work. Subcontractors hired by Contractor agree to be bound to Contractor and the County of Yolo in the same manner and to the same extent as Contractor is bound to the County of Yolo under the Contract Documents. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of the Owner Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request. The General Contractor/and or Contractor shall require all Subcontractors to provide a valid certificate of insurance and the required endorsements included in the Contract prior to commencement of any work and General Contractor/and or Contractor will provide proof of compliance to the County of Yolo. (Coverage can be provided in the form or an endorsement to the Contractor's insurance (at least as broad as CG 20 38 for operations and CG 20 40 for completed operations).
- e. Contractor shall maintain insurance as required by this contract to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event Contractor fails to obtain or maintain completed operations coverage as required by this Contract, the County at its sole discretion may purchase the coverage required and the cost will be paid by Contractor.

Exhibit B: Scope of Work



THURMOND
CONSULTING LLC

**Proposal to
the County of Yolo
for**

**Technical Assistance, Grant
Administration
and Grant Writing Services
for the
Community Development Block Grant
(CDBG) Program and Other Housing-
Related Programs**

Prepared for
Yolo County

21 August 2023
www.thurmondconsultingllc.com

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August 21, 2023

Mr. Mark Bryan
Deputy Chief Administrative Officer
County of Yolo
625 Court Street
Woodland, CA 95695

Dear Mr. Bryan:

It was a pleasure to speak with you and Tom Haynes regarding the County's use of Community Development Block Grant (CDBG) funding received from the State of California.

Thurmond Consulting LLC is pleased to submit the following proposal to assist Yolo County with administration of CDBG and other housing-related funding, to re-establish administrative procedures and policies for CDBG and other housing grant funded activities and loans; and to provide grant writing services. Our agency has over 25 years of experience providing planning and grant administration services to government agencies and non-profit organizations in Northern California with a focus on smaller and mid-sized cities and counties. We are confident that our collaboration with Yolo County will result in a strong CDBG program providing continued funding for vital services and projects benefiting lower-income residents of the Yolo community.

Please contact me at (916) 416-0901 or scott@thurmondconsultingllc.com should you have any questions regarding the proposal. Thank you for your consideration. We look forward to hearing from you soon.

Sincerely,

Scott Thurmond
Principal Consultant

Agency Qualifications

Thurmond Consulting provides technical assistance, grant administration, housing construction management and grant writing services to many local jurisdictions and non-profit agencies in Northern California. The following is a summary of CDBG related projects currently underway or completed within the past 3 years.

Agency	Contracted Responsibilities
City of Roseville	Currently administering the City's CDBG program on an interim basis including monitoring of grants, reporting to HUD, development of the 2023 Action Plan (funding plan, grant and program income reporting). Developed the 2020-2024 five year Consolidated Plan required for recipients of federal CDBG and HOME funding. Provided technical assistance for the CDBG program for the past 4 years.
City of West Sacramento	Developed the 2021-2025 five-year Consolidated Plan required for recipients of federal CDBG and HOME funding.
City of Woodland	Provided State CDBG grant writing and project administration of CDBG funded activities for the past 15 years.
Friends of the Mission/Yolo County	Overseeing development of a \$20 million homeless services campus at East Beamer Way, Woodland, CA. Conducted grant writing, reporting, design and construction management for the project.
Solano County Health and Social Services Department	Wrote a successful grant application for \$6 million for a residential treatment facility in Solano County including consulting services for construction management, reporting, licensing and facility design.

Yuba County/Habitat for Humanity Yuba/Sutter	Provided grant writing services and currently administering a \$1,561,040 State of CA CDBG Disaster Recovery (CDBG-DR) grant for the rehabilitation of a 62 unit motel to be converted to permanent supportive housing for persons exiting homelessness.
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Project Staffing

Thurmond Consulting staff have decades of experience administering federal grants and grant funded projects. The following is a brief summary. Please see resumes for complete details of experience and qualifications.

D. Scott Thurmond, Principal Consultant

- 25+ years of experience working with State and Federal Agencies.
- Experience in conceptualization and implementation.
- Management of homeless services agency.
- Proposal Writing, development and oversight of capitol development projects focused on affordable housing, permanent supportive housing and emergency shelter.
- Knowledge of all federal housing grants and welfare assistance programs.

Louise Collis, Senior Consultant

- 23 years working at the local government level in grant administration, affordable housing, small business development and homeless programs. Responsible for operation of CDBG funded single-family housing rehabilitation and first time homebuyer programs including development of policies and guidelines, program implementation, determining client eligibility, loan underwriting, loan documentation and portfolio management.
- 3 years experience consulting with the State of California CDBG program including training CDBG staff, advising CDBG management regarding program design, and monitoring CDBG recipients.
- 5 years experience consulting with local jurisdictions conducting program design, guidelines development, grant writing, grant administration, portfolio management, HUD and HCD reporting.

- Management regarding program design, and monitoring CDBG recipients
- 5 years experience consulting with local jurisdictions conducting program design, guidelines development, grant writing, grant administration, portfolio management, HUD and HCD reporting.

Roxann Kuhnert, Development Consultant

- Twenty-two years of housing finance experience.
- Eight years of grant administration, project development and implementation, state and federal reporting, grant writing, policy development and implementation, loan origination, underwriting, closing and servicing.
- Five years of small business development experience.
- Twenty plus years of providing training to both professionals and general public.

Proposed Scope of Work

Thurmond Consulting proposes the following scope of work to be carried out over a 12-month period from August 2023 – July 2024.

Re-Establish CDBG and HOME Program Administration

- Analyze and report on structure options for CDBG and HOME program administration including staffing and training needs, in addition to funding sources.
- Establish fiscal controls and fund accounting procedures to meet federal and state requirements, including recording of program income receipts and disbursements. Review and provide recommendations for compliance with federal and state records retention and procurement policies.
- Ensure compliance with all program requirements, regulation and reporting deadlines including the proper and lawful administration and control of all funds in accordance with federal and state CDBG and HOME requirements and federal audit guidelines.
- Preparation and submission of required Annual, Labor Standards, financial, program income and other required reports to HCD.
- Assist with preparation for and completion of program monitoring or audits.

- Review existing guidelines and policies for the CDBG and HOME funded owner-occupied housing rehabilitation program including program design, program guidelines, staffing needs, and future funding considerations. Provide recommendations to ensure continued compliance with CDBG program requirements and to ensure operational efficiency.
- Assist with close out of CDBG-CV grants, if needed.

CDBG and HOME Loan Portfolio Management

- Develop a process and recommendations for transfer of loan files.
- Facilitate transfer of CDBG and HOME Program Income accounts from YCH to the County.
- Review loan portfolio and complete any outstanding compliance tasks (such as annual verification of owner occupancy and current insurance certificates).
- Address any loans in default (there are 3 indicated on the CDBG loan spreadsheet)
- Conduct five year reviews as required by loan agreements.
- Prepare required reporting including quarterly and annual reports, MBD/WBE/DBE, Section 3 as required by the funding sources.
- Review US Bank and Evergreen Note Services monthly statements and balance with County financial record.

Other County Housing Loans and Affordability Agreements

- Review status of other housing loan portfolios including multi-family and single family loans funded from non-federal sources including but not limited to Redevelopment Agency, Permanent Local Housing Allocation (PHLA), and inclusionary in-lieu fees.
- Provide recommendations for administration of other housing program funding sources.
- Prepare required reporting as required by the funding source.

Inclusionary Housing Program

- Conduct annual review and monitoring of Inclusionary Housing units for compliance with regulatory agreements.
- Manage inclusionary unit resales including determining the affordable sales prices limit and buyer eligibility, producing loan documents and ensuring recording of documents.

Technical Assistance

- Provide ongoing technical assistance to County staff regarding CDBG and HOME program administration and project development.
- Provide analysis of existing affordable housing programs and recommendations for changes to meet the County's housing goals.
- Provide staff training as needed

Grant Writing - *Optional*

- Provide recommendations to County staff regarding how to strategize for successful applications.
- Advise staff regarding activities eligible for CDBG, HOME and other funding sources.
- Complete grant applications, if requested.

Deliverables

Review of loan portfolio and completion of any outstanding tasks (such as annual verification of owner occupancy and current insurance certificates and addressing defaults). (10/31/23)

Review and provide recommendations for all existing guidelines and policies for the CDBG and HOME funded owner-occupied housing rehabilitation program. (11/30/23)

Report on structure options for ongoing CDBG and HOME program administration. Report on status of other housing loans and affordability agreements. (12/31/23)

Reporting to HCD - As required by HCD.

*Complete and submit a 2024 CDBG grant application - Optional.
Due date to be determined by HCD.*

CDBG Technical Assistance, Administration and Grant Writing Cost

The contract amount for the proposed scope of work will be \$6,500 per month for a one year period. Optional - If grant writing services are accessed by the county, this amount shall be increased by \$1,000 to \$7,500 per month. The contract amount, including the addition of the grant writing services, will not to exceed \$90,000. Invoices to be submitted monthly.

Signatures

D. Scott Thurmond
Scott Thurmond, Principal

09/18/2023
Date

Yolo County

Date



D. Scott Thurmond

Principal

Experienced and focus driven Principal/Owner who is Analytical, Disciplined, Self-Assured, Focused, Responsible. Excels at leading teams and operations, improving efficiency, managing critical resources, and making informed decisions in Operations Management, Strategic Planning and Continuous Improvement. With 25+ years of wide-ranging experience in non-profit/program management, Continuum of Care administration and HUD funding sources using a wide variety of project management, systems integration, and training. A professional with knowledge of budgeting and fiscal management necessary to manage complex budgets.

Contact

Phone

916-416-0901

Email

scott@thurmondconsultingllc.com

Address

2121 Natomas Crossing Drive
Suite 200-288
Sacramento, CA 95834

Education

1990

**Bachelor of Arts in Social Sciences,
Concentration in Spanish**
University of California, Davis

Expertise

- Grant Writing Expertise
- Proposal Writing
- Finding funding opportunities
- Project Management
- Construction Management
- Strategic Planning
- Financial Planning
- Process Flows
- Leadership
- Teamwork
- Creative Thinking
- Communication Skills
- Networking Skills
- People Skills
- Problem-Solving
- Decision-Making
- Organization & Time Management Skills
- Objectivity & Independence Skills

Language

English

Spanish

Experience

2004 - current

Thurmond Consulting LLC | Sacramento, CA

Principal

○ Grant Writing/Administration and Fiscal Management

- 25 years' successful experience in contract and grant writing, contract negotiation and contract and grant administration.
- Specific HUD sources: CDBG, CoC Competition, ESG, NSP

○ Continuum of Cares

- Extensive experience with CoC Coordination
- Coordinated Entry
- CoC Competition
- Submissions
- CoC Governance
- HMIS, PIT/HIC counts, HDX etc.

○ Operational Administration

- 25 years recent experience in conceptualization and implementation.
- Hiring, training, development and evaluation of staff at the non-profit and consulting levels. Management of homeless services agency.
- Oversight of daily services for the homeless and low-income including emergency shelter
- and permanent supportive housing for family and singles housing programs.

○ Construction Management and Other Experience

- Proposal Writing, development and oversight of capitol development projects focused on
- Supportive housing and emergency shelters.
- Knowledge of all federal welfare assistance programs
- Successful fundraising and public relations activities to build community support for housing and shelter programs.

○ Employment History

- 2004 - Current Non-Profit Consultant
- 2001 - 2003 Director of Operations, Sacramento Cottage Homeless Housing Sacramento, CA
- 1996 - 2001 Chief Administrative Officer (Executive Director) Yolo Wayfarer Christian Homeless Mission, Woodland, CA
- 1995 - 1996 Assistant Chaplain, Yolo Wayfarer Christian Homeless Mission
- 1994 - 1995 Family Self Sufficiency Coordinator, Yolo Wayfarer Christian Homeless Mission
- 1990 - 1993 Public Assistance Specialist, Yolo County Social Services, Woodland, CA



Contact

Phone

707-290-2635

Email

louise@thurmondconsultingllc.com

Address

1837 Four Winds Drive
Nixa, MO 65714

Education

**Master of Business Administration
with a concentration in Urban Land
Development**

CSU Sacramento, CA

Bachelor of Arts in Management

St. Mary's College, Moraga, CA

Expertise

- Grant Writing Expertise
- Proposal Writing
- Finding funding opportunities
- Project Management
- Strategic Planning
- Financial Planning
- Process Flows
- Leadership
- Teamwork
- Creative Thinking
- Communication Skills
- Networking Skills
- People Skills
- Problem-Solving
- Decision-Making
- Organization & Time Management Skills
- Objectivity & Independence Skills

Professional Certification

EDFP

Louise W. Collis

Senior Consultant

Provide consultancy services to foster thriving organizations and cohesive communities through thoughtful affordable housing development and strategic grants management. As an experienced community development professional with over 25 years of performance in affordable housing and U.S. Department of Housing and Urban Development (HUD) funded programs. Extensive knowledge of federal, state and private funding sources. Dedicated mentor to coworkers and partner organizations.

Experience

2019 - current

Thurmond Consulting LLC, Sacramento, CA

Senior Consultant

Grants Management

- Managed Community Development Block Grant (CDBG) since 1995; CDBG CARES Act (CDBG-CV); HOME; Neighborhood Stabilization Program (NSP); HUD public housing funds; State of CA Affordable Housing Sustainable Communities (AHSC); CalHome; Emergency Solutions Grant (ESG); COVID-19 related funding sources; State of CA Low-Income Housing Trust Fund and HUD Sustainable Communities funding.
- Provide consulting services for the CDBG programs of the cities of West Sacramento, Roseville, Fairfield and Napa.
- 2018 through 2022, consultant for the State of California CDBG program. Services included providing staff training and advising on grant management policy, Consolidated Plan and Annual Action Plan development, public outreach, environmental review, program guideline development, financial management, sub-recipient monitoring, loan portfolio management and grant reporting.
- City of West Sacramento: Managed the CDBG program, originally funding received from the State of California in 2016.
- Have authored 6 Five-Year Consolidated Plans and 13 Annual Action Plans for Entitlement cities (local jurisdictions) governing the use of HUD CDBG funding. She is skilled at the public outreach required for plan development, providing technical assistance to applicants.
- Over 25 years of experience with all elements of the HUD Integrated Disbursement and Information System (IDIS) including Consolidated and Annual Action Plan development, drawdown of funds, financial management, and HUD reporting.
- Trained in HUD implementation of Section 3 and labor standards applicable to CDBG funded activities.
- *Developed and implemented a CDBG funded business loan program for the City of Roseville in 2020 in response to the COVID-19 pandemic.*

Affordable Housing Development

- 25 years of experience with affordable housing development.
- In 2021, authored a successful application to the State of California CDBG Disaster Recovery program (CDBG-DR) for Yuba Sutter Habitat for Humanity to complete a motel conversion project that provides 62 units of affordable housing to persons experiencing homelessness.
- As a consultant for the County of Solano in 2022, developed an Accessory Dwelling Unit (ADU) incentive program to create affordable rental units for low-income households and updated guidelines for the County's single family housing rehabilitation program.
- Assisted with the development of six multifamily projects in West Sacramento that created a total 444 units of affordable housing using HUD, State of California and local funding sources.
- Assisted the City of Fairfield, with three land acquisition projects resulting in eight homeownership units for Solano Habitat for Humanity.
- Written or advised staff regarding program guidelines for owner-occupied and renter-occupied single family housing rehabilitation, homebuyer assistance and economic development business loan programs for the cities of Fairfield, Napa, Roseville and West Sacramento; she advised the State of California CDBG program regarding the development of template guidelines.



Roxann Kuhnert

Development Consultant

Experienced affordable housing specialist who has four years of housing program development and implementation experience with California's Department of Housing & Community Development. With over twenty-two years of real estate and small business financing and seven years of economic development experience, she possesses a unique insight into project financing and management.

Contact

Phone

503-819-8049

Email

roxann@thurmondconsultingllc.com

Address

6342 Sturgis Road
Yreka, CA 96097

Expertise

- Grant Writing Expertise
- Grant Administration
- Proposal Writing
- Loan Underwriting
- Loan Origination
- Loan Servicing
- Financial Analysis
- Program Management
- Training Development & Facilitation
- Inter-Agency Relations Communication
- Creative Thinking
- Communication Skills
- Networking Skills
- People Skills
- Problem-Solving
- Decision-Making
- Organization & Time Management Skills

Experience

2023 - current

Thurmond Consulting LLC, Sacramento, CA

Development Consultant

- Grant Writing and Administration
- Legislative analysis
- Project feasibility
- Ensure state and federal project requirements are met.

2016 - 2023

State of California, Department of Housing & Community Development

- The design and implementation of housing programs by collaborating with internal and external stakeholders including housing developers, state legislators, internal divisions and California citizens experiencing homelessness.
- Providing analysis for proposed state legislation on housing policy as to impacts to state housing objectives.
- Preparation of guidelines and Notices of Availability.
- Application development, underwriting and contract execution for program funding.
- Tribal Liaison for state's Access to Opportunity housing programs.
- *Day-to-day operations of the federally funded program, including monitoring expenditure deadlines and reporting on the program's benchmarks.*
- *Supervision of 5-10 staff.*
- *Development of the Division's five-year plan, annual action plan and federal consolidated performance and evaluation reports.*
- *Policy development and program implementation.*
- *Monitoring of awarded contracts for compliance.*
- *Providing technical assistance to all interested parties.*
- *Facilitation of training and community outreach events.*
- *The day-to-day operation of the organization.*
- *Budget development and management.*
- *Development of policies and procedures.*
- *Development of organization's five-year plan and annual strategic plans.*
- *Raising the organization's profile.*
- *Preparation of federal loan and grant applications.*
- *Networking with local, tribal, state and federal governments to seek out new funding opportunities.*
- *Facilitation of training and community outreach events.*
- *Reporting to the Board of Directors and federal partners.*
- *Loan origination.*
- *Small business loan underwriting.*
- *Analysis of project feasibility.*
- *Loan servicing.*
- *Reporting to Board of Directors and federal partners.*
- *Relationship development of existing and prospective clients.*
- *Technical assistance for potential borrowers.*

