Form Name:	Housing Technical Assistance Fund: RFQ for TA Providers
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Housing Technical Assistance Fund RFQ for TA Providers

What is the legal name of the consulting firm or independent consultant?	Keene Development Consulting
Please provide the legal structure of the firm.	Limited Liability Company (LLC)
What year was the firm founded? (if applicable)	2023
How many individuals work in the firm?	1
Please provide the names and title of key individuals in the firm who would potentially be working as part of this RFQ.	Jolene Keene - Consultant
Please provide the consultant's or firm's website.	www.keenedevelopment.com
For an independent consultant, how long has the applicant been working as a consultant? (if applicable)	3 years
Please provide a list of languages spoken by staff.	English

Primary Contact

Name	Jolene Keene
Address	5600 Malcolm Trail Austin, TX 78754
Email	jolene@keenedevelopment.com
Phone	(512) 699-3703

Firm Specifics

Please describe the geographic area served by the firm.	Texas Statewide

What are your firm’s primary areas of practice?	Keene Development is a Housing Development Consulting firm experienced in affordable homeownership and rental development finance from predevelopment to completion. Jolene Keene is familiar with funding application and compliance requirements for public and private programs including the State of Texas, City of Austin Planning and Development, the Housing Authority of the City of Austin, Federal Home Loan Bank, and private grantors. Jolene is available to assist with creating a workable capital stack, loan or grant compliance from predevelopment through occupancy, development staff oversight, and pre- and post-closing program audits. Jolene works with developers to create their own housing programs, including a tenant selection plan that complies with State and City requirements.
Briefly describe your past experience in the affordable housing industry.	Jolene has been working in the affordable housing industry for 20 years. During that time she has worked in lending, compliance, executive leadership, and program development. She has experience layering public and private dollars for affordable housing developments, as well as a successful track record of compliance with public programs. Jolene has worked with developers who use funds including the City of Austin RHDA and OHDA, TDHCA NSP, NHTF, TCAP, 811, and LIHTC, the Federal Home Loan Bank Affordable Housing program, Travis County SLFRF, and private capital. She was the Executive Director of a housing nonprofit from 2018 - 2022.
How would you describe the range of diversity reflected in your firm?	Jolene has worked in almost every area of affordable housing development, including Housing Finance and housing voucher applications, funding draws, loan / grant compliance, audit oversight, and housing program development. If you're asking about racial diversity, there is none as I am an office of one.

Please provide any other information you feel would aid in understanding the value your firm can bring to ACF Housing TA Fund grantees.	Jolene is open to working with nonprofit and for profit developers statewide.

Consultant Details

Name	Jolene Keene
Email	jolene@keenedevelopment.com
Education	Marquette University, Batchelor of Arts in Public Relations and Spanish for the Professions
Employment History	Keene Development, Owner, 2023 - Present Accessible Housing Austin!, Executive Director, 2018 - 2022 Texas State Affordable Housing Corporation, Manager of Development Finance, 2011 - 2018 Austin Habitat for Humanity - Family Partnership Manager, 2026 - 2011
Awards or certificates	St. Edwards Project Management Certificate Program Grow America (formerly NDC) - Housing Development Finance Professional
Nonprofit Board Membership	Housing Authority of Travis County - Commissioner - 2026
Nonprofit rate you would charge for your services	$75 - $150 / hour, monthly rates available
Would you be comfortable with us including your rate on our public preferred vendor list so applicants can make informed TA grant requests?	Yes

Client Reference

Name of organization	Austin Area Urban League
Please provide the name(s) of other organizations involved in the collaboration or negotiations	Austin Area Urban League Capital A Development City of Austin Travis County Federal Home Loan Bank

Reference Contact Name	Earl Grant
Reference Contact Email	earl_grant@aaul.org
Reference Contact Phone	(512) 478-7176
Please briefly describe the engagement	Overseeing the development of the Urban Empowerment Zone I, an 80-unit supportive housing development. This includes writing funding applications for FHLB and Section 8, draws and compliance with public funders, and housing program development support.