



**CITY OF LA MARQUE
CITY COUNCIL
REGULAR AGENDA
of
October 28, 2024**

Notice is hereby given that the City Council of the City of La Marque, Texas will conduct a **Regular Meeting** on **October 28, 2024**, beginning at **6:00 PM** in the **Council Chambers** at **1109-B Bayou Road La Marque, Texas as well as via video-conference hosted through Zoom** (councilzoom.cityoflamarque.org). In accordance with Section 551.127(b) of the Texas Local Government Code the presiding officer and a quorum of the La Marque City Council intend to be and will be physically present at 1109-B Bayou Road, La Marque, Texas. This location will be open to the public and the meeting will be broadcast at this location, on Channel 16, and via YouTube (<https://www.youtube.com/watch?v=L6G8ypjyEDo>).

The Council will meet for the purpose of considering the following agenda:

1. CALL MEETING TO ORDER
2. ROLL CALL
3. INVOCATION AND PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
 - 4.I. Proclamation: National First Responder Day
 - 4.II. Proclamation: Women in Service
 - 4.III. Presentation: Davion Watts, Operator of the Year
 - 4.IV. Presentation: Shannon Breaux, Double A Licensed Operator
5. CITIZENS PARTICIPATION
LIMITED TO THREE MINUTES PER PERSON

Comments from the public will be heard at this time. Any person with city-related business who has signed up may speak to Council (limited to three (3) minutes). If wishing to speak give the Mayor or presiding officer your full legal name and the item you wish to speak about. In compliance with Texas Open Meeting Act, the City may not deliberate on comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours. *Press *6 to mute*

or unmute if you are participating by telephone, press the unmute button if attending via zoom on a smartphone, tablet or computer, or stand if attending in person, and the mayor will call on you in turn.

6. MINUTES

6.I. Regular City Council Minutes 06.24.2024

7. NEW BUSINESS

Items presented to the Council for discussion and possible action:

7.I. Resolution No. R-2024-0049

Voting for the Fiscal Year 2025 Board of Directors for Galveston County Appraisal District

7.II. Resolution No. R-2024-0050

Authorizing submission of application to the Motor Vehicle Crime Prevention Authority for the SB 224 Catalytic Converter Grant Program

7.III. Resolution No. R-2024-0051

Approving to apply and accept the grant award for the GameTime Grant Application for an all-inclusive playground at Highland Bayou Park

7.IV. Resolution No. R-2024-0052

Accepting a grant award for the Patrick Leahy Bullet Proof Vest in the amount of \$25,934.24

7.V. Resolution No. R-2024-0053

Accepting a grant award for \$580,624 from the COPS Grant to hire two full-time police officers

7.VI. Awarding RFP 24-05 Disaster Consulting and Grant Administrative Services

Awarding contracts to GrantWorks and DCMC Partners for Disaster Consulting and Grant Administration services

7.VII. CWSRF Area of Impact

Considering an Area of Impact for the Y25 Texas Water Development Board (TWDB) Clean Water State Revolving Fund (CWSRF) Loan

7.VIII. Wastewater Treatment Plant Expansion Project

Approving a Design Change for the Wastewater Treatment Plant Expansion Project

8. CITY MANAGER REPORT

8.I. Monthly Statistics for September 2024

8.II. Cohort Member of the Road to Zero Coalition (RTZ)

8.III. Clarity regarding Coffee with a Cop Event

8.IV. Items for the Good of the Order

9. EXECUTIVE SESSION

The City Council for the City of La Marque, Texas reserves the right to adjourn into executive session at any time during this meeting to discuss any of the matters listed above, as authorized by the Texas Government Code Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.087 (Economic Development)

9.I. Section 551.071 (Consultation with Attorney)

regarding potential litigation: *A Hoosier vs City of La Marque, Texas*

9.II. Section 551.074 (Personnel Matter)

For the purpose of hearing a complaint or charge against an officer or employee:
Mayor

9.III. Section 551.074 (Personnel Matter)

For the purpose of hearing a complaint or charge against an officer or employee:
Councilmember District A

10. ACTIONS TAKEN FROM EXECUTIVE SESSION

10.I. Section 551.071 (Consultation with Attorney)

regarding potential litigation: *A Hoosier vs City of La Marque, Texas*

10.II. Section 551.074 (Personnel Matter)

For the purpose of hearing a complaint or charge against an officer or employee:
Mayor

10.III. Section 551.074 (Personnel Matter)

For the purpose of hearing a complaint or charge against an officer or employee:
Councilmember District A

11. REQUESTS & ANNOUNCEMENTS

Requests by Mayor and Council Members of items to be placed on future City Council agendas and announcements on city events/community interests TEX. GOV'T CODE §551.415. (b), "items of community interest" include: (1) expressions of thanks, congratulations, or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; (4) a reminder about an upcoming event organized or sponsored by the governing body (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality or county; and (6) announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after the posting of the agenda

12. ADJOURNMENT

CERTIFICATION:

I hereby certify that the above notice of meeting was posted at 1109-B Bayou Road, La Marque, Texas on October 25, 2024 by 12:00 p.m.

Kierra K. Nance, TRMC
City Clerk

Office of the Mayor
for the City of La Marque

PROCLAMATION

WHEREAS, the safety and well-being of our communities depend on the bravery and dedication of first responders, including firefighters, police officers, emergency medical personnel, and other emergency service workers; and

WHEREAS, these individuals selflessly risk their lives every day to protect and serve others, often in life-threatening situations; and

WHEREAS, the contributions of first responders extend beyond emergency response to encompass community engagement, education, and support during times of crisis; and

WHEREAS, recognizing the vital role of first responders fosters appreciation for their service and strengthens the bond between them and the communities they serve; and

WHEREAS, on this day, we honor and celebrate the commitment, sacrifice, and unwavering spirit of first responders;

NOW, THEREFORE, we the Mayor and City Council by virtue of our authority vested by the City of La Marque, Texas do hereby proclaim October 28th, 2024, as:

"National First Responder's Appreciation Day"

In the City of La Marque and encourage all citizens to recognize the dedication of our first responders, and to express gratitude for their unwavering commitment to the safety and well-being of our community.

In testimony whereof, witness my hand and the Seal of the City of La Marque, this the 25th day of October 2024.

Keith Bell, Mayor

NATIONAL FIRST RESPONDERS DAY

October 28th sets aside National First Responders Day to honor the men and women who act quickly when an emergency is at hand.

First responders dedicate their lives to save lives. They are the people who run toward a crisis while the rest of the world flees. According to the Department of Homeland Security, 4.6 million career and volunteer first responders support the communities where they live. They are firefighters, police, emergency medical technicians (EMT), paramedics, and 911 operators. In an emergency, they're the first on the scene. These dedicated professionals answer the call when a crisis arises, often putting their own lives on the line. Serving as a national day of gratitude, we pay tribute to their endless hours and around the clock service provided to their communities. As one of the most dangerous jobs in the country, the day also pays tribute to the fallen first responders. According to the CDC, 97 firefighters and 155 police officers die each year in the line of duty. Additionally, their rate of occupational injury is higher than the national average. Often, the very people saving lives are our neighbors, friends and family members. And their families know the price they pay for their dedication to the job.

And even though they are an integral part of our communities, their sacrifices go beyond the hours they work. They face high stress, often daily. The trauma they see wears on them both mentally and physically. Many experience Post Traumatic Stress. Long periods away from family add stress to their relationships, too.

National First Responders Day is also a call for action. First responders deserve our support. Through resources and awareness, first responders can live healthier more productive lives and pass their knowledge and skills on to the next generation of first responders, too.

HOW TO OBSERVE NATIONAL FIRST RESPONDERS DAY

The day provides you with an opportunity to recognize a first responder in your life. You might be surprised at how many you know. If their service is voluntary, you may only know about their day job. Offer to treat them to their favorite beverage or buy their next meal. Be supportive of their family, too. More importantly, support programs that improve services to first responders. Connect

with a first responder who came to your rescue and thank them. Let them know you appreciate their dedication and sacrifice.

NATIONAL FIRST RESPONDERS DAY HISTORY

In 2019, the United States Senate passed a resolution designating October 28th as National First Responders Day to honor the men and women putting their lives on the line. Additionally, many states have proclaimed October 28th as National First Responders Day and others recognize the observance on different dates throughout the year.

Office of the Mayor
for the City of La Marque

PROCLAMATION

WHEREAS, throughout history, women have been among the patriots who have defended our land and liberty from every enemy and have held positions in the military from serving as soldiers, nurses, among many other roles in times of both war and peace; and,

WHEREAS, the number of women servicemembers is ever-growing, with a current demographic of nearly 17.5% of all active duty service members being women; and,

WHEREAS, women have played an integral role in the service of our nation, contributing their talents, skills, and leadership across various sectors, including military, public service, community organizations, and volunteer efforts ; and,

WHEREAS, National Women in Service Week celebrates the accomplishments of women who have dedicated their lives to the service of others, recognizing their sacrifices and the barriers they have overcome; and

WHEREAS, it is essential to celebrate and promote the role of women in service, encouraging all members of our community to recognize and appreciate their contributions; and

NOW, BE IT RESOLVED, that we the Mayor and City Council, do hereby proclaim November 8th – 14th, 2024 as:

"NATIONAL WOMEN VETERANS RECOGNITION WEEK"

In testimony whereof, witness my hand and the Seal of the City of La Marque, this the 25TH day of October 2024.

Keith Bell, Mayor



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: _____

Department: City Clerk

Agenda Item: 4.IV.

Reviewed by: Kierra Nance

AGENDA ITEM DESCRIPTION:

STAFF BRIEFING:

Shannon received recognition by the Texas Water Utility Association (TWUA) for obtaining Double Class A Operator Licenses through the Texas Commission on Environmental Quality (TCEQ). Shannon obtained his Water Treatment Operator A License in April 2024; he previously held a Wastewater Treatment Operator A License.

Shannon also was a select few of individuals to be selected to attend the 2024 Water Leadership Institute – through the Water Environment Federation (WEF) organization.

HISTORY:

FISCAL IMPACT:

N/A



The Water Leadership Institute program educates, trains, and provides opportunities that enable developing and emerging leaders to build strong lasting relationships within the water industry.

WATER LEADERSHIP

This intensive program allows participants the opportunity to engage in management training and leadership development through a blended learning approach that includes the examination of complex challenges facing the water and wastewater industries and networking with public and private sector practitioners. Participants will build skills and knowledge needed to affect change within their organizations. Participation in this program is determined by a competitive application process.

The 2024 Application Period is Now Closed. Notifications will go out in early March.

SUPPORT WLI WITH A DONATION

Support the WLI Today! Use this form to make a tax-deductible individual or corporate donation. This will help ensure we can keep bringing top presenters to the program. [Code of Conduct and Terms](#)

HOW TO APPLY

CURRICULUM

SCHOLARSHIPS

TUITION

FAQS

FINAL PROJECTS

[Home](#) > [Events & Education](#) > [Career Resources](#) > [WLI](#) > [Curriculum](#)

CURRICULUM

- Webcast training (monthly)
- In-depth kick off session
- Two Day Workshop in Alexandria, VA
- Monthly small group chats on differing topics
- WLI Community activity throughout the program
- Ability to engage with WLI alumni and leaders in the water sector
- Final Project
- Final wrap up workshop at activity at WEFTEC 2024

Below you will find some dates for the 2024 program using the topics from 2023. Every year, the steering committee works to update the topics to ensure they are relevant. You can see 2023's full program at the link below for reference.

FULL WLI 2023 PROGRAM

November 1, 2023	2024 Application Opens
January 17, 2024	2024 Application Deadline
March 2024	2024 WLI Cohort selected and notified in early March 2024
April 16, 2024	WLI 2024 Kick Off Call – Welcome and Overview of Program
WLI 2024 Topics May – September	• Strengths Based Leadership • Communicating with Impact • Entrepreneurship and Innovation • Workforce Planning • Diversity, Equity, and Inclusion • Allyship • Managing and Leading • Unconscious Bias • Emotional Intelligence • Effective Public Speaking • Conflict Management • Networking
May 8-10, 2024	Two Day Face-to Face Workshop in Alexandria, VA <i>Additional optional half day event on May 8th</i>
October 6, 2024	WEFTEC WLI Workshop in New Orleans



RELATED AREAS



Latest News

Rick Sailer

From: Shannon Breaux
Sent: Tuesday, March 5, 2024 4:57 PM
To: Rick Sailer
Subject: Fw: WLI24 - Notifications Pool 1_Confirm by 3/14

I got accepted.

From: WLI <WLI@wef.org>
Sent: Tuesday, February 27, 2024 8:02 AM
To: Shannon Breaux <s.breaux@cityoflamarque.org>
Subject: WLI24 - Notifications Pool 1_Confirm by 3/14

[External Email] This message originated from outside your organization.

Dear Shannon,

On behalf of the 2024 Water Leadership Institute Steering Committee, I am pleased to inform you that you have been accepted to the 2024 Institute!

Congratulations!

After some difficult deliberations the committee has selected you and 41 other individuals from across the United States and Canada to be a part of the Pool 1 Cohort. We also accepted an participant from Ghana in Pool 2. The field was extremely competitive this year and we were very impressed with the strength and diversity of everyone interested in participating. We received 209 applications for the 2024 institute.

For the first time this year, we are having two parallel cohorts (called Pools) and you have been accepted to Pool 1! The pools are generally the same, with each having 42 participants and their own group chats, final projects, and Face to Face workshop. However, you will all be together for webcasts and at WEFTEC.

The steering committee feels very strongly that the selected group will be an excellent class and looks forward to working with all of you in the coming months. Over the next seven months, we hope that you all will actively participate, learn, and network with your sector peers.

This email contains a lot of information, so please read it thoroughly. To help ensure you've done everything, [USE THIS CHECKLIST](#).

*We plan to meet in-person this year **May 7th and 8th** in person in DC area and at WEFTEC on Oct. 6th in New Orleans, LA. We are still working to confirm the location for the new F2F dates, but it will be either Arlington or DC. We should have this finalized by the 14th. Attendance is mandatory with exceptions made on a case-by-case basis which must be previously approved by emailing Julianne. We will end around 5pm on the 8th and have an optional networking opportunity with Pool 2's cohort.*

Please complete the [confirmation form](#) and return it to my attention by **Thursday, March 14, 2024** to ensure your spot in the program. If for some reason you will not be able to participate, kindly fill out the appropriate section in the form as soon as possible so we can notify an alternate candidate to fill that position.

In order to help you get to know the other participants, we ask you to please create a slide about yourself including the info [at this link](#). We also ask you to please create a 15-20 second video briefly introducing yourself which should be [uploaded here](#). We will put them all together so you will have access to a video and slide directory. Please upload these and complete your confirmation by **Thursday, March 14, 2024**.

Our kickoff webcast on Tuesday, April 16, 2024 at 2:00pm ET. I will send an outlook calendar invite for this and all other webcasts after you confirm your participation. You can find an overview of the [planned agenda here](#). You will get updates with more information throughout the course.

Once you confirm your participation, you will be invoiced \$1,235 USD.

The fee includes all online event access and covers the two-day workshop May 7-8, full conference registration to WEFTEC 2024 in New Orleans, and participation in the Water Leadership Institute 2024 Workshop on Sunday, October 6 at WEFTEC. Please note that you will be responsible for all your own travel costs and are expected to be at both workshops. If you put that you would like to be considered for a scholarship in your application, you will receive a separate email with the status of that request later today.

We will be using a webcam several times for online meetings with a smaller assigned group. So please ensure you have access to a webcam for the different online events.

As part of the program, we require you to read the [Strengths Based Leadership](#) book and take the assessment associated with it. You can purchase the book for approx. \$20 on their site or amazon. Please ensure you buy a new book as the code that comes with it can only be used once for the test. Results are due March 28th. More info in the Checklist linked above.

Thank you again for applying to the program. The review committee was extremely impressed with the talents and enthusiasm of the selected applicants and looks forward to a very exciting year!

I will be sending out calendar invites for every event after the class is confirmed. Topic fine tuning may occur, but I want to be sure everyone can update their calendars and hold the dates for our programs.

Please contact me if you have any questions about your acceptance or the Institute. You can reach me at 703-684-2400 x7610 or WLI@wef.org

I look forward to working with all of you in the coming months.

Best regards,
Julianne

Julianne Jones, PMP (she/her/hers)
Senior Manager, Education and Training
Water Environment Federation
703-684-2400 x7610
WLI@wef.org

2024 Water Leadership Institute Steering Committee

Amber Williams, WSSC Water, WLI 2023
Amy Eberhardt, Arcadis, WLI 2019
Archana Sharma, Mead & Hunt, WLI 2023
Ashley Landis, Jacobs, WLI 2022
Ashok Perera, AtkinsRealis, WLI 2023

Benn Sherman, Town of Uxbridge, WLI 2023
Beth Blair, Black & Veatch, WLI 2017
Bianca Pinto, Water Environment Federation, WLI 2023
Brian A. Persing, WSSC Water, WLI 2021
Chris Tatum, The Regional Municipality of Durham, WLI 2022
Christel Dyer, HRSD, WLI 2014
Corwin L Washington, Sewerage and Water Board of New Orleans, WLI 2023
David Grace, Beca, WLI 2021
Emily Cole-Prescott, City of Saco, Maine, WLI 2021
Faith Oviawe, AlexRenew, WLI 2021
Garrett Bergey, Woodard & Curran, WLI 2020
George Kansas, HDR, WLI 2023
Guy Voss, HDR Engineering, Inc., WLI 2014
Jen Cobb, Newport News Waterworks, WLI 2020
Jessica Bullock, Reeves Young, WLI 2023
Jonathan Leitch, Core and Main, WLI 2020
Julia Matton, WCS Engineering, WLI 2023
Kayson Smith Bejgrowicz, Carollo Engineers, Inc., WLI 2021
Kristi Steiner, Jacobs, WLI 2019
Lindsay Swain, Meta (Facebook), WLI 2019
Lou Storino, Metropolitan Water Reclamation District of Greater Chicago, WLI 2020
Matthew Magruder, MMSD, WLI 2019
Matthew Perkins, Stantec, Inc., WLI 2018
Nidhi Menon, Imagine H2O, WLI 2022
Paul Dumas, WSSC Water - Piscataway WRRF, WLI 2022
Paula Monaco, Plummer Associates, Inc., WLI 2020
Raj Chavan, Atkins North America, WLI 2016
Sara Igielski Sepulveres, Carollo Engineers, WLI 2023
Sean Trainor, Xylem / Evoqua Water Technologies, WLI 2022
Shawn Heselton, HRSD, WLI 2016
Uday Khambhammettu, Kimley-Horn and Associates, WLI 2013
Yaolin Fennell, City of Rockville, WLI 2023

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**CITY OF LA MARQUE
CITY COUNCIL
REGULAR MINUTES
of
June 24, 2024**

1. CALL MEETING TO ORDER

Mayor Bell called the meeting to order at 6:07pm.

2. ROLL CALL

PRESENT:

Keith Bell	Mayor
Joe Compian	Mayor Pro Tem, District B
Kimberley Yancy	Councilmember District A
Joseph Lowry	Councilmember District C
James Ross	Councilmember District D

3. INVOCATION AND PLEDGE OF ALLEGIANCE

Invocation led by Pastor Preston Barton and Mayor Bell led the Pledge.

4. CITIZENS PARTICIPATION

James Osteen (2012 Jeridona) spoke regarding agenda items 7.IX (Public Safety Committee) and 8.VII (Sales Tax Collection). He stated that the city passed an ordinance in 2021 and is wondering if this would be a new ordinance or use the existing ordinance. He also questioned the sales tax collection based on the charts presented and asked for a separation in reports from the city versus the Economic Development Corporation (EDC) numbers.

Robert Michetich (24 N Curlew) requested an update on the revision contract proposal looking into forgiving debts and a FEMA update.

Re'Chard Loftis (309 Johnson St.) stated that he has driven around the city and found over 50 properties that are out of compliance. He brought photos with the evidence and requested city assistance in cleaning up the properties.

Carl Beard (5511 Armstrong) stated that he is requesting censorship on behalf of city officials. He shared his concerns regarding certain ethical violations by councilmembers, specifically with social media.

Dana Lee (202 Rodney St.) shared that Mayor Bell was nominated for the Hometown Hero Award from the Carolyn Taylor Lee Foundation and presented him with a plaque. Mayor Bell thanked her for the nomination and looks forward to working with the organization.

Shawntale Woodland (Jackson St.) shared that her street tends to lose power and has consistent flooding issues. She also discussed the recent death of Patrick Payne due to

a motorcycle accident and the response time for moving his body was excessive, asking for better protocol for handling this type of event.

5. MINUTES

Councilmember Yancy made a motion to approve the minutes from the Regular City Council Meetings held on January 22, 2024 and February 26, 2024. Mayor Pro Tem Compian seconded. **MOTION CARRIED UNANIMOUSLY.**

5.I. Regular City Council Minutes 02.26.2024

5.II. Regular City Council Minutes 01.22.2024

6. OLD BUSINESS

6.I. Proposed Ordinance

Rick Sailer, Public Works Director, discussed the adjustments made to the 2024 Water Conservation Plan and requested that this draft be considered for approval via ordinance.

Mayor Pro Tem Compian made a motion to approve the changes to the 2024 Water Conservation Plan. Councilmember Ross seconded. **MOTION CARRIED UNANIMOUSLY.**

Assigned Ordinance No. O-2024-0010.

6.II. Bid Award

City Manager Garcia gave a brief overview of the Mahan Boat Ramp Project and stated that Lucas Construction provided the lowest bid at \$481,839.00.

Mayor Pro Tem Compian made a motion to approve the bid of \$481,389.00 provided by Lucas Construction for the Mahan Boat Ramp Project. Councilmember Lowry seconded. **MOTION CARRIED UNANIMOUSLY.**

6.III. Water & Wastewater Impact Fee Study 2023

City Manager Garcia stated that the purpose of this item is the acknowledgment and receipt of the 2023 Impact Fee Study. He introduced Brent Berthier and Dihn Ho of ADICO Consulting Engineers, LLC to address questions. Mr. Berthier presented the updated 2023 Impact Fee Study and addressed the corrections made from the original presentation from early 2024. He shared that the council makes the final decision on fees associated with new developments. Mayor Pro Tem asked if we are sticking to the current impact fees as the ones presented are strictly recommendations from the engineering firm. Mr. Berthier confirmed that no fees are changed unless the council makes the changes.

Mayor Pro Tem Compian made a motion of acknowledgment and receipt of the 2023 Impact Fee Study. Councilmember Ross seconded. **MOTION CARRIED UNANIMOUSLY.**

7. NEW BUSINESS

7.I. Proposed Resolution

City Manager Garcia stated that this is a joint Fire and Police Departments grant with a purpose of reimbursing funds spent on safety gear and the opportunity to

purchase additional gear for each department.

Chief Merryman stated that the current state of bunker gear at the Fire Department is limited, with 10 sets of bunker gear expiring as of July 2024. He shared that the Fire Department needs a total of 36 sets. This allows for 2 pairs of gear per firefighter and would not place anyone out of commission due to lack of safe bunker gear. He noted that each set of bunker gear costs \$6,000.

Councilmember Yancy made a motion to approve the application for the Gary Sinise Foundation First Responder Grant. Councilmember Ross seconded. **MOTION CARRIED UNANIMOUSLY.**

Assigned Resolution No. R-2024-0037

7.II. Proposed Resolution

City Manager Garcia summarized the grant and how it could help with the cost of previous purchases of bullet-proof vests and cover additional funds to purchase additional vests as needed by the Police Department.

City Attorney Knebbel summarized City Manager Garcia's statement by indicating that the bulletproof vests were already purchased this year without the grant, but the grant would allow for the city to be reimbursed for already expended funds.

Mayor Bell disagreed with City Manager Garcia's approach of this being a no-match grant as the city has already used taxpayer funds to purchase the vests.

Alice Ashley, Grant Writer of Provisions, LLC, shared that should the city receive the grant, even without the no-match waiver, the city will be reimbursed 50% for the out-of-pocket expenses from the original allocated budget on the bulletproof vests. She stated that this grant and the reimbursement factor is good through August 2026.

Councilmember Yancy asked if there was a request for a no-match waiver to which City Manager Garcia confirmed that there is a no-match waiver request for the application process. She also inquired about the current police staff needs regarding the bulletproof vests. Police Chief Randall Aragon stated that the department currently has 43 vests. However, the lifespan of each vest is approximately 5 years and some officers will need replacements in the coming months.

Councilmember Ross asked for the amount shown from last year's budget on these vests. Chief Aragon was unable to provide the information at the meeting.

Mayor Bell requested a list of all grants that council has agreed to apply for over the last 12 months as well as the matching fund amounts requested.

Councilmember Ross made a motion to approve the application for the BJA Patrick Leahy Bulletproof Partnership Program. Mayor Pro Tem Compian seconded. **MOTION CARRIED UNANIMOUSLY.**

Assigned Resolution No. R-2024-0038.

7.III. Proposed Resolution

Mayor Pro Tem Compian made a motion to authorize the City Manager to sign or officiate the Interlocal Agreement for sharing computer-aided dispatch data with the Texas Department of Transportation. Councilmember Ross seconded. **MOTION CARRIED UNANIMOUSLY.**

Assigned Resolution No. R-2024-0039.

7.IV. Proposed Resolution

Mayor Pro Tem Compian made a motion to set a Public Hearing date of August 26, 2024, for the City of La Marque 2023 Water and Wastewater Impact Fee Study. Councilmember Ross seconded. **MOTION CARRIED UNANIMOUSLY.**
Assigned Resolution No. R-2024-0040.

7.V. Social Good Grant Agreement

THIS ITEM WAS TABLED.

7.VI. K9s4COPs

David Merryman, Chief of the La Marque Fire Department, presented the K9s4COPs grant. Chief Merryman explained that this no-match grant process started in 2021/2022 to have an accelerant detecting K9, the first in all of Galveston County. He noted the many letters of support from local agencies and stated that a local company has vowed to donate additional items such as leashes and food bowls. He shared that the K9's handler will be the Deputy Fire Marshall and the role that the K9 plays in the community to help identify accelerants and the causes of fires. Additionally, the training provided by the K9 will include helping children learn about fire safety and having the ability to scan lockers for guns and ammunition. Chief Merryman noted that the dog will be selected as of Friday, June 28th, 2024 and will be available for service as of September or October 2024.

Council asked about specific costs for the dog and what line item would cover these expenses from the Fire Department's budget. Chief Merryman stated that funds would come from the county mutual aid and local fire union donations. Chief Merryman shared the training costs approximately \$7,000 and is unsure of the cost of the canine, as it depends on the type of dog selected. Chief Merryman also stated that the fire chiefs of Hitchcock, Santa Fe, and Dickinson are in talks about a mutual aid agreement for collaboration. Mayor Pro Tem Compian shared his excitement about the opportunity and looked forward to the opportunity to collaborate with the American Red Cross. He also expressed thanks to the full team for going after grants such as those that have not been done before.

Councilmember Ross made a motion to approve the K9s4COPs grant application and process. Councilmember Lowry seconded. **MOTION CARRIED UNANIMOUSLY.**

7.VII. Code Enforcement

Chief Merryman presented on behalf of the Code Enforcement Division and Code Enforcement Supervisor Jose Hernandez was present to answer questions presented by council. Chief Merryman shared that the Fire Department took over the Code Enforcement as of October 2023. He noted that there was a large staff turnover in this department, and it has two certified code officers, two officers in training, and still has open slots to fill. He explained that the transition was not smooth, as no training was provided during the process. He stated that he was unaware of certain permits and registrations that the division was in charge of, as well as taking on the city's Building Standards Commission. He shared that he and his team were able to figure out their main software database, SmartGov, on their own. He also noted that David Pennington, Chairperson of the Building Standards Commission, provided training for the staff for their particular

practices. Chief Merryman expressed the need to establish better officer safety within the Code Enforcement Department, sharing that they are in the process of completely rebuilding the division to include officer safety initiatives, new uniforms, wearing body cameras and traffic safety vests, and purchasing radios for the event that they need assistance.

Mayor Pro Tem Compian asked about overgrown yards owned by the City of La Marque, liens, and who is responsible for maintenance. Chief Merryman stated that any property that is city-owned is not monitored, Code Enforcement focuses on the residents and citizens not meeting compliance and a lien is placed on the home if the city contractors are contacted to mow the lawn. Code Enforcement Supervisor Jose Hernandez shared that due to recent weather events, the timeframe was delayed about two weeks to have all infractions addressed, but the timeframes do vary, and his team addressed each violation as quickly as possible. Councilmember Ross asked about undeveloped properties and if these areas must also follow the same guidelines. Chief Merryman confirmed that these areas are still required to follow the ordinance and if the property owner does not abide by the ordinance, then a contractor will mow the area and a lien is placed on the property. He discussed the rental property permit program and noted at least 13 properties that are not currently on the list. Chief Merryman acknowledged the 13 properties and shared that there is another corporation with at least 100 properties that are not registered in the rental permit program. Councilmember Lowry suggested that a check and balance system be created for processing and closing out a lien.

Mayor Bell addressed the Building Standard Commission and limited the number of meetings from 2022 to 2023 and questioned who was responsible for creating the agenda and gathering the information. Chief Merryman stated that Officer Hernandez and Code Administrative Assistant Myrna Sanchez are in charge of putting together the information on the agenda and forwarding it over to the City Clerk's office. Mayor Bell stated that it is the responsibility of the City Clerk's office to handle all agendas, and it is unacceptable to have other departments putting together agendas. Mayor Bell requested a policy for the preparation of all board and commission's agendas. He stated that all agendas should come through the City Clerk's office and if information is not being presented in a timely manner to ensure that agendas are posted appropriately, then it is up to the City Manager to discipline the staff appropriately.

Mayor Bell requested more information about SmartGov. Chief Merryman explained the vitality of SmartGov, sharing that it is the database that holds report management on historical permits, building permits, certificates of occupancy as well as other items, and is used by multiple departments.

*****Councilmember Ross left the dais at 8:07p.m.***

Council inquired about how long we have used this program and Systems Administrator Kyle Hunter indicated that the city has used this program for over 10 years. Mayor Bell requested a plan to set up training for all Code Enforcement Officers and city personnel to use SmartGov, especially to find ways to recapture historical information.

*****Councilmember Ross returned to the dais at 8:09 pm.***

Mayor Bell brought up the struggle to maintain staff in this department and

discussed targeting or bringing on retired police officers, firefighters, or military service men and women. He noted these individuals are very professional in nature as they understand policy and have the ability to execute orders, especially in the event of a heated or hostile environment. He asked if there was a program created for these recruiting purposes. Chief Merryman shared that no recruitment program has been created. He noted that the city has been getting plenty of applications. However, most do not meet the requirements.

***Councilmember Lowry left the dais at 8:13 pm.*

Mayor Bell stated that since the division was created, there is a zero-tolerance policy for the Code Enforcement Division. He stated there are ways to do the role compassionately, but Code Officers must have a zero-tolerance policy on violations.

***Councilmember Lowry returned to the dais at 8:15 p.m.*

Mayor Bell asked about the plan for addressing the illegal dumping and trash issues throughout the city. Chief Merryman stated that he was working with multiple contractors to get lawns cut, working with the police department to investigate and Public Works for the removal of items. Code and Public Works collaborate to ensure that any illegal dumping is cleared. Chief Merryman also noted that Waste Management is in charge of bulk trash pick up and while they are currently handling as much manual pickup as possible, Waste Management currently does not have enough crews to handle bulk trash and illegal dumping. Mayor Pro Tem Compian reviewed the statistics provided by Code Enforcement and questioned the zero-tolerance approach and requested some compassion for those who may have medical emergencies or other special considerations. He asked what the department does in order to resolve many of the outstanding cases. Chief Merryman stated that some cases take longer than others due to different circumstances, such as the time to find the responsible party and additional time to allow the responsible party to fix the issue before a lien is placed or being able to close out a case. Councilmember Lowry asked how much the city pays for bulk trash pickup. City Manager Garcia shared that the contract states the city pays roughly \$161,156 annually.

Councilmember Ross asked about food trucks, how certain permits were added into their division, and the process for annual permits. Chief Merryman stated that the food trucks must go through the health department for inspections but also obtain an itinerary permit through the city and still must undergo a city inspection by the Fire Marshal's Office as well as background checks, insurance and other areas not checked by the Health Department. Chief Merryman stated that they are required to pay both County Health Department fees and city vendor fees. Chief Merryman shared that due to an instance of poor customer service where he encountered a citizen who went to three different city buildings for a permit, he elected to print the necessary documentation and provide it to the person instead of pushing it to another department. He noted that not all permits go through this department. Mayor Pro Tem Compian asked about creating visible permits on food trucks. Chief Merryman shared that the city does not have a visible permit but met with some resistance. He stated that visible stickers are something he and the Fire Marshal would like to see and are a work in progress. Chief Merryman then stated that if council wants to do away with the

itinerary permit, council would need to remove it via ordinance. Councilmember Ross stated he does not want to do away with it but believes there is a better way to handle it.

Councilmember Lowry inquired about who tracks or monitors the sales tax for food trucks. Finance Director Christine Turner stated there is a new contract with HDL to monitor sales tax.

The council thanked Chief Merryman and Code Compliance Supervisor Hernandez for all of their work.

NO ACTION TAKEN.

7.VIII. Bayou Ridge Preliminary Plat

Dinh Ho, City Engineer with ADICO Consulting Engineering, LLC, presented the information regarding the Bayour Ridge Preliminary Plat. The plan originally came before council in April 2024 and is located at FM 519 and Newman. Mr. Ho shared his recommendation for the plat which would contain approximately 138 lots.

Michael Turzillo of EHRA Engineering was present for questions. Mayor Pro Tem Compian asked about the average sale price of the constructed homes. Mr. Turzillo stated his firm would have this information available with the final plat submittal. Mr. Turzillo also shared that there are currently no notices with FEMA on this property and will have all construction plans on final plat submittals.

Mayor Pro Tem Compian made a motion to accept the preliminary plat plans for Bayou Ridge. Councilmember Yancy seconded. **MOTION CARRIED UNANIMOUSLY.**

7.IX. Public Safety Building Committee

Mayor Bell stated that the city has known for some time that the police department facility is too small, outdated, ill-equipped, and less than ideal for a working environment, as well as increased safety risks. He asked for council support to provide the first steps in offering a new public safety building for the citizens to vote upon. He shared that some steps have been taken in the past but wants to make some changes. He requested an ordinance to build a new Public Safety Building Committee to be voted on at the next council meeting.

Councilmember Lowry asked who was on the committee. City Manager Garcia stated that each member of council would nominate someone to serve in their district. City Attorney Knebel clarified that even though there was already a committee in the past, the committee expired after one year and therefore all districts must appoint someone as this will be a brand-new committee.

Mayor Pro Tem Compian asked about the functions of the committee and will the new members be asked to revisit all the work done by the prior committee. Mayor Bell stated that it is in the council's purview to choose if a redesign is necessary. Mayor Bell asked the rest of council to consider the original design and noted the original issue was financial resources moving forward. Mayor Bell requested Mayor Pro Tem Compian to work with City Attorney Knebel to find and set aside the items in the document that have already been completed and what the city is trying to accomplish.

Councilmember Ross made a motion to approve moving forward with a new

ordinance at the next council meeting. Councilmember Lowry seconded. **MOTION CARRIED UNANIMOUSLY.**

8. CITY MANAGER REPORT

Councilmember Ross requested a discussion on Item 8.VII of the City Manager's Report.

8.I. April 2024 Fire Department Statistics

8.II. April 2024 Municipal Court Statistics

8.III. April & May 2024 Public Works Statistics

8.IV. May 2024 Municipal Court Statistics

8.V. May 2024 Monthly Crime Statistics

8.VI. May 2024 Library Statistics

8.VII. June 2024 Sales Tax Collections

Councilmember Ross requested a discussion about this item due to the concern raised by James Osteen during the Citizen's Participation. Mr. Osteen stated that the report online says EDC status, however the agenda says sales tax.

Christine Turner, Finance Director, stated that the report was originally named EDC stats but will have this changed. She shared that EDC and City of La Marque Reports would be separate and include a chart and graph per report.

8.VIII. Items for the Good of the Order

City Manager Garcia gave an update on upcoming events including the District D Town Hall on Wednesday, June 26th at 6:00pm and the Life and Liberty event at Highland Bayou Park on June 29th. He also shared that City Hall would be closed on July 4th due to Independence Day observance.

9. REQUESTS AND ANNOUNCEMENTS

Councilmember Lowry gave a series of requests on behalf of the city. He requested a weekly update on ditch clean-up efforts and a Town Hall Meeting to discuss the Railroad within the next 30-60 days. He also asked for a job performance review for the City Clerk and a Forensic Audit request to be placed on the next agenda. He commented on open records requests and stated his concern about the timeliness of addressing each request.

Councilmember Ross stated he would like a further discussion regarding the Ordinance Board with the City Attorney. He also requested the city to update their website to include all campaign financial reporting as required by Texas State Law. Councilmember Ross also promoted several upcoming events, including the VFW school supply and bike registration drive, Life and Liberty, and the Community Garage Sale which will take place on September 14, 2024.

Councilmember Yancy expressed her condolences to the family and friends of PJ Payne. She directed questions to the City Manager regarding the mosquito abatement machines and other machinery needed for cleanup efforts. City Manager Garcia stated

the gradeall and grapple truck are ready for immediate use. She stated her concern about unleashed dogs and the harm that they can cause to both the animals and people. She encouraged pet owners to use leashes when outdoors. She shared her love of Independence Day and encouraged the community to participate in the Life and Liberty Event. Councilmember Yancy stated the need for professionalism as we need to hold that standard, especially after being named an All America City.

Mayor Pro Tem Compian expressed his condolences to the Payne family and to Morris Dagerath's family. He thanked the team members who attended the All America City event in Denver, CO and stated the bus ride with the local youth who attended brought back his own youth and pride. He emphasized how being named an All America City has brought in new connections and tremendously helped bring awareness to the city and community as a whole. He shared that while fireworks are still illegal within the city, please be aware of pets during the Independence Day celebrations as firecrackers and other loud noises cause animals to react poorly.

Mayor Bell stated he is unhappy with the continued mistakes on the agenda. He requested a meeting with the City Attorney and the City Clerk to immediately fix these ongoing issues. He also shared that the City Clerk's Office is responsible for all agendas and the delivery to the councilmembers and if a councilmember indicates that he or she prefers a paper copy, then the city must print it and deliver the agenda accordingly throughout the tenure of each councilmember.

Mayor Bell also discussed getting to the bottom of the FEMA issue, saying that different people are receiving different information. He requested all correspondence for FEMA to be in writing from this point forward.

Mayor Bell stated that being named an All America City is a big deal. He shared that while the city may not be perfect, the award shows that the city is willing to work to solve the problems within the community. He noted that the city has the perfect heart to move forward, and that common ground can be found. He encouraged everyone to be a part in solving some of the issues within the community as a great opportunity for the city to grow.

Mayor Bell shared that he and council are a five-member team with one mission - to govern. His advice to his fellow councilmembers is to block out the noise and focus on what occurs on the dais. He stated that it is the council's job to do the people's work and must always keep the citizens' needs in the forefront.

10. EXECUTIVE SESSION

***Mayor Bell recessed the Regular Council Meeting and entered Executive Session at 9:35pm.*

10.I. Section 551.071 (Consultation with Attorney)

10.II. Section 551.074 (Personnel Matters)

11. ACTIONS TAKEN FROM EXECUTIVE SESSION

***Mayor Bell closed the Executive Session and reconvened the Regular Council Meeting Session at 10:50pm.*

11.I. Section 551.071 (Consultation with Attorney)

Mayor Pro Tem Compian stated that this item does not require a motion.

NO ACTION TAKEN.

11.II. Section 551.074 (Personnel Matters)

Mayor Pro Tem Compian made a motion to the evaluation into the new fiscal year starting October 2024. Councilmember Yancy seconded.

Mayor Pro Tem Compian asked for a process that would include an advisory component to where the chairpersons of the city's boards and commissions as well as department heads give an evaluation.

Mayor Bell summarized the request by stating that over the summer the city will engage in a broad evaluation of the entire city administration through surveys presented to the chairpersons of each board and commission. Additionally, the City Manager, City Clerk, City Prosecutor, City Attorney, and Municipal Judge and Associate Judges will be evaluated by department heads and addressed after the completion of the budget session.

MOTION CARRIED UNANIMOUSLY.

12. ADJOURNMENT

Councilmember Ross made a motion to adjourn. Councilmember Yancy seconded. **MOTION CARRIED UNANIMOUSLY.** ***MEETING ADJOURNED AT 10:55PM.*



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Agenda Item: 7.I.

Prepared by: _____

Reviewed by: Kierra Nance

Department: City Clerk

AGENDA ITEM DESCRIPTION:

Voting for the Fiscal Year 2025 Board of Directors for Galveston County Appraisal District

STAFF BRIEFING:

The Board of Directors of the Galveston Central Appraisal District consists of five members who will serve two-year terms beginning January 1, 2025 through December 31, 2027

In accordance with Sec. 6.03 (e) of the Property Tax Code, the Chief Appraiser notifies taxing entities of the number of votes to which each is entitled, receives the nominations, prepares and distributes the ballot, counts votes, and announces winner

A resolution was adopted in September submitting the City's nominee whose name was to appear on a ballot for selection to the Galveston Central Appraisal District Board of Directors

HISTORY:

FISCAL IMPACT:

N/A



Chief Appraiser, Krystal L. McKinney RPA, CCA

October 17, 2024

To All Presiding Officers
CC: City Secretaries, ISD & College Board Presidents:

To whom it may concern,

Enclosed is the ballot for the selection of (5) five appointed Galveston Central Appraisal District directors. Also attached is a copy of the vote allocation and a resolution form for your convenience.

All votes may be cast for (1) one candidate or distributed among the candidates listed on the ballot. Please comply with the following:

- ◆ The votes must be cast by written resolution.
- ◆ A copy of the resolution must accompany the completed ballot.
- ◆ Return the completed ballot and resolution **before *December 15th, 2024***.

You will be notified of the results as soon as the returned ballots are summarized. If you have any questions, please feel free to call me.

Sincerely,

A handwritten signature in black ink, appearing to read "Krystal L. McKinney".

Krystal L. McKinney
Chief Appraiser

KLM:ldff

*Ballot & Resolutions enclosed in Presiding Officers or Superintendent letters



Chief Appraiser, Krystal L. McKinney RPA, CCA

2025

Board of Directors Election

BALLOT

Number of Votes Taxing Unit is Eligible to Cast: (# of Votes)	Voting Unit: (Entity)
---	------------------------------

CANDIDATES	VOTES
Brast, Scott	
Collins, Robin	
Doyle, Matt	
Farmer, Thomas E.	
Gartman, Donald	
Johnson, Cheryl E.	
Tressler, Chad	
Walker, Patricia	

- ◆ RESOLUTION MUST BE ATTACHED TO THIS BALLOT
- ◆ DEADLINE: *before December 15th, 2024*

A RESOLUTION OF

«Voting Entity»

VOTING IN THE ELECTION OF MEMBERS OF THE BOARD OF DIRECTORS
OF THE
GALVESTON CENTRAL APPRAISAL DISTRICT
2025

RESOLUTION No. _____

WHEREAS, this is selection year for the Board of Directors of the Galveston Central Appraisal District; and

WHEREAS, the Board of Directors consists of nine total members including five appointed members who serve staggered terms, beginning January 1, 2025, in addition there are three elected members, and the Tax-Assessor Collector is an ex-officio member.

WHEREAS, The «Voting Entity» is a voting unit entitled to vote for up to five candidates from a ballot submitted by the Galveston Central Appraisal District, if so desired.

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDING BODY OF THIS VOTING UNIT, THAT:

The number of votes cast for the candidate(s), as exhibited in the attached ballot, is submitted by the «Voting Entity» to the Galveston Central Appraisal District.

PASSED AND APPROVED by «VotingEntity»,
This _____ day of _____, 2024.

Presiding Officer

ATTEST:

Signature and Title

2025 BOD Election Voting Allocation Sheet

ENTITIES	2023 Levy	Levy/TTL Levy	1,000	x5	Total of Votes
Galveston ISD	\$110,913,591	12.895%	128.95187	644.75935	645
Dickinson ISD	\$73,910,645	8.593%	85.931	429.655	430
Friendswood ISD	\$47,084,457.58	5.474%	54.741973	273.70987	275
High Island ISD	\$3,828,532	0.445%	4.45118	22.2559	22
Hitchcock ISD	\$13,964,370	1.624%	16.235446	81.17723	81
Clear Creek ISD	\$99,798,137.42	11.603%	116.02867	580.14335	580
Santa Fe ISD	\$21,225,358.00	2.468%	24.677315	123.38657	123
Texas City ISD	\$74,299,295.40	8.638%	86.382858	431.91429	432
City of Galveston	\$47,097,779	5.476%	54.757461	273.78731	275
City of Texas City	\$38,112,721	4.431%	44.311131	221.55565	221
City of La Marque	\$7,574,375	0.881%	8.806223	44.031115	45
City of Hitchcock	\$3,730,921	0.434%	4.3376942	21.688471	21
City of Jamaica Beach	\$965,438	0.112%	1.1224507	5.6122534	5
City of Dickinson	\$6,375,286	0.741%	7.4121218	37.060609	35
City of Friendswood	\$21,226,345	2.468%	24.678462	123.39231	123
City of Kemah	\$1,049,428	0.122%	1.2201003	6.1005014	6
City of League City	\$49,805,407	5.791%	57.90544	289.5272	290
City of Santa Fe	\$3,206,927	0.373%	3.7284811	18.642406	19
Village of Tiki Island	\$2,727,469	0.317%	3.1710471	15.855236	16
City of Bayou Vista	\$1,332,317	0.155%	1.5489965	7.7449827	8
Galveston County Road and Flood	\$3,823,203	0.444%	4.4449843	22.224922	22
GALVESTON COUNTY	\$161,754,342	18.806%	188.06104	940.30518	940
Galveston College	\$18,210,830	2.117%	21.172523	105.86262	106
College of the Mainland	\$48,099,019	5.592%	55.921536	279.60768	280
Total Levy Amount Voting Entities:	\$860,116,193.40	100.00%	1000	X5	5000
Formula: 2023 Voting Districts Levy/ Grand Total All Voting Levy		%	X1000	X5	equals # of Votes

Total votes to be elected: 834



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: Alice Ashley

Department: Police

Agenda Item: 7.II.

Reviewed by: Kierra Nance

AGENDA ITEM DESCRIPTION:

Authorizing submission of application to the Motor Vehicle Crime Prevention Authority for the SB 224 Catalytic Converter Grant Program

STAFF BRIEFING:

Authorization to submit an application to the Motor Vehicle Crime Prevention Authority for the SB 224 Catalytic Converter Grant Program.

- The grant requires an 80/20 match
- The city intends to apply for funding to purchase and outfit five police units, each costing approximately \$85,000 per vehicle. (\$425,000 total)
- The application will also include a request for the purchase of one ATV at a cost of \$20,000.
- Additionally, the city will seek \$25,000 to fund police overtime related to the program's objectives.

This funding will enhance the city's ability to prevent and address catalytic converter theft and related crimes.

HISTORY:

FISCAL IMPACT:

Total Application Approx.: \$470,000

City Match Approx.: \$94,000

PROPOSED RESOLUTION XXXX-XXX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS,
AUTHORIZING THE SUBMISSION OF A GRANT APPLICATION AND DESIGNATING
SIGNATORIES FOR CONTRACTUAL DOCUMENTS PERTAINING TO THE MOTOR VEHICLE
CRIME PREVENTION AUTHORITY SB 224 CATALYTIC CONVERTER GRANT PROGRAM**

WHEREAS, under the provisions of the Texas Transportation Code Chapter 1006 and Texas Administrative Code Title 43; Part 3; Chapter 57, entities are eligible to receive grants from the Motor Vehicle Crime Prevention Authority to provide financial support to law enforcement agencies in combating motor vehicle crimes, including catalytic converter theft; and

WHEREAS, this grant program will provide valuable resources to assist the City of La Marque in addressing catalytic converter theft; and

WHEREAS, the City of La Marque assures that, in the event of loss or misuse of the grant funds, the City will return the funds in full to the Motor Vehicle Crime Prevention Authority; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED by the City Council of the City of La Marque that:

NOW THEREFORE, BE IT RESOLVED and ordered that Cesar Garcia, City Manager, is designated as the Authorized Official to apply for, accept, decline, modify, or cancel the grant application for the Motor Vehicle Prevention Authority Grant Program and all other necessary documents to accept said grant; and that Alice Ashley, designated as the Program Director, and Christine Turner, designated as the Financial Officer for this grant.

PASSED AND APPROVED this day of _____ 2024_____.

Keith Bell, MAYOR

ATTEST:

Kierra Nance, TRMC, City Clerk



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: Alice Ashley

Department: Public Works

Agenda Item: 7.III.

Reviewed by: Kierra Nance

AGENDA ITEM DESCRIPTION:

Approving to apply and accept the grant award for the GameTime Grant Application for an all-inclusive playground at Highland Bayou Park

STAFF BRIEFING:

Seeking approval from the City Council to submit and accept a grant application for the installation of a fully inclusive playground at Highland Bayou Park. The playground will provide recreational opportunities for children aged 2-12, including those with disabilities, making it the only inclusive playground within a 15-mile radius.

Key aspects of the request:

- Grant Purpose: To fund the installation of playground equipment designed to be accessible to children with a wide range of physical, cognitive, and sensory abilities.
- Project Timeline: The project is expected to commence in May-June 2024 and will take 4–6 weeks to complete.
- Community Benefit: The playground will create an inclusive recreational space, enhancing the quality of life for all children in the community.

Requests authorization to submit the grant application and, upon approval, to accept the grant funds for this vital community project.

HISTORY:

The Parks Board made a motion on September 19, 2024, for the council to consider approving the Game Time Grant for playground equipment at Highland Bayou Park. The proposed funding for this project is not to exceed \$325,000, with the Park User Fee fund identified as the funding source. The acceptance of the Game Time Grant award and issuance of the purchase order must be completed by November 15th, 2024. However, the city will not be obligated to disburse any funds until the playground equipment project at Highland Bayou Park has been fully completed. According to the Parks Surcharge Fund 66 Report for August 2024, the current balance of this fund to cover this expense is \$784,273.15

FISCAL IMPACT:

Project Total: \$399,439.64 / Grant Award: \$92,523.72 / City Share: \$324,675.60

RESOLUTION NO. XXXX-XXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS, APPROVAL TO APPLY AND ACCEPT GRANT AWARD AND DESIGNATING APPLICATION FOR GRANT APPLICATION SUBMISSION AND SIGNATORY RIGHTS FOR CONTRACTUAL DOCUMENTS PERTAINING TO THE GAMETIME GRANT

WHEREAS; the City of La Marque, Texas to apply and accept grant award from GameTime; and

WHEREAS; the City of LaMarque, Texas finds it in the best interest of the citizens of the City of La Marque that the city be operated for the FY 2024-2025; and

WHEREAS; it is necessary to appoint persons to execute contractual application documents directly pertaining to the application submittal to the; and

WHEREAS; the City of La Marque, Texas, acknowledges that if an authorized signatory of the City changes (elections, illness, resignations, etc.) the City shall provide them with a resolution stating the new authorized signatory shall be and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS AS FOLLOWS:

WHEREAS; the City of La Marque designates the City Manager, Cesar Garcia, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED that the City of La Marque, Texas, approves the submission and acceptance award for the GameTime grant.

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PASSES, APPROVED, AND ADOPTED by the City Council of the City of La Marque on this the _____ day of _____, 2024.

CITY OF LA MARQUE, TEXAS

Keith Bell
Mayor

ATTEST:

Kierra Nance
City Clerk

Proposal for

Highland Bayou Park

La Marque, TX

Prepared by



10/10/2024
Project # 172061
Highland Bayou Park



800-438-2780 | cunninghamrec.com

Hello!

We are excited for the opportunity to work with you on your upcoming exciting new playground project! For almost 60 years, Cunningham Recreation has designed and built thousands of playgrounds for children of all ages and all abilities. We partner with municipalities, schools, architects and youth organizations to plan, design and build their vision from the ground-up.

Cunningham Recreation is the exclusive representative for GameTime park and playground equipment in North Carolina, South Carolina, Virginia, West Virginia, Arkansas, Kansas, Missouri, Illinois, Oklahoma, Texas, Tennessee, Iowa, Nebraska, North Dakota, South Dakota, Delaware, Maryland, and DC.

The following pages will provide greater detail about our proposal(s), more information on Cunningham Recreation and GameTime and how we can meet the goals of your project.

Please reach out with any questions or additional details. I look forward to working with you.

Sincerely,



Tim Duckworth
Sales Associate
281-300-8583
tduckworth@cunninghamrec.com



About Cunningham Recreation and GameTime



Since 1929, GameTime has been a pioneer in the commercial playground equipment industry. GameTime has continued to bring meaningful research around the importance of play to the design, engineering, manufacture, and delivery of play equipment. GameTime Play Equipment's work has elevated industry standards on safety, physical and mental development, inclusion, and intergenerational interaction.

GameTime play systems, site furnishings and amenities are constructed from the highest quality materials and are backed by the industry's best warranty and customer service. Equipment is manufactured to meet current ASTM, CPSC and ADA guidelines for playground safety and accessibility.

For almost 60 years, Cunningham Recreation has been providing commercial park and playground equipment from design to construction. We are proud to serve as GameTime Play Equipment's exclusive representative in North Carolina, South Carolina, Virginia, West Virginia, Arkansas, Kansas, Missouri, Illinois, Oklahoma, Tennessee, Texas, Iowa, Nebraska, North Dakota, South Dakota, Delaware, Maryland, and DC.

Cunningham Recreation has adequate coverage in each territory to ensure our customers receive professional assistance and excellent customer service.

Range of Installation and Services

GameTime holds an ISO 9001 certification, which validates our high-quality manufacturing standards and our commitment to excellence in the design, production, installation, inspection and testing of our products. Our ISO 14001 certification supports our dedication to environmental sustainability and our commitment to eliminating waste, implementing recycling practices in our manufacturing facility, and offering recycled and recyclable products to our customers.

Cunningham Recreation specializes in complete park and playground solutions. We offer a full range of commercial park and play equipment for children of all ages and all abilities, and we have completed thousands of installations.

Cunningham Recreation offers a variety of resources and design approaches for planning and maintaining parks and playgrounds.



Both Cunningham Recreation and GameTime are considered leaders in the playground industry. Why not partner with a leader? Our research, design principles, innovative products and available resources are at your disposal.



SIGNATURE PROJECTS



Southeast Metro Park – Austin, TX

This playground is for all ages and abilities; and somewhat of an outdoor museum. Its focal point is that of a Mosasaur, a prehistoric sea creature, discovered years ago in Travis County. Children are able to explore the full-length skeleton of the Mosasaur including crawling through the gigantic open toothed mouth. The playground provides a colorful and inclusive experience with its custom GFRC sea turtles and sea coral climbers, half spheres and other playful landscape features. It is completed with poured-in-place rubber safety surfacing.

Total Cost: \$600,000

College View Park – Carthage, TX

This 3-acre park is designed to reach all ages and abilities! It includes a GameTime inclusive play structure with integrated shade and freestanding play items consisting of an arch saucer swing, a 3-bay swing with adaptive seats, an inclusive whirl, multiple sensory wave seats, a Tri Runner and freestanding musical components. The project is completed with 7400 sq ft of poured-in-place rubber safety surfacing. A walking path wraps the area with multiple freestanding fitness components, several shades with benches and a gazebo.

Total Cost: \$700,000



Alcott Station Park – Mesquite, TX

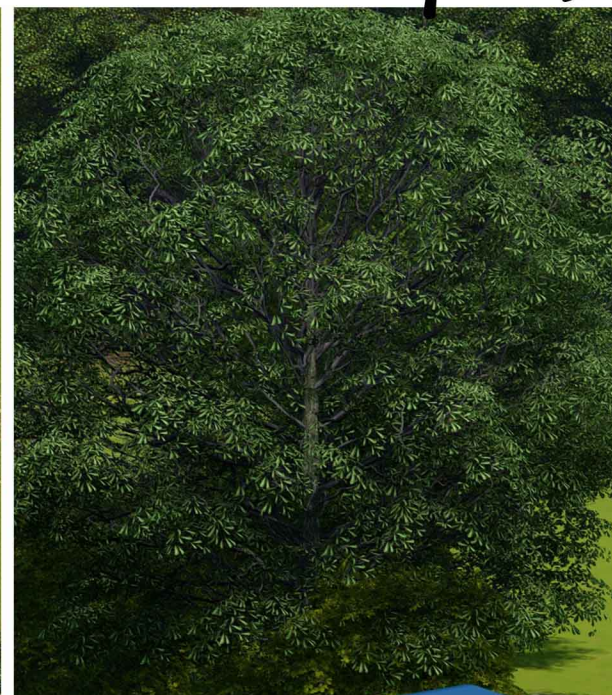
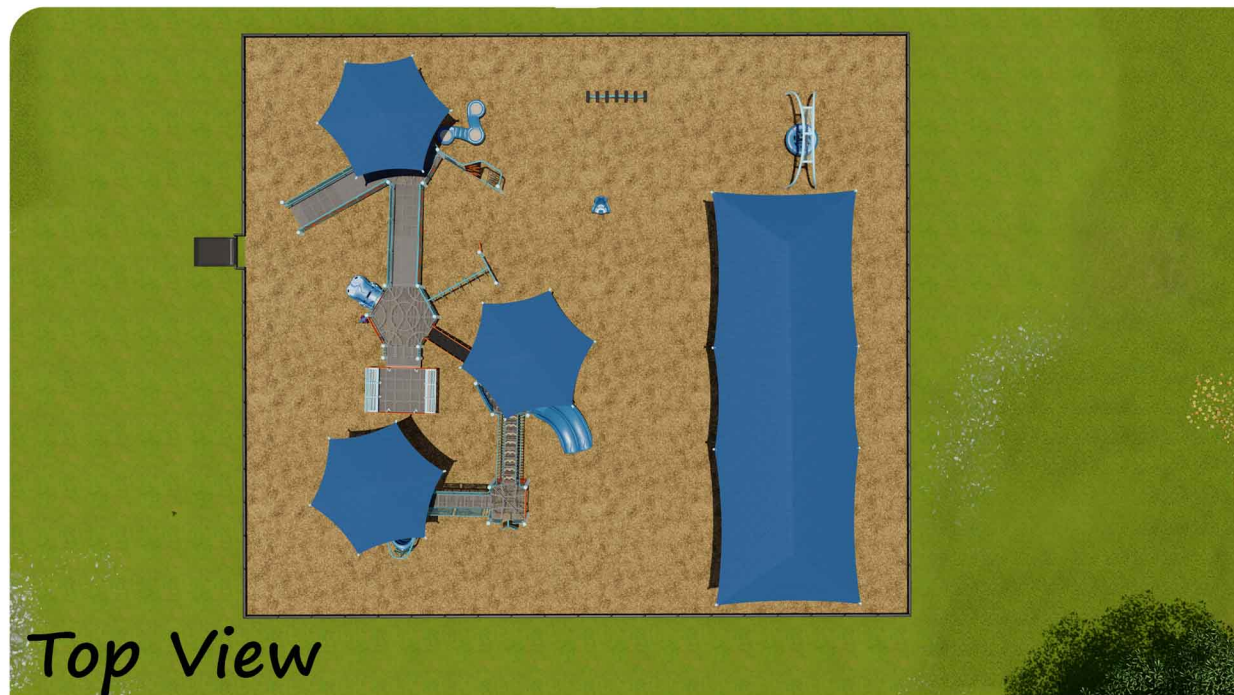
This unique 5 acre park features a large GameTime Modern City play structure with beautiful turf safety surfacing as well as a Thrive 450 adult outdoor fitness area with poured-in-place rubber safety surfacing; and a two mile walking trail connecting all the other amenities in the park. Employees of the adjacent businesses as well as residents of the local neighborhoods are sure to utilize this beautiful space.

Total Cost: \$250,000

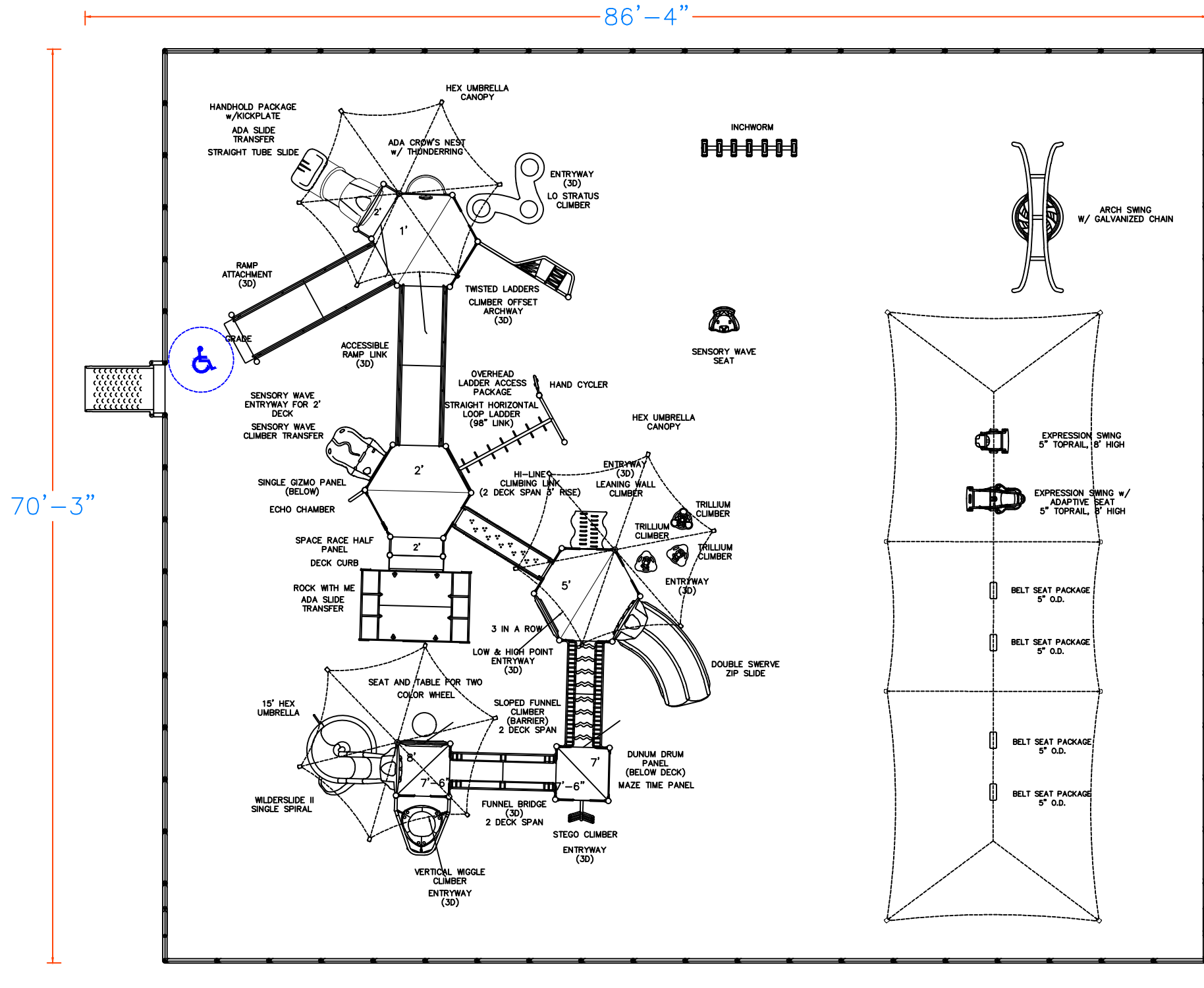


Highland Bayou Park La Marque, TX

Design • Build • PLAY!

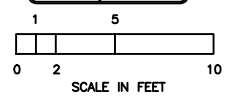


Color Palette: Riptide
Decks: Grey
Swing Uprights: Sea Mist
Swing Top Rail: Orange



CURBING	
TYPE	PLASTIC
LN FT	300
HT	12

SURFACING	
TYPE	EWf
SQ FT	5600
DEPTH	12





A PLAYCORE Company

150 PlayCore Drive SE
Fort Payne, AL 35967
www.gametime.com



Highland Bayou Park
Option 2
La Marque, TX
Representative
Cunningham Recreation

This play equipment is recommended for children ages 5-12

Minimum Area Required:
Scale:
This drawing can be scaled only when in an 11" x 17" format

IMPORTANT: Soft resilient surfacing should be placed in the use zones of all equipment, as specified for each type of equipment, and at depths to meet the critical fall heights as specified by the U.S. consumer Product Safety Commission, ASTM standard F 1487 and Canadian Standard CAN/CSA-Z-614

Drawn By: CR
Date: 9/30/24
Drawing Name: 172061-01-02



GameTime c/o Cunningham Recreation
 PO Box 240981
 Charlotte, NC 28224
 800.438.2780
 704.525.7356 FAX

10/03/2024
 Quote #
 172061-01-02

Highland Bayou Park - Option 2 (Grant Credit Terms)

City of La Marque
 Attn: Cesar Garcia
 1500 Municipal Drive
 La Marque, TX 77568
 United States
 Phone: 409-938-9259
 c.garcia@cityoflamarque.org

Ship to Zip 77301

Quantity	Part #	Description	Unit Price	Amount
1	RDU	GameTime - PowerScope Modular Unit for Ages 5-12 (per attached drawing) [Accent:_____] [RotoPlastic:_____] [RotoPlastic2:_____] [HDPE:_____] [Basic:_____] [Deck:Pvc:_____] [Accent2:_____] [2ColorHDPE:_____] [Tube:_____] [Arch:_____] [Fabric1:_____] [Cabling:_____]	\$222,270.00	\$222,270.00
		(1) 4962 -- Echo Chamber		
		(1) 6290 -- Trillium Climber 3'-0"		
		(1) 6291 -- Trillium Climber 4'-0"		
		(1) 13804 -- Twisted Ladders		
		(2) 16465 -- Slide Transfer (Ada)		
		(1) 36074 -- Stratus Lo		
		(2) 80078 -- 6"Stepped Platform		
		(1) 80612 -- Deck Curb		
		(1) 80687 -- Handhold/Kick Plate Pkg		
		(1) 80931 -- Single Gizmo Panel		
		(1) 81510 -- Horiz Loop Lad Link 98"Lk		
		(1) 81665 -- Seat And Table For Two		
		(1) 81669 -- Hand Cyclor		
		(1) 90004 -- Two Piece Hex Deck		
		(2) 90005 -- Two Piece Hex Deck, Ada Ramp Access		
		(1) 90182 -- Ada Crow'S Nest W/ Thundering		
		(1) 90207 -- Overhead Ladder Access Package		
		(1) 90254 -- 5' Leaning Wall Climber		
		(2) 90264 -- 6' Upright, Alum		
		(3) 90265 -- 7' Upright, Alum		
		(2) 90266 -- 8' Upright, Alum		
		(3) 90268 -- 10' Upright, Alum		
		(7) 90269 -- 11' Upright, Alum		



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Highland Bayou Park - Option 2 (Grant Credit Terms)

Quantity	Part #	Description	Unit Price	Amount
		(1) 90271 -- 13' Upright, Alum		
		(6) 90272 -- 14' Upright, Alum		
		(1) 90288 -- 2' Straight Tube Slide, 30" Dia		
		(1) 90466 -- Maze Panel, Above Dk		
		(1) 90579 -- Double Swerve Slide		
		(1) 90635 -- Stego Climber (7'-0" & 7'6")		
		(1) 90716 -- Color Wheel - Gadget Panel Above Deck		
		(1) 90790 -- Sloped Funnel Climber Barrier (Dbl)		
		(1) 90834 -- 3-in-a-Row Panel		
		(1) 90842 -- Single Spiral		
		(1) 91006 -- Climber Offset Archway (3D)		
		(1) 91017 -- Funnel Bridge (3D) 2 Deck Span		
		(1) 91039 -- Ramp (3D) 1'-0"		
		(1) 91049 -- Ramp Link (3D) 1'-6" & 2'-0"		
		(5) 91137 -- Entryway - 3D		
		(2) 91138 -- High Point / Low Point Entryway - 3D		
		(1) 91427 -- PS Sensory Wave Challenge Transfer 2'		
		(1) 91458 -- Sensory Wave Entryway for 2' Deck		
		(1) 91489 -- Vertical Wiggle Climber 7'6" -8'		
		(1) 91549 -- Dunan Drum Panel (Below Deck)		
		(1) 91583 -- Space Race Half Panel		
		(2) 91608 -- 15' Sunblox Umbrella Canopy		
		(1) 91609 -- 15' Sunblox Umbrella Canopy		
		(1) 91622 -- Hi-Line Climbing Link 3' Rise		
		(1) 91668 -- Trillium Climber 5'-0" & 5'-6"		
		(1) 91731 -- Rock with Me 2' Deck		
		(4) G90262 -- 4' Upright, Galv		
		(3) G90266 -- 8' Upright, Galv		
		(1) G90268 -- 10' Upright, Galv		
		(1) G90269 -- 11' Upright, Galv		
		(2) G90273 -- 15' Upright, Galv		
1	178749	GameTime - Owner's Kit	\$89.00	\$89.00
1	3274	GameTime - Sensory Wave Seat [Accent:_____] [Basic:_____] [Roto Plastic:_____]	\$2,661.00	\$2,661.00
1	8665	GameTime - Inchworm Climber F/S [Accent:_____]	\$2,601.00	\$2,601.00
1	0960LD	GameTime - Triple Bay Swing Shade- 1-Standard Bays; 2-ADA Bay	\$23,340.00	\$23,340.00



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Highland Bayou Park - Option 2 (Grant Credit Terms)

Quantity	Part #	Description	Unit Price	Amount
4	8918	GameTime - Belt Seat Pkg 5"Od(8918)	\$388.00	\$1,552.00
1	5166	GameTime - Expression Swing w Adaptive Seat 5" [Basic:_____] [Roto Plastic:_____]	\$2,927.00	\$2,927.00
1	5173	GameTime - Adaptive Swing w/Rung Belt	\$273.00	\$273.00
1	5145	GameTime - Expression Swing 5" X 8" [Basic:_____]	\$1,949.00	\$1,949.00
1	5058	GameTime - Arch Swing (Galv) [Basic:_____] [Roto Plastic:_____]	\$8,997.00	\$8,997.00
1	INSTALL	MISC - Installation of Above Equipment	\$104,390.00	\$104,390.00
2	4863	GameTime - Curb Border End Cap	\$73.00	\$146.00
1	4858	GameTime - Access Playcurb-W/Adap	\$820.00	\$820.00
75	4862	GameTime - 12" Playground Border	\$83.00	\$6,225.00
1	161291	GameTime - Geo-Textile 1125 Sqft Roll	\$572.00	\$572.00
2	161290	GameTime - Geo-Textile 2250 Sqft Roll	\$1,147.00	\$2,294.00
1	EWf	GT-Impax - Engineered Wood Fiber Safety Surfacing (CY)- • Area: 5600 Sq.Ft. • Thickness (Compacted): 12" • 277 CY • Freight included	\$10,793.64	\$10,793.64
1	INSTALL	MISC - Installation of Borders and Surfacing	\$6,070.00	\$6,070.00
1	INSTALL	MISC - Demo	\$1,470.00	\$1,470.00
1	2024 GT- Grant	MISC - 2024 Matching Funds Grant- Grant Rules and Limitations: To qualify for up to 100% matching grant, list price of the qualifying playground system must exceed \$75,000, and payment in full must accompany your order. For play systems with a list price of less than \$75,000 and greater than \$25,000 with payment in full, GameTime playground grants are available with matching funds up to 80%. For play systems that exceed \$25,000, and purchased with credit terms, matching funds are available up to 65%. Matching funds are subject to rounding rules and may vary based on qualified purchase. No other offer, discount, or special programs can be used with this grant program. This special matching fund offer applies to PowerScape®, PrimeTime®, Xscape®, and Modern City® systems only. Up to 50% matching funds for select outdoor fitness equipment, including THRIVE®, Challenge Course, KidCourse, and The Stadium®. VistaRope®, freestanding net structures, TuffForms, Landmark Design, GTSymphony freestanding, other freestanding play products, and Play On! non-system events are not eligible for funding. All applications must be received and validated by the project administrator by October 18, 2024. GameTime reserves the right to decline any application for a GameTime grant. GameTime will accept grant orders until October 25, 2024, or until all eligible funds are disbursed, whichever comes first. Customer must be able to receive order by December 31, 2024, subject to transportation availability. GameTime reserves the right to terminate this offer at any time without notice. GameTime playground grants can only be applied to additional GameTime purchases and only in conjunction with the original purchase. Standard policies and warranties as listed in the 2024 GameTime Playground Design Guide apply. Freight and applicable sales tax are extra and not included. Other terms and restrictions may apply. Contact your local GameTime representative for complete details.		
Contract: Buy Board Contract #679-22			Sub Total	\$399,439.64
			Grant	(\$92,523.72)



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800.438.2780
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10/03/2024
Quote #
172061-01-02

Highland Bayou Park - Option 2 (Grant Credit Terms)

Quantity	Part #	Description	Unit Price	Amount
			Estimated Freight	\$17,759.68
			Total	\$324,675.60

Comments

* Site must be clear, level, free of obstructions, and accessible. *Site should permit installation equipment access. Purchaser shall be responsible for unknown conditions such as buried utilities, tree stumps, bedrock or any concealed materials or conditions that may result in additional costs.*

GAMETIME - TERMS & CONDITIONS:

- **PRICING:** Due to fluctuating economic conditions, pricing is valid for 30 days and is subject to change. Please request updated pricing if your quote is older than 30 days before making a purchase.
- **TERMS OF SALE:** For equipment & material purchases, Net 30 days from date of invoice for governmental agencies and those with approved credit. All others, full payment for equipment, taxes and freight up front. Balance for services & materials due upon completion or as otherwise negotiated upon credit application review. Pre-payment may be required for equipment orders totaling less than \$5,000. Payment by VISA, MasterCard, or AMEX is accepted (**If you elect to pay by credit card, GameTime charges a 2.50% processing fee that is assessed on the amount of your payment. This fee is shown as a separate line item and included in the total amount charged to your credit card. You have the option to pay by check, ACH or Wire without any additional fees.**). Checks should be made payable to Playcore Wisconsin, Inc. dba GameTime unless otherwise directed. **Any order exceeding \$300,000 will require progress payments during the course of completion.**
- **CREDIT APPLICATION:** Required for all non-governmental agencies and those entities who have not purchased from GameTime within the previous twelve calendar months.
- **FINANCE CHARGE:** A 1.5% monthly finance charge (or maximum permitted by law) will be added to all invoices over 30 days past due.
- **CASH WITH ORDER DISCOUNT:** Orders for GameTime equipment paid in full at time of order via check or electronic funds transfer (EFT) are eligible for a 3% cash-with-order (CWO) discount. Consult local sales representative for CWO terms.
- **ORDERS:** All orders shall be in writing by purchase order, signed quotation or similar documentation. Purchase orders must be made out to Playcore Wisconsin, Inc. dba GameTime.
- **FREIGHT CHARGES:** Shipments shall be F.O.B. destination. Freight charges prepaid and added separately.
- **SHIPMENT: Standard Lead time is 6-8 weeks (some items may take longer)** after receipt and acceptance of purchase order, credit application, color selections and approved drawings or submittals.
- **PACKAGING:** All goods shall be packaged in accordance with acceptable commercial practices and marked to preclude confusion during unloading and handling.
- **RECEIPT OF GOODS:** Customer shall coordinate, receive, unload, inspect and provide written acceptance of shipment. Any damage to packaging or equipment must be noted when signing delivery ticket. If damages are noted, receiver must submit a claim to Cunningham Recreation within 15 Days. Receiver is also responsible for taking inventory of the shipment and reporting any concealed damage or discrepancy in quantities received within 60 days of receipt.
- **RETURNS:** Returns are only available on shipments delivered within the last 60 days. A 25% (min.) restocking fee will be deducted from any credit due. Customer is responsible for all packaging & shipping charges. Credit is based on condition of items upon return. All returns must be in unused and merchantable condition. GameTime reserves the right to deduct costs associated with restoring returned goods to merchantable condition. Uprights & custom products cannot be returned.
- **TAXES:** Sales tax is shown as a separate line item when included. A copy of your tax exemption certificate must be submitted at time of order or taxes will be added to your invoice.



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10/03/2024
Quote #
172061-01-02

Highland Bayou Park - Option 2 (Grant Credit Terms)

INSTALLATION CONDITIONS:

- **ACCESS:** The site must be clear, level, and provide unrestricted access for trucks and machinery. Any site that is inaccessible may incur additional charges.
- **STORAGE:** The customer is responsible for providing a secure area for off-loading and storing equipment during installation. Once equipment is delivered to the site, the owner assumes responsibility for any theft or vandalism unless alternative arrangements are made and documented in the quotation.
- **FOOTER EXCAVATION:** Installation pricing is based on footer excavation through earth/soil only, prior to the installation of drains, subbase, or surfacing. The customer is responsible for any unforeseen conditions such as buried utilities (public or private), tree stumps, rocks, or any other concealed materials or conditions that may result in additional labor or material costs.
- **UTILITIES:** The installer will contact 811 to locate all public utilities before layout and excavation of footer holes. The owner is responsible for identifying any private utilities. Cunningham Recreation and the installer are not liable for any damage to unmarked private utilities.
- **ADDITIONAL COSTS:** Pricing is based on a single mobilization for installation unless otherwise stated. The price includes only the items specified in this quotation. Additional site work or specialized equipment needs may result in price adjustments.
- **SITE CONDITIONS:** The site must have a slope of less than 1.5%. Any excavation or grading required to achieve an acceptable slope is the responsibility of others unless otherwise noted. All demolition and site preparation must be completed before the installation crew is mobilized.
- **GENERAL INSTALLATION NOTES:** Installation will be performed according to the manufacturer's specifications by a GameTime-certified installer. A one-year warranty on all labor is provided from the date of completion. Product warranty and service claims may not include labor.

ACCEPTANCE OF QUOTATION:

Acceptance of this proposal indicates your agreement to the terms and conditions stated herein.

Accepted By (printed): _____ Title: _____

Telephone: _____ Fax: _____

P.O. Number: _____ Date: _____

Purchase Amount: **\$324,675.60**

SALES TAX EXEMPTION CERTIFICATE #: _____

(PLEASE PROVIDE A COPY OF CERTIFICATE)

Salesperson's Signature

Customer Signature



GameTime c/o Cunningham Recreation
PO Box 240981
Charlotte, NC 28224
800.438.2780
704.525.7356 FAX

10/03/2024
Quote #
172061-01-02

Highland Bayou Park - Option 2 (Grant Credit Terms)

BILLING INFORMATION:

Bill to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

SHIPPING INFORMATION:

Ship to: _____

Contact: _____

Address: _____

Address: _____

City, State: _____ Zip: _____

Tel: _____ Fax: _____

E-mail: _____

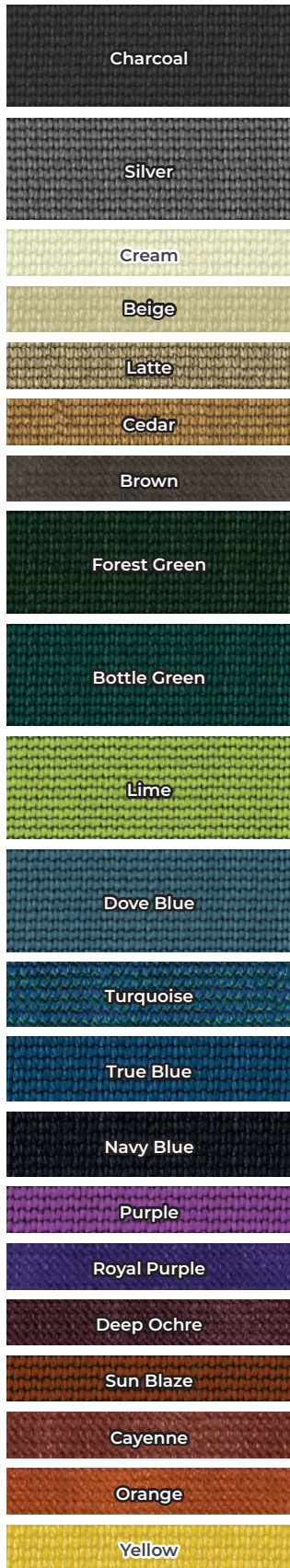
MATERIAL COLOR OPTIONS

METAL	PLASTIC	HDPE	2 COLOR HDPE
Black		Black	Black/White
Starlight Black			
Metallic	Champagne	Dolphin Gray	Gray/Black
White			White/Black
Vanilla			
Champagne	Beige	Beige	Beige/Green
Beige			
Brown	Brown	Brown	Brown/White
Bronze			
Dark Green	Green	Green	Green/White
Green			
Sage			
Ice Butter	Chartreuse		
Ice Mint			
Chartreuse	Spring Green	Spring Green	Spring Green/White
Spring Green			
Ocean			
Azure	Azure	Azure	Azure/White
Sea Mist			
Sky Blue	Sky Blue	Sky Blue	Sky Blue/White
Blue	Blue	Blue	Blue/White
Periwinkle	Periwinkle		
Royal Purple	Royal Purple	Purple	Purple/White
Burgundy	Burgundy	Burgundy	Burgundy/White
Red	Red	Red	Red/White
Orange	Orange	Orange	Orange/White
Butterscotch			
Yellow	Yellow	Yellow	Yellow/Black

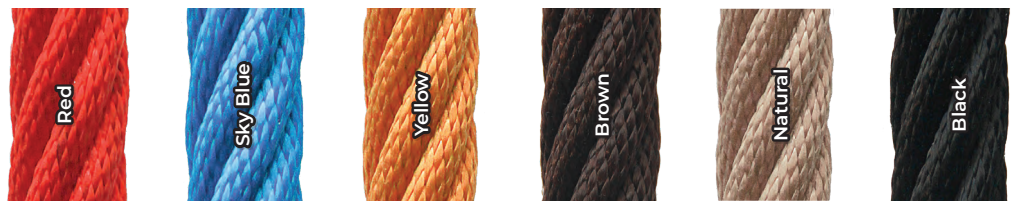
Actual colors may differ from the images represented here. Contact your local GameTime representative for sample materials.

MATERIAL COLOR OPTIONS

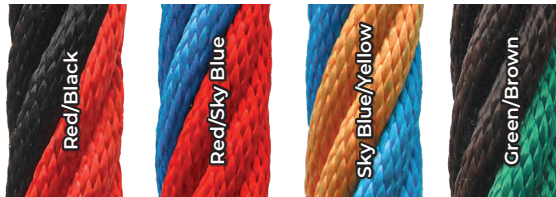
SHADE FABRIC



VISTAROPETM STANDARD



VISTAROPETM CUSTOM



*Colors for VistaRope products only. All standard GameTime ropes are black.

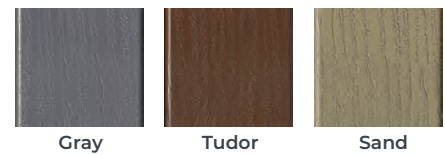
SPECIAL ROCK



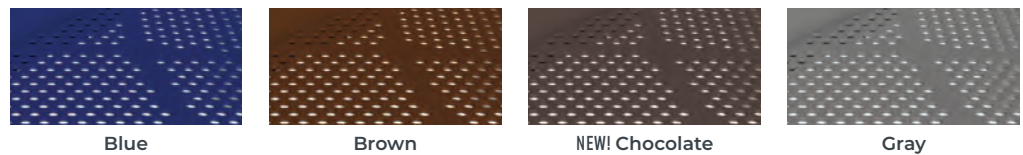
WALLCANO® HANDHOLDS



SITE RECYCLED PLASTIC LUMBER

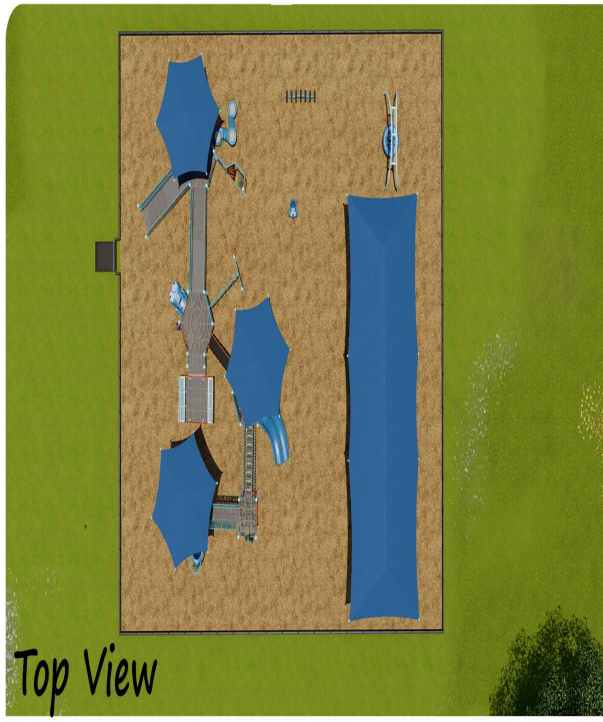


DECKS



Highland Bayou Park La Marque, TX

Design • Build • PLAY!



Color Palette: Riptide
Decks: Grey
Swing Uprights: Sea Mist
Swing Top Rail: Orange



**CITY OF LA MARQUE
PARKS BOARD
REGULAR AGENDA
of
September 19, 2024**

Notice is hereby given that the Parks Board of the City of La Marque, Texas will conduct a **Regular Meeting** on **September 19, 2024**, beginning at **6:00 PM** at **1109-B Bayou Road La Marque, Texas as well as via video-conference hosted through Zoom** (**bczoom.cityoflamarque.org**). In accordance with Section 551.127(b) of the Texas Local Government Code the presiding officer and a quorum of the La Marque Parks Board intend to be and will be physically present at 1109-B Bayou Road, La Marque, Texas. This location will be open to the public.

The Board will meet for the purpose of considering the following agenda:

1. CALL MEETING TO ORDER
2. ROLL CALL
3. INVOCATION AND PLEDGE OF ALLEGIANCE
4. CITIZENS PARTICIPATION
LIMITED TO THREE MINUTES PER PERSON

Comments from the public will be heard at this time. Any person with city-related business who has signed up may speak to the Parks Board (limited to three (3) minutes). If wishing to speak give the Chairperson or presiding officer your full legal name and the item you wish to speak about. In compliance with Texas Open Meeting Act, the Board may not deliberate on comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours. *Press *6 to mute or unmute if you are participating by telephone, press the unmute button if attending via zoom on a smartphone, tablet or computer, or stand if attending in person, and the Chairperson will call on you in turn.*

5. FINANCIAL REPORTS
 - 5.I. Parks Fund - July 2024 (81)
 - 5.II. Parks Board CIP Fund (66)

6. REPORTS
submitted reports to update the Parks Board and Community on the standard operations of the City, reports can be acknowledged as whole or discussed at the pleasure of the Parks Board.
 - 6.I. City Manager Report
 - 6.II. Parks Report
7. PUBLIC HEARING
Conduct Public Hearing to hear public input on:
 - 7.I. AARP Community Challenge Grant - Bike Audit Project
8. OLD BUSINESS
Items presented to the Parks Board for discussion and possible action:
 - 8.I. Considering Designing a Playset with GameTime Grant
9. NEW BUSINESS
Items presented to the Parks Board for discussion and possible action:
 - 9.I. Assigning Duties for Bayou Fest Participation
 - 9.II. Approving up to \$1100 for Bayou Fest activities
 - 9.III. Approving Shirts for Bayou Fest in the amount of \$270
 - 9.IV. Discussing the AARP Community Challenge Grant - Bike Audit Project
 - 9.V. Considering the incorporation of ADA Accessories into Local Parks
 - 9.VI. Considering the Installation of a GameTime Playtrail Bee at Walter Feigle Park
 - 9.VII. Authorizing an Application Submission for Houston-Galveston Area Council Parks and Natural Area Certification
 - 9.VIII. Applying to become a recognized Tree City USA by the Arbor Day Foundation
 - 9.IX. Applying to become a Certified Texas Bird City
 - 9.X. Applying for Membership with the Native Plant Society of Clear Lake Chapter
 - 9.XI. Authorizing the Purchase of Candy for Holiday Events
 - 9.XII. Considering the Boards and Commission Ethics Policy
 - 9.XIII. Rescheduling the Regular Parks Board meeting from October 17, 2024 to October 10, 2024
 - 9.XIV. Considering the Wildlife Habitat Federation Conservation Assessment at Mac McGaffey Highland Bayou Park

10. REQUESTS AND ANNOUNCEMENTS

Requests by Parks Board Members for items to be placed on future Parks Board agendas and announcements on city events/community interests TEX. GOV'T CODE §551.415. (b), "items of community interest" include: (1) expressions of thanks, congratulations, or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; (4) a reminder about an upcoming event organized or sponsored by the governing body (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the governing body that was attended or is scheduled to be attended by a member of the governing body or an official or employee of the municipality or county; and (6) announcements involving an imminent threat to the public health and safety of people in the municipality or county that has arisen after the posting of the agenda

11. ADJOURNMENT

CERTIFICATION:

I hereby certify that the above notice of meeting was posted at 1109-B Bayou Road, La Marque, Texas on September 13, 2024 by 12:00 p.m.

Kasey Lott
Deputy City Clerk



CITY OF LA MARQUE
PARKS SURCHARGE FUND 66
August 2024

BEGINNING CASH & INVESTMENT BALANCE 7/31/2024		\$769,739.70
PARKS SURCHARGE RECEIVABLE		\$43,999.62
REVENUES		
Parks Surcharge		14,533.45
Total Revenues		\$14,533.45
EXPENSES		
<u>Date/ Vendor</u>	<u>Description</u>	
		0.00
Total Expenses		\$0.00
ENDING CASH & INVESTMENT BALANCE 8/31/2024		\$784,273.15



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: Alice Ashley

Department: Police

Agenda Item: 7.IV.

Reviewed by: Kasey Lott, Deputy
City Clerk

AGENDA ITEM DESCRIPTION:

Accepting a grant award for the Patrick Leahy Bullet Proof Vest in the amount of \$25,934.24

STAFF BRIEFING:

The City has been awarded \$25,934.24 under the FY24 Patrick Leahy Bulletproof Vest Partnership Program. This grant will support the purchase of new bulletproof vests, with each vest estimated to cost between \$900 and \$1,000.

A 50% city match is required, the city will apply for economic waivers to potentially receive 100% reimbursement.

The city will seek reimbursement for four previously purchased vests under this program.

The grant funds do not need to be expended before August 31, 2026.

The city is not required to expend the entire awarded amount and will attempt to use other grant funds to cover the match.

HISTORY:

Council passed a resolution to apply: 6/24/24

Awarded by the Bureau of Justice Affairs: 9/26/24

FISCAL IMPACT:

- The city will be required to provide a 50% match for each bulletproof vest, estimated at \$900 to \$1,000 per vest.
- Reimbursement of four previously purchased vests will be requested & seeking economic waivers for 100% coverage.
- Seeking approval to use other grant funds to cover the remainder (if any) of grant match requirements.
- Match will not exceed \$_____ (Confirm with Alice).

RESOLUTION NO. R-2024-0052

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS, APPROVING AND ACCEPTING THE AWARD FOR FUNDING BY THE BJA PATRICK LEAHY BULLETPROOF VEST PARTNERSHIP (BVP) - FY 2024 GRANT PROGRAM.

WHEREAS, the Bureau of Justice Affairs awarded an the City of La Marque the BJA Patrick Leahy Bulletproof Vest Partnership (BVP) - FY 2024; and

WHEREAS, on June 24, 2024, the City Council signed resolutions to proceed with applying for the BJA Patrick Leahy Bulletproof Vest Partnership Program; and

WHEREAS, the City of La Marque, Texas, acknowledges that if an authorized signatory of the City changes (elections, illness, resignations, etc.) the City shall provide them with a resolution stating the new authorized signatory shall be; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS AS FOLLOWS:

WHEREAS; the City of La Marque designates the City Manager, Cesar Garcia, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED, accepting the award for funding by the Bureau of Justice Affairs under the BJA Patrick Leahy Bulletproof Vest Partnership (BVP) - FY 2024 Grant Program.

PASSES, APPROVED, AND ADOPTED by the City Council of the City of La Marque on this the ____ day of _____, 2024.

Keith Bell
Mayor

Kierra Nance, TRMC
City Clerk

BJA Patrick Leahy Bulletproof Vest Partnership (BVP) – FY 2024 Award Announcement

From Bureau of Justice Assistance <BJA@public.govdelivery.com>

Date Thu 2024-09-26 11:27 AM

To Alice Ashley <a.ashley@cityoflamarque.org>

[External Email] This message originated from outside your organization.

[View as a webpage / Share](#)



Dear BVP Applicant:

The Bureau of Justice Assistance (BJA) is pleased to inform you that your jurisdiction will receive an award under the Fiscal Year (FY) 2024 Patrick Leahy Bulletproof Vest Partnership (BVP) solicitation. These funds have been posted to your account in the [BVP System](#). A complete list of FY 2024 BVP awards is now available at the following link: [2024 BVP awards](#).

Important: Jurisdictions must be registered and include updated banking information in the System for Award Management (SAM) (<https://www.sam.gov/SAM/>) to receive reimbursement. For more information about renewing and updating your existing SAM registration, or registering in SAM as a new entity, please visit: <https://sam.gov/content/help>. The SAM Helpdesk can be reached at 866-606-8220.

The FY 2024 award may be used for National Institute of Justice (NIJ) compliant armored vests that were ordered after April 1, 2024. The deadline to request payments from the FY 2024 award is August 31, 2026, or until all available funds have been requested. Awards will not be extended past that date, and any unused funds will be forfeited.

Sincerely,

BVP Program Team

Bureau of Justice Assistance



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: Alice Ashley

Department: Police

Agenda Item: 7.V.

Reviewed by: Kierra Nance

AGENDA ITEM DESCRIPTION:

Accepting a grant award for \$580,624 from the COPS Grant to hire two full-time police officers

STAFF BRIEFING:

The City of La Marque has been awarded \$580,624 under the FY24 COPS Hiring Program from the Office of Community Oriented Policing Services (COPS Office).

Hiring two full-time police officers.

An economic waiver was written as part of the grant application and awarded.

The city received 100% Federal funding, meaning there is no local city match requirement.

Nationwide, a total of 573 applications were received, out of which 235 were awarded. In the State of Texas, there were 15 awards given. The City of La Marque secured the fourth-highest award in the state, ranking after San Antonio, Laredo, and Harris County.

HISTORY:

On May 13, 2024, the City Council passed a resolution to submit an application for the FY 2024 COPS Hiring Program. This resolution authorized the city to apply for funding to hire two new full-time police officers. At the time, it was anticipated that the city would be responsible for covering up to 50% of the officers' salaries based on typical COPS grant requirements.

On September 24, 2024, the city was awarded the FY2024 COPS Hiring Grant; along with the grant, an economic waiver application was submitted and approved.

As a result of this waiver, the city was awarded 100% of the requested funding, effectively eliminating the need for any matching funds from the city's budget. Therefore, the city will receive federal funding to cover the salaries of the two new officers, with no local financial contribution required.

FISCAL IMPACT:

\$0.00

RESOLUTION NO. R-2024-0053

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS, DESIGNATING SIGNATOR FOR GRANT AWARD FOR CONTRACTUAL DOCUMENTS PERTAINING TO THE OFFICE OF COMMUNITY ORIENTED POLICING SERVICES, FY24 COPS HIRING PROGRAM (CHP)

WHEREAS; the City of La Marque, Texas acceptance of award for the Office of Community Oriented Policing Services, FY24 Cops Hiring Program (CHP); and

WHEREAS; it is necessary to appoint persons to execute contractual documents directly pertaining to the award acceptance to the Office of Community Oriented Policing Services, FY24 Cops Hiring Program (CHP); and

WHEREAS; the City of La Marque, Texas, acknowledges that if an authorized signatory of the City changes (elections, illness, resignations, etc.) the City shall provide them with a resolution stating the new authorized signatory shall be and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS AS FOLLOWS:

WHEREAS; the City of La Marque designates the City Manager, Cesar Garcia, as the grantee's authorized official. The authorized official is given the power to apply for, accept, reject, alter, or terminate the grant on behalf of the applicant agency.

NOW THEREFORE, BE IT RESOLVED THAT the City of La Marque, Texas, accepts the award for the Office of Community Oriented Policing Services, FY24 Cops Hiring Program (CHP).

PASSES, APPROVED, AND ADOPTED by the City Council of the City of La Marque on this the_____ day of _____, 2024.

CITY OF LA MARQUE, TEXAS

Keith Bell
Mayor

ATTEST:

Kierra Nance
City Clerk



Department of Justice (DOJ)

Office of Community Oriented Policing Services (COPS Office)

Washington, D.C. 20531

Name and Address of Recipient:		CITY OF LA MARQUE 1111 BAYOU RD	
City, State and Zip:		LA MARQUE, TX 77568	
Recipient UEI:		YJKKQFGMY838	
Project Title: FY24 COPS Hiring Program (CHP)		Award Number: 15JCOPS-24-GG-03467-UHPX	
Solicitation Title: FY24 COPS Hiring Program			
Federal Award Amount: \$580,624.00		Federal Award Date: 9/30/24	
Awarding Agency:		Office of Community Oriented Policing Services	
Funding Instrument Type:		Grant	
Opportunity Category: D			
Assistance Listing: 16.710 - Public Safety Partnership and Community Policing Grants			
Project Period Start Date: 10/1/24		Project Period End Date: 9/30/29	
Budget Period Start Date: 10/1/24		Budget Period End Date: 9/30/29	
Project Description: The COPS Hiring Program (CHP) provides funding to law enforcement agencies to hire and/or rehire additional career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. Anticipated outcomes of CHP awards include engagement in planned community partnerships, implementation of projects to analyze and assess problems, implementation of changes to personnel and agency management in support of community policing, and increased capacity of agency to engage in community policing activities.			

Award Letter

September 30, 2024

Dear Alice Ashley,

On behalf of Attorney General Merrick B. Garland, it is my pleasure to inform you the Office of Community Oriented Policing Services (the COPS Office) has approved the application submitted by **CITY OF LA MARQUE** for an award under the funding opportunity entitled **2024 FY24 COPS Hiring Program**. The approved award amount is \$580,624. Review the Award Instrument below carefully and familiarize yourself with all conditions and requirements before accepting your award. The Award Instrument includes the Award Offer (Award Information, Project Information, Financial Information, and Award Conditions) and Award Acceptance. For COPS Office and OVW funding the Award Offer also includes any Other Award Documents.

Please note that award requirements include not only the conditions and limitations set forth in the Award Offer, but also compliance with assurances and certifications that relate to conduct during the period of performance for the award. These requirements encompass financial, administrative, and programmatic matters, as well as other important matters (e.g., specific restrictions on use of funds). Therefore, all key staff should receive the award conditions, the assurances and certifications, and the application as approved by the COPS Office, so that they understand the award requirements. Information on all pertinent award requirements also must be provided to any subrecipient of the award.

Should you accept the award and then fail to comply with an award requirement, DOJ will pursue appropriate remedies for non-compliance, which may include termination of the award and/or a requirement to repay award funds.

Prior to accepting the award, your Entity Administrator must assign a Financial Manager, Grant Award Administrator, and Authorized Representative(s) in the Justice Grants System (JustGrants). The Entity Administrator will need to ensure the assigned Authorized Representative(s) is current and has the legal authority to accept awards and bind the entity to the award terms and conditions. To accept the award, the Authorized Representative(s) must accept all parts of the Award Offer in the Justice Grants System (JustGrants), including by executing the required declaration and certification, within 45 days from the award date.

To access your funds, you will need to enroll in the Automated Standard Application for Payments (ASAP) system, if you haven't already completed the enrollment process in ASAP. The Entity Administrator should have already received an email from ASAP to initiate this process.

Congratulations, and we look forward to working with you.

Hugh T. Clements
COPS Director

Office for Civil Rights Notice for All Recipients

The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) enforces federal civil rights laws and other provisions that prohibit discrimination by recipients of federal financial assistance from OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW).

Several civil rights laws, including Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, require recipients of federal financial assistance (recipients) to give assurances that they will comply with those laws. Taken together, these and other civil rights laws prohibit recipients from discriminating in the provision of services and employment because of race, color, national origin, religion, disability, and sex or from discriminating in the provision of services on the bases of age.

Some recipients of DOJ financial assistance have additional obligations to comply with other applicable nondiscrimination provisions like the Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of religion in addition to race, color, national origin, and sex. Recipients may also have related requirements regarding the development and implementation of equal employment opportunity programs.

OCR provides technical assistance, training, and other resources to help recipients comply with civil rights obligations.

Further, OCR administratively enforces civil rights laws and nondiscrimination provisions by investigating DOJ recipients that are the subject of discrimination complaints. In addition, OCR conducts compliance reviews of DOJ recipients based on regulatory criteria. These investigations and compliance reviews permit OCR to evaluate whether DOJ recipients are providing services to the public and engaging in employment practices in a nondiscriminatory manner.

For more information about OCR, your civil rights and nondiscrimination responsibilities, how to notify your employees or beneficiaries of their civil rights protections and responsibilities and how to file a complaint, as well as technical assistance, training, and other resources, please visit www.ojp.gov/program/civil-rights-office/outreach. If you would like OCR to assist you in fulfilling your civil rights or nondiscrimination responsibilities, please contact us at askOCR@oip.usdoj.gov or www.ojp.gov/program/civil-rights-office/about#ocr-contacts.

Award Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Recipient Information

Recipient Name

UEI YJKKQFGMY838	ORI Number
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Street 1 1111 BAYOU RD	Street 2
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City LA MARQUE	State/U.S. Territory Texas
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Zip/Postal Code 77568	Country United States
---------------------------------	---------------------------------

County/Parish	Province
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Award Details

Federal Award Date 9/30/24	Award Type Initial
--------------------------------------	------------------------------

Award Number 15JCOPS-24-GG-03467-UHPX	Supplement Number 00
---	--------------------------------

Federal Award Amount \$580,624.00	Funding Instrument Type Grant
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Assistance Listing Number	Assistance Listings Program Title
16.710	Public Safety Partnership and Community Policing Grants

Statutory Authority

The Public Safety Partnership and Community Policing Act of 1994, 34 U.S.C. § 10381 et seq

[]
I have read and understand the information presented in this section of the Federal Award Instrument.

Project Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

Solicitation Title

2024 FY24 COPS Hiring Program

Awarding Agency

COPS

Application Number

GRANT14160124

Grant Manager Name

FRANCISCO BERNAL

Phone Number

[202-812-5473](tel:202-812-5473)

E-mail Address

Francisco.A.Bernal@usdoj.gov

Project Title

FY24 COPS Hiring Program (CHP)

Performance Period Start Date

10/01/2024

Performance Period End Date

09/30/2029

Budget Period Start Date

10/01/2024

Budget Period End Date

09/30/2029

Project Description

The COPS Hiring Program (CHP) provides funding to law enforcement agencies to hire and/or rehire additional career law enforcement officers in an effort to increase their community policing capacity and crime prevention efforts. Anticipated outcomes of CHP awards include engagement in planned community partnerships, implementation of projects to analyze and assess problems, implementation of changes to personnel and agency management in support of community policing, and increased capacity of agency to engage in community policing activities.

[]
I have read and understand the information presented in this section of the Federal Award Instrument.

Financial Information

This award is offered subject to the conditions or limitations set forth in the Award Information, Project

Information, Financial Information, and Award Conditions.

A financial analysis of budgeted costs has been completed. All costs listed in the approved budget below were programmatically approved based on the final proposed detailed budget and budget narratives submitted by your agency to the COPS Office. Any adjustments or edits to the proposed budget are explained below.

Budget Clearance Date: 9/16/24 1:06 PM

Comments				
.				
Budget Category	Proposed Budget	Change	Approved Budget	Percentages
Sworn Officer Positions:	—	—	\$580,624	—
Civilian or Non-Sworn Personnel:	—	—	\$0	—
Travel:	—	—	\$0	—
Equipment:	—	—	\$0	—
Supplies:	—	—	\$0	—
SubAwards:	—	—	\$0	—
Procurement Contracts:	—	—	\$0	—
Other Costs:	—	—	\$0	—
Total Direct Costs:	—	—	\$580,624	—
Indirect Costs:	—	—	\$0	—
Total Project Costs:	—	—	\$580,624	—
Federal Funds:	—	—	\$580,624	100.00%
Match Amount:	—	—	\$0	0.00%
Program Income:	—	—	\$0	0.00%
Budget Category				
Sworn Officer				
Civilian Personnel				

Travel

Equipment

Supplies

SubAwards

Procurement Contracts

Other Costs

Indirect Costs

[]

I have read and understand the information presented in this section of the Federal Award Instrument.

Award Conditions

This award is offered subject to the conditions or limitations set forth in the Award Information, Project Information, Financial Information, and Award Conditions.

1

Restrictions on Internal Confidentiality Agreements: No recipient or subrecipient under this award, or entity that receives a contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts the lawful reporting of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. Further Consolidated Appropriations Act, 2024, Public Law 118-47, Division B, Title VII, Section 742.

2

Federal Civil Rights: The recipient and any subrecipient must comply with applicable federal civil rights and nondiscrimination statutes and regulations including: Section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), as implemented in Subparts C and D of 28 C.F.R. Part 42; section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), as implemented in Subpart G of 28 C.F.R. Part 42; section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681), as implemented in Subpart D of 28 C.F.R. Parts 42 and 54; section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102), as implemented in Subpart I of 28 C.F.R. Part 42; and section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)), as implemented in Subpart D of 28 C.F.R. Part 42. In addition to applicable federal statutes and regulations that pertain to civil rights and nondiscrimination, the recipient and any subrecipient must comply with the requirements in 28 C.F.R. Parts 22 (Confidentiality of Identifiable Research and Statistical Information); 28 C.F.R. Part 23 (Criminal Intelligence Systems Operating Policies); 28 C.F.R. Part 38 (Partnerships with Faith-Based and Other Neighborhood Organizations); and 28 C.F.R. Part 46 (Protection of Human Subjects). For an overview of the civil rights laws and nondiscrimination requirements in connection with your award, please see <https://www.ojp.gov/program/civil-rights/overview>.

3

Award Monitoring Activities: Federal law requires that recipients receiving federal funding from the COPS Office must be monitored to ensure compliance with their award conditions and other applicable statutes and regulations. The COPS Office is also interested in tracking the progress of our programs and the advancement of community policing. Both aspects of award implementation—compliance and programmatic benefits—are part of the monitoring process coordinated by the U.S. Department of Justice. Award monitoring activities conducted by the COPS Office include site visits, enhanced office-based grant reviews, alleged noncompliance reviews, financial and programmatic reporting, and

audit resolution. As a COPS Office award recipient, you agree to cooperate with and respond to any requests for information pertaining to your award. This includes all financial records, such as general accounting ledgers and all supporting documents. All information pertinent to the implementation of the award is subject to agency review throughout the life of the award, during the close-out process and for three-years after the submission of the final expenditure report. 2 C.F.R. §§ 200.334 and 200.337, and, as applicable, 34 U.S.C. § 10385(a).

4

Authorized Representative Responsibility: The recipient understands that, in accepting this award, the Authorized Representatives declare and certify, among other things, that they possess the requisite legal authority to accept the award on behalf of the recipient entity and, in so doing, accept (or adopt) all material requirements throughout the period of performance under this award. The recipient further understands, and agrees, that it will not assign anyone to the role of Authorized Representative during the period of performance under the award without first ensuring that the individual has the requisite legal authority.

5

Contract Provision: All contracts made by the award recipients under the federal award must contain the provisions required under 2 C.F.R. Part 200, Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards. Please see appendices in the Award Owner's Manual for a full text of the contract provisions.

6

Award Owner's Manual: The recipient agrees to comply with the terms and conditions in the applicable award year COPS Office Program Award Owner's Manual; DOJ Grants Financial Guide; COPS Office statute (34 U.S.C. § 10381, et seq.) as applicable; Students, Teachers, and Officers Preventing (STOP) School Violence Act of 2018 (34 U.S.C. § 10551, et seq.) as applicable; the requirements of 2 C.F.R. Part 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards), including subsequent changes, as adopted by the U.S. Department of Justice in 2 C.F.R. § 2800.101; 48 C.F.R. Part 31 (FAR Part 31) as applicable (Contract Cost Principles and Procedures); the Cooperative Agreement as applicable; representations made in the application; and all other applicable program requirements, laws, orders, regulations, or circulars.

Failure to comply with one or more award requirements may result in remedial action including, but not limited to, withholding award funds, disallowing costs, suspending, or terminating the award, or other legal action as appropriate.

Should any provision of an award condition be deemed invalid or unenforceable by its terms, that provision will be applied to give it the maximum effect permitted by law. Should the provision be deemed invalid or unenforceable in its entirety, such provision will be severed from this award.

7

Duplicative Funding: The recipient understands and agrees to notify the COPS Office if it receives, from any other source, funding for the same item or service also funded under this award.

8

Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and COPS Office authority to terminate award): The recipient and subrecipient agree to comply with the following requirements of 2 C.F.R. Part 175, Appendix A to Part 175 – Award Term:

I. Trafficking in Persons

(a) Provisions applicable to a recipient that is a private entity. (1) Under this award, the recipient, its employees, subrecipients under this award, and subrecipient's employees must not engage in:

(i) Severe forms of trafficking in persons;

(ii) The procurement of a commercial sex act during the period of time that this award or any subaward is in effect;

(iii) The use of forced labor in the performance of this award or any subaward; or

(iv) Acts that directly support or advance trafficking in persons, including the following acts:

(A) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

(B) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by

the employee, unless:

- (1) Exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or
- (2) The employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
- (C) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
- (D) Charging recruited employees a placement or recruitment fee; or
- (E) Providing or arranging housing that fails to meet the host country's housing and safety standards.

(2) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if any private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph

(a)(1) of this this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB

Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)," as implemented by DOJ at 2 C.F.R. Part 2867.

(b) Provision applicable to a recipient other than a private entity. (1) The Federal agency may unilaterally terminate this award or take any remedial actions authorized by 22 U.S.C. 7104b(c), without penalty, if a subrecipient that is a private entity under this award:

(i) Is determined to have violated a prohibition in paragraph (a)(1) of this appendix; or

(ii) Has an employee that is determined to have violated a prohibition in paragraph (a)(1) of this appendix through conduct that is either:

(A) Associated with the performance under this award; or

(B) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension

(Nonprocurement)," as implemented by 2 C.F.R. Part 2867.

(c) Provisions applicable to any recipient.

(1) The recipient must inform the Federal agency and the Inspector General of the Federal agency immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a)(1) of this appendix.

(2) The Federal agency's right to unilaterally terminate this award as described in paragraphs (a)(2) or (b)(1) of this appendix:

(i) Implements the requirements of 22 U.S.C. 78, and

(ii) Is in addition to all other remedies for noncompliance that are available to the Federal agency under this award.

(3) The recipient must include the requirements of paragraph (a)(1) of this award term in any subaward it makes to a private entity.

(4) If applicable, the recipient must also comply with the compliance plan and certification requirements in 2 CFR 175.105(b).

(d) Definitions. For purposes of this award term:

Employee means either:

(1) An individual employed by the recipient or a subrecipient who is engaged in the performance of the project or program under this award; or

(2) Another person engaged in the performance of the project or program under this award and not compensated by the recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing requirements.

Private Entity means any entity, including for-profit organizations, nonprofit organizations, institutions of higher education, and hospitals. The term does not include foreign public entities, Indian Tribes, local governments, or states as defined in 2 CFR 200.1.

The terms "severe forms of trafficking in persons," "commercial sex act," "sex trafficking," "Abuse or threatened abuse of law or legal process," "coercion," "debt bondage," and "involuntary servitude" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

9

Termination: Recipient understands and agrees that the COPS Office may terminate funding, in whole or in part, for

the following reasons:

- (1) When the recipient fails to comply with the terms and conditions of a Federal award.
- (2) When the recipient agrees to the termination and termination conditions.
- (3) When the recipient provides the COPS Office written notification requesting termination including the reasons, effective date, and the portion of the award to be terminated. The COPS Office may terminate the entire award if the remaining portion will not accomplish the purposes of the award.
- (4) Pursuant to any other award terms and conditions, including, when an award no longer effectuates the program goals or agency priorities to the extent such termination is authorized by law.

2. C.F.R. § 200.340.

10

Recipient Integrity and Performance Matters: For awards over \$500,000, the recipient agrees to comply with the following requirements of 2 C.F.R. Part 200, Appendix XII to Part 200 – Award Term and Condition for Recipient Integrity and Performance Matters:

I. Reporting of Matters Related to Recipient Integrity and Performance

(a) General Reporting Requirement.

(1) If the total value of your active grants, cooperative agreements, and procurement contracts from all Federal agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then you as the recipient must ensure the information available in the responsibility/qualification records through the System for Award Management (SAM.gov), about civil, criminal, or administrative proceedings described in paragraph (b) of this award term is current and complete. This is a statutory requirement under section 872 of Public Law 110–417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111– 212, all information posted in responsibility/qualification records in SAM.gov on or after April 15, 2011 (except past performance reviews required for Federal procurement contracts) will be publicly available.

(b) Proceedings About Which You Must Report.

(1) You must submit the required information about each proceeding that—

(i) Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;

(ii) Reached its final disposition during the most recent five-year period; and

(iii) Is one of the following—

(A) A criminal proceeding that resulted in a conviction;

(B) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;

(C) An administrative proceeding that resulted in a finding of fault and liability and your payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or

(D) Any other criminal, civil, or administrative proceeding if—

(1) It could have led to an outcome described in paragraph (b)(1)(iii)(A) through (C);

(2) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on your part; and

(3) The requirement in this award term to disclose information about the proceeding does not conflict with applicable laws and regulations.

(c) Reporting Procedures. Enter the required information in SAM.gov for each proceeding described in paragraph (b) of this award term. You do not need to submit the information a second time under grants and cooperative agreements that you received if you already provided the information in SAM.gov because you were required to do so under Federal procurement contracts that you were awarded.

(d) Reporting Frequency. During any period of time when you are subject to the requirement in paragraph (a) of this award term, you must report proceedings information in SAM.gov for the most recent five-year period, either to report new information about a proceeding that you have not reported previously or affirm that there is no new information to report. If you have Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, you must disclose semiannually any information about the criminal, civil, and administrative proceedings.

(e) Definitions. For purposes of this award term—

Administrative proceeding means a nonjudicial process that is adjudicatory in nature to make a determination of fault or liability (for example, Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with the performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

Conviction means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere. Total value of currently active grants, cooperative agreements, and procurement contracts includes the value of the Federal share

already received plus any anticipated Federal share under those awards (such as continuation funding).

11

Reporting Subawards and Executive Compensation: The recipient agrees to comply with the following requirements of 2 C.F.R. Part 170, Appendix A to Part 170 – Award Term:

I. Reporting Subawards and Executive Compensation

(a) Reporting of first-tier subawards—(1) Applicability. Unless the recipient is exempt as provided in paragraph (d) of this award term, the recipient must report each subaward that equals or exceeds \$30,000 in Federal funds for a subaward to an entity or Federal agency. The recipient must also report a subaward if a modification increases the Federal funding to an amount that equals or exceeds \$30,000. All reported subawards should reflect the total amount of the subaward.

(2) Reporting Requirements. (i) The entity or Federal agency must report each subaward described in paragraph (a)(1) of this award term to the Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.fsrs.gov>.

(ii) For subaward information, report no later than the end of the month following the month in which the subaward was issued. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(b) Reporting total compensation of recipient executives for entities—(1) Applicability. The recipient must report the total compensation for each of the recipient's five most highly compensated executives for the preceding completed fiscal year if:

(i) The total Federal funding authorized to date under this Federal award equals or exceeds \$30,000;

(ii) in the preceding fiscal year, the recipient received:

(A) 80 percent or more of the recipient's annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,

(iii) The public does not have access to information about the compensation of the executives 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 after receiving this subaward. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(2) Reporting Requirements. The recipient must report executive total compensation described in paragraph (b)(1) of this appendix:

(i) As part of the recipient's registration profile at <https://www.sam.gov>.

(ii) No later than the month following the month in which this Federal award is made, and annually after that. (For example, if this Federal award was made on November 7, 2025, the executive total compensation must be reported by no later than December 31, 2025.)

(c) Reporting of total compensation of subrecipient executives—(1) Applicability. Unless a first-tier subrecipient is exempt as provided in paragraph (d) of this appendix, the recipient must report the executive total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if:

(i) The total Federal funding authorized to date under the subaward equals or exceeds \$30,000;

(ii) In the subrecipient's preceding fiscal year, the subrecipient received:

(A) 80 percent or more of its annual gross revenues from Federal procurement contracts

(and subcontracts) and Federal awards (and subawards) subject to the Transparency Act; and,

(B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal awards (and subawards) subject to the Transparency Act; and

(iii) The public does not have access to information about the compensation of the executives 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 after receiving this subaward. (To determine if the public has access to the compensation information, see

the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>.)

(2) Reporting Requirements. Subrecipients must report to the recipient their executive total compensation described in paragraph

(c)(1) of this appendix. The recipient is required to submit this information to the

Federal Funding Accountability and Transparency Act Subaward Reporting System (FSRS) at <http://www.fsrs.gov> no later than the end of the month following the month in which the subaward was made. (For example, if the subaward was made on November 7, 2025, the subaward must be reported by no later than December 31, 2025).

(d) Exemptions. (1) A recipient with gross income under \$300,000 in the previous tax year is exempt from the requirements to report:

(i) Subawards, and

(ii) The total compensation of the five most highly compensated executives of any subrecipient.

(e) Definitions. For purposes of this award term:

Entity includes:

(1) Whether for profit or nonprofit:

(i) A corporation;

(ii) An association;

(iii) A partnership;

(iv) A limited liability company;

(v) A limited liability partnership;

(vi) A sole proprietorship;

(vii) Any other legal business entity;

(viii) Another grantee or contractor that is not excluded by subparagraph (2); and

(ix) Any State or locality;

(2) Does not include:

(i) An individual recipient of Federal financial assistance; or

(ii) A Federal employee.

Executive means an officer, managing partner, or any other employee holding a management position.

Subaward has the meaning given in 2 CFR200.1.

Subrecipient has the meaning given in 2CFR 200.1.

Total Compensation means the cash and noncash dollar value an executive earns during an entity's preceding fiscal year. This includes all items of compensation as prescribed in 17 CFR 229.402(c)(2).

12

Assurances and Certifications: The recipient acknowledges its agreement to comply with the Assurances and Certifications forms that were signed as part of its application.

13

Conflict of Interest: Recipients and subrecipients must disclose in writing to the COPS Office or pass-through entity, as applicable, any potential conflict of interest affecting the awarded federal funding in 2 C.F.R. § 200.112.

14

Debarment and Suspension: The recipient agrees not to award federal funds under this program to any party which is debarred or suspended from participation in federal assistance programs. 2 C.F.R. Part 180 (Government-wide Nonprocurement Debarment and Suspension) and 2 C.F.R. Part 2867 (DOJ Nonprocurement Debarment and Suspension).

15

Equal Employment Opportunity Plan (EEOP): All recipients of funding from the COPS Office must comply with the federal regulations pertaining to the development and implementation of an Equal Employment Opportunity Plan. 28 C.F.R. Part 42 subpart E.

16

Employment Eligibility: The recipient agrees to complete and keep on file, as appropriate, the Department of Homeland Security, U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form (I-9). This form is to be used by recipients of federal funds to verify that persons are eligible to work in the United States. Immigration Reform and Control Act of 1986 (IRCA), Public Law 99-603.

17

Enhancement of Contractor Protection from Reprisal for Disclosure of Certain Information: Recipients and

subrecipients agree not to discharge, demote, or otherwise discriminate against an employee as reprisal for the employee disclosing information that he or she reasonably believes is evidence of gross mismanagement of a federal contract or award, a gross waste of federal funds, an abuse of authority relating to a federal contract or award, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or award. Recipients and subrecipients also agree to provide to their employees in writing (in the predominant native language of the workforce) of the rights and remedies provided in 41 U.S.C. § 4712. Please see appendices in the Award Owner's Manual for a full text of the statute.

18

False Statements: False statements or claims made in connection with COPS Office awards may result in fines, imprisonment, debarment from participating in federal awards or contracts, and/or any other remedy available by law. 31 U.S.C. § 3729-3733.

19

Mandatory Disclosure: Recipients and subrecipients must timely disclose in writing to the Federal awarding agency or pass-through entity, as applicable, all federal criminal law violations involving fraud, bribery, or gratuity that may potentially affect the awarded federal funding. Recipients that receive an award over \$500,000 must also report certain civil, criminal, or administrative proceedings in SAM and are required to comply with the Term and Condition for Recipient Integrity and Performance Matters as set out in 2 C.F.R. Part 200, Appendix XII to Part 200. Failure to make required disclosures can result in any of the remedies, including suspension and debarment, described in 2 C.F.R. § 200.339. 2 C.F.R. § 200.113.

20

Reports/Performance Goals: To assist the COPS Office in monitoring and tracking the performance of your award, your agency will be responsible for submitting semi-annual programmatic performance reports that describe project activities during the reporting period and quarterly Federal Financial Reports using Standard Form 425 (SF-425). 2 C.F.R. §§ 200.328 - 200.329. The performance report is used to track your agency's progress in implementing the award, and, as applicable, community policing strategies including gauging the effectiveness of your agency's community policing capacity. The Federal Financial Report is used to track the expenditures of the recipient's award funds on a cumulative basis throughout the life of the award.

21

System for Award Management (SAM.gov) and Universal Identifier Requirements: The recipient agrees to comply with the following requirements of 2 C.F.R. Part 25, Appendix A to Part 25 – Award Term:

I. System for Award Management (SAM.gov) and Universal Identifier Requirements

(a) Requirement for System for Award Management. (1) Unless exempt from this requirement under 2 CFR 25.110, the recipient must maintain a current and active registration in SAM.gov. The recipient's registration must always be current and active until the recipient submits all final reports required under this Federal award or receives the final payment, whichever is later. The recipient must review and update its information in SAM.gov at least annually from the date of its initial registration or any subsequent updates to ensure it is current, accurate, and complete. If applicable, this includes identifying the recipient's immediate and highest-level owner and subsidiaries and providing information about the recipient's predecessors that have received a Federal award or contract within the last three years.

(b) Requirement for Unique Entity Identifier (UEI). (1) If the recipient is authorized to make subawards under this Federal award, the recipient:

(i) Must notify potential subrecipients that no entity may receive a subaward until the entity has provided its UEI to the recipient.

(ii) Must not make a subaward to an entity unless the entity has provided its UEI to the recipient. Subrecipients are not required to complete full registration in SAM.gov to obtain a UEI.

(c) Definitions. For the purposes of this award term:

System for Award Management (SAM.gov) means the Federal repository into which a recipient must provide the information required for the conduct of business as a recipient. Additional information about registration procedures may be found in SAM.gov (currently at <https://www.sam.gov>).

Unique entity identifier means the universal identifier assigned by SAM.gov to uniquely identify an entity.

Entity is defined at 2 CFR 25.400 and includes all of the following types as defined in 2 CFR 200.1:

(1) Non-Federal entity;

- (2) Foreign organization;
 - (3) Foreign public entity;
 - (4) Domestic for-profit organization; and
 - (5) Federal agency.
- Subaward has the meaning given in 2 CFR 200.1.
- Subrecipient has the meaning given in 2 CFR 200.1.

22

Additional High-Risk Recipient Requirements: The recipient agrees to comply with any additional requirements that may be imposed during the award performance period if the awarding agency determines that the recipient is a high-risk recipient. 2 C.F.R. § 200.208.

23

Memorandum of Understanding Requirement (for School Resource Officers only)

Recipients using award funding to hire and/or deploy School Resource Officers into schools understand and agree to the following:

- Your agency must submit a signed Memorandum of Understanding (MOU) between the law enforcement agency and the school partner(s) to the COPS Office before obligating or drawing down funds under this award. The MOU must be submitted to the COPS Office within 90 days of the date shown on the award letter.
- Your agency's MOU must contain the following information?
 - o The purpose of the MOU
 - o Clearly defined roles and responsibilities of the school district and the law enforcement agency, focusing officers' roles on safety
 - o Information sharing
 - o Supervision responsibility and chain of command for the SRO
 - o Signatures

Note: Please refer to the MOU Fact Sheet for a detailed explanation of the requirements under each of the bullets. Your agency's implementation of the CHP award without submission and acceptance of the required MOU may result in expenditures not being reimbursed by the COPS Office and/or award de-obligation.

24

School Resource Officer (SRO) Training Requirement: COPS Office-funded SRO(s) are required to complete an SRO 40-hour basic training course from a list of COPS Office approved provider(s). Training must be completed no later than nine months after the date shown on the award congratulatory letter or six months from the SRO hire date; whichever comes first. If a COPS Office-funded SRO leaves the recipient agency after completing the training, the recipient agrees to pay for the new SRO, who is assigned to backfill this position, to attend a 40 hour basic training course. The new SRO must complete the training no later than nine months after being placed in the school. If the officer has completed 40-hour basic training within the last 12 months prior to the award date, the condition has been fulfilled. Any longer than 12 months will require the officers to retake the course. The agency must coordinate with the training provider if they want funds to cover registration and travel costs.

25

Retention: At the time of award application, your agency committed to retaining all sworn officer positions awarded under the CHP award with state and/or local funds for a minimum of 12 months following the conclusion of 36 months of federal funding for each position, over and above the number of locally-funded sworn officer positions that would have existed in the absence of the award. Your agency cannot satisfy the retention requirement by using CHP-funded positions to fill locally-funded vacancies resulting from attrition. 34 U.S.C. § 10382 (c)(8).

26

Background Investigations: Recipients agree to ensure that each officer(s) hired with CHP funding will be subject to a background investigation, notify the COPS Office upon completion of the background investigation for each officer hired under the CHP award, and cooperate with the COPS Office and provide updates on the status of background investigations upon request. 2 C.F.R. § 200.208

If the COPS Office determines that CHP funds are being used to pay the salary and fringe benefits of an officer who has not undergone a background investigation, the COPS Office may temporarily suspend grant funds in accordance with 2 C.F.R. §200.339 until the agency can demonstrate the background investigation has been completed.

27

Supplementing, not Supplanting: State, local, and tribal government recipients must use award funds to supplement, and not supplant, state, local, or Bureau of Indian Affairs (BIA) funds that are already committed or otherwise would have been committed for award purposes (hiring, training, purchases, and/or activities) during the award period. In other words, state, local, and tribal government recipients may not use COPS Office funds to supplant (replace) state, local, or BIA funds that would have been dedicated to the COPS Office-funded item(s) in the absence of the COPS Office award. 34 U.S.C. § 10384(a).

28

Modifications: Occasionally, a change in an agency's fiscal or law enforcement situation necessitates a change in its COPS Office CHP award. Award modifications under CHP are evaluated on a case-by-case basis in accordance with 2 C.F.R. § 200.308(i). For federal awards in excess of \$250,000, any modification request involving the reallocation of funding between budget categories that exceed or are expected to exceed 10 percent (10%) of the total approved budget requires prior written approval by the COPS Office. Regardless of the federal award amount or budget modification percentage, any reallocation of funding is limited to approved budget categories. In addition, any budget modification that changes the scope of the project requires prior written approval by the COPS Office. In addition, please be aware that the COPS Office will not approve any modification request that results in an increase of federal funds.

In addition, modification requests should be submitted to the COPS Office when an agency determines that it will need to shift officer positions awarded in one hiring category into a different hiring category and/or reduce the total number of positions awarded. For example, if an agency was awarded CHP funding for two new, additional sworn officer positions, but due to fiscal distress/constraints the agency needs to change the hiring category from the new hire category to the rehire category for officers laid off or scheduled for layoff on a specific future date post-application, the agency would have to request a modification. The COPS Office will only consider a modification request after an agency makes final, approved budget and/or personnel decisions. An agency may implement the modified award following written approval from the COPS Office. Please be aware that the COPS Office will not approve any modification request that results in an increase of federal funds.

During the CHP award period, it may become necessary for an agency to modify its CHP award due to changes in an agency's fiscal or law enforcement situation. Modification requests should be submitted to the COPS Office when an agency determines that it will need to shift officer positions awarded in one hiring category into a different hiring category, reduce the total number of positions awarded, shift funds among benefit categories, and/or reduce the entry-level salary and fringe benefit amounts. For example, an agency may have been awarded CHP funding for 10 new, additional full-time sworn officer positions, but due to severe fiscal distress/constraints, the agency determines it is unable to sustain all 10 positions and must reduce its request to five full-time positions; or an agency may have been awarded CHP funding for two new, additional sworn officer positions, but due to fiscal distress/constraints the agency needs to change the hiring category from the new hire category to the rehire category for officers laid off or scheduled for layoff on a specific future date post-application. Award modifications under CHP are evaluated on a case-by-case basis. The COPS Office will only consider a modification request after an agency makes final, approved budget and/or personnel decisions. An agency may implement the modified award following written approval from the COPS Office. Please be aware that the COPS Office will not approve any modification request that results in an increase of federal funds.

29

Local Match: COPS Hiring Program award recipients are required to contribute a local match of at least 25 percent towards the total cost of the approved award project, unless waived in writing by the COPS Office. The local match must be a cash match from funds not previously budgeted for law enforcement purposes and must be paid during the award period. The local match contribution must be made on an increasing basis during each year of the three-year award period, with the federal share decreasing accordingly. 34 U.S.C. § 10381(g).

30

Extensions: Your agency may request an extension of the 60-month award performance period to receive additional time to implement your award program. Such extensions do not provide additional funding. Any request for an extension will be evaluated on a case-by-case basis. Only those recipients that can provide a reasonable justification for delays will be granted no-cost extensions. Reasonable justifications may include difficulties in filling COPS Office-funded positions, officer turnover, or other circumstances that interrupt the 36-month funding period. An extension

allows your agency to compensate for such delays by providing additional time to complete the full 36 months of funding for each position awarded. 2 C.F.R. §§ 200.308(f)(10) and 200.309. Extension requests must be received prior to the end date of the award.

31

Contracts and/or MOUs with other Jurisdictions: Sworn law enforcement officer positions awarded must be used for law enforcement activities or services that benefit your agency and the population that it serves. The items funded under the CHP award cannot be utilized by other agencies unless the items benefit the population that your agency serves. Your agency may use items funded under the CHP award to assist other law enforcement agencies under a resource sharing, mutual aid, or other agreement to address multi-jurisdictional issues as described in the agreement.

32

Community Policing: Community policing activities to be initiated or enhanced by your agency and the officers funded by this award program were identified and described in your CHP award application. Your agency developed a community policing plan for the CHP award with specific reference to a crime or disorder problem and the following elements of community policing: (a) problem solving—your agency's plan to assess and respond to the problem identified; (b) community partnerships and support, including related governmental and community initiatives that complement your agency's proposed use of CHP funding; and (c) organizational transformation—how your agency will use the funds to reorient its mission to community policing or enhance its involvement in and commitment to community policing. Throughout the CHP award period, your agency is required to implement the community policing plan it set forth in the CHP award application.

The COPS Office defines community policing as a philosophy that promotes organizational strategies that support the systematic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime. CHP awards through the specific officers funded (or an equal number of redeployed veteran officers) must be used to initiate or enhance community policing activities. All newly hired additional or rehired officers (or an equal number of redeployed veteran officers) funded under CHP must implement your agency's approved community policing plan, which you described in your award application.

33

Career Law Enforcement Officer: Officer hiring funds may only be used to pay entry-level salaries and fringe benefits for full-time "career law enforcement officers" for 36 months. The COPS Office's statute defines a "career law enforcement officer" as "a person hired on a permanent basis who is authorized by law or by a State or local public agency to engage in or supervise the prevention, detection, or investigation of violations of criminal laws." 34 U.S.C. §10389(1). A recipient agency may use officer hiring funds to pay the salary and benefits of recruits while in academy training to become "career law enforcement officers" if it is the standard practice of the agency to do so with locally-funded recruits. The State of Alaska, and any Indian tribe or tribal organization in that State, may also use officer hiring funds for a "village public safety officer" defined as "an individual employed as a village public safety officer under the program established by the State pursuant to Alaska Statute 18.65.670." Tribal Law and Order Act of 2010, Pub. L. 111-211, title II, § 247 (a)(2).

34

Evaluations: The COPS Office may conduct monitoring or sponsor national evaluations of its award programs. The recipient agrees to cooperate with the monitors and evaluators. 34 U.S.C. § 10385(b).

35

Allowable Costs Condition: The funding under this project is for the payment of three years (36 months) of approved full-time entry-level salaries and fringe benefits during the five-year (60 months) period of performance. The maximum federal share is \$125,000 per officer position (unless a local match waiver is approved) for career law enforcement officer positions hired and/or rehired on or after the official award start date. Any salary and fringe benefit costs higher than entry-level that your agency pays a CHP-funded officer must be paid with local funds. Your agency is required to use CHP award funds for the specific hiring categories awarded. In accordance with 2 C.F.R. § 200.400(g), the recipient or subrecipient must not earn or keep any profit resulting from the award. Funding under this program may be used for the following categories:

- Hiring new officers, which includes filling existing officer vacancies that are no longer funded in your agency's budget;
- Rehiring officers laid off by any jurisdiction as a result of state, local, or Bureau of Indian Affairs (BIA) budget

reductions; and/or

- Rehiring officers who were, at the time of award application, scheduled to be laid off (by your jurisdiction) on a specific future date as a result of state, local, or BIA budget reductions.

If your agency's local fiscal conditions have changed and your agency needs to change one or more of the funded hiring categories, your agency should request an award modification and receive prior approval before spending CHP funding under the new category. The approved budget in the award package specifies the amount of CHP funds awarded to your agency. Please note that the salary and fringe benefit costs requested in your CHP application may have been adjusted or removed. Your agency may only be reimbursed for the approved cost categories up to the amounts specified in the approved budget. Only actual allowable costs incurred during the award period will be eligible for reimbursement and drawdown. If your agency experiences any cost savings over the course of the award (for example, your award application overestimated the total entry-level officer salary and fringe benefits package), your agency may not use that excess funding to continue salary payments to the officers beyond 36 months. Any funds remaining after your agency has drawn down for the costs of approved salaries and fringe benefits incurred for each awarded position during the 36-month funding period will be deobligated during the closeout process and should not be spent by your agency.

36

Advancing Department of Justice Priority Problem Focus Areas: This condition applies to agencies that selected one of the following priority crime problem/focus areas to address in their COPS Hiring Program (CHP) application:

- Building Legitimacy and Trust
- Violent Crime/Gun Violence
- Combatting Hate and Domestic Extremism
- Police-based Response to Persons in Crisis

Your agency understands and agrees to the following: Your agency will implement the one specific community policing plan identified in your CHP award application?

Your agency will address its specific priority crime problem throughout the entire CHP award period?

Your agency will implement any organizational changes identified in its CHP award application;

Your agency will cooperate with any award monitoring by the COPS Office to ensure that it is initiating or enhancing its community policing efforts to address its priority crime problem, which may include your agency having to respond to additional or modified reporting requirements.

[]

I have read and understand the information presented in this section of the Federal Award Instrument.

Award Acceptance

Declaration and Certification to the U.S. Department of Justice as to Acceptance

By checking the declaration and certification box below, I--

A. Declare to the U.S. Department of Justice (DOJ), under penalty of perjury, that I have authority to make this declaration and certification on behalf of the applicant.

B. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this award acceptance: (1) I have conducted or there was conducted (including by applicant's legal counsel as appropriate and made available to me) a diligent review of all terms and conditions of, and all supporting materials submitted in connection with, this award, including any assurances and certifications (including anything submitted in connection therewith by a person on behalf of the applicant before, after, or at the time of the application submission and any materials that accompany this acceptance and certification); and (2) I have the legal authority to accept this award on behalf of the applicant.

C. Accept this award on behalf of the applicant.

D. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand

that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Agency Approval

Title of Approving Official	Name of Approving Official	Signed Date And Time
COPS Director	Hugh T. Clements	9/24/24 8:12 PM

Authorized Representative

FY2024 COPS Hiring Program (CHP)

From Office of Community Oriented Policing Services (COPS) <copsusdoj@service.govdelivery.com>

Date Mon 2024-09-30 3:40 PM

To Alice Ashley <a.ashley@cityoflamarque.org>

[External Email] This message originated from outside your organization.



U.S. DEPARTMENT OF JUSTICE
OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
145 N Street, NE, Washington, D.C. 20530

September 30, 2024

Re: COPS Office FY2024 COPS Hiring Program, Award Number 15JCOPS-24-GG-03467-UHPX

Dear Alice Ashley:

On behalf of the Attorney General of the United States, Merrick B. Garland, and the U.S. Department of Justice Office of Community Oriented Policing Services (COPS Office), it is my pleasure to inform you that we have approved your proposal for the FY2024 COPS Hiring Program in the amount of \$580,624. The COPS Office recognizes and appreciates your commitment to this very important initiative.

At the COPS Office, our mission is advancing community policing nationwide. We prioritize this by supporting state, local, tribal, and territorial law enforcement agencies as they carry out their vital public safety missions. The project you will implement with these award funds contributes to the mission of the COPS Office and the greater goal of reducing crime and building trust between law enforcement and communities served. The team at the COPS Office looks forward to supporting you as you implement this important work.

I want to extend my personal appreciation for your efforts and congratulate you on this award. On behalf of the staff at the COPS Office, we look forward to working with you on this important project.

Sincerely,

Hugh T. Clements, Jr.

Director

You have received this email because you have requested [Awards](#) updates from the U.S. Department of Justice's [Community Oriented Policing Services \(COPS\) Office](#). Your subscription information may not be used for any other purposes.



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: Kyle Hunter

Department: Emergency
Management

Agenda Item: 7.VI.

Reviewed by: Kierra Nance

AGENDA ITEM DESCRIPTION:

Awarding contracts to GrantWorks and DCMC Partners for Disaster Consulting and Grant Administration services

STAFF BRIEFING:

Request council to consider for approval the awarding of RFP# 24-05 to Grant Works as the primary and DCMC Partners as the secondary for Disaster Consulting and Grant Administration services for a three (3) year contract with an option to automatically renew for two (2) additional years in one (1) year increments and authorizing the City Manager to execute the contracts.

HISTORY:

On August 28, 2024, the City of La Marque issued RFP 24-05 for Disaster Consulting and Grant Administrative Services and received four submissions. The vendors who responded were DCMC, Disaster Program & Operations, GrantWorks, and Integrated Solutions Consulting. A team of three staff members, including myself, reviewed and scored the proposals from these vendors.

ISSUANCE OF RFP: August 28, 2024

DEADLINE FOR QUESTIONS: 2:00 P.M., (CST); Day, September 4th, 2024

SUBMITTAL DEADLINE: 10:00 A.M., (CST); September 11, 2024

FISCAL IMPACT:

Unknown until full evaluation by FEMA



Office of Emergency Management

Mayor and Council,

Consider for approval the awarding of RFP# 24-05 to Grant Works as the primary and DCMC Partners as the secondary for Disaster Consulting and Grant Administration services for a three (3) year contract with an option to automatically renew for two (2) additional years in one (1) year increments and authorizing the City Manager to execute the contracts.

Background:

The City of La Marque solicited proposals in response to a Request for Proposal (RFP) from qualified vendors to provide Disaster Consulting and Grant Administrative Services (the "Services"). The Services were for technical and professional assistance to support the City's responsibilities in meeting the requirements under the FEMA Public Assistance Program (PA) following an emergency or disaster event, as well as grant administration services. These services included assistance and support for grants management, administration, and associated project management services. The contract was issued with no guaranteed quantity of services, as its use depended entirely on the needs of the City at the time of an emergency or disaster.

Thank you for your consideration,

A handwritten signature in black ink that reads "Kyle Hunter".

Kyle Hunter
EMC / System Administrator / Facilities / Fleet
City of La Marque
1111 Bayou Road, La Marque, Texas 77568
O: 409-938-9262
cityoflamarque.org





Office of Emergency Management

Proposal Reference Number: RFP# 24-05

Project Title: Disaster Consulting and Grant Administration

Bid Tabulation
(Possible Points 100)

	Grader 1	Grader 2	Grader 3	Total Average
DCMC	86	84	81	84
Disaster Program & Operations	86	75	83	82
Grant Works	92	90	88	90
Integrated Solutions Consulting	67	68	69	68



September 11, 2024
10:00 AM CST



RFP24-05

Disaster Consulting and Grant Administration



A LEMOINE COMPANY

SUBMITTED TO:
City of La Marque, TX

SUBMITTED BY:
DCMC, LLC dba DCMC Partners
400 Hilltop Terrace Alexandria, VA
22301
(571) 233-3137
bids@dcmcpartners.com

City of La Marque
1111 Bayou Road
La Marque, TX 77568
Re: RFP 24-05 Disaster Consulting and Grant Administration

Dear Mr. Kyle Hunter and Evaluation Committee:

Thank you for the opportunity to submit DCMC, LLC's (dba DCMC Partners) proposal to support the City of La Marque with Disaster Consulting and Grant Administration Services. We believe that DCMC Partners is the best fit to aid the City to prepare for any disasters and emergencies that may come. Our team's unique experience and successes include the following:

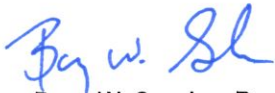
More than 35 years of providing similar clients with disaster recovery program services, including grant management and project management. DCMC's recovery experts have a more than 35-year track record of helping clients—including states, local governments, private non-profits, medical facilities, K-12 schools, and universities—successfully address the disaster recovery process. Our team has extensive experience managing recovery and advocating for clients working with every federal recovery program, including FEMA's Public Assistance and Hazard Mitigation grant programs. Our team stands out for their expertise in grant management, quality project management and our successes with resolving recovery program challenges and maximizing assistance.

Strong relationships with local governments within FEMA Region VI, TDEM and FEMA. DCMC Partners has experience working with local governments within FEMA Region VI, including the State of Texas. DCMC is highly familiar with FEMA Region VI's geography, history of recovery efforts, risks, and mitigation efforts. In Texas, we have assisted other local governments such as the Cities of Galveston, Southside Place, West University Place, Lake Jackson, and others. In the aftermath of Hurricane Ike, at an executive level, DCMC's Mark Merrit managed the contractor recovery teams and engaged with FEMA and TDEM to resolve large-scale recovery issues. In the aftermath of Hurricane Harvey, our proposed Project Manager, Donna McGuire, was instrumental in conducting site inspections, managing data entry, and ensuring compliance with FEMA guidelines, all of which contributed to the expedited recovery of various communities in Houston and Beaumont. Our Mitigation SME, Kelly George, CFM, has over 15 years of experience working in the Galveston County area. Kelly most recently assisted Galveston in the design phase of the Hurricane Harvey HMGP funded 14th Street Drainage Improvement Project, as well as the update of the City's Local Hazard Mitigation Plan. Before joining DCMC, our PA SME, Mr. Patterson served as the State Coordinating Officer for the Texas Department of Emergency Management (TDEM), overseeing the closeout of Hurricanes Katrina, Rita, and Tropical Storm Allison. At the federal level, many of our team members have worked at FEMA and other agencies that are now providing funding to the City or may do so in future disaster events. They helped create and implement the very laws, regulations, policies, and programs that guide disaster recovery, and they understand how these regulations have changed over the years. We continue to maintain close relationships with FEMA leadership and will leverage those relationships to benefit the City of La Marque.

Specializing in managing complex recovery operations, with a focus on maximizing and retaining funding. DCMC solves the problems and disagreements that often accompany complex disaster recovery, hinder recovery efforts, and threaten our clients' financial well-being. We do so to help our clients not only obtain the funds they deserve, but also keep them over time as funding agencies review and audit grant awards and claims. DCMC does so by providing realistic and expert advice on disaster recovery and what can (and cannot) be done using grant funding, and by engaging with both clients and the funding agencies to prepare highly defensible and "perfected" project case files that are supported by documentation that provide justifications for what was done based on applicable law, regulations, policy, and past precedent. Using this methodology, DCMC's clients consistently claim to have received (and more importantly, retained) substantially more funding because of our expert's recovery program management and expertise, totaling billions of dollars over the past decade alone. Furthermore, DCMC's depth and breadth of experience, as demonstrated in our proposal, makes us the ideal team to support the City with all its recovery needs.

The following pages include our proposal to continue to support the City of La Marque. Please contact me if you have any questions about our submittal or if I may provide additional information. We look forward to the opportunity to work with the City as it enhances its ability to respond to and recover from disasters.

Sincerely,



Barry W. Scanlon, President
DCMC, LLC (dba DCMC Partners)
Address: 400 Hilltop Terrace, Alexandria, VA 22301
Phone: (571) 233-3137
Email: bids@dcmcpartners.com

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Section 5 – Appendices

Appendix A – Proposal Document

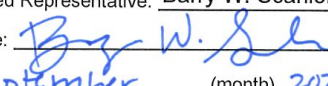
Appendix A – Proposal Document

Submittal Checklist: (To determine validity of Proposal)

- ☒ Appendix A must be included in the submittal.
☒ Appendix B – G all forms must be complete and included in the submittal.

By checking the below box(es), you are acknowledging the contents of the document(s) relating to the listed appendices, and agreeing to their terms:

- ☒ Appendix B – Conflict of Interest
☒ Appendix C – House Bill 13, 19, 89 Verification
☒ Appendix D – Property Tax Statement
☒ Appendix E – Nepotism Statement
☒ Appendix F – Non-Collusion Statement
☒ Appendix G – Certification Regarding Debarment

All Proposals delivered to the City of La Marque shall include this page with the submittal.			
RFP Number:	24-05		
Project Title:	Disaster Consulting and Grant Administration Services		
Submittal Deadline:	09/11/2024		
Proposer Information:			
Proposer's Legal Name:	DCMC, LLC d/b/a DCMC Partners		
Address:	400 Hilltop Terrace		
City, State & Zip	Alexandria, VA 22301		
Federal Employers Identification Number #	61-1754019		
Phone Number:	(571) 233-3137	Fax Number:	(855) 274-7478
E-Mail Address:	bids@dcmcpartners.com		
Proposer Authorization			
I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into an agreement on behalf of the Proposer.			
Printed Name and Position of Authorized Representative: Barry W. Scanlon, President			
Signature of Authorized Representative: 			
Signed this 10th (day) of September (month), 2024 (year)			

Appendix B – Form CIQ

Appendix B – Form CIQ

CONFLICT OF INTEREST QUESTIONNAIRE		FORM CIQ
For vendor doing business with local governmental entity		
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.		OFFICEUSEONLY
1 Name of vendor who has a business relationship with local governmental entity. DCMC, LLC does not have any employees with a relationship with any City of La Marque officials which qualifies for completion of this form.		Date Received
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 Signature of vendor doing business with the governmental entity _____ Date _____ City of La Marque Disaster Consulting and Grant Administration Page 22		

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

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a).
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Appendix C – House Bills 13, 19, 89 Verifications

Appendix C - House Bills 13, 19 & 89 Verification

Pursuant to Senate Bill 13 of the 87th regular Texas Legislature session:

Verification Regarding Boycotting Energy Companies – Pursuant to Chapter 2274, Texas Government Code, Contractor verifies (1) it does not boycott energy companies, and (2) it will not boycott energy companies during the term of this Agreement. Contractor acknowledges this Agreement may be terminated and payment withheld if this verification is inaccurate. (Note: This provision only applies in a contract that (1) has a value of \$100,000 or more that is to be paid wholly or partly from public funds and (2) is with a for-profit entity, not including a sole proprietorship, that has ten (10) or more full-time employees.)

Pursuant to Senate Bill 19 of the 87th regular Texas Legislature session:

Discrimination Against Firearm Entities – In accordance with Texas Government Code Chapter 2274, Contractor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. This section only applies if: (i) Contractor has ten (10) or more full-time employees and (ii) this Agreement has a value of \$100,000 or more to be paid under the terms of this Agreement; and does not apply: (i) if Contractor is a sole proprietor, a non-profit entity, or a governmental entity; (ii) to a contract with a sole-source provider; or (iii) to a contract for which none of the bids from a company were able to provide the required certification.

Pursuant to Sections 2270.001, 2270.002, 808.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" has the meaning assigned by Section 808.001, except that the term does not include a sole proprietorship.
3. Section only applies to a contract that is between a governmental entity and a company with 10 or more full-time employees; and has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

I, Barry W. Scanlon (Person name), the undersigned representative of
(Company or Business Name) DCMC, LLC d/b/a DCMC Partners (hereinafter
referred to as Company)

being an adult over the age of eighteen (18) years of age, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270; depose and verify under oath that the Company, under the provisions of Subtitle A, Title 8, Government Code, is amended by adding Chapter 809; do hereby depose and verify under oath that the Company, under the provisions of Subtitle F, Title 10, Government Code, is amended by adding Chapter 2274 will not discriminate and/or boycott any of these provisions outlined and defined in House Bills 13, 19 and 89.

9/10/2024
DATE

Barry W. Scanlon
SIGNATURE OF COMPANY REPRESENTATIVE

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.

Appendix D – Property Tax Statement

Appendix D – Property Tax Statement

FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING
SUPERVISOR DEEMING YOUR BID OR PROPOSAL
“NON-RESPONSIVE.”

The City of La Marque, Texas has adopted the following policy:

The City of La Marque will not do business with any person or business that owes delinquent
property taxes to the City.

Please indicate whether you or your company, owe delinquent property taxes to the City
whether an assumed name, partnership, corporation, or any other legal form.

☒ I do not owe the City property taxes that are delinquent.

☐ I owe City property taxes that are delinquent on property located at

DCMC, LLC d/b/a DCMC Partners

Proposer's Printed or Typed Name

By W. Sule

Proposer's Signature

9/10/2024

Date

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A
PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE
PROPOSAL.**

Appendix E – Nepotism Statement

Appendix E – Nepotism Statement

**FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING
SUPERVISOR DEEMING YOUR BID OR PROPOSAL
“NON-RESPONSIVE.”**

The Bidder or Proposer or any officer, if the Bidder or Proposer is other than an individual, shall state whether Bidder or Proposer has a relationship, either by blood or marriage, with any official or employee of the City of La Marque by completing the following:

If the Proposer or Bidder is an individual:

_____ I am not related by blood or marriage to any official or employee of the
City of La Marque

_____ I am related by blood or marriage to the following official(s) or employee(s)
of the City of La Marque

Name and title of City Official

Or employee: _____

Relationship: _____

If the Bidder or Proposer is **NOT** an individual:

 X The officers of the company submitting this bid or proposal are not related by
blood or marriage to any official or employee of the City of La Marque.

_____ The officers of the company submitting this Proposal are related by blood or marriage to
the following official(s) or employee(s) of the City of La Marque.

Name and title of officer: N/A

Employee and title of City Official or Employee: N/A

Relationship: N/A

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF
THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE
PROPOSAL.**

Appendix F – Certification Regarding Debarment

Appendix F – Non-Collusion Statement

THE UNDERSIGNED AFFIRM THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT, THAT THIS COMPANY, FIRM, PARTNERSHIP, OR INDIVIDUAL HAS NOT PREPARED THIS PROPOSAL IN COLLUSION WITH ANY OTHER PROPOSER, AND THAT THE CONTENTS OF THIS PROPOSAL AS TO PRICES, TERMS OR CONDITIONS OF SAID PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS PROPOSAL.

PROPOSER DCMC, LLC d/b/a DCMC Partners

ADDRESS 400 Hilltop Terrace, Alexandria, VA 22301

PHONE (571) 233-3137

FAX (855) 274-7478

PROPOSER (SIGNATURE)

PROPOSER (PRINTED NAME) Barry W. Scanlon

POSITION WITH COMPANY President

SIGNATURE OF COMPANY OFFICIAL
AUTHORIZING THIS PROPOSAL

COMPANY OFFICIAL
(PRINTED NAME) Barry W. Scanlon

OFFICIAL POSITION President

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A
PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE
PROPOSAL.**

Appendix G – Document 00435

Appendix G – Document 00435 The City of La Marque, Texas

PROPOSER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION (49 CFR PART 29)

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Proposer agrees that by submitting this proposal that Proposer will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification-the above information is true and complete to the best of my knowledge and belief.

Barry W. Scanlon

(Printed or typed Name of Signatory)

Barry W. Scanlon

(Signature)

9/10/2024

(Date)

NOTE: The penalty for making false statements in offers is prescribed in **18 U.S.C. 1001**

END OF DOCUMENT 00435-FAA

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A PART
OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.**

Appendix I – Federal Clauses

APPENDIX I – FEDERAL CLAUSES

The following, federally mandated, clauses require acknowledgement of the offeror and are considered part of the contract between the City of La Marque and the awarded vendor. Any offeror that does not acknowledge the clauses below shall be considered non-responsive and will not be considered for award.

1. **NO GOVERNMENTAL OBLIGATION TO THIRD PARTIES:** The Owner and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Owner, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
2. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS:** Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq., "Administrative Remedies for False Claims and Statements," apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
3. **ACCESS TO RECORDS AND REPORTS:** The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of recipient), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract."
4. **EQUAL EMPLOYMENT OPPORTUNITY:** The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's

commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law. The vendor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

5. **GOVERNMENT-WIDE SUSPENSION AND DEBARMENT:** This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
6. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT:**
1. **Overtime requirements** - No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
 2. **Violation; liability for unpaid wages; liquidated damages** - In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

3. **Withholding for unpaid wages and liquidated damages** – The Owner shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
4. **Subcontracts** - Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

7. **LOBBYING:**

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms by signing this contract the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq* apply to this certification and disclosure, if any.

8. **CLEAN AIR 42 U.S.C. § 7401 et seq.:** Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq*. The Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to the State of Texas, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

9. **CLEAN WATER REQUIREMENTS 33 U.S.C. 1251 et seq.:** Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq*. Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to the State of Texas, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

10. PROCUREMENT OF RECOVERED MATERIALS 42 U.S.C 6962:

(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

- (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
- (ii) Meeting contract performance requirements; or
- (iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

11. **DEPARTMENT OF HOMELAND SECURITY SEAL, LOGO, AND FLAGS:** By signing this contract, the contractor agrees it shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval.
12. **COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS:** This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.
13. **COMPLIANCE WITH DAVIS-BACON ACT AND COPELAND "ANTI-KICKBACK" ACT:**
Minimum wages - (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classifications and wage rates conformed under paragraph (1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii)(A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:
(1) Except with respect to helpers as defined as 29 CFR 5.2(n)(4), the work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination; and

(4) With respect to helpers as defined in 29 CFR 5.2(n)(4), such a classification prevails in the area in which the work is performed.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(v)(A) The contracting officer shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(v) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(2) Withholding - The [City of La Marque] shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, the [City of La Marque] may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records - (i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the

United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the [*City of La Marque*] for transmission to the Federal Transit Administration. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5. This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5 and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the Federal Transit Administration or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and trainees – (i) Apprentices – Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency reCity of La Marquenized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division of the U.S. Department of Labor determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Bureau of Apprenticeship and Training, or a State Apprenticeship Agency reCity of La Marquenized by the

Bureau, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees – Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity – The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) Compliance with Copeland Act requirements – The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

(6) Subcontracts – The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Federal Transit Administration may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) Contract termination: debarment – A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act requirements – All rulings and

interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) Disputes concerning labor standards – Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) Certification of eligibility – (i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

I, Barry W. Scanlon (printed name), the undersigned, do hereby acknowledge, and agree to comply, with the above statements for the entire length of any agreement with the City of La Marque, Texas.

Barry W. Scanlon
Signature of Authorized Company Representative

9/10/2024
Date

**THIS DOCUMENT MUST BE SIGNED AND SUBMITTED AS IT IS A PART OF THE
BID PACKAGE AS MENTIONED IN SECTION 6B OF THE ITB.**

Section 4 – Pricing Proposal

SECTION 4

PRICING PROPOSAL

Proposal of: DCMC, LLC d/b/a DCMC Partners
(Proposer Company Name)

To: City of La Marque

Ref.: Disaster Consulting and Grant Administration Services

RFP No#: 24-05

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the "Services" required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

4.1 Pricing Proposal for Services Offered

4.1.1 See below CITY OF LA MARQUE Pricing Proposal (Ref. 4.6). It must be filled out completely and returned with this Pricing Proposal.

4.2 Added Value

4.2.1 Describe any proposed benefits to CITY OF LA MARQUE from Proposer, not otherwise set forth herein, which would be an added value to CITY OF LA MARQUE.

4.3 CITY OF LA MARQUE's Payment Terms

CITY OF LA MARQUE's standard payment terms for services are "Net 30 days."

4.4 Price Increases Upon Extension

Any contract resulting from this RFP shall be effective for three (3) years upon execution by the City of La Marque. **Proposed pricing referenced in 4.6 Pricing Proposal shall be firm for three (3) years.**

It is agreed that City will have the option to extend the contract for up to two (2) additional years in one-year intervals. Upon option to extend, if approved by the CITY OF LA MARQUE, the Bidder shall modify the rates charged by the Bidder to reflect any changes shown in the comparative statement delivered to CITY OF LA MARQUE. The maximum increase allowed under this provision shall be four percent (4%) per year. CITY OF LA MARQUE will not accept, or agree, to any escalation clause higher than four percent (4%) per year. If an escalation clause of greater than the maximum allowed by CITY OF LA MARQUE, as stated previously, is inserted in the blanks below, CITY OF LA MARQUE will consider that the amount of escalation is 0%. CITY OF LA MARQUE shall have authority, in its reasonable discretion, to determine the validity of any change in Bidder's rates. CITY OF LA MARQUE cannot exercise the Option to Extend with any price increases unless the Bidder completes the section of the Quote requesting anticipated percentage of annual escalation. The escalation time frame will be determined by CITY OF LA MARQUE's Fiscal Year which begins in October and ends the following September. (example: FY 2022 October 1, 2021 – September 30, 2022).

City of La Marque

Disaster Consulting and Grant Administration

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Escalation may only occur at the time of renewal and only upon securing the approval of the City in writing. Requests for price adjustments must be solely for the purpose of accommodating an increase in the contractor's cost, not profits.

FIRST ADDITIONAL YEAR (FY 2026) ESCALATION..... 0 %

SECOND ADDITIONAL YEAR (FY 2027) ESCALATION..... 0 %

4.5 Cooperative Governmental Purchasing Notice

Other governmental entities maintaining inter-local agreements with CITY OF LA MARQUE, may desire, but are not obligated, to purchase goods and services defined in this RFP from the successful Proposer. All purchases by governmental entities, other than CITY OF LA MARQUE, will be billed directly to and paid by that governmental entity. CITY OF LA MARQUE will not be responsible for another governmental entity's debts. Each governmental entity will place their own orders with the successful Proposer and be responsible for ensuring full compliance with the RFP specifications. Prior to other governmental entities placing orders, CITY OF LA MARQUE will notify the successful Proposer of their intent.

Please indicate below if you will permit other governmental entities to purchase from your agreement with CITY OF LA MARQUE.

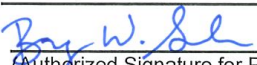
☒ **Yes, Others can purchase** ☐ **No, Only the CITY OF LA MARQUE can purchase.**

Section 4.6 Pricing
Rate Schedule

<u>Labor Category</u>	<u>Hourly Rate- Remote</u>	<u>Hourly Rate-Total including All</u>	<u>%of profit %</u>
Principal	\$198	\$237	13%
Project Manager	\$172	\$206	13%
Subject Matter Expert (SME) PA	\$164	\$197	13%
Subject Matter Expert (SME) Mitigation	\$160	\$192	13%
Senior Public Assistance Officer	\$155	\$186	13%
Junior Public Assistance Officer	\$144	\$175	13%
Mitigation Specialist	\$142	\$173	13%
Grant Manager	\$147	\$178	13%
Appeals Specialist	\$159	\$190	13%
Grant Writer	\$142	\$173	13%
Grant Specialist	\$140	\$171	13%
Senior Planner	\$165	\$197	13%
Planner	\$150	\$179	13%
Senior GIS Analyst	\$120	\$144	13%
GIS Analyst	\$82	\$98	13%

Respectfully submitted,

Proposer: DCMC, LLC d/b/a DCMC Partners

By: 
(Authorized Signature for Proposer)

Name: Barry Scanlon

Title: President

Date: September 11, 2024

PROPOSED PRICING SHALL BE FIRM FOR THREE (3) YEARS

City of La Marque

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Addenda Checklist

DCMC Partners hereby confirms that we did not receive any Addenda.

DCMC Partners confirms that we received the Amended RFP on September 4, 2024. DCMC confirms that we received responses to our questions on September 10, 2024.

Section 7 – References

SECTION 7

REFERENCES

References – This section is required.

Proposer shall provide four (4) references where Proposer has performed similar to or the same types of services as described herein. Proposer shall provide references not affiliated with the City of La Marque, or any of its employees.

Reference #1

Client / Company Name: The City of Galveston, TX	
Contact Name: Tesa Wroblewski	Contact Title: Director, Disaster Recovery & Grants
Phone: (409) 797-3517	Email: twroblewski@galvestontx.gov
Date and Scope of Services Provided: Date: 2018 – Ongoing Scope: The City of Galveston engaged DCMC Partners to support the City's recovery from recent hurricanes and future events. DCMC is providing technical assistance to resolve open issues with PA grants. This includes the drafting of appeals, development of closeout packages, and resolution of insurance duplication of benefits. DCMC initially drafted appeals for disputed project worksheets from Hurricane Ike. To support its recovery from Hurricane Harvey, the City added task orders for developing HMGP applications for drainage improvements. DCMC team members have supported the City's recovery efforts for more than a decade. Under previous contracts, our team members helped the City of Galveston obtain and keep well over \$100 million in FEMA funding in the aftermath of Hurricane Ike. We helped resolve issues and secure funding for the City for debris removal, emergency protective measures, and damages to both facilities and infrastructure. We balanced insurance claims with FEMA grants to maximize total reimbursement for the City's losses. We conducted damage assessments, resolved funding issues associated with "saltwater killed trees" (trees killed over time by saltwater intrusion), successfully addressed FEMA's initial refusal to provide funding for roadways and infrastructure that had been destroyed but could not be replaced due to coastal erosion, and countless other matters requiring both timely and expert engagement. In doing so, our team members regularly helped maximize funding for the City above and beyond that which was offered by FEMA, adding tens of millions of additional dollars to the resources available to the City for its recovery efforts. DCMC's Hazard Mitigation SME worked with the City to develop a project to replace the City's 59th Street Potable Water Pump Station, which was heavily damaged by Hurricane Ike (2008). It was determined that the City and its residents would be better served by a replacement of this critical asset rather than repair of the pre-storm asset,	

including a complete upgrade of all pump station equipment and the installation of a 10MW emergency power generator. The pump station building was designed and constructed to meet FEMA's safe room standards and is capable of withstanding a Category 05 hurricane.

Following Hurricane Harvey in 2017, we assisted the City in securing more than \$40M in funding for the 14th Street Drainage Improvement Project and Pump Station, which will relieve stormwater flooding to a significant portion of Galveston's historic East End. We supported the City with design development, grant management, force account labor tracking, and program compliance.

Currently, DCMC is supporting Galveston in the execution of an FMA grant to perform a flood mitigation strategy development for the City's historic business district. We provided recommendations to the City for strategy integration into existing City plans, ensuring that the information developed during the study is widely applied throughout the City's plans, including their Hazard Mitigation Plan, their Comprehensive Plan, and their Capital Improvement Plan. We are also tasked with grant management and program compliance for their FMA grant.

Finally, the City turned to DCMC in the aftermath of Hurricane Beryl in July 2024, to support them with several front end assessments and data collection tasks, including an initial debris assessment and an initial determination of their FHWA-funded roads.

Reference #2

Client / Company Name: The City of Southside Place, TX	
Contact Name: David Moss	Contact Title: City Manager
Phone: (713) 668-2341	Email: citymgr@southsideplacetx.gov
Date and Scope of Services Provided: Date: 2019 – Ongoing Scope: The City of Southside Place secured DCMC Partners to identify and develop multiple hazard mitigation project applications to address drainage improvements within the City. These projects focused on improvements to stormwater system within the City and required working with both City staff and contract engineering services to develop preliminary design documents and to document benefits of making these improvements to reduce future flooding with the City. The project's estimated cost is \$9M. The City was awarded \$1.5M in CDBG-DR funding through Harris County, with the remaining \$7.5M coming from a TWDB program. This project is complete and is pending final closeout. Additionally, DCMC worked with the City to secure almost \$1M through a Legislative Earmark to address a second stormwater improvement project on Auden Street. That project was recently awarded and will begin work in Fall 2024. DCMC also worked with the City to develop a project scoping application for additional work on Auden Street as well as a capability and capacity building funding request for BRIC/FMA. Those were both selected by the Recipient and are under	

FEMA review. DCMC continues to support the City in a variety of funding strategies and resiliency initiatives and provides support for an array of compliance concerns.

DCMC also supports the City with various ad hoc tasks, including strategic advising, development and maintenance of their FEMA-approved Hazard Mitigation Plan, annual and Single Audit support, procurement and policy management, and funding strategy development, progress monitoring, and management.

Reference #3

Client / Company Name: The City of West University Place	
Contact Name: David Beach	Contact Title: City Manager
Phone: (713) 662-5812	Email: dbeach@westutx.gov
Date and Scope of Services Provided: Date: 2018 - Ongoing Scope: Members of DCMC staff have worked extensively with the City of West University Place since Hurricane Harvey. Following the aftermath of Harvey, DCMC Partners provided support to the City of West University Place with their FEMA Public Assistance projects. DCMC ensured procurement was done correctly, all contracts contained the required federal provisions for compliance, and provided assistance in putting together all required documentation for reimbursement for the PA work. Due to the success of the City's relationship with DCMC Partners, the City also requested assistance in applying to FEMA's Hazard Mitigation Grant Program (HMGP). DCMC Partners worked with City staff to identify potential projects, provided support in developing two applications and all supporting documentation, as well as ensuring each application met all programmatic and TDEM requirements, and after submission assisted in responding to TDEM & FEMA Requests for Information. To date, the City has received notification that both projects are approved by FEMA and work is underway. Following Hurricane Beryl in early July 2024, the City of West University Place engaged DCMC Partners and requested assistance with their recovery efforts. Currently, DCMC Partners is assisting the City of West University Place to ensure proper documentation is submitted to TDEM and FEMA for their Category A and B expenses for emergency work for their response and recovery efforts. Our assistance to the City of West University Place will ensure that the City receives all eligible reimbursement in a timely manner. The next steps in this current effort is to explore with the City to determine if they have any permanent work, not yet realized, and if so, DCMC Partners will also assist with developing the damage, description, and dimensions and scoping of their projects, again ensuring that all supporting documentation is complete and meets all compliance requirements.	

Reference #4

Client / Company Name: The Puerto Rico Central Office for Recovery, Reconstruction, and Resiliency (COR3)	
Contact Name: María Cruz Otero	Contact Title: COR3 PA Project Development Deputy Director
Phone: (787) 273-8196	Email: mcruz@cor3@pr.gov
Date and Scope of Services Provided: Date: 2017 - Ongoing Scope: Beginning in 2017, Puerto Rico's Central Office for Recovery, Reconstruction, and Resiliency engaged DCMC Partners to support Puerto Rico's response and recovery from Hurricanes Maria and Irma. In the immediate aftermath of these hurricanes, DCMC Partners was tapped to help the government navigate the myriad of complex response issues in the short term and preposition the agency to take optimal advantage of billions of dollars of FEMA Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP) funding as well as leverage HUD's Community Development Block Grant Program for project cost-sharing through a comprehensive global match strategy. Our team established a management structure for grants activities, built a team, implemented new grant management software to track the billions of dollars of funding expected because of these disasters, and managed and reviewed documentation to justify reimbursement. In fewer than six months since the Island was completely devastated, DCMC supported the processing of approximately \$573 million in obligated funds and increased that to over \$2 billion by the end of the first year. With the aim of supporting the island's sustainable long-term recovery, our team was also actively engaged in helping Puerto Rico to fulfill its goal of building back better and stronger through the development and adoption of the most recent iteration of the international building code, advisory base flood elevation and mapping, island wide hazard mitigation plan development, and the creation of a robust code enforcement program. In 2021, as long-term recovery efforts intensified, DCMC was tasked by Puerto Rico to help its municipalities, universities, hospitals, private non-profits, and commonwealth agencies develop nearly \$5.3 billion in Hazard Mitigation Grant Program (HMGP) project applications including scope of work development, budget and cost estimate creation, benefit-cost analysis, GIS mapping, environmental review, request for information response development, and project appeals. Submitted projects included generators, microgrids, floodwalls, saferooms, culverts, bridges, seawalls, wind and seismic structural retrofits, soil stabilization projects, and large-scale improvements to the island's electrical generation plants. In addition, we continued to provide strategic programmatic guidance aimed at ensuring Puerto Rico can optimally leverage HMGP funding, Public Assistance funding, and HUD's Community Development Block Grant funding to bring Puerto Rico's vision for long-term recovery to fruition. With the award of our third contract from Puerto Rico in 2023, DCMC Partners currently supports Puerto Rico's implementation of both its HMGP and PA programs.	

Our hazard mitigation team continues to help Puerto Rico's municipalities, hospitals, private non-profits, and commonwealth agencies to respond to requests from FEMA about submitted hazard mitigation project applications, a crucial step towards ensuring projects are funded, complete quarterly performance reports for projects that have been funded, and develop appeals, if warranted. Our DCMC Public Assistance team is working closely with Puerto Rico's applicants to provide technical assistance to develop large and small projects; undertake site inspections; and support development of quarterly performance reports.

Reference #5

Client / Company Name: The City of Vero Beach, FL	
Contact Name: Monte Falls	Contact Title: City Manager
Phone: (772) 978-4710	Email: mfalls@covb.org
Date and Scope of Services Provided: Date: 2016 - Ongoing Scope: A member of the DCMC Partners team has been assisting the City of Vero Beach with disaster recovery services since 2016. The three significant challenges our team member has helped the City of Vero Beach tackle include writing a successful second appeal for Hurricanes Frances and Jeanne, disaster management following various hurricanes, including Hurricanes Matthew, Irma, Dorian, Ian, and Nicole, and COVID-related financial recovery. The team responded within 24 hours of request for both Hurricane Matthew and Hurricane Irma, demonstrating a high level of dedication and commitment. In the case of Hurricane Nicole, our staff focused on beach-specific recovery, including boat ramps, boardwalks, dune crossovers, and sand placement to support critical infrastructure. DCMC staff guided the City of Vero Beach through all applicable FEMA PA procedures, including FEMA 428, 406 mitigation advisory services, and insurance reviews. Additionally, this member of the DCMC staff was able to secure funding for repairs to the City transmission and distribution lines, sub stations, and power poles. Notably, our team member also ensured the City of Vero Beach would retain its funding by confirming that the City met all of FDEM's requirements, including those related to requests for reimbursement, quarterly reporting, and grant closeout. These strategic procedures resulted in the facilitation and securing of significant funding for the City. As a result of PWs, in total, the City was obligated \$3.5 million for the Hurricane Matthew disaster and \$3.2 million for the Hurricane Irma disaster. Hurricane Matthew was fully reimbursed and has been closed, Hurricane Irma has one remaining open large project, and Hurricane Dorian is with FEMA for closeout. The City had no funds deobligated. Furthermore, on behalf of the City of Vero Beach, a member of the DCMC team successfully won over \$2 million in appeals related to insurance deobligations and force account labor policy for Hurricanes Frances, Jeanne, and Irma.	

Section 6 – Proposer's Questionnaire

SECTION 6 PROPOSER'S QUESTIONNAIRE

Proposals must include responses to the questions contained in this Proposer's General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply, or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

6.1 Proposer Profile

6.1.1 Legal name of Proposer Company: DCMC, LLC (d/b/a DCMC Partners)

Centralized Master Bidders List registration number: 1611754019100

Prime contractor HUB / MWBE registration number: N/A, DCMC is not a HUB/MWBE.

An individual Proposer acting as a sole proprietor must also enter the Proposer's Social Security Number: N/A, DCMC is not an individual.
DCMC's Employer Identification Number (EIN) is 61-1754019.

Universal Entity Identifier (UEI) number: NJ2MU1ZFDDK4

Number of years in Business: 10 years

State of incorporation: Delaware

Number of Employees: 101 employees

Annual Revenues Volume: \$17 million

Name of Parent Corporation, if any The Lemoine Company, LLC

NOTE: If Proposer is a subsidiary, CITY OF LA MARQUE prefers to enter into an agreement or agreement with the Parent Corporation or to receive assurances of performance from the Parent Corporation.

6.1.2 Proposer will provide a copy of its financial statements for the past two (2) years.

See Financial Statements as an attachment to this proposal under Attachment 1. Please note that this information is **Confidential/Not for Circulation**.

6.1.3 Proposer will provide a financial rating of the Proposer's entity and any related documentation (such as a Dunn and Bradstreet analysis) that indicates the financial stability of Proposer.

DCMC Partners is a subsidiary of The Lemoine Company, LLC. We have included two letters, a financial stability letter (Attachment 2), and a letter from The Lemoine Company, LLC's bank, First Horizon (Attachment 3), both of which demonstrate DCMC's financial stability. Any additional questions about the financials of DCMC can be directed to Kenneth Kerr, Chief Financial Officer, at 202-361-5987 or at kkerr@dcmcpartners.com. Please note that these letters are **Confidential/Not for Circulation**.

- 6.1.4 Proposer will state whether or not Proposer is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If yes, Proposer will explain the expected impact, both in organizational and directional terms.

DCMC Partners is not currently for sale or part of any transaction to expand or become acquired by another business.

- 6.1.5 Proposer will provide any details of all past or pending litigation or claims filed against Proposer that would affect its performance under an Agreement with CITY OF LA MARQUE.

DCMC Partners has no past or pending litigation that would affect our performance under an Agreement with City of La Marque.

- 6.1.6 Proposer will state whether or not Proposer is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

DCMC Partners is not currently in default on any loans or financing agreements.

- 6.1.7 Proposer will state whether or not any relationship exists (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of CITY OF LA MARQUE. If yes, Proposer will explain.

To the best of our knowledge, DCMC Partners, including our employees, has no relationship between us and any City of La Marque employee.

6.2 Approach to Project Services

- 6.2.1 Proposer will provide a statement of the Proposer's service approach and will describe any unique benefits to CITY OF LA MARQUE from doing business with Proposer. Proposer will briefly describe its approach for the required services identified in Section 3 Scope of Work of this RFP.

Please see the "Unique Benefits to City of La Marque" and the "Scope of Work" sub-sections of Section 3.2. "Services" of this Proposal.

- 6.2.2 Proposer will provide an estimate of the earliest starting date for services following execution of an Agreement.

DCMC has the capacity and ability to deploy highly experienced members of staff within 24 hours as needed. Our team currently has 101 full-time employees and a cadre of hundreds of additional subject matter experts who are former senior level policy makers, program professionals, and response leaders at the local, state, and federal level. All of our key personnel are available to immediately support the City.

- 6.2.3 Proposer will describe the types of reports or other written documents Proposer will provide (if any) and the frequency of reporting, if more frequent than required in the RFP. Proposer will include samples of reports and documents, if appropriate.

DCMC includes a typical reporting structure below, which we can adjust as needed to the City's specific needs and any additional requirements imposed by FEMA, TDEM, or other agencies.

- **Regular Verbal and Email Updates and Reports** will be provided by the Project Manager as well as other team members on both a regular and as-needed basis, based on the needs of the City. These will be provided verbally and by email, depending on the situation at hand;
- **Quarterly Reports**, required by FEMA;
- **Quarterly Reports** to be submitted through TDEM's grant management tool, as required by TDEM;
- **Quarterly Activity Reports**, as requested by the City;
- **Monthly Report for the City** – This report will be discussed at the Monthly Presentation and will summarize the data points included in the presentation, such as the overall status of the programs being managed (the number of projects, the total dollar value of projects at each stage of the reimbursement process, the average duration of projects remaining at each stage, etc.), the previous month's major successes and challenges, and the total funds reimbursed, RFIs, reductions, and totals denied to date;
- **Weekly Status report for the City** – This report will include data on staffing and resources, summary of work completed in the past week, list of meetings in the previous week with other stakeholders and the outcomes or action items of each, priorities that need to be addressed in the coming week (such as action items to complete, upcoming deadlines, and potential obstacles to discuss with TDEM and/or FEMA), and any other item that should be monitored by the stakeholders;
- **Grant Management Report for TDEM** – This report can be prepared for TDEM to monitor updates on individual projects and requests for reimbursement. The frequency of this report will depend on TDEM, but we have provided this report weekly for other clients;
- **Resource Activity Report** – This monthly report outlines the activity of any staff and subcontractors assigned to the project. DCMC can provide this report more frequently, as requested by the City; and
- **Special Reports** – As every project is different, DCMC can create ad hoc reports as needed by the City or required by FEMA, TDEM or other agency.

The reporting structure included above is subject to change and will vary depending on the City's specific needs. DCMC will develop a reporting structure for the City that can

increase or decrease in frequency and scope as the recovery process evolves. DCMC will prepare dynamic reports for the City to closely monitor its recovery in real time. DCMC will work with the City to develop a reporting schedule that works for the City's specific needs and will adjust this schedule as the City's needs change over the lifecycle of this project. DCMC will develop reports tailored to the City's recovery strategy and to best reflect the status of the reimbursement process.

DCMC will pull data from our **"deep dive" reports**, which draw from information provided by the City's internal records, and data pulled from TDEM's GM online grant management tool platform and FEMA's Grants Portal. We will also pull data from other relevant sources depending on the source of the funding used for a specific project. These deep dive reports will provide detailed project-level understanding of each facility and claim, providing both the City and DCMC's experts with a better understanding of where each claim stands in the process.

With this data, our team will develop a **personalized Power BI dashboard** which is used to monitor the progress of the recovery process, including tracking the status of reimbursement. With the Power BI dashboard, the City will be able to see details specific to each project, evaluate the status of each project, identify what entity is responsible for moving the project along to the next step and assign timelines accordingly, as well as analyzing the financial status of each project (i.e. analyze what funding has been received and what remains pending, therefore showing the projected schedule of reimbursement requests and what is received). With this dashboard, the City will be able to observe the status of each project in real time, while also sorting the data to analyze progress by disaster declaration, project category, project site, geographic region, etc. In this way, the City will be able to not only have the data for individual projects but will be able to monitor its disaster recovery as a whole and identify trends. This will greatly assist the City in thinking strategically about its recovery and developing short- and long-term recovery goals. We include extracts of the Power BI Dashboard created for one of our clients, the Puerto Rico Department of Education, below along with sample deep dive reports.

Dashboard Examples

The following provides a small sample of the dashboards that DCMC can produce to monitor each projects success as well as improve communication and transparency. *DCMC Partners identified a need to provide our clients with a single collection point of all information related to their federal grants and a tracking system to identify the responsible party for the next action. Our Power BI dashboards and our deep dive reports gather information from the major stakeholders for the grant. We export information regarding the FEMA grant development from the Grant Portal, gather payment information and grant management activities from the TDEM GMS application and work with our clients to gather costs and invoices to support the client's claim.*



The main landing page of the Project Visual details the information from the FEMA grant portal. The links to the additional sections are located across the top of the page and a high-level summary of the grant is included.

The reimbursement page contains financial information from TDEM's grants tool to track payments. Under the charts summarizing the information each page includes the detailed project information.



The Deep Dive report tracks issues and the responsible party for grant development. The report has customizable filters to drill down to the information that is most important to the client.

The invoice tracker connects client data to PWs and requests for payment. All of the reports can be configured to track multiple declared events.



This suggested reporting structure also gives the City greater flexibility to monitor its projects and identify what resources will be necessary to complete upcoming phases of the recovery process. This flexibility will allow the City to allot its resources more efficiently, resulting in cost-savings to the client. In this way, DCMC will commit resources to the City as needed, and can staff up or down in accordance with project needs.

6.3 General Requirements

- 6.3.1 Proposer will provide summary resumes for its proposed key personnel who will be providing services under the Agreement with CITY OF LA MARQUE, including their specific experiences with similar service projects, and number of years of employment with Proposer.

Please see the “Resumes” sub-section under “Staffing”, Section 3.4. of this Proposal.

- 6.3.2 Proposer will describe any difficulties it anticipates in performing its duties under the Agreement with CITY OF LA MARQUE and how Proposer plans to manage these difficulties. Proposer will describe the assistance it will require from CITY OF LA MARQUE.

Given our years of experience of successfully working with local governments in Region VI and nationally, DCMC does not anticipate any difficulties under an Agreement with the City of La Marque, DCMC will work closely with the City and its representatives should any difficulties arise. We will work with the City of La Marque staff and leadership to fully understand the City’s history with disaster recovery as well as the current situation and will communicate clearly with City leadership regarding DCMC’s role and responsibilities to the City to support their recovery.

- 6.3.3 Proposer will describe its approach in providing staffing continuity to customer.

When selecting our personnel, we set expectations that our experts may be on extended deployment so as to limit disruption that often results from regular changes in personnel. Our method is to deploy personnel and assign them to perform specific functions and address client-identified needs until that assistance is no longer required. This approach has proven highly successful in maintaining continuity in our operations and ensuring the client’s continued access to institutional knowledge built over the course of the deployment.

In this case, DCMC is further enhancing continuity by proposing personnel who have already worked extensively with and for local governments in Region VI and who are exclusively available through our firm. By using this team, DCMC comes to the contract with the ability to move immediately on City priorities without the usual “learning curve” that would be required if new staff were mobilized. It also ensures we provide a team that already knows some of the unique features of the City and its infrastructure, so that we can be more effective at representing the City in discussions/negotiations with FEMA and the State.

For more information, please see the “Management Process” sub-section under “Technical Approach and Methodologies,” Section 3.3. of this Proposal.

- 6.3.4 Proposer will describe its ability to communicate its vision and capacity for establishing a relationship that addresses current and future needs and trends in the industry.

DCMC understands that, if engaged, we are there to support the City, not to supplant it. We also understand that meeting the expectations of our client in providing that support

requires the use of robust project controls designed to ensure the client remains informed and in-charge, and that consultant work effort remains properly focused. For those reasons, we have paid special attention to establishing robust project controls and reporting procedures designed to ensure effective communication and provide work accountability, so that the City has access to the information it needs and the visibility into consultant work efforts to both monitor and direct consultant activities. In carrying out the responsibilities under this RFP, we plan to continue this effective strategy by doing the following during the new contract period whenever DCMC Partners is engaged in an assigned Task Order:

- DCMC will dedicate senior managers from our company as part of the proposed project team, to provide a direct interface on an as-needed basis, and to provide a support system to improve operational visibility.
- DCMC will bring (at no cost to the City) a cloud-based management and work reporting system. This web-based system provides both DCMC management and representatives from the City with visibility into the activities of individual consultant's work efforts each day and provides fields for consultant field staff to identify and highlight what they did and any issues that came up that may require management attention. This will feed into every consultant's daily reports, and both consultant team managers and the City can monitor them on an ongoing basis. This system helps ensure quality invoice development that should make DCMC's invoices (and the City's review of them) easier and less time consuming, and allows for the accurate production of project-specific reports to facilitate and maximize reimbursement of sub-recipient management costs (formerly referred to as Direct Administrative Costs) associated with funded projects.
- DCMC will (at no cost to the City) provide access for the City staff to our cloud-based document management tool, whether Office 365 SharePoint, cloud-based program Dropbox, or similar platform.
- The assigned Project Manager will utilize regular staff conference calls to provide an opportunity for our team members to exchange information with each other and with the City and DCMC management. These calls will highlight issues for discussion and resolution, including those that may require City attention. They will also provide for the free flow of information and the discussion of conditions that may impact the work effort, and ensure that all partners in the recovery effort remain informed and involved.
- We will utilize a regular reporting regimen where our team of experts provide written summaries of issues, project status, and other information (as defined by the City) to assist with the City's ability to track work effort, concerns and priorities, and project status. The schedule and content of these reports will vary based on the City's needs. If our team is selected to support the City of Texas City under this solicitation, we will establish reports that the City may wish to see on a Task Order by Task Order basis, and pledges to provide such reports to ensure that the City of Texas City has all that it needs to properly and effectively manage overall operations.

Through the implementation of these management controls, DCMC can demonstrate our commitment to establishing the management protocols, communication and accountability systems necessary for the City to manage its recovery and the work efforts of contracted personnel. Further, through these protocols, we can establish a relationship that addresses current and future needs and trends in the industry. Our ability to keep City leadership apprised of critical situations and issues, maximize funding through documentation efforts, as well as demonstrate the effectiveness of consultant work efforts, has significant and positive impacts on our client engagement efforts, and we expect it to do so as well for those contemplated in the future under the scope of work outlined in this RFP.

For more information, please see the “Technical Approach and Methodologies” of Section 3.3. of this Proposal.

6.4.5 Proposer will describe any additional costs that may be associated with service work and the invoicing of such.

While we don't anticipate additional costs other than those identified in Proposer's Pricing Section of this proposal, should the City opt to allow us to use the 3D imaging technology as part of the damage assessment process and/or to document pre-disaster condition, DCMC will charge \$100 per day for use of equipment, along with third-party data processing fees of \$2.50 per 100 square feet. This technology makes the damage assessment process more efficient and is a cost-saving measure.

6.4 Quality Assurance

Professional will describe its quality assurance program, its quality requirements, and how they are measured.

Our team measures quality according to the City's short- and long-term goals identified at the start of a project and continuous evaluation during the project. Work plans will define objectives and measurable outcomes that reflect the City's goals and long-term vision for recovery. We measure our team members' progress towards achieving outcomes and implementing objectives within the timeframes and budget allocated in the work plan.

For QA processes related to grant management, procurement, and regulatory compliance, DCMC develops a Quality Assurance Plan (QAP) specific to the scope of work. The QA process identifies compliance requirements and/or standards that team members must follow. The outcome of the QA process is an opportunity to improve processes and work activities for the team. The QAP works to ensure that the program requirements and standards are met and deliverables (reports) validated. Our standard QAP will be revised post-contract award and implemented throughout the program or contract period.

DCMC uses a QA checklist to review and confirm that compliance review procedures were met by the compliance reviewer and to provide requirements to the reviewer for improvements (if required) or additional information that should be obtained before the compliance review is completed and report is finalized. The QA review will include a

review of the (1) documentation provided by the “Reviewee” as compared to the data request, (2) compliance review work-papers, and (3) draft compliance review report.

The QA team will develop a QA review schedule that will be included in the overall project work plan, and updates will be provided in the ongoing project status report. QA reviews will be scheduled throughout the entire project for each compliance review within the scope of the project. When a “Revision Request” or other recommendation is submitted to the compliance reviewer, the QA team will revise its schedule to include a “Status Update” and schedule a second QA review to determine if the revision was made.

To gain a compliance review report “Final Sign-Off” by the QA reviewer, all compliance review gaps and/or compliance documentation must be true, accurate, and complete. Once the final report and work-paper sign-off is provided by the QA reviewer, the report will be marked as “Draft Final” and submitted to the City’s Point of Contact for final approval.

DCMC’s Project Manager will work closely with the City’s Point of Contact to address workforce and organizational performance. Our approach to productivity assessments integrates analyses at the skills, individual, and organizational unit levels. The Project Manager is responsible for keeping all staff motivated and on task, drawing on managerial experience, intuition, and professional judgment working in a fast-paced and compliant environment.

Our Project Manager facilitates regular meetings with staff to provide an opportunity for our team members to exchange information. We will develop regular reports as defined by the City where our team summarizes issues, project status updates, and other information to assist with the City’s ability to track work effort and concerns and priorities. The schedule and content of these reports will be based on the City’s needs. DCMC provides both our management and representatives from the City with visibility into the daily activities of individual consultant’s work efforts.

DCMC will also use MS SharePoint (or other platform as preferred by the City) to support recovery activities on an as-needed basis. We suggest using a platform to maintain all documentation related to the recovery in one location that is accessible by all stakeholders.

6.5 Service Support

Proposer will describe its service support philosophy, how the philosophy is implemented, and how Proposer measures its success in maintaining this philosophy.

DCMC Partners operates on a foundational philosophy centered around quality, expertise, and proactive communication. With a commitment to providing skilled professionals and senior-level involvement, we prioritize client success and resilience. Our collaborative functional approach fosters open dialogue and informed decision-making, ensuring superior results and seamless project execution. Core elements of our functional approach include the following:

The “right” people – At DCMC, we believe in providing the “right” people for the job, ensuring that our team comprises skilled professionals who bring relevant experience to the table. We prioritize quality over quantity, understanding that success hinges on the expertise of individuals involved.

Constant communications and continuous improvement – Our commitment to providing skilled professionals in all positions and access to senior-level experts is complemented by our dedication to constant communication, ensuring alignment, transparency, and proactive problem-solving throughout the project lifecycle. We maintain regular, scheduled meetings with our clients and other stakeholders to ensure alignment, address concerns, and foster transparency throughout the project lifecycle. This commitment to open dialogue allows us to adapt quickly to changing circumstances, proactively address any challenges that may arise, and ensure continuous improvement and quality.

Partnership with our clients – DCMC also believes in approaching each engagement as members of the Client team, partnering with both the City and its technical contractors to support all activities. This results in our experts always working collaboratively towards shared objectives. By fostering a spirit of cooperation and mutual respect, we can maximize the impact of our efforts and achieve superior results.

Develop “closeout ready” files from the start – Quality documentation is key to a successful recovery and the maximization of funding. DCMC endeavors to develop “close-out ready” files from the outset, meticulously documenting every aspect of the project to facilitate seamless closure and compliance. Our dedication to thorough documentation minimizes risks and streamlines the closeout process, decreasing financial exposure related to the reimbursement of funds and reducing the timeline for recovery.

Help our clients make informed decisions – While we provide strategic advice and recommendations, we empower our clients to make more informed decisions that impact funding and recovery efforts. Our role is to offer guidance and assess risks, enabling our clients to lead their own recovery initiatives with confidence and autonomy.

Proactive problem resolution – At DCMC Partners, we prioritize proactive problem-solving, addressing issues early to mitigate delays and preserve funding. By tackling challenges at their root and preventing escalation, we ensure smooth project execution and maximize efficiency, fostering client satisfaction and project success. With our proactive approach, you can trust in our ability to anticipate and resolve issues swiftly, safeguarding your investments and achieving superior results.

Through our philosophy of expertise, proactive communication, and partnership, DCMC Partners delivers seamless project execution and superior client outcomes.

For more information about our project methods and supporting processes, please see the “Project Methods and Supporting Processes” sub-section under Section 3.3. “Technical Approach and Methodologies” of this Proposal.

6.6 Additional Services

- 6.6.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to CITY OF LA MARQUE. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

Our team members leverage technology to streamline the recovery claims process. For example, we use phone/tablet apps to build a database of information from damage assessments and site inspections. These apps can capture GPS coordinates, project names, photos, and facility measurements, among other data points, and auto-populate spreadsheets/maps in real-time.

DCMC uses technology to create 3D camera imaging of sites to facilitate the documentation of damages and/or pre-disaster conditions. With this technology, DCMC Partners can memorialize damages during site inspections and create 3D images of facilities, to include not only dimensions of specific rooms within a larger facility but also 3D images that recreate dimensions of an entire facility. This technology allows one to digitally measure and label building components on screen to accurately capture condition and damage. This technology has the advantage of recreating detailed images of damages right after a disaster that can then be used by the State and FEMA to corroborate damages later in the disaster recovery process, which can take months or years. This 3D camera imaging technology is a time and cost savings service. With this technology, entire buildings in a fraction of the time with increased accuracy and better grant documentation, useful in the reimbursement process

- 6.6.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by CITY OF LA MARQUE from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

DCMC employs Microsoft Power BI to provide clients with real time reporting on the status of any project. With this tool, DCMC Partners is able to create dashboards that track the progress of disaster recovery projects by feeding multiple data sources, such as Grants Portal, into a single platform. This technology is particularly useful on complex recovery projects in which multiple grant programs are used to fund a single project.

Section 3 – Scope of Service

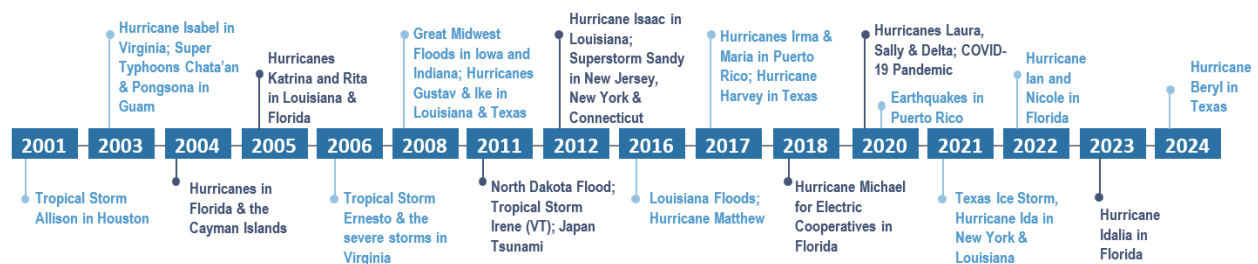
3.1 Corporate Background and Experience



HISTORY AND EXPERIENCE

DCMC, LLC (dba DCMC Partners) is a limited liability company founded in 2014, providing crisis and program management consulting services. As of 2020, DCMC Partners is part of LEMOINE. DCMC's team of emergency management experts—from the founding partners to the recovery specialists—has a more than 35-year track record of helping clients, including universities, healthcare providers, states, local governments, utilities, and other private nonprofits, successfully address the disaster recovery process. Our team can provide expertise in all areas of disaster recovery, including preparedness, response, recovery, long-term recovery planning, mitigation, insurance, grant management, and appeals. When supporting clients through the recovery process, we draw on experience that includes involvement in nearly every significant disaster in the U.S. since the early 1990s.

DCMC's unmatched success in delivering support to clients draws upon our extensive experience with federal recovery programs, including FEMA's Public Assistance and Hazard Mitigation Assistance programs. Many of DCMC's team members are former policy makers and program professionals at the state and federal level. They are intimately familiar with the laws and regulations governing disaster recovery, and they understand how the federal government has changed, implemented, and enforced these regulations over the years. Program eligibility and reimbursement rules are often complicated, and retaining funding requires that applicants justify their eligibility, go through the proper reimbursement process, and implement cost-effective mitigation measures. DCMC supports clients at every step of this process.



We draw upon our extensive experience with federal recovery programs, including FEMA's Public Assistance and Hazard Mitigation programs. Many of our team members are former policy makers and program professionals at the state and federal level. They are intimately familiar with the laws and regulations governing disaster recovery, and they understand how the federal government has changed, implemented, and enforced these regulations over the years. Program eligibility and reimbursement rules are often complicated, and retaining funding requires that applicants justify their eligibility, go through the

proper reimbursement process, and implement cost-effective mitigation measures. DCMC Partners supports clients at every step of this process.

With our many years in the emergency management and public safety industry, and the reputations earned as a result, DCMC also brings to bear one of the largest networks of experts who can assist the company and our clients with the challenges they face, no matter how complex or unique. The experience and quality of the company's network differentiates us from others in the industry, ensuring that our team can address virtually every need the City may have. Team members are available 24/7 to support our clients as they respond to and recover from emergencies.

DCMC team members have prepared and submitted **more than 45,000 PA Project Worksheets (PWs) for more than 1,500 applicants**, and clients consistently attribute receiving (and importantly, retaining) billions of dollars more in funding to DCMC's recovery program management and expertise. In all, DCMC experts have helped clients secure, manage, and retain well **over \$50 billion in FEMA and other recovery program funding – with \$30 billion going to local governments** – plus billions more in insurance resources.



3.2 Services

UNIQUE BENEFITS TO THE CITY OF LA MARQUE FROM DOING BUSINESS WITH DCMC

We pride ourselves on being a highly flexible and client-focused organization. This means that we can readily adjust staffing levels and compositions to precisely match the needs of our clients, ensuring optimal resource allocation and project success. Additionally, our expertise in strategy development and problem resolution is exceptional, providing invaluable support to clients facing complex challenges. Another differentiator is that DCMC's Public Assistance and Resiliency Subject Matter Experts will provide oversight of this project to ensure the highest level of client success. Further, our extensive experience brings substantial value to our partnerships. Leveraging past precedents and proven methodologies, we consistently deliver results that exceed expectations. An example of DCMC's expertise and our clients' trust in our services is our current contract with the City of Galveston. In the aftermath of Hurricane Ike, DCMC's Hazard Mitigation SME worked with the City to develop a project to replace the City's 59th Street Potable Water Pump Station; after Hurricane Harvey, we assisted the City in securing more than \$40M in funding for the 14th Street Drainage Improvement Project and Pump Station which will relieve stormwater flooding to a significant portion of Galveston's historic East End; and, most recently, the City turned to DCMC in the aftermath of Hurricane Beryl in July 2024, to support them with several front end assessments and data collection tasks, including an initial debris assessment and an initial determination of their FHWA-funded roads. Our relationship with Eric Wilson, Public Works Director for the City of Lake Jackson, TX, also exemplifies the trust and long-term partnerships we cultivate with our clients. With decades of experience in the municipal sector, Mr. Wilson has held key positions in various Texas cities, including Bellaire, Alvin,

Galveston, and Pearland, as well as the Gulf Coast Water Authority. Since DCMC's team members initial collaboration during his tenure with the City of Galveston, Mr. Wilson has continued to rely on DCMC's expertise. As he has progressed in his career, moving between cities, he has repeatedly chosen to work with our team for disaster recovery efforts, bringing us along to Galveston, Pearland, the Gulf Coast Water Authority, and now Lake Jackson. This ongoing partnership is a testament to the trust our clients place in us and their confidence in our ability to deliver exceptional results.

Additionally, DCMC is well aware of the timelines and time requirements of disaster recovery programs, including those offered by FEMA. We understand the criticality of properly managing the process timelines, to ensure that potential or actual funding for our clients is safeguarded from administrative or procedural errors, which are often the cause of lost or denied funding. To protect future funding, we establish progress schedules at the beginning of each engagement, which allow us to forecast deadlines and submission dates. These schedules are constantly monitored throughout the project, and with status updates provided in our standard reporting to our clients.

Ultimately, our track record speaks for itself—clients know that with DCMC, they can rely on a proven entity to deliver projects on time, under budget, and with unwavering quality.

SCOPE OF WORK

Through this engagement, DCMC will provide the services described in the RFP, plus any related additional support that the City might need during the recovery period. The following pages provide a response to each component of the scope of work listed in the RFP.

- *Provide assistance to the City with regard to disaster assistance and management of any type needed including, but not limited to, response; and preliminary damage assessments; coordination with any State of Texas Division of Emergency Management (TDEM) or Federal Emergency Management Agency (FEMA) recovery and mitigation services, and any other federal or state agency as needed.*

DCMC Partners' services offer clients a "one-stop-shop" for all of their crisis management and public safety needs, offering services ranging from strategic advisory services, mitigation / resiliency, response [including preliminary damage assessments (PDAs)], and recovery support. DCMC's leadership team, however, is best known for our expertise in long-term recovery planning and management, particularly as it relates to the design, planning, and management of complex recovery programs and funding.

DCMC's Partners' experts have helped clients manage some of the largest and most complex disasters in United States history, including Hurricanes Katrina, Rita, Gustav, Ike, Sandy, Harvey, Irma, Maria, Laura, and Ian. For Hurricane Ike, our experts worked with the Cities of Galveston and Houston and the University of Texas Medical Branch-Galveston; we also supported Galveston after Hurricane Harvey and during the COVID-19 pandemic. In all, DCMC's management team and consultants are responsible for helping our clients justify, secure, manage and retain well over \$50 billion in FEMA funding since 2001 (from both the Public Assistance and Hazard Mitigation Assistance Programs). From our team members' experience with the City of Galveston and elsewhere in Texas, we bring both knowledge and relationships with TDEM and FEMA (including both Region 6 and nationally), thereby ensuring that we can operate efficiently and in coordination with other key stakeholders in the City's recovery process.

DCMC Partners has performed PDAs for clients nationally, helping them to fully identify and document losses in a manner that not only helps them justify federal funding and reimbursement, but also to permit them to make decisions and set priorities for their recovery. Our teams deploy as fully-capable assets that can operate both independently and alongside the City's departmental representatives and technical contractors to perform the damage assessment function quickly and thoroughly. Our team brings mitigation experts who have decades of experience working with the Hazard Mitigation Assistance Programs, Section 406 mitigation within the Public Assistance program, and with other federal agency programs that can support community mitigation objectives (including HUD-CDBG, U.S. Economic Development Agency, U.S. Department of Transportation, U.S. Small Business Administration, and other programs) both prior to and in the aftermath of disasters.

DCMC Partners offers the City of La Marque an understanding of best practices and past precedent from across the nation. Our team brings extensive experience in dealing with flood, wind, and severe storm disasters, as well as other natural and man-made incidents across Texas and nationally over the past 35 years.

- *Provide broad-based support services for response, recovery, and administration activities, ensuring the City is able to accomplish and maximize (if available) federal and state grant funding for activities such as debris operations, emergency protective measures and recovery missions, infrastructure, and other activities that serve the public's health and safety.*

DCMC Partners brings extensive experience managing and implementing the FEMA Public Assistance and HMA programs, as well as other Federal programs commonly utilized in disaster recovery activities. We have helped clients solve many of the most challenging and complex problems standing in the way of recovery and have helped them secure literally billions of dollars more than FEMA originally offered. DCMC team members **helped the City of Galveston obtain and keep well over \$100 million in FEMA funding** in the aftermath of Hurricane Ike. Most recently, we assisted the Government of Puerto Rico in securing funding and operations management associated with the removal and disposal of over 6 million yards of storm-related debris, as well as nearly \$2 billion in emergency protective measures support – figures that are increasing daily as our engagement with Puerto Rico continues. We've helped hundreds of communities secure billions of dollars in post-disaster HMGP funds, helping those communities to recover stronger and to prevent future damages. Further, DCMC can help maximize funding by:

While supporting the City of Galveston, DCMC's proposed team members were highly successful in providing the type of support described in this RFP. We helped resolve issues and secure funding for the City for debris removal, emergency protective measures, and damages to both facilities and infrastructure. We balanced insurance claims with FEMA grants in order to maximize total reimbursement for the City's losses. We conducted damage assessments, resolved funding issues associated with "salt water trees" (trees killed over time by salt water intrusion), successfully addressed FEMA's initial refusal to provide funding for roadways and infrastructure that had been destroyed but could not be replaced due to coastal erosion, and countless other matters requiring both timely and expert engagement. In doing so, our team members regularly helped maximize funding for the City above and beyond that which was offered by FEMA, adding tens of millions of additional dollars to the resources available to the City for its recovery efforts.

DCMC's response is timely. Our firm has a 24/7 toll-free number to provide immediate response in the event of a disaster, and are prepared to deploy personnel before or immediately after an event should that type of response be required. Our response is efficient and effective, as our team members are already familiar with Texas' most vulnerable areas, have experience coordinating with TDEM, and maintain numerous positive working relationships with FEMA staff.

- *Provide guidance in recovering reimbursement for the repair and potential replacement of the loss of critical infrastructure under the FEMA PA Program.*

FEMA's Public Assistance program is highly complex and is often built on a foundation of precedent and policy. This leaves many jurisdictions impacted by a disaster at a significant disadvantage, because they cannot (and should not) be expected to know and understand everything that there is to know about FEMA programs and how they have been applied both in Texas and nationally. In this role, DCMC's experts have proven highly effective. Our efforts over the years have helped our clients secure literally billions of dollars in FEMA assistance related to damaged infrastructure, often increasing available resources by many millions of dollars in the process.

DCMC's experts have been working with the FEMA programs for decades and bring this type of experience and knowledge to the City of La Marque so that the City can better engage with FEMA and TDEM, maximize resources, and take ownership of its own recovery. Our team members will leverage their long history working with FEMA and the State with their extensive understanding of the City of La Marque to provide advice and guidance that best suits the City's needs. We will also draw upon our relationships within TDEM and with FEMA (working at the disaster field office level, at FEMA Region VI, and FEMA Headquarters) to quickly and effectively resolve reimbursement issues so that the City can repair or replace its damaged infrastructure with minimal delays and financial risk.

In performing these functions, DCMC understands that we are engaged to do more than just prepare and move paperwork. While this is certainly a responsibility we assume during a client engagement, the true value we deliver is in helping to identify and resolve problems as early as possible in the recovery process (often before they become issues) so that we can maximize recovery resources and speed reconstruction efforts. DCMC team members have been at the forefront of the new FEMA program delivery model with our decades of engagement with the Agency and our recent work in Texas, Florida, and Puerto Rico since 2017. We have worked to understand the requirements of this new model and in many cases have become better informed of how and where information is to be stored in FEMA's new grant portal than those providing instruction. This understanding further allows DCMC to speed reconstruction efforts.

DCMC recognizes, however, that the City and its key staff are in charge and bear ultimate responsibility for recovery. That is why DCMC is prepared to become a part of the City's team, identifying issues, providing information and advice, and facilitating the City's decision-making all along the way. Our ultimate objective is to help the City understand its options for recovery, including the pursuit of repairs versus alternate or improved projects, and whether hazard mitigation opportunities might be beneficial during reconstruction. It is important to us to provide these options and our assessments of associated "pros and cons" of each, because we understand that recovery presents both opportunities and difficult choices when it comes to the repair and replacement of infrastructure, and our mission is to make those choices as easy and informed as possible.

- *Assist and/or represent the city with the implementation of preliminary damage assessments (PDAs) to document the impact and magnitude of disasters.*

As part of this engagement, DCMC Partners will be prepared to provide both personnel and expertise to support the initial assessment of damages across the City so that decision-makers can be more informed, priorities for recovery can be established, and the City can begin the process of identifying places where FEMA and insurance recovery may be warranted. Initially, this assessment of losses will be rapid with only modest levels of detail, in order to obtain enough information to “jump-start” the recovery process, however over time DCMC Partners will continue to refine damage assessment information – both on our own and in cooperation with City Departments and other recovery contractors – to fully document losses in a manner sufficient to justify and maximize disaster assistance and insurance proceeds.

Our team members have evaluated damage to infrastructure of all kinds (including buildings, water and sewer systems, hospitals, drainage and flood control facilities, bridges and parks, housing, roads, and many other types of structures and facilities). Our participation in damage surveys will also help clarify what may or may not be eligible under FEMA’s programs, and could help identify opportunities to incorporate mitigation measures in reconstruction efforts to both maximize funding and improve resiliency from future disasters.

DCMC also recognizes that damage assessment efforts are meaningless unless they are done with an understanding and appreciation of how they will be used. As the FEMA process ramps-up, DCMC’s experts will begin surveying damaged sites and will provide information to: (1) help determine possible program and damage eligibility; (2) explain relevant applicant/state/FEMA responsibilities; (3) understand reimbursement options under the Public Assistance program, including standard repair, improved projects, and alternate projects; (4) educate City staff about mitigation opportunities and responsibilities under the Public Assistance and HMA programs; (5) outline program steps and estimated timelines; and (6) provide explicit guidance on documentation and audit requirements. These efforts are critical in that they will build both understanding and capability within the City, as well as reduce the chances of problems arising during the recovery process.

DCMC also takes a team-based approach to recovery, where we see part of our job as educating others involved in the process (including City staff, elected officials, contractors, and even the public) so that they can best support the City in maximizing funding, as well as minimizing problems that could stand in the way of their recovery. Our approach engages stakeholders at all levels, including design and engineering contractors, throughout the recovery process. Additionally, DCMC has the ability to support our clients with mobile applications for damage collection information, including photographs.

- *Collaborate with the City on project formulation of FEMA projects, State and Federal grants, including developing scope of work, cost estimates, detailed damage descriptions (field team assessment of damages including damaged structures, contents, etc.) and required backup documentation for submittal of project worksheets and grant applications.*

DCMC understands that the complexity of losses at the City of La Marque may result in the need to implement a long-term recovery program that will require the engagement of not just funding agencies and the City itself, but also contractors and stakeholders (residents, elected officials, the media, and others), as decisions are made regarding project timeframes and what is to be built back and how. DCMC brings extensive experience in this arena, having the team members who led long-term recovery program

planning and engagement efforts for multiple states and territories (Louisiana after Hurricanes Katrina, Rita, Gustav and Ike; Iowa after the 2008 Midwest Floods; Puerto Rico after Hurricanes Irma and María) as well as for a variety of local and non-profit entities (including 26 of the southern Louisiana Parishes after Hurricane Katrina; the Cities of Galveston and Houston, and the University of Texas Medical Branch-Galveston after Hurricane Gustav and Ike; the Corpus Christi Independent School District and the City of Galveston after Hurricane Harvey; the Jefferson Davis Parish Police Jury, the Louisiana Charter Schools, the Lake Charles Memorial Hospital, the Diocese of Lake Charles, and others after Hurricane Laura; the Ochsner Health System, the Tangipahoa Parish School System and other clients throughout New York and Louisiana after Hurricane Ida; and, most recently, the Cities of Galveston, West University Place, Southside Place, and Lake Jackson with their recovery after Hurricane Beryl).

As the City pursues its recovery, DCMC's experts will support the City with project formulation based on damage descriptions, assessments, scopes of work, and cost schedules – gathering information across multiple stakeholders as required – in an effort to provide FEMA with as much information as possible to support the City's recovery needs. We understand and will assist the City in navigating FEMA's new grant portal which supports the new program delivery model. We will also engage with FEMA and others to look for mitigation opportunities that can be incorporated into funded project scopes of work, where appropriate and desired by the City. DCMC will gather the full spectrum of documentation, including the assembly of damage descriptions, photo documentation, maintenance records, geolocation coordinates, designs and engineering evaluations, insurance coverage information, and cost data, as well as the leveraging of our team's significant experience working with clients like the City of La Marque and with the FEMA recovery programs to identify and maximize opportunities along the way.

Using this information, DCMC's experts will endeavor to work with TDEM and FEMA in hopes of getting them to use the materials that have been gathered and prepared as the basis for the preparation of FEMA Project Worksheets. This can be most effectively done by preparing and "packaging" the materials in such a manner that they are both representative of the City's needs and consistent with FEMA's formats and expectations. The intent is to have the City drive the PW formulation process by making the use of the City's information – in the form it is provided – the easiest path toward project completion.

Our team will then work with FEMA to encourage that the PW documentation that they prepare benefits the City of La Marque. DCMC will also help prepare project files and associated documentation that meet FEMA and state requirements, maintaining support documentation for all PWs to justify requests for reimbursement.

Finally, DCMC is very familiar with the 2022 Final Rule that raised the threshold for large projects in PA to \$1 million or greater. We understand the pros and cons of this policy change, and are well equipped to advise the City – particularly on those projects that are under the threshold and therefore do not have a Cost Estimation Formula (CEF) or the ability to later amend the project. These considerations can have significant financial implications for applicants in the PA program and DCMC Partners is well equipped to provide that advice to the City.

- *Provide support services to the City with documenting damages from disaster events in the FEMA Portal, to include uploading and managing documents.*

As mentioned previously in our proposal, DCMC Partners has become very familiar with FEMA's new program delivery model and grant portal, which was launched in the fall of 2017. Our SME for Public

Assistance, Rick Patterson, has worked with multiple clients in providing FEMA-required information to document and develop Project Worksheets in this portal.

All of DCMC Public Assistance staff included on our proposed team have worked with the FEMA grant portal. Our team has helped applicants to set up their organization profile and upload the documents that affect all Project Worksheets such as employment policies, procurement policies, and documents which provide eligibility to the applicant. We have worked with applicants to enter information related to the development of the damaged inventory and site locations, entered information related to project formulation, and reviewed the FEMA prepared project worksheets for completion, all within the grant portal. DCMC has developed a keen understanding of the type of information FEMA is requesting in the essential elements of information (EEI) and the documents which support the applicant's claim.

DCMC Partners has developed a compendium of Federal Procurement and FEMA Public Assistance and Hazard Mitigation Assistance regulations and policies, which we utilize during our client engagements. The compendium gathers information about the grant portal and new program delivery model. Our team uses this compendium as a training tool for clients.

- *Coordinate with management of FEMA and/or other federal and state agencies, and local jurisdictions to complete tasks such as; arranging for routine status/action plan meetings, establishing priorities, scope changes, updates, quarterly reporting, time extensions, and deliverables.*

DCMC will help the City of La Marque engage and coordinate with TDEM, FEMA, and other state and federal agencies involved in the recovery efforts by coordinating and participating in initial meetings, preparing and submitting a Request for Public Assistance, and by working with the State and FEMA as they assign personnel and resources to the City to ensure that they are sufficient. We will participate in applicant briefings and programmatic “kick-off” meetings, or the “scoping” meeting as identified in the new program delivery model, as they occur.

As recovery processes progress, DCMC will also work with the City to implement a robust grant management process and procedure that will manage documentation and information related to funded projects in such a manner that project files will be suitable for program review, close-out and audit. Our team members will implement and manage this system, and concurrently work with the City's Finance Department and other City Department Heads to continually educate them on project requirements and documentation needs so that mistakes are minimized and the City's financial risk is reduced. Throughout the life-cycle of the disaster, DCMC also reviews and evaluates project / grant files on a continual basis, thereby providing repeated checks and quality control opportunities on an ongoing basis.

Throughout the recovery period, DCMC will establish a meeting schedule and coordination routine that meets the City's needs. This will include not only internal meetings and communications efforts (to discuss project status, timelines, key issues standing in the way of recovery, etc.), but also reporting requirements and the level and frequency of engagement desired with TDEM and FEMA to ensure that all parties are moving in a synchronized and mutually supportive manner. Between these more structured meetings, DCMC would expect to work closely with City, TDEM, and FEMA staff to address more routine project and coordination issues so that the formal meetings can be focused on those issues that are most important to the City and the success of its recovery efforts.

- *Assist with the development of bid packages (to include coordination with A/E) that align with the projects scope of work, damages, performance measures, and the procurement laws in accordance with federal and state regulations.*

In the confusion following a disaster, applicants sometimes sign contracts that are problematic, placing federal reimbursements in jeopardy. To prevent this, DCMC will work with the City to review both new and existing contracts for its remediation, design-engineering, construction, and other disaster-related needs to identify potential problems as early in the recovery process as possible, correct them, and facilitate the reimbursement process. DCMC is fully knowledgeable of federal procurement rules and requirements, including those found in 2CFR (most notably, Part 200) as well as both FEMA and HUD's implementing policies and practices. To assist clients' documentation of procurement activities, DCMC has developed a policy compendium of all relevant federal procurement guidelines. This resource includes sample procurement documents, checklists, change order review forms, and cost analysis forms which are compliant with federal guidelines. DCMC makes this policy compendium available to all of our clients. DCMC is well versed and experienced in compliance with applicable procurement regulations and policies, having served as either the Procurement Manager or Compliance Officer for various projects and funding streams. Additionally, we have developed and delivered training and workshops to a number of clients regarding procurement compliance, thus helping them to increase their internal capability and capacity.

DCMC's team members understand the complexities involved in coordinating with and managing contractors providing rebuilding services. The process for recovery program management also involves both communication/engagement with all participating entities, including engineering and design firms, and the coordination of information and resources across agencies and contractors to ensure their timely and coordinated delivery. Coordination and communication about recovery, both internally and externally, is a critical skill set that DCMC brings to the table for the City of La Marque. We have extensive experience with project and program management, and have led thousands of recovery-related coordination meetings with our clients, their contractors and service providers, stakeholder groups, the public, the media, and others.

DCMC utilizes technically skilled personnel who are both comfortable and experienced working and communicating with architectural and engineering (A&E) contractors and construction teams about critical recovery program issues (including eligibility and documentation requirements), as well as project design and costing information. We plan to use this knowledge and experience to engage with the City's contractors to ensure that project work is done in a manner that is consistent with the approved scope of work and program eligibility requirements, and that associated documentation is sufficient to justify reimbursement of costs.

- *Develop improved and/or alternate project requests to include Section 428- Sandy Recovery Improvement Act (SRIA) alternative arrangement projects within the recovery process within established FEMA timelines.*

DCMC Partners possesses comprehensive knowledge of the PA program's eligibility requirements, including Alternate, Improved, and Section 428 (Alternative Procedures) projects. Our experts will inform the City about the opportunity to utilize PA repair funds toward Improved or Alternate projects, or if they wish to improve facilities to meet current needs rather than those in existence at the time of original construction. While this may be advantageous to the City, the rules guiding how such projects become eligible have changed substantially since Hurricane Sandy in 2012, posing new opportunities, as well as added risk, if not handled properly.

Should the City identify Alternate or Improved projects, we will consult with the City and its contractors regarding program timelines, help assess whether to pursue such funding, inform the City about eligibility and documentation requirements, review the environment and historical preservation compliance requirements, and discuss options before working with FDEM and FEMA PA staff to modify PWs with Alternate or Improved project status in mind.

DCMC is very familiar with the Alternative Procedures rule (Section 428) flowing from SRIA, and in fact, members of our team worked with the Congressional Delegations of New York and New Jersey on the drafting of the legislation. Under SRIA and the Alternative Procedures rule, applicants can under certain conditions may pursue alternate projects without any reduction in federal funding eligibility. This provision has been very beneficial for some applicants in certain situations, and DCMC has experience helping clients maximize the benefits of FEMA's Alternative Procedures for their projects. The most significant example of this is DCMC's experience in Puerto Rico after Hurricane Maria, where we successfully negotiated the use of Section 428 Alternative Procedures for the entire disaster recovery effort to provide the Territory with increased flexibility to build back differently and better than before without having to take a reduction in funding eligibility through the traditional PA Program. We worked side-by-side with FEMA to develop implementation policies, rules, and guidance materials for Section 428 implementation. The application of Alternative Procedures in this instance is expected to result in billions of dollars of additional aid for Puerto Rico's recovery (as compared to the regular PA program), and will help them build back more modern, useful, and resilient buildings and infrastructure. DCMC's work in this area continues to this day, through our support to the Puerto Rico Department of Education and Genera PR (operator of PREPA's legacy generation assets), two of the largest 428 applicants in Puerto Rico. Additionally, our team's experience includes supporting the City of Galveston's SRIA (Section 428) project to consolidate 14 large projects to fund identified measures that benefitted the larger community.

It should be noted that the application of Section 428 places new requirements on applicants. It also presents new opportunities, each with its own pros and cons. Should the City wish to consider Section 428 for some or all its recovery efforts, DCMC is experienced with these issues and will provide the City with advice and support in its implementation efforts.

- *Develop and implement Section 406 Hazard Mitigation Proposals (HMPs).*

DCMC has extensive experience with Section 406 mitigation under the Public Assistance program and can provide technical assistance in the development and documentation of eligible mitigation measures, as required. In fact, our team members have helped capture, manage, and implement more than \$3 billion in 406 mitigation funds over the past decade. Our staff will work alongside FEMA and the state to conduct damage surveys and provide advice on potential 406 mitigation proposals. The damage surveys enable us to identify some of the "low-hanging fruit" that can be pursued immediately and incorporated into FEMA PWs. We will work directly with the City to educate key personnel and contractors on 406 Mitigation program requirements, helping to identify opportunities through site surveys and discussions. We will also ensure that the City's leadership understands the difference between 406 mitigation (which is mitigation that can be incorporated into repairs to event-related damages to reduce the risk of similar losses occurring again) and 404 Mitigation (which can fund any cost-effective mitigation measure, even if not associated with damages from the current disaster). We will engage with the City's design-engineers to guide them through program eligibility issues and to evaluate additional options for 406 Mitigation that could be built into reconstruction efforts. We will then work with the City to discuss identified 406 mitigation opportunities, evaluate their financial impact, and determine which opportunities the City may want to have included in

their PWs. Using that list, DCMC's experts will then work with TDEM and FEMA to integrate 406 opportunities and associated costing information into FEMA's PWs and provide support for positive cost-effectiveness determinations on the City's desired mitigation projects, as appropriate.

- *Develop and implement Section 404 Hazard Mitigation Grant Proposals (HMGP) including the use of FEMA Benefit Cost Analysis (BCA) tools and methodologies.*
- *Develop applications and BCA's for the Building Resilient Infrastructure and Communities (BRIC) including the development of required BCA's.*

As part of this engagement, DCMC will draw upon our significant experience with FEMA's Hazard Mitigation Assistance programs - the Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC) program, and the Flood Mitigation Assistance (FMA) program - to identify mitigation opportunities and prepare applications for HMA funding that the City can use to implement cost-effective risk- reduction opportunities during the recovery period. As noted, **our team members have helped develop, manage, and/or secure billions dollars of HMA dollars** for our clients and their stakeholders, representing thousands of individual projects. We have also developed supporting documentation and engaged closely with FEMA and State representatives to best position our clients' HMA applications as they are reviewed and prioritized in light of competing needs elsewhere, improving the odds that their projects will be funded. We will work with City staff and construction contractors to fully define and scope projects, identify alternatives, and address other project requirements. We will coordinate closely with TDEM or TWBD (depending on the program) to build support and educate them on the City's needs. DCMC has identified four key components in the development of a successful grant:

Project Identification and Scope Development: We will work with City stakeholders to identify mitigation projects, develop the background information and the gather the technical information related to the project. Key to any successful HMA project is the development of a positive benefit cost ratio. DCMC has found over the years that the BCA methodologies are as much an art as a science, and mitigation projects can be evaluated differently through the expert application of costs and benefits used to generate the benefit- cost ratio. For this reason, DCMC utilizes BCA experts to provide BCA support for our clients' projects, using available data and documentation to establish the true benefits and costs of each individual project application

Additionally, our partners (Native and Intracoastal) provide DCMC Partners with the ability to perform technical feasibility and cost estimation services under any future engagement, to ensure that the resulting applications are as appropriately priced and scoped as possible.

Grant Writing and Application Development: After completion of the final scope of work, BCA, and environmental and historic preservation (EHP) documentation for each project, DCMC Partners will assemble the final project application and prepare it for review, acceptance, and signature by the City. We will be prepared to review each application with the City, or to provide briefing memos to accompany each application that the City is presented for review, acceptance, and signature. Each application will be input to the designated system, its progressed tracked through periodic updates.

Financial Management, Record Keeping, and Contract Closeout Assistance: DCMC will provide the same level of financial management, record keeping and closeout assistance in the HMA programs as the PA program. Our files will be compliant with 2CFR requirements. We will prepare our files to be closeout ready for TDEM or TWBD.

Environmental and Historic Preservation Compliance: Most project types require compliance with federal EHP regulations. DCMC will account for and document all applicable EHP considerations in the scope of work for each project application. This documentation may include narratives, maps, studies, or correspondence related to the EHP concerns for the project area, such as biological resources, water resources, pollution control and debris management, and historic and cultural resources. In addition, the project applications will each contain the required EHP Checklist, as provided in the applicable *HMA Guidance*.

- *Develop grant applications including, but not limited to, Infrastructure grants, as well as other Federal, State, Regional, and local grants as identified and required.*

Similar to grant applications under HMA, the process for application development under other programs (such as those created through Infrastructure funding) depends on the program's specific requirements. DCMC begins by reviewing the program requirements, to understand both what is required and what is recommended for a successful funding request. We will work with the City to identify potential funding opportunities that best fit the intent and requirements of new programs, and to best position those opportunities for successful selection and funding.

Project Identification and Scope Development: We will work with City stakeholders to identify projects, develop the background information and the gather the technical information related to the project. We will identify all data and documentation needed to support the application, to provide the most complete and comprehensive scope of work possible for funding consideration. We will work with the City to develop an appropriate cost estimate, keeping in mind the level of detail required by the program and the allowable costs under the opportunity. If cost-effectiveness is a requirement of the funding, DCMC will develop the cost- effectiveness determination based on the program's requirements, ensuring that the final determination is both reasonable and appropriately supported.

Program-Specific Data Development: Different funding programs have different requirements for application elements and contents. As part of application development, DCMC will identify specifically the elements and application contents required by the specific funding opportunity and will work with the City to identify the available data, documentation, etc. to fulfill the requirement. This may include technical documentation, historical documentation, GIS products, or specific environmental or historic preservation elements. In all cases, we will identify the specific elements for the City, and work to develop those elements in accordance with the program requirements.

Grant Writing and Application Development: After development of the required elements for each project, DCMC Partners will assemble the final project application and prepare it for review, acceptance, and signature by the City. We will be prepared to review each application with the City, or to provide briefing memos to accompany each application that the City is presented for review, acceptance, and signature. Each application will be input to the designated system (if required), its progressed tracked through periodic updates.

Financial Management, Record Keeping, and Contract Closeout Assistance: DCMC will provide the same level of financial management, record keeping and closeout assistance in the non-FEMA program as we do for FEMA funding programs. Our files will be compliant with 2CFR requirements. We will prepare our files to be closeout ready for the funding agency, as directed by the agency, regulations, or funding announcement.th the City to develop an appropriate cost estimate, keeping in mind the level of detail

required by the program and the allowable costs under the opportunity. If cost-effectiveness is a requirement of the funding, DCMC will develop the cost-effectiveness determination based on the program's requirements, ensuring that the final determination is both reasonable and appropriately supported.

Program-Specific Data Development: Different funding programs have different requirements for application elements and contents. As part of application development, DCMC will identify specifically the elements and application contents required by the specific funding opportunity and will work with the City to identify the available data, documentation, etc. to fulfill the requirement. This may include technical documentation, historical documentation, GIS products, or specific environmental or historic preservation elements. In all cases, we will identify the specific elements for the City, and work to develop those elements in accordance with the program requirements.

Grant Writing and Application Development: After development of the required elements for each project, DCMC Partners will assemble the final project application and prepare it for review, acceptance, and signature by the City. We will be prepared to review each application with the City, or to provide briefing memos to accompany each application that the City is presented for review, acceptance, and signature. Each application will be input to the designated system (if required), its progressed tracked through periodic updates.

Financial Management, Record Keeping, and Contract Closeout Assistance: DCMC will provide the same level of financial management, record keeping and closeout assistance in the non-FEMA program as we do for FEMA funding programs. Our files will be compliant with 2CFR requirements. We will prepare our files to be closeout ready for the funding agency, as directed by the agency, regulations, or funding announcement.

- *Develop amendments requesting changes to scope of work, costs, insurance, or other discrepancy.*

As FEMA prepares the final PWs for funding, our staff will review preliminary PW documentation and work as advocates of the City. For HMA projects, we will develop and manage scope change requests, with or without budget implications; if a new BCA is required because of the change, we will develop that package as part of the request. We will immediately bring to the attention of the State and FEMA any problems or misunderstandings that may arise involving any aspect of eligibility, funding, or the program in general. We will also advocate for maximum benefits with TDEM and FEMA, drawing upon our team's comprehensive program knowledge.

Our established relationships with both TDEM and FEMA, and our recognized expertise will allow us to work directly with staff and leadership of both agencies as needed to identify issues and disagreements, discuss the applicability of past precedents and policy, and represent the interests of the City. Based on the success of these conversations, DCMC Partners will request amendments, or "versions", be made to the City's PWs to reflect the issues that can be resolved through conversation and work with field staff, and/or to reflect actual (versus estimated) project costs that are eligible and need to be reimbursed.

Additionally, DCMC will review each PW at the time of obligation to determine if the City's damage dimensions and scope of work are accurately portrayed. We will review the cost estimate including the cost estimating format (CEF) if used to develop the cost for the project to validate the cost supports the scope of

work described. Finally, we will review information related to insurance reductions and compliance with environmental and historic laws. If there are any deficiencies noted in the PW DCMC partners will work with TDEM and FEMA staff to develop an amendment to rectify these problems.

DCMC will also prepare PW amendments for grant management tasks. These type of PW amendments include the previously mentioned development of improved, alternate, or alternative procedure project requests. Finally, when the project is complete we will assist the city in the development of the closeout package, audit request, and final PW amendment.

- *Assist with insurance optimization by working with insurance carriers to optimize coverage relating to the disaster, while also making recommendations with regard to limits, scope, and deductibles for future policy negotiations.*

Our team of experts will work with the City's Risk Manager throughout the recovery process to ensure that all opportunities to fund their recovery with insurance are pursued. We will provide clients with advice and guidance on policy coverages and help identify "gaps" that may exist so that they can either be addressed or so the financial obligations are assumed by the insured with open eyes and understanding of the risk.

Our team will work with the City to assist in the documentation of any potential insurance recovery, will maintain that evidence to document the insurance claim, and provide the proof of duplication of benefits and the identification of unmet needs to FEMA in the development of the public assistance claim.

- *.Assist the City in understanding of Texas Windstorm Policies, National Flood insurance policies and the effects of anticipated and actual reductions on FEMA PW's.*

Part of the insurance equation involves documenting the insurance claim in such a way that it allows for the maximization of FEMA assistance. FEMA aid is meant to be a "last in line" funder of recovery needs, meaning that anything that is covered by insurance is deducted from FEMA program eligibility. DCMC has learned over the years, however, that commercial insurance policies and FEMA eligibility differ in meaningful ways, and the ways in which an insurance policy is adjusted and documented (i.e., where paid funds are described as being generated under the policy) can negatively or positively impact the amount of FEMA funding our clients receive.

DCMC team members have a keen understanding of the policy language and the limitations of both the Texas Windstorm Insurance and the National Flood Insurance program and its policies. DCMC Partner's SME Rick Patterson has demonstrated this experience with his work at the City of Galveston by developing the insurance matrix related to the TWIA lawsuit, which FEMA used to establish the duplication of benefits of this related to this additional insurance settlement. This work documented the majority of the settlement did not duplicate previously obligated federal funds. Additionally, our team members helped Galveston document the insurance recovery after Ike and help document the City of Galveston's resolution of the global insurance issue with FEMA.

DCMC's objective is to provide the City of La Marque with insurance experts who not only understand insurance policies, but also FEMA eligibility guidelines. This allows them to work with the City's insurer and with the personnel assigned to help adjust the policy to encourage the loss to be documented in such a manner as to maximize remaining FEMA eligibility. By working together in this manner, DCMC can maximize total reimbursement to the City of La Marque for their loss.

It is also worth noting that since Galveston has already received FEMA PA assistance the past for many of their facilities, there is a FEMA “obtain and maintain” requirement related to insurance that could impact both current and future eligibility. We can assist the City – preferably in advance of the next disaster, so financial liability can be limited – in evaluating and understanding what that requirement is for the City’s facilities, how it will impact them in future events, and assessing whether their current insurance coverages are compliant or if there are gaps.

Finally, if requested, we are available to provide technical assistance and support to the City in its NFIP membership and policies, as well as its CRS membership. Both our Resiliency SME and our PA SME are Certified Floodplain Managers (CFM) through the Association of State Floodplain Managers (ASFPM) and have years of experience in the administration of NFIP programs at the local level.

- *Develop first and second level appeals.*

DCMC understands that clients and FEMA do not always agree on the eligibility of the loss. In addition to broad program knowledge, project personnel have extensive experience in preparing, arguing, and successfully resolving appeals in partnership with and on behalf of applicants. Should disagreements arise that cannot be easily resolved at the project level, DCMC will work directly with the City and state officials to determine the grounds for possible appeals, will help frame project information to best address programmatic rules and guidelines, and utilize tested methods of arguing and negotiating resolutions with FEMA in order to obtain the best possible results. This information can then be incorporated into a complete appeal document that provides the strongest and most supported arguments justifying the needs and positions of the City of La Marque.

DCMC Partners has worked extensively with **Baldwin EMC** and their attorneys to file 4 appeals with \$2.7 million costs originally denied by FEMA. As a result of these appeals and arbitrations BEMC has received \$1.6 million in funding of the original questioned costs with the remaining \$1.1 still in arbitrations.

Once an appeal has been submitted, DCMC will also remain available to support the City by engaging with TDEM and FEMA and ensuring the appeal does not get “hung up” based on a technicality. For example, DCMC would coordinate with TDEM to ensure that they prepare a supportive evaluation of the City’s appeal and submit the complete appeal package to FEMA within required timelines. DCMC will also engage with FEMA Region VI, and FEMA Headquarters if necessary, to encourage swift and positive action on the appeal(s) by responsible officials. This type of follow-through is often critical to a successful appeals effort, and DCMC is prepared to offer this support to the City of La Marque as required.

Over the previous several years, we have assisted the City in the development of several first appeals that were ultimately successful, netting the City additional funding. These appeals were successful because of our diligence and the City’s persistence in identifying errors in the original calculations and developing the necessary documentation to appeal those incorrect decisions to FEMA Region VI.

- *Coordinate the closeout process of projects to include establishing programmatic document control, establishing a file retention system and data management processes to ensure disaster are complete and ready for audit.*

Close-out involves the review of the documentation related to a project and the steps taken to bring it to fruition, ensuring that all program rules were followed, and funding is accounted for. This presents sub-applicants like the City of La Marque with a significant financial risk should projects not be properly

documented, and oversight of their implementation no be provided on an ongoing basis. For these reasons, DCMC views close-out as a process that starts at the beginning of every engagement, necessitating that project files be developed and managed in such a way that they are designed to lead to a problem-free close-out process.

Because DCMC's experts have spent decades working with and for FEMA, we understand how FEMA wants and expects documentation to be maintained. We also understand, however, that each client has its own systems, technologies and protocols for records maintenance. For this reason, we begin every engagement by coordinating with our client to understand what they are already doing and evaluate that in light of FEMA requirements and expectations. We provide examples of industry "best practices," and identify any potential gaps between the existing systems / structures and FEMA's program requirements. We will then establish a record-keeping protocol and structure that serves our client's best interests and meets FEMA program needs. Once that system and structure is in place, our team members work individually and with the City Departments (especially Finance) to establish and maintain file records in a consistent, complete, and quality manner, and maintain them that way so that they can be effectively used to answer any questions that may arise and/or support programmatic close-out and audit.

With a strong foundation built, DCMC's close-out efforts at the end of the PA grant life-cycle will involve reviewing approved PW scopes of work, and the reviewing documentation and cost information provided in project files to ensure that all costs are justified and all work is properly documented so that there will be few if any questions when the State's close-out team arrives in La Marque. Our experts would then prepare a project summary for the City that includes a description of any "gaps" found in project files, a list of final eligible and non-eligible costs (reconciled with the approved scope and budget found in the related PW), and an accounting of related third-party refunds and/or reimbursements. All of the above will be provided using a spreadsheet so that it can be easily understood and assessed by City officials (and eventually TDEM when their close-out team engages).

3.3 Technical Approach and Methodologies

DCMC Partners understands that the City of La Marque is in need of expertise and staffing support to provide disaster management services listed in the RFP. DCMC recognizes that the main objective of the engagement will be to support the City's efforts to maximize eligibility and reimbursement for all aspects of the recovery program.

Whether before the disaster or in its aftermath, DCMC's approach to recovery involves augmenting our clients' existing teams to increase capacity, help clients to understand the ebb and flow of the recovery process, and build internal capacity and knowledge within the client organization so that they can "own" and lead their recovery efforts rather than just allow recovery to happen. This approach allows the City of La Marque to take a more strategic posture during recovery and has proven highly effective at achieving results more quickly during the months after a disaster occurs. It also helps our clients to anticipate, avoid or resolve issues more effectively.

Our overall approach is one of empowerment of our clients. All too often, entities impacted by disasters become so overwhelmed by an event (due to its magnitude, the lack of personnel knowledgeable in the recovery process, the involvement of personnel who are themselves disaster survivors, and the need to continue ongoing operations) that they allow the agencies and insurance companies to lead recovery efforts on their behalf. This often results in entities missing out on opportunities and leaving money "on the table" that could have benefitted their recovery efforts. To address this, DCMC brings recovery and subject matter experts who can fill knowledge gaps and augment existing client capabilities and staffing to allow them to better lead and "own" their own disaster recovery efforts. Our goal is to empower our clients, not usurp their positions and authority, so that they can recover more quickly and effectively.

DCMC's objective in any engagement is to resolve as many problems at the lowest organizational level as possible. By approaching an engagement in this way, many of the issues standing in the way of recovery can be quickly and effectively addressed without the time delays and bureaucracy of having to work with TDEM and FEMA's Region or HQ offices. When it is necessary, however, DCMC comes to the task with strong relationships with key staff at the State and Federal levels (including at the Joint Field Office, FEMA Region 6 and FEMA HQ levels), and can leverage those to the advantage of our clients. At each stage, DCMC will endeavor to resolve the issues as quickly and effectively as possible, so as to speed overall recovery efforts.

Project Organization

Upon notification of any need, the City will first work with DCMC's Project Manager, Donna McGuire, to ensure there is a common understanding of what the City needs to have done and to prepare the contract Task Order necessary to initiate the engagement. That discussion will result in the assignment and deployment of qualified personnel to address the City's needs.

The primary interface between the City and the consultant team will be Project Manager Donna McGuire. Our Project Manager will be the day-to-day point of contact for DCMC Partners and will ensure that consultant personnel are performing within the scope of services and addressing the needs and priorities identified by the City. The Project Manager will also be the focal point on contract issues between the City and DCMC Partners and will ensure that all reports requested by the City are provided as required and on-time.

In staffing the project, DCMC leverages personnel, who often have more knowledge and experience than their insurance company and federal agency counterparts, to make sure that all of the right questions are asked (and answered), that the needs of our clients are expressed in a manner that minimizes confusion and maximizes funding and builds upon both best practices and past precedent to deliver results. In this case, we are proposing the use of personnel who have already worked extensively with local governments in Texas, and who each bring over a decade (and sometimes two decades) of programmatic experience to the task. Our approach in providing these experts is one of extreme flexibility, with our team capable of expanding, contracting, or changing composition based on the needs of the City of La Marque at any point in time. We can also have our personnel work either on-site or remotely when needed, thereby allowing us to reduce costs and allow for the timely delivery of assistance.

To ensure that DCMC is always capable to providing the most qualified personnel to meet the City's needs, DCMC has both permanent staff and an established a ***cadre of nearly 140 proven recovery consultants who have knowledge and skills in all of the specialties that may be needed to support the City under this engagement.*** This includes personnel with skills and experience that includes, but is not limited to, the following areas of expertise: Planning; Training; Exercises; Business Continuity; Long-Term Recovery; Gap Analysis; FEMA Public Assistance (including 406 mitigation); Procurement; Insurance; FEMA Hazard Mitigation Assistance Programs; Floodplain Management; Engineering; Benefit-Cost Analysis; Environmental / NEPA Compliance; Grant management; Appeals; Accounting; and Close-Out.

Management Process

One of the keys to success in any consulting engagement related to the FEMA disaster programs is the establishment of appropriate management processes to ensure performance. Under this contract, DCMC proposes to utilize a tried and tested management process designed to deliver results.

Start-Up

Should DCMC be selected by the City of La Marque under this RFP, start-up efforts will be seamless. DCMC Partners proposes drawing from the same team that was used to support the City of La Marque in the aftermath of Hurricane Ike, with the ability to augment that capability as needed to address the strategic and operational needs of the City on current and future disasters. ***All of the personnel referenced in the RFP are currently either full-time employees or under exclusive agreement to participate on DCMC Partners in response to the City of La Marque's solicitation.***

Once the contract is signed, DCMC's Project Manager will use this opportunity to speak with the City to discuss contract terms and requirements, establish a common understanding of expectations for personnel and work products, and identify initial priorities. Included in this discussion will be communications protocols to be used in the event that the City of La Marque has any needs that it wishes to address through this contract.

Continuity

When selecting our personnel, we set expectations that our experts may be on extended deployment so as to limit disruption that often results from regular changes in personnel. Our method is to deploy personnel and assign them to perform specific functions and address client-identified needs until that assistance is no

longer required. This approach has proven highly successful in maintaining continuity in our operations and ensuring the client's continued access to institutional knowledge built over the course of the deployment.

In this case, DCMC is further enhancing continuity by proposing personnel who have already worked extensively with and for local governments in Texas and who are exclusively available through our firm. By using this team, DCMC comes to the contract with the ability to move immediately on City priorities without the usual "learning curve" that would be required if new staff were mobilized. It also ensures we provide a team that already knows some of the unique features of the City and its infrastructure, so that we can be more effective at representing the City in discussions/negotiations with FEMA and the State.

Work Planning

In managing the work effort under this contract, planning to ensure that opportunities are not missed and staff members are fully utilized is critical. The DCMC Project Manager will engage on a frequent basis with City staff to support work planning efforts, as well as on subject-specific planning efforts such as workforce utilization, project or issue resolution efforts, and other matters. These discussions will include subject matter experts from the DCMC consultant team as required and as requested by City management, to provide assurances that the topics discussed maximize the combined knowledge, experience, and insights of the experts we have deployed in support of the City's work effort.

Of particular importance will be a meeting that the DCMC Project Manager would propose having with the City's primary point of contact on at least a bi-weekly basis during any task order or engagement to discuss project status and contractor performance. DCMC sees this as an opportunity for the City and the consulting team leadership to step back from day-to-day operations and pressures to discuss bigger picture issues related the overall work effort, define strategy for moving forward, and identify new and innovative approaches to ensure that both the City and DCMC delivers results according to the City's priorities and needs.

Project Controls and Communication

DCMC Partners understands that we are engaged to support the City, not to supplant it. We also understand that meeting the expectations of our client in providing that support requires the use of robust project controls designed to ensure the client remains informed and in-charge, and that consultant work effort remains properly focused. For those reasons, we have paid special attention to establishing robust project controls and reporting procedures designed to ensure effective communication and provide work accountability, so that the City has access to the information it needs and the visibility into consultant work efforts to both monitor and direct consultant activities.

In carrying out the responsibilities under this RFP, we plan to continue this effective strategy by doing the following during the new contract period whenever DCMC Partners is engaged in an assigned Task Order:

DCMC will dedicate senior managers from our company as part of the proposed project team, to provide a direct interface on an as-needed basis, and to provide a support system to improve operational visibility.

DCMC will bring (at no cost to the City) a cloud-based management and work reporting system. This web-based system provides both DCMC management and representatives from the City with visibility into the

activities of individual consultant's work efforts each day and provides fields for consultant field staff to identify and highlight what they did and any issues that came up that may require management attention. This will feed into every consultant's daily reports, and both consultant team managers and the City can monitor them on an ongoing basis. This system helps ensure quality invoice development that should make DCMC's invoices (and the City's review of them) easier and less time consuming, and allows for the accurate production of project-specific reports to facilitate and maximize reimbursement of sub-recipient management costs (formerly referred to as Direct Administrative Costs) associated with funded projects.

DCMC will also (at no cost to the City) provide access for the City staff to its a cloud-based document management tool, whether Office 365 SharePoint platform, cloud-based program Dropbox, or similar platform.

The assigned Project Manager will utilize regular staff conference calls to provide an opportunity for our team members to exchange information with each other and with the City and DCMC management. These calls will highlight issues for discussion and resolution, including those that may require City attention. They will also provide for the free flow of information and the discussion of conditions that may impact the work effort, and ensure that all partners in the recovery effort remain informed and involved.

We will utilize a regular reporting regimen where our team of experts provide written summaries of issues, project status, and other information (as defined by the City) to assist with the City's ability to track work effort, concerns and priorities, and project status. The schedule and content of these reports will vary based on the City's needs. If our team is selected to support the City of La Marque under this solicitation, DCMC Partners will establish reports that the City may wish to see on a Task Order by Task Order basis, and pledges to provide such reports (and new ones as required) to ensure that the City of La Marque has all that it needs to properly and effectively manage overall operations.

Through the implementation of these management controls, DCMC Partners can demonstrate our commitment to establishing the management protocols, communication and accountability systems necessary for the City to manage its recovery and the work efforts of contracted personnel. Our ability to keep City leadership apprised of critical situations and issues, maximize funding through documentation efforts, as well as demonstrate the effectiveness of consultant work efforts, has significant and positive impacts on our client engagement efforts, and we expect it to do so as well for those contemplated in the future under the scope of work outlined in this RFP.

Project Methods and Supporting Processes

DCMC Partners utilizes multiple methods, tools, and techniques to both enhance performance and encourage greater communication. These approaches have all been tested time and time again and have proven to be best practices in the delivery of Public Assistance and HMA technical assistance on a national basis.

Examples of some of the methods, tools, and techniques that we will employ in support of the City of La Marque during the new contract term include the following:

Contractor Management

Through our years of experience, DCMC Partners recognizes and understands that while we are partners in addressing the City's response and recovery needs, we are also working for the City's Project Manager and our efforts are managed by the City. DCMC also understands that as the Prime Contractor in this engagement, the activities of our personnel – including those provided by subcontractors – are the responsibility of our management team, and their performance reflects on our company and our overall performance under the contract. As such, we will take great care in selecting subcontractors, if needed, and utilize a number of contractor management procedures and protocols to ensure performance.

The process of selection of partner firms to be subcontractors under this opportunity will be based upon the subcontractors unparalleled experience, and a proven track record of being able to work together successfully.

As a first step in our approach to managing our subcontractors, we have established a review process for personnel who are proposed to be deployed to satisfy the City's staffing and expertise needs. All resumes are reviewed and approved by DCMC corporate management and subject matter experts to ensure the appropriate quality and experience exists to recommend staff to support the City of La Marque's needs. This procedure, which draws upon the collective expertise and understanding of DCMC Partners and their history working with the local governments in Texas, provides an up-front ability to ensure that only the most capable consultants to meet a particular need are provided to support the City's project needs.

All consultant personnel will report directly to the DCMC Project Manager for purposes of ensuring performance under the terms of the contract. This structure enables the on-scene management team to directly and immediately address the City's issues or concerns related to consultant performance and work effort, without having to work back through the partner company organization to produce results.

Each firm that may work with DCMC on this engagement will be asked to identify a single point of contact for the coordination of all contract and work-performance issues related to their personnel operating in the City of La Marque. This provides for an efficient and effective means of communication and issue resolution at the corporate and management levels, should that be necessary.

In addition, all partner firm staff will also be required to utilize a specialized management and time tracking system (described earlier in this proposal), giving DCMC and the City of La Marque the ability to understand, in detail, what each consultant is doing, how they are doing it, what issues they are facing that may be positively or negatively impacting the work effort, and how their work effort relates to specific project efforts as well as City priorities.

Problem Resolution

On any given task, the DCMC Project Manager is the primary point of contact for the City of La Marque related to the resolution of problems that may arise associated with consultant performance under the terms of the contract. That said, we pride ourself on always making our senior-most leadership team (including the firm's Partners) available to support all of our client engagements and facilitate problem-resolution efforts. The same would be true for our engagement with the City of La Marque.

DCMC is a proven leader in our field, and many of our senior managers, staff, and cadre of disaster management specialists are former policy makers and program professionals at the state and federal levels, helping to shape government programs, regulations, and policy related to emergency preparedness, response, recovery and mitigation. This depth of knowledge and relationships has shaped our firm's approach to problem resolution, providing us the opportunity to leverage our experts' knowledge and relationships to identify paths toward resolution and develop compromises that satisfy the needs of the City, TDEM, and FEMA.

Process Improvement

For every client engagement, DCMC Partners provides focus on the need to find better ways in which to operate and solve problems. A significant element of our success in this area is the commitment of both managers and line staff in continual process improvement.

DCMC fosters a communicative atmosphere among our deployed personnel, regularly holding meetings, conference calls, and other engagements to allow the assembled team to discuss issues they face in the field, and brainstorm on ways in which to address them. We propose doing the same in La Marque, resulting in more efficient and effective delivery of technical and financial assistance to the City.

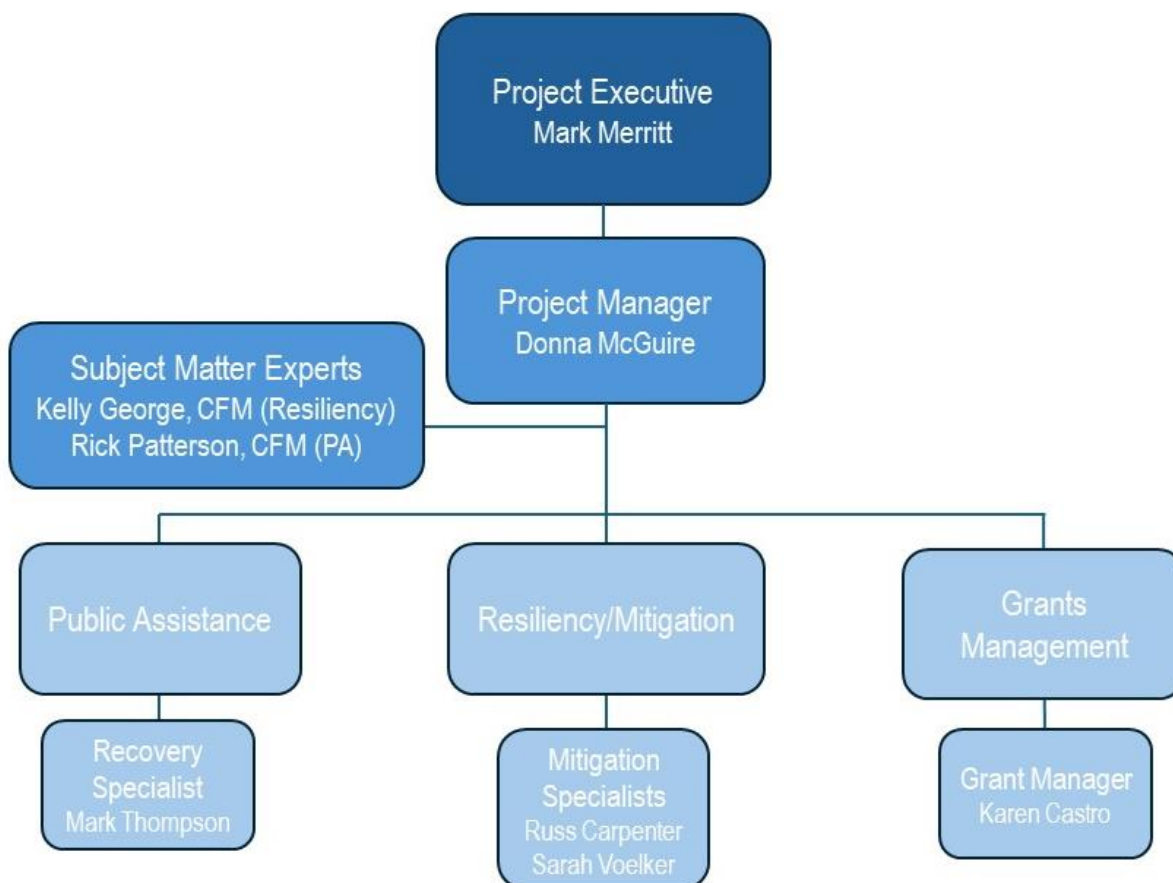
Reviews and Audits

At the sub-applicant (or City) level, DCMC considers the eventual review and audit of case and project files to be of paramount importance. With our personnel supporting the City of La Marque, every decision made throughout the project life-cycle in the Public Assistance and Hazard Mitigation Assistance programs will involve consideration of the need to prepare case files, maintain documentation, and produce a "paper trail" that supports how projects were handled, how costs were evaluated, what steps were taken to support and monitor sub-grantee performance, and on what basis payments were made. This type of ongoing effort is required in order to increase the likelihood of the reviews and audits – be they from the State of Texas, FEMA program staff, or the DHS/HUD Inspectors General Office – will result in no negative findings and no need to recoup monies. To achieve this goal, DCMC Partners needs to focus on preparing for reviews and audits from the very start of any engagement.

This means that DCMC Partners will avoid waiting for an audit to occur before preparing for its possibility. Too much can go wrong, and funding can be put at risk. For this reason, DCMC proposes that the City allow our personnel to begin shifting focus over the life of a deployment from traditional program and grant management to the review and preparation of documentation files for review by the state's Close-Out Team, so that project and applicant files can be closed-out and be made ready for possible audit. As projects are identified by our experts as being ready for close-out, DCMC consultants will provide documentation to the City that identifies any discrepancies, no matter how small, along with a suggested path toward remediation. Once those issues are addressed, we will notify the State that the project is prepared for close-out, and will remain available to review and help them as they progress through the close-out and audit processes.

3.4 Staffing

PROJECT TEAM ORGANIZATIONAL CHART



SUMMARY OF STAFF QUALIFICATIONS

The table below briefly summarizes our team members' experience and education. We have also included resumes of key team members in the following section.

DCMC Partners has the ability to tap into a substantial cadre of additional subject matter experts in order to provide the support during any phase of emergency management. This cadre provides the capability to deliver specialized expertise and support the varying needs that may arise. This approach also ensures that the City of La Marque will have the expertise and staffing that it will need whether before, during, or in the aftermath of a crisis.

Proposed Role	Team Member	Years of Relevant Experience	Education & Certifications	Summary of Experience
Project Principal	Mark Merritt	40	Bachelor of Science, National Security and Public Affairs, US West Point Military Academy (1986)	Extensive FEMA experiences and management of various programs. Worked every major disaster in the US and its territories over the past 25 years.
Project Manager	Donna McGuire	7	BA, Texas Christian University MA, University of North Texas	Served as a site inspector, site inspector crew lead, and task force lead for program delivery managers during Hurricane Harvey in Texas. Effectively managed client relationships and organized recovery efforts for the Lake Charles Housing Authority, Southwest Louisiana Center for Health Services, and multiple Louisiana charter schools. Her expertise in the FEMA Public Assistance program ensures her clients are well-prepared and supported throughout the recovery process.
Subject Matter Expert PA	Rick Patterson, CFM	31	BS, Prairie View A&M University (1991) Certified Floodplain Manager FEMA Professional Development Certificate	Former State Coordinating Officer after T.S. Allison and Hurricane Rita. Program Lead for Katrina and Rita in Louisiana. Project Manager for engagements after Hurricane Ike, Matthew, Irma, Harvey and Maria.
Subject Matter Expert Mitigation	Kelly George, CFM	22	MPA, Jacksonville State University BA, University of Memphis Certified Federal Grants Manager, Grants Management Certification - Federal Track (MCI) Certified Floodplain Manager	Skilled at hazard mitigation, hazard mitigation planning, grants management, public speaking, training, exercises, project development, application development, project management, technical writing, strategic advising. Worked more than 10 federally declared disasters, including for the City of Galveston.
Grant Manager	Karen Castro	8	BA in International Relations, Syracuse University HAZWOPER 40 Hour Course	Skilled in FEMA Public Assistance (PA) and Hazard Mitigation Grant Programs (HMGP). Supported a myriad of applicants with their recovery from disasters with project formulation, documentation, and closeout

Proposed Role	Team Member	Years of Relevant Experience	Education & Certifications	Summary of Experience
				reconciliation Experience in grants management, public policy, and emergency management services.
Recovery Specialist	Mark Thompson	22	BBA, Mira Mesa College (San Diego, CA) (2001) AA, Lake Tahoe Community College (2000)	Skilled in Federal/ State Public Assistance Project Grants Management with more than 20 years of experience. Technical and analytical skills to work complex federal and state disaster programs. Extensive experience in commercial insurance and residential insurance, building surveying, general construction and restoration due to flood, wind, hail, earthquake, and fire. Skilled in gathering user requirements, data analysis, reports, development, testing, implementation and project support.
Mitigation Specialist	Russ Carpenter	17	BS, Agricultural Business, Louisiana State University Post-Baccalaureate Construction Management, Louisiana State University	Experience in managing and coordinating diverse mitigation projects including elevation/acquisitions, drainage, microgrids, and various other mitigation activities. Expertise in planning and executing mitigation strategies tailored to specific imperatives. Excels in developing and overseeing complex project scopes, schedules, budgets, and deliverables. Possesses a proven ability to negotiate with federal, state/commonwealth, and local agencies to meet project mitigation requirements and ensure adherence to state and federal laws, rules, regulations, and standards.
Mitigation Specialist	Sarah Voelker	5	BFA, Memphis College of Art (1998)	Experienced in providing technical support for mitigation project and application development, including the development and documentation of cost-effectiveness determinations.

RESUMES

The following pages include resumes for DCMC Partners team members identified in the Project Team organizational chart.

MARK MERRITT

Project Role: Project Executive

Company: DCMC Partners

Mark Merritt, Founding Partner and Chief Operating Officer of DCMC Partners, is one of the most experienced and respected disaster recovery consultants in the United States. After graduating from West Point and serving in the U.S. Army, he went to FEMA where he worked in leadership positions in the agency's Response and Recovery Directorate and as FEMA Deputy Chief of Staff, among other positions.

Mark has worked every significant disaster in the U.S. and its territories over past 30 years, managing recovery teams and overseeing recovery efforts, including large-scale disaster recovery efforts leading large and complex projects, with as many as 200 staff and many varied agencies and stakeholders involved, to achieve results. Mark successfully led such projects for the State of Louisiana (after Hurricane Katrina and subsequent storms) and for the State of New Jersey (following Superstorm Sandy), the States of Indiana and Iowa (after the devastating 2008 floods), the State of Florida (following the 2004 hurricanes), and the University of Texas System (in the aftermath of hurricanes). These clients attribute billions in funding to Mark and his team that the states would not have otherwise received from the federal government (including \$3 billion in Louisiana and nearly \$500 million in New Jersey).

In the aftermath of Hurricane Irma, Mark deployed to Puerto Rico to support disaster response efforts for Irma, and soon after, Hurricane Maria. The team's initial task was to establish and staff the Territory's Operations Section. The Governor designated Mark as the Operations Division Director for Puerto Rico, where he assumed oversight responsibility for all response and recovery operations and reported directly to the Governor, the Governor's Authorized Representative, and the State Coordinating Officer. In this role, Mark served as the SCO's representative to the PREPA Incident Command Meetings, leading him to negotiate a \$200 million Project Worksheet with a \$100 million advance for the electric power utility and convince FEMA to classify USACE's power restoration work as Temporary Repairs (allowing PREPA to fully retain its eligibility to claim potentially billions of dollars in Permanent Work funding), among other achievements.

SELECTED EXPERIENCE

- Led teams directly responsible for more than \$20 billion in federal reimbursement, including \$17 billion in FEMA Public Assistance and \$3.5 billion in FEMA HMGP funding.
- Project Executive of the 39 public utility and electric cooperative projects DCMC has had.
- Worked alongside federal officials to create recovery policies, train new recovery experts, define federal-state-local organizational structures for recovery, and raise awareness of financial reconciliation programs.
- Project Manager for large-scale response and recovery efforts in the Government of Puerto Rico following Hurricanes Irma and María, managing more than 200 staff. After COR3 rehired DCMC in 2021, Mark has continued to champion recovery efforts on behalf of the Recipient.
- In the years following Hurricane Maria, has led recovery efforts as Project Executive for multiple sub-recipients in Puerto Rico, including the following ongoing projects:
 - Museo de Arte de Ponce – Seismic Retrofit Project, 2020 Earthquakes



YEARS OF EXPERIENCE

40+ years of public safety experience

AREAS OF EXPERTISE

Extensive FEMA experiences and management of various programs.

Worked every major disaster in the US and its territories over the past 30 years.

EDUCATION

Bachelor of Science, National Security and Public Affairs, US West Point Military Academy, May 1986

- PRDE School Recovery – grant management support to the Puerto Rico Department of Education's 860 K-12 schools affected by Hurricane Maria and the 2020 earthquakes.
- DTOP – Grant Management, Hurricane Maria and subsequent disasters
- Managed response and recovery efforts for disasters, including:
 - 2001-2004 Tropical Storm Alison – University of Texas System
 - 2002 – 2005 Typhoon Pongsona – Government of Guam
 - 2004 – 2007 Florida Hurricanes – Orlando and 21 other communities
 - 2004-2005 Hurricane Ivan – the Government of the Cayman Islands
 - 2005-2017 Hurricanes Katrina/Rita/Ike/Gustav – State of Louisiana
 - 2005-2006 Indian Tsunami – Kingdom of Thailand and Republic of Indonesia
 - 2006-2008 Hurricane Ernesto – Commonwealth of Virginia
 - 2008-2014 Hurricane Ike – University of Texas System and Galveston, TX
 - 2008-2014 Flooding – states of Iowa and Indiana
 - 2010-2011 Deepwater Horizon Spill – BP
 - 2011-2012 Red River Floods – State of North Dakota
 - 2011-2014 Hurricane Irene – State of Vermont
 - 2011-2014 Tornado – Joplin, MO and Joplin School System
 - 2012-2014 Superstorm Sandy – State of New Jersey and various communities in New York (Nassau County, Suffolk County; Freeport, Long Island) and Connecticut (Fairfield)
 - 2016 -2017 Louisiana Floods – State of Louisiana
 - 2016-2017 Hurricane Matthew (Berkeley County, South Carolina)
 - 2017-2020 Hurricanes Harvey, Irma, Maria – communities in TX, FL, and Puerto Rico
 - 2020 – Hurricanes Laura, Sally and Delta, as well as the COVID-19 Pandemic

Various Positions, FEMA 1993–2001 Extensive work in the Federal Public Assistance and Individual Assistance programs, as well as other elements of long-term recovery efforts, emergency operations center support and operations, and Incident Command efforts such as Logistics, Supply, and Planning.

- Assisted in review and implementation of the FEMA's Federal Response Plan.
- Designated the Multi-Agency Chief in the Oklahoma City bombing response. Coordinated local emergency response organizations, fire and police departments and other first responders.
- Provided technical assistance to all 10 FEMA regions in the areas of programmatic and financial reconciliation of disasters. Responded to Inspector General audits and developed standardized financial reporting methods. Responsible for troubleshooting politically sensitive issues with the states and regions.

WORK HISTORY

- DCMC Partners, Founding Partner and COO 2014 – present
- Witt O'Brien's, LLC Senior Vice President 2013 – 2014
- Witt Associates, LLC, Founder and Partner 2001 – 2013
- FEMA, various positions, 1993 – 2001
 - Team Leader, Chief Financial Officer's Field Support Team (2000 – 2001)
 - Team Leader, Eastern Territorial Closeout Team (1997 – 2000)
 - Deputy Chief of Staff (1995 – 1997)
 - Special Assistant to the Associate Director for the Response and Recovery Directorate (1993 – 1995)

DONNA MCGUIRE

Project Role: Project Manager

Company: DCMC Partners

Donna McGuire brings over 7 years of experience, specializing in disaster response and recovery. Ms. McGuire has served as a site inspector, site inspector crew lead, and task force lead for program delivery managers during Hurricane Harvey in Texas. In 2019, FEMA leadership deployed her to Puerto Rico, where she contributed to significant recovery efforts. Since joining DCMC Partners in 2021, Ms. McGuire has effectively managed client relationships and organized recovery efforts for the Lake Charles Housing Authority, Southwest Louisiana Center for Health Services, and multiple Louisiana charter schools. Her expertise in the FEMA Public Assistance program ensures her clients are well-prepared and supported throughout the recovery process.

In her years with DCMC, Mrs. McGuire has demonstrated strong organizational, leadership, and communication skills through coordinating complex review processes, managing client relationships, and developing comprehensive training materials, showcasing the ability to effectively oversee and drive project success from inception to completion.

SELECTED EXPERIENCE

Puerto Rico Office of Recovery, Reconstruction and Resiliency (COR3) (2023-Present)

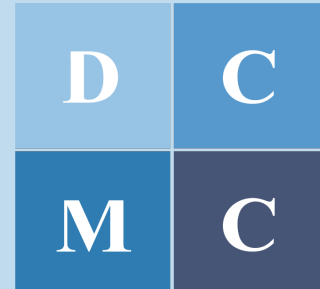
QA/QC Manager / Site Inspection Coordinator

- Oversees a team of 13 DCMC employees and over 43 subcontractors.
- Managed QA/QC for an estimate of 300 site inspections, energy inspections, and QPRs before submission to COR3.
- Since taking over the project in November 2023, she has overseen the team and has completed 883 energy inspections.
- QA/QC inspections along with other DCMC team members, going back and correcting some inspections and bringing the total to over 1000 reports written and verified.

Lake Charles Housing Authority (2021-Present)

Recovery Specialist

- Conducted comprehensive reviews of project validations, addressing inconsistencies, special considerations, and compliance issues in collaboration with management to ensure efficient progress through the FEMA (Federal Emergency Management Agency) system.
- Inspected facilities to assess and document damages from natural disasters, providing detailed reports to inform recovery efforts.
- Fostered and maintained strong client relationships, offering guidance and support throughout the recovery process to ensure client satisfaction and successful project outcomes.
- Developed training materials, including documents, video tutorials, and reference guides, to assist team members in creating effective FEMA packages. This included creating location maps with historical images, compiling photo pages using Adobe Pro, generating field site inspection reports, and producing damaged component sheets to expedite FEMA's documentation process.
- Oversaw a small team of DCMC personnel for project validation efforts, inspections.



YEARS OF EXPERIENCE

7 years

AREAS OF EXPERTISE

Public Assistance
Project Management
Client Relationships
Training
Site Inspection

REGISTRATIONS, CERTIFICATIONS & TRAININGS

Numerous FEMA IS Courses,

Public Assistance Program
Delivery Management, FEMA
Emergency Management Institute

Public Assistance Site
Inspection, FEMA Emergency
Management Institute

Public Assistance Site
Inspection, FEMA Emergency
Management Institute

EDUCATION

BA, Texas Christian University

MA, University of North Texas

Southwest Louisiana Charter Academy Foundation (2021-Present)

Recovery Specialist

- Conducted comprehensive reviews of project validations, addressing inconsistencies, special considerations, and compliance issues in collaboration with management to ensure efficient progress through the FEMA (Federal Emergency Management Agency) system.
- Inspected facilities to assess and document damages from natural disasters, providing detailed reports to inform recovery efforts.
- Fostered and maintained strong client relationships, offering guidance and support throughout the recovery process to ensure client satisfaction and successful project outcomes.
- Developed training materials, including documents, video tutorials, and reference guides, to assist team members in creating effective FEMA packages. This included creating location maps with historical images, compiling photo pages using Adobe Pro, generating field site inspection reports, and producing damaged component sheets to expedite FEMA's documentation process.

SWLA Center for Health Services (2021-Present)

Recovery Specialist

- Conducted comprehensive reviews of project validations, addressing inconsistencies, special considerations, and compliance issues in collaboration with management to ensure efficient progress through the FEMA (Federal Emergency Management Agency) system.
- Inspected facilities to assess and document damages from natural disasters, providing detailed reports to inform recovery efforts.
- Fostered and maintained strong client relationships, offering guidance and support throughout the recovery process to ensure client satisfaction and successful project outcomes.
- Developed training materials, including documents, video tutorials, and reference guides, to assist team members in creating effective FEMA packages. This included creating location maps with historical images, compiling photo pages using Adobe Pro, generating field site inspection reports, and producing damaged component sheets to expedite FEMA's documentation process.
- Assisted the SWLA Center for Health Services with securing funding for their temporary facilities while in the process of rebuilding the Women's Center and Behavioral Health Unit, which were both destroyed.

Houston, Texas (2019)

Program Delivery Manager

- Program Delivery Task Force Lead (PD TFL) overseeing a team of 6 PDMGs (Program Delivery Managers) in DR4332TX – Hurricane Harvey – Webster
- Ordinarily, TFLs do not have applicants, but was assigned by leadership to two applicants who required special attention and support – Katy Independent School District and The City of Dickinson.
- The team was a huge part of securing over \$48 million in obligated funds.
- QA/QC reviewer, closeout reviews, completing initial, final and desktop reviews to ensure that the project captures, and documents work that is disaster related.
- Named alternate to oversee Webster Office when FEMA Leadership was unavailable.

WORK HISTORY

- DCMC Partners, Recovery Specialist (2021-Present)
- L-W Resources, Contractor to FEMA (2017-2020)
- Benchmark Family Service, Regional Director (2016-2017)
- New Diana Independent School District, Principal (2007-2015)
- Tulsa Public Schools, Principal (2004-2007)

RICK PATTERSON, CFM

Project Role: Senior PA Subject Matter Expert

Company: DCMC Partners

Rick Patterson has 30 years of experience in emergency management, disaster recovery, and public safety. His experience includes project management, disaster response and recovery, and emergency operations. He has a wealth of experience in helping clients structure and manage their federal disaster assistance programs, enabling them to maximize grant opportunities.

Mr. Patterson has worked with a variety of governments and entities to help them recover from disasters, including the states of Texas and Louisiana, as well as numerous local governments. Mr. Patterson currently supports all DCMC recovery operations as the Senior Public Assistance SME, in addition to providing Project Management for select Utility clients. Mr. Patterson has developed presentations for conferences, seminars, as well as trainings for client engagement from executives to line staff on compliance for procurement, development of recovery programs and preparing for disaster response and recovery.

Prior to joining DCMC Partners, Mr. Patterson was the State Coordinating Officer (SCO) for the Texas Department of Emergency Management (TDEM). He was responsible for TDEM's closeout facility for Hurricanes Katrina and Rita, as well as Tropical Storm Allison. He also coordinated the State's initial response to Hurricanes Katrina and Rita. As the State Coordinating Officer for the Tropical Storm Allison Closeout Facility, Mr. Patterson was responsible for administering the \$1.2 billion disaster grant. The recovery effort included a \$600 million PA grant, a \$231 million HMGP and a \$400 million IA grant. As the PA Officer, Mr. Patterson was responsible for administering a \$600 million grant to repair damages to governmental entities and public non-profit organizations. Mr. Patterson successfully projected an expense budget, developed procedures for administering the grant and trained an entire staff with no initial emergency management expertise. He also facilitated meetings to resolve problems between subrecipients and FEMA. Mr. Patterson worked with the impacted Electric Co-ops to resolve issues of eligibility and FEMA funding.

SELECTED EXPERIENCE

West Florida Electric Cooperative Association, Inc (2019-Present) **SME-Subject Matter Expert**

- Manage West Florida Electric Cooperative's (Florida) Hurricane Michael recovery project, which consisted of an estimated \$60. Million PA grants and \$1.2 million in applications under development for Hazard Mitigation Grant Program (HMGP) projects.
- Led a team of recovery specialists in data and document management for PWs and implementing a system to track the production of all PWs.
- Oversaw the development of processes for closeout, appeals, and Alternate and Improved projects and is assisting the cooperative in the development and implementation of hazard mitigation grants to reduce the risks to critical infrastructure.
- DCMC developed an automated group of tools to complete site inspections and to document the work performed by force account labor in the performance of disaster work. DCMC developed the electronic filing system to capture all disaster costs for submission to FEMA for reimbursement.
- At the request of WFEC, coordinated with the Statewide Association of Electric Cooperatives to involve both State and Federal leaders in resolving the delays in project development.



YEARS OF EXPERIENCE

32 years

AREAS OF EXPERTISE

Data Management
Disaster Recovery
Grants Management
Hazard Mitigation
Project Management
Public Assistance
Strategic Advising
Training

REGISTRATIONS, CERTIFICATIONS & TRAININGS

Debris Management, Disaster
Recovery, Incident Command
System Training, Texas
Department of Public Safety

Management Program, Governor's
Center for Management
Development

Project Management Program
(PMP) Boot Camp,

Certified Floodplain Manager

FEMA Professional Development
Certificate

EDUCATION

BS, Law Enforcement, Prairie
View A&M University (1991)

Gulf Coast Electric Cooperative, Inc. (2018-Present)

SME-Subject Matter Expert

- Manage Gulf Coast Electric Cooperative's (Florida) Hurricane Michael recovery project, which consists of an estimated \$78.5 million PA grants and \$20 million in applications under development for Hazard Mitigation Grant Program (HMGP) projects.
- Led a team of recovery specialists in data and document management for PWs and implementing a system to track the production of all PWs.
- Oversaw the development of processes for closeout, appeals, and Alternate and Improved projects and is assisting the cooperative in the development and implementation of hazard mitigation grants to reduce the risks to critical infrastructure.
- Oversaw the development of a project worksheet for repairs at Tyndall Air Force Base which involved cost coordination with the Department of Defense. As part of the engagement, DCMC developed an automated site inspection tool used by FEMA site inspectors in documenting the work to be completed.

University of Texas Medical Branch, Hurricane Ike (2008-2017)

Project Manager

- Established the project schedule and development of the projects.
- Worked with UTMB staff to identify mitigation measures to protect research and education equipment to include microscopes and research animals.
- Developed training program to train staff and contractors on the development of project worksheets and the development of cost-effective mitigation measures.
- Directed accounting subcontractor on the development of a database to track project activities and costs.

State of Louisiana, Hurricanes Katrina, Rita, Gustav, and Ike (2013-2016)

Technical Project Lead

- Assigned to the Baton Rouge Field Office.
- Assignments included Problem Resolution Officer to the Western Parishes to resolve eligibility issues with Cameron Parish and Cameron Parish School Board.
- In this assignment, able to resolve the eligibility issue for Johnson Bayou School which resulted in FEMA funding a replacement school valued at over \$18 million.
- Other assignments included processing DAC claims for sub recipients, resolving insurance issues with applicants and drafting responses to the Office of Inspector General's audit findings.

City of Galveston, Hurricane Ike (2012-2017)

Project Manager

- This \$126 million PA grant included repairs to the city's damaged infrastructure and appropriate mitigation efforts.
- Used understanding of the changes made to the PA program by the Sandy Recovery Improvement Act of 2013 (SRIA) to leverage a \$14 million alternative procedures project for the city.
- Worked with the city, state and FEMA to fund a multi-million-dollar grant for one of the city's water pump stations, mitigating the city's exposure for future loss of water.

WORK HISTORY

- DCMC Partners, Senior Recovery Manager (2017 – present)
- Witt O'Brien's, Senior Program Manager (2006 – 2017)
- Texas Department of Public Safety, State Coordinating Officer/Public Assistance Officer (2001 – 2006)
- Texas Department of Criminal Justice Parole Division, Parole Unit Supervisor/Parole Officer (1992 – 2001)

KELLY GEORGE, CFM

Project Role: Senior Hazard Mitigation Manager

Company: DCMC Partners

Kelly George, CFM, is a nationally recognized hazard mitigation and hazard mitigation planning expert, with more than 20 years of hazard mitigation planning, grant management, project and application development, and project management experience. She brings a broad management perspective to clients and projects, having worked for and with various levels of government and non-profit organizations. Ms. George specializes in program development and management, funding and leveraging strategies, and in the development of large, complex mitigation projects and applications, often with multiple funding sources. She is adept at project planning, grant source integration, staff management, and timeline management. In addition, Ms. George is also a skilled hazard mitigation planner who understands the connection between planning and project development. Ms. George has provided her expertise to a wide range of clients, from States to local governments to universities to the public sector. She is skilled at consensus and partnership building and is a skilled negotiator.

Prior to joining DCMC Partners, Ms. George was the Hazard Mitigation Program Director for Witt O'Brien's LLC. Ms. George was also a Disaster Assistance Employee (DAE) for FEMA Region IV (Atlanta), where she worked in all aspects of Federal mitigation programs, including the Hazard Mitigation Grant Program, planning, the National Flood Insurance Program, and community education and outreach. Previously, she served as the Disaster Services Director for the East Georgia Chapter of the American Red Cross, in Athens, Georgia.

SELECTED EXPERIENCE

City of Galveston (2017-Present)

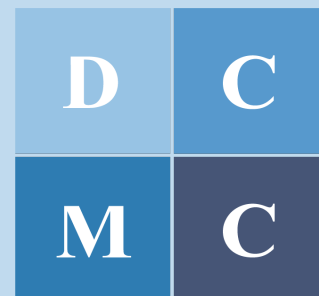
Project Manager

- Serve as the Technical Hazard Mitigation Advisor for the City.
- Responsible for program compliance and grant management oversight for the City's \$45 million drainage project, including development of the project's benefit-cost analysis and all Phase 1 deliverables.
- Project Manager for program compliance, technical assistance, grant management, and plan integration for the City's FMA drainage study grant.
- Responsible for periodic updates to the City's FEMA-approved hazard mitigation plan, including the required five-year update.
- Responsible for the development of all hazard mitigation funding requests the City pursues, including emergency power generators and the Causeway Water Line Replacement/Hardening project.
- Provide strategic advice to the City for all hazard mitigation-related issues.
- Responsible for staff management, contract management, and client reporting.

City of Southside Place (2019-Present)

Project Manager

- Serve as the Technical Hazard Mitigation Advisor to the City.
- Oversaw grant management and program compliance for a \$1.5M CDBG-DR project.
- Responsible for sourcing and securing \$3.5M in leverage funding for CDBG-DR project.
- Responsible for staff management, contract management, and client reporting.
- Responsible for technical support to the City and Council for matters related to floodplain management, codes and standards, and procurement compliance.



YEARS OF EXPERIENCE

23 years

AREAS OF EXPERTISE

Application Development

Grants Management

Hazard Mitigation

Hazard Mitigation Planning

Program Compliance

Project Development

Project Management

Strategic Advising

Technical Writing

REGISTRATIONS, CERTIFICATIONS & TRAININGS

Certified Federal Grants Manager,
Grants Management Certification -
Federal Track (MCI)

Certified Floodplain Manager,
Association of State Floodplain
Managers

FEMA Professional Development
Series Certificate

EDUCATION

BA, University of Memphis

MPA, Jacksonville State University

Jefferson Davis Parish Policy Jury (2022-Present)***Project Manager/Federal Funds Manager***

- Develop and manage projects and applications for post-Hurricane Laura mitigation initiatives.
- Lead project and application development for ARPA funding.
- Drive project and application development for CDBG-DR funding.
- Spearhead project development for future Legislative Earmark requests.
- Offer expert technical assistance on funding strategies, leveraging, compliance, and procurement.
- Oversee staff management, contract management, and client reporting.

Abbeville General Hospital (2017-Present)***Project Manager/Federal Funds Manager***

- Serve as the hospital's hazard mitigation and grant management expert, helping to oversee the construction of the hospital's \$6 million safe room/behavioral health wing.
- Provide review of grant management documents, interfaces with the State of Louisiana to resolve issues, and provides expertise and guidance to hospital administration and staff regarding grant management, audits, and closeout requirements.
- Grant Manager for the hospital's \$1.5M HMGP-funded generator project.
- Project Manager for hospital's \$15M loan application to USDA CFP.
- Serve as Procurement Manager for the hospital as needed.
- Responsible for staff management, contract management, and client reporting.
- Provide expert technical assistance regarding funding strategies, leveraging, compliance, and procurement.

City of West University Place (2019 to 2023)***Project Manager/Technical Hazard Mitigation Advisor***

- Responsible for development of two emergency power generator funding requests (HMGP)
- Responsible for staff management, contract management, and client reporting
- Provide expert technical assistance regarding funding strategies, leveraging, compliance, and procurement
- Responsible for staff management, contract management, and client reporting.

Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) (2014-2016)***Mitigation Team Lead***

- Served as GOHSEP's safe room expert, provided project and application development and project implementation guidance to applicants throughout the State of Louisiana, including St. Tammany Parish, the Union Parish School Board, and Abbeville General Hospital (Abbeville, Louisiana).
- Provided programmatic guidance and advice regarding all aspects of program delivery and implementation to both GOHSEP and to their applicants, and assisted applicants with programmatic issues, such as procurement, regulatory compliance, public and media relations, and project implementation.
- Served as mitigation team lead, responsible for a staff of six technical experts, including benefit-cost analysis staff.
- Responsible for staff management, contract management, and client reporting.

WORK HISTORY

- DCMC Partners, Senior Hazard Mitigation Manager (2017-present)
- Witt O'Brien's, Hazard Mitigation Program Director (2013-2017)
- Witt Associates, Hazard Mitigation Specialist/Project Manager (2008-2013)
- FEMA, Disaster Assistance Employee (2004-2008)
- The American Red Cross, Director of Disaster Services, East Georgia Chapter (2001-2003)

KAREN CASTRO

Project Role: Grant Manager

Company: DCMC Partners

Skilled in FEMA Public Assistance (PA) and Hazard Mitigation Grant Programs (HMGP), Karen Castro has supported a myriad of applicants with their recovery from disasters with grant management, project formulation, documentation, and closeout reconciliation. Ms. Castro has a diverse experience in grant management, public policy, and emergency management services. Currently, Ms. Castro provides grant management support for several of DCMC's electric utility clients.

SELECTED EXPERIENCE

Puerto Rico Power Authority (PREPA) Genera PR – San Juan, Puerto Rico (2024-Present) **Grants Specialist**

- Provides grant management support for FEMA PA projects for Hurricane Maria & Fiona recovery and supports the reimbursement of over \$372 million dollars for the subrecipient.

Lady of the Sea General Hospital - Cutoff, Louisiana (2022-Present) **Grants Specialist**

- Provided grant management support for FEMA PA projects for Hurricane Ida recovery and has supported the reimbursement of over \$7 million dollars for the subrecipient.

Baldwin County Electric Membership Corporation – Summerdale, Alabama (2023-Present) **Grants Specialist**

- Provided grant management support for FEMA PA projects for Hurricane Sally recovery and has supported the reimbursement and closeout process of over \$11 million dollars for the subrecipient.

Tangipahoa Parish School System – Amite, Louisiana (2022-Present) **Grants Specialist**

- Provided grant management support for FEMA PA projects for Hurricane Ida recovery and has supported the reimbursement of over \$4 million dollars for the subrecipient.

Lake Charles Academy Foundation – Lake Charles, Louisiana (2023-Present) **Grants Specialist**

- Provides grant management support for FEMA PA projects for Hurricane Laura.

Southwestern Louisiana Charter Academy Foundation (2023-Present) **Grants Specialist**

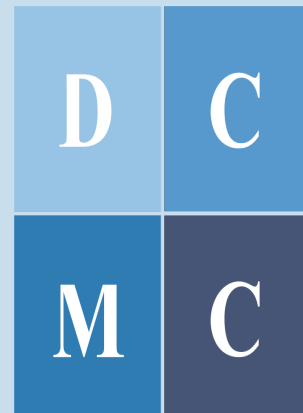
- Provides grant management support for FEMA PA projects for Hurricane Laura.

Slidell Memorial Hospital (2022-Present) **Grants Specialist**

- Provides grant management support for FEMA PA projects for COVID-19.

Lake Charles Housing Authority (2022) **Grants Specialist**

- Provided grant management support for FEMA PA projects for Hurricane Laura recovery.



YEARS OF EXPERIENCE

6 years

AREAS OF EXPERTISE

Closeout

FEMA Grants
Portal

Public Assistance

REGISTRATIONS, CERTIFICATIONS & TRAINING

HAZWOPER 40 Hour Course

EDUCATION

BA, International Relations,
Syracuse University

Subrecipient Assistance - COVID-19 Disaster Recovery, FEMA PA, Hackensack Meridian Health Corporation, Edison, New Jersey (2020-2022)

Senior Consultant

- Supported a network of healthcare providers with project (PW) formulation and documentation for over \$29 million in PA claims for contents, equipment, and contract related projects related to the COVID-19 pandemic for over 20 hospital locations.

Subrecipient Assistance – Louisiana Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP) (2019-2020)

Senior Consultant

- Supported the financial claim and expenses reconciliations of projects for high-risk subrecipients. Supported the project closeout of project for high-risk subrecipients.

Comprehensive Disaster Recovery and Grant Management Services, Archdiocese of San Juan, Puerto Rico (2019)

Senior Consultant

- Developed recommendation report for Catholic Extension (a PNP) regarding FEMA Public Assistance (PA) for over 1,156 churches, chapels, and schools damaged by Hurricane Maria. Coordinated preliminary site inspections for damaged facilities in various municipalities to assess insurance claims and facility damages.

California Recovery Support Services, California Governor’s Office of Emergency Services (Cal OES) (2018-2019)

Associate Disaster Recovery Consultant

- Coordinated HAZWOPER and Incident Command Systems trainings and deployment logistics for over 100 state interagency personnel assisting debris removal operations for the Camp and Woolsey Fires in Butte, Los Angeles, and Ventura counties. Assisted and provided survivors with Right-of-Entry debris removal information at community meetings and call centers.

Flood Mitigation Assistance, Montgomery County Office of Homeland Security and Emergency Management, TX (2018)

Associate Disaster Recovery Consultant

- Assisted the County to develop four HMGP applications for the acquisition of more than 500 floodprone homes damaged by Hurricane Harvey and other mitigation infrastructure projects. Collaborated with the County to complete County demographic information, appraisals, and assurances to ensure compliance. Oversaw and tracked homeowner engagement and progress in the Flood Mitigation Assistance (FMA) acquisition program process.

Hurricane Harvey Public Assistance, METRO, Houston, TX (2017-2018)

Associate Disaster Recovery Consultant

- Coordinated and administered FEMA site inspections for damaged facilities. Supported Risk Management Division’s recovery operations from Hurricane Harvey. Created reports that successfully justified METRO’s PA eligibility for over \$300,000 in Category B claims.

WORK HISTORY

- DCMC Partners, Recovery Specialist (2022-Present)
- Ernst & Young, LLP, Assurance Senior Consultant (2020-2022)
- Deloitte & Touche LLP, Advisory Senior Consultant (2019-2020)
- Hagerty Consulting, Associate Disaster Recovery Consultant (2017-2019)

MARK THOMPSON

Project Role: Recovery Specialist

Company: DCMC Partners

Mark Thompson is skilled in Federal/ State Public Assistance Project Grants Management with more than 20 years of experience. He has the technical and analytical skills to work complex federal and state disaster programs. Mr. Thompson has extensive experience in commercial insurance and residential insurance, building surveying, general construction and restoration due to flood, wind, hail, earthquake, and fire. He is skilled in gathering user requirements, data analysis, reports, development, testing, implementation and project support. Throughout his career, Mr. Thompson has worked over 20 different federally declared disasters.

SELECTED EXPERIENCE

Diocese of Lake Charles (2020-Present)

Recovery Specialist

- Assisted complicated construction recovery projects including the repair, replacement and/or restoration of disaster-damaged facilities.
- Responsible for outreach to applicants regarding state and federal funded programs and storm mitigation incentives. Provided vital information and assisted with meetings.
- Reviewed project status reports, insurance policies, draft damaged reports from inspections and coordinate noncompliance issues with the Local and State public initiatives on post disaster building projects.
- Work with diverse groups of Private Non-Profits, officials, grantees, FEMA managers and the public in the assessment and development of long-term recovery grants to achieve common goals.
- Project writing and cost formulation of projects in categories A-G.

Lake Charles Memorial Hospital (2020-Present)

Recovery Specialist

- Assisted complicated construction recovery projects including the repair, replacement and/or restoration of disaster-damaged facilities.
- Responsible for outreach to applicants regarding state and federal funded programs and storm mitigation incentives. Provided vital information and assisted with meetings.
- Reviewed project status reports, insurance policies, draft damaged reports from inspections and coordinate noncompliance issues with the Local and State public initiatives on post disaster building projects.
- Work with diverse groups of Private Non-Profits, officials, grantees, FEMA managers and the public in the assessment and development of long-term recovery grants to achieve common goals.
- Project writing and cost formulation of projects in categories A-G.

St. Nicholas Center for Children (2020-Present)

Recovery Specialist

- Assisted complicated construction recovery projects including the repair, replacement and/or restoration of disaster-damaged facilities.
- Responsible for outreach to applicants regarding state and federal funded programs and storm mitigation incentives. Provided vital information and assisted with meetings.

YEARS OF EXPERIENCE

22 years

AREAS OF EXPERTISE

Commercial and Residential Insurance

Individual Assistance

Public Assistance

REGISTRATIONS, CERTIFICATIONS & TRAININGS

Numerous FEMA online and in-class training courses

EDUCATION

BBA, Mira Mesa College (San Diego, CA) (2001)

AA, Lake Tahoe Community College (2000)

- Reviewed project status reports, insurance policies, draft damaged reports from inspections and coordinate noncompliance issues with the Local and State public initiatives on post disaster building projects.
- Work with diverse groups of Private Non-Profits, officials, grantees, FEMA managers and the public in the assessment and development of long-term recovery grants to achieve common goals.
- Project writing and cost formulation of projects in categories A-G.

CCPRS/Jacobs (2014-2020)

QA/QC- Emergency Management Specialist

- Provided comprehensive technical expertise FEMA grant funding and complex policy writing to ensure projects follow Federal policies and procedures.
- Actively participated in negotiations and conflict resolution with key Federal, State, and local officials on controversial issues.
- Conducted quality assurance grants to ensure projects follow federal policies and procedures. Provide guidance and corrective recommendations.
- Construction inspector for Schools, Hospitals, commercial structures, roadways, and other publicly owned entities.
- QA/QC reviewer of FEMA Public Assistance Grant Projects Categories A - G.
- Reviewed applicant's insurance policies and coverage(s).

Texas Division of Emergency Management (2013-2014)

Disaster Recovery Specialist

- Managed complex recovery projects including the repair, replacement and/or restoration of disaster-damaged facilities.
- Evaluation of complex issues such as housing restoration, business and economic redevelopment and infrastructure.
- Provided recommendation on State and Federal funded grants implementation on closeouts to local and state officials affected by Natural Disaster and in reference to the Stafford Act
- Verified Obtain/Maintain insurance requirements for Sub grantees applicants on new construction on buildings, schools and roadways.
- Assisted multiple projects, including rehabilitation and reconstruction projects. Conducted environmental reviews of grant- funded projects.
- Reviewed and updated policies as needed.

WORK HISTORY

- DCMC Partners, Project Recovery Specialist (2020-Present)
- CCPRS/Jacobs, Emergency Management Specialist (2014-2020)
- H2O Partners, Inc., TDEM Disaster Recovery Specialist (2013-2014)
- Witt O'Brien's Associates, State Liaison - Project Assistant Grant Management (2012-2014)
- FEMA, Public Assistance Project Specialist (2007-2012)
- PARR Inspections/Dewberry, Individual Assistance Specialist (2002-2007)

RUSS CARPENTER

Project Role: Mitigation Specialist

Company: DCMC Partners

Russ Carpenter is a dedicated professional with over 17 years of experience in managing and coordinating diverse mitigation projects including elevation/acquisitions, drainage, microgrids, and various other mitigation activities. With expertise in planning and executing mitigation strategies tailored to specific imperatives, Mr. Carpenter excels in developing and overseeing complex project scopes, schedules, budgets, and deliverables. His proficiency extends to interpreting regulatory and technical information, laws, and guidelines. He possesses a proven ability to negotiate with federal, state/commonwealth, and local agencies to meet project mitigation requirements and ensure adherence to state and federal laws, rules, regulations, and standards.

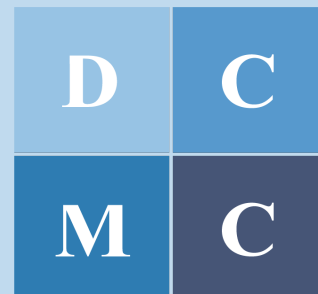
SELECTED EXPERIENCE

DCMC Partners, Hazard Mitigation Compliance Lead *Hazard Mitigation Grant Program, Flood Mitigation Assistance (FEMA), and CDBG-DR (HUD) Jefferson Davis Parish Police Jury, Louisiana (September 2021 – Present)*

- Advise, assist, and provide technical guidance and subject matter expertise to the client.
- Conduct application development meetings with the client and provide continued support throughout the application development lifecycle from initial project scoping through FEMA submittal.
- Provide policy, compliance, and programmatic assessment for each project to include project scoping, budget and cost effectiveness, completeness, feasibility, EHP considerations.
- Conduct duplication of benefits (DOB) and duplication of program (DOP) reviews and made determinations for the parish.
- Provide technical expertise on 44 CFR, 2 CFR, the Stafford Act, and the 2/27/15 Unified Hazard Mitigation Guidance, to the parish.
- Conduct field surveys supporting project scoping and development.
- Coordinate with federal, state, local, and homeowners to ensure effective project delivery.

APTIM Environnemental & Infrastructure, Inc., Baton Rouge, Louisiana (2011 – 2022)
Project Manager/Mitigation Specialist, Hazard Mitigation Assistance (FEMA), St. Martin Parish, St. Mary Parish, and other various Parishes around the State, Louisiana (2014 – 2022)

- Managed mitigation efforts for over 40 Hazard Mitigation Grant Program projects spanning multiple presidentially declared disasters.
- Managed residential elevations, acquisitions, and rehabilitation, infrastructure, and drainage projects.
- Applied knowledge of FEMA and local government structure to effectively coordinate with state mitigation team.
- Oversaw project management activities from project approval and award to fiscal and administrative grant close-out.
- Summarized findings and made recommendations about all aspects of project eligibility including activities, technical feasibility, cost-effectiveness, and EHP compliance to parish leadership.



YEARS OF EXPERIENCE

17 years

AREAS OF EXPERTISE

Program/Project Management
Hazard Mitigation Grant Program
Flood Mitigation Assistance
Building Resilient Infrastructure
and Communities
Community Development Block
Grant including DR and MIT

REGISTRATIONS, CERTIFICATIONS & TRAININGS

Various FEMA Courses
FEMA Badged Contractor DHS

EDUCATION

BS, Agricultural Business,
Louisiana State University

Post-Baccalaureate Construction
Management, Louisiana State
University

- Developed grant applications based on approved priority projects from hazard mitigation plans. Assisted with 404 applications including public outreach, communication, and grant management.

Project Manager/Mitigation Specialist, Flood Mitigation Assistance (FMA), Terrebonne Parish (2017 – 2022)

- Managed residential projects including elevation projects.
- Managed projects from approval and award to fiscal and administrative closeout of federal and state grant
- Conducted field surveys supporting project environmental design.
- Coordinated with federal, state, and local governmental stakeholders and individual homeowners to ensure effective project delivery.
- Coordinated with construction inspectors performing development and review of mitigation plans and discipline reports.
- Provide complex environmental documents recommending and obtaining environmental approvals.

Project Manager/Mitigation Specialist, Hazard Grant and Disaster Recovery Grant Administration, St. Martin Parish, St. Mary Parish, and various other Parishes around the State, Louisiana (2018 – 2022)

- Lead Hazard Mitigation Grant Program and FEMA PA disaster recovery support initiatives.
- Conducted mitigation measures field analysis reducing or alleviating future risks.
- Summarized findings and made grant program and hazard mitigation recommendations.
- Developed grant applications based on an approved list of priority development projects.
- Assisted with 404 and 406 HMGP applications including public outreach, communication, and grant administration.

Mitigation Specialist, Hazard Grant and Disaster Recovery Grant Administration, St. Martin Parish, St. Mary Parish, and various other Parishes around the State, Louisiana (2016 – 2017)

- Worked on a three-year contract providing FEMA PA disaster recovery and HMGP 404 support.
- Assisted with identifying and completing damages, estimating work, project scopes and 406 funded solutions.
- Assisted with 404 HMGP applications including public outreach, preparation, and grant administration.

Analyst, Louisiana Rental Property, Community Development-Disaster Recovery Unit (2013 – 2014)

- Conducted detailed analytics reporting for program administrators in weekly intervals.
- Coordinated assigned field team members to program recipient files.
- Served as IT liaison with Meta-Storm software vendor.
- Developed and implemented training for applicants for the Department of Housing's Community Development Block Grant (CDBG)
- Maintained applicants' compliance with state and federal regulations.
- Managed tenant eligibility and compliance for disaster survivors to receive relocation expenses.
- Scheduled on-site inspections and performed on-site monitoring interviews.
- Reviewed and applied income guidelines providing affordable housing for low-to-moderate income tenants.

WORK HISTORY

- DCMC Partners, Recovery Specialist (2021-Present)
- APTIM Environmental and Infrastructure, Project Manager/Mitigation Specialist, Analyst, Engineering Technician (2011-2021)

SARAH VOELKER

Project Role: Mitigation Specialist

Company: DCMC Partners

As a seasoned Hazard Mitigation Specialist and Project Lead, Sarah has extensive experience in coordinating and developing grant applications, managing benefit-cost analysis (BCA), and providing technical support for diverse projects across multiple sectors. With a focus on securing funding and ensuring programmatic compliance, she has effectively facilitated over \$1 billion in project support for federal recovery programs and disaster resilience initiatives. Her expertise spans a range of federal, state, and local grant programs, including HMGP, BRIC, and DOE GRIP, and she has successfully supported numerous high-impact projects for educational institutions, municipalities, and electric cooperatives.

SELECTED EXPERIENCE

Puerto Rico Central Office for Recovery, Reconstruction and Resiliency (2021-Present)

Project Lead

- HMGP Project Lead responsible for coordinating team of technical specialists, project scoping, and application development for HMGP applications; including support on over \$1 billion dollars in HMGP electrical generation, transmission, and distribution projects.
- BCA QA/QC responsible for reviewing and finalizing BCA packages developed by team of technical specialists for HMGP applications.
- BCA Specialist responsible for development of benefit-cost analysis packages and request for information (RFI) response development.

Puerto Rico Department of Education (2023-Present)

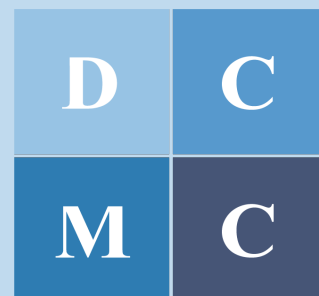
Hazard Mitigation Specialist

- BCA Specialist responsible for development of benefit-cost analysis package and request for information (RFI) response development for PRDE's approved HMGP application for retrofits to 50 campuses throughout the island.

City of Southside Place, TX (2022-Present)

Hazard Mitigation Specialist

- Development and submission of Texas Water Development Board D-Fund loan application for non-federal cost share; ongoing management of documentation for programmatic compliance of approved loan.
- Grant management support for both funding sources for City's Auden/Edloe/Harper Drainage project (CDBG-DR and TWBD loan).
- Application development and submission, including development of BCA package, for the City's LPDM funded project; ongoing grant management of awarded project.
- Development and submission of FMA and BRIC Fiscal Year 2023



YEARS OF EXPERIENCE

3 years

AREAS OF EXPERTISE

Hazard Mitigation

Project Management

Cost-Effectiveness

Technical Support

EDUCATION

Bachelor of Fine Arts, Painting,
Memphis College of Art (1998)

Certifications

Texas Education Agency
Certifications (2004-2022)

Pedagogy and Professional
Responsibilities (All Grades)

TEExES Science (Grades 4-8)

TEExES Science (Grades 8-12)

applications for Codes & Ordinances and Westside Drainage Project Scoping projects.

Corpus Christi Independent School District, TX (2022-Present)

Hazard Mitigation Specialist

- Hazard Mitigation Specialist responsible for technical support, including BCA, for HMGP applications.
- Grant management and BCA support for CCISD's Combined Facilities Retrofit project awarded under HMGP.

Abbeville General Hospital (2021-Present)

Technical Specialist

- Development and submission of USDA Community Facilities D-Fund Loan application for Hospital's \$30 million dollar expansion project.
- Development and submission of BRIC Fiscal Year 2023 application, including BCA package development, for Hospital resiliency project.

City of Galveston (2022-Present)

Hazard Mitigation Specialist

- Research and development of City's Hazard Mitigation Plan update (2022).
- Preliminary and final BCA package development for multiple projects and applications including HMGP and LPDM programs; ongoing technical support for request for information (RFI) responses for applications.

City of Fremont (2022-2023)

Senior Hazard Mitigation Specialist

- Development and submission BRIC Fiscal Year 2023 application for the City's \$60 million dollar Elkhorn Township Drainage Improvement Project.

City of Orlando (2023-Present)

Hazard Mitigation Specialist

- Hazard Mitigation Specialist responsible for technical support of cost effectiveness portions of the City's HMGP application.

City of Jenkins, Letcher County (2024-Present)

Hazard Mitigation Specialist

- Coordination and development of USDA/RUS CY 2022 Water Disaster Grant application for the City's water distribution infrastructure resiliency project.

Jefferson Davis Parish Police Jury (2022-Present)

Hazard Mitigation Specialist

- Development and submission of multiple HMGP applications; request for information (RFI) response development; ongoing grant management support for awarded projects.
- BCA Specialist responsible for development of benefit-cost analysis packages and request for information (RFI) response development.

Attachments

In the following pages, DCMC has included:

- DCMC's Financial Statements for the last two (2) years.
- A financial stability letter.
- A letter from The Lemoine Company, LLC's bank, First Horizon.

Proposal to City of La Marque
RFP 24-05: Disaster Consulting and grant Administration
Attachment 1 - Financial Statements

September 11, 2024

DCMC, LLC

Balance Sheet
As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Bank of America 9710	0.00
1012 EagleBank 7294	593,027.89
1014 EagleBank 7427	0.00
1016 Radius Bank	0.00
1018 Iberia Bank	770,041.27
Total Bank Accounts	\$1,363,069.16
Accounts Receivable	
1110 Accounts Receivable (A/R)	16,295,588.92
Total Accounts Receivable	\$16,295,588.92
Other Current Assets	
1210 Employee Cash Advances	0.00
1230 Unbilled Revenue	2,985,017.17
1310 Prepaid Expenses	28,126.53
1320 Prepaid Taxes	209,544.30
Total Other Current Assets	\$3,222,688.00
Total Current Assets	\$20,881,346.08
Other Assets	
1710 Security Deposits	5,500.00
1920 Customer List	4,950,000.00
1930 Trade Name	265,000.00
1950 Accumulated Amortization Customer	-1,164,315.00
1955 Accumulated Amortization TradeName	-89,050.00
1980 Goodwill	9,983,749.63
Total Other Assets	\$13,950,884.63
TOTAL ASSETS	\$34,832,230.71
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2110 Accounts Payable (A/P)	3,718,455.04
Total Accounts Payable	\$3,718,455.04
Credit Cards	
2310 Corporate Card - BoA	0.00

Accrual Basis Thursday, March 9, 2023 08:06 AM GMT-05:00

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DCMC, LLC**Balance Sheet**

As of December 31, 2022

	TOTAL
Total Credit Cards	\$0.00
Other Current Liabilities	
2210 Accrued Expenses - Current	67,579.81
2220 Accrued Subcontractor	20,086.90
2230 Accrued Payroll	-0.01
2240 Reimbursed Expenses	0.01
Total 2230 Accrued Payroll	0.00
2250 Accrued Vacation	35,177.50
2260 Accrued Commissions	44,593.73
2270 Accrued Health Insurance Reserve	0.00
2280 Accrued Bonuses	180,000.00
2420 Payroll Tax Payable - Puerto Rico	800.00
Total Other Current Liabilities	\$348,237.94
Total Current Liabilities	\$4,066,692.98
Long-Term Liabilities	
2710 Due to Parent Company	5,438,784.79
2810 Earnout Liability	0.00
Total Long-Term Liabilities	\$5,438,784.79
Total Liabilities	\$9,505,477.77
Equity	
3010 Opening Balance Equity	0.00
3120 Owner's Equity (2)	5,700,000.00
3160 Distribution to Members - Income Taxes	-980,349.00
3910 Retained Earnings	14,648,066.05
Net Income	5,959,035.89
Total Equity	\$25,326,752.94
TOTAL LIABILITIES AND EQUITY	\$34,832,230.71

Accrual Basis Thursday, March 9, 2023 08:06 AM GMT-05:00

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Proposal to City of La Marque
RFP 24-05: Disaster Consulting and grant Administration

September 11, 2024

DCMC, LLC

Profit and Loss
January - December 2022

	TOTAL
Income	
4010 Services	19,143,127.98
4090 Services (Lemoine)	965,304.50
4205 Reimbursed Costs Income	
4210 Airfare/Train Fare	52,052.01
4215 Auto Rental	30,431.45
4220 Lodging	129,476.74
4235 Mileage	24,291.65
4240 Miscellaneous	36,081.37
4245 Parking/Taxis/Tolls/Gas	8,481.06
4250 Per Diem	117,776.99
4290 Lemoine Expenses	66,878.92
Total 4205 Reimbursed Costs Income	465,470.19
Total Income	\$20,573,902.67
Cost of Goods Sold	
5010 Cost of labor - COS	6,648,383.85
5110 Subcontractors - COS	963,408.10
5190 Subcontractors - Lemoine	949,810.97
5330 Other Costs - COS	274,262.19
5390 Fringe Benefit Allocation	1,337,289.38
5710 Overhead Labor	461,160.02
5790 Overhead Fringe Allocation	95,050.01
Total Cost of Goods Sold	\$10,729,364.52
GROSS PROFIT	\$9,844,538.15
Expenses	
5205 Travel - Direct	
5210 Airfare/Train Fare - Direct	57,881.86
5215 Auto Rental - Direct	31,238.76
5225 Lodging - Direct	153,645.55
5230 Meals - Direct	2,553.73
5235 Mileage - Direct	35,614.56
5240 Misc Travel - Direct	2,762.43
5245 Parking/Taxis/Tolls/Gas - Direct	9,467.70
5255 Per Diem - Direct	133,087.45
5290 Lemoine Expenses	75,651.32
Total 5205 Travel - Direct	501,903.36
6020 Advertising & Marketing	5,460.73
6030 Advisory Services	129,000.00
6040 Legal & Professional Services	17,205.00
6050 Marketing/Public Relations	5,135.00
6060 Subcontractors	112,397.04

Accrual Basis Thursday, March 9, 2023 08:02 AM GMT-05:00

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Proposal to City of La Marque
RFP 24-05: Disaster Consulting and grant Administration

September 11, 2024

DCMC, LLC

Profit and Loss

January - December 2022

	TOTAL
6070 Programming / IT Support	6,343.75
6110 Payroll Expenses	23,600.00
6115 Bonus Expense	581,450.00
6120 Employer 401k Costs	115,333.23
6125 Vacation Expense	25,846.50
6130 Wages	1,555,818.63
6135 FICA Withholding	654,622.21
6140 FUTA	3,506.70
6145 SUI Taxes	28,001.21
6150 Burden-Hospitalization	297,831.77
6155 Burden-Group Life/ADD/LTD Fr	42,257.40
Total 6110 Payroll Expenses	3,328,267.65
6180 Onboarding Costs	2,118.55
6190 Contra Fringe Benefit Allocation	-1,432,339.39
6210 Insurance	
6220 Insurance - Disability	1,572.60
6240 Insurance - Liability	88,466.14
6250 Insurance - Workers Comp	93,053.59
Total 6210 Insurance	183,092.33
6305 Computer Equipment & Software	148,502.21
6315 Office Expenses	590.27
6320 Office Supplies	5,176.18
6325 Office/General Administrative Expenses	6,928.50
6330 Rent & Lease	28,603.80
6340 Stationery & Printing	2,186.01
6345 Supplies	42.41
6350 Telephone	2,204.60
6405 Travel - Indirect	
6410 Airfare/Train Fare - Indirect	50,479.87
6415 Auto Rental - Indirect	13,201.55
6420 Lodging - Indirect	90,656.00
6430 Meals - Indirect	2,227.43
6435 Mileage - Indirect	12,810.37
6440 Misc Travel - Indirect	800.00
6445 Parking/Taxis/Tolls/Gas - Indirect	6,954.71
6450 Per Diem - Indirect	23,833.57
Total 6405 Travel - Indirect	200,963.50
6505 Bank Charges & Fees	6,548.54
6510 Contributions	11,500.00
6520 Dues & Subscriptions	948.56
6540 Meals & Entertainment	20,416.19
6545 Membership/Registration Fees	17,302.73

Accrual Basis Thursday, March 9, 2023 08:02 AM GMT-05:00

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DCMC, LLC

Profit and Loss
January - December 2022

	TOTAL
6555 Political Contribution	1,000.00
6560 Postage and Delivery	3,174.96
6565 Promotional	3,043.63
6575 Registrations - State & Municipal	9,015.24
6810 Bad Debts	25,432.50
6910 Taxes & Licenses	
6920 Sales & Use Tax	17,252.53
6930 Income Tax	14,299.65
Total 6910 Taxes & Licenses	31,552.18
Total Expenses	\$3,383,716.03
NET OPERATING INCOME	\$6,460,822.12
Other Income	
7010 Interest Earned	31,073.77
Total Other Income	\$31,073.77
Other Expenses	
8020 Amortization	532,860.00
8030 Miscellaneous Expense	0.00
Total Other Expenses	\$532,860.00
NET OTHER INCOME	\$ -501,786.23
NET INCOME	\$5,959,035.89

Proposal to City of La Marque
RFP 24-05: Disaster Consulting and grant Administration
Attachment 2 - Financial Stability Letter

September 11, 2024



June 5, 2024

RE: DCMC, LLC – Financial Stability Letter

To Whom It May Concern:

DCMC, LLC is a privately held, US company. The sole member of DCMC, LLC is The Lemoine Company, LLC, a privately held Louisiana limited liability company.

We are committed to customer excellence and ownership is free to make decisions most favorable to our clients and the successful outcome of their programs.

In connection with the operations of The Lemoine Company, LLC and all of its subsidiaries, including but not limited to DCMC, LLC, we believe the following supports the financial strength and wherewithal of the Company and its subsidiaries:

- Under a \$700 million bonding program with Nationwide and Gray Surety, in a co-surety arrangement, we have access to issue performance and payment bonds for single contracts up to \$150 million and contracts aggregating in excess of \$300 million;
- Access to a \$180 million line of credit facility with First Horizon Bank for immediate liquidity in support of DCMC's programs; and
- On an average day, our combined companies have a net working capital of \$145 million with available cash on hand in the range \$25 million to \$45 million.

In its +45 years in the industry, The Lemoine Company, LLC has never incurred a financial hardship. Through multiple rapid startups, elevated staffing needs, and, as needed, a large subcontractor base, our financial health and the health of our subsidiaries has remained excellent. Our team's financial leverage can support a large high-paced program.

Sincerely,

Erika Gerdes Fortenberry, CPA
Vice-President - Finance & Accounting
Louisiana CPA License (#23007)

LEMOINE

833-LEMOINE | 1LEMOINE.COM | One mission. Yours.

Proposal to City of La Marque
RFP 24-05: Disaster Consulting and grant Administration
Attachment 3 – First Horizon Bank Letter

September 11, 2024



June 6, 2024

Re: The Lemoine Company LLC
And Subsidiaries

To Whom It May Concern:

The Lemoine Company LLC has been a valued client of First Horizon Bank for over 20 years. The company and its management are well respected and highly regarded by our Bank.

The company's deposit accounts carry average balances in the mid-8 figures and no history of NSF checks. The deposit balances are available to The Lemoine Company LLC and its subsidiaries of which DCMC LLC is one.

The company has a line of credit commitment in the low 9-figures with an outstanding balance in the mid-8 figures. The Lemoine Company LLC and its subsidiaries, again, have access to its availability.

If you require any additional information, please feel free to contact me at eddie.buttross@firsthorizon.com or at 337-521-4287.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eddie Buttross".

Eddie A. Buttross
VP, Commercial Relationship Mgr.

First Horizon Bank
COMMERCIAL LENDING
200 WEST CONGRESS STREET
LAFAYETTE, LA 70501
www.firsthorizon.com

DISASTER PROGRAM & OPERATIONS, INC.
City of L Marque, TX
REQUEST FOR PROPOSAL For
DISASTER CONSULTING AND GRANT ADMINISTRATION
RFP# 24-05

DUE: September 11th, 2024, at 10:00 AM

Proposer: Disaster Program & Operations Inc.
Address: 10033 Sawgrass Drive W, Suite 121, Ponte Vedra Beach, FL 32082
Primary Contact: Gabrielle Benigni- President of DP&O
Phone Numbers: 561-436-3383
Email Address: Gbenigni@dpando.com



CERTIFIED MINORITY
WOMEN OWNED BUSINESS
47QSWA21D006N

FEATURING WEB AND MOBILE APPS



FIRSTNET.
AT&T FirstNet Responder
Member ID M5763234



830-13 A1A North, #674, Ponte Vedra Beach FL 32082
24/7 (305) 317-0831 www.DPandO.com



Disaster Program & Operations Inc.

SECTION 1: CORPORATE BACKGROUND AND EXPERIENCE

Disaster Program & Operations, Inc. (DP&O) is pleased to submit this proposal for “RFP# 24-05” for “**Disaster Consulting and Grant Administration**” for the City of La Marque, Texas (City).

Commitment and Understanding of Work to be Performed

DP&O understand the “City” is requesting competitive proposals from qualified firms to establish a pre-positioned contract for technical and professional services to assist or implement the cities responsibilities with respect to satisfying the requirements under the FEMA Public Assistance Program (PA) following an emergency of disaster event and grant administration and associated project management services.

Since 2004, we have ***helped our clients obtain in excess of \$25 billion in disaster recovery funding*** from FEMA and multiple Federal sources. Our clients have relied on our expertise in preparing for, responding to, and recovering from some of the most significant disasters in our Nation’s history, including severe weather (Hurricanes, EF 4 Tornadoes, Ice Storms, Major wildfires, and Environmental catastrophes (Oil Spills, Large Tank Spills). This work included: damage assessments, project development, construction/remediation management and administration of Federal and state disaster recovery grant programs for some of the costliest and most devastating disasters in our nation’s history.

DP&O’s staff and management has excelled with FEMA Public Assistance (PA) Advisory Services, Regulations and Audit Assistance, Expertise with Alternate Sources of Funding including Hazard Mitigation 404 and 406, Alternate Methods of Disaster Cost Recovery, Financial, Grant Project Management Support, and Public Insurance Adjustment Support.

DP&O President/owner and Management staff each have over two decades of successful **national** client representation for turnkey, Disaster Planning, Response, and Recovery services for U.S. municipalities located in (Florida, Alabama, Mississippi, Tennessee, Texas, Oklahoma, California, New York and Puerto Rico), including State Public Colleges, County Public School Systems and Public Utilities clients. For some of the largest Hurricanes (2004 Charlie, Jeanne, Frances; 2004 Katrina, Wilma; 2008 Ike, 2016 Matthew, 2017 Irma, 2022 Ian) and other Disasters (EF 4 Tornadoes and Fire Storms), we have provided turnkey, comprehensive response, recovery, and mitigation services emphasizing and creating resilience for our cities, counties and their communities.

DP&O COMMITMENT

DP&O is seriously committed to assist the City in strategically managing the City’s claim developments and administration under Federal and State Disaster Programs related to any local, state, or federally declared disaster to include but not limited to: FEMA Public Assistance (PA), FEMA 404 Hazard Mitigation Grant Program (HMGP), 406 Local Mitigation Strategy Grant Programs, Federal Highway Emergency Relief Program, Federal Transit Administration, and SBA Small Business Administration and other reimbursement programs.

Company Size: DP&O maintains 3 Nationally Recognized Corporate leaders; 2 Directors well-Seasoned FEMA Policy experts; 1 FEMA PA Officer (former State PAO); 15 Full time Professional Management staff; 25 Full time FEMA Recovery Administrative Specialist; 10 Field Technicians and 75 on-call trained Administrative Recovery Specialists.

Ability to Perform the Required Services:

DP&O President/owner and Management staff each have over two decades of successful **national** client representation for turnkey, Disaster Planning, Response, and Recovery services for U.S. municipalities located in (Florida, Alabama, Mississippi, Tennessee, Texas, Oklahoma, California, New York and Puerto Rico), including State Public Colleges, County Public School Systems and Public Utilities clients. For some of the largest Hurricanes (2004 Charlie, Jeanne, Frances; 2004 Katrina, Wilma; 2008 Ike, 2016 Matthew, 2017 Irma, 2022 Ian) and other Disasters (EF 4Tornadoes and Fire Storms), we have provided turnkey, comprehensive response, recovery, and mitigation services emphasizing and creating resilience for our cities and their communities.

Background of Firm: DP&O previously known as Disaster Operations & Training, Inc. Incorporated 2004 changed our name in 2015 to Disaster Program & Operations, Inc. to emphasize our full-service Disaster Management program(s) which focus on “All Hazards” Preparedness and Post disaster financial recovery strategies which minimize recovery time and FEMA obligation delays, maximize reimbursement dollars, qualify our clients for Hazard Mitigation 404 and 406 funds and leverage other Federal Funding sources.

Our Forte is Disaster Recovery Services Including: Response Logistics and Staff Augmentation Support: Damage Assessments (Infrastructure and Utilities); Donations and Volunteer Management; Emergency Repairs Documentation; Costs Tracking; and Disaster Debris Monitoring and Logistics.

BACKGROUND of FIRM

Combined DP&O has Prepared 1000's of FEMA PWs for all FEMA Categories and Obtained Over \$900 Million in FEMA PA Reimbursements and Qualified and Managed \$500 Million in Hazard Mitigation Grants.

Our accomplished success is due to our adherence in maintaining stringent documentation and requirements for Federal Disaster reimbursement, resulting in successful “Project Closeout and Flawless State/Federal Audits. Our well-seasoned staff emphasize from day one, on audit ready documents to support project closeout, and we maintain this audit readiness through the entire FEMA PA review and approval process including post disaster grant management and administration FEMA, other Grant Programs (FEMA Covid-19, Cares Act, HMPG 404, and 406, LMS (local mitigation strategy).

For over two decades we have been successful in recovering all eligible disaster costs with minimal delay, or de-obligations, by adhering to our strict QAQC review and reconciliation process incorporating the FEMA Review details, OIG Audit principles and Standards of Disaster Accounting. Our staff are well adept at applying the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and related authorities including titles 2 and 44 of the Code of Federal Regulations (CFR), FEMA FP 104-009-2 PA Program and Policy Guide, Sandy Recovery and Improvement Act (SRIA), and the Disaster Recovery Reform Act (DRRA) of 2018.

DP&O COMMITMENT

From Project initiation we are committed to ensure the City maintains compliance with federal disaster regulations in an effort to optimize retention of funds, pass audits and include in our streamlined approach pre-audit activities for all submitted documentation.

DP&O's Company Information:

Company Name and Business Address: Disaster Program & Operations, Inc., 404 West Plam Drive, Florida City, FL (at Florida City Hall).

Legal Nature of Entity: Florida Subchapter S Corporation

Structure: Gabrielle Benigni, President, Owner

John Copenhaver, CEO

John O'Dell, CTO

Laurie Wood, CIO

Rob Russakoff, Senior VP Recovery

Liz Valdes, Senior VP Debris Management

Urban Hammarstedt, Operations Director

Year Established: DP&O was established on May 4, 2015; **Number of years in Business:** 9

Previous Name: Disaster Operations & Training Inc., incorporated in 2004.

Business/Financial Headquarters Located: 10033 Sawgrass Dr. W., Suite 121, Ponte Vedra, FL 32082 (Jacksonville).

State of Incorporation: Florida; **Federal Cage Code:** 82LX4 and DUNS Number 88882339.

Licenses to Conduct Business:

- State of Florida Annual Corporate Renewal Expires April 7, 2026
- Miami Dade County Local Tax receipt September 30, 2023 to September 30, 2024

Certifications: Disaster Recovery, Environmental, Engineering, IT Services and Demolition:

- GSA Federal Certification WOSB, expires August 1, 2026
- Texas Department of Transportation DBE Certification
- FDOT October 9, 2023 to October 9, 2024

DP&O's Approach

DP&O's approach **streamlines the entire Disaster Recovery process from Pre -Disaster planning, thru response and recovery and financial recovery seizing Hazard Mitigation grant opportunities.** Most critical for Disaster reimbursement is Documentation management, audit ready disaster reimbursement forms submittals and flawless back up documentation and we do this with excellence utilizing our Recovery EOC™ web and mobile apps BOLT™ EOC and TRKR™. Our Recovery EOC allows the City 24/7 access to all project data in real time view of all Disaster Recovery phases from Damage assessments to Recovery Projects costs tracking with all FEMA required back up documentation. Recovery EOC™ can interface with ARC GIS and WebEOC which ensures all CRITICAL disaster data is maintained and centralized for long term access. Recovery EOC™ maintains all disaster project costs with back up documentation in audit ready format, allows clients 24/7 visibility to work in progress with project status/cost summary and enables DP&O to ramp up with the City's project expediently to assist with Disaster Related Recovery Services

DP&O Leverages Web Based BOLTEOC™ and Mobile TRKR™ Apps to Centralize ALL Information in ONE Federally Secure Database for Assets/Infrastructure per Department, Labor, Equipment, Contractors, Materials, Policies, Asset & Crew Mapping. Automating Recovery Project Costs, Damage Assessments and Auto-Populating FEMA PW Templates in an Audit Ready Format!

DP&O's Experience

Our staff's client representation excels with the entire Federal Disaster Grant management, administration process, Federal & FEMA Policy compliance, and regulations, Stafford Act, 44CFR, 2CFR 200, Post Katrina Emergency Management Reform Act, Sandy Recovery Improvements Act (SRIA) of 2013 including alternative procedures for public assistance and debris removal and HUD CDBG-DR, USDA, USACE, FHWA, NRCS, FTA, EPA, and other grant programs. Each professional staff hold multiple FEMA, ICS certifications and all staff hold OSHA HAZWOPER Site Supervisor Certifications.

Our strength is in our disaster recovery work and maximizing cost recovery requires expertise in the full grants management lifecycle of numerous programs administered by multiple Federal agencies. Our leadership brings the program management knowledge, understanding, and relationships that are key for Successful Disaster Recovery. Our dedicated staff have decades of success and experience with the entire disaster management and disaster reimbursement administration process, from performing mobilizing to assist with damage assessment, emergency repairs documentation, donating resources management, debris management, debris removal data reconciliation, maintaining FEMA compliance throughout the entire process. Our well-seasoned staff emphasize from day one, audit ready documents to support project closeout, and we maintain this audit readiness through the entire FEMA PA review and approval process including post disaster grant management, and other Grant Programs (FEMA Covid-19, Cares Act, HMPG 404, and 406, State LMS program.

Our technical approach demonstrates the highest level of in-depth understanding Disaster Management and Administrative Services in accordance with FEMA policies, OIG audit principals resulting in decades of successful financial recovery for our clients from disasters.

DP&O maintains consistent proactive advocacy for our clients with Federal funding agencies, and our work requires that are knowledgeable and stay current with the legal and regulatory framework, of each disaster and the interim policies. Our deep expertise in these areas facilitates our clients obtaining ALL their entitled funding. The DP&O team is adept at applying the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and related authorities including titles 2 and 44 of the Code of Federal Regulations (CFR), FEMA FP 104-009-2 PA Program and Policy, Sandy Improvement Act (SRIA), and the Disaster Recovery Reform Act (DRRA) of 2018

Most importantly, our knowledge of the FEMA PA Portal, and TDEM PA Portal including a long-standing working relationship with TDEM and TDEM Consultant Auditors which enables our team to timely identify and resolve potential discrepancies clarify questionable items and turn projects around quickly to obligation and payment.

FEMA Reimbursements for DP&O's Large Disasters

Client & Disaster	# of PW's Submitted	\$ Total of PW's Submitted	\$ Total Cost Approved	% Submitted Approved	Comments
Hillsborough County - Hurricane Ian DR4673	21	\$29,689,450	\$29,427,645	99.10%	
Hillsborough County - Hurricane Idalia DR4734	5	\$4,819,869	\$4,819,869	100%	
New College of FL - Hurricane Ian DR4673	4	\$1,135,695	\$1,135,370	99.95%	
City of Homestead - Cares Act	10	\$2,200,000	\$2,200,000	100%	
City of Homestead - Hurricane Irma DR4337	21	\$14,802,297	\$14,121,391	95.40%	
Florida City - COVID-19	5	\$370,493	\$174,890	100%	
Florida City - Cares Act	7	\$1,161,342	\$1,160,422	99.90%	
Florida City - Hurricane Irma DR4337	18	\$3,146,212	\$2,964,364	94.20% *	In Arbitration: \$181,848
Seminole County Public Schools - Hurricane Ian DR4673	66	\$10,618,564	\$2,123,412		Multiple projects in various stages of approval
Seminole County Public Schools - Hurricane Nicole DR4680	1	\$101,431	\$101,431	100%	

NEW COLLEGE OF FLORIDA, SARASOTA: Hurricane Ian DR 4673: Disaster Recovery Services; FEMA Program Assistance; Disaster Debris Management and Monitoring; Debris Removal Audit.

Contract Date: May 2021 - April 2026

Client Contact: Yosef Shapiro Email: yshapiro@ncf.eu; Phone: 941-487-4449; 305-790-5789
Address: 5800 Bay Shore Road, Sarasota, FL 34243

Appeals Experience: Currently there are no appeals in process as NCF has received reimbursement for all CAT A and CAT B projects without any Determination Memos.

Audit Experience: Successfully completed rigorous State Audit with no adjustments, corrections or deficiencies as well as completed KPMG Validation Audits without any adjustments in reimbursement amounts.

DP&O Submitted Two (2) Category A Debris Removal PW's with all FEMA Required Documentation for \$701,214 and Category B for \$285,163. Both Category A Projects as well as Category B are Being Submitted to the TDEM FROC program for reimbursement.

Procurement & Contract Management: **Federal Contract Compliance Reviews:** Performed all disaster contractors and emergency vendors, contract reviewed for compliance for 2CFR200 compliance. Detailed issues and discrepancies and provided corrections to update contract amendments change orders and task order to ensure disaster reimbursement. Reviewed mutual aid contracts contractors and inter agency council contracts for federal compliance. Prepared suggestions for backup clarification of scope of services, notice to proceed and justified change orders.

Hurricane Ian 2022 - heavy wind driven rains caused massive flooding which exceeded the 500-year flood plain predictions. The Sarasota campus is located along the Bay. Most all of the Campus had extensive flood damage to historic property and massive amounts of hazard trees and limbs throughout the campus and debris washed up along the Bay shoreline. DP&O coordinated with NCF Emergency Services Manager Yosef Shapiro, the Debris Removal crews and equipment necessary to remove all the debris hazards and worked from September 2022 to December 23, 2022.

**DP&O Submitted 2 Category A PW's for \$701,724, 1 Category B for \$285,163 and 1 Category Z for \$49,213
Total PW's Reimbursed \$1.1 Million**

DP&O coordinated the disaster hazards identification team to work a day ahead of debris removal contractor identifying all disaster debris hazards that posed a threat to the health, safety and welfare of the campus, students, faculty and community. During these inspections, DP&O identified critical safety hazards as well and coordinated removal of damaged trees near powerlines proximal or on school properties.

Additionally, DP&O identified buried beach debris which created a serious environmental impact to the sea turtle and protected birds. DP&O monitors staked /secured these areas and successfully tracked the hourly debris removal operations using TRKR™ ADMS including photos and maps of areas worked.

DP&O performed all Debris removal documentation using TRKR™ ADMS and submitted the FEMA Category A and B Disaster projects submittals to FEMA PA Portal. Most all of the schools had extensive flood damage in the parking lots, uplifted storm drains, culverts, slopes and embankments washed out, and many concrete sidewalks were washed away. The flood debris was deposited in several areas of the school's campus.

DP&O performs Disaster Recovery Planning Training per FEMA requirements for (Pre and Post disaster records for Emergency Repairs, Assets Inventory, Damage assessments, Long Term Recovery). DP&O met with each college departments and held webinars to provide Disaster Recovery Planning training and Disaster Cost Tracking process review.

We provided Debriefing report for the college with Disaster Recovery Cost templates and checklist to ensure FEMA Compliance for each Colleges Department.

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HILLSBOROUGH COUNTY FL: *Hurricane Ian DR4673; Hurricane Idalia DR4734; Hurricane Nicole DR4680 and Covid-19 DR4486 - Disaster Recovery Services; FEMA Program Assistance & PW Submittals; Appeals Preparation and RFI replies.*

Contract Date: August 24, 2024 - August 23, 2026

Client Contact: Mark Martinet, Emergency Services Director (O) 813-272-6215
Email: martinetm@hcfl.gov
Address: 601 E. Kennedy Blvd., Tampa, FL 33602

Appeals Experience: Currently there are five (5) appeals that have been submitted and are awaiting FEMA determination from COVID-19 projects ranging from \$57,667 up to \$1,532,940. In total the amount in appeal is \$2,827,552. DP&O utilized extensive experience of former State Public Assistance Officers on staff to provide detailed analysis of FEMA directives that continued to change and how they applied to PAPPG and Stafford Act in order to bolster argument for award. One (1) appeal has received a partial award for \$234,845 and four (4) others are awaiting FEMA Determination.

Audit Experience: Successfully completed rigorous State Audit with no adjustments, corrections or deficiencies as well as completed KPMG Validation Audits without any adjustments in reimbursement amounts.

Procurement & Contract Management: Performed all disaster contractors and emergency vendors, contract reviewed for compliance for 2CFR200 compliance. Detailed issues and discrepancies and provided corrections to update contract amendments change orders and task order to ensure disaster reimbursement. Reviewed mutual aid contracts contractors and inter agency council contracts for federal compliance. Prepared suggestions for backup clarification of scope of services, notice to proceed and justified change orders.

Hurricane IAN 2022:

AUDIT and RECORDS RECONCILIATION SERVICES:

Category A: Debris Removal - 3 PW's = \$18.2M

Category B: Emergency Services – 10 PW's = \$9.45M

Category C: Roads & Bridges – 3 PW's; Category E: Building & Equipment - 1 PW

Category F: Utilities – 2 PW's; Category G: Parks & Rec: 1 PW = \$1.45M

TOTAL SUBMITTED: \$29.1M

Disaster Records Reconciliation Team: DP&O has assigned several disaster records reconciliation teams as follows to review all HC documents, damage assessment reports, financial cost records, facilities work orders and engineering estimates to identify missing items and organize per project with all FEMA required documentations. **CAT E: Buildings, Interiors, Exteriors and Roofs:** DP&O has reconciled and organized all facilities work orders from work completed to confirmed 100% complete, cross referencing the work order to back up documentation (contractor invoices, damage assessment photos, work order description details, etc.). The team identified each County issue and gathered all FEMA required items to document quantities and dimensions to ensure complete accurate disaster work is verified for FEMA reimbursement.

Contractor Invoice Records Reconciliation Team: This team reconciled all HC contractor invoices with payments, HC workorders, and backup daily logs detailing contractor's work. The team reviewed the contractor invoice with the contract line items to identify discrepancy for the need for change orders and contractor addendums in order to qualify for FEMA reimbursement.

FEMA Recovery Scoping Meeting (RSM) and Damage Assessment Inventory Team: DP&O represented HC with all FEMA meetings and site inspections. DP&O prepared a detailed damage inventory so that FEMA

can create the projects for disaster reimbursement. DP&O grouped the projects to the best financial benefit for HC (for example, projects that are 100% work completed are being grouped by either County zone and per roofs interior and exterior) this will allow HC to submit projects less than \$1 million for quicker FEMA review and project obligation. Larger projects which included work to complete and can qualify for hazard mitigation, DP&O grouped these projects to best qualify for hazard mitigation (example, storm drains and roof projects).

DP&O Submitted Two (2) Category A 100% Debris Removal with all FEMA required documentation totaling \$15.9 Millon and One (1) Category A 75% for \$2.3 Millon Dollars. Both Category A 100% and 75% projects are being submitted to the TDEM FROC program for reimbursement.

Category A: Debris Removal Records Reconciliation per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets, truck certifications certified no duplicate tickets; leaner/hanger tickets were reviewed for accuracy, readability, and GPS coordinates.

DP&O reconciled all Debris Removal contractor invoices and ensured invoice errors were corrected before approval for MDC final payment. **DP&O reconciled all Reduced Debris taken to final disposal at Waste Management facility and all Waste Management invoices** with quantity corrected ticket discrepancies prior to submittal.

DP&O Submitted Ten (10) Category B 100% Emergency Services PW's with all FEMA required documentation totaling \$9.45 Millon.

Category B: Emergency Services Reconciliation reviewed and assimilated force labor disaster cost, receiving payroll records, cross referencing disaster work performed. Force equipment is being reconciled for each of the HC staff vehicles used for disaster pre and post disaster emergency services. The force equipment will be crossed reference and matched with the force labor. Materials: All HC materials used in stock will be reconciled and cross reference to HC work orders, vendor PO's, invoices and payments made. Material purchased are being reconciled with vendor PO, vendor payments and vendors payments.

DP&O also Submitted:

Three (3) Category C Roads & Bridges PW's

One (1) Category E Buildings & Equipment PW's

Two (2) Category F Utilities PW's

One (1) Category G Parks & Recreational Facilities PW's

One (1) Category Z Management Costs PW's

DP&O Submitted with all FEMA required documentation totaling \$1.45 Millon.

CITY OF FLORIDA CITY, FL: Pre-Disaster Response and Recovery Planning including FEMA Federal Contract Compliance; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery; Debris Management & Monitoring; Hurricane Irma DR4337

Contract Date: September 2016 – May 2028

Client Contact: Eugene Leon, Project Mgr. – (C) 786-304-8230 Email: proj-mngr@floridacityfl.gov

2nd Contact: Jennifer Evelyn, City Clerk – (C) 305-242-8218 Email: cityclerk@floridacity.gov
Address: 404 W Palm Dr, FL City, FL 33034

Appeals Experience: There were three (3) appeals that have been submitted for Hurricane Irma of which one received full award and the other a partial award of 90% of total appealed amount. The third is still active and has been converted into an Arbitration for CAT A. Additionally an appeal was also submitted for a COVID-19 projects that is awaiting FEMA determination. DP&O utilized extensive experience of former State Public Assistance Officers on staff to provide detailed analysis of FEMA directives that continued to change and how they applied to PAPPG and Stafford Act in order to bolster argument for award.

Audit Experience: Successfully completed rigorous State Audit with no adjustments, corrections or deficiencies as well as completed KPMG Validation Audits without any adjustments in reimbursement amounts.

Procurement & Contract Management: **Federal Contract Compliance Reviews:** Performed all disaster contractors and emergency vendors, contract reviewed for compliance for 2CFR200 compliance. Detailed issues and discrepancies and provided corrections to update contract amendments change orders and task order to ensure disaster reimbursement. Reviewed mutual aid contracts contractors and inter agency council contracts for federal compliance. Prepared suggestions for backup clarification of scope of services, notice to proceed and justified change orders.

AUDIT and RECORDS RECONCILIATION SERVICES:

Category A: Debris Removal - 3 PW's = \$9.50M

Category B: Emergency Services – 1 PW's = \$769,880

Category C: Roads & Bridges – 1 PW, \$2.2 M; Category E: Building & Equipment - 5 PW's \$3.2 M

Category F: Utilities – 3 PW's \$4 .2M; Category G: Parks & Rec: 3 PW, \$750,000 \$475,039

TOTAL SUBMITTED: \$5.35M

Hurricane IRMA FEMA Program Assistance: 300,000; 1,500 Hazard Trees & 2,000 Hazard Limbs

Category B: Emergency Costs and Recovery Costs records reconciliation, and final approval for PW submittal. DP&O worked close with the Florida City Project manager and Finance Director and ensured all emergency repairs and recovery contractor invoices, discrepancies were corrected before final approval with FEMA PW.

Post Irma the Recovery team coordinated with the City Engineer, Public Works and Water Control facilities Directors, all damage assessments; gathered and reconciled emergency services costs documentation work orders, force labor, payroll and equipment used, field logs and reconciled with payroll ledger. DP&O ensured all tasks were properly described and hours matched.

Disaster Materials Inventory: DP&O created the pre-disaster inventory for Several Departments (Water/Sewer and Public Works) from purchase records and reconciled all purchased Materials with receipts and inventory.

Donated Resources: DP&O maintained a donated resources list to include quantities, value, and volunteer staff for distribution, Police for inventory security. All inventory items distributed included support receipts for FEMA State credit to offset the Florida county share.

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Category A: Debris Monitoring and Debris Management Logistics (200,000cy+) DP&O performed Monitoring of Debris Removal, Hazards limbs/trees and stumps per FEMA's Pilot program for Accelerated Debris removal; Hurricane Irma left large mixed debris piles and huge trees uprooted in the cities Right of Way onto houses, vehicles, and fences. DP&O coordinated and negotiated the Florida City debris management site (DMS), obtained TDEM DMS site permit and final closure. DP&O maintained all DMS site operations, ensured the grinding operations were performed to optimize land space and minimize cubic yards for final haul out and provided Submittal of daily debris removal progress reports to Mayor; coordinated with the Mayor any special requests; a debris costs analysis for replanting of trees that Florida city requested to save.

Category A: Debris Removal Records Reconciliation per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets, truck certifications certified no duplicate tickets; leaner/hanger tickets were reviewed for accuracy, readability, and GPS coordinates.

DP&O reconciled all Debris Removal contractor invoices and ensured invoice errors were corrected before approval for Florida County final payment. **DP&O reconciled all Reduced Debris taken to final disposal at Waste Management facility and all Waste Management invoices** with quantity corrected ticket discrepancies prior to submittal.

FEMA COVID DR4486 AND CARES ACT SUBMITTALS: DP&O has performed all Covid disaster submittals. Costs records reconciliation and submittals for both FEMA Covid 19 streamlined application submittal.

DP&O also managed all client submittals and performed client representation for **the Dade County Cares Act Portal**. DP&O submitted all Request for reimbursement and tracked all payments for Cares Act and submittals of Police Haz Pay. We have recently performed Project close out for Cares Act final payments.

Project Closeout: DP&O obtained obligation of all projects at 100%-dollar value of submitted cost.

CITY OF HOMESTEAD FL: Pre-Disaster Response and Recovery Planning including FEMA Federal Contract Compliance; Disaster Emergency /Recovery Services; FEMA PA Program Management; Hazard Mitigation Grant Management/ COVID-19 FEMA Recovery; CARES ACT Recovery Debris Management & Monitoring; Hurricane IRMA DR4337, COVID 19 and CARES ACT

Contract Date: September 2018 – July 2024

Client Contact: Steve Taylor, EM Director – (C) 305-283-9241 Email: staylor@cityofhomestead.com

Address: 100 Civic Ct., Homestead, FL 33030

Appeals Experience: There have been three (3) appeals that have been submitted to State & FEMA. One for Hurricane Irma which was awarded to the applicant. Two other appeals were submitted for COVID-19 projects that were denied by FEMA. DP&O utilized extensive experience of former State Public Assistance Officers on staff to provide detailed analysis of FEMA directives that continued to change and how they applied to PAPPG and Stafford Act in order to bolster argument for award.

Procurement & Contract Management: **Federal Contract Compliance Reviews:** Performed all disaster contractors and emergency vendors, contract reviewed for compliance for 2CFR200 compliance. Detailed issues and discrepancies and provided corrections to update contract amendments change orders and task order to ensure disaster reimbursement. Reviewed mutual aid contracts contractors and inter agency council contracts for federal compliance. Prepared suggestions for backup clarification of scope of services, notice to proceed and justified change orders.

AUDIT and RECORDS RECONCILIATION SERVICES:

Category A: Debris Removal - 4 PW's for \$5.04M

Category B: Emergency Services - 1 PW for \$1.42M

Category E: Building & Equipment - 6 PW's for \$377,896

Category F: Utilities - \$4.98M with HMGP for \$2.20M

Category G: Parks - 3 PW's for \$111,801

TOTAL SUBMITTED = \$14.71M

Description: DP&O was awarded the Disaster Recovery Contract to provide audit and record reconciliation Services for Hurricane Irma Recovery per FEMA compliance which included preparing Irma Homestead Document Management System for each FEMA category per project, per department all cost records, reconciling the data obtaining missing information; contracts review and Invoices reconciliation; disaster projects records costs data to identify missing required items or discrepancies between invoices and daily logs; Multiple Departments Force Labor, Equipment, (including Police and EOC) records review. Emphasis was placed on Category A (Debris Removal), Category B (Emergency Services) & Category E (Buildings/Equipment) Projects.

Category A: DP&O reconciled all Debris Removal and Monitoring Data for four Category A periods identifying discrepancies between monitoring data and debris removal records including: Leaner, Hanger duplication, ineligible items, truck certifications, final haul out disposal cubic yard errors, DMS permitting, in accurate hourly Debris Removal charges, monitoring invoices errors and missing data. DP&O had to update GPS on all tickets and photo for proper reconciliation and per FEMA Pilot program for Accelerated Debris removal.

Category B: DP&O assimilated and reconciled multiple departments (Police, Parks and Recreation, Public Works, Streets & Stormwater) disaster costs documents and accounting information for Force Labor, Equipment, materials, and contractors. FEMA obligated Category B however denied Police department due to FEMA overlooking submittals in the FEMA PA Portal. DP&O Prepared the Category B Police Department appeal, and successfully obtained all Police submitted Labor and Equipment disaster costs. For the appeal, DP&O reconciled

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all Police Work Orders, with Payroll, Time sheets, and patrol cars utilized and updated narratives for emergency tasks. FEMA awarded the appeal and TDEM is in final payment at this time.

Category F: 2 PW's + Hazard Mitigation and Category A - DP&O performed assimilation and reconciliation of costs documentation of Force Labor, Equipment, Materials, Asplundh Debris Removal, and **55+ Mutual Aid Contractors (MAA)** Invoices, supporting documentation (daily logs, work orders etc.).

Category E & G: Performed all project inspections and assimilation, review, and reconciliation of the following:

Force Labor - payroll, with time sheets, work orders or daily logs

Equipment - with cross check to force labor and Work Orders; FEMA costs codes updates

Contractors - invoices with back up daily logs, areas worked, payments; Contract compliance with 2 CFR 200

Materials - with POs, Payments, and uses /reason; In stock and Purchased Materials reconciled

We have supported Homestead through all FEMA and TDEM RFIs for each FEMA Category and have obtained Category A, B, E and G obligations and FEMA reimbursements.

We submitted all FEMA documents utilizing the FEMA PA Portal. Each PW per FEMA Category is maintained both electronically, and manually in audit proof format with supporting documents in DP&O's Disaster Claims/Document Management system and to facilitate a quick project close out and or audit. All projects' financial supporting documents are 100% accurate and audit ready.

Project Closeout: DP&O obtained obligation of all projects at 100%-dollar value of submitted cost, a total of \$15 Million dollars and successfully managed closeout with the state. DP&O performed project close out and submitted all request for reimbursement within 2.5 years of the disaster.

FEMA COVID DR4486 and CARES ACT SUBMITTALS: DP&O has performed all COVID disaster submittals and Costs records reconciliation and project closeout for FEMA and Covid 19 application submittal. DP&O also managed all client submittals for the **Dade County Cares Act Portal**. DP&O submitted all Request for reimbursement and tracked all payments for Cares Act and submittals of Police Haz Pay. We have recently performed Project close out for Cares Act final payments.

HOMESTEAD ENERGY SERVICES (HES): DR 4337 Hurricane IRMA Disaster Recovery Services, FEMA Program Assistance; Disaster Claims Submittals; FEMA Hazard Mitigation Grant Management; Asset Inventory Status Inspections; Utility Restoration; Monitoring Services; Federal FEMA Contract Compliance

Contract Date: September 2018 – July 2024

Client Contact: Billy Branch, Asst Dir. – (O) 305-224-4707 Email: wbranch@cityofhomestead.com

Address: 675 N. Flagler Ave., Homestead, FL 33030

Procurement & Contract Management: **Federal Contract Compliance Reviews** - Performed all disaster contractors and emergency vendors, contract reviewed for compliance for 2CFR200 compliance. Detailed issues and discrepancies and provided corrections to update contract amendments change orders and task order to ensure disaster reimbursement. Reviewed 50+ mutual aid contracts agreements for FEMA Federal Compliance. Identified issue and made corrections and to the mutual aid agreements which resulted in 100% of FEMA reimbursement for Mutual Contractors invoices. Prepared suggestions for backup clarification of scope of services, notice to proceed and justified change orders.

Hazard Mitigation Grant Management: DP&O obtained DR4337 \$2.4 Million-dollar HMGP project approval in addition to the \$4.8 Million we obtained for FEMA PA Category F Utility restoration costs. DP&O prepared the submittal application with supporting documents, including the Benefit Cost analysis, coordinating with engineer the scope of work, reviewing estimates, gathering field and environmental compliance data, flood zone/ map data, and obtaining site specific details including photos, coordinates, and special requirements (Right of Way Purchase).

DP&O prepared all FEMA cost templates and FEMA PA portal entry of all project narratives, and supporting FEMA required information per FEMA Portal EEI's. DP&O successfully supported the client with all replies to FEMA RFI's

DP&O utilized RecoveryEOC™, BOLTEOC™ for documenting all HES 8,500+ damaged repaired power pole inventory with equipment construction unit details, mapping, and photos of damaged repaired poles. DP&O performed utility line clearing, monitoring and contractor data invoice and reconciliation for 55 Mutual Aid Contractors, Emergency Food Vendors and Hotel assignments.

This data now exists on a secured database for HES to use for tracking daily maintenance of power poles and installation of new grid system hardening Concrete Power Poles installation.

MAA Crew and Force Labor Reconciliation: DP&O prepared detailed spreadsheets summarizing MAA and Force labor Daily logs, cross referencing crew location per grid worked, Hours/Date and cross referenced with Pole ID numbers per grid to obtain all Mutual Aid contractor costs reimbursement.

Materials Reconciliation: **Materials used in Stock and purchased for damaged repaired power poles** were cross referenced to Power Poles repaired. DP&O reconciled all materials purchased, used in stock with vendor POs, invoices and payments and prepared a detailed spreadsheet of the reconciled materials purchase and used in stock.

UTILITY DEBRIS CLEARING: DP&O monitored and maintained Asplundh's debris removal of debris hazards from utility power lines, utility substations and other critical facilities including the power generating station and utilities over waterways. Massive mixed Debris Piles prevented utility restoration and especially the utilities over or near waterways. DP&O used TRKR to monitor all Asplundh's debris removal hourly work, documenting locations, date, time, debris type, proof of hazard, and crews' equipment and labor staff. Each grid section was reconciled with tickets, GPS locations and proof of hazard in public right of way and to critical facilities.

Pre-Disaster Asset Inventory per FEMA post disaster reimbursement requirements: DP&O utilized our Utility /Asset Mobile app BOLTEOC™ to map/inventory and photograph all 85,000+ power poles, substations, warehouses, office buildings, and other critical facilities.

DP&O created the **Damaged Power Pole inventory using BOLTEOC™** which prepared the power pole database with equipment/RUS construction units for damaged items and costs, mapping, and photos.

Project Closeout: DP&O obtained obligation of all projects at 100%-dollar value of submitted cost. DP&O performed project close out and submitted all request for reimbursement within 1.5 year of the disaster.

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SEMINOLE COUNTY PUBLIC SCHOOLS (SCPS): DR4637 Hurricane Ian; DR4680 Hurricane Nicole; FEMA PA Program Assistance; HMGP Grant Management and Projects Qualification; Federal Contract Compliance, Debris Management Planning and Monitoring

Contract Date: August 2018 - November 2024

Client Contact: Gregory Long, Director of Purchasing; Phone: (O) 407-320-0243

Email: longga@scps.k12.fl.us

2nd Contact: Greg Johnson, Esq. Assoc. School Board Attorney; Phone: (Cell) 407-340-6478

Email: johnsogz@scps.k12.fl.us@scps.k12.fl.us

Address: 400 East Lake Mary Blvd, Sanford, FL 32773

Appeals Experience: Currently there are no appeals in process as SCPS has not received any Determination Memos.

Audit Experience: State Audit Assistance - 6 months after the Hurricane Ian the State performed an Audit on the School disaster contracts and questioned, Contract amounts versus Purchase Orders issued and Task Orders. The state also questioned Mutual Aid contract used for Debris Removal. Greg Long, Procurement Director requested DP&O to assist and prepare the State reply with all the documentation. DP&O researched for each disaster contract the Contract, Pos, and Task Orders and made recommendations to SCPS for corrections. DP&O researched and obtained the missing Mutual Aid contractor information and prepared clarification statements to the scope of work and rates. DP&O successfully assisted the School System in timely and accurate State audit replies.

F-ROC Experience: DP&O Submitted Two (2) Category A Debris Removal PW's with all FEMA Required Documentation for \$3.4M and Category B for \$1.412M. DP&O assisted with preparing the Disaster Readiness assessment.

Procurement & Contract Management: **Federal Contract Compliance Reviews:** Performed all disaster contractors and emergency vendors, contract reviewed for compliance for 2CFR200 compliance. Detailed issues and discrepancies and provided corrections to update contract amendments change orders and task order to ensure disaster reimbursement. Reviewed mutual aid contracts contractors and inter agency council contracts for federal compliance. Prepared suggestions for backup clarification of scope of services, notice to proceed and justified change orders.

Special Disaster Project Assistance: SCPS requested DP&O's Disaster Recovery Services on October 1, 2022, in which DP&O mobilized in less the 24 hours with Key Disaster Recovery Management and Support Monitoring Staff. DP&O immediately held meetings with facilities and risk management to detail a plan of action to identify all disaster damages and identify projects that qualify for Hazard Mitigation for 80 School campuses with over 640 buildings. DP&O had identified 34 projects that qualified for Flood Mitigation and Roof/Building mitigation and provided base cost estimates for FEMA Grant submittal. DP&O obtaining cost estimates and detail scope of work for each of the 34 projects which involved multiple buildings and areas for each school campus.

DP&O is submitted all FEMA weekly progress and weekly progress reports to the SCPS Recovery leaders in a timely manner.

Debris Contractor Incorrect Invoicing, then Threatening Litigation: DP&O's client Seminole County Public Schools (SCPS) paid the Debris Removal contractor for Hourly debris removal work without DP&O first reviewing the invoice and comparing to our monitor records. The contractor was billing for labor and equipment not on the project and for excessive hours. **Resolution:** DP&O discovered over \$250,000 in billing errors. DP&O supported the Audit of each Contractor invoice on excel with detailed notes and backup including the required sign in at each school location. The SCPS attorney successfully closed the issue and SCPS was credited \$250,000 in the remaining Contractors balance.

DP&O performed the insurance adjusters' inspections for all 80 campus and all buildings which included roofs, building interior and exterior to assess and quantify all Hurricane IAN disaster damages. DP&O, utilizing our **BOLTEOC™** mobile and web apps creating a detailed damage assessment data base identifying all damages per school with detailed descriptions and photograph and allowed SCPS real time view of damage site inspections, progress and priorities.

DP&O Submitted Two (2) Category A Debris Removal PW's with all FEMA Required Documentation for \$3.4M and Category B for \$1.412M. Both Category A Projects as well as Category B are Being Submitted to the FDEM FROC program for reimbursement.

Disaster Records Reconciliation Team: DP&O had assigned several disaster records reconciliation teams as follows to review all SCPS documents, damage assessment reports, financial cost records, facilities work orders and engineering estimates to identify missing items and organized per project with all FEMA required documentations. **CAT E: Buildings, Interiors, Exteriors and Roofs Team:** DP&O reconciled and organized all facilities work orders from work completed to confirmed 100% complete, cross referenced the work order to back up documentation (contractor invoices, damage assessment photos, work order description details, etc.). The team identified per each school all FEMA required items to document quantities and dimensions. The field recon team gathered all missing FEMA required information (dimensions, quantities, etc.) to ensure complete accurate disaster work was verified for FEMA reimbursement.

Contractor Invoice Records Reconciliation Team: This team is reconciled all SCPS contractor invoices with payments, SCPS workorders, and backup daily logs detailing contractor's work. The team reviewed the contractor invoice with the contract line items to identify discrepancy for the need for change orders and contractor addendums in order to qualify for FEMA reimbursement.

CAT B Emergency Services Recon Team: This team reviewed an assimilating force labor disaster cost, reviewed payroll records, cross referenced disaster work performed. Force equipment was being reconciled for each of the SCPS staff vehicles used for disaster pre and post disaster emergency services. The force equipment was crossed reference and matched with the force labor. Materials: All SCPS materials used in stock was reconciled and cross referenced to SCPS work orders, vendor PO's, invoices and payments made. Material purchased were reconciled with vendor PO, vendor payments and vendors payments.

FEMA Recovery Scoping Meeting (RSM) and Damage Assessment Inventory Team: DP&O represented SCPS with all FEMA meetings and site inspections. DP&O prepared a detailed damage inventory so that FEMA could create the projects for disaster reimbursement. DP&O grouped the projects to the best financial benefit for SCPS (for example, projects that were 100% work completed were being grouped by either school zone and per roofs interior and exterior) this allowed SCPS to submit projects less than 100 million for quicker FEMA review and project obligation. Larger projects which included work to complete and will qualify for hazard mitigation, DP&O grouped these projects to best qualify for hazard mitigation (example, storm drains and roof projects).

Insurance Damage Inspections: DP&O performed monitoring the insurance adjusters' inspections for all 80 campus and all buildings which included roofs, building interior and exterior to assess and quantify all Hurricane IAN disaster damages. DP&O, utilizing our **BOLTEOC™** mobile and web apps created a detailed damage assessment data base identifying all damages per school with details descriptions and photograph and allowing SCPS real time view of damage site inspection damage site inspections, progress and priorities.

DP&O is Florida Schools System Contractor Certified per Jessica Lungford Act. All DP&O staff hold Florida School Contract badges authorizing us to work at school properties.

DP&O Submitted Category A-100% Debris Removal with all FEMA required documentation for \$2.2 Million and Category A-75% for \$1.2 Million Dollars. Both Category A 100% and 75% projects are being submitted to the FDEM FROC program for reimbursement.

ALCORN COUNTY ELECTRIC POWER ASSOCIATION, CORINTH MS: 2022 Storm Olga/Tornado:

Disaster Recovery and Grant Management Services including Federal FEMA Contract Compliance

Contract Date: December 2019 - May 2025

Client Contact: Sean McGrath, CFO – (O) 662-287-4402 email: smcgrath@ace-power.com

2nd Contact: Marci Gurley, Finance Director – (O) 662-415-1085 email: mgurley@ace-power.com

Address: 1909 S Tate St, Corinth, MS 38834

Procurement & Contract Management: **Federal Contract Compliance Reviews:** Performed all disaster contractors and emergency vendors, contract reviewed for compliance for 2CFR200 compliance. Detailed issues and discrepancies and provided corrections to update contract amendments change orders and task order to ensure disaster reimbursement. Reviewed 30+ mutual aid contracts agreements for FEMA Federal Compliance. Identified issue and made corrections and to the mutual aid agreements which resulted in 100% of FEMA reimbursement for Mutual Contractors invoices. Prepared suggestions for backup clarification of scope of services, notice to proceed and justified change orders.

Debris Monitoring of 22,000 down power poles and documentation of damaged repaired down poles

Disaster Recovery Services:

PWs Obligated and funds Recovered: ACE received all disaster costs reimbursement for 2 Category F PWs \$2.5 Million.

Category B (Emergency Services) and Category F (Utilities): DP&O performed assimilation & reconciliation of all Hurricane Olga October 2019 costs documentation of Force labor, Equipment, and 30+ Mutual Aid Contractors (MAA) Invoices, supporting documentation (daily logs, work orders etc.). DP&O utilized our Utility /Asset Mobile app to map/inventory and photograph all 25,000+ Damaged repaired power poles. DP&O created the Damaged Power Pole inventory with equipment and RUS construction units for damaged items and costing submittal. DP&O reconciled all materials purchased, used in stock with vendor Pos, invoices and payments.

DP&O prepared all FEMA cost templates and FEMA PA portal entry of all project narratives, and supporting FEMA required information per FEMA Portal EEI's. DP&O also qualified Hazard Mitigation for.

DP&O identified additional overlooked power poles and other costs that ACE did not include with original damages assessments.

Materials: Damaged and Repaired Power Poles were cross referenced with materials purchased and materials used in stock. DP&O reconciled all materials purchased, used in stock with vendor Pos, invoices and payments and prepared a detailed spreadsheet of the reconciled materials purchase and used in stock.

MAA Crew and Force Labor Reconciliation: DP&O prepared detailed spreadsheets summarizing MAA and Force labor Daily logs crew location per grid worked and cross referenced with Pole ID numbers per grid.

DP&O successfully supported the client with all FEMA PA Portal submittals and the Category F project is 100% complete and ACE received FEMA reimbursement payment of all submitted costs.

DP&O is utilizing DP&O's Utility and Asset Mobile app "eXACT Recovery", "Bolt" which allows all Utility Damaged Repaired poles to be inventoried, mapped and tracks equipment and maintenance updates.

Project Closeout: DP&O obtained obligation of all ACE Olga projects at 100%-dollar value of submitted cost. DP&O performed project close out and submitted all request for reimbursement within 1 year of the disaster.

MIAMI- DADE COUNTY PUBLIC SCHOOLS (MDCPS), FL: *Debris Monitoring & Debris Management; Disaster Financial Recovery Planning & Training; Debris Management Planning with Facilities; Risk Management.*

Contract Date: May 2018 to May 2026

Client Contact: William Wever, Director Risk Mgmt. (P) 480-921-3091 Email: bwever@dadeschools.net
Address: 1450 NE 2nd Ave, Miami, FL 33132

Procurement & Contract Management: **Federal Contract Compliance Reviews:** Performed all disaster contractors and emergency vendors, contract reviewed for compliance for 2CFR200 compliance. Detailed issues and discrepancies and provided corrections to update contract amendments change orders and task order to ensure disaster reimbursement. Reviewed mutual aid contracts contractors and inter agency council contracts for federal compliance. Prepared suggestions for backup clarification of scope of services, notice to proceed and justified change orders.

MDCPS is the nation's 5th largest school district with over 584 facility locations divided between 4 maintenance centers and 3 geographic regions. DP&O has performed debris management planning and Disaster Planning meetings with MDCPS for Maintenance Service Centers (MSC) Supervisors, Director of facilities, Risk management, the Executive Director, and other key department to strategize the most time and cost effective process for streamlining the debris removal operations including debris damage assessments, infrastructure damage assessments and prioritizing debris hazards and monitoring/tracking all emergency repairs and debris removal operations, MDCPS brings unique challenges to monitoring debris removal process and ensuring that debris is picked up and removed only from MDCPS properties and facilities. DP&O utilizing TRKR™ ADMS mapping capabilities was able to establish the critical MDCPS boundaries for the 3 GEO zones 4 MSC and had to map each of the 585 facility boundaries. MDCPS school boundaries proximal park or have parcels that are not part of MDCPS. DP&O was tasked to reviewed MDCPS existing Draft Financial Recovery plan and held meetings with key departments to identify pre and post disaster documentation issues and gaps in the department process. As a follow up we provide Internal Recovery documentation process flow with templates and checklist to ensure all FEMA required cost documentation and backup is accounted for. We provide multiple planning meetings with key executive level stakeholders to discuss next steps in Department planning & training for Disaster cost recovery readiness. The Department training includes FEMA requirements for (Pre and Post disaster records for Emergency Repairs, Assets Inventory, Damage assessments, Long Term Recovery project cost documentation; documentation management, and gaps analysis; lessons learned discussion).

MDCPS is the nation's 5th largest school district with over 584 facility locations divided between 4 maintenance centers and 3 geographic regions.

Hurricane Irma – Subject Matter Expert Assistance: DP&O/ Gabrielle Benigni, President, provided guidance to MDCPS post Hurricane Irma to resolve conflict between the Debris Removal Contractor and Monitoring company due to removing Disaster Debris from Dade County Parks that were not part of the MDCPS schools boundaries but were adjacent the schools where Disaster debris was located. Gabrielle strategized and coordinated a Mutual Aid agreement with Miami Dade county (Parks and Rec) to use MDCPS debris removal contractors and monitoring company to remove Parks debris which was eligible for FEMA disaster reimbursement and facilitated a successful reimbursement of Disaster debris removed from outside MDCPS school properties.

Hazard Mitigation Grant Planning (HMGP): DP&O is assisting MDCPS with the Federal (BRIC, FMA) and State LMS policy requirements guidance to identify and qualify projects for HMGP grants.

DP&O is Florida Schools Contractor Certified. All DP&O staff hold Florida School Contract badges allowing us to work at school properties.

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MISSISSIPPI, TUPELO WATER & LIGHT (TWL): 2022 EF 4 Tornado; FEMA PA Grant Management and Disaster Response and Recovery Services; Disaster Debris Monitoring & Management.

Contract Date: January 2019 - January 2023

Client Contact: Johnny Timmons, TW&L Director; (C) 662-871-8350; (O) 662-841-6489
Email: J.Timmons@tupeloms.gov
Address: 320 N. Front St. Tupelo, MS 38804

Procurement & Contract Management: **Contract Compliance:** DP&O assisted TW&L with verbiage per FEMA/Federal Contracting requirements and performed review of recovery quotes and contracts for FEMA/Federal compliance prior to approval and or council award.

DP&O's services included the following:

PWs Obligated and funds Recovered: TW&L received all disaster costs reimbursement for **3 Category F PWs \$5.5 Million and received \$2.5 M in Hazard Mitigation.**

Category F Utility Restoration + Hazard Mitigation: DP&O performed assimilation and reconciliation of costs documentation of Force Labor, Equipment, Materials Used and Purchased; Asplundh Debris Removal and 25+ **Mutual Aid Contractors (MAA)** Invoices, supporting documentation (daily logs, work orders etc). DP&O utilized our Utility /Asset Mobile app BOLTEOC™ to document **all 10,000 TW&L Damaged repaired power poles, with mapping GPS coordinates, and identified all RUS construction units and crossed referenced to emergency repairs and updated to an exported excel with images and maps for FEMA Submittal.**

DP&O created the **Damaged Power Pole inventory using BOLTEOC™** which prepared the power pole database with equipment/RUS construction units for damaged items and costs, mapping and photos; All **materials used for damaged repaired power poles** were cross referenced with materials purchased and materials used in stock. DP&O reconciled all materials purchased, used in stock with vendor POs, invoices and payments and prepared a detailed spreadsheet of the reconciled materials purchase and used in stock. DP&O Also utilized RecoveryEOC™ BOLTEOC™ for documenting all power pole inventory with equipment and damaged repaired poles. This data exists on a secured database for HES to use for tracking daily maintenance of power poles.

Reconciliation – Pre-disaster materials Inventory: DP&O updated the TW&L pre-disaster inventory from purchase records and items in stock. This “Pre-Disaster Material Inventory” is FEMA required for reimbursement of Materials used or purchased. DP&O reconciled all purchased Materials with receipts and inventory.

Force Labor, Equipment was reconciled with daily logs and payroll ledgers and compliance with payroll policy. Mutual Aid contractors' invoices and - equipment was inventoried with GPS locations of Power Distribution and above ground power and water control facilities.

Emergency Costs and Recovery costs records reconciliation, and final approval for PW submittal: DP&O worked close with the Utility Finance Director and ensured all emergency repairs and recovery contractor invoices, discrepancies were corrected before final approval for payment and FEMA PW submittal.

All Labor/Equipment field logs, and Work Orders were reconciled with payroll ledgers and DP&O ensured all tasks were properly described and hours matched.

Category A Debris Monitoring and Debris Management Logistics (250,000cy +, 3,300 Hazard Trees): DP&O performed all debris management logistics including Monitoring utilizing TRKR™ ADMS which included Emergency Road Clearing, Critical Hazard Tree identifications, Debris Removal to Disposal facility and hiring & training local monitors. All **Debris Removal and Monitoring data, and supporting documents were input the data into TRKR™ ADMS system** for long term data storage and to facilitate reconciliation and mapping of all tickets to verify locations in Marin limits.

All debris removal operations and data were maintained per FEMA's Pilot program for Accelerated Debris removal. Hurricane Irma left large mixed debris piles and huge trees uprooted in the cities Right of Way onto houses, vehicles, and fences. DP&O coordinated and negotiated the debris management site (DMS), obtained DMS site permit and final closure. DP&O managed all DMS site operations, ensured the grinding operations were performed to optimize land space and reduce cubic yards to 1/3 for final haul out to a disposal facility. In addition, we provided Submittal of daily debris removal progress reports to Mayor; coordinated with the Mayor any special requests and performed a debris costs analysis for replanting of trees that the County requested to save.

Category A Debris Removal Records Reconciliation: Per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets and truck certifications capacities. DP&O performed an in-depth audit of leaner/hanger tickets cross checking each photo with the ticket and ticket ledger for accuracy of GPS location, type of hazard, proof of hazard in the County's right of way.

MIAMI DADE COLLEGE: *Disaster Recovery Services; FEMA Program Assistance, Debris Management Planning, Department Training, Hurricane Dorian Monitoring Assistance; Debris Monitoring / Debris Removal Audit*

Contract Date: May 2018 - December 2026

Client Contact: Tashika President, M.P.A, EM, Assistant Vice Provost, Emergency Management;
(O) 305-237- 2653 Email: tpreside@mdc.edu

2nd Contact: Prosper Herrera Assistant Vice Provost (C) 305-237-0721 email: Pherrera@mdc.edu
Address: 2700 Judge Fran Jamieson Way, Viera FL 32940

Procurement & Contract Management: **Contract Compliance:** DP&O assisted TW&L with verbiage per FEMA/Federal Contracting requirements and performed review of recovery quotes and contracts for FEMA/Federal compliance prior to approval and or council award.

Debris Management Planning: DP&O prepared MDC's Debris management plan to include 8 separate campus facilities/ college annexes. Detailed each campus environmentally sensitive areas, critical facilities, surface water features, and areas of limited access. DP&O identified strategic debris management sites to facilitate large scale disaster.

Hurricane Dorian 2019: Category A: Debris Monitoring and Debris Management Logistics (50,000cy+)
DP&O performed Monitoring of Debris Removal, Hazards limbs/trees and stumps per FEMA's Pilot program for Accelerated Debris removal; Hurricane Dorian left large mixed debris piles and huge trees uprooted in the cities Right of Way onto houses, vehicles, and fences. DP&O coordinated and permitted the MDC debris management site (DMS), obtained TDEM DMS site permit and final closure. DP&O maintained all DMS site operations, ensured the grinding operations were performed to optimize land space and minimize cubic yards for final haul out and provided Submittal of daily debris removal progress reports to MDC leaders; coordinated with the MDC facilities any special requests at the 8 different campuses; DP&O prepared a debris costs analysis for replanting of trees that MDC requested to save.

Category A: Debris Removal Records Reconciliation per FEMA Accelerated Debris Removal Program dates of reimbursement DP&O reconciled daily the Debris Removal load haul tickets, and removal of hazard trees (leaners) and hazard limbs (hangers) including load haul tickets, truck certifications certified no duplicate tickets; leaner/hanger tickets were reviewed for accuracy, readability, and GPS coordinates.

DP&O reconciled all Debris Removal contractor invoices and ensured invoice errors were corrected before approval for MDC final payment. **DP&O reconciled all Reduced Debris taken to final disposal at Waste Management facility and all Waste Management invoices** with quantity corrected ticket discrepancies prior to submittal.

STATE OF OKLAHOMA: *Oklahoma OEM; FEMA Disasters, FEMA Public Assistance, Applicant representation with resolving FEMA issues, appeals representation, statewide debris management planning, partner agency training; Hazard Mitigation project qualifications; Debris Monitoring & Management Planning; DP&O Developed a Statewide Debris Management Plan and Implementation a post disaster for city affected by various disasters (ice storms, floods & tornados); Disaster Debris Monitoring for Eufaula, Savannah & McIntosh County.*

Contract Date: 2010 - December 2017

Client Contact: Kathleen Shingledecker, Retired, State Public Assistance Recovery Director; former Infrastructure Branch Director - (O) 256-206-554; Email: shingledeckeroem@gmail.com
Address: 24589 State Road, Elkmont, AL 35620

Procurement & Contract Management: **Contract Compliance:** DP&O assisted TW&L with verbiage per FEMA/Federal Contracting requirements and performed review of recovery quotes and contracts for FEMA/Federal compliance prior to approval and or council award.

DP&O assisted with FEMA Disaster Debris Removal Program management emphasizing FEMA compliance for multiple disasters (Ice Storms, Tornados and Floods). DP&O performed Disaster Debris Monitoring for Eufaula, Savannah & McIntosh County with debris **totaling over 1.5 M cy**. Eufaula had sensitive environmental obstacles which included marine scattered debris along the Eufaula Lake shoreline and tributaries. DP&O obtained all permits and interfaced with the environmental agencies for project closeout for debris hazards. For Savannah & McIntosh County we managed DMS site, performed all truck certification and daily reconciliation with debris removal contractor's data and monitoring records. This included with identification and review of FEMA required documentation for damages validation, Project eligibility, and reconciling disaster costs for: debris removal and emergency/recovery repairs, including validating and properly classifying/separating emergency costs versus permanent repairs, for contractors, invoices and supporting documents, force labor and equipment. DP&O prepared PWs with all supporting submittals documentation for Category A-G projects for multiple applicants.

Category A-G where FEMA was denying applicants reimbursement due to FEMA misinterpretation of Contract Policies, and Invoice submittals for multiple applicants. DP&O prepared justification analysis for eligibility of contracts with local and State ordinances/policies and common practices for emergency contracts; DP&O validated invoices with supporting records reconciliation and prepared detailed explanation of emergency repairs and special debris removal costs in surface water areas maintained by the applicants. All appeals resulted in successful award of all appealed dollars and receipt of monies.

HOLLY SPRINGS, MS UTILITY DEPARTMENT: EF4 Tornado, DR 424816 Disaster Services, Damage Assessments, FEMA Program Assistance Recovery Operations; Disaster Debris Management/Monitoring; Documentations of Damaged Repaired Down Pole

Contract Date: December 28, 2015 to September 15, 2016

Client Contact: 662-252-3434 Address: 128 E Van Dorn Ave, Holly Springs MS 38635

Procurement & Contract Management: **Contract Compliance:** DP&O assisted HSUD with verbiage per FEMA/Federal Contracting 2 CFR 200 requirements and performed review of recovery quotes and contracts for FEMA/Federal compliance prior to approval and or council award.

PWs Submitted/ Obligated: 2 Category A PWs DP&O submitted **Category A PWs** from March to May 2016, for the 0-30 day and 31-90 Days. 2 Category A PWs, Total **\$1,273,332.46; 1 Category F Utilities PW, \$937,584.97.**

Scope of Work:

Emergency Costs and Recovery costs records reconciliation, and final approval for PW submittal: DP&O worked close with the Utility Director and Finance Director and ensured all emergency repairs and recovery contractor invoices, discrepancies were corrected before final approval for payment and FEMA PW submittal. All force Labor/Equipment field logs, and Work Orders were reconciled with payroll ledgers.

Category F Utilities recovery repairs reconciliation: - DP&O managed and reconciled all disaster field to office force labor, equipment, with time sheets and payroll; contractor permanent repairs with field logs and invoices and per contracts compliance. Force labor overtime was reconciled per internal payroll policy. DP&O assimilated and reconciled all Mutual Aid and Emergency Electric contractors' contracts, invoices and daily logs including hotels and other emergency provisions provided per Mutual Aid (fuel, safety supplies). DP&O inventoried donated resources; documented the HSUD call center DAC for administrative task, and reviewed time sheets and payroll; DP&O reconciled the HSUD pre-disaster warehouse inventory with purchased and used inventory.

All Mutual Aid contractors' labor/equipment daily logs were reconciled with Mutual Aid contractors' invoices for labor, equipment and materials installed were inventoried. DP&O ensured all tasks were properly described and hours matched labor and equipment between invoices and daily logs. All discrepancies were corrected before payment to Mutual Aid contractors.

Disaster Materials Inventory: DP&O had to update the HSUD pre-disaster inventory from purchase records and items in stock. This "Pre-Disaster Material Inventory" is FEMA required for reimbursement of Materials used or purchased. DP&O reconciled all purchased Materials with receipts and inventory.

(HSUD), 1,500 + Power Utilities and Water Control Facilities Devastated over Benton and Marshall Counties. DP&O was requested to mobilize December 28, 2016, by Tennessee Valley Public Power Authority (TVPPA) to assist the Mississippi Public Power Utilities for Emergency Services due to EF 4 tornado that traversed 50 + miles on ground with a 2-mile-wide path destroying HSUD power, and water service areas covering 2 counties (Marshall and Benton Counties). EF 4 Tornado destroyed >1500+ Power Utilities, resulted in over 8 million cubic yards in Marshall and Benton Counties and massive debris piles of mixed vegetative debris in the HSUD power service right of ways. DP&O's initial services included. Identifying the actual perimeter of tornado damages, identifying environmental hazards due to down transformers, preparing the Category A, B and F Damage Assessments for HSUD Right of way; Creating Pre-Disaster Power Pole inventory, and performing Debris Removal management logistics to support contractor and mutual aid emergency repair crews.

Emergency Debris Management Site permit/Final Haul/Disposal/ Transformers disposal: DP&O obtained an Emergency Debris Management Site permit (February to April 2016): HSUD emergency and recovery crews were bringing in damaged wire conductor, and transformers with mixed vegetative debris. DP&O Monitored the Debris Management Site, including inventory of damaged transformers and proper handling and disposal of PCBs transformers and Non-PCB transformers. DP&O monitored and documented the removal of damaged transformers, the proper bagging, tagging and secure storage of damaged transformers at the HSUD maintenance yard for final disposal at a permitted facility. DP&O monitored the final haul out and disposal of the reduced vegetative debris. HSUD used combined Force Equipment, Force Labor and contractors for final haul out.

Added Value

Our Forte is Disaster Recovery Services Including:

Response Logistics and Staff Augmentation Support: Damage Assessments (Infrastructure and Utilities); Donations and Volunteer Management; Emergency Repairs Documentation; Costs Tracking; and Disaster Debris Monitoring and Logistics.

BACKGROUND of FIRM

Combined DP&O has Prepared 1000's of FEMA PWs for all FEMA Categories and Obtained Over \$900 Million in FEMA PA Reimbursements and Qualified and Managed \$500 Million in Hazard Mitigation Grants.

FEMA PA Grant Management & Advisory Services:

- FEMA PW Prework
 - Documentation Management
 - Force Labor and Complex Payroll Systems
 - Force Equipment Records
 - FEMA PW Submittal packages & FEMA PA Portal documents entry
 - Gathering Reviewing and Reconciling Disaster Records and Costs Data (Contractor & Mutual Aid Invoices)
 - Materials Used In-Stock or New Purchases
 - Engineering Designs Review and Environmental Compliance
- Category A Debris Removal Records Reconciliation
 - Insurance Proceeds Adjustments
 - FEMA and FDEM State Closeout and Other Audit Services
 - FDEM/State Reimbursement Programs
 - Hazard Mitigation & other Grants Management

Our Strength is in DP&O's Planning Programs:

- ✓ **Debris Management Planning & Debris Operations**
- ✓ **Disaster Preparedness/ Readiness - Client Training Emphasizing FEMA Compliance for both Pre and Post Disaster Reimbursement Requirements**
- ✓ **Asset Inventory Review for Grant Compliance**
- ✓ **Contract Compliance per 2 CFR 200**

Our accomplished success is due to our adherence in maintaining stringent documentation and requirements for Federal Disaster reimbursement, resulting in successful "Project Closeout and Flawless State/Federal Audits. Our well-seasoned staff emphasize from day one, on audit ready documents to support project closeout, and we maintain this audit readiness through the entire FEMA PA review and approval process including post disaster grant management and administration FEMA, other Grant Programs (FEMA Covid-19, Cares Act, HMPG 404, and 406, LMS (local mitigation strategy).

For over two decades we have been successful in recovering all eligible disaster costs with minimal delay, or de-obligations, by adhering to our strict QAQC review and reconciliation process incorporating the FEMA Review details, OIG Audit principles and Standards of Disaster Accounting. Our staff are well adept at applying the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and related authorities including titles 2 and 44 of the Code of Federal Regulations (CFR), FEMA FP 104-009-2 PA Program and Policy Guide, Sandy Recovery and Improvement Act (SRIA), and the Disaster Recovery Reform Act (DRRA) of 2018.

SECTION 2: SERVICES

OUR APPROACH IS TRIED AND TRUE and includes a three-phased approach to provide the Scope of Services -

Our approach strategy below has been successfully time-tested by all of our clients and proven to be a robust, comprehensive and provides a turn-key approach that is flexible for each clients' specific needs and unique conditions and internal programs and processes. Our approach ensures that from day one we maintain strict compliance with FEMA, FHWA, other State and Federal Agencies documentation requirements, submittals timelines, for all eligible disaster costs.

The Team overall programmatic approach typically falls into three major phases: **PHASE I – Pre-Disaster Readiness, Rapid Response** (where we ramp up post disaster), **PHASE II - Long Term Recovery** and **PHASE III - Project Closeout**.

- DP&O shall provide assistance to the City with regard to disaster assistance and management of any type needed including, but not limited to, response; and preliminary damage assessments; coordination with any State of Texas City of La Marque Disaster Consulting and Grant Administration Division of Emergency Management (TDEM) or Federal Emergency Management Agency (FEMA) recovery and mitigation services, and any other federal or state agency as needed.
- DP&O shall provide broad-based support services for response, recovery, and administration activities, ensuring the City is able to accomplish and maximize (if available) federal and state grant funding for activities such as debris operations, emergency protective measures and recovery missions, infrastructure, and other activities that serve the public's health and safety.
- DP&O shall provide guidance in recovering reimbursement for the repair and potential replacement of the loss of critical infrastructure under the FEMA PA Program.
- DP&O shall assist and/or represent the city with the implementation of preliminary damage assessments (PDAs) to document the impact and magnitude of disasters.
- DP&O shall collaborate with the City on project formulation of FEMA projects, State and Federal grants, including developing scope of work, cost estimates, detailed damage descriptions (field team assessment of damages including damaged structures, contents, etc.) and required backup documentation for submittal of project worksheets and grant applications.
- DP&O shall provide support services to the City with documenting damages from disaster events in the FEMA Portal, to include uploading and managing documents.
- DP&O shall coordinate with management of FEMA and/or other federal and state agencies, , and local jurisdictions to complete tasks such as; arranging for routine status/action plan meetings, establishing priorities, scope changes, updates, quarterly reporting, time extensions, and deliverables.
- DP&O shall assist with the development of bid packages (to include coordination with A/E) that align with the projects scope of work, damages, performance measures, and the procurement laws in accordance with federal and state regulations.
- DP&O shall develop improved and/or alternate project requests to include Section 428- Sandy Recovery Improvement Act (SRIA) alternative arrangement projects within the recovery process within established FEMA timelines.
- DP&O shall develop and implement Section 406 Hazard Mitigation Proposals (HMPs).
- DP&O shall develop and implement Section 404 Hazard Mitigation Grant Proposals (HMGP) including the use of FEMA Benefit Cost Analysis (BCA) tools and methodologies.
- DP&O shall develop applications and BCA's for the Building Resilient Infrastructure and Communities (BRIC) including the development of required BCA's.
- DP&O shall develop grant applications including, but not limited to, Infrastructure grants, as well as other Federal, State, Regional, and local grants as identified and required.
- DP&O shall develop amendments requesting changes to scope of work, costs, insurance, or other discrepancy.

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- DP&O shall assist with insurance optimization by working with insurance carriers to optimize coverage relating to the disaster, while also making recommendations with regard to limits, scope, and deductibles for future policy negotiations.
- DP&O shall assist the City in understanding of Texas Windstorm Policies, National Flood insurance policies and the effects of anticipated and actual reductions on FEMA PW's.
- DP&O shall develop first and second level appeals.
- DP&O shall coordinate the closeout process of projects to include establishing programmatic document control, establishing a file retention system and data management processes to ensure disaster are complete and ready for audit.

DP&O's phased approach aligns with each step of the FEMA PA process ensuring that the client & DP&O are well prepared for the meetings and required deadlines. During each of these critical stages DP&O's Team provides the best strategy for timely, audit ready project submittals and leveraging ALL available funding sources to **offset the financial impact on the City**. These stages may overlap for individual projects, but they remain a solid guide for the Project Management Plan and efficient project execution

Contract Onsite Meeting: DP&O's Key Management staff and PA Project Team will meet with Client department leads, key staff, engineering, facility managers, etc. to introduce our approach, discuss Client priorities by Disaster, Existing key Disaster project issues, Current Recovery funding status. We will establish point of contacts, client specific reporting preferences, and mutually establish a "Plan of Action" for Disaster Prep/Readiness tasks including Document management system, and financial needs alignment. More important our experienced staff will be able to leverage Lessons Learned in previous disasters regarding Client processes and systems that did not produce all the elements of the critical FEMA required Post disaster data or documents and that required a lot of pre-FEMA submittal work.

Understanding your internal processes for Disaster accounting and Department processes for tracking project cost in addition to the City's goals for infrastructure resiliency will allow the DP&O team to provide early advice on how to structure Future Disaster projects and pursue 404/406 Hazard Mitigation, USACE, NRCS, FHWA, CDBG-DR, and other Infrastructure Grants coming available to the Client.

Progress Meeting Notes: Documentation of all communications will be in the form of published meeting minutes, monthly progress reports, and/or telephone conversation records. The success of this project will be maintaining a continuous line of communication and understanding amongst the Project Team (including subcontractors) and Client's representatives.

PRE-DISASTER READINESS:

Disaster Recovery PA Project Team: DP&O has assigned a dedicated Disaster Recovery PA Team. Our team members bring years of client representation success. Our thorough understanding of the FEMA Pre and Post disaster reimbursement requirements enables us while reviewing our clients Departments current data systems and documents to identify gaps and missing items allowing the departments time to update before a disaster. The PA Teams knowledge of the FEMA PA portal systems post disaster project "EEI" dropdown selections allow us to prepare the departments for effectively identifying and resolving internal department processes pre disaster that post disaster if not resolved could detriment the FEMA review and delay or deny obligations.

Integrating Disaster Financial Data & Financial System Alignment: DP&O believes that the key to strong project financial management begins with establishing a laser sharp focus on the Disaster Financial data and holding all stakeholders accountable for their respective contributions to the project's success.

The DP&O Team firmly understands that planning for and tackling the financial demands of a disaster recovery effort are often the most challenging for any Client. The DP&O Team will compare Client current system with the FEMA/FDEM disaster reimbursement requirements.

Document Management System Implementation: We will implement a **centralized system that aligns with the Client and captures per Department** to share all FEMA required Pre and Post Disaster documents required for: **the Pre-Disaster**

Asset Inspections and status; Force Labor and Equipment; Force Materials; Contracts; Policies; Engineering Drawing/Blueprints; Damage Assessments; Emergency Repairs; Long Term Recovery Projects per FEMA Category, Category A Debris Removal Project Data, and other Grant Projects (FEMA 404 & 406, BRIC, FMA, CDBG-DR).

Pre-Disaster Asset Inventory/ Inspections /Status: Most Critical for FEMA and FDEM FROC reimbursement and of

Disaster Lessons Learned

As with every Disaster planning effort, a key aspect is business continuity and lessons learned by the Client for past disasters. This will involve interviews with each department head to discuss their experience, task and needs during various emergency events. Additionally, DP&O while reviewing the clients disaster cost and documentation will note deficiencies and make suggestions for streamlining the clients' depts documentation processes.

Emergency Repairs and Permanent Projects approvals is the damaged assets "pre-Disaster Status/ Condition "and maintenance notes prior to the disaster. If the Asset has not had any current maintenance or annual inspections, FEMA and FDEM can deny the emergency repairs reimbursement and not approve the Permanent recovery projects for approval. FEMA's EEIs for Emergency Repairs request "Pre-Disaster Maintenance Notes or Pre-Disaster Inspections" to validate the emergency repairs.

DP&O's pre-event services include centralizing all of the client's assets and resources per department with status and conditions photos, GPS locations and mapping to facilitate efficient and accurate damage assessment and minimize the time to qualify and identify post disaster projects.

Hazard Mitigation Assets/Projects Identification: We recommend the City to consider recent events (Federal Declared and Non-declared Disasters) to identify Potential assets/infrastructure that require mitigation and hardening to prevent or minimize future disaster damages and that will create resilience. DP&O has a successful track record of qualifying client infrastructure for 404 or 406 funding post disaster and is currently leveraging qualifying infrastructure for CDBG-DR, CDBG-MIT, and BRIC grants.

Insurance and Other Funding Support: DP&O will review the existing policies and identify with all City Assets per Department SOVs, deductibles, Insured amounts and NON- Insured Assets. Understanding the Client's existing insurance coverages is a key component to ensure full advantage of available program funding opportunities, is critical for submitting accurate Damage assessments values and scheduling post disaster insurance inspections of damaged assets.

FEMA 2CFR 200 Contract Compliance & Internal Policy Review: The DP&O team review all Contracts (addendums and extensions) including Emergency Vendors, Materials purchases and Disaster contracts for compliance with 2 CFR 200 for procurement, and award. We are well versed on the 2 CFR Sections 200.317-200.326 procurement guidelines as well as additional provisions in 2 CFR and related FEMA PA Program and Policy Guide FP 104-009-2 elements. **DP&O will review all internal policies** (payroll, disaster pay, etc.) to ensure disaster pay and other critical disaster and overtime pay are addressed to ensure FEMA reimbursement post disaster

Training Client Departments/Staff: DP&O has an ongoing client Training Program and table-top exercises both in person and via web ex which allows our staff to engage with Client staff and incorporate Lessons Learned to improve future response and recovery tasks ensuring FEMA Compliance. DP&O team provides cross-training of Client staff for FEMA PA grant management procedures and Disaster Reimbursement requirements, and. ensures that the City is fully aware of and has the appropriate policies, procedures, and data to comply with all requirements under the PA program including checklists to ensure no documentation if missing. This will allow the Client to respond & be audit ready for any State or Federal audit.

Debris Management Planning (DMP) & Department Training/ Tabletop Exercise: Instead of leaving the DMP on the shelf we recommend a DMP Quick reference guide during the DMP update that provides a quick overview of critical DMP items: Debris removal Zones, Critical facilities; Emergency Road clearing priorities; Beach Sand cleanup/screening; Debris hazards identification; Parks Debris removal; Roles and Contact updates; Debris management Site locations review. **After the DMP is updated a DMP Disaster Prep training** is recommended to bring all the Departments that participate Debris Removal operations together with the Debris Removal contractor(s) and Monitoring company to discuss the updates and Lessons learned from previous disasters.

POST DISASTER: Phase I - Rapid Response; Phase II Long Term Recovery, & Phase III Project Closeout.

DP&O can support the City with a multitude of Emergency Staffing resources from EOC and Call Center Support, to Damage assessment teams and professional staff to support administration and documentation of emergency repairs and contractor management.

Post Disaster Client meeting DR Project Management Plan, Budget & Weekly Progress Reporting:

Upon request DP&O will meet with the client to discuss the Disaster (DR) Project Management Plan (PMP) and Budget, which is our “Task Order Scope of Work” and roadmap for Full PA support services for Phase I Response, Phase II Recovery and Phase III Project Closeout. The DR PMP identifies critical tasks, activities, staffing plan; deliverables, schedules, key milestones; Progress Reporting including Disaster Projects Cost summaries. **The Task order Budget** will provide the basis for monitoring, controlling, and reporting on the work. **Weekly Progress Reports** include a comparison of budgeted planned work vs actual costs (identifying the reasons for any additional work required).

DAMAGE ASSESSMENTS/COLLECTING CENTRALIZING DA DATA: The DP&O Team can provide engineers and professionals to assist the City if needed for identifying damages to infrastructure and who work close with the Client Engineers or the City’s contractors. The DP&O Team will provide the resources to quickly and comprehensively identify and justify damages. Working with the Client, the Client’s Work Order system we will ensure no Damages or Emergency Repairs are overlooked, to qualify disaster recovery projects.

DP&O uses our exclusive **Recovery EOC™ web and mobile app BOLTEOC™** to capture and maintain all asset damages information, and emergency repairs critical field data with FEMA required back up. The Web app allows the client a real time view of Disaster recovery progress (pending, completed work & work in progress) and disaster project cost summaries. Many times, repairs are made, and the damage is not well documented, and this can cause FEMA to question or deny the repair. Using BoltEOC™ mobile app to collect the Damages and document Emergency repairs guarantees no data is lost, covered up, or destroyed. This is further discussed in the “Documentation Management” section below.

Not Overlooking Damages: Documenting and proving damages documentation for underground infrastructure (storm drains, culverts, underground water /sewer lines) and other assets pump stations, electric control systems, building interiors (elevators, and AC units), can be overlooked as many underground damages go unnoticed until system failure. We Provide Post disaster inspection technicians to identify, and map and photograph damages and field issues resulting from the disaster which if not secured can create severe health and safety hazards to the community.

Disaster Data and Records Entered Using Electronic and or Manual Methods: DP&O will use “Recovery EOC™” Excel Templates to upload labor, Equipment, materials, and contractor costs with FEMA required back up as attachments. After assimilating, auditing all disaster back up with disaster costs the Disaster Projects

Records Reconciliation & Validation

DP&O Recovery Team will Gather, Validate and Reconcile all Disaster Data per Departments including but not limited to:

- ✓ Force Labor (Payroll/Timesheets, Work Orders).
- ✓ Force Equipment: Cross Check with FEMA Cost Code by type & size.
- ✓ Materials: Materials used in stock and purchased reconciled with Vendor contracts, Pos, Invoices, and payments.
- ✓ Policies (Procurement, Payroll, and Insurance): Overtime policies will be reviewed for federal compliance. Procurement per 2 CFR 200 is FEMA’s most stringent requirement.
- ✓ Insurance: an available copy of insurance policy for all assets claimed and the schedule of values with deductibles.
- ✓ Damage Assessments Documentation: Photos, Maps, GPS; Including Pre-Disaster Asset Inspections.
- ✓ Category A Debris Removal Contractor and Monitoring Data and Documents.

Records reconciliation details are provided in the “Approach and Methodology Section.

costs are auto populated to FEMA PW worksheet templates. Throughout the recovery process the solution can be populated both manually and electronically and allows to expand on the evolving data and costs with all supporting back up as attachments: payroll, time sheets, contracts, solicitations, daily logs/invoices, payments, etc., inventory maps, engineering reports, policies, etc.).

Maximize Funding and Expedite the PA Process/ PW Preparation: From day one DP&O's approach will be to target **ALL ELIGIBLE PROJECT COST** and prioritize the quickest turn-around of project funding for the Client maximizing funding opportunities. We will focus on submitting the most rapid turn-around of projects focusing on Category A (Debris Removal) and Category B (Emergency Services) leveraging the City's FDEM FROC Participation. We have a time-tested successful client approach to expedite the PA Process ensuring that all funds are allocated and are reconciled and reimbursed

BEST QUALIFIED REASON

DP&O's dedicated client team is multidisciplined with accomplished strengths critical to the City's Disaster Recovery Program; FEMA PA Program Management; Federal/ State Funding Strategies; FEMA Grant Audit Compliance; FDEM FROC program and have firsthand local and State knowledge.

by federal or state assistance. DP&O will ensure that the City receives and retains funding expeditiously and that **ALL Deadlines** regarding grant reimbursement requirements are met.

FDEM FROC Deadlines: Post Disaster Questionnaire (PDQ):

FDEM FROC reimbursement program has critical deadlines also for Damages Inventory submittals and Post Disaster questionnaire (PDQ) is due within 60 days after the declared disaster.

DP&O ensures the City to be compliant with both FEMA and FDEM FROC Program requirements.

FEMA Meetings & Inspections: DP&O participates in Client's designated FEMA workgroup meetings and provide FEMA Program Assistance and representation for all Recovery tasks

Periodic Adjustment of Resources:

As the recovery proceeds, needs may shift from grant management to procurement to construction oversight and engineering estimates review. DP&O will adjust the staff mix as necessary during all phases of recovery.

Document Management System Implementation: The DP&O Team's brings exceptional capabilities in utilizing our document management system and Recovery EOC™ software that aligns with the Client to share all Pre and Post Disaster documents and costs data. DP&O understands integrating the required document control systems for closeout and audit early with the Client is essential to minimizing any funding de-obligations in the long-term. (More detail on this system is provided in the auditing section of this proposal). DP&O team provides cross-training of Client staff for FEMA Disaster Reimbursement requirements, and checklists to ensure no documentation is missing. This will allow the Client to respond & be audit ready for any State or Federal audit

Document Inventory – We understand that Memories fade as time passes, and staff turnover occurs making the availability of critical documents questionable. From DAY 1 DP&O reviews all clients departments, FEMA required documents and prepares **an inventory of missing critical documents** which we update as the work progresses and submit bi-weekly to the city as a reminder that documentation is still missing.

Grant Management Support: DP&O PW Submittal, Review, Approval and Payment racking will be maintained throughout the FEMA PA Program process including the FDEM FROC Process and through State Close out. We are highly experienced using FEMA Portal, and EMMIE for obtaining PW obligation status checks and verifying the documents are consistent with the PA Portal PW. This will allow us to troubleshoot and bring to FEMA's attention any mistakes made by the PDMG and obtain immediate resolution.

Stress on Quick Closeout of Projects. Many PWs particularly involving Category A and B activities can often be moved to closeout quickly. We recommend all projects be moved to close out as expeditiously as possible. Developing the closeout files is most effective when everyone's memory is fresh, and staff involved in the activities are still accessible.

While we are nimble enough to respond quickly to the City's pre-disaster and post disaster recovery needs, we possess the depth of resources, experience, and expertise necessary to produce high-quality, audit proof, and consistently reliable work product.

Our Corporate Principles each have 25 + years as nationally recognized experts in Disaster Recovery Programs, Debris Management, and Emergency Management including a former FEMA Region IV Director, **John Copenhaver**, CEO, (applicant advocate at Region IV level, Headquarters); **John O'Dell**, CTO (Creator of WebEOC, used in 52 U.S. States including Florida and all Florida counties, and FEMA HQ); **Gabrielle Benigni**, President (FEMA Policy compliance recognized industry leader for Disaster Project Claims Submittals, Disaster Debris Management, and Hazard Mitigation /CDBG- DR Program management; programs and Process & creator of RecoveryEOC™ Software Program); **Laurie Wood**, CIO (recognized WebEOC SME and EM Director). **Rob Russakoff**, Senior VP Recovery/Debris Management/QAQC Data Manager. **Liz Valdes**, Senior VP Recovery Debris Management Expert/Project Manager. **Urban Hammarstedt**, Operations Director DP&O is supported by seasoned Certified Public Adjusters, Utility engineers, Former EM Directors, and Nationally recognized experts with FEMA Policy, Former FDEM Public Assistance Officer, Debris Management Specialists, and IT software specialist. All of our staff hold advanced FEMA and ICS disaster recovery and public assistant certifications, and many are Florida Public Adjusters certified well skilled at working with City's Risk management.

Our staff's client representation excels with the entire Federal Disaster Grant management, administration process, Federal & FEMA Policy compliance, and regulations, Stafford Act, 44CFR, 2CFR 200, Post Katrina Emergency Management Reform Act, Sandy Recovery Improvements Act (SRIA) of 2013 including alternative procedures for public assistance and debris removal and HUD CDBG-DR, USDA, USACE, FHWA, NRCS, FTA, EPA, and other grant programs. Each professional staff hold multiple FEMA, ICS certifications and all staff hold OSHA HAZWOPER Site Supervisor Certifications.

Our strength is in our disaster recovery work and maximizing cost recovery requires expertise in the full grants management lifecycle of numerous programs administered by multiple Federal agencies. Our leadership brings the program management knowledge, understanding, and relationships that are key for Successful Disaster Recovery. Our dedicated staff have decades of success and experience with the entire disaster management and disaster reimbursement administration process, from performing mobilizing to assist with damage assessment, emergency repairs documentation, donating resources management, debris management, debris removal data reconciliation, maintaining FEMA compliance throughout the entire process. Our well-seasoned staff emphasize from day one, audit ready documents to support project closeout, and we maintain this audit readiness through the entire FEMA PA review and approval process including post disaster grant management, and other Grant Programs (FEMA Covid-19, Cares Act, HMPG 404, and 406, State LMS program.

Our technical approach demonstrates the highest level of in-depth understanding Disaster Management and Administrative Services in accordance with FEMA policies, OIG audit principals resulting in decades of successful financial recovery for our clients from disasters.

DP&O maintains consistent proactive advocacy for our clients with Federal funding agencies, and our work requires that are knowledgeable and stay current with the legal and regulatory framework, of each disaster and the interim policies. Our deep expertise in these areas facilitates our clients obtaining ALL their entitled funding. The DP&O team is adept at applying the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and related authorities including titles 2 and 44 of the Code of Federal Regulations (CFR), FEMA FP 104-009-2 PA Program and Policy, Sandy Improvement Act (SRIA), and the Disaster Recovery Reform Act (DRRA) of 2018

Most importantly, our knowledge of the FEMA PA Portal, and FDEM PA Portal including a long-standing working relationship with FDEM and FDEM Consultant Auditors which enables our team to timely identify and resolve potential discrepancies clarify questionable items and turn projects around quickly to obligation and payment.

DP&O's approach **streamlines the entire Disaster Recovery process from Pre -Disaster planning, thru response and recovery and financial recovery seizing Hazard Mitigation grant opportunities.** Most critical for Disaster reimbursement is Documentation management, audit ready disaster reimbursement forms submittals and flawless back up documentation and we do this with excellence utilizing our Recovery EOC™ web and mobile apps BOLT™ EOC and TRKR™. Our Recovery EOC allows the City 24/7 access to all project data in real time view of all Disaster Recovery phases from Damage assessments to Recovery Projects costs tracking with all FEMA required back up documentation. Recovery EOC™ can interface with ARC GIS and WebEOC which ensures all CRITICAL disaster data is maintained and centralized for long term access. Recovery EOC™ maintains all disaster project costs with back up documentation in audit

ready format, allows clients 24/7 visibility to work in progress with project status/cost summary and enables DP&O to ramp up with the City's project expediently to assist with Disaster Related Recovery Services

DP&O Leverages Web Based BOLTEOC™ and Mobile TRKR™ Apps to Centralize ALL Information in ONE Federally Secure Database for Assets/Infrastructure per Department, Labor, Equipment, Contractors, Materials, Policies, Asset & Crew Mapping. Automating Recovery Project Costs, Damage Assessments and Auto-Populating FEMA PW Templates in an Audit Ready Format!

SECTION 3: TECHNICAL APPROACH AND METHODOLOGIES

OUR APPROACH IS TRIED AND TRUE and includes a three-phased approach to provide the Scope of Services - Our approach strategy below has been successfully time-tested by all of our clients and proven to be a robust, comprehensive turn-key approach that is flexible for each clients' specific needs and internal programs and processes. Our approach aligns with FEMA's PA Operational Process and Phases and ensures that from day one our Client and DP&O maintain strict compliance with FEMA, State and other Federal Agencies disaster documentation requirements, adherence to all applicable Federal policies, OIG audit standards and especially the stringent State and FEMA deadlines for Disaster submittals.

The Team overall programmatic approach typically falls into three major phases: **PHASE I – Pre-Disaster Readiness and Rapid Response** (where we ramp up post disaster), **PHASE II - Long Term Recovery** and **PHASE III - Project Closeout**.

Our capability for developing effective and comprehensive approaches to streamline the disaster recovery process has led to many of DP&O's processes, methodologies and procedures being adopted by the Cities, Counties, Public Utilities, and other clients as standard practices.

Phase Ia: Pre-Disaster Readiness Client Records/Process Review Phase Ib: Post DR Rapid Response 0-60 Days FEMA Meeting Prep	Phase II - Long-Term Recovery 60-120 Days FEMA PA & Grant Management	Phase III - Project Closeout 120-180 Days FEMA Review, Approval, Obligation & Project Closeout
Pre-Disaster Readiness - Client Meeting with Departments - Financial Needs Alignment - Document Management System - Centralize Dept Records 2 CFR 200 Contract Compliance Review - Internal Policy Review - Insurance Policy SOV Review Rapid Response: FEMA Program Management - Client & PA Team Meeting - Evaluate Disaster Impact & Set Priorities - Request for Public Assistance & TDEM FROC PDQ Submittal FEMA RSM Meeting Prep - Damages Validation & Eligibility Analysis - DI Inventory Listing Prep - Data Gathering - Cost/ Record Reconciliation	- Project Prioritization/ Timelines - Electronic Records Database Continued Data Gathering & Cost Recon. Contractor & MAA Invoices Recon Cat A, B Projects TDEM FROC Submit; Spa/Streamlined Projects Submittal - Work Completed: Cost/ Documents Reconciliation - HMGP ID Opportunities - Environmental Compliance - ID Other Funding Sources - PW Preparation Scope & Costing - Work To Complete - Engineering & Design, as needed - RFP /Solicitation Preparation - PW Versions - As needed - Pre-Audit FEMA Submittals Recovery Projects Monitoring - Timely Reimbursement Requests - PW Progress Reporting	- PW Obligation Pursue - Continue Funding Identification & Pursuit - Project PW Tracking - RFI Replies - Reply Request for Reimbursement - PW Payment Tracking - Project Closeout - Grant Closeout - Audit Support, Defense if needed - BRIC/FMA & Other Grant Submittals - Client Department Training. Update DR DMP Plans as needed

DP&O's phased approach aligns with each step of the FEMA PA process ensuring that the client & DP&O are well prepared for the meetings and required deadlines. During each of these critical stages DP&O's Team provides the best strategy for timely, audit ready project submittals and leveraging ALL available funding sources to **offset the financial impact on the City**. These stages may overlap for individual projects, but they remain a solid guide for the Project Management Plan and efficient project execution

Client Onsite Kick off Meeting: DP&O's Key Management staff and PA Project Team will meet with City department leads, key staff, engineering, facility managers, to establish point of contacts, and discuss Client priorities by Disaster, Existing key Disaster project issues, Current Recovery funding status, client specific reporting preferences, and Disaster Prep and Readiness goals. We will provide a proposed agenda before the meeting and include any modifications/additions the City has. As a result of this meeting, we will mutually establish a "Plan of Action" for Disaster Prep/Readiness tasks including Document management system, and financial needs alignment.

Disaster Recovery PA Project Team: Our team members bring years of client representation success and have the expertise to provide advice and guidance on timekeeping, payroll, accounting, and document retention to ensure FEMA Compliance and that costs can be adequately documented and justified. More important our experienced staff will be able to leverage Lessons Learned in previous disasters regarding Client processes and systems that did not produce all the elements of the critical FEMA required Post disaster data or documents and that required a lot of pre-FEMA submittal work.

Understanding your internal processes for Disaster accounting and Department processes for tracking project cost and the City's goals for infrastructure resiliency will allow the DP&O team to provide early advice on how to structure Future Disaster projects and pursue 404/406 Hazard Mitigation, USACE, NRCS, FHWA, CDBG-DR, and other Infrastructure Grants coming available to the Client.

Our team is well seasoned with the FEMA and Florida PA portal systems and dedicated to quickly and effectively identifying any outstanding issues, establishing communications with TDEM or FEMA to quickly resolve lingering reviews that may need clarifying to move the project.

Disaster (DR) Prep Project Management Plan, Budget & Weekly Progress Reporting:

As a result of the Initial Client meeting and mutually agreed task, DP&O will prepare a Disaster (DR) Prep Task and Project Management Plan (PMP) with Budget, which will define the "Scope of Work" and roadmap for Disaster prep task, PA support services and Grants management. The DR Prep PMP identifies critical tasks, activities, staffing plan; deliverables, schedules, key milestones and Progress Reporting.

PRE-DISASTER READINESS:

Integrating Disaster Financial Data: DP&O believes that the key to strong project financial management begins with establishing a laser sharp focus on Disaster Financial data and holding all stakeholders accountable for their respective contributions to the project's success.

Our Document management and tracking system provides real time financial information project funding sources and the status of each project expenditure. This approach allows the Client the ability to monitor the financial picture of the recovery and review the project documentation progress. This approach also provides access to project information to identify potentially ineligible costs or discrepancies. This will be further discussed in the section "Information Technology and Data Management."

Financial System Alignment: The DP&O Team firmly understands that planning for and tackling the financial demands of a disaster recovery effort are often the most challenging for any City. We stress establishing an early understanding of

DP&O Assigned Dedicated Disaster Recovery PA Management Team

Understanding YOUR SPECIFIC internal processes for Disaster accounting and Department processes for tracking project cost in addition to the City's goals for infrastructure resiliency will allow the DP&O team to provide early advice on how to structure Future Disaster projects and pursue 404/406 Hazard Mitigation, USACE, NRCS, FHWA, CDBG-DR, and other Infrastructure Grants.

the Client's financial needs and developing strategies to implement to address them. The DP&O Team will compare Client current data systems and processes and provide advice on key elements that may need revised or updated for better alignment with Federal and state reimbursement requirements. Our thorough understanding of the FEMA Pre and Post disaster reimbursement requirements enables us while reviewing our clients Departments current data systems to identify gaps and missing items allowing the departments time to update before a disaster

The DP&O Team has successfully pursued multiple mechanisms such as expedited PW reimbursement, CDBG-DR, Community Development Loans, or other alternative funding sources and other mechanisms to help Client bridge the financial demands that come with fronting all disaster recovery costs.

FEMA 2 CFR 200 Contract Compliance and Internal Policy Review: The DP&O team review all Contracts (addendums and extensions) including Emergency Vendors, Materials purchases and Disaster contracts for compliance with 2 CFR 200 for procurement, and award and s. We are well versed on the 2 CFR Sections 200.317-200.326 procurement guidelines as well as additional provisions in 2 CFR and related FEMA PA Program and Policy Guide FP 104-009-2 elements to ensure the Client has the adequate contract language and documentation to be compliant.

DP&O will review all internal policies (payroll, disaster pay, etc.) to ensure disaster pay and other critical disaster and overtime pay are addressed to ensure FEMA reimbursement post disaster.

Department Procedures Processes Review: DP&O will meet with City Departments to review protocols related to the FEMA PA and TDEM FROC process. Our focus is to ensure compliance with Federal requirements and provide written recommendations covering any issues of concern.

Document Management System Implementation & Software: DP&O uses Syncplicity document management system which allows us and our client full view and transparency of work in progress and final FEMA submittal packages. Disaster Recovery documents and data are constantly evolving, and we use the document management system to have easy access yet control who can modify/update/edit disaster costs data and records and to collaborate on documents review.

We use our Recovery EOC™ Document Management and Disaster Projects cost tracking system, which centralizes and captures ALL FEMA Required Client Disaster data per Department. The system easily aligns with the Client so we capture for each Department the Pre and Post Disaster data and documents including but not limited to: the Pre-Disaster Asset inspections/status documentation Asset Inventories with GPS locations and Maps, Photos; Materials (with Vendor POs and Payments); Contracts (with solicitation, Award/council approval, amendments), Policies (Procurement, Payroll, Insurance, Bargain Agreements, etc), Engineering drawing/blueprints; Damage assessments; Emergency Repairs; Long Term Recovery Projects per FEMA Category (Work Completed and Work to Complete); Category A Debris Removal project data per FEMA Accelerated Debris Periods; and other Grant Projects (FEMA 404 & 406, BRIC, FMA, CDBG-DR...). Recovery EOC™ capabilities will be discussed in the “Documentation Management System Implementation” and Disaster Project Cost and data tracking section



Pre-Disaster Asset Inventory/ Inspections /Status: Most Critical to maintain compliance for FEMA and TDEM FROC disaster reimbursement of Emergency Repairs and Permanent Projects approvals is the “Pre -Disaster Status/ Condition” (and maintenance notes, if any) of the damaged repaired assets. If the Asset has not had any current maintenance or annual inspections, FEMA and TDEM can deny the emergency repairs reimbursement and not approve the Permanent recovery projects for approval. Most entities have asset program or inventory excel formats yet lack the details of pre disaster asst inspection. DP&O’s pre-event services include centralizing all of the client’s assets and resources per department with status and conditions photos, GPS locations and mapping to facilitate efficient and accurate post disaster damage assessment minimizing the time to qualify and identify post disaster projects.

DP&O’s Professionals are highly skilled at performing and assisting our City’s with Asset inventory inspections where we also **identify/flag assets that need repair or replacement providing the list to the client and follow up for post repair photos /inspection notes. This is critical for FEMA Reimbursement of Disaster damaged repaired assets.**

Hazard Mitigation Assets/Projects Identification: We recommend the City to consider recent storm events (Federal Declared and Non-declared Disasters) to identify Potential assets/infrastructure that require mitigation and hardening to prevent or minimize future disaster damages and create resilience. DP&O has a successful track record of qualifying client infrastructure for FEMA 404 or 406 funding post disaster and leveraging qualifying infrastructure for CDBG-DR, CDBG-MIT, and BRIC grants.

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Disaster Lessons Learned

As with every Disaster planning effort, a key aspect is business continuity and lessons learned by the Client for past disasters. This will involve interviews with each department head to discuss their experience, task and needs during various emergency events. Additionally, DP&O while reviewing the clients disaster cost and documentation will note deficiencies and make suggestions for streamlining the each depts documentation processes.

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and Contact updates; Debris management Site locations review. **After the DMP is updated a DMP Disaster Prep training** is recommended to bring all Departments that participate in Debris Removal operations together with the Debris Removal contractor(s) and Monitoring company to discuss the updates and Lessons learned from previous disasters.

This “ramp up” period includes some key aspects of getting procedures established and beginning the critical steps to expedite the FEMA PA recovery process. Our focus is identifying all Damages and costs, quick closeout of projects and to obtain timely reimbursement. We bring to the engagement Lessons-Learned from other Clients, and best industry practices.

DP&O PHASE I – Post Disaster Rapid Response & FEMA PA Meeting Prep

IMPLEMENTING FEMAS PA OPERATIONAL PROCESS:

Client Meeting, DP&O PA Management: DP&O is ready to mobilize the Client PA Team comprised of individuals who bring hands-on experience with each phase of the FEMA and State PA process and the variety of funding sources available. Based on the Disaster severity the Disaster may not yet have a Federal Declaration and accounting for reporting ALL accurate Damages dollar values is critical to obtaining a Federal declaration.

Pre-DR Declaration: DP&O will hold a Pre-DR declaration meeting with the City to review disaster damages and costs estimates, *to ensure that damages and costs are not overlooked or excluded* from the City's *Preliminary Damage Assessment (PDA)*, which supports the request for disaster declaration.

Post-DR Declaration Meeting: In the event the Disaster has a Federal declaration, DP&O will meet with the City to prepare for the FEMA PA Program which includes, Request for Public Assistance (RPA) submittal, Applicant Briefing meeting, and Recovery Scoping meeting where FEMA critical deadlines begin. Additionally, DP&O will address and prepare the **TDEM FROC Post Disaster Questionnaire (PDQ)** due in 60 days of the Disaster declaration.

DP&O's phased approach aligns with each step of the FEMA PA process ensuring that the client & DP&O are well prepared for the meetings and required deadlines. We continually balance our resources to ensure the most effective use of staff throughout the lifecycle of each project to produce the most cost-effective program for the City.

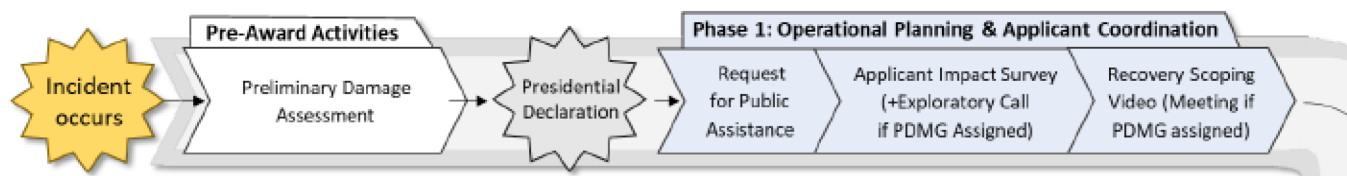
Disaster Lessons Learned

Obtaining a Stafford Act Major Disaster declaration for FEMA PA is dependent on the state and City meeting mandatory thresholds based on per capita indicators.

The Public Assistance Process

FEMA Public Assistance

PROGRAM DELIVERY PROCESS STEPS for APPLICANTS



FEMA MEETINGS /CLIENT REPRESENTATION: DP&O will attend ALL FEMA/State client meetings and ensure all client deadlines for submittal are planned for and adhered to. After The **Applicant Briefing meeting** and the RPA is filed, FEMA will hold an “**Exploratory Call** which is used to inform FEMA of the City’s initial disaster impacts and to schedule the RSM (Recovery Scoping Meeting). The **RSM** is usually scheduled within 21 days of the RPA filing and is used to discuss the recovery objectives, the Damages per FEMA Category and Potential Hazard Mitigation projects.

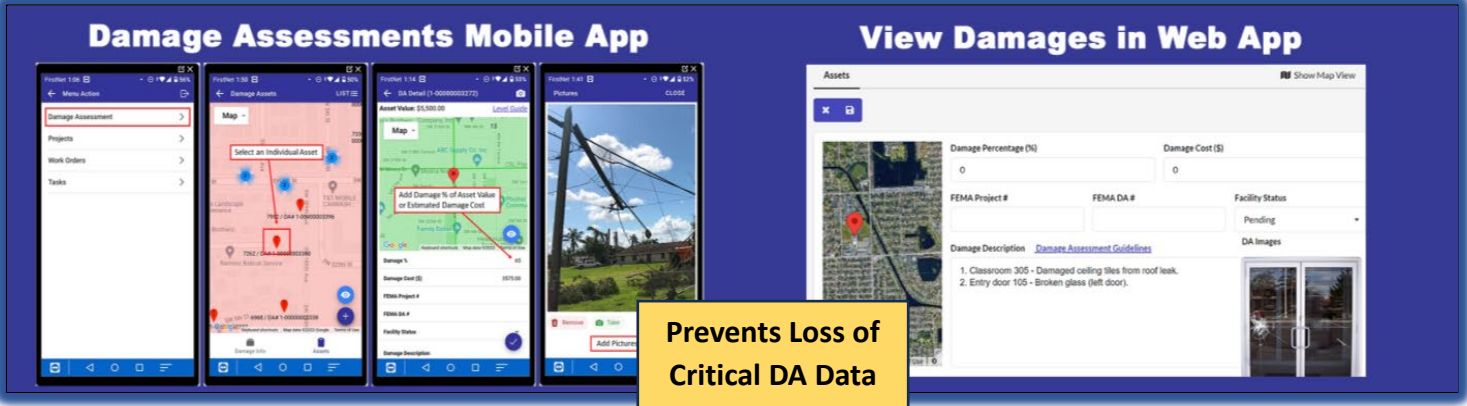
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DP&O uses our exclusive **Recovery EOCTM web and mobile app BOLTEOCTM** to capture and maintain all asset damages information, and emergency repairs critical field data with FEMA required back up. The Web app allows

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24/7 (305) 317-0831 www.DPandO.com

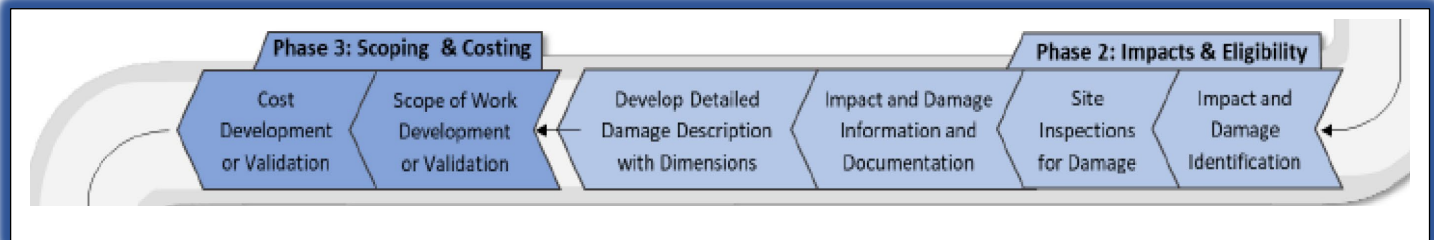
the client a real time view of Disaster recovery progress (pending, completed work & work in progress) and disaster project cost summaries. Many times, repairs are made, and the damage is not well documented, and this can cause FEMA to question or deny the repair. Using BoltEOC™ mobile app to collect the Damages and document Emergency repairs guarantees no data is lost, covered up, or destroyed. This is further discussed in the “Documentation Management” section below.



NOT Overlooking any Possible Damages: Documenting and proving damages documentation for underground infrastructure (storm drains, culverts, underground water /sewer lines) and other assets pump stations, electric control systems, building interiors (elevators, and AC units), can be overlooked as many underground damages go unnoticed until system failure. We Provide Post disaster inspection technicians to identify, and map and photograph damages and field issues resulting from the disaster which if not secured can create severe health and safety hazards to the community.

Accurate and detailed Damage Assessments are most critical to obtaining Disaster repairs reimbursement. DP&O promises that all City’s Damage assessments will include FEMA specific details (insurance information, location/GPS; cost estimates, damage dimensions, detailed description, “Cause” of damage, photos, blueprints if applicable).

Maximize Funding and Expedite the PA Process: From day one DP&O’s approach will be to target **ALL ELIGIBLE PROJECT COST** and prioritize the quickest turn-around of project funding for the Client maximizing funding opportunities overlooked including Hazard Mitigation. We have a time-tested successful client approach to expedite the PA Process ensuring that all eligible funds are reconciled, submitted in audit ready format and reimbursed by federal or state funding agencies. DP&O will ensure that the Client receives and retains funding expeditiously and that **ALL Deadlines** regarding grant reimbursement requirements are met.



FEMA DAMAGE INVENTORY AND ELIGIBILITY ANALYSIS:

FEMA DAMAGE INVENTORY (DI): the DI is due within 60 days of the RSM. Using the City’s PDA, DP&O will expand on the Damages listing to ensure no damages / disaster projects or costs are overlooked. The DI will include a detailed list of all Category A, debris removal projects, Category B emergency services projects, and ALL Category C-G damaged facilities (including Work Completed and To Complete) for which the City will be submitting FEMA PA reimbursement.

DI Project Formulation: Project formulation occurs during the DI final listing. The “Project Formulation” is where DP&O, the Client and FEMA group damaged facilities, or combine locations logically. Here the Client can leverage their project priorities, and logically group their projects or facilities to meet their recovery objectives. DP&O’s management team is well experienced with providing guidance to the client for best project groupings to minimize FEMA review time, maximize funding opportunities and reduce obligation time.

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Hazard Mitigation Assets/Projects Identification: During the Damage Assessments gathering, and review DP&O identifies all Potential FEMA 406 Hazard Mitigation opportunities, including the NON damaged assets Damaged for State 404 mitigation program. DP&O has a successful track record of qualifying client infrastructure for 404 or 406 funding post disaster and is currently leveraging qualifying infrastructure for CDBG-DR, CDBG-MIT, and BRIC grants. Whether identification of a new or further hardened infrastructure, purchase of additional back- up generators, pumps, communications systems, or relocation of critical facilities, early identification will assist with the qualification of these critical assets for mitigation.

FEMA SITE INSPECTIONS: The FEMA Damage Inventory (DI) projects will be used to schedule the **FEMA Site inspections** for Projects where Work has NOT BEEN Completed and to review/discuss potential sites with Hazard Mitigation opportunities. DP&O will attend and document the FEMA site inspections using our **BoltEOC™** mobile app, we document all site notes, additional photos, and photo the FEMA site inspection form. Using **BoltEOC™** DP&O provides for Each Damaged facility, maps with damaged sites GPS, photos and details to accommodate and prep the FEMA site inspection team **which expedites a most efficient FEMA inspection**. Additionally, DP&O Preps for any environmental compliance issues and addresses the FEMA National Environmental Policy Act (NEPA) requirements prior to any site inspections.

DP&O PHASE II – FEMA Project Scoping & Costing

DP&O's approach and methodology continuously aligns with FEMA PA process for project scoping & costing and more importantly our approach streamlines the PW documents review and FEMA portal submission.

For each Disaster Project DP&O will prepare the Scope of Work (SOW) for "Work completed" with actual costs for "Work to be complete" based on costs estimates. DP&O ensures the SOW developed is consistent with the DDD and that we adjust for anticipated insurance funds based on policy schedules. DP&O manages all the FEMA components for the SOW development including: Reconciling contract invoices with contract line items, Task Orders, and other back up documentation; review engineering including design, applicable codes/standards, permits; insurance adjusters reports; environmental and historic preservation (EHP) reports; attend FEMA site inspections and other site visits as needed; participate in FEMA meetings to review generated documents; address eligibility issues; identify hazard mitigation opportunities.

FEMA Damage Description & Dimensions (DDD's):

documentation is a result of site inspections (for work to be completed and data documents submitted (for work completed).

The DDD is then uploaded to the Grants Portal and submitted to FEMA Consolidated Resource Center (CRC) for compliance and quality assurance.

FEMA PA Portal Project Documents submittals: For each Disaster project our team will work continually with the department/individual responsible for project work management to gather the supporting documentation as it becomes available. For Each project FEMA has a series of questions termed Essential Elements of Information (EEIs") which consist of questions, dropdown selections and required documents. We are highly skilled with assimilating and submitting all required EEI documents.

Grant Management System Implementation: DP&O understand that insufficient and inadequate monitoring often leads to Single audit findings that end up with someone from the City standing before the governing board explaining negative findings which can be detrimental to future grants qualifications. Utilizing our Recovery EOC™ Grant Management system we successfully provide end to end solution to maintain all the FEMA documentation and submittals required for the successful grant reporting, closeout, and audits. DP&O will our client has 24-hour access to all project data in real time view of all Grant management projects, progress, and status of funding. Recovery EOC™ maintains all disaster project costs and back up documentation in audit ready format, allows clients visibility to work in progress and enables DP&O to ramp up with the City's project expediently to assist with Federal Grant and Disaster Related Recovery Services.

Develop a Strategy to Target Required FEMA Matching Funds. As part of the financial system alignment, DP&O Team will assist in establishing strategies to help the Client meet the matching fund requirement for receipt of FEMA and other federal funds. As required all federal funds will be identified to a specific federal revenue sub-account; a specific sub account will track matching state grant proceeds received. Whether identifying donated resources to offset the match requirement, providing support to justify a reduced match, or pursuing CDBG or other funds to provide the matching dollars, DP&O will develop an approach that meets the Client's needs.

Document Management System Implementation: The DP&O Team's brings exceptional capabilities in utilizing our document management system that aligns with the Client to share all Pre and Post Disaster documents and costs data. DP&O understands integrating the required document control systems for closeout and audit early with the Client is essential to minimizing any funding de-obligations in the long-term. (More detail on this system is provided in the auditing section of this proposal). DP&O team provides cross-training of Client staff for FEMA Disaster Reimbursement requirements, and checklists to ensure no documentation is missing. This will allow the Client to respond & be audit ready for any State or Federal audit.

Document Inventory – We understand that Memories fade as time passes, and staff turnover occurs making the availability of critical documents questionable so from DAY 1 DP&O reviews all clients departments FEMA required documents and prepares an inventory of missing critical documents which we update as the work progresses and bi-weekly submit to the client as a reminder that documentation is still missing. This prevents a last-minute FEMA submittal scramble for the City and DP&O.

RecoveryEOC™ web-based and mobile software solutions **Will Be Utilized for All 3 FEMA Phases to ensure critical data is stored and no data is overlooked.**

RecoveryEOC™, emphasizes Federal compliance & Industry standards for financial records and Disaster document management by maintaining data in a centralized database for: assets/ infrastructure with asset status/condition, photos and mapping; force labor, equipment, contractors, materials cost details with FEMA required supporting back up as attachments.

Disaster Project Data, Cost and Records Entered Using Electronic and or Manual Methods: DP&O will use "Recovery EOC™" Excel Templates to upload labor, Equipment, materials, and contractor costs with FEMA required back up as attachments. **Recovery EOC templates are both FEMA PW and TDEM FROC complaint for submittals reimbursement.** After assimilating, auditing all disaster back up with disaster costs the Disaster Projects costs are auto populated to FEMA PW worksheet templates. Throughout the recovery process the solution can be populated both manually and electronically and allows to expand on the evolving data and costs with all supporting back up as attachments: payroll, time sheets, contracts, solicitations, daily logs/invoices, payments, etc., inventory maps, engineering reports, policies, etc.).

Records Reconciliation, Validation, and Input:

DP&O recovery team will gather, validate and reconcile following the Office of Management and Budget established regulations regarding administrative requirements, cost principles, and audit requirements in 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:

- Force Labor (FL) Data Review: Time Sheets, Payroll Ledgers, Work Orders, Daily Logs; Staff Roles.
- Force Equipment (FE) Records: cross check with FEMA Cost Code and FL, Daily Logs.
- Materials: Materials used in stock and purchased reconciled with Vendor contracts, Pos, Invoices, and payments.
- Contractors: Contractor Invoices with Contract Line Items, Task Orders, PO's, Daily Logs.
- Policies (Procurement, Payroll, and Insurance): Procurement, and Payroll, Overtime Policies will be reviewed for federal compliance. Procurement per 2 CFR 200 is FEMA's most stringent requirement.

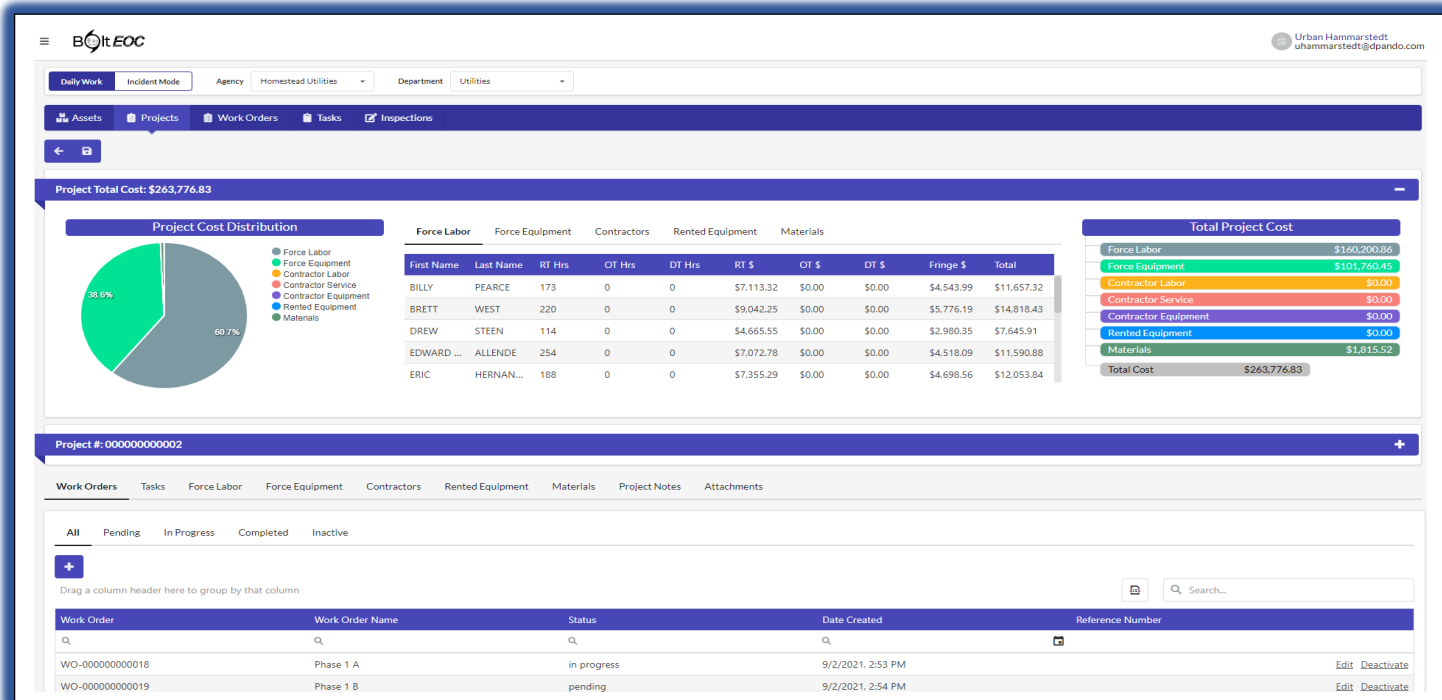
DP&O uses RecoveryEOC™

streamlines and makes more efficient the entire Disaster Response and Recovery process and the SQL data base, allows easy interface with any existing programs to allow upload of client data. We also provide excel templates that can facilitate easy upload of client's labor, equipment, materials data and prevents human data entry errors.

- Insurance: an available copy of insurance policy for all assets claimed and the schedule of values with deductibles.
- Damage Assessments Documentation; Photos, Maps, GPS coordinates; Including Pre-Disaster Asset Inspections of damaged assets.
- Emergency Repairs Documentation (FL, FE, Contractors Daily Logs, Photos, Work Orders, Materials).
- Buildings /Lease Agreements (if any, if needed): Review of lease agreements, or maintenance agreements for items claimed for FEMA reimbursement showing maintenance responsibility of the assets claimed or damage repairs; staging properties, buildings temporarily leased or used as shelters.
- Donated Resources: all donated resources and volunteers will be gathered, reviewed, and included for reimbursement. Donated Resources is used to reduce the Applicant share of the project cost.
- Procurement Policies: Contracts, Emergency Contracts, Pre- Qualified vendors, and Solicitations per FEMA 2 CR 200 Compliance.
- Historic Buildings, Archaeological sites & environmentally sensitive areas will be reviewed for damaged assets.
- Recovery Construction Projects in progress.
- **Category A** – Debris Removal Documents Review (ROW to DMS, ROW to Disposal, Leaners, Hangers, Stumps) per FEMA required Debris Documents per Appendix D of Debris Removal Pilot Program:
- **Debris Contracts** – All Debris removal and Monitoring contracts will be reviewed for FEMA and Federal Contracting 2 CFR 200 compliance; Contractor Invoices per Contract billing items; Monitors invoiced with Tickets/ledgers. Discrepancies or issues will be documented and issued to the designated Client representative for Debris Contractor invoice corrections.
- Leaners, Hangers, and Stumps: reconciled with Debris removal invoices, per contract cost items and per monitor logs data. We will validate leaners, hangers, and stumps compliance for FEMA documentation including photographs, GPS locations verify in city limits, quantities, and stump measurements.
- Debris Removal Load/haul Ticket Ledgers: We will obtain and review daily Debris load/ haul ticket ledgers and ensure they have been reconciled for duplicate and or missing load/ haul tickets. Reconciliation identifies any discrepancies between load/haul cubic yards and actual debris quantities, and debris removal invoices will be reported to Client for debris removal invoices corrections. Additionally, ticket ledgers will be spot checked for a truck certification haul capacity (cubic yards). Load haul tickets will also be validated and spot checks for accuracy per ticket ledgers.
- DMS Final Haul out: to permitted disposal facility-final haul out ticket ledgers will be reviewed and reconciliation with actual disposal facility ticket ledgers to identify any discrepancies between debris quantities hauled and disposed. Spot checks on final haul out tickets and disposal tickets will be performed for accuracy and per FEMA compliance.
- Additional Debris Removal documents to be reviewed and validated include the following: Truck Certifications, Hourly work, Maps and or streets of Emergency Roads clearing.
- Debris Removal Progress maps and priorities per Client Debris Management Plan.
- DMS Permit, Baseline report and TDSR closure report.
- All reconciled and final Debris removal and monitor documents will be filed electronically and submitted with FEMA Category A FEMA Project Worksheet(s) per Debris Pilot Program requirements.

Database Reporting: DP&O will collect, audit, reconcile and ensure the accuracy and completeness of all disaster recovery data. This data and associated documentation will be in audit ready format for use in the PA reimbursement process. All documentation and data produced by DP&O will be in compliance with the requirements of FEMA, FHWA and other applicable federal, state, and local agencies.

DP&O will utilize our Recovery EOC platform to maintain all Disaster Recovery costs, with back up FEMA required documentation. Recovery EOC will prevent duplication of data entry and facilitate long term storage of volumes of disaster documents in audit proof format.



DP&O's Methodology incorporates the 2 CFR 200 cost principles and audit requirements facilitating audit readiness and guarantees federal disaster reimbursement compliance for all disaster project cost submittals.

Pre-Audit/ Audit Readiness: The Office of Management Budget establishes regulations regarding administrative requirements, cost principles, and audit requirements in 2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

All “Final” FEMA PW project files will be synced with DP&O’s client document management system to facilitate State Audits & quick closeout.

The PW final project and cost estimate with supporting documents would then be submitted to FEMA PA Portal and DP&O will answer all Portal “EEI” Questions promptly for Prompt document submittal entry for JFO

review and submittal to CRC and EMMIE for obligation.

PW Preparation: If needed immediate focus will be on PW preparation of Emergency Services and small Projects since small project grants are paid upon obligation. All Completed Work projects will be prepared. Each Project situation will be evaluated appropriately to determine which project writing scenario is most beneficial. Applying lessons-learned from previous disasters and defining how individual departments will work together is critical to maximizing reimbursements between the available recovery programs.

Projects Written by Department per FEMA Category: this project writing approach could also result in separate permanent projects for Police, Fire, Public Works, Parks and Recreation, Engineering, etc. This simplifies securing project documents with the department heads. This also allows for electronic documents to be tracked more easily within the Client’s electronic financial system but may require confirming that deductibles are not duplicated between projects. This is best applied with non-insurable facilities.

Projects Written by Facility: a more standard approach taken by FEMA. This method of writing projects will require obtaining documents from multiple departments, from multiple contractors, purchase orders, invoices, etc., for a single damaged facility: this process will make it easier to confirm anticipated insurance proceeds.

Grant Tracking: PW Review/Payment Tracking: Additionally, our team maintains a tracking of the entire Grant, FEMA & State review progress, RFIs and replies to timeline which provides immediate notification of FEMAs often repeated RFIs for duplicate previous submitted information. This protects our client from unnecessary FEMA delays and additional costs. DP&O documents all FEMA PA and VAYGO Portal submittals via screens shots as many times a FEMA RFI is issued where FEMA reviewers overlook the submitted documents and the screen shots of the submitted files allows FEMA an easy view to locate the file.

A common practice of our Program Approach is providing weekly progress reports. From Day 1 of Project Submittal DP&O maintains a tracking of the entire FEMA and State review process including: **FEMA PW Review /Approval and costs summary spreadsheet** which includes: RFIs subject and reply to dates; submitted costs and obligated dollar amount. This spreadsheet provides immediate notification of FEMAs often repeated RFIs for duplicate previous submitted information. This protects our client from unnecessary FEMA delays and additional costs.

DP&O Tracks weekly the “State review progress through closeout, and Request for Reimbursement (RFR) payment Tracking” with RFI’s subject and reply to dates and project audit notes; RFR date, amount and Date paid.

PW’s submittals/reviews, PW’s obligated and PW’s payments status. Progress reports include details of each PW’s review status, RFI replies through obligation. Additionally, the Request for Reimbursement and payments are reconciled to the penny and included on the weekly progress reports.

Project Closed or In Progress	Project Closing In Progress	RECOMBINED BACK INTO 1 PROJECT	HMP Project OBLIGATED	CITY OF HOMESTEAD FEMA STATE PW TOTAL TRACKING																		
				FEMA CAT	Proj #	Proj Title-Description	FEMA Category	COH PW 5 Submitted	FEMA Portal Submit Date	FEMA CRC/RFI	FEMA RFI Reply	FDEM RFI	FDEM RFI Reply	FEMA Obligated Date	FEMA Obligated Amount	EMME #	Date	FEMA \$ Pd	CK Paid	State Share \$ Pd	CK Paid	TOTAL PAID
CAT B- 100% Won APPEAL		525	Emergency Protect Measures	B- Emerg Road Clearing	\$922,526.01	3/21/19	RFI #18829 - 10/17/19 RFI #20128 - 11/22/19 Request for Police WO's - 1/23/20 Determination Memo - 2/4/20	submitted on 11/4/19 submitted on 12/18/19 submitted on 1/23/20 submitted on 2/4/20	FDEM RFI #1 - 11/21/19	submitted on 12/23/19	Submitted 5/30/20 RE-REVIEW 12/20/20	\$846,301.81 submitted	7735	9/4/2020	\$0.00						\$0.00	
CAT B- 100% RE- REVIEW FINAL		525	Emergency Protect Measures	B- Emerg Services	\$1,424,154.42	3/21/19	RFI #11583 - 4/3/19 Email Request - 6/28/19 RFI #18829 - 10/17/19 RFI #20128 - 11/22/19 Request for Police WO's - 1/23/20 Determination Memo - 2/4/20	submitted on 4/2/19 submitted on 6/28/19 submitted on 11/4/19 submitted on 12/18/19 submitted on 1/23/20 submitted on 2/4/20 submitted on 3/30/20	FDEM RFI #1 - 11/21/19	submitted on 12/23/19	APPEAL Submitted 5/30/20 RE-REVIEW Submitted 3/10/21 DM #2 - 8/2/21	\$1,269,696.61	7735	7/30/2021	\$931,854.15	11/2/21 11/17/21 12/16/21 12/20/21					\$931,854.15	
CAT A- 1st 75%		40287	Debris Removal 75% Sept.4, to Sept.17,2017	A - Debris Removal	\$644,133.99	3/18/19	RFI #11718 - 4/5/19	submitted on 4/22/19	FDEM RFI #Initial - 11/14/19 FDEM RFI #1 - 2/10/20 FDEM RFI #2 - 2/12/20	submitted on 12/23/19 submitted on 2/24/20 submitted on 2/26/20	Obligated 9/20/2019	\$644,133.99	7387	3/20/20 5/18/20 8/19/20	\$577,804.09	Payment #V005997 #V007094 #V008056	\$32,100.23	Payment #V005991 #V007092 #V008054	\$609,904.32			
CAT A-2nd 90%		40288	Debris Removal 90% Sept.18, to Oct.17,2017	A - Debris Removal	\$2,698,479.25	2/6/19	RFI #18256 10/4/19 5 Addtl P's 10/24/19	submitted on 10/22/19 & 10/30/19 submitted on 10/30/19	FDEM RFI #1 - 11/14/19 FDEM RFI #2 - 1/24/20 FDEM RFI #3 - 2/16/20	submitted on 12/23/19 submitted on 2/6/20 submitted on 2/20/20	Obligated 10/1/20	\$2,401,096.55	6586	10/7/2020 12/15/20	\$2,160,986.89	Payment #V001793 #V003057	\$120,054.82	Payment #V001789 #V003036	\$2,281,041.71			
CAT A- 3rd 80%		40290	Debris Removal 80% Oct.18, to Dec.16, 2017	A - Debris Removal	\$1,558,256.36	2/26/19	RFI #11716 - 4/5/19 RFI #13022 - 5/14/19 RFI #14363 - 6/25/19	Submitted on 4/22/19 Submitted on 5/20/19 Submitted on 7/11/19	FDEM RFI #6971 - 11/19/19 FDEM RFI #2 - 3/10/20	submitted on 12/23/19 submitted on 3/25 & 4/28	Obligated 10/14/2019	\$1,524,170.65	6971	3/25/20 6/16/20 11/2/20 5/5/21	\$1,314,857.48	Payment #V005906 #V007384 #V001070 #V001699 #V002216 #V008894	\$73,047.65	Payment #V005897 #V007381 #V001060 #V001695 #V002216 #V008893	\$1,387,905.13			
CAT A- 4th period		40292	Debris Removal Dec 17, to Mar 3,2018	A - Debris Removal	\$475,928.87	3/18/19			FDEM RFI #6652 - 11/19/19 FDEM RFI #2 - 3/9/ FDEM RFI #3 - 4/24/20	submitted on 12/23/19 submitted on 6/4/20 submitted on 6/4/20	Obligated 9/19/19	\$473,121.07	6652	4/21/20 11/2/20 2/28/23	\$425,808.97	Payment #V005997 #V002844 #V003120	\$23,656.06	Payment #V005991 #V002839 #V003113	\$449,465.03			
CAT E		918	YMCA at Harris field Gym & school roof dam. Gym Building & Wittkop Water. Seminole Theater.	E- Building & Equipment	\$210,688.81	4/2/19	DI #13255 - 11/15/19 RFI # 20568 - 11/20/19 DI # 13254 - 1/20/20 RFI #email - 2/12/20	Submitted on 11/21/19 Submitted on 11/22/19 submitted on 1/23/20 submitted on 2/27/20			Obligated 10/1/20	\$75,431.28	7369	2/1/21	\$67,888.15	#V003750	\$3,771.56	#V003746	\$71,658.71			
																Payment #V003750		Payment #V003746				

Application and Documentation of Time Extensions: If Required Grant Projects delayed due to material availability or other industry obstacles will be quickly addressed and programmatic agreements can be in place for extension approvals. Our goal is to identify any extension requests as quickly as possible, upon the initial project obligation and submit written requests to the State and FEMA to ensure they are processed prior to the time limit expiration.

Emergency Work (Categories A & B) time limits are six months to COMPLETE work, with a possible six-month extension granted by the State upon written request and justification. Permanent work time limits are 18 months, with up to 30 months with possible extensions granted by the State. Our goal is to identify any extension requests as quickly as possible and submit those in writing to the State and FEMA to ensure they are processed BEFORE the time limit has expired. FEMA may deem certain projects ineligible if these time limit extensions are not approved per the PA Implementation Timeline.

Financial, Payroll and Grant Management Support: DP&O assists in all Grant financial reimbursement and reporting processes required from FEMA, State of Florida, or other agencies. We ensure there are no duplications of submission, if varying agencies are involved.

DP&O will assist the City through FEMA, State of Florida (or other agency) guidelines providing the following for successful Grant management:

- 1) Advise on Federal Grant FEMA's policies, regulations, practices and procedures related to the tracking of costs, including direct administrative costs, to facilitate and maximize reimbursement for all eligible costs.
- 2) Map the flow of documentation and requirements to ensure the efficient and transparent management of disaster recovery funds.
- 3) Advise on quality assurance/internal controls for disaster recovery funds.
- 4) Develop checklists to ensure that grant applications are complete and in compliance with federal requirements.
- 5) Advise on records retention policies for federal disaster recovery programs. Other optional services may be required at a later date dependent upon the level and scope of federal and state disaster recovery program funding. These optional services include, but are not limited to, the following:
- 6) Prepare required progress reports for federal and state disaster recovery programs.
- 7) Prepare grant close-out documents, files, and reports.
- 8) Conduct pre-audit activities and prepare disaster recovery projects for audit.
- 9) Assist with bidding and contracting processes for projects.
- 10) Capture force account labor eligible expenses accurately for timesheets and project cost accounting.
- 11) Assist in the review of City personnel policies to ensure compliance for eligible cost reimbursement.
- 12) Assist city FEMA, State of Florida (or other agency) guidelines to ensure the capture of relevant data related to procured goods and services. Provide oversight of consultant's billing to ensure all costs eligible for disaster grant funding are documented and claimed.
- 13) Perform interval reviews and reconciliation of actual project spending to ensure project costs are accurately captured.
- 14) Ensure City documentation is sufficient to respond to Office of Inspector General (OIG) audits and reviews

Provide oversight of contractors' billing to ensure invoices are in accordance with their contracts and that all costs eligible for disaster grant funding are documented and claimed.

Procurement And Contract Management Support: DP&O's Grant programs include the responsibility of procurement and contract assistance to ensure that procurement procedures and contracts with suppliers, professional services providers and general contractors are in compliance with federal procurement guidelines and requirements. Most importantly, we have prepared contracts and assisted with procurement of services very recently for six different federal funding sources - including FEMA and CDBG. We know the rules and regulations required for compliance that if not properly followed would jeopardize disaster cost reimbursements.

DP&O's professional staff are Nationally recognized as Subject Matter Experts (SME) for FEMA Policy, Federal Contracting/ procurement requirements and will provide invaluable assistance in the application of local procurement rules.

Insurance and Other Funding Support: Understanding the Client's existing insurance coverages is a key component to ensure full advantage of available program funding opportunities. In many instances, the insurance may simply replace available FEMA funding for damaged facilities.

FEMA 2 CFR 200 Contract Compliance and Internal Policy Review: The DP&O team review all Contracts including Emergency Vendors, Materials purchases and Disaster contracts all maintain compliance with 2 CFR 200 for procurement, and award. We also recommend that all contracts require Task Orders with a Not to Exceed budget to be issued for all work if possible. Additionally, change orders and or contract addendums and extensions also need to maintain FEMA Contract language and compliance. DP&O will review all internal policies (payroll, disaster pay, etc.) to ensure disaster pay and other critical disaster and overtime pay are addressed to ensure FEMA reimbursement post disaster.

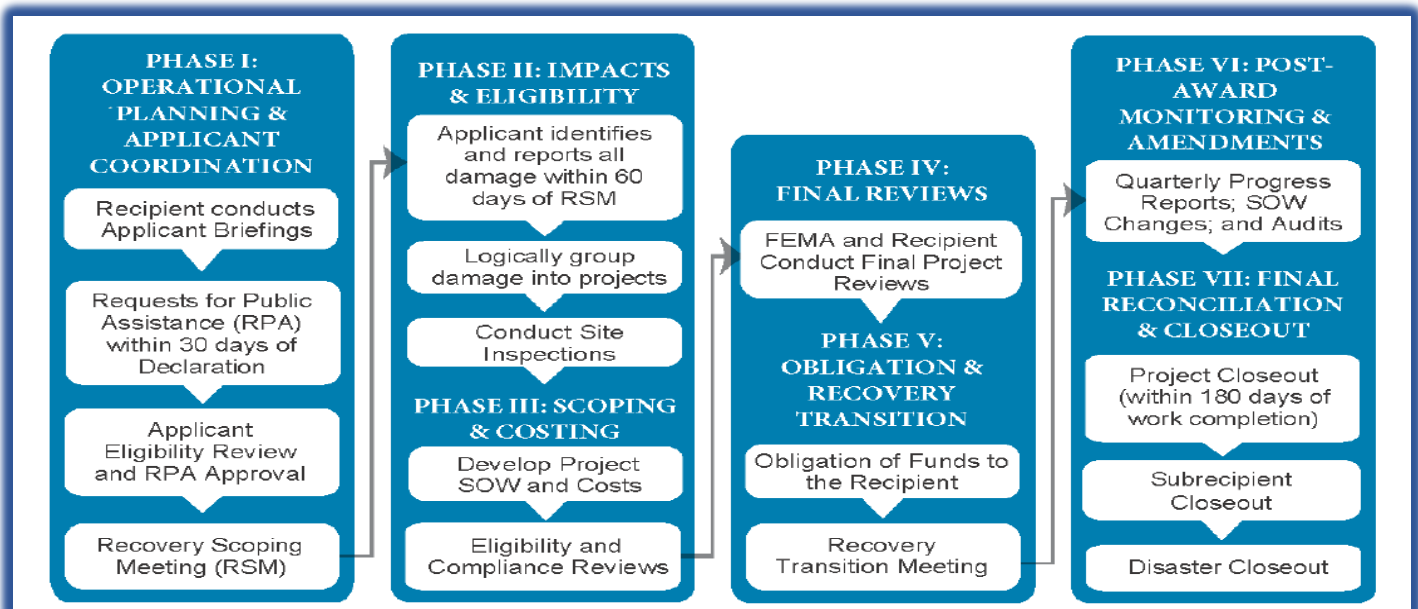
FEMA Public Assistance Advisory Services: The FEMA process is very detailed with many deadlines which we are experienced with and also submitting time extensions when needed for our clients.

Below is a diagram of the FEMA process which is very detailed and can cause an applicant delays in reimbursement if time deadlines are not strictly adhered to for projects identification and documents review.

The Public Assistance Process

FEMA Public Assistance

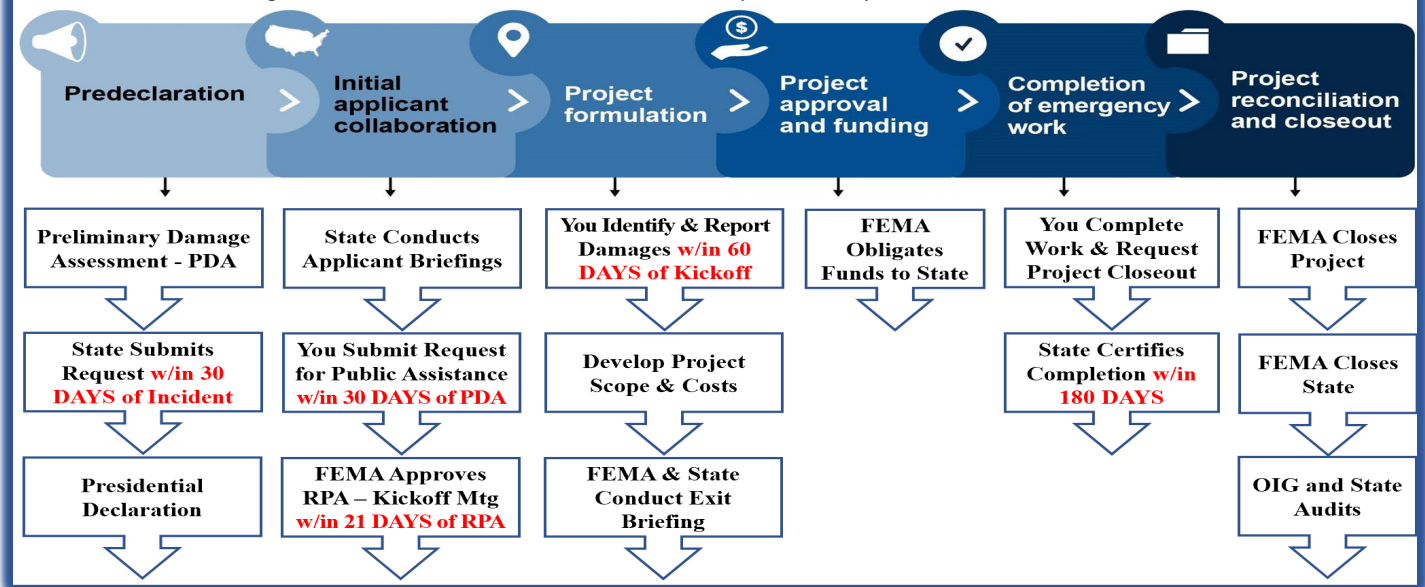
PROGRAM DELIVERY PROCESS STEPS for APPLICANTS



We are experienced with the FEMA Process and the new FEMA PA Portal and internal complexity of reviews, Portal deficiencies and document entry issues of the FEMA PA Portal and we are ready to represent Client to expedite a smooth transition throughout disaster recovery PW submittals, costs tracking, PW review, and funds obligation.

We stay focused on the critical deadlines and ensure submittal of audit ready documents complying with the FEMA “Verify as you Go” (VAYGO) review process.

FEMA has Implemented Validate as You Go (VAYGo) for Public Assistance Subawards



We will participate in Client's designated FEMA workgroup and provide FEMA Program Assistance for all Recovery tasks to include but not be limited to the following per RFP Scope:

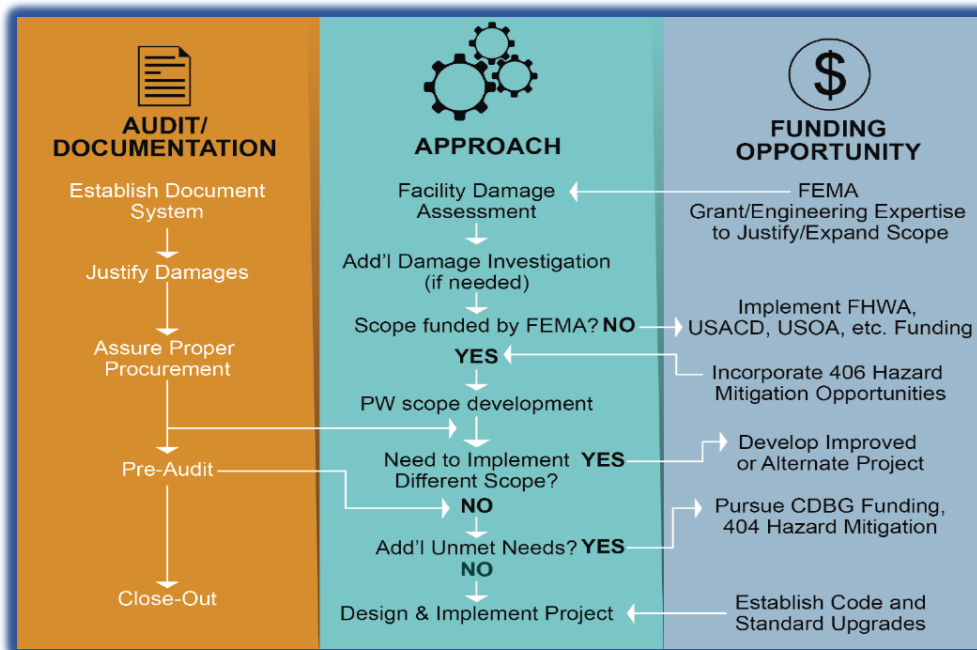
- 1) Damage assessments details review, for FEMA categories A-G, List of all known assets/facilities damaged.
- 2) During this we will discuss and Identify Environmental or historical compliance or concerns; Historic preservation sensitive areas identified, and List of facilities covered by insurance; policies are required at meeting.
- 3) Communicate risks that could preclude our ability to optimize reimbursement and make recommendations to Client for reimbursement tasks.
- 4) Work completed and, if so, associated documentation (e.g., invoices, contracts, bids, spreadsheets with Force Labor/Equipment account information). Assist the Client through FEMA, State (or other agency) guidelines to ensure the capture of relevant data related to procured goods and services. Provide oversight of recovery contractor's billing to ensure all costs eligible for disaster grant funding are documented and claimed.
- 5) Ensure Client documentation is sufficient to respond to Office of Inspector General (OIG) audits and reviews.
- 6) Obtain and review all FEMA/State, PDAs, Request for Public Assistance forms, applicant briefing meetings, including FEMA/State Site Inspections.
- 7) Meeting with Department Supervisors - Identification of all expenditures eligible for reimbursement under FEMA categories A-G per department and per FEMA Category. This includes a review of Submitted Category A-G Projects and supporting information.
- 8) In this we will provide a checklist to each department for FEMA required critical documents and provide assistance assimilation all documents.
- 9) Alternative Procedures for permanent work and debris removal projects per Sandy Recovery Act
- 10) Ensure Client disaster recovery and restoration procurement processes comply with laws, regulations and guidelines as required by FEMA, State, or other agencies.
- 11) Identification of Work Completed and Work to Be completed schedules; FEMA Alternate or Improved Projects; Includes a review of HMGP projects identified and or submitted for Local Mitigation strategy.
- 12) Obtain Engineering estimates and defined Scope of Work per recovery projects.

- 13) File Immediate Needs Funding if the State participates. File for Immediate Needs Funding based on FEMA approved projects (50%) to decrease financial detriment to the community.
- 14) Obtain facility inventories and materials used schedule facility assessments.
- 15) Obtain and Review Client Internal Policies (Payroll/Overtime, Insurance, Disaster Emergency contracting) for Federal /FEMA compliance, coverages, items not covered and deductibles.
- 16) Review available Hazard Mitigation projects identified. Comprehensive mitigation program development, including mitigation plan, cost benefit analysis, project management, GIS mapping, environmental review, and staff augmentation.
- 17) Federal Grant projects identified (CDBG).
- 18) Site inspections could be conducted immediately following the Kickoff Meeting.

Hazard Mitigation Assets/Projects Identification: We recommend the City to consider recent events (Federal Declared and Non-declared Disasters) to identify Potential assets/infrastructure that require mitigation and hardening to prevent or minimize future disaster damages and that will benefit the safety of the community. DP&O has a successful track record of qualifying client infrastructure for 404 or 406 funding post disaster and is currently leveraging qualifying infrastructure for CDBG-DR, CDBG-Mit, and BRIC grants. Whether identification of a new or further hardened infrastructure, purchase of additional back- up generators, pumps, communications systems, or relocation of critical facilities, early identification will assist with the qualification.

DP&O PHASE II - Long Term Recovery

The DP&O Team's approach to the long-term recovery process is further described under the "Approach to the RFP Scope of Work" provided below. However, key aspects to the DP&O Teams' approach to the Long-Term are as follows:



Continued Project Monitoring & Grant Management: As projects are completed, DP&O will work with the City Departments to gather and conduct reviews of project documents and files and ensure appropriate progress payment requests can be made. Our staff are specially trained to ensure that all project submitted documentation is consistent with the approved scope of work, and organized in a format that meets FEMA and state requirements. Many times, we identify project issues – a change in scope, additional work due to site conditions which if submitted can cause issues or delay reimbursement. We will work closely with the departments that manage the projects' costs to obtain justification for all changes including any applicable codes, standards or engineering reports.

Quarterly Reporting: DP&O prepares all quarterly reports for each project which provides an accurate reporting of Public Assistance applications and flow of funds reimbursement.

Continued Identification of Funding through the Recovery Process: We understand that a variety of funding becomes available as the process unfolds, whether identifying additional damages, justifying better damage estimates, or pursuing funding as it becomes available later in the process such as 404 Hazard Mitigation, CDBG Disaster funds, etc., the DP&O Team will remain focused at every step to pursue funding.

Implementation of Lessons Learned: Through the approach section the DP&O Team will demonstrate our lessons learned from past events that should benefit the Client.

Periodic Adjustment of Resources: As the recovery proceeds, needs may shift from grant management to procurement to construction oversight and engineering estimates review. DP&O will adjust the staff mix as necessary during all phases of recovery.

DP&O PW Submittal, Review and Approval Tracking will be maintained throughout the FEMA and STATE REVIEW AND OBLIGATION PROCESS:

We are highly experienced using EMMIE for obtaining PW obligation status checks and verifying the documents are consistent with the PA Portal PW are accurate. This will allow us to troubleshoot and bring to FEMA's attention any mistakes made by the PDMG and obtain immediate resolution.

DP&O PHASE – III Project Closeout

The DP&O Team firmly understands that successful project closeout starts the first day of disaster recovery. A focus on proper documentation procedures, pre-auditing, and proper procurement procedures at the onset of the recovery assures a smooth project closeout phase.

Attention to Closeout on Day One: Our approach will focus on closeout and auditing requirements from the first day on the job. Development of proper document retention procedures and cross-training of Client staff will allow the Client to respond to any audits long after closeout is done to enhance the closeout process, we focus on the following key aspects to provide an effective closeout procedure:

- **Push for Quick Closeout of Projects.** Many PWs particularly involving Category A and B activities can often be moved to closeout quickly. We recommend all projects be moved to close out as expeditiously as possible. Developing the closeout files is most effective when everyone's memory is fresh, and staff involved in the activities are still accessible.
- **Client Staff Involvement/Cross Training.** We understand that you may want or need to end support activities prior to the extended closeout process that sometimes can occur at the FEMA level. Thus, integrating Client staff into the long-term recovery and closeout phase will be essential to DP&O.

FEMA & State Project Closeout Support: DP&O's staff review ALL claimed project costs and supporting documentation for alignment with the FEMA approved Project scope of work including but not limited to: force account labor records; force account equipment records; rental equipment; materials, permits, contractor and procurement requirements.

Project Closeout Our staff excels with preparing the comprehensive closeout project documentation folder per FEMA and State format for closeout requirements and we ensure all documentation is organized to support project cost per the approved scope of work, to support the final actual cost claimed for the project.

Claims Denials Support: When FEMA determines that the Applicant, facility, work, or cost is ineligible, FEMA provides written notice via a Determination Memorandum (DM). During the FEMA review of the DDD, SOW, cost estimates FEMA reviewers can disagree on portions of the project cost and issue a DMs which includes:

- Explanation of what assistance FEMA denied for each item;
- The basis for FEMA's denial, including the provisions of law, regulation, or policy supporting the DM.
- A complete list of all documents reviewed (clearly titled for future reference); and
- Information regarding the Applicant's rights and procedures to appeal.

DP&O's appeals staff experts are highly skilled at identifying FEMA's policies and guidance documents to defend the Clients eligible disaster costs. We are experts at Preparing the Appeal leveraging FEMA's policies and assembling the documentation per each DM item and within the FEMA Appeal submittal deadline.

Often FEMA issues DMs due to FEMA's overlooking submitted documents or applying policy rational that is not consistent with the project. DP&O has a 90% appeal award success rate for our clients in 1st appeals.

Arbitration Support: There are times when the FEMA Region is "stuck" and incorrectly applies and interprets policy and unfairly denies the applicant the eligible cost. For these situations DP&O recommends Arbitration which allows the client to submit the eligible project costs with supporting legal, and policy defense to a group of Federal Judges. DP&O is highly skilled at working close with Client's choice of attorney and preparing Arbitration documents consistent with policy, identifying similar projects where FEMA approved similar projects and eligible costs and researching all FEMA interim policies to support successful Arbitration. DP&O's management is well versed with current Arbitration requirements filing, and deadlines.

Disaster Lessons Learned: As with every Disaster planning effort, a key aspect is business continuity and lessons learned by the Client for past disasters. This will involve interviews with each department head to discuss their experience, task and needs during various emergency events. Additionally, DP&O while reviewing the clients disaster cost and documentation will note deficiencies and make suggestions for streamlining the clients' departments documentation processes. Lessons learned reviews include but not limited to mutual aid agreements and contractor mobilization, emergency materials, equipment resources, temporary staff training, department work order and emergency repair cost tracking, traffic control; evacuation issues; environmental complications, Client essential services (temporary shelters, donations management, etc.).

Training Client Departments/Staff: DP&O has an ongoing client Training Program and table-top exercises both in person and via web ex which allows our staff to engage with Client staff and incorporate Lessons Learned to improve future response and recovery tasks ensuring FEMA Compliance for both FEMA Federal and State PA grant management procedures and requirements and required Pre-Disaster information and Post Disaster Documentation requirements. Our Training is tailored to each client specific needs and Lessons Learned and includes but not limited to the following:

- FEMA Requirements for Pre-Disaster Asset Status & Inventory
- Internal Policies Review
- Procurement and Contracts
- Damage Assessments
- Emergency Repair Documentation
- Emergency Debris Removal
- Disaster Documentation and Submittals
- Multiple other Critical Items

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Debris Management Planning (DMP) & Department Training/ Tabletop Exercise: Instead of leaving the DMP on the shelf we recommend a DMP Quick reference guide during the DMP update that provides a quick overview of critical DMP items: Debris removal Zones, Critical facilities; Emergency Road clearing priorities; Beach Sand cleanup/screening; Debris hazards identification; Parks Debris removal; Roles and Contact updates; Debris management Site locations review. **After the DMP is updated a DMP Disaster Prep training** is recommended to bring all the Departments that participate Debris Removal operations together with the Debris Removal contractor(s) and Monitoring company to discuss the updates and Lessons learned from previous disasters.

Quality Control Components:

DP&O's successful Recovery Project Management relies on the following "**Quality Control Components**" to control and execute DP&O's Program Approach & Methodology included in this proposal. DP&O maintains the quality control components as a means for quick and efficient conflict resolution. In fact, our quality control components prevent many obstacles from becoming an actual conflict. This process has produced superior results for past projects.

Quality Control & Conflict Resolution Components are as follows:

- A. Project Understanding and Kickoff Meetings**
- B. Communication**
- C. Project Quality Control**
- D. Project Cost Control**

A) Project Understanding and Kickoff Meeting

Upon contract award DP&O will schedule a kickoff meeting with the Client to discuss and plan a collective project vision to include the scope of work, tracking of costs, organizational structure and schedule expectations that will serve as a common bond, keeping team players together.

B) Communications & Meetings

DP&O's Project Executive, Project Principle, and Project Engineer will establish avenues of communication with the Client's Unified Steering Committee, at the contract award meeting. Regular communications, starting with the initial project meeting and continuing through response recovery & Client training will ensure that work progress is fully staffed, monitored, and reported. Documentation of all communications will be in the form of published meeting minutes, monthly progress reports, and/or telephone conversation records. The success of this project will be contingent upon maintaining a continuous line of communication and understanding amongst the Project Team (including subcontractors) and Client's representatives.

DP&O team will maintain a continuous presence during the entire Disaster Recovery Process and will coordinate daily with the Client's designated contact to coordinate department meetings for critical information required or submit progress reports and status of outstanding items required for successful FEMA reimbursement and project closeout.

DP&O has a flawless track record of attending client meetings and with the appropriate staff and has always had full attendance of the required client and or FEMA & State meetings. Typically, the average time for request for meetings is between 2 days and 1 week which DP&O has never had an issue with being flexible to accommodate the client needs.

Availability of Primary Contacts The Primary Contact, (Project Director), Gabrielle Benigni and Project Manager/ Sr. Grant Management Specialist, Rob Russakoff, are available 24/7 and are DEDICATED to the City of Homestead for the project duration. Both the Primary contact and Project Manager's current participation is very minimal for other client's current workload and that will remain minimal with DP&O's future workload as other DP&O management staff have been assigned as leads to other clients.

DP&O staff attend ALL client meetings and have never been absent to any client meetings.

Throughout the execution of the Client's entire recovery program DP&O will meet with Client representatives and recovery contractors as directed by, and coordinated with, the Client. DP&O will provide minutes of all meetings within 24 hrs. after the meeting and with follow up items as necessary.

C. Project Quality Control

The Project Executive, and DP&O's President hold the ultimate responsibility for quality control of the work performed by DP&O's Project Team. Their final review and approval of all work products is the last step in a series of checks and balances that ensures refinement and review of the work as it progresses. As with any project, effective QA/QC starts with identification of project roles upon initiation, which is a key element to our standard QA/QC program. Further, oversight and support will be provided from levels within the project organization.

Upon notice of Contract award, the Client will contact DP&O and our staff will be on a 24-hour alert from this point forward for a notice to proceed and mobilization. All communications (two-way radios, cell phones, E-mails, fax numbers) and support subcontractor's equipment, supplies, will be verified. DP&O will verify, assign, and mobilize all resources as needed, and per agreement with the Client.

D. Project Cost Control

At DP&O, cost control is a key facet of our success. We pride ourselves in our ability to complete projects within or below project budgets. We have a history of satisfied clients that have come to rely on our abilities to complete projects within an established budget. We can accomplish this by our established, computer-based, cost control system. All labor, other direct costs and subcontractor costs are input into the system via labor time sheets, expense reports and subcontractor invoices. This information is then available to our staff as project reports guide the project manager in assessing the financial status of the project. These reports provide the project manager with the necessary information to identify cost variances and implement corrective actions. DP&O tracks its Direct Administrative Costs (DAC) and time sheets per FEMA DAC Codes for easy daily DAC Cost/ Task Tracking.

Controlling costs begins with the initiation of each project at DP&O. At the beginning of a project, the Project Executive and Finance Manager provides each member of the Project Team with an agreed upon number of hours within which each task is expected to be completed. Daily project meetings provide each Project Manager with the required feedback to anticipate whether the expected labor expenditures will meet the project requirements.

Recovery EOC ensures no data is lost, especially critical field data and **tracks each Disaster Project Cost** as the project evolves with all the FEMA required information: the Pre-Disaster Asset inspections/status documentation Asset Inventories with GPS locations and Maps, Photos; Materials (with Vendor POs and Payments); Contracts (with solicitation, Award/council approval, amendments), Policies (Procurement, Payroll, Insurance, Bargain Agreements, etc.), Engineering drawing/blueprints; Damage assessments; Emergency Repairs; Long Term Recovery Projects per FEMA Category (Work Completed and Work to Complete); Category A Debris Removal project data per FEMA Accelerated Debris Periods; Grant Projects Costs.

Rate Schedule

As requested, please find our Rate Schedule below. These rates reflect our commitment to providing high quality disaster recovery services at competitive and transparent pricing. We believe our rates are fair and in line with industry standards, ensuring value for the comprehensive and professional services we offer.

SECTION 4: STAFFING

DP&O maintains 3 Nationally Recognized Corporate leaders; 2 Directors well-Seasoned FEMA Policy experts; 1 FEMA PA Officer (former State PAO); 15 Full time Professional Management staff; 25 Full time FEMA Recovery Administrative Specialist; 10 Field Technicians and 75 on-call trained Administrative Recovery Specialists.

All our professional staff have extensive knowledge of FEMA, FHWA, NRCS, FDOT, FDEP, FWC and other applicable Federal, State or local agency laws, regulations and policies and hold FEMA certifications for advanced debris management planning and public assistance advisory services.

Additionally, our management team excels with FEMA Policy compliance consulting, representation assistance, Disaster claims preparation, Request for information (RFI's) replies, Costs records reconciliation, Disaster document management, PW review tracking, FEMA negotiations and any appeals associated with disasters and reporting responsibilities to the federal and State government. Most importantly, our knowledge of the FEMA PA Portal, and State Portal System enables our team to timely identify and resolve potential discrepancies, clarify questionable items and turn projects around quickly to obligation and payment.

The DP&O Team is Extremely Skilled, Highly Experienced, Well Prepared and Ready to Provide the Highest Quality Disaster Debris Recovery Services & Support!

DP&O's staff and management have decades of experience with FEMA Public Assistance (PA) Advisory Services, FEMA / with multiple Federal Grant Program Management occurring simultaneously during the disaster recovery life cycle, maintaining stringent documentation, requirements for Federal Disaster reimbursement, successful "Project Closeout and Flawless State/Federal Audits. DP&O staff and management are extremely experienced with Hazard Mitigation (404 and 406) Financial and Grant Management Support, FEMA negotiations, and FEMA Appeals representation.

Our management experience and capabilities span all Federal funding programs, including the most recent funding streams from the Coronavirus Aid, Relief, and Economic Security (CARES) Act, Emergency Rental Assistance Program (ERAP), and American Recovery Plan Act (ARPA), and Hurricane Nicole and Ian Interim Policies.

We shine at FEMA negotiations, leveraging alternative FEMA Streamlined (SPA) project submittals, which minimize FEMA review and approval time and speed up project obligations and funding to our clients.

One of the reasons we have return long term return clients is from Project initiation we are committed to ensure the City maintains compliance with federal disaster regulations in an effort to optimize retention of funds and pass audits and include in our streamlined approach pre-audit activities for all submitted documentation. Additionally, during audits we respond promptly to audit questions and obtain quick successful audit closure.

DP&O' management have Flawless State/Federal Audits track record are extremely experienced with FEMA negotiations and have been successful with clients FEMA Appeals representation.

DP&O has demonstrated two decades of Clients Disaster Recovery success representing Public Agency Clients with the complex FEMA reimbursement processes and procedures successfully obtaining all disaster reimbursement costs related to federally declared disaster events.

DP&O's Technical approach and methodology focuses on maximizing the amount of eligible reimbursement dollars by conducting efficient processes that reduce the timeline for eligibility determinations and provide audit ready disaster costs submittals that support successful disaster projects close out. A key benefit to DP&O's technical approach is Disaster Recovery Planning, leveraging lessons learned, and proven business processes, and innovative solutions available.

List of Staff

Below is the list of the staff that would be assigned to the City for this project. All of our staff hold 40-hour HAZWOPER Site Supervisor Certification and are CPR AED / Basic First Aid Certified.

DP&O Primary Team Members:

Project Director / Primary Contact: Gabrielle Benigni, President

Senior VP Recovery/ Project Manager/Sr. Grant Management Specialist: Rob Russakoff

Senior Grant Management Specialist / Senior Public Assistance Officer (Sr. POA): Jeanne Devlin

Senior VP Recovery Debris Management Expert / Sr. Grant Management & Hazard Mitigation Specialist:
Liz Valdes

Operations Manager / Software Product Manager / GIS: Urban Hammarstedt

Data Manger: Joeamy Suarez

Recovery Specialist Technician: Eddie Sanchez, Nicolas Evelyn, Steve Stark

Hazard Mitigation Technician: Steve Stark

Accountant / Billing / Invoicing Analyst: Ester Bello

Damage Assessment Estimator: Jose Arocha, Fabiana Cova, Ray Valdes

IT Support: Brian Hudson

IT Software Manager: Adrian Gomez

RESUMES TO FOLLOW

DP&O Staff Resumes and Qualifications



Gabrielle Benigni, DP&O President, Project Director; Primary Contact; FEMA PA Policy Expert and Hazard Mitigation specialist

Email: GBenigni@dpando.com

SUMMARY: Ms. Benigni more than 25 years of Disaster Response and Recovery services, Debris Management Planning, Debris Removal Operations and is an industry leader for FEMA Public Assistance (PA) program policy, State/ Federal Agency disaster reimbursement requirements, and OIG audits. As a degreed hydrogeologist she began her career directing Environmental Investigations, Contamination Assessments, contaminated site cleanups, specialty demolition projects, contaminated debris, and debris removal for beaches, marinas, Intracoastal Waterways and sensitive environmental areas for large scale disasters. Since 1998 She represented public entities with FEMA compliance and projects submittals, in over 50 Declared disasters, 4 of which where the nation's largest (Hurricanes, Floods, and Fires). During this She leveraged her disaster cleanup and Federal claims experience and formed Disaster Operations and Training 2005

to 2015 where she named her company Disaster Program & Operations, Inc. as she emphasizes Disaster Planning and Readiness, Streamlining Recovery operations for Counties, Cities, Public Schools, Utilities, Cities, Colleges ensuring Disaster readiness and federal compliance for FEMA's disaster reimbursement requirements and qualifying projects for Hazard Mitigation.

As President of DP&O (Formerly DO&T), and EXACT Recovery she formed and developed the concept of "Recovery EOC™" web and mobile solutions combining Utility asset Management, daily work order/ cost tracking with Incident Mode for Disaster Claims & document Management. Using a SQL database "Recovery EOC™" can interface with any existing software programs and is the only disaster recovery program to interface with ESRI, and WebEOC (DHS voted as nations Crisis Incident Management software) used Statewide nationally and in many large cities.

Recovery EOC™ makes order out of disorder for municipalities and Utility organizations, ensuring compliance for FEMAs pre disaster asset status, damages validations, and emergency repairs documentation. Recovery EOC decreases FEMA submittals time, and cost, and increases financial survivability from disasters providing a real time tracking of all disaster recovery tasks with detailed FEMA required documentation. Recovery EOC™ centralizes all Assets, Resources (Labor, Equipment, Materials, Contractors) with supporting attachments for multilateral Uses: Utility/Asset management, Work Management, Cost Tracking, Asset Mapping, with Daily and Incident Modes including a Reporting module for Client specific reports and functions as a "Disaster Claims Management System" with all supporting documents and attachments. Recovery EOC™ auto populates federal disaster claims forms (FEMA PW templates) and will provides long term disaster document storage in audit proof format.

With DP&O, Gabrielle, represents numerous Florida municipalities, Colleges, Large Public-School Districts, the Tennessee Valley Public Power Authority (TVPPA), and other Utility organizations for FEMA /Federal Disaster compliance. Gabrielle performs for all her clients annual Pre -Disaster Training, Debris Management Planning and FEMA Public Assistance Disaster reimbursement compliance.

She participates with IAEM (International Association of Emergency Managers) FEMA Caucus quarterly discussions of current FEMA trends and issues for applicant's reimbursements and assists Waste Management with FEMA compliance and debris management issues for Miami-Dade County Cities.

During 2013 Gabrielle, for Super Storm Sandy served as State lead consultant to NY DHES Liaison to the Chief of Public Assistance and Deputy Commissioner. Her tasks included critical applicants support (including Wastewater Treatment Facilities, and Port Authority) for appeals justification and critical applicant status reports for the Governor's office. She represented the State at various levels for FEMA Projects (Project Worksheets (PW)) Review, and approval at the

AREAS OF SPECIALIZATION

- **Disaster Response and Recovery-Damage assessments, Federal PA program Policy expert for: Public Utilities, State, County, Municipalities; Public Schools & colleges.**
- **Debris Management Planning-Debris Removal Operations; Emergency Road Clearing & TDSR operations.**
- **FEMA and USDA Disaster Claims Management; Federal Appeals**
- **Earthwork/levee construction; Demolition; Asbestos Removal.**
- **Proposal Preparation /Bidding, Project /Contract Administration/Management.**
- **Hazardous Materials Emergency Response -Fuel Spills**

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State/FEMA initial review, State/FEMA QAQC review, and the Final PW Grantee level review and approval.

SPECIFIC ACCOMPLISHMENTS

- **Multiple Florida Cities, Hurricane IRMA DR 4337, Sept 2017**, Client representation, Response Resources including Mutual Aid contractor coordination, Damage Assessments, FEMA PA submittals, documentation; Hazard Mitigation Projects qualification. Qualified Florida City of LMS Hazard Flood Mitigation Project.
- **Seminole County Public Schools, Hurricane Ian DR 4673 Sept 2022**, Rapid mobilization of disaster debris management teams to identify critical debris hazards, coordinated infrastructure DA teams for 80+ facilities (200+ buildings) including roofs, interior and exterior and erosion projects due to Ian Flooding. Implemented disaster recovery document management system and disaster recovery data reconciliation teams and represents client with all FEMA meetings and site inspections. City of Homestead, DR4337 Irma Sept 2017: Performed all FEMA eligible disaster projects data document management, coordinated disaster cost records reconciliation teams, directed, and supervised FEMA PW submittals for 20 projects FEMA category A-G, qualified HMGP projects, managed all FEMA and TDEM project review and approvals (request for information replies, request for reimbursement submittals, PW tracking through successful project closeout).
- **City of Homestead and Homestead Utilities, DR 4337 Irma Sept 2017**: Performed FEMA client representation and claims submittals including: Damage validations, Contractors, Labor, equipment, and Materials reconciliation, obtaining \$15 Million FEMA reimbursement. For the Utilities Gabrielle, directed, the proper documentation of 8500+ Damaged Repaired Power Poles validations, inventory with photos, & GPS; Invoices and Data Reconciliation of 50+ Mutual Aid Crews, Materials, and Transformers; Obtained Hazard Mitigation for Concrete Power poles, and FEMA PA Projects obligation (Total \$7Milli; Ongoing directs the Hazard Mitigation Project documentation and FEMA submittals.
- **Hurricane Olga October 2019, Alcorn Electric Association**: Pre – Disaster Asset Inventory with mapping and GPS; Performed Damage Assessments, 60,000+ Damaged Repaired Power Poles with equipment, Identified Poles with safety issues: FEMA PA representation thru FEMA obligation / payment.
- **Disaster Response Dec 28, 2019, EF 4 Tornado Mississippi: Tupelo Water & Light Public Utilities & 2 counties, 30 miles of service area (Marshall and Benton Counties)**: Mobilized with Electric Engineer & Drones to perform Damage Assessments, Damaged Repaired Power Poles with equipment Inventory, and mapping; Obtained FAA Exemption for Drones; Debris Management; Emergency contractors and Mutual Aid crews reconciliation; FEMA PA representation, PW submittals, approvals, and projects obligation
- **Oklahoma -State Debris Management Plan (DMP)** preparation and Implementation, for State of Oklahoma, OEM and is FEMA approved. Implemented templates and guidelines for State DMP implementation. Assisted with HMP programs for various disasters.
- **Disaster Services for Oklahoma** - Performed ice-storm, and tornadoes response and recovery, damage assessments and FEMA PW submittals. Represented municipalities as Applicant's Agent with OEM and prepared 14 appeals with supporting documentation for Oklahoma Emergency Management, which were all awarded at 100%- submitted dollar value.

EDUCATION: B.S., Geology & Hydrogeology, University of Florida, Gainesville;

CERTIFICATIONS

- **2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**
- Advanced Supervision of Asbestos Abatement Projects - Georgia Tech
- FEMA Debris Management Planning and Public Assistance: FEMA PA & HMGP.
- Advanced PADI Scuba Training
- NIMS/ICS 100-800; HIPAA Chapter 110 –Eligibility Criteria Specialist.
- **TDEM FROC 601 & 602 class**

PRESENTATIONS/TRAININGS

- FMEA May 1, 2024: FEMA Pre & Post Disaster Reimbursement requirements; Lessons Learned, Increase Resilience via mobile apps and drones; Maintain FEMA compliance.
- TVPPA, August 13, 2021, Hurricane Disaster Prep, IT Solutions for Disaster Recovery and Documentation 2 Case studies.
- TVPPA, 2022 Webinar Series, FEMA Critical Requirements for Disaster Reimbursement; Lessons learned.



Rob Russakoff, Sr. VP Disaster Recovery; Project Manager and Sr. Grant Management Specialist

Email: RRussakoff@dpando.com

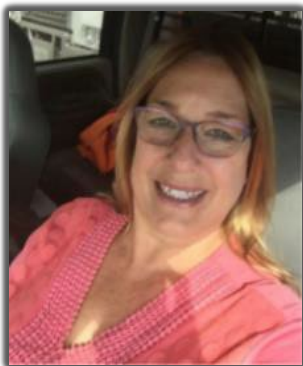
SUMMARY: Rob has 15 yrs. experience with disaster recovery cost accounting Per FEMA and OIG audit standards and is a FEMA PA Policy Expert with FEMA. He directs and performs all FEMA disaster projects data document management, coordinates disaster cost records reconciliation teams, directs, and supervises all DP&O staff for FEMA PW submittals and assists with HMGP projects identification and qualifications. Rob manages all FEMA and TDEM project review and approvals and prepares request for information replies and request for reimbursement submittals; For all DP&O clients he performs clients PW tracking through, review, approval, obligations, and successful project closeout). He leads the FEMA and CARES

Act Recovery team for reconciliation tasks and strategy for most efficient turnaround of Covid 19 projects given very tight deadlines. Rob is highly proficient with MS Office Suite, excel and database software and he utilizes DP&O's Recovery EOC™ disaster cost claims and document management system with Microsoft SQL reporting and provides all DP&O's clients Disaster Financial Recovery status reports per each stakeholder's request details. Rob excels with Disaster payroll reconciliation as many of DP&O's clients have complicated payroll systems, with multiple pay groups based on seniority and dates employed. He directs all client's disaster cost audits for labor, equipment, materials, and contractors with backup documentation for FEMA project submittals. He is very proficient with Mutual Aid Contractors' invoices and back up records reconciliation identifying and resolving data issues before FEMA Submittal. Rob is a Federal Contract compliance expert and reviews DP&O's client's disaster and emergency contractors' contracts to ensure compliance with 2 CFR 200.

Rob is very skilled with TDEM and FEMA PA Portals and TDEM Hazard Mitigation Grant portals for uploading qualifying projects and applicant grant applications submittals. Rob also represents DP&O clients for TDEM FROC 602 submittals for Hurricane Ian and Nicole.

- **EDUCATION AND PROFESSIONAL ASSOCIATIONS:**
- **University of Richmond - B.A. Business Management 1984**
- **2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**

FEMA CERTIFICATES: Disaster Recovery, IS-559 Local Damage Assessment, IS 632a Introduction to Debris Operations, IS 633 Debris Management Plan Development, IS-660 Introduction to Public-Private Partnerships, IS-662 Improving Preparedness and Resilience through Public-Private Partnerships, IS-700.b An Introduction to the National Incident Management System, IS-703.b National Incident Management System Resource Management, IS-706 NIMS Intrastate Mutual Aid an Introduction, IS-800.d National Response Framework, Managing Project Tasks, IS-845.a NEMIS HMGP System: Oversight & Closeout, IS-860.c The National Infrastructure Protection Plan, An Intro, IS-1004 The FEMA Site Inspection Process, IS-1002 FEMA Grants Portal-Transparency at Every Step, IS-1006 Disaster Damage & Developing Project Files, IS-1007 Detail Damage Description and Dimensions, IS-1010 Emergency Protective Measures, IS-1012 Direct Administrative Costs, IS-1018 Determination Memorandums and Appeals



Liz Valdes, Sr. VP Disaster Debris Management; Sr. Grant Management Specialist, & Hazard Mitigation Specialist

Email: LValdes@dpando.com

SUMMARY: Liz has served for 18 years with DP&O (and former Disaster Operation & Training, Inc.) in several capacities - Senior Planning & Training Specialist & Grants Specialist. FEMA PA Recovery Manager, & Debris Management Specialist, Project Monitor Trainer and Disaster Debris SME for beaches, canals, and other sensitive environments. Liz successfully managed South Florida Cities, (Palm Beach, Broward, Dade-County) for multiple disasters managing Public municipalities Damage Assessments, Disaster Financial Recovery data assimilation (labor, equipment, contractors) and FEMA PA Projects management. As Project Manager Liz, directed Damage Assessment teams for Buildings, Parks, Roads, Historical sites, and Water and Sewer Facilities, and qualified all Eligible Disaster projects, working closely with client departments to prepare the FEMA required Scope of Work (Completed and Work to

Complete projects). Liz manages DP&O's Recovery specialist assigning /supervising disaster records gathering, records reconciliation and PW forms preparation. Prior to submitting to FEMA PA Portal ensures all FEMA submittals are audit ready and labeled per FEMA Portal labeling requirements. She utilizes DP&O's Recovery EOC™ disaster cost claims and document management system with Microsoft SQL reporting and provides all DP&O's clients Disaster Financial Recovery reports. Liz promptly prepares FEMA and State RFIs replies and performs all PW progress tracking for her assigned DP&O client. Liz excels with Hazard Mitigation Grant Projects is DP&O's lead for all Clients State LMS, BRIC, and FMA Project

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Submittals. With DP&O, Liz is lead in hiring, training, recovery technicians and debris monitoring staff including placement with debris removal crews. She assisted with Multiple cities obtaining Emergency Debris Management Site permits and performed successful site closure for over 10 million cubic yards. Additionally, she trains staff with DP&O's Disaster Claims and Document Management system, and TRKR™ ADMS system used for monitoring /tracking all debris removal operations and costs Per FEMA required back up. She specializes in FEMA compliance/ policy and ensures all debris removal tasks are per FEMA Accelerated Debris Pilot Program and comply with the most current PAPPG and FEMA Grants Portal.

CERTIFICATIONS

2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED; TDEM FROC Trained 601/602 Class Certificate.

FEMA CERTIFICATES: IS 10a Animals in Disaster: Awareness & Preparedness, IS 11a Animals in Disaster: Community Planning, IS 15a Special Events Contingency Planning for Public Safety Agencies, IS 100 Introduction to the Incident Command System, IS 200 ICS for Single Resources & Initial Action Incident, IS 200c Basic Incident Command System, /IS 230 Principles of Emergency Management, IS 244b Developing & Managing Volunteers, IS 275 Roles of the EOC in Community Preparedness, Response & Recovery, IS 321 Hurricane Mitigation Basic for Mitigation Staff, IS 556 Damage Assessment for public works, IS 558 Public Works & Disaster Recovery, IS 559 Local Damage Assessment, IS 630 Introduction to the Public Assistance Process, IS 631 Public Assistance Operations 1, IS 632 Intro to Debris Operations in FEMA's Public Assistance Program, IS 634 Introduction to FEMA's Public Assistance Program, IS 700 National Incident Management system NIMS an Introduction, IS 702 NIMS Public Information Systems, IS 703a NIMS Resource Management, IS 706 NIMS Intrastate Mutual Aid an Intro, IS 800a Nation Response Plan NRP an Introduction, IS 841.a NEMIS HMGP System. Overview & Setup, IS 842.b NEMIS HMGP System. Enter the HMGP Application, IS 1004 The FEMA Site Inspection Process, IS 1006 Documenting Disaster Damage & Dev Project Files, IS 1007 Detail Damage Description & dimensions, IS 1010 Emergency Protective Measures, IS 1018 Determination Memorandum & Appeals, IS 2002 Intro to FEMA Operational Planning, TS-R4 FEMA Reimbursement made easy, TS-11 Debris Management, TS-12 Evaluating Debris Management & Monitoring RFP's, TS-20 Emergency Pet Friendly Sheltering & Pets Act Reimbursement

Jeanne Devlin, Snr Grant Management Specialist, PAO (Public Assistance Officer).

Email: jeanneD@dpando.com

SUMMARY: Jeanne brings over 30 years of professional public service and has served more than 60 federally declared events taking on a wide range of activation and grant administration roles. Her extensive background includes Emergency Management, Law Enforcement, Intergovernmental affairs, Community Relations, and Grant Administration.

As a former TDEM PAO, Jeanne's recovery expertise includes Public Assistance, Individual Assistance, Sections 404 and 406 Hazard Mitigation, other HMA Mitigation Programs, Section 428 PAAP Projects, Grant Appeals, and Long-Term Recovery efforts. She is proficient with a variety of software tools, including Grants Portal/Manager, EMMIE, NEMIS, and MB3 (FLPA, LAPA, NJEMGrants, TDEMGrants).

Jeanne brings a wealth of experience and expertise to her role, demonstrating proficiency across a wide array of disaster recovery and grant management areas. Her career highlights include:

- Extensive involvement in Public Assistance, Individual Assistance, Long Term Recovery, and Pre-Disaster Recovery Planning.
- Deep knowledge of Section 404 Hazard Mitigation Grant Program and various HMA Programs, including BRIC and FMA Grants.
- Expertise in Section 428 Stafford Act – Public Assistance Alternative Procedures (PAAP) – Development and Audit.
- Proficiency in Section 324 Recipient and SubRecipient Management Costs, including MCIP research and implementation.
- Skilled in Section 705 Disaster Grant Closeout Procedures.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- Texas A&M University, College Station, TX, Degree: Bachelor of Science in Economics and Political Science
- McLennan Community College, Waco, TX; Degree: Associate of Science, Concentration in Mathematics
- McLennan Community College, Waco, TX; Certificate: TCLEOSE Certified Texas Peace Officer; Regional Police Academy

FEMA CERTIFICATES: FL 601 – Preliminary Damage Assessment, FL 603* – Public Assistance Grant Program, FL 604 – Procurement Disaster Assistance Team (PDAT), G 191 – Incident Command System/EOC Interface; G 202 – Debris Management, G 205*/270.4 – Recovery from Disaster: The Local Government Role, G 290 – Basic Public Information Officer, G 358* – Evacuation and Re-Entry Planning, G 393* – Mitigation for Emergency Managers, G 548 – Continuity of Operations (COOP) Program Manager, G 557* – Rapid Needs Assessment, G 620 – Texas Disaster Recovery Course

G 628 – Infrastructure Damage Assessment, MGT 323 – Instructor Development Workshop – Management and Planning Level, ICS 300 – 2019 Intermediate Incident Command System for Expanding Incidents, ICS 400 – 2019 Advanced Incident Command System, Command and General Staff, IS 100c – Introduction to Incident Command System, I-100, IS 200b – ICS for Single Resources and Initial Action Incident (ICS 200) , IS 200c - Basic Incident Command System for Initial Response, IS 630 –

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Introduction to the Public Assistance Process , IS 631 – Public Assistance Operations I , IS 632a – Introduction to Debris Operations , IS 634 – Introduction to FEMA’s Public Assistance Program , IS 700b – National Incident Management System (NIMS) An Introduction , IS 800d – National Response Framework, An Introduction, *FL Certified Instructor



Urban Hammarstedt, Operations Director; Operations Manager and Software Product Manager /GIS analyst

Email: UHammarstedt@dpando.com

SUMMARY: Urban has 15 years of Disaster Recovery and has been with DP&O since 2017, managing all DP&O’s field technicians, for infrastructure/ utilities damage assessments, and emergency repairs validations for: Interior and exterior work; Utilities, Erosion Projects, Storm drainage systems, Recreational facilities. Urban works closely with clients to identify and qualify their projects for FEMA disaster eligibility and Hazard Mitigation. Utilizing DP&O’s Recovery EOC™ Mobile App he provides logistics for contractor mobilizations, for emergency repairs on damaged assets, Damaged Power Poles, and debris removal operations). Using Recovery EOC mobile app BoltEOC™ his project teams map and photograph all assets damaged, and track project costs per FEMA and OIG audit requirements. He works with the client’s finance and other key departments to ensure payroll records are verified with client Work Order systems,

and contractor invoices are reconciled with contractor daily logs and task performed. He reviews all client field data and Mutual aid contractor invoicing to ensure all costs are accurately captured and verified in DP&O’s Disaster Claims and document management system. He supervises DP&O’s Field Technicians for Damage Assessments, Debris hazard Identifications, Debris monitoring, and tracking all clients Disaster Recovery and Hazard Mitigations Project cost with progress/status reports. He leads our team with training and utilization RecoveryEOC™ BOLTEOC™ mobile cost & mapping system to record damaged assets, inventory infrastructure including power poles and grid systems for pre & post disaster FEMA requirements. He has served with DP&O in several capacities – Disaster Recovery audit services, Debris Management Specialist, Operations Manager of all field projects and Product Manager/lead trainer for DP&O’s Recovery EOC™ Web & Mobile Software Solutions. Urban manages all Utilities/Infrastructure CAT E (Buildings/Equipment) & CAT F (Utilities), and G (Parks/Rec) disaster projects.

Urban for each DP&O clients leads their annual Asset Inventory status updates per FEMA Pre disaster requirements.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

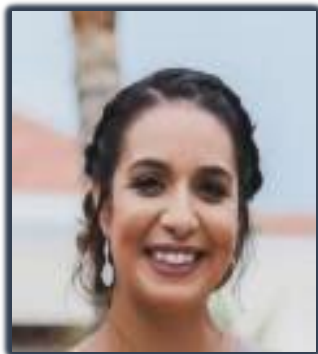
- **University of Memphis-Bachelor of Business Administration, Major in International Business – 91**

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FEMA CERTIFICATES: FHWA Emergency Relief Pro Training for Local Agencies, IS-026 Guide to Points of Distribution, IS-075 Military Resources in Emergency Management, IS 100c Introduction to the Incident Command System, IS-101.c Preparing for Federal Disaster Operations, IS-102.c Preparing for Federal Disaster Operations: FEMA Response Partners, IS 200c Basic Incident Command System, IS-230.d Fundamentals of Emergency Management, IS-235.c Leadership and Influence Emergency Planning, IS-240.b Leadership & Influence, IS-241.b Decision Making and Problem Solving, IS-242.b Effective Communication, IS-244.b Developing and Managing Volunteers, IS-276.a Benefit-Cost Analysis Fundamentals, IS-288.a The Role of Voluntary Agencies in Emergency Management, IS-315.a CERT and the Incident Command System (ICS), IS 317.a Introduction to Community Emergency Response Team, IS 318 Mitigation Planning for Local & Tribal Communities, IS-321 Hurricane Mitigation Basics for Mitigation Staff, IS-322 Flood Mitigation Basics for Mitigation Staff, IS-324.a Community Hurricane Preparedness, IS-393.b Introduction to Hazard Mitigation, IS-395 FEMA Risk Assessment Database, IS-403 Intro to Individual Assistance, IS-552 The Public Works Role in Emergency Management, IS-554 Emergency Planning for Public Works, IS 556 Damage Assessment for Public Works, IS-558 Public Works and Disaster Recovery, IS-559 Local Damage Assessment, IS 632a Introduction to Debris Operations, IS 633 Debris Management Plan Development, IS-660 Introduction to Public-Private Partnerships, IS-662 Improving Preparedness and Resilience through Public-Private Partnerships, IS-700.b An Introduction to the National Incident Management System, IS-703.b National Incident Management System Resource Management, IS-706 NIMS Intrastate Mutual Aid an Introduction, IS-800.d National Response Framework, An Introduction, IS-815 ABC’s of Temporary Emergency Power, IS-841.a NEMIS HMGP Systems Overview and Startup, IS-842.b NEMIS HMGP System Enter the HMGP Application, IS-843.a NEMIS HMGP System - Project Eligibility Determination, IS-844.a NEMIS HMGP System: Managing Project Tasks, IS-845.a NEMIS HMGP System: Oversight & Closeout, IS-860.c The National Infrastructure Protection Plan, An Intro, IS-1004 The FEMA Site Inspection Process, IS-1002 FEMA Grants Portal-Transparency at Every Step, IS-1006 Disaster Damage & Developing Project Files, IS-1010 Emergency Protective Measures, IS-1012 Direct Administrative Costs, IS-1018 Determination Memorandums and Appeals, IS-1020 Public Assistance Donated Resources, IS-1113 Coastal Barrier Resources Act, IS-1300 Introduction to Continuity of Operations, IS-2000 National Preparedness Goal & System Overview, IS-2002 Introduction to FEMA Operational Planning, IS-2200 Basic Emergency Operations Center Functions, IS-2500 National Prevention Framework, An Introduction, IS-2600 National Protection Framework, An Introduction, IS-2700 National Mitigation Framework, An Introduction, IS-2901 Intro to Community Lifelines

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**Joeamy Suarez, Data Manager****Email:** JSuarez@dpando.com

SUMMARY: Joeamy has been with DP&O since 2004 serving as DP&O's lead Data Manager, Debris Monitor Trainer and FEMA PA specialist assisting DP&O's Project managers. She has a flawless record of Records review and proper file labeling, disaster cost data reconciliation of force labor and equipment records, applying FEMA costs codes, and contractor invoices reconciliation of daily logs, and areas worked. She performs 1st level QAQC of supporting daily logs, payroll, and time sheets. She is very proficient is highly proficient with MS Office Suite, excel and database software and utilizes DP&O's Recovery EOC™ disaster cost claims and document management system with Microsoft SQL reporting performing QAQC of completed FEMA PW templates prior to FEMA PA portal submittals. As Recovery specialist /Data

manager she reviews all clients Force labor, equipment, rented equipment, contractors documents to identify discrepancies, or missing items, and resolved issues prior to FEMA submittal. She Additionally, assists with Debris Removal Operations costs records reconciliation and cross checking to ensure all debris removal tickets GPS are accurate on tickets and within Public Agency boundaries. She excels with reconciliation of debris removal contractor and debris monitor records and resolving any discrepancies between the costs back up are corrected prior to FEMA submittal (including ticket ledgers, tickets, daily logs, invoices, payments, photos, and maps of areas worked). She assists with Debris Removal monitor inspection and maintaining monitor field logs. She is a trainer for DP&O's TRKR™ ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities.

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FEMA CERTIFICATES: IS 100c Introduction to the Incident Command System, IS 200c Basic Incident Command System for initial Response , IS-00230.d Fundamentals of Emergency Management, IS-242.b Effective Communication, IS 244b Developing & Managing Volunteers, IS- 00318 Mitigation Planning for Local and Tribal Communities, IS-319.a Tornado Mitigation Basics for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation staff, IS-00321 Hurricane Mitigation Basics for Mitigation Staff Certificate, IS-00393.b Introduction to Hazard Mitigation, IS 556 Damage Assessment for Public Works, IS 558 Public Works & Disaster Recovery, IS- 00559 Local Damage Assessment, IS 632a Introduction to Debris Operations , IS 633 Debris Management Plan Development, IS- 1002 FEMA Grant Portal-Transparency at every step, IS 1004 FEMA Site Inspection Process, IS-1006 Disaster Damage & Developing Project files, IS-1007 Detailed Damage Description & Dimensions, IS 1010 Emergency Protective Measures, IS-1018 Determination Memorandums and Appeals, IS-1020 Public Assistance Donated Resources, IS-2002 Introduction to FEMA Operational Planning.

Steve Stark, Hazard Mitigation Technician**Email:** SStark@dpando.com

SUMMARY: Since 2020 Steve has served with DP&O as PA Recovery specialist and Assistant Data manager he reviews all clients Force labor, equipment, rented equipment, contractors documents to identify discrepancies, or missing items, and resolved issues prior to FEMA submittal and ensure FEMA compliance. Prior to DP&O Steve assisted as FEMA Project specialist for 10 years on several State level contractor teams on 10 major federal declared disasters. Steve deployed directly to disaster areas to support FEMA PA recovery efforts, including Hurricanes Michael and Irma in Florida and Superstorm Sandy in New York. For these projects, he led damage assessments and the collection, analysis, and documentation of disaster-related expenditures and force account costs. Paul's areas of expertise include disaster recovery and response, PA, Section 404/406 hazard mitigation, project management, and Pre-Audit services ensuring applicants are Project close out ready.

With DP&O Steve additionally, assists with Disaster Cost records reconciliation and is exceptional at Materials recon and Debris Removal Operations costs records reconciliation. He excels with reconciliation of debris removal contractor and debris monitor records and resolving any discrepancies between the costs back up are corrected prior to FEMA submittal (including ticket ledgers, tickets, daily logs, invoices, payments, photos, and maps of areas worked). Steve, using TRKR and Bolt EOC Web app, over sees and spot checks client disaster data and records, including photos quality and descriptions to ensure images and data are precise and clear. Steve supports the DP&O Project managers as needed for field inspection teams assignments, damage repairs validations, and assimilating the disaster Projects PW back up per FEMA requirements.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

Metropolitan Community College, Microbiology 1991, Business Management 2015-2016

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FEMA CERTIFICATES: Completed 141 ISP courses & all ICS courses; L-0201 Debris Technical Specialist L-0239 406 Hazard Mitigation; L-0382 PAC Crew Leader; L-0277 Basic Training for Community Relations Specialist; L-0282 Community Relations Deployment



Eddie Sanchez, Recovery Specialist Technician

Email: Esanchez@dpando.com

SUMMARY: Eddie has been with DP&O since 2021 and is very hands on and has a large field presence and manages field Damage Assessment operations for Buildings, Utilities, Parks, and Roads per FEMA PA requirements. He has represented our and advised on possible issues surrounding NRCS's jurisdiction. He supervises other DA Technicians using Recovery EOC™ BoltEOC™ web and mobile app to ensure all Damages Descriptions are detailed and photos are clear and easy to view in addition to identifying overlooked damages and identifying safety hazards. During Debris Removal operations he supervises the Temporary Debris Management Site (TDMS) Monitors and Operations including performing Truck/Vehicle Certification to ensure all trucks are properly certified by DP&O's Mobile App TRKR™ ADMS System. He provides debris monitoring supervision, QAQC of leaner,

hanger, stump and spot checks of monitors photos, GPS locations on tickets and ticket ledgers. He also performs reconciliation of Force labor, with payroll, time sheets, and client work orders; applies FEMA Cost Codes to force equipment used for FEMA CAT A (Debris Removal and B (Emergency Services) Projects submittal. He assists the project manager and operations and logistics with scheduling field monitor placement and needs. He serves as a roving monitor when needed to review and spot check all monitor's activity.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

- **Miami-Dade College, Kendall Campus, Miami, FL Associates of Arts in Mass Communication**
- **Miami-Dade College, Kendall Campus, Miami, FL Associates of Science Degree in Radio/TV**

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FEMA CERTIFICATE: TS-6 Management of Spontaneous Volunteers in Disasters, TS-23 Volunteers and Donations



Nicholas Evelyn, Recovery Specialist Technician

Email: Nevelyn@dpando.com

SUMMARY: Nicholas has been with DP&O since 2015 and has served as a lead technician for Client's damage assessments, and department data gathering, scanning and review. During recovery Nick performs in several capacities.: Post disaster data gathering, review and records assimilation including DP&O's clients reconciliation of Force labor with Time Sheets, and equipment applying FEMA cost codes for FEMA submittal. Nick also ensures that Clients shelters volunteers and donations are accurately accounted for per FEMA PA requirements which help offset the Clients State cost share. removal records reconciliation with photos, GPS locations on tickets and ticket ledgers. Nick is highly experienced in government administration, financial analysis and field to office document control Nick also performs QAQC debris monitoring supervision, ensuring debris monitors are documenting debris removal operations

accurately He assists the project manager and operations and logistics and schedulers with identifying field obstacles and ramping up staff, monitor placement and needs. He serves as a roving monitor when needed to review and spot check all monitor's activity.

EDUCATION AND PROFESSIONAL ASSOCIATIONS:

Florida International University- B.S in Psychology Year 2020

FEMA CERTIFICATES: IS -10a Animals in Disaster: Awareness & Preparedness, IS-11a Animals in Disaster: Community Planning, IS-100c Introduction to the Incident Command System, IS-200c Basic Incident Command System, IS-241b Decision Making & Problem Solving, IS-242b Effective Communication, IS-244b Developing & Managing Volunteers, IS-318 Mitigation Planning for Local & Tribal Communities, IS-319a Tornado Mitigation Basic for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation Staff, IS-321 Hurricane Mitigation Basics for Mitigation Staff, IS-322.

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Ester Bello, DP&O Administrator; Billing / Invoice Analyst

Email: EBello@dpando.com

SUMMARY: Ester Bello has over 20 years in a wide variety of accounting and experience with government administration and financial analysis. She has served with DP&O for 16+ years as DP&Os lead QAQC Data Manager for all DP&O's Direct Administrative Cost for Public agency

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Clients. She ensures data integrity from day 1 is audit ready and properly categorized, labeled per FEMA requirements for disaster claims submittals processing. She has served as DP&O's lead accountant and company administrator preparing DAC Submittals and ensures all DP&O's staff invoices are accurate per contract billing with project titles, client budget POs and back up timesheets accurate are maintained. She performs all Client invoicing with timesheets per client's requirements and FEMA DAC and monitor documentation requirements. Additionally, Ester performs all client contract administration.

EDUCATION AND PROFESSIONAL ASSOCIATIONS

- **American Educational Institute/Continuing Education for Claims Law Year 03**
- **University of North Florida/Business/BA Year 1996**
- **FCCJ/AA Year 1993**
- **2024 HAZWOPER SITE SUPERVISOR CERTIFIED/ CPR & FIRST AID CERTIFIED**



Reinerio Valdes, Damage Assessment Site Inspector

Email: RValdes@dpando.com

SUMMARY: Ray has served with DP&O (and former Disaster Operation & Training, Inc.) since 2005 in several capacities- as Project Technical Specialist, Damage Assessment Technician for Public Agencies and Public Power Utilities performing damage assessments, emergency repair crews, cost, tracking and documentation of damaged repaired power poles and utilities (Lift stations, storm drains) Using DP&O's Recovery EOC™ BoltEOC™ mobile app he leads our DA team for obtaining utility/ asset inventory mapping with asset details, photos, and notes. He has participated in over 20 disasters with critical FEMA deadlines to obtain all damaged inventory, which Ray excels at field data gathering of most sensitive Damages and repairs data. He has assisted with client's insurance onsite damage inspections of buildings and facilities (interiors, exteriors, and roofs) and has inventoried and mapped extensive damaged storm drain systems. During Debris Operations, Ray serves as Task Field Lead assisting with DMS sites management, monitor field data review per FEMA compliance and troubleshooting Final haul out to disposal issues.

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FEMA CERTIFICATES: IS-100c Introduction to the Incident Command System, IS-200c Basic Incident Command System, IS-241b Decision Making & Problem Solving, IS-242b Effective Communication, IS-244b Developing & Managing Volunteers, IS-318 Mitigation Planning for Local & Tribal Communities, IS-319a Tornado Mitigation Basic for Mitigation Staff, IS-320 Wildfire Mitigation Basics for Mitigation Staff, IS-321 Hurricane Mitigation Basics for Mitigation Staff, IS-322 Flood Mitigation Basics for Mitigation Staff, IS-393b Intro to Hazard Mitigation, IS-556 Damage Assessment for Public Works, IS-558 Public Works & Disaster Recover, IS-559 Local Damage Assessment, IS-632a Introduction to Debris Operations, IS-633 Debris Management Plan Development , IS-700b Introduction to the National Incident Management System , IS-703a NIMS Resource Management, IS-706 NIMS Intrastate Mutual Aid an Intro, IS-800c Nation Response Framework an Introduction, IS-841a NEMIS HMGP System Overview & Setup, IS-842.b NEMIS HMGP System Enter the HMGP Application, IS-843.a NEMIS HMGP System: Project Eligibility Determination, IS-844.a NEMIS HMGP System: Managing Project Tasks, IS-1002 FEMA Grants Portal Transparency at every step, IS-1004 The FEMA Site Inspection Process, IS-1006 Documenting Disaster Damage & Development project file, IS-1007 Detailed Damage Description & Dimensions, IS-1010 Emergency Protective Measures, IS-1018 Determination Memos & Appeals, IS-1020 Public Assistance Donated Resources, IS-2002 Intro to FEMA Operational Planning, IS-2200 Basic Emergency Operations Center Function.



Jose Arocha, Damage Assessment Site Inspector

Email: Jarocha@dpando.com

SUMMARY: Jose has served with DP&O (and former Disaster Operation & Training, Inc.) since 2017 in several capacities- as Project Technical Specialist, Damage Assessment Task Manager for Public Agencies and Public Power Utilities performing damage assessments, emergency repair crews, cost, tracking and documentation of damaged repaired power poles and utilities (Lift stations, storm drains.) Using DP&O's Recovery EOC™ BoltEOC™ mobile app he leads our DA team for obtaining utility/ asset inventory mapping with asset details, photos, and notes. He has participated in over 7 disasters with critical FEMA deadlines to obtain all damaged inventory, which he excels at field data gathering of most sensitive Damages and repairs data. Jose is DP&O's team lead for Client Insurance Site Inspections to ensure the insurance team identifies every insured damaged asset. He is a recovery specialist to ensure field to office data gathering all records are scanned and labeled properly and missing items are identified. He is highly efficient at disaster cost records reconciliation, ensuring photos match Clients Work Orders and

Contractors repairs descriptions. He is very hands on and has a large field presence and coordinating the storm drain /culvert clean out crews maintain at each location the FEMA required back up documentation using Recovery EOC TRKR ADMS. He also performs as Debris operations field manager and Project Technical Specialist assisting with debris management plans, debris damage assessments, and maintaining field to office recovery data gathering For Debris Management Site (TDMS) Monitoring being performed by field monitors, Debris Vehicle Certification to ensure all trucks are properly certified by DP&O's Mobile App TRKR™ ADMS System. He has participated in over 7 disasters with projects estimating

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over 10 million cubic yards and also utilizes DP&O's TRKR™ ADMS system assisting all monitors when needed and provides real-time supervision of monitor activities.

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FEMA CERTIFICATES: IS-633 Debris Management Plan Development; IS-632.A Introduction to Debris Operations



Fabiana Cova, Damage Assessment Site Inspector

Email: Fcova@dpando.com

SUMMARY: Fabiana has served with DP&O since 2017 in several capacities- Supervisor for Damages, emergency repairs validations for dimensions, materials used/installed; storm drain and culvert damages with all mapping of each location, photos, and notes per FEMA PA requirements. She also reviews clients' damages and repairs documentation efficiently and quickly identifying missing documentation to be gathered in the field by DP&O Filed team. She leads the Debris hazards identification team working with Clients departments heads and Public-School principals for assessing disaster hazards and coordinating with DP&O Field team to secure areas until debris or another asset hazard is removed. Using her engineering skills, she excels at FEMA site inspections for Damages for "Work to Complete "Building: Interior /Exterior, Walkways, Erosion project areas, and Storm Drain systems) projects validation. Fabiana is DP&O's team lead for Client Insurance Site Inspections to ensure the insurance team identifies every insured damaged asset. Fabiana is a recovery specialist to ensure field to office data gathering all records are

scanned and labeled properly and missing items are identified. She is highly efficient at disaster cost records reconciliation, ensuring photos match Clients Work Orders and Contractors repairs descriptions. She performs Debris Monitoring Supervision and training of Debris Monitoring. Fabiana is very efficient and skilled with Debris Removal records reconciliation per FEMA PA requirements. She supervises debris field operations including Debris Management Site (DMS) Monitoring, load haul to disposal, and leaner hanger stump removal. She has participated in 5 disasters with projects estimating over 5 million cubic yards and \$15 Million in Disaster Projects costs. She utilizes DP&O's Recovery EOC web and mobile apps Bolt EOC and TRKR™ ADMS system for all disaster records data gathering.

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FEMA CERTIFICATES: TS-27 Local Volunteers and Donation Management; IS-633 Debris Management Plan Development; IS-632.A Introduction to Debris Operations



Adrian Gomez, IT Manager

Email: adrian.gomez@dpando.com

SUMMARY: Adrian is DP&O's Software IT Manager providing IT services and custom software development services and leads our development team. He provides support to a variety of industries and is an extremely gifted software developer with over ten years of experience in software architecture, enterprise mobility, IT infrastructure, cybersecurity, and IT management. Also Founder of Wide Evolution Systems Corp. Mr. Gomez is a Honeywell ISV Gold Partner and also a Honeywell developer.

EDUCATION: University of Havana, Cuba Computer Science



BRIAN HUDSON, IT Support Technician

Email: Bhudson@exactrecovery.com

SUMMARY: Brian Hudson has 20 years of experience serving the Public Utility industry and serves as DP&O's Utilities Subject Matter Expert on disaster projects located in the Southeast United States. Since 2014, Brian has mobilized with DP&O on multiple disasters aiding the Public Utilities damages assessments, and emergency repairs validations Per FEMA requirements, including coordination of Mutual Aid Contractors, Material and Crew Logistics, and working with DP&O's TRKR™ and BoltEOC™ to confirm the damages boundaries, map debris hazard's location, and inventory /document damage repaired power poles with Construction RUS units, mapping, and identifying safety hazards. He also performs asset inventory inspections and mapping of Water and Sewer facilities. He leads the identification of new features for BoltEOC™ Utility Asset Mobile App. Brian also assists

DP&O's President Gabrielle with Utility Department Training for FEMA Disaster Reimbursement requirements.

EDUCATION: University of Mississippi Oxford, 2000 B.S.E.E Electric Engineering

GEORGE K. FOSTER, M.S., P.G., Senior Environmental Specialist

Email: Gfoster@dpando.com

SUMMARY: Experience in Geology, Rock and Mineral Prospecting, Reserves Analysis, Drilling and Coring, Clay Mineralogy, Industrial Mineralogy, Portland Cement Chemistry, and Mine Permitting

EDUCATION: MS in Geology, 1985, University of Florida. Master's research involved trace element analysis by x-ray fluorescence (XRF) of Portland cement and cement raw materials and a statistical analysis of the relationship between trace

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element concentrations and cement mortar strengths. Graduate BA in Geology, 1981, University of South Florida. Declared an honor student senior year (GPA 3.5/4.0). Member USF Rugby Club, 1980 season.

JAMES E. SHIRK, P.E. - Florida Professional Engineer, #046468, Engineer IV American Academy of Environmental Engineers

SUMMARY: Jim serves as DP&O's Senior Engineer Analyst for Environmental projects, and he has 30 + years Engineering experience including the following projects:

Property Evaluation and Assessment

- Performed over 20 initial evaluations for property transfers under the New Jersey Environmental Cleanup Responsibility Act (ECRA),
- Performed over 80 Phase I Environmental Site Assessments in New Jersey, Pennsylvania, Texas, and Florida for transfers of property used for asphalt batch mixing, retail and apartment construction, hotels and motels, and waste recycling.

Remedial Design for Contaminated Soils and Groundwater

- Designed systems and prepared remedial action plans to remediate soil and groundwater contaminated by hydrocarbons and solvents. System designs have included recovery using pneumatic pumps, collection, and treatment for discharge to municipal treatment works, air sparging, bio-sparging, soil vapor extraction, multi-phase extraction, and *in situ* bioremediation.

Geotechnical Investigations and Assessments

- Evaluated geotechnical investigations for sinkhole studies, prepared cost assessments and reviewed field operations for investigation for more than 20 residential properties.

Surface and Groundwater Resources

- Completed major stream surveys in New York, New Jersey, and Florida, including determining stream flows, developing stage-discharge relationships, predicting travel time and re-aeration data from physical stream configuration, and stream modeling for dissolved oxygen.
- Designed and implemented a stream survey in Florida to provide data to develop a detailed water budget.

EDUCATION: BS and MS in Civil Engineering, 1965, 1970, University of Arkansas.

DP&O Expertise And Experience Of Key Project Personnel

KEY PERSONNEL	POSITIONS / TITLE	DISASTER MONITORING PROJECTS
Gabrielle Benigni 25+ Years Experience	Project Director	Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4
Rob Russakoff 15 Years Experience	Sr. VP – Project Manager / Sr. Grant Management Specialist	Hurricane: Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga, 2022 Ian. Tornado: 2014 Tupelo MS EF4, 2016 Mississippi EF4
Jeanne Devlin 30+ Years Experience		Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga, 2021 Ida, 2022 Ian. Severe Storm: 2020 KY, 2021 KY, 2022 KY, 2022 KS Tornado: 2014 Tupelo MS EF4, 2016 Mississippi EF4
Liz Valdes 25+ Years Experience	Project Manager – Sr. VP	Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4
Urban Hammarstedt 15 Years Experience	Operations Manager / Recovery EOC™	Hurricane: 2012 Sandy; 2017 Irma; 2019 Olga, 2022 Ian. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4
Nicolas Evelyn 18 Years Experience	Recovery Specialist Technician	Hurricane: 2005 Katrina/Wilma; 2012 Sandy; 2017 Irma; 2019 Olga, 2022 Ian.

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24/7 (305) 317-0831 www.DPandO.com

		Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4
Joeamy Suarez 19 Years Experience	Recovery Specialist Technician	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga, 2022 Ian. Tornado: 2014 Tupelo MS EF4, 2016 Mississippi EF4
Ester Bello 20+ Years Experience	Billing/Invoice Analyst	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga, 2022 Ian. Tornado: 2014 Tupelo MS EF4, 2016 Mississippi EF4
Reinerio Valdes 19 Years Experience	Damage Assessment Site Inspector	Hurricane: 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2012 Sandy; 2017 IRMA; 2019 Olga, 2022 Ian. Tornado: 2014 Tupelo MS EF4, 2016 Mississippi EF4
Eddie Sanchez 18 Years Experience	Data Manager	Hurricane: 2005 Katrina/Wilma; 2017 Irma; 2019 Olga, 2022 Ian. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4
Jose Arocha 6 Years Experience	Damage Assessment Site Inspector	Hurricane: 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian.
Fabiana Cova 6 Years Experience	Damage Assessment Site Inspector	Hurricane: 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian.
Steve Stark 13 Years Experience	Hazard Mitigation Analyst	Hurricane: 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4
Brian Hudson 25+ Years Experience	GIS Analyst / IT Support Tech	Hurricane: 1998 Georges; 2004 Charley, Jeanne, and Frances; 2005 Katrina, Wilma; 2008 IKE; 2012 Sandy; 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian. Tornado: 2014 Tupelo MS EF4; 2016 Mississippi EF4
Adrian Gomez 6 Years Experience	IT Manager	Hurricane: 2017 IRMA; 2018 Michael; 2019 Olga, 2022 Ian.

REQUIRED FORMS

SECTION 4

PRICING PROPOSAL

Proposal of: Disaster Program & Operations
(Proposer Company Name)

To: City of La Marque

Ref.: Disaster Consulting and Grant Administration Services

RFP No#: 24-05

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the "Services" required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

4.1 Pricing Proposal for Services Offered

4.1.1 See below CITY OF LA MARQUE Pricing Proposal (Ref. 4.6). It must be filled out completely and returned with this Pricing Proposal.

4.2 Added Value

4.2.1 Describe any proposed benefits to CITY OF LA MARQUE from Proposer, not otherwise set forth herein, which would be an added value to CITY OF LA MARQUE.

4.3 CITY OF LA MARQUE's Payment Terms

CITY OF LA MARQUE's standard payment terms for services are "Net 30 days."

4.4 Price Increases Upon Extension

Any contract resulting from this RFP shall be effective for three (3) years upon execution by the City of La Marque. **Proposed pricing referenced in 4.6 Pricing Proposal shall be firm for three (3) years.**

It is agreed that City will have the option to extend the contract for up to two (2) additional years in one-year intervals. Upon option to extend, if approved by the CITY OF LA MARQUE, the Bidder shall modify the rates charged by the Bidder to reflect any changes shown in the comparative statement delivered to CITY OF LA MARQUE. The maximum increase allowed under this provision shall be four percent (4%) per year. CITY OF LA MARQUE will not accept, or agree, to any escalation clause higher than four percent (4%) per year. If an escalation clause of greater than the maximum allowed by CITY OF LA MARQUE, as stated previously, is inserted in the blanks below, CITY OF LA MARQUE will consider that the amount of escalation is 0%. CITY OF LA MARQUE shall have authority, in its reasonable discretion, to determine the validity of any change in Bidder's rates. CITY OF LA MARQUE cannot exercise the Option to Extend with any price increases unless the Bidder completes the section of the Quote requesting anticipated percentage of annual escalation. The escalation time frame will be determined by CITY OF LA MARQUE's Fiscal Year which begins in October and ends the following September. (example: FY 2022 October 1, 2021 – September 30, 2022).

Escalation may only occur at the time of renewal and only upon securing the approval of the City in writing. Requests for price adjustments must be solely for the purpose of accommodating an increase in the contractor's cost, not profits.

FIRST ADDITIONAL YEAR (FY 2026) ESCALATION 0 %

SECOND ADDITIONAL YEAR (FY 2027) ESCALATION 1 %

4.5 Cooperative Governmental Purchasing Notice

Other governmental entities maintaining inter-local agreements with CITY OF LA MARQUE, may desire, but are not obligated, to purchase goods and services defined in this RFP from the successful Proposer. All purchases by governmental entities, other than CITY OF LA MARQUE, will be billed directly to and paid by that governmental entity. CITY OF LA MARQUE will not be responsible for another governmental entity's debts. Each governmental entity will place their own orders with the successful Proposer and be responsible for ensuring full compliance with the RFP specifications. Prior to other governmental entities placing orders, CITY OF LA MARQUE will notify the successful Proposer of their intent.

Please indicate below if you will permit other governmental entities to purchase from your agreement with CITY OF LA MARQUE.

☒ **Yes, Others can purchase** ☐ **No, Only the CITY OF LA MARQUE can purchase.**

**Section 4.6 Pricing
Rate Schedule**

<u>Labor Category</u>	<u>Hourly Rate- Remote</u>	<u>Hourly Rate-Total including All</u>	<u>%of profit %</u>
Principal	\$130.00	\$150.00	0%
Project Manager	\$85.00	\$100.00	0%
Subject Matter Expert (SME) PA	\$ \$80.00	\$95.00	0%
Subject Matter Expert (SME) Mitigation	\$80.00	\$95.00	0%
Senior Public Assistance Officer	\$85.00	\$100.00	0%
Junior Public Assistance Officer	\$65.00	\$85.00	0%
Mitigation Specialist	\$65.00	\$85.00	0%
Grant Manager	\$75.00	\$90.00	0%
Appeals Specialist	\$125.00	\$145.00	0%
Grant Writer	\$85.00	\$100.00	0%
Grant Specialist	\$70.00	\$85.00	0%
Senior Planner	\$ 90.00	\$105.00	0%
Planner	\$75.00	\$920.00	0%
Senior GIS Analyst	\$80.00	\$95.00	0%
GIS Analyst	\$65.00	\$80.00	0%

Respectfully submitted,

Proposer: Disaster Program & Operations

By: 
(Authorized Signature for Proposer)

Name: Gabrielle Benigni

Title: President

Date: 8/30/24

PROPOSED PRICING SHALL BE FIRM FOR THREE (3) YEARS

SECTION 5

Appendices

- Appendix A – Proposal Document**
- Appendix B – Conflict of Interest**
- Appendix C – House Bills 13, 19, 89**
- Appendix D – Property Tax Statement**
- Appendix E – Nepotism Statement**
- Appendix F – Non-Collusion Statement**
- Appendix G – Certification Regarding Debarment**
- Appendix H – ACH Form**

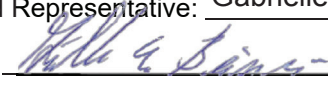
Appendix A – Proposal Document

Submittal Checklist: (To determine validity of Proposal)

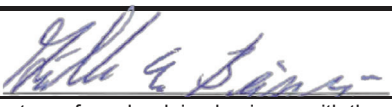
- ☒ **Appendix A must be included in the submittal.**
- ☒ **Appendix B – G all forms must be complete and included in the submittal.**

By checking the below box(es), you are acknowledging the contents of the document(s) relating to the listed appendices, and agreeing to their terms:

- | | |
|---|---|
| ☒ Appendix B – Conflict of Interest
☒ Appendix C – House Bill 13, 19, 89 Verification
☒ Appendix D – Property Tax Statement | ☒ Appendix E – Nepotism Statement
☒ Appendix F – Non-Collusion Statement
☒ Appendix G – Certification Regarding Debarment |
|---|---|

All Proposals delivered to the City of La Marque shall include this page with the submittal.			
RFP Number:	24-05		
Project Title:	Disaster Consulting and Grant Administration Services		
Submittal Deadline:	09/11/2024		
Proposer Information:			
Proposer's Legal Name:	Gabrielle Benigni		
Address:	830-13 A1A North #674		
City, State & Zip	Ponte Vedra Beach FL, 32082		
Federal Employers Identification Number #	4 7 3 9 3 6 1 8 1		
Phone Number:	561-436-3383	Fax Number:	
E-Mail Address:	gbenigni@dpando.com		
<u>Proposer Authorization</u>			
I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into an agreement on behalf of the Proposer. Printed Name and Position of Authorized Representative: <u>Gabrielle Benigni - President</u> Signature of Authorized Representative: <u></u> Signed this <u>30th</u> (day) of <u>August</u> (month), <u>2024</u> (year)			

Appendix B – Form CIQ

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
1 Name of vendor who has a business relationship with local governmental entity N/A		Date Received
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. Not applicable		
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  _____ Signature of vendor doing business with the governmental entity 8/30/2024 _____ Date		

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

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a).
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Appendix C - House Bills 13, 19 & 89 Verification

Pursuant to Senate Bill 13 of the 87th regular Texas Legislature session:

Verification Regarding Boycotting Energy Companies – Pursuant to Chapter 2274, Texas Government Code, Contractor verifies (1) it does not boycott energy companies, and (2) it will not boycott energy companies during the term of this Agreement. Contractor acknowledges this Agreement may be terminated and payment withheld if this verification is inaccurate. (Note: This provision only applies in a contract that (1) has a value of \$100,000 or more that is to be paid wholly or partly from public funds and (2) is with a for-profit entity, not including a sole proprietorship, that has ten (10) or more full-time employees.)

Pursuant to Senate Bill 19 of the 87th regular Texas Legislature session:

Discrimination Against Firearm Entities – In accordance with Texas Government Code Chapter 2274, Contractor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. This section only applies if: (i) Contractor has ten (10) or more full-time employees and (ii) this Agreement has a value of \$100,000 or more to be paid under the terms of this Agreement; and does not apply: (i) if Contractor is a sole proprietor, a non-profit entity, or a governmental entity; (ii) to a contract with a sole-source provider; or (iii) to a contract for which none of the bids from a company were able to provide the required certification.

Pursuant to Sections 2270.001, 2270.002, 808.001, Texas Government Code:

1. *“Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *“Company” has the meaning assigned by Section 808.001, except that the term does not include a sole proprietorship.*
3. *Section only applies to a contract that is between a governmental entity and a company with 10 or more full-time employees; and has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.*

I, Gabrielle Benigni (Person name), the undersigned representative of
(Company or Business Name) Disaster Program & Operations (hereinafter
referred to as Company)

being an adult over the age of eighteen (18) years of age, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270; depose and verify under oath that the Company, under the provisions of Subtitle A, Title 8, Government Code, is amended by adding Chapter 809; do hereby depose and verify under oath that the Company, under the provisions of Subtitle F, Title 10, Government Code, is amended by adding Chapter 2274 will not discriminate and/or boycott any of these provisions outlined and defined in House Bills 13, 19 and 89.

8/30/2024
DATE


SIGNATURE OF COMPANY REPRESENTATIVE

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.

Appendix D – Property Tax Statement

**FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING
SUPERVISOR DEEMING YOUR BID OR PROPOSAL
“NON-RESPONSIVE.”**

The City of La Marque, Texas has adopted the following policy:

The City of La Marque will not do business with any person or business that owes delinquent property taxes to the City.

Please indicate whether you or your company, owe delinquent property taxes to the City whether an assumed name, partnership, corporation, or any other legal form.

☒ I do not owe the City property taxes that are delinquent.

☐ I owe City property taxes that are delinquent on property located at

Gabrielle Benigni

Proposer's Printed or Typed Name



Proposer's Signature

8/30/2024

Date

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A
PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE
PROPOSAL.**

Appendix E – Nepotism Statement

**FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING
SUPERVISOR DEEMING YOUR BID OR PROPOSAL
“NON-RESPONSIVE.”**

The Bidder or Proposer or any officer, if the Bidder or Proposer is other than an individual, shall state whether Bidder or Proposer has a relationship, either by blood or marriage, with any official or employee of the City of La Marque by completing the following:

If the Proposer or Bidder is an individual:

_____ I am not related by blood or marriage to any official or employee of the
City of La Marque

_____ I am related by blood or marriage to the following official(s) or employee(s)
of the City of La Marque

Name and title of City Official

Or employee: _____

Relationship: _____

If the Bidder or Proposer is **NOT** an individual:

☒ The officers of the company submitting this bid or proposal are not related by
blood or marriage to any official or employee of the City of La Marque.

_____ The officers of the company submitting this Proposal are related by blood or marriage to
the following official(s) or employee(s) of the City of La Marque.

Name and title of officer: _____

Employee and title of City Official or Employee: _____

Relationship: _____

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF
THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE
PROPOSAL.**

Appendix F – Non-Collusion Statement

THE UNDERSIGNED AFFIRM THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT, THAT THIS COMPANY, FIRM, PARTNERSHIP, OR INDIVIDUAL HAS NOT PREPARED THIS PROPOSAL IN COLLUSION WITH ANY OTHER PROPOSER, AND THAT THE CONTENTS OF THIS PROPOSAL AS TO PRICES, TERMS OR CONDITIONS OF SAID PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS PROPOSAL.

PROPOSER Disaster Program & Operations

ADDRESS 830-13 A1A North #674 Ponte Vedra Beach FL, 32082

PHONE 561-436-3383

FAX _____

PROPOSER (SIGNATURE)



PROPOSER (PRINTED NAME)

Gabrielle Benigni

POSITION WITH COMPANY

President

**SIGNATURE OF COMPANY OFFICIAL
AUTHORIZING THIS PROPOSAL**



COMPANY OFFICIAL

(PRINTED NAME) Disaster Program & Operations

OFFICIAL POSITION President

THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.

Appendix G – Document 00435

The City of La Marque, Texas

PROPOSER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION (49 CFR PART 29)

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Proposer agrees that by submitting this proposal that Proposer will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification-the above information is true and complete to the best of my knowledge and belief.

Gabrielle Benigni

(Printed or typed Name of Signatory)



(Signature)

8/30/2024

(Date)

NOTE: The penalty for making false statements in offers is prescribed in **18 U.S.C. 1001**

END OF DOCUMENT 00435-FAA

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A PART
OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.**

Appendix H – ACH Form



City of La Marque Accounts Payable
1111 Bayou Road La Marque, TX 77568
PHONE (409) 938-9214 FAX (409) 877-5020
Email: c.turner@cityoflamarque.org

Vendor Information ACH AUTHORIZATION FORM

Vendor Name		Vendor No.	
Disaster Program & Operations, Inc.			
Address	City	ST	Zip
830-13 A1A North #674	Ponte Vedra Beach	FL	32082
Accounting/ACH Contact Name	Phone	Fax	
Ester Bello	904-536-7819		
Email Address for Remittance Advice (**required**)			
ebello@dpando.com			

Above named Vendor hereby authorizes the City of La Marque to originate Automated Clearing House electronic funds transfer (EFT) credit entries to Vendor's account, as indicated below, for payment/reimbursement of goods and/or services.

Banking Information

☒ Checking
☐ Savings

☒ New Setup
☐ Change

Name on Bank Account	
Disaster Program & Operations, Inc.	
Bank Routing Number*	Bank Account #
067014822	4344953446

*Please provide the 9 digit bank routing number from a check. The routing number from a deposit slip is invalid.

If you change banks or accounts please provide at least thirty (30) days written notice.

Vendor Authorization:

Gabrielle Benigni/President

Authorized Name/Title

Gabrielle Benigni
Authorized Signature

8/30/2024

Date

COR Accounts Payable Use:	Date Received:	Date Entered:	Entered by:

Return this only if awarded

APPENDIX I – FEDERAL CLAUSES

The following, federally mandated, clauses require acknowledgement of the offeror and are considered part of the contract between the City of La Marque and the awarded vendor. Any offeror that does not acknowledge the clauses below shall be considered non-responsive and will not be considered for award.

1. **NO GOVERNMENTAL OBLIGATION TO THIRD PARTIES:** The Owner and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Owner, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
2. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS:** Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq., "Administrative Remedies for False Claims and Statements," apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
3. **ACCESS TO RECORDS AND REPORTS:** The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of recipient), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract."
4. **EQUAL EMPLOYMENT OPPORTUNITY:** The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's

commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law. The vendor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

5. **GOVERNMENT-WIDE SUSPENSION AND DEBARMENT:** This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

6. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT:**

1. **Overtime requirements** - No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
2. **Violation; liability for unpaid wages; liquidated damages** - In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

3. **Withholding for unpaid wages and liquidated damages** – The Owner shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
4. **Subcontracts** - Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

7. **LOBBYING:**

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms by signing this contract the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq* apply to this certification and disclosure, if any.

8. **CLEAN AIR 42 U.S.C. § 7401 et seq.:** Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq*. The Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to the State of Texas, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

9. **CLEAN WATER REQUIREMENTS 33 U.S.C. 1251 et seq.:** Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq*. Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to the State of Texas, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

10. PROCUREMENT OF RECOVERED MATERIALS 42 U.S.C 6962:

(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

(i) Competitively within a timeframe providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

- 11. DEPARTMENT OF HOMELAND SECURITY SEAL, LOGO, AND FLAGS:** By signing this contract, the contractor agrees it shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval.
- 12. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS:** This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

13. COMPLIANCE WITH DAVIS-BACON ACT AND COPELAND “ANTI-KICKBACK” ACT:

Minimum wages - (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classifications and wage rates conformed under paragraph (1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii)(A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:

(1) Except with respect to helpers as defined as 29 CFR 5.2(n)(4), the work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination; and

(4) With respect to helpers as defined in 29 CFR 5.2(n)(4), such a classification prevails in the area in which the work is performed.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(v)(A) The contracting officer shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(v) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(2) Withholding - The [*City of La Marque*] shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, the [*City of La Marque*] may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records - (i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the

United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the [*City of La Marque*] for transmission to the Federal Transit Administration. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5. This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5 and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the Federal Transit Administration or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and trainees – (i) Apprentices – Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency reCity of La Marquenized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division of the U.S. Department of Labor determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Bureau of Apprenticeship and Training, or a State Apprenticeship Agency reCity of La Marquenized by the

Bureau, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees – Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity – The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) Compliance with Copeland Act requirements – The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

(6) Subcontracts – The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Federal Transit Administration may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) Contract termination: debarment – A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act requirements – All rulings and

interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

(9) Disputes concerning labor standards – Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) Certification of eligibility – (i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

I, Gabrielle Benigni (printed name), the undersigned, do hereby acknowledge, and agree to comply, with the above statements for the entire length of any agreement with the City of La Marque, Texas.



Signature of Authorized Company Representative

8/30/2024

Date

**THIS DOCUMENT MUST BE SIGNED AND SUBMITTED AS IT IS A PART OF THE
BID PACKAGE AS MENTIONED IN SECTION 6B OF THE ITB.**

SECTION 6

PROPOSER'S QUESTIONNAIRE

Proposals must include responses to the questions contained in this Proposer's General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply, or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

6.1 Proposer Profile

6.1.1 Legal name of Proposer Company:

Disaster Program & Operations

Centralized Master Bidders List registration number: N/A

Prime contractor HUB / MWBE registration number: 6522415 (Miami Dade County)

An individual Proposer acting as a sole proprietor must also enter the Proposer's Social Security Number: # - - .

Universal Entity Identifier (UEI) number DQ3SSETTSPV8.

Number of years in Business: 9+ years

State of incorporation: Florida

Number of Employees: 11+

Annual Revenues Volume: \$,986,000.00

Name of Parent Corporation, if any N/A

NOTE: If Proposer is a subsidiary, CITY OF LA MARQUE prefers to enter into an agreement or agreement with the Parent Corporation or to receive assurances of performance from the Parent Corporation.

6.1.2 Proposer will provide a copy of its financial statements for the past two (2) years.

6.1.3 Proposer will provide a financial rating of the Proposer's entity and any related documentation (such as a Dunn and Bradstreet analysis) that indicates the financial stability of Proposer.

6.1.4 Proposer will state whether or not Proposer is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If yes, Proposer will explain the expected impact, both in organizational and directional terms.

6.1.5 Proposer will provide any details of all past or pending litigation or claims filed against Proposer that would affect its performance under an Agreement with CITY OF LA MARQUE.

6.1.6 Proposer will state whether or not Proposer is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other

entity. If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

- 6.1.7 Proposer will state whether or not any relationship exists (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of CITY OF LA MARQUE. If yes, Proposer will explain.

6.2 Approach to Project Services

- 6.2.1 Proposer will provide a statement of the Proposer's service approach and will describe any unique benefits to CITY OF LA MARQUE from doing business with Proposer. Proposer will briefly describe its approach for the required services identified in **Section 3** Scope of Work of this RFP.
- 6.2.2 Proposer will provide an estimate of the earliest starting date for services following execution of an Agreement.
- 6.2.3 Proposer will describe the types of reports or other written documents Proposer will provide (if any) and the frequency of reporting, if more frequent than required in the RFP. Proposer will include samples of reports and documents, if appropriate.

6.3 General Requirements

- 6.3.1 Proposer will provide summary resumes for its proposed key personnel who will be providing services under the Agreement with CITY OF LA MARQUE, including their specific experiences with similar service projects, and number of years of employment with Proposer.
- 6.3.2 Proposer will describe any difficulties it anticipates in performing its duties under the Agreement with CITY OF LA MARQUE and how Proposer plans to manage these difficulties. Proposer will describe the assistance it will require from CITY OF LA MARQUE.
- 6.3.3 Proposer will describe its approach in providing staffing continuity to customer.
- 6.3.4 Proposer will describe its ability to communicate its vision and capacity for establishing a relationship that addresses current and future needs and trends in the industry.
- 6.4.5 Proposer will describe any additional costs that may be associated with service work and the invoicing of such.

6.4 Quality Assurance

Professional will describe its quality assurance program, its quality requirements, and how they are measured.

6.5 Service Support

Proposer will describe its service support philosophy, how the philosophy is implemented, and how Proposer measures its success in maintaining this philosophy.

6.6 Additional Services

- 6.6.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to CITY OF LA MARQUE. Additional services or benefits must be directly related to the goods and services solicited under this RFP.
- 6.6.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by CITY OF LA MARQUE from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

SECTION 7

REFERENCES

References – This section is required.

Proposer shall provide four (4) references where Proposer has performed similar to or the same types of services as described herein. Proposer shall provide references not affiliated with the City of La Marque, or any of its employees.

Reference #1:

Client / Company Name: City of Homestead	
Contact Name: Steven Taylor	Contact Title: EM DIRECTOR
Phone: 305-224-4519	Email: staylor@cityofhomestead.com
Date and Scope of Services Provided: 9/2018-12/31/2024	
Moniotring/Debris mgmt; Disasater Recovery consulting; FEMA PA Program Mgmt; Hazard Mitigation Grant Mgmt; Covid FEMA, CARES ACT	

Reference #2:

Client / Company Name: City of Homestead - Energy	
Contact Name: Billie Branch	Contact Title: ASST DIRECTOR ELECTRIC SERVICES
Phone: 305-224-4707	Email: wbranch@cityofhomestead.com
Date and Scope of Services Provided: 9/2018-12/31/2024	
Monitoring/Recovery Consulting, FEMA PA submittal; Asset Inventory, Power pole/Substation Inventory	

Reference #3:

Client / Company Name: City of Florida City	
Contact Name: Eugene Leon	Contact Title: PROJECT MANAGER
Phone: 786-304-8230	Email: projmngn@floridacity.gov
Date and Scope of Services Provided: 9/2016-5/2028	
Monitor/Debris Mgmt; Disaster Recovery; FEMA PA ; Hazard Mitigation, COVID 19 FEMA Recovery, CARES ACT Recovery	

Reference #4:

Client / Company Name: New College of Florida	
Contact Name: Yosef Shapiro	Contact Title: Director, Environmental Health and Safety (EHS) and Emergency Management (EM)
Phone: 941-487-4449	Email: yshapiro@ncf.edu
Date and Scope of Services Provided: 5/2021-1/2025	
Disaster debris mgmt/moniotring; Debris Removal Audit; Disaster Recovery Svcs, FEMA Program Asst.	

SEPTEMBER 11, 2024

PROPOSAL REFERENCE
NUMBER: 24-05
CITY OF LA MARQUE, TEXAS



DISASTER CONSULTING AND GRANT ADMINISTRATION

PROPOSAL REFERENCE NUMBER: 24-05
CITY OF LA MARQUE, TEXAS

DISASTER CONSULTING AND GRANT ADMINISTRATION

SEPTEMBER 11, 2024



Proposal Disclaimer: The information in this proposal contains certain trade secrets and proprietary information that GrantWorks owns. Such information is confidential as a matter of law, pursuant to Chapter 552, Texas Government Code. In the event that you receive a public information request for this proposal or any of its content, we ask that you immediately contact us so that we may submit a briefing to the Office of the Attorney General's Open Records Division to protect our information and prevent its release.

September 11, 2024

Keith Bell
City Mayor
City of La Marque
1111 Bayou Road
La Marque, Texas 77568

Subject: City of La Marque, Texas Request for Proposal (Proposal Reference Number: 24-05): Disaster Consulting and Grant Administration Services

Dear Mayor Bell:

GrantWorks, Inc. appreciates the opportunity to respond to your Request for Proposals for Disaster Consulting and Grant Administration Services. We aim to free the City of La Marque from cumbersome paperwork while providing timely and accurate decision-making information to help you plan for your current and future needs.

We understand that the City seeks a competent consultant to coordinate and mobilize experienced personnel to provide Federal Emergency Management Agency (FEMA) Public Assistance (PA) and Hazard Mitigation Assistance (HMA) resources to facilitate damage assessments, project management, scope development, cost estimating, quality assurance, reporting, and assist with Project Worksheet (PW) and application development for grant reimbursement.

GrantWorks is Texas' foremost application and grant management services provider, with a history of securing and administering more than \$10 billion in assistance for hundreds of localities through thousands of grant contracts. Our team's bench of 300+ disaster recovery and grant management professionals is available to support the City with all your disaster response, recovery, hazard mitigation, and resiliency needs.

This proposal demonstrates that GrantWorks has deep experience managing every aspect of FEMA PA and HMA implementation—from project formulation, application development, project submittal, preliminary environmental review, compliance with state and federal regulations, implementation of funded construction projects, reimbursement requests, compliance monitoring, and closeout and audit processes. We believe we are the most qualified bidder to provide the services associated with the City's FEMA PA and HMA projects for the following reasons:

Established Team – GrantWorks has a dedicated FEMA Services department that includes Public Assistance and Hazard Mitigation project managers and a talented hazard mitigation planning group. This specialized team has extensive experience working for and with FEMA, the Texas Division of Emergency Management (TDEM), the Texas Water Development Board (TWDB), and other state and local government entities. Our primarily Texas-based team operates from 3 primary offices and 77 field locations throughout the state. It is immediately available to provide detailed technical assistance and effective project management services to support the City's goals.

Highly Qualified Staff – GrantWorks hires skilled and experienced employees—over 30% of our staff hold advanced degrees in relevant disciplines such as law, city planning, engineering, business administration, and construction management. More than a dozen team members have joined GrantWorks after successful careers in state and local government or grant-related consultancy, including former TDEM employees. As a company, we have a culture of continuous improvement that extends to our team through regular training, sponsored certification, and abundant opportunities for professional development and growth.

Proven Experience – GrantWorks has managed all aspects of disaster consulting and grant administration, including Public Assistance, Post-Disaster Mitigation Section 406 and 404 programs. Our specialists have a strong record of helping municipalities secure and manage FEMA PA and HMA funding, including grants from the Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Flood Mitigation Assistance (FMA), and other funding sources.

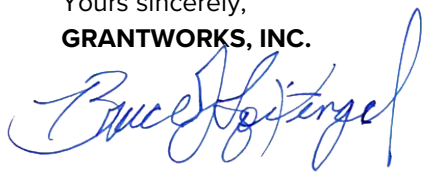
Implementation Excellence – A Project Delivery Services team supports FEMA Services. This team includes specialists in GIS/mapping, labor standards, environmental services, procurement, URA/acquisition, construction management, and field-based client services to support our project teams. This strong foundation of advisors allows our PA and HMA project managers to focus on project implementation.

Commitment – GrantWorks is known for our commitment to responsive and collaborative administration and implementation services—a practice reflected in our long-standing relationships with many of our local government clients. We extend this pledge to the City of La Marque, and we look forward to continuing to deliver high-quality disaster recovery, planning, mitigation, and resiliency support to your community.

GrantWorks can help you create well-run, efficient, and successful disaster recovery and hazard mitigation programs that comply with all TDEM, FEMA, and TWDB requirements. We have the resources and expertise to assist with your current disaster recovery needs immediately following contract signing, and we are ready to help generate and implement projects that satisfy the City's disaster recovery, mitigation, and resiliency goals throughout this contract and beyond. Thank you for your consideration.

Yours sincerely,

GRANTWORKS, INC.



Bruce J. Spitzengel
President

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APPENDIX A

PROPOSAL DOCUMENT

APPENDIX A – PROPOSAL DOCUMENT

Appendix A – Proposal Document

Submittal Checklist: (To determine validity of Proposal)

☒ Appendix A must be included in the submittal.

☒ Appendix B – G all forms must be complete and included in the submittal.

By checking the below box(es), you are acknowledging the contents of the document(s) relating to the listed appendices, and agreeing to their terms:

☒ Appendix B – Conflict of Interest

☒ Appendix E – Nepotism Statement

☒ Appendix C – House Bill 13, 19, 89
Verification

☒ Appendix F – Non-Collusion Statement

☒ Appendix D – Property Tax Statement

☒ Appendix G – Certification Regarding
Debarment

All Proposals delivered to the City of La Marque shall include this page with the submittal.

RFP Number:	24-05
Project Title:	Disaster Consulting and Grant Administration Services
Submittal Deadline:	09/11/2024

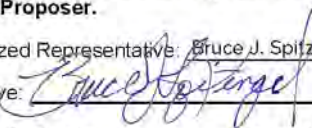
Proposer Information:

Proposer's Legal Name:	GrantWorks, Inc.		
Address:	2201 Northland Drive		
City, State & Zip	Austin, Texas 78756		
Federal Employers Identification Number #	76-0446220		
Phone Number:	512-430-0303, Ext. 309	Fax Number:	512-420-0302
E-Mail Address:	bruce@grantworks.net		

Proposer Authorization

I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into an agreement on behalf of the Proposer.

Printed Name and Position of Authorized Representative: Bruce J. Spitzengel, President

Signature of Authorized Representative: 

Signed this 11th (day) of September (month), 2024 (year)



APPENDIX B

CONFLICT OF INTEREST QUESTIONNAIRE (CIQ FORM)

APPENDIX B – CONFLICT OF INTEREST QUESTIONNAIRE (CIQ FORM)

Appendix B – Form CIQ

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	
1 Name of vendor who has a business relationship with local governmental entity. N/A		
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 Signature of vendor doing business with the governmental entity City of La Marque Disaster Consulting and Grant Administration September 11, 2024 Date		

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

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a).
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

APPENDIX C

HOUSE BILLS 13, 19, AND 89 VERIFICATIONS

APPENDIX C – HOUSE BILLS 13, 19, AND 89 VERIFICATIONS

Appendix C - House Bills 13, 19 & 89 Verification

Pursuant to Senate Bill 13 of the 87th regular Texas Legislature session:

Verification Regarding Boycotting Energy Companies – Pursuant to Chapter 2274, Texas Government Code, Contractor verifies (1) it does not boycott energy companies, and (2) it will not boycott energy companies during the term of this Agreement. Contractor acknowledges this Agreement may be terminated and payment withheld if this verification is inaccurate. (Note: This provision only applies in a contract that (1) has a value of \$100,000 or more that is to be paid wholly or partly from public funds and (2) is with a for-profit entity, not including a sole proprietorship, that has ten (10) or more full-time employees.)

Pursuant to Senate Bill 19 of the 87th regular Texas Legislature session:

Discrimination Against Firearm Entities – In accordance with Texas Government Code Chapter 2274, Contractor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. This section only applies if: (i) Contractor has ten (10) or more full-time employees and (ii) this Agreement has a value of \$100,000 or more to be paid under the terms of this Agreement; and does not apply: (i) if Contractor is a sole proprietor, a non-profit entity, or a governmental entity; (ii) to a contract with a sole-source provider; or (iii) to a contract for which none of the bids from a company were able to provide the required certification.

Pursuant to Sections 2270.001, 2270.002, 808.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" has the meaning assigned by Section 808.001, except that the term does not include a sole proprietorship.
3. Section only applies to a contract that is between a governmental entity and a company with 10 or more full-time employees; and has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.

I, Bruce J. Spitzengel (Person name), the undersigned representative of
(Company or Business Name) GrantWorks, Inc. (hereinafter
referred to as Company)

being an adult over the age of eighteen (18) years of age, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270; depose and verify under oath that the Company, under the provisions of Subtitle A, Title 8, Government Code, is amended by adding Chapter 809; do hereby depose and verify under oath that the Company, under the provisions of Subtitle F, Title 10, Government Code, is amended by adding Chapter 2274 will not discriminate and/or boycott any of these provisions outlined and defined in House Bills 13, 19 and 89.

September 11, 2024

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.

APPENDIX D

PROPERTY TAX STATEMENT

APPENDIX D – PROPERTY TAX STATEMENT

Appendix D – Property Tax Statement

**FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING
SUPERVISOR DEEMING YOUR BID OR PROPOSAL
“NON-RESPONSIVE.”**

The City of La Marque, Texas has adopted the following policy:

The City of La Marque will not do business with any person or business that owes delinquent property taxes to the City.

Please indicate whether you or your company, owe delinquent property taxes to the City whether an assumed name, partnership, corporation, or any other legal form.

☒ I do not owe the City property taxes that are delinquent.

☐ I owe City property taxes that are delinquent on property located at

Bruce J. Spitzengel, President/

Proposer's Printed or Typed Name



Proposer's Signature

September 11, 2024

Date

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A
PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE
PROPOSAL.**

APPENDIX E

NEPOTISM STATEMENT

APPENDIX E – NEPOTISM STATEMENT

Appendix E – Nepotism Statement

FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING SUPERVISOR DEEMING YOUR BID OR PROPOSAL “NON-RESPONSIVE.”

The Bidder or Proposer or any officer, if the Bidder or Proposer is other than an individual, shall state whether Bidder or Proposer has a relationship, either by blood or marriage, with any official or employee of the City of La Marque by completing the following:

If the Proposer or Bidder is an individual:

_____ I am not related by blood or marriage to any official or employee of the City of La Marque

_____ I am related by blood or marriage to the following official(s) or employee(s) of the City of La Marque

Name and title of City Official

Or employee: _____

Relationship: _____

If the Bidder or Proposer is **NOT** an individual:

☒ The officers of the company submitting this bid or proposal are not related by blood or marriage to any official or employee of the City of La Marque.

_____ The officers of the company submitting this Proposal are related by blood or marriage to the following official(s) or employee(s) of the City of La Marque.

Name and title of officer: _____

Employee and title of City Official or Employee: _____

Relationship: _____

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.

APPENDIX F

NON-COLLUSION STATEMENT

APPENDIX F – NON-COLLUSION STATEMENT

Appendix F – Non-Collusion Statement

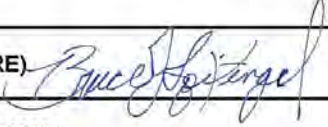
THE UNDERSIGNED AFFIRM THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT, THAT THIS COMPANY, FIRM, PARTNERSHIP, OR INDIVIDUAL HAS NOT PREPARED THIS PROPOSAL IN COLLUSION WITH ANY OTHER PROPOSER, AND THAT THE CONTENTS OF THIS PROPOSAL AS TO PRICES, TERMS OR CONDITIONS OF SAID PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS PROPOSAL.

PROPOSER GrantWorks, Inc.

ADDRESS 2201 Northland Drive, Austin, Texas 78756

PHONE 512-420-0303, Ext. 309 | CELL: 713-252-5872

FAX 512-420-0302

PROPOSER (SIGNATURE) 

PROPOSER (PRINTED NAME)

Bruce J. Spitzengel

POSITION WITH COMPANY

President

SIGNATURE OF COMPANY OFFICIAL
AUTHORIZING THIS PROPOSAL



COMPANY OFFICIAL

(PRINTED NAME)

Bruce J. Spitzengel

OFFICIAL POSITION President

THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.

APPENDIX G

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION

APPENDIX G – CERTIFICATION REGARDING DEBARMENT

Appendix G – Document 00435 The City of La Marque, Texas

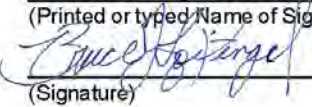
PROPOSER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION (49 CFR PART 29)

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Proposer agrees that by submitting this proposal that Proposer will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification-the above information is true and complete to the best of my knowledge and belief.

Bruce J. Spitzengel, President

(Printed or typed Name of Signatory)



(Signature)

September 11, 2024

(Date)

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001

END OF DOCUMENT 00435-FAA

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A PART
OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.**



APPENDIX I

FEDERAL CLAUSES

APPENDIX I – FEDERAL CLAUSES

APPENDIX I – FEDERAL CLAUSES

The following, federally mandated, clauses require acknowledgement of the offeror and are considered part of the contract between the City of La Marque and the awarded vendor. Any offeror that does not acknowledge the clauses below shall be considered non-responsive and will not be considered for award.

1. **NO GOVERNMENTAL OBLIGATION TO THIRD PARTIES:** The Owner and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Owner, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
2. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS:** Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 *et seq.*, "Administrative Remedies for False Claims and Statements," apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
3. **ACCESS TO RECORDS AND REPORTS:** The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of recipient), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract."
4. **EQUAL EMPLOYMENT OPPORTUNITY:** The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's

commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law. The vendor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

5. **GOVERNMENT-WIDE SUSPENSION AND DEBARMENT:** This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

6. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT:**

1. **Overtime requirements** - No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
2. **Violation; liability for unpaid wages; liquidated damages** - In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

3. **Withholding for unpaid wages and liquidated damages** – The Owner shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
4. **Subcontracts** - Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

7. LOBBYING:

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms by signing this contract the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq* apply to this certification and disclosure, if any.

8. **CLEAN AIR 42 U.S.C. § 7401 et seq.:** Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq*. The Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to the State of Texas, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

9. **CLEAN WATER REQUIREMENTS 33 U.S.C. 1251 et seq.:** Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq*. Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to the State of Texas, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

10. PROCUREMENT OF RECOVERED MATERIALS 42 U.S.C 6962:

(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

- (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
- (ii) Meeting contract performance requirements; or
- (iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

- 11. DEPARTMENT OF HOMELAND SECURITY SEAL, LOGO, AND FLAGS:** By signing this contract, the contractor agrees it shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval.
- 12. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS:** This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.
- 13. COMPLIANCE WITH DAVIS-BACON ACT AND COPELAND "ANTI-KICKBACK" ACT:**
 Minimum wages - (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classifications and wage rates conformed under paragraph (1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii)(A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:
 (1) Except with respect to helpers as defined as 29 CFR 5.2(n)(4), the work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination; and

(4) With respect to helpers as defined in 29 CFR 5.2(n)(4), such a classification prevails in the area in which the work is performed.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program. Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(v)(A) The contracting officer shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(v) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(2) Withholding - The [*City of La Marque*] shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, the [*City of La Marque*] may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records - (i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the

United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the [*City of La Marque*] for transmission to the Federal Transit Administration. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5. This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5 and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the Federal Transit Administration or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and trainees – (i) Apprentices – Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency reCity of La Marquenized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division of the U.S. Department of Labor determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Bureau of Apprenticeship and Training, or a State Apprenticeship Agency reCity of La Marquenized by the

Bureau, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees – Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity – The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) Compliance with Copeland Act requirements – The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

(6) Subcontracts – The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Federal Transit Administration may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) Contract termination: debarment – A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act requirements – All rulings and

interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

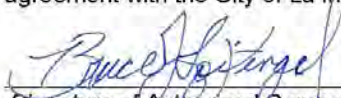
(9) Disputes concerning labor standards – Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) Certification of eligibility – (i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

I, Bruce J. Spitzengel (printed name), the undersigned, do hereby acknowledge, and agree to comply, with the above statements for the entire length of any agreement with the City of La Marque, Texas.



Signature of Authorized Company Representative

September 11, 2024

Date

**THIS DOCUMENT MUST BE SIGNED AND SUBMITTED AS IT IS A PART OF THE
BID PACKAGE AS MENTIONED IN SECTION 6B OF THE ITB.**



PRICING PROPOSAL

PRICING PROPOSAL

SECTION 4

PRICING PROPOSAL

Proposal of: GrantWorks, Inc.
(Proposer Company Name)

To: City of La Marque

Ref.: Disaster Consulting and Grant Administration Services

RFP No#: 24-05

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the "Services" required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

4.1 Pricing Proposal for Services Offered

4.1.1 See below CITY OF LA MARQUE Pricing Proposal (Ref. 4.6). It must be filled out completely and returned with this Pricing Proposal.

4.2 Added Value

4.2.1 Describe any proposed benefits to CITY OF LA MARQUE from Proposer, not otherwise set forth herein, which would be an added value to CITY OF LA MARQUE.

4.3 CITY OF LA MARQUE's Payment Terms

CITY OF LA MARQUE's standard payment terms for services are "Net 30 days."

4.4 Price Increases Upon Extension

Any contract resulting from this RFP shall be effective for three (3) years upon execution by the City of La Marque. **Proposed pricing referenced in 4.6 Pricing Proposal shall be firm for three (3) years.**

It is agreed that City will have the option to extend the contract for up to two (2) additional years in one-year intervals. Upon option to extend, if approved by the CITY OF LA MARQUE, the Bidder shall modify the rates charged by the Bidder to reflect any changes shown in the comparative statement delivered to CITY OF LA MARQUE. The maximum increase allowed under this provision shall be four percent (4%) per year. CITY OF LA MARQUE will not accept, or agree, to any escalation clause higher than four percent (4%) per year. If an escalation clause of greater than the maximum allowed by CITY OF LA MARQUE, as stated previously, is inserted in the blanks below, CITY OF LA MARQUE will consider that the amount of escalation is 0%. CITY OF LA MARQUE shall have authority, in its reasonable discretion, to determine the validity of any change in Bidder's rates. CITY OF LA MARQUE cannot exercise the Option to Extend with any price increases unless the Bidder completes the section of the Quote requesting anticipated percentage of annual escalation. The escalation time frame will be determined by CITY OF LA MARQUE's Fiscal Year which begins in October and ends the following September. (example: FY 2022 October 1, 2021 – September 30, 2022).

Escalation may only occur at the time of renewal and only upon securing the approval of the City in writing. Requests for price adjustments must be solely for the purpose of accommodating an increase in the contractor's cost, not profits.

FIRST ADDITIONAL YEAR (FY 2026) ESCALATION.....4 %

SECOND ADDITIONAL YEAR (FY 2027) ESCALATION.....4 %

4.5 Cooperative Governmental Purchasing Notice

Other governmental entities maintaining inter-local agreements with CITY OF LA MARQUE, may desire, but are not obligated, to purchase goods and services defined in this RFP from the successful Proposer. All purchases by governmental entities, other than CITY OF LA MARQUE, will be billed directly to and paid by that governmental entity. CITY OF LA MARQUE will not be responsible for another governmental entity's debts. Each governmental entity will place their own orders with the successful Proposer and be responsible for ensuring full compliance with the RFP specifications. Prior to other governmental entities placing orders, CITY OF LA MARQUE will notify the successful Proposer of their intent.

Please indicate below if you will permit other governmental entities to purchase from your agreement with CITY OF LA MARQUE.

☒ Yes, Others can purchase ☐ No, Only the CITY OF LA MARQUE can purchase.

Section 4.6 Pricing Rate Schedule

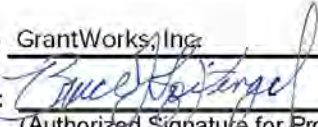
<u>Labor Category</u>	<u>Hourly Rate- Remote</u>	<u>Hourly Rate-Total including All</u>	<u>%of profit % See Note (1).</u>
Principal	\$250.00	\$284.00	6.1%
Project Manager	\$160.00	\$194.00	6.1%
Subject Matter Expert (SME) PA	\$195.00	\$229.00	6.1%
Subject Matter Expert (SME) Mitigation	\$195.00	\$229.00	6.1%
Senior Public Assistance Officer	\$145.00	\$179.00	6.1%
Junior Public Assistance Officer	\$115.00	\$149.00	6.1%
Mitigation Specialist	\$125.00	\$159.00	6.1%
Grant Manager	\$125.00	\$159.00	6.1%
Appeals Specialist	\$195.00	\$229.00	6.1%
Grant Writer	\$115.00	\$149.00	6.1%
Grant Specialist	\$125.00	\$159.00	6.1%
Senior Planner	\$140.00	\$174.00	6.1%
Planner	\$120.00	\$154.00	6.1%
Senior GIS Analyst	\$115.00	\$149.00	6.1%
GIS Analyst	\$ 95.00	\$129.00	6.1%

Respectfully submitted,

Note:

(1) GrantWorks profit percentage for this engagement will vary over time, due to the 5-year period of performance contemplated under the contract and other variables. Accordingly, we have listed an approximated average profit percentage of 6.1% based on the anticipated profitability and past performance on similar engagements in Texas.

Proposer: GrantWorks, Inc.

By: 
(Authorized Signature for Proposer)

Name: Bruce J. Spitzengel

Title: President

Date: September 11, 2024

PROPOSED PRICING SHALL BE FIRM FOR THREE (3) YEARS

City of La Marque

Disaster Consulting and Grant Administration

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REFERENCES

REFERENCES

SECTION 7

REFERENCES

References – This section is required.

Proposer shall provide four (4) references where Proposer has performed similar to or the same types of services as described herein. Proposer shall provide references not affiliated with the City of La Marque, or any of its employees.

Reference #1:

Client / Company Name: Brazoria County, Texas	
Contact Name: Joe Ripple	Contact Title: Floodplain Administrator
Phone: 979-864-1272	Email: joer@brazoriacountytx.gov
Date and Scope of Services Provided: November 2018 - May 2026 GrantWorks provides disaster consulting and grant administration services for a Hurricane Harvey HMGP Program for Single-Family Home Elevations and Reconstructions.	

Reference #2:

Client / Company Name: City of Seadrift, Texas	
Contact Name: Ranier Brigham	Contact Title: City Pro-Tem
Phone: 361-785-2251	Email: seadrift@seadrifttx.org
Date and Scope of Services Provided: March 2018 - Present GrantWorks provides disaster consulting and grant administration services for a Hurricane Harvey FEMA PA Program for Marine and Waterfront Infrastructure Repairs.	

Reference #3:

Client / Company Name: City of Patton Village, Texas	
Contact Name: Scott Anderson	Contact Title: City Mayor
Phone: 281-689-1039	Email: s.anderson@pattonvillage.us
Date and Scope of Services Provided: August 2020 - Present GrantWorks provides disaster consulting and grant administration services for a Hurricane Harvey PA Program for Road Repairs.	

Reference #4:

Client / Company Name: Flamingo Isles Municipal Utility District	
Contact Name: Elizabeth Shields	Contact Title: President
Phone: 713-850-9000	Email: eshields@flamingoislismud.com
Date and Scope of Services Provided: January 2023 - January 2025 GrantWorks provides disaster consulting and grant administration services for a Hurricane Harvey FEMA PA Program for Dredging and Bulkhead Repairs.	

PROPOSER'S QUESTIONNAIRE

PROPOSER'S QUESTIONNAIRE

SECTION 6

PROPOSER'S QUESTIONNAIRE

Proposals must include responses to the questions contained in this Proposer's General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply, or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

6.1 Proposer Profile

6.1.1 Legal name of Proposer Company:

Centralized Master Bidders List registration number: 1760446220400

Prime contractor HUB / MWBE registration number: N/A

An individual Proposer acting as a sole proprietor must also enter the Proposer's Social Security Number: # _____ - _____ - _____.

Universal Entity Identifier (UEI) number UZ9NMVF8SGD8

Number of years in Business: 45

State of incorporation: Texas

Number of Employees: 300

Annual Revenues Volume: \$25 million

Name of Parent Corporation, if any N/A

NOTE: If Proposer is a subsidiary, CITY OF LA MARQUE prefers to enter into an agreement or agreement with the Parent Corporation or to receive assurances of performance from the Parent Corporation.

6.1.2 Proposer will provide a copy of its financial statements for the past two (2) years.

6.1.3 Proposer will provide a financial rating of the Proposer's entity and any related documentation (such as a Dunn and Bradstreet analysis) that indicates the financial stability of Proposer.

6.1.4 Proposer will state whether or not Proposer is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If yes, Proposer will explain the expected impact, both in organizational and directional terms.

6.1.5 Proposer will provide any details of all past or pending litigation or claims filed against Proposer that would affect its performance under an Agreement with CITY OF LA MARQUE.

6.1.6 Proposer will state whether or not Proposer is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other

entity. If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

- 6.1.7 Proposer will state whether or not any relationship exists (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of CITY OF LA MARQUE. If yes, Proposer will explain.

6.2 Approach to Project Services

- 6.2.1 Proposer will provide a statement of the Proposer's service approach and will describe any unique benefits to CITY OF LA MARQUE from doing business with Proposer. Proposer will briefly describe its approach for the required services identified in **Section 3 Scope of Work** of this RFP.
- 6.2.2 Proposer will provide an estimate of the earliest starting date for services following execution of an Agreement.
- 6.2.3 Proposer will describe the types of reports or other written documents Proposer will provide (if any) and the frequency of reporting, if more frequent than required in the RFP. Proposer will include samples of reports and documents, if appropriate.

6.3 General Requirements

- 6.3.1 Proposer will provide summary resumes for its proposed key personnel who will be providing services under the Agreement with CITY OF LA MARQUE, including their specific experiences with similar service projects, and number of years of employment with Proposer.
- 6.3.2 Proposer will describe any difficulties it anticipates in performing its duties under the Agreement with CITY OF LA MARQUE and how Proposer plans to manage these difficulties. Proposer will describe the assistance it will require from CITY OF LA MARQUE.
- 6.3.3 Proposer will describe its approach in providing staffing continuity to customer.
- 6.3.4 Proposer will describe its ability to communicate its vision and capacity for establishing a relationship that addresses current and future needs and trends in the industry.
- 6.4.5 Proposer will describe any additional costs that may be associated with service work and the invoicing of such.

6.4 Quality Assurance

Professional will describe its quality assurance program, its quality requirements, and how they are measured.

6.5 Service Support

Proposer will describe its service support philosophy, how the philosophy is implemented, and how Proposer measures its success in maintaining this philosophy.

6.6 Additional Services

- 6.6.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to CITY OF LA MARQUE. Additional services or benefits must be directly related to the goods and services solicited under this RFP.
- 6.6.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by CITY OF LA MARQUE from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

6.1 Proposer Profile

6.1.1 Legal Name of Proposer Company

The legal name of the proposer's company is GrantWorks, Inc.

Centralized Master Bidders List Registration Number

GrantWorks Master Bidders List Registration Number is 1760446220400.

Prime Contractor HUB/MWBE Registration Number

GrantWorks is not a HUB/MWBE and has no registration number.

An Individual Proposer Acting as a Sole Proprietor Must also Enter the Proposer's Social Security Number.

N/A

Universal Entity Identifier (UEI) Number

GrantWorks UEI Number is UZ9NMVF8SGD8.

Number of Years in Business

GrantWorks has been in business for 45 years.

State of Incorporation

GrantWorks was incorporated in the State of Texas.

Number of Employees

GrantWorks has 300 full-time employees.

Annual Revenue Volume

GrantWorks' annual revenue volume is approximately \$25 million.

Name of Parent Corporation, if Any

N/A

6.1.2 The Proposer will provide a copy of its financial statements for the past two (2) years.

GrantWorks will provide the City of La Marque with a copy of its financial statements for the past two (2) years upon request.

6.1.3 The Proposer will provide a financial rating of the Proposer's entity and any related documentation (such as a Dunn and Bradstreet analysis) that indicates the financial stability of the Proposer.

GrantWorks will provide its financial rating and any related documentation (such as a Dun and Bradstreet analysis) that indicates the company's financial stability upon request.

6.1.4 The Proposer will state whether or not the Proposer is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If yes, the Proposer will explain the expected impact, both in organizational and directional terms.

GrantWorks is not currently for sale or involved in any transaction to expand or to become acquired by any other business entity.

6.1.5 The Proposer will provide any details of all past or pending litigation or claims filed against the Proposer that would affect its performance under an Agreement with the City of La Marque.

GrantWorks has no past or pending litigation or claims filed against it that would affect its performance under an Agreement with the City of La Marque.

6.1.6 The Proposer will state whether or not the Proposer is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If yes, the Proposer will specify the pertinent date(s), details, and circumstances and describe the current prospects for resolution.

GrantWorks is not currently in default on any loan or financing agreement with any bank, financial institution, or other entity.

6.1.7 The Proposer will state whether or not any relationship exists (whether by family kinship, business association, capital funding agreement, or any other such relationship) between the Proposer and any employee of the City of La Marque. If yes, the Proposer will explain.

GrantWorks has no relationships with any employee of the City of La Marque.

6.2 Approach to Project Services

6.2.1 The Proposer will provide a statement of the Proposer's service approach and will describe any unique benefits to the City of La Marque from doing business with the Proposer. The Proposer will briefly describe its approach for the required services identified in Section 3 –Scope of Work of this RFP.

GrantWorks has described our service approach and unique benefits to the City of La Marque in Section 2 – Approach.

6.2.2 The Proposer will provide an estimate of the earliest starting date for services following the execution of an Agreement.

GrantWorks has allocated staff and is committed to supporting the City immediately upon contract execution.

6.2.3. The Proposer will describe the types of reports or other written documents the Proposer will provide (if any) and the frequency of reporting, if more frequent than required in the RFP. The Proposer will include samples of reports and documents, if appropriate.

GrantWorks has provided details of our robust project tracking and reporting system with screen shots in **Section 3.5 – Reporting** in this proposal response.

6.3 General Requirements

6.3.1 The Proposer will provide summary resumes for its proposed key personnel who will be providing services under the Agreement with the City of La Marque, including their specific experiences with similar service projects and number of years of employment with the Proposer.

GrantWorks has provided summary resumes for its proposed key personnel who will provide services under the Agreement with the City of La Marque in **Section 4.1.3 – Proposed Key Personnel**.

6.3.2 The Proposer will describe any difficulties it anticipates in performing its duties under the Agreement with the City of La Marque and how the Proposer plans to manage these difficulties. The Proposer will describe the assistance it will require from the City of La Marque.

GrantWorks does not anticipate any immediate difficulties in performing duties under this Agreement with the City, and we will take every precaution to manage processes and expectations with FEMA and the State to anticipate and address any potential issues before they present a problem. The assistance required of the City includes the provision of supporting documentation from both internal City reporting and financial systems and

external sources related to services and materials rendered by vendors in support of the City's response and recovery from the disaster at hand. The FEMA Public Assistance program involves collaboration and communication between GrantWorks and the City, where we bring our full support, expanded capacity knowledge sharing, and technical expertise to help successfully navigate the process.

6.3.3 The Proposer will describe its approach to providing staffing continuity to the customer.

Ensuring staffing continuity during FEMA Public Assistance (PA) and Hazard Mitigation (HM) programs is crucial for maintaining effective service delivery to customers and meeting the program requirements efficiently. A well-planned approach involves strategic planning, resource allocation, and robust communication. GrantWorks provides its approach in **Figure 1** below.

Figure 1: Approach to Staffing Continuity

Approach	Description
Develop a Staffing Plan	▶ Identify Key Roles and Skills: We identify critical roles (e.g., project managers, mitigation specialists, appeals specialists) and the skills required at each stage of the FEMA PA and HM programs. ▶ Assess Workload Requirements: GrantWorks estimates the volume of work during each phase, especially in the early stages of disaster response and recovery. Staffing needs fluctuate, so planning for surge capacity is essential. ▶ Cross-Train Staff: We cross-train staff in multiple roles or functions. This reduces the impact of losing key personnel and allows flexible staff allocation to areas of need. ▶ Use Temporary or Contract Workers: We leverage short-term contractors or consultants with experience in FEMA programs to fill gaps when full-time staff are unavailable or overloaded.
Implement Succession Planning	▶ Assign Deputies: We can assign a backup staff member familiar with the duties and responsibilities for every critical role. This ensures no knowledge gap if someone leaves or becomes unavailable. ▶ Knowledge Transfer: Knowledge transfer needs to happen regularly. We will hold regular briefings or debriefs where team members share important information and project updates.
Use Technology for Continuity	▶ Centralized Documentation Systems: The GrantWorks Team will use its GW20/20 project management/grant tracking system to maintain comprehensive records of all activities, communications, and decisions. Because this is a Cloud-based platform, staff can access the system from anywhere, ensuring continuity even if a team member is unavailable. ▶ Standardized Templates and Processes: The team has developed standardized templates and workflows to ensure processes are clear and replicable. This helps new or temporary staff quickly integrate into the program without extensive training.
Engage in Ongoing Training and Development	▶ FEMA-Specific Training: We train our staff in FEMA PA and HM programs, policies, and procedures. This training includes ongoing professional development to stay updated on federal regulations or program requirements changes. ▶ Simulations and Drills: We conduct regular training simulations and drills to prepare staff for unexpected events, such as a key employee leaving. This also enhances team readiness for disaster response.
Contractor and Partner Support	▶ Leverage External Partnerships: GrantWorks works with external contractors, consultants, or partners who have experience in FEMA PA and HM programs. This can provide flexibility in staffing, especially during peak demand periods.

Figure 1: Approach to Staffing Continuity

Approach	Description
	▶ Pre-Position Resources: We pre-position contractors and staffing support for disaster-prone areas to ensure quick mobilization after a disaster.
Monitor and Adjust Staffing Plans	▶ Continuous Evaluation: We regularly assess staffing levels and program needs and adjust as necessary. This is particularly important during long-term recovery phases when resource needs may change. ▶ Feedback Loops: GrantWorks implements feedback loops with staff to identify pain points in workload or staffing and adjust the staffing model accordingly.
Prepare for Long-Term Commitments	▶ Plan for Employee Retention: We understand that FEMA PA and HM programs can extend for months or years, so retaining skilled employees is critical. GrantWorks offers competitive benefits, clear career development paths, and employee support systems to reduce turnover. ▶ Staff Fatigue Management: GrantWorks has developed strategies to manage burnout and fatigue, especially during extended disaster recovery efforts. Rotating staff and ensuring work-life balance helps maintain performance over the long term.

6.3.4 The Proposer will describe its ability to communicate its vision and capacity for establishing a relationship that addresses current and future needs and trends in the industry.

Communicating a clear vision and establishing strong relationships that address current and future needs in the FEMA PA and HM industry is vital for long-term success. These abilities demonstrate our leadership, foresight, and adaptability, which are essential for managing complex disaster recovery efforts. We have developed and effectively applied these capabilities by:

- ▶ Articulating a clear vision
- ▶ Building relationships with stakeholders
- ▶ Addressing current needs
- ▶ Anticipating and preparing for future trends
- ▶ Capacity building for future needs
- ▶ Creating a vision for shared success

Effectively communicating a vision and establishing relationships that meet current and future needs in FEMA PA and HM programs requires a comprehensive and strategic approach. It involves demonstrating leadership in disaster recovery, anticipating future challenges, collaborating with stakeholders, and offering solutions that adapt to changing circumstances. By building strong partnerships and aligning our vision with evolving trends, GrantWorks has fostered trust, driven successful outcomes, and ensured long-term resilience for communities like the City of La Marque.

6.3.5 The Proposer will describe any additional costs that may be associated with service work and the invoicing of such.

GrantWorks does not anticipate additional costs outside of the hourly rates proposed for remote and travel loaded, as required in **Section 5 – Rate Schedule**, associated with the services to be provided.

6.4 Quality Assurance

6.4.1 The Professional will describe its quality assurance program, its quality requirements, and how they are measured.

GrantWorks has broken down its systematic approach to maintaining the quality and technical accuracy of its work, reports, and maps on projects into three critical steps shown in **Figure 2**.



PIN_002_V1

Figure 2: Critical Steps in GrantWorks Systematic Approach to Quality and Technical Accuracy.

Our approach focuses on mapping out project operational processes and continually performing quality checks to maintain project files as audit-ready. GrantWorks' standard operating procedures (SOPs) provide the framework for this consistent approach throughout the firm while allowing the flexibility to address the City's specific needs and requirements. Our system aims to achieve customer satisfaction by preventing nonconformity at all stages. It emphasizes continual process improvement and requires identifying and deploying quality objectives throughout the organization.

We take a proactive approach to ensuring quality management and performance on each project, starting with a request for a scope of services. As part of our quality management program, GrantWorks' technical knowledge and industry experience allow us to detail the deliverables in the work scope and incorporate the appropriate level of monitoring and control to document compliance. We have used and enhanced this proven quality management program based on our performance on thousands of city and county projects in the last four decades.

GrantWorks Quality Program provides the following benefits:

- ▶ It helps establish adequate measures and controls over projects and financial performance and is a monitoring guide.
- ▶ It provides protocols for managing corrective actions and relevant process improvements to ensure performance and compliance deficiencies are corrected and not repeated.
- ▶ It continually tracks and monitors project trends, issues, and corrective actions—ensuring items are updated across related documentation and training programs to provide compliance and maximum efficiencies with updated and clarified project requirements.
- ▶ It means our work products are consistently of high quality with few errors.

GrantWorks offers detailed and ongoing internal training to its staff. We educate employees on the latest state and federal regulations via weekly meetings and department and company-wide emails. Senior management puts extra time and effort into contextualizing regulatory changes and program requirements so that all staff understand the implications of any programmatic change and can apply that knowledge effectively. Our project team develops and implements project-specific internal and external checklists, and employees meet with management regularly. Our staff also benefit from informal peer-to-peer learning and coaching opportunities.

GRANTWORKS QUALITY PROGRAM

Our Quality Program includes:

- ▶ Mapping out QA/QC requirements for all project processes and performance
- ▶ Providing detailed checklists with continual training and regular updates to staff and other affiliated personnel
- ▶ Conducting timely QA/QC tests where possible
- ▶ Reviewing and following up on reports, noting anomalies, and ensuring that terminology and statuses are consistent across the project and areas of work.
- ▶ Checking for accuracy and validity of program data and documentation
- ▶ Adhering to contracts or agreements, guidelines, applicable federal/state laws, and program policies and procedures

GrantWorks staff also track and monitor subrecipient performance for each project and grant program, including tracking deliverables and compliance testing. We periodically evaluate client compliance with applicable state rules, regulations, policies, and statutes. We retain extensive institutional records of client performance, which we rely on during new application cycles to boost our clients' scores. This information helps project managers anticipate and address past problems before they become issues for future projects.

6.5 Service Support

6.5.1 The Proposer will describe its service support philosophy, how the philosophy is implemented, and how the Proposer measures its success in maintaining this philosophy.

GrantWorks Service Support Philosophy

A well-rounded FEMA PA and HM service support philosophy is critical to achieving long-term success in disaster recovery and risk reduction efforts. GrantWorks knows that the best support philosophy focuses on customer-centric service delivery, sustainable resilience, collaboration and partnership, and continuous improvement. Implementing this philosophy effectively and measuring its success ensures that GrantWorks is responsive, efficient, and forward-looking.

We prioritize stakeholder needs, provide timely and transparent communication, and provide proactive guidance. Understanding and addressing the unique needs of each applicant, community, and stakeholder is at the core of our philosophy. Whether it's a small local government or a large state agency, we tailor support to the customer's specific circumstances. Maintaining open, frequent, and transparent communication is essential for trust-building. Information should flow freely to stakeholders, ensuring they have the clarity and support needed at each phase of the recovery process. GrantWorks also anticipates challenges and offers proactive advice to help clients navigate FEMA PA and HM regulations, application processes, and implementation steps. This saves time and reduces frustration.

GrantWorks focuses on building long-term solutions. We prioritize immediate recovery efforts and encourage sustainable, resilient infrastructure that can withstand future disasters and long-term risk reduction through HM projects. Our service philosophy is grounded in resilience and recognizes the importance of integrating climate adaptation strategies and future risk assessments into PA and HM projects. We emphasize solutions that protect communities from evolving disaster risks.

We work with local, state, and federal partners through collaboration and partnership. GrantWorks bases its strong support philosophy on collaborations with a wide range of stakeholders, including FEMA, local governments, state agencies, contractors, and non-profit organizations. We also empower communities by providing training, education, and resources to manage recovery efforts and prepare for future risks. The goal is to leave communities better prepared for the next disaster.

Our service philosophy embraces continuous improvement, which means constantly seeking ways to enhance service delivery. This includes adopting new technologies, refining processes, and incorporating stakeholder feedback. We also implement lessons learned from previous disasters to improve response times, service quality, and outcomes. Continuous learning ensures that GrantWorks' service delivery evolves with changing disaster trends and recovery needs.

Implementing GrantWorks Service Support Philosophy

GrantWorks has developed and uses a customer-focused service model. To support this model, we have assigned dedicated Client Services Managers to each client (local governments, etc.) to provide personalized and consistent communication throughout the disaster recovery and hazard mitigation process.

We tailor and customize the support offered to clients based on the specific recovery or mitigation efforts phase. Whether it is technical assistance with grant applications or BCA support for mitigation projects, GrantWorks customizes its services to clients' current needs. In addition, our team incorporates hazard mitigation strategies into PA-funded projects, ensuring that every repair, rebuild, or recovery effort includes long-term risk reduction elements (e.g., strengthening structures, elevating facilities, floodproofing). Through our Mitigation Planners, GrantWorks assists communities in developing hazard mitigation plans that align with their long-term resilience goals, leveraging Hazard Mitigation Grant Program (HMGP) funding.

Fostering collaboration and partnership are keys to our service support philosophy. We engage stakeholders early in the recovery process through joint planning sessions, workshops, and regular meetings with stakeholders to align goals and expectations. We also build strong partnerships with private sector entities (e.g., engineers and environmental consultants) to enhance recovery capabilities and leverage innovative solutions. Pre-disaster agreements with local governments and contractors can also help to streamline post-disaster operations and reduce response times.

Creating a culture of continuous learning is important. GrantWorks regularly trains staff on the latest FEMA policies, mitigation best practices, and technological tools to ensure they stay ahead of evolving industry standards. We use feedback mechanisms (e.g., surveys, after-action reviews, etc.) to collect input from clients and stakeholders on service delivery, allowing for ongoing process improvements. Leveraging modern technology such as Geographic Information Systems (GIS) and cloud-based project management tools like GW20/20 helps us to optimize operations and offer better decision-making tools to our clients.

Measuring Success in Maintaining GrantWorks Service Support Philosophy

We measure success through customer satisfaction metrics, project success rates, partnership and collaboration metrics, and internal improvement indicators. Customer satisfaction metrics such as customer satisfaction surveys assess how well GrantWorks is meeting the needs of FEMA applicants and stakeholders. We track key metrics such as responsiveness, communication quality, and overall satisfaction with service delivery. We also measure the time it takes to resolve customer issues or respond to inquiries. An efficient, prompt resolution is a key indicator of a customer-centric service model.

GrantWorks measures project completion metrics by tracking the percentage of FEMA PA and HM projects completed on time and within budget. Successful, timely completion demonstrates effective service support and collaboration. Our staff measures the effectiveness of hazard mitigation projects by assessing their ability to reduce risk and prevent future damage. For example, we can track whether communities with implemented mitigation measures experience fewer losses during subsequent disasters.

The team can monitor the success rate of grant applications submitted through FEMA PA and HM programs. A high approval rate suggests strong technical support and alignment with FEMA requirements.

Partnership and collaboration metrics include stakeholder engagement levels and partnership success. We assess the number and frequency of engagements (meetings, workshops, joint planning sessions) with FEMA, local governments, and other stakeholders. High engagement indicates that the organization is collaborating effectively. The success of collaborative efforts, such as joint projects, co-funding opportunities, or the establishment of public-private partnerships, measures partnership success. Success in these areas highlights strong relational and partnership-building efforts.

Internal improvement metrics such as training completion rates, feedback, and innovation can also be used to measure our success in implementation. Through training completion rates, we monitor the percentage of staff completing ongoing FEMA training programs, new system integrations, and skills development courses to ensure continuous improvement. Feedback on implementation tracks how often stakeholder feedback is incorporated into process improvements. A high rate of implementing suggestions shows commitment to evolving and improving service delivery. Innovation adoption measures how quickly and effectively new tools and technologies are integrated into service support processes (e.g., use of data analytics for risk assessment).

6.6. Additional Services

6.6.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to the City of La Marque. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

GrantWorks is capable and qualified to provide support for all services related to the direct Scope of Work/Services requested, as well as support applying for and navigating any other local, state, or federal grant that is available to ensure full recovery from any disaster at hand including those detailed in **Section 1.7.3 – Non-FEMA Disaster Recovery and Mitigation Program Experience**.

6.6.2 The Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by the City of La Marque from doing business with the Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

The City of La Marque will benefit significantly from using GrantWorks as its preferred FEMA PA and HMA service provider. GrantWorks brings specialized knowledge, technical expertise, and strategic insights that can greatly enhance the City's efficiency, effectiveness, and long-term resilience to disaster recovery and mitigation efforts.

Figure 3 demonstrates how the City of La Marque can benefit.

Figure 3: Key Features and Benefits: Why the City of La Marque Should Select GrantWorks

FEATURES	BENEFITS
Expert Navigation of FEMA Regulations and Processes	▶ Understanding of Complex Guidelines: FEMA PA and HM programs are governed by detailed regulations, eligibility criteria, and application processes that can overwhelm clients. As an experienced service provider well-versed in FEMA policies, rules, and procedures, GrantWorks can smoothly guide the City through this complex landscape. ▶ Streamlining Documentation and Compliance: GrantWorks ensures that all required documentation (such as damage assessments, cost estimates, and environmental reviews) is prepared correctly and follows FEMA standards, reducing delays and ensuring compliance.
Maximizing Financial Reimbursement and Grant Opportunities	▶ Optimized Grant Applications: GrantWorks knows how to prepare applications that maximize eligibility and reimbursement for damages under the FEMA PA program. We identify and document all eligible expenses so that the full scope of a project is accurately reflected.

Figure 3: Key Features and Benefits: Why the City of La Marque Should Select GrantWorks

FEATURES	BENEFITS
	▶ Cost Recovery: The City will benefit from the team's expertise in capturing all eligible costs, including administrative, direct, and indirect costs, ensuring that the City receives the maximum possible reimbursement while reducing the financial burden on the City's administrative staff. ▶ Hazard Mitigation Funding Opportunities: Besides disaster recovery funding, as a knowledgeable provider, we can help the City tap into FEMA's Hazard Mitigation Grant Program (HMGP), which funds projects to reduce future disaster risks. GrantWorks can identify eligible mitigation projects, prepare strong proposals, and help secure funding.
Efficient and Effective Project Management	▶ Time-Saving Expertise: GrantWorks knows the FEMA processes inside out and can expedite the application, approval, and project implementation phases, reducing the time it takes for the City to receive funds and complete recovery or mitigation projects. ▶ Coordination and Communication: Our team can effectively coordinate multiple stakeholders—City, FEMA, TDEM, contractors, and community groups. We handle communication and align all parties so that projects progress smoothly. ▶ Avoiding Pitfalls: We are adept at anticipating potential challenges and addressing them proactively, reducing the risk of delays, cost overruns, or denied claims, and ensuring the client's recovery effort stays on track. ▶ Use of Innovative Technology: Our team leverages technology like GW20/20 to streamline communication and documentation, enhancing service delivery to the City.
Specialized FEMA Technical Expertise	▶ Damage Assessment and Cost Estimation: GrantWorks brings the City specialized skills in assessing disaster-related damage and estimating repair costs. Our expertise means that damage assessments are accurate, detailed, and aligned with FEMA requirements. ▶ Environmental and Historic Preservation Compliance: FEMA projects often require compliance with environmental and historic preservation laws (such as NEPA and Section 106). Our environmental scientists know how to navigate these regulations and prepare the necessary documentation, helping avoid regulatory hurdles.
Tailored Recovery and Mitigation Strategies	▶ Customized Solutions: Every disaster and community is unique, requiring tailored recovery and mitigation strategies. We can assess the City's specific risks, needs, and priorities and create a customized approach to address short-term recovery while building long-term resilience. ▶ Risk Reduction: For Hazard Mitigation projects, our team can help the City identify opportunities to reduce future risks. We bring expertise in flood control, wildfire prevention, and other risk reduction strategies, assisting communities to become more resilient in future disasters.
Risk Mitigation and Regulatory Compliance	▶ Reducing Legal and Financial Risks: GrantWorks ensures full regulatory compliance with FEMA's stringent rules, reducing the risk of funding denials or audits. This protects the City from legal and financial repercussions from non-compliance. ▶ Audit Preparation: FEMA projects are subject to audits. Our team can provide audit-ready documentation, processes, and reporting, minimizing the likelihood of disallowed costs or penalties.

Figure 3: Key Features and Benefits: Why the City of La Marque Should Select GrantWorks

FEATURES	BENEFITS
Reduced Administrative Burdens	▶ Managing Complex Paperwork: FEMA’s PA and HM programs require significant documentation and reporting. GrantWorks will take on this administrative burden, managing everything from project worksheets to quarterly reports, freeing up the City’s internal resources to focus on other priorities. ▶ Compliance with Timelines: Grantworks will help the City meet all FEMA deadlines for applications, project completion, and reporting. This means that the City does not miss out on funding opportunities or face penalties for delays.



SECTION 1

CORPORATE BACKGROUND AND EXPERIENCE

SECTION 1 – CORPORATE BACKGROUND AND EXPERIENCE

1.1 Brief History

GrantWorks GrantWorks' mission is to help communities become stronger, smarter, and more resilient, and we achieve this by helping our clients maximize the transformation potential of grant funding. Since our founding in 1979, GrantWorks has assisted over 625 city, county, and state governments in designing and delivering a wide range of grant-funded projects and programs in community and economic development, disaster recovery, housing, mitigation, planning, public assistance, and resilience. Over our 45-year history, we have successfully leveraged a proven combination of people, processes, and tools to secure and manage over \$10 billion in federal and state grants. We show some of the features of the GrantWorks Team in **Figure 4**.



Figure 4: GrantWorks By the Numbers

Highly Qualified Staff

The City of Marque requires experienced staff to implement its upcoming FEMA PA and HMA projects. Our team of experts delivers grant administration services to state, county, and local governments. We stand ready and at your service to provide critical disaster recovery and grant administration execution to support the City throughout the project lifecycle.

Over 40% of our team hold advanced degrees in grant-relevant disciplines such as emergency management, disaster response, public administration, city planning, engineering, law, business administration, environmental science, and construction management. Over two dozen team members have joined the company after successful careers with federal agencies (including FEMA), local and state government, and grant-related consultancy. As a company, we have a culture of continuous improvement that extends to our team through regular training, sponsored certification, and abundant opportunities for professional development and growth. As shown in **Figure 5**, nearly half of our staff hold professional accreditations and certifications.



Figure 5: Professional Accreditations and Certifications

Funding Agencies

GrantWorks has proven experience applying for and administering grants from a wide variety of federal and state funding resources and works directly with many agencies, including:

- ▶ Federal Emergency Management Agency (FEMA)
- ▶ U.S. Army Corps of Engineers (USACE)
- ▶ U.S. Department of Housing and Urban Development (HUD)
- ▶ U.S. Environmental Protection Agency (EPA)
- ▶ U.S. Department of Commerce, Economic Development Administration (EDA)
- ▶ U.S. Department of Agriculture (USDA)
- ▶ U.S. Department of Labor (USDOL)
- ▶ U.S. Department of the Treasury (USDT)
- ▶ U.S. Department of Transportation (USDOT)
- ▶ State Divisions of Emergency Management
- ▶ State General Land Office
- ▶ State Departments of Agriculture
- ▶ State Departments of Environment Protection
- ▶ State Departments of Housing and Community Affairs
- ▶ State Departments of Parks and Wildlife
- ▶ State Department of Transportation

Innovative Technology



GrantWorks' proprietary operating platform—GW 20/20—ensures sound data management, transparency, and continuous audit readiness. GW 20/20 provides real-time communication, information access, workflow automation, program dashboards, and reporting that helps maintain clarity on grant performance. We will customize a GW 20/20 grant management solution for the City to address your unique needs—using tailored permissions for viewing data sets, data entry, and content manipulation to ensure the right people have the access they need when they need it and restricting others' authorization to only the information permitted. GW 20/20 synchronizes all relevant grant project data and workflows into a single platform, allowing customized interdepartmental use without disrupting existing systems. During project delivery, we will leverage GW 20/20's powerful project management tools for program documentation, tracking, reporting, automation, and overall grant administration.

Office Locations – Capacity

GrantWorks understands and can meet all requirements identified in the RFP. GrantWorks employs 300+ staff members from 3 primary offices and 77 field locations in Texas. We have 3 primary offices in Austin, Galveston, and Paris. Field locations include Abilene, Alice, Alpine, Amarillo, Aubrey, Barker, Bastrop, Bedford, Bellville/Sinton, Belton, Bryan, Buffalo, Buda, Clute, College Station, Conroe, Corpus Christi, Cypress, Dallas, Denton, Dripping Springs, Edinburg, Elgin, El Paso, Floresville, Fort Worth, Frisco, Georgetown, Gilmer, Hallettsville, Harlingen, Hebbronville, Houston, Humble, Hutto, Jarrell, Katy, Kirbyville, Kyle, Lago Vista, League City, Leander, Longview, Lubbock, Lufkin, Marble Falls, McAllen, McGregor, McKinney, New Braunfels, Newton, New Ulm, Odessa, Pearland, Pearsall, Palacios, Pflugerville, Richmond, Rosenberg, Round Rock, San Angelo, San Antonio, San Marcos, Seabrook, Seadrift, Spring, Temple, Victoria, Waco, Whitehouse, Wichita Falls, and Wimberley.

GrantWorks will manage this project from our Austin office, three hours from the City of La Marque's offices.

Corporate Headquarters

GrantWorks, Inc.
2201 Northland Drive
Austin, Texas 78756
Telephone: 512-420-0303

1.2 Full Legal Name

The firm's full legal name is GrantWorks, Inc.

1.3 Corporate Structure and Organization

We have provided our corporate structure and organization in **Figure 6** on the following page.

1.4 Date of Establishment

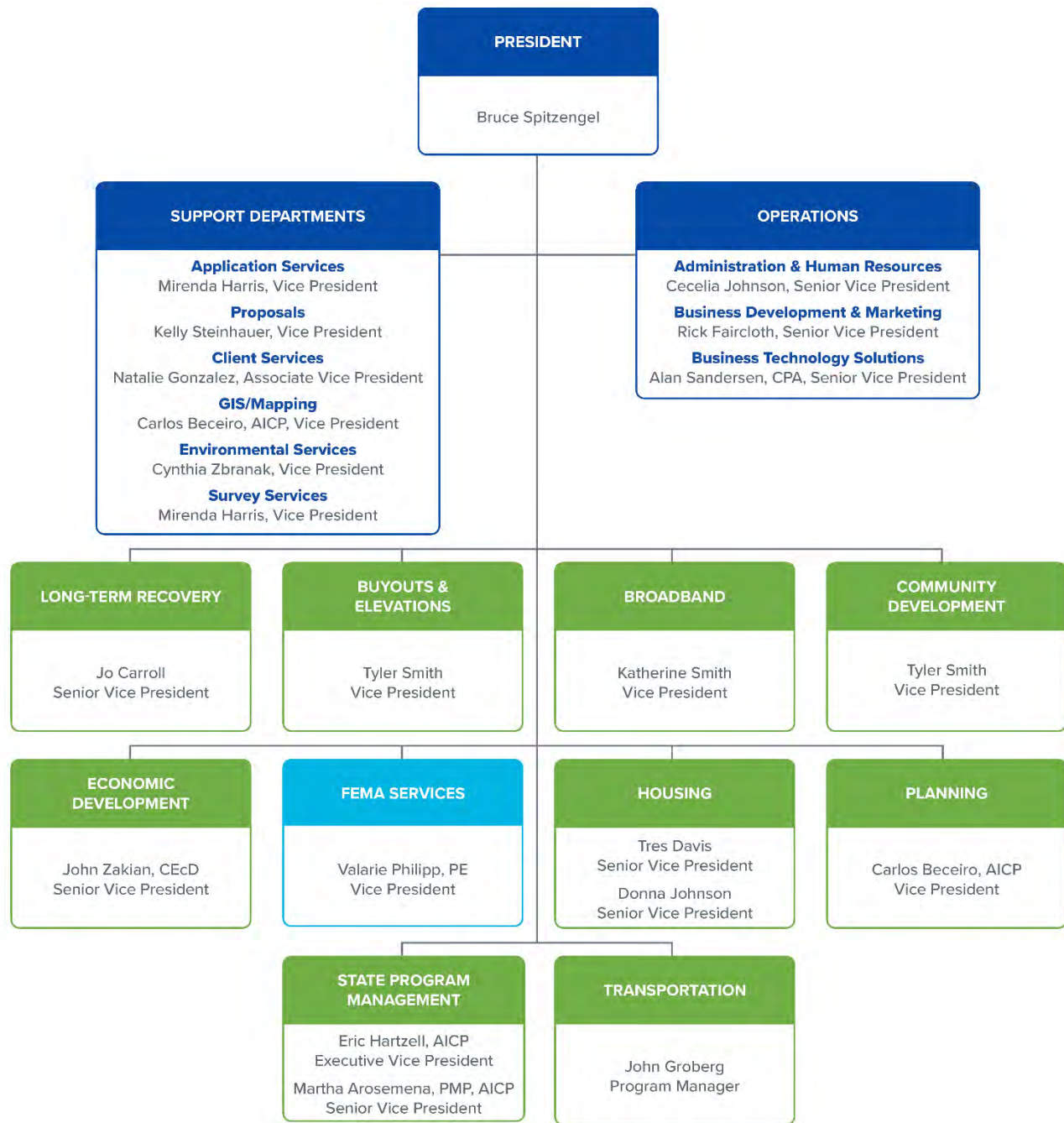
The firm that has become GrantWorks, Inc. was established on September 16, 1979, as Community Management Services and incorporated on August 29, 1994, as Housing Services, Inc. The firm's corporate name changed in 1998 to GrantWorks, Inc.

1.5 Number of Years in Business

GrantWorks has been in business for 45 years.

1.6 Current Firm Ownership

Bruce J. Spitzengel of Austin, Texas, is the sole owner of GrantWorks, Inc.



LAM_003_V1

Figure 6: GrantWorks Corporate Structure and Organization

1.7 FEMA Program/Project Experience

1.7.1 FEMA Expertise

GrantWorks has extensive experience assisting local governments to secure and manage disaster relief and hazard mitigation funding through FEMA's HMGP, PDM, BRIC, FMA, and PA programs. Effective disaster recovery consulting requires the capability to secure funding on the front end and the expertise to provide compliant administration and management to protect funding from clawback due to negative audit findings, non-compliance, insufficient documentation, or inadequate eligibility justifications.

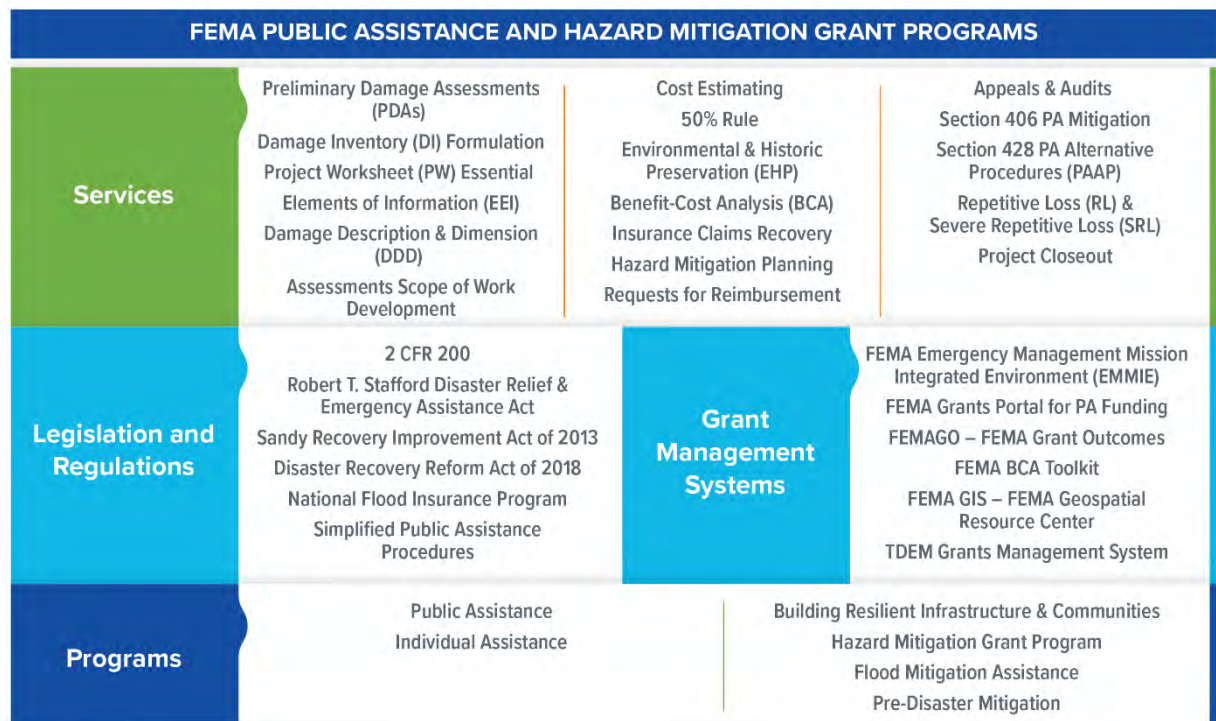
1.7.2 Disaster Recovery is a Core Business

GrantWorks has been helping communities successfully navigate the complexities of federally funded projects, programs, and requirements since 1979. We offer the City of La Marquest a proven partner with nearly two decades of financial and grant administration experience specific to disaster recovery and mitigation and the following additional key benefits:

- ▶ **A FEMA Services National Practice** led by Valarie Philipp, PE—a Professional Engineer with a 20-year record of helping local governments navigate financial and grant administration complexities associated with FEMA-funded disaster recovery and mitigation programs.
- ▶ **Well-established and highly specialized grant administration and implementation teams** comprised of dedicated FEMA Public Assistance and Hazard Mitigation Project Principals, Project Managers, Subject Matter Experts, Senior Public Assistance Officers, Junior Public Assistance Officers, Mitigation Specialists, Grant Managers, Appeals Specialists, Grant Writers, and Grant Specialists, including a growing cadre of disaster recovery professionals for disaster recovery support to TDEM and other clients.
- ▶ **Productive working relationships** with TDEM and FEMA Region IV staff to advance organizational proficiency with federal and state grant management regulations, policies, and processes.
- ▶ **Grantworks' Disaster Recovery, Hazard Mitigation, Community Development, Economic Development, and Planning expertise aligned** to facilitate the combination of complementary funding opportunities among grant sources with shared program objectives.

The administration of FEMA assistance requires an understanding of the agency's unique and often complex processes and procedures. GrantWorks maintains an expert proficiency in emerging FEMA policy and guidance, regulatory requirements, evolving legislation, and compliance with a wide range of government agencies and disaster-related grant program specifications. Our staff features former government employees from TDEM, FEMA, HUD, and other federal and state agencies who bring valuable perspectives on agency-specific grant programs. Our services span the four phases of disaster recovery—Mitigation, Preparedness, Response, and Recovery—and our team routinely demonstrates competence in the following areas, as shown in **Figure 7**.

Figure 7: GrantWorks FEMA Services, Grant Management Systems, Governing Legislation and Regulations, and Program Expertise



1.7.3 Active FEMA Public Assistance Projects

GrantWorks has multiple projects related to past disaster declarations from 2017 through 2024, including Hurricanes Harvey, Florence, Laura, and Beryl. The projects are in various stages of completion, including additional version preparation, time extensions, reimbursements, and closeout.

Figure 8: Active FEMA PA Contracts

ACTIVE FEMA PUBLIC ASSISTANCE CLIENTS, 12 ACTIVE CONTRACTS	
City of La Marque, TX	DR-4798 Hurricane Beryl FEMA PA
New Bern Housing Authority, New Bern, NC	DR-4393 Hurricane Florence FEMA PA
City of Seadrift, TX	DR-4332 Hurricane Harvey FEMA PA
Flamingo Isles Municipal Utility District, Hitchcock, TX	DR-4572 Hurricane Laura FEMA PA
Town of Bayside, TX	DR-4332 Hurricane Harvey FEMA PA
Town of Refugio, TX	DR-4332 Hurricane Harvey FEMA PA
Town of Woodsboro, TX	DR-4332 Hurricane Harvey FEMA PA
City of Patton Village, TX	DR-4332 Hurricane Harvey FEMA PA
Milam County, TX	DR-4332 Hurricane Harvey FEMA PA
City of Galveston, TX	FEMA PA and HMA Standby Contract
Jeff Davis County, TX	FEMA PA Standby Contract
Refugio County, TX	FEMA PA Standby Contract

1.7.4 FEMA Hazard Mitigation Assistance Projects

The GrantWorks Team has facilitated numerous state and federal HMA grants under FEMA's HMGP, BRIC, PDM, and FMA programs. GrantWorks provides full-service grant administration, project development, application assistance, implementation, and planning services. **Figure 9** demonstrates our experience across a variety of FEMA hazard mitigation project types.

Figure 9: Active FEMA HMA Experience by Project Type

HOMEOWNER ELEVATIONS AND RECONSTRUCTIONS, 3 PROJECTS, \$65+ MILLION	
Clients	Mitigation Measures
Brazoria County, TX	Homeowner elevations Homeowner reconstructions
Galveston County, TX	Homeowner elevations
CRITICAL FACILITY GENERATORS, 31 PROJECTS, \$12+ MILLION	
Clients	Mitigation Measures
City of Bay City	Generators to support hurricane staging center, city hall, public works building, airport, and water and wastewater facilities
City of Hughes Springs	Generator to support wastewater treatment plant
City of Josephine	Generator to support the water system
City of Mineral Wells	Generators to support the water system
City of Palacios	Generators to support the water system
City of Point Comfort	Generators to support the police department, hurricane staging/distribution center, community center, and water and wastewater facilities
City of Port Lavaca	Generators to support the water system
City of Seadrift	Fixed and portable generators to support the fire station, justice center, and water system

Figure 9: Active FEMA HMA Experience by Project Type

HOMEOWNER ELEVATIONS AND RECONSTRUCTIONS, 3 PROJECTS, \$65+ MILLION	
City of Victoria	Generators to support the Police Department and community center
City of Wharton	Generators to support the water system
Town of Woodsboro	Generators to support the water and wastewater systems
City of Zavalla	Generators to support water wells
Bee County	Generators to support the courthouse, communications HUB, and municipal offices
Jim Well County	Fixed and portable generators to support the courthouse and emergency communication towers.
Matagorda County	Fixed and portable generators to support the water system
Refugio County	Generator to support the courthouse

HAZARD MITIGATION PLANS, 34 PROJECTS, 150+ PARTICIPATING ENTITIES, \$3.5 MILLION	
Clients	Multijurisdiction Plans Participating Entities
Bee County	City of Beeville and Coastal Bend College
Burleson County	Cities of Caldwell, Somerville, and Snook, Caldwell ISD, Somerville ISD, Snook ISD, and Municipal Utility District #1
Cass County	Cities of Atlanta, Avinger, Bloomburg, Domino, Douglassville, Hughes Springs, Linden, Marietta, and Queen City
Town of Combes	City of Los Indios, Yoakum County Drainage District #3, Yoakum County Drainage District #5, Harlingen Irrigation District #1, and Adams Garden Irrigation District
Duval County	Cities of Benavides, Freer, and San Diego, Freer Water Control & Improvements District, San Diego Municipal Utility District, and Duval County Conservation & Reclamation District
Freestone County	Cities of Teague, Wortham, Fairfield, and Streetman
Gonzales County	Cities of Gonzales, Nixon, Waelder, and Smiley
Kerr County	Cities of Yoakum and Ingram, Hunt ISD, Center Point ISD, Yoakum ISD, Ingram ISD, Upper Guadalupe River Authority, Schreiner University, and Peterson Regional Hospital
Kleberg County	City of Kingsville
Lamb County	Cities of Amherst, Earth, Littlefield, O'Donnell, Olton, New Home, Springlake, Sudan, Tahoka, and Wilson, and Lynn County, Lynn County Hospital District, Lamb County Healthcare Center, Littlefield ISD, Olton ISD, Springlake-Earth ISD, Sudan ISD, New Home ISD, O'Donnell ISD, Tahoka ISD, and Wilson ISD
Leon County	Cities of Buffalo, Centerville, Normangee, Leona, Jewett, Marquez, and Oakwood
Live Oak County	Cities of Three Rivers and George West
Lubbock County	Cities of Buffalo Springs, Idalou, Lubbock, New Deal, Ransom Canyon, Shallowater, Slaton, and Wolfforth, and Abernathy ISD, South Plains College, Betty M. Condra School for Educational Innovation, Frenship ISD, Idalou ISD, Lubbock-Cooper ISD, Lubbock County Hospital System, Lubbock County Water Control District #1, Lubbock ISD, Lubbock Reese Redevelopment Authority, New Deal ISD, Roosevelt ISD, Shallowater ISD, Slaton ISD, SPAG, Texas Tech UHSC, and Texas Tech University System

HAZARD MITIGATION PLANS, 34 PROJECTS, 150+ PARTICIPATING ENTITIES, \$3.5 MILLION		
Madison County	Cities of Madisonville and Midway, and North Zulch Municipal Utility District	
Medina County	Cities of La Coste, Castroville, Devine, Hondo, and Natalia	
Panola County	Cities of Carthage, Beckville, and Gary	
Pecos County	Cities of Fort Stockton, and Iraan	
Rains County	Cities of Emory, East Tawakoni, Point, and South Rains WSC, Bright Star-Salem SUD	
Refugio County	Cities of Refugio, Woodsboro, Austwell, and Bayside, Refugio ISD, Woodsboro ISD, Austwell-Tivoli ISD, Water Control and Improvements District #1, Drainage District #1	
Robertson County	Cities Bremond, Calvert, Franklin, Hearne	
Shelby County	Cities of Joaquin, Tenaha, Timpson, Huxley, and Center	
Terry County	Cities of Brownfield, Meadow, and Wellman	
Trinity County	Cities of Groveton, and Trinity	
Clients		
Brooks County	Single Jurisdiction Plans	
Calhoun County ISD	Single Jurisdiction Plans	
City of Carl’s Corner	Single Jurisdiction Plans	
City of Falfurrias	Single Jurisdiction Plans	
City of Texas City	Single Jurisdiction Plans	
COMMUNITY SAFE ROOMS, 3 PROJECTS, \$3 MILLION		
Calhoun County		
Refugio County		
Victoria County		
INFRASTRUCTURE AND DRAINAGE, # PROJECTS, \$6.2 MILLION		
Clients	Mitigation Measures	
City of Bay City	Cottonwood Creek Diversion Channel	
City of Rockport	Enterprise & Maple Community Stormwater Alleviation Project	
Hopkins County	Infrastructure Improvements	
WARNING SIREN SYSTEMS, 8 PROJECTS, \$430,400		
City of Avenger		City of Nash
City of Hughes Springs		City of Rosser
City of Kemp		Cities of Atlanta and Queen City
City of Linden		Anderson County and City of Elkhart
BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES (BRIC) SUB-APPLICATIONS		
Clients	Mitigation Measures	Award Disposition
Kenedy County	Sarita Drainage Master Plan	Funded
Kenedy County	Multi-Hazard Mitigation Plan	Further Review/Award Pending
City of Santa Fe, NM	Cerillos Road Stormwater Project	Further Review/Award Pending
City of Santa Fe, NM	Critical Infrastructure Microgrids	Further Review/Award Pending
Town of Combes, TX	Nixon Road Drainage Project	Selected for National Competition

1.7.5 Non-FEMA Disaster Recovery and Mitigation Program Experience

Administered by the Texas General Land Office

- ▶ **CDBG-DR 2018 South Texas Floods and 2019 Lower Rio Grande Valley Floods Program:** State-level Housing Assistance and Reimbursement Programs in South Texas counties, \$74.2+ million.
- ▶ **CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 Infrastructure Program:** 50+ local government projects funded, \$454+ million.
- ▶ **CDBG-DR Hurricane Harvey Round 1 Housing and Infrastructure Program:** 65+ local government projects funded, \$183+ million. Other projects under this program include:
 - › Buyouts and Acquisitions – 16 local government projects funded, \$59 million with no match required.
 - › State-level oversight of major subrecipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, \$3.2+ billion.
 - › State-level Housing Assistance Program and Resilient Housing Programs in the Coastal Bend Council of Governments, Golden Crescent Regional Planning Commission Regions, and multiple central Texas counties, \$343+ million.
- ▶ **CDBG-DR 2016 Floods Program:** 12+ local government projects funded, including multifamily and single-family housing, \$43 million.
- ▶ **CDBG-DR 2015 Floods Program:** 24+ local government projects funded, including multifamily and single-family housing, \$180+ million.
- ▶ **CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 Infrastructure and Rental Housing Program:** 90+ local government projects funded, \$436 million.
 - › Projects include the \$100 million City of Galveston infrastructure, \$65 million Galveston Housing Authority Multifamily Rebuild, \$26 million City of Houston infrastructure, and \$26 million Galveston Rental Housing Replacement Programs.

Administered by the Texas Department of Housing and Community Affairs

- ▶ **CDBG-CV Community Resiliency Program:** 5 local government projects funded, \$17.7+ million.
- ▶ **HOME Non-Rental Housing Program: Homeowner Rehabilitation Assistance (HRA) Program/Owner-Occupied Assistance**
 - › 600+ contracts from cities, counties, and nonprofits for \$220+ million.
 - › 3,300+ substandard houses rehabilitated or reconstructed.

1.8 Project Descriptions

The GrantWorks Team has provided the following project examples demonstrating our experience managing FEMA and HUD grant programs. We included detailed project descriptions on the following pages.

- ▶ Hurricane Laura FEMA Public Assistance Program: Dredging and Bulkhead Repairs, Flamingo Isles Municipal Utility District, Hitchcock, Texas
- ▶ Hurricane Harvey FEMA Public Assistance Program, Town of Refugio, Texas
- ▶ Hurricane Harvey FEMA Public Assistance Program: Road Repairs, City of Patton Village, Texas
- ▶ Hurricane Harvey FEMA Public Assistance Program: Marine and Waterfront Infrastructure Repairs, City of Seadrift, Texas
- ▶ Hurricane Harvey FEMA Hazard Mitigation Grant Program: Single-Family Home Elevations and Reconstructions, Brazoria County, Texas
- ▶ FEMA HMGP Critical Facility Generators, Town of Woodsboro, Texas
- ▶ FEMA HMGP Regional Emergency Operations Center, Phase I, Victoria County, Texas
- ▶ FEMA HMGP and Hurricane Harvey CDBG-DR Drainage Improvements, City of Bay City, Texas



TEXAS

HURRICANE LAURA FEMA PUBLIC ASSISTANCE PROGRAM: DREDGING AND BULKHEAD REPAIRS, FLAMINGO ISLES MUNICIPAL UTILITY DISTRICT, HITCHCOCK TEXAS

THE CHALLENGE

Following the landfall of Hurricane Laura during the COVID-19 epidemic, Flamingo Isles MUD was subject to tidal flows, which devastated their waterways and marine bulkheads. GrantWorks was contracted to provide consulting services to assist with FEMA PA project formulation for reimbursement. Our scope included assisting the MUD with a review of Project Worksheets that had been developed previously, reviewing any projects on the Damage Inventory that had been denied, and then coordinating with TDEM and FEMA to establish scopes of work.

THE SOLUTION

Due to the COVID-19 epidemic, FEMA attempted to perform virtual site visits and project formulation, which produced mixed results, leaving the MUD with poorly developed projects. GrantWorks was contracted to review the shortfalls in the development of the projects and to provide clarified scopes of work to obtain financial reimbursement.

In particular, the project to dredge the waterways had been moved prematurely into the FEMA environmental review queue before a permit was issued by the U.S. Army Corps of Engineers, resulting in FEMA denying the project. GrantWorks worked with the client to file an appeal, and the project was reinstated. Then, it was moved back into the design and permitting phase to develop a dredging package.

THE RESULTS

GrantWorks has moved forward with processing the three marine bulkhead repair Project Worksheets, reviewing documentation for the reimbursement of repairs, and assisting in preparing the project packages with the design engineers and contractors.

GrantWorks was instrumental in coordinating the appeal of the waterway dredging project and all efforts with TDEM and FEMA to bring it back to life. The project is now in the engineering development of a package that will lead to the issuance of a permit to reopen the waterways to normal marine traffic. This was critical as the MUD does not have the financial means to perform the work that FEMA will now provide.

CLIENT:

Flamingo Isles Municipal Utility District

PRIME:

GrantWorks, Inc.

PROGRAM VALUE:

\$672,700

GRANT PROGRAM:

FEMA PA Program

PROJECT DATES:

January 2023 –
January 2025

DISASTER:

Hurricane Laura

RELEVANT SERVICES:

- ☒ Grant Administration
- ☒ Project Management
- ☒ Technical Assistance
- ☒ Project Scoping
- ☒ PW Development
- ☒ Project Closeout

REFERENCE:

Elizabeth Shields
President
Flamingo Isles MUD
1980 Post Oak Boulevard
Suite 1380
Houston, Texas 77056
Telephone: 713-850-9000
eshields@flamingoislesmud.com



TEXAS

HURRICANE HARVEY PUBLIC ASSISTANCE PROGRAM, TOWN OF REFUGIO, TEXAS

THE CHALLENGE

The Town of Refugio, with a population of 7,000, was hit hard by the storm, and nearly every structure in Refugio sustained some damage. Wind and water had caused extensive damage at the Volunteer Fire Station. The storm also destroyed fire and rescue resources in the neighboring town of Woodsboro. Restoring community safety resources would be a critical starting point on this community's long-term journey to recovery.

THE SOLUTION

GrantWorks provides FEMA PA technical support to the Town of Refugio and the neighboring communities of Woodsboro and Bayside. Our scope includes assisting with damage inventories and project scoping, coordinating with TDEM and FEMA, participating in site visits, and implementing FEMA PA and Hazard Mitigation projects. GrantWorks reviewed procurement documents for compliance, attended hundreds of site visits with FEMA to identify the damage, reviewed project eligibility for FEMA PA and 406 Hazard Mitigation funding, and confirmed costs to repair. GrantWorks has also assisted the Town by combining insurance funds to help with repairs and working with a foundation to help offset costs.

THE RESULTS

GrantWorks worked within the parameters of FEMA's new PA Delivery Model and used the FEMA Grants Portal for the first time during a major disaster. The new system had shortfalls in developing complete site evaluations and project scopes. GrantWorks coordinated the effort to bring together FEMA Site Inspectors, Program Delivery Managers, and local engineering consultants to develop clear scopes for each project and properly evaluate and price them for the grant application.

Regarding large projects, there were disconnects between what was developed at the field level within FEMA and their regional processing center, causing confusion about the appropriate policy for evaluating each project's scope of work. In each case, we formulated the project scopes with the local engineering consultants to present to FEMA at the regional level for approval.

CLIENT:

Town of Refugio, Texas

PRIME:

GrantWorks, Inc.

PROGRAM VALUE:

\$8.5 million

GRANT PROGRAM:

FEMA PA Program

PROJECT DATES:

September 2017 – Present

DISASTER:

Hurricane Harvey

RELEVANT SERVICES:

- ☒ Grant Administration
- ☒ Project Management
- ☒ Technical Assistance
- ☒ Damage Assessments
- ☒ Technical Assistance
- ☒ Project Scoping
- ☒ PW Development
- ☒ Application Assistance
- ☒ Insurance Coordination
- ☒ Procurement
- ☒ QA & Inspections
- ☒ Project Closeout

REFERENCE:

Wanda Dukes
City Mayor
Town of Refugio
PO Box 1020
Refugio, Texas 78377
Telephone: 361-526-5361
trcity@tisd.net



TEXAS

HURRICANE HARVEY PUBLIC ASSISTANCE CONSULTING: ROAD REPAIRS, CITY OF PATTON VILLAGE, TEXAS

THE CHALLENGE

Following the devastation of Hurricane Harvey, GrantWorks provided comprehensive consulting services to assist with FEMA PA projects for Patton Village, Texas. Our scope included helping the City coordinate with TDEM and FEMA to review Project Worksheets for road repairs caused by flooding for each scope of work and to provide guidance in moving forward.

THE SOLUTION

GrantWorks coordinated efforts with project engineers, TDEM, and FEMA to review Project Worksheets for clarity in scope. This included site visits and defining the intention of the original draft of the developed Project Worksheets.

GrantWorks worked within the parameters of FEMA's new PA Delivery Model and used the Grants Manager/Grants Portal for the first time during a major disaster. The new system had shortfalls in developing complete site evaluations and project scopes. GrantWorks coordinated the effort to bring together the TDEM, FEMA, and local engineering consultants to develop clear scopes for each project and properly evaluate and price them for the grant applications.

THE RESULTS

GrantWorks coordinated efforts to work with TDEM and FEMA to develop clear scopes for the road repairs in Patton Village. We found that the original construction cost for the repairs had omissions in scope. GrantWorks worked with local engineers to develop a new design package that reflected a 34% increase in the project's value. We then successfully submitted a scope change request to FEMA for review and a new obligation of funds.

CLIENT:

City of Patton Village, Texas

PRIME:

GrantWorks, Inc.

PROGRAM VALUE:

\$1.4 million

GRANT PROGRAM:

FEMA PA Program

PROJECT DATES:

August 2020 – Present

DISASTER:

Hurricane Harvey

RELEVANT SERVICES:

- ☒ Grant Administration
- ☒ Project Management
- ☒ Technical Assistance
- ☒ Project Scope
- ☒ Project Closeout

REFERENCE:

Scott Anderson
City Mayor
City of Patton Village
16940 Main Street
Splendora, Texas 77372
Telephone: 281-689-1039
s.anderson@pattonvillage.us



TEXAS

HURRICANE HARVEY PUBLIC ASSISTANCE CONSULTING: MARINE AND WATERFRONT INFRASTRUCTURE REPAIRS, CITY OF SEADRIFT, TEXAS

THE CHALLENGE

The City of Seadrift suffered heavy damage during Hurricane Harvey and now holds a FEMA Public Assistance portfolio of 20 projects, with \$9.5 million obligated for recovery. Additionally, Seadrift applied for funding from the FEMA Hazard Mitigation Grant Program to harden its infrastructure. Grantworks is the primary management consultant focused on assisting with eight large infrastructure projects and two mitigation grants.

THE SOLUTION

GrantWorks' scope has included damage inventories, project scoping, coordination with FEMA and TDEM, site visits, and implementation of FEMA PA and Hazard Mitigation projects that will address damages sustained during Hurricane Harvey and resiliency going forward. GrantWorks reviewed procurement documents for compliance and attended dozens of site visits to identify projects eligible for FEMA PA, including opportunities to use 406 Hazard Mitigation funds. PA projects included a \$6.4 million sea wall repair and rehabilitation of the municipal harbor.

GrantWorks also assisted with the award, administration, and closeout of two successful HMGP applications, including braiding CDBG-DR funding into the process and completing storm shutter projects. The successful completion of these projects showcases Grantworks' expertise in infrastructure grant administration.

THE RESULTS

GrantWorks reviewed and finalized FEMA project worksheets for each project, ensuring compliance with 2 CFR 200 for all competitive procurements. We assisted with funding advances, reimbursement requests, and budget under and over-runs so that the City was fully reimbursed for each recovery effort.

CLIENT:

City of Seadrift, Texas

PRIME:

GrantWorks, Inc.

PROGRAM VALUE:

\$9.5 million

GRANT PROGRAM:

FEMA PA Program

PROJECT DATES:

March 2018 – Present

DISASTER:

Hurricane Harvey

RELEVANT SERVICES:

- ☒ Grant Writing
- ☒ Grant Administration
- ☒ Project Management
- ☒ Damage Assessment
- ☒ Project Scoping
- ☒ PW Development
- ☒ Compliance
- ☒ Procurement
- ☒ Construction Oversight
- ☒ Cost Estimating
- ☒ QA & Inspections
- ☒ Project Closeout

REFERENCE:

Ranier Brigham
City Mayor Pro-Tem
City of Seadrift
501 S. Main Street
Seadrift, Texas 77983
Telephone: 361-785-2251
seadrift@seadrifftx.org



TEXAS

HURRICANE HARVEY FEMA HAZARD MITIGATION GRANT PROGRAM: SINGLE-FAMILY HOME ELEVATIONS AND RECONSTRUCTIONS, BRAZORIA COUNTY, TEXAS

THE CHALLENGE

Following Hurricane Harvey, TDEM awarded Brazoria County \$30 million in FEMA Hazard Mitigation Grant Program (HMGP) grant funds to elevate and reconstruct 300 flood-prone homes.

THE SOLUTION

GrantWorks worked closely with the County to identify and select eligible at-risk properties and to obtain all documentation and data required to apply for funding successfully. As part of its grant administration services, our experienced staff helped procure contractors, review contracts and agreements, and manage the grant scope, schedule, and budget. Our staff ensures that all project-related documentation meets state and federal regulatory requirements and that all required reports are submitted accurately and promptly. GrantWorks staff proactively coordinated with local permitting and code enforcement entities, ensuring we met all requirements before construction began.

As part of its scope, GrantWorks also checks to confirm that each applicant's home falls within FEMA's Benefit-Cost Effectiveness parameters and conducts a Benefit-Cost Analysis when a home falls outside of those parameters.

THE RESULTS

Though not yet complete, this program is already yielding positive results. To date, 39 homes have been elevated and reconstructed, and another 43 homes are in progress. By working closely with Brazoria County, GrantWorks is proud to help ensure that the County and its residents are better prepared for future storms and flooding events.

CLIENT:

Brazoria County, Texas

PRIME:

GrantWorks, Inc.

PROGRAM VALUE:

\$36 million

GRANT PROGRAM:

FEMA Hazard Mitigation Grant Program

PROJECT DATES:

November 2018 – May 2026

DISASTER:

Hurricane Harvey

RELEVANT SERVICES:

- ☒ Application Development
- ☒ Grant Administration
- ☒ Project Management
- ☒ Project Scoping
- ☒ Compliance
- ☒ Procurement
- ☒ Construction Oversight
- ☒ Cost Tracking
- ☒ QA & Inspections
- ☒ Project Closeout

REFERENCE:

Joe Ripple
Floodplain Administrator
Brazoria County
111 E. Locust
Building A-29, Suite 210
Angleton, Texas 77515
Telephone: 979-864-1272
joer@brazoriacountytx.gov



TEXAS

FEMA HMGP CRITICAL FACILITY GENERATORS, TOWN OF WOODSBORO, TEXAS

THE CHALLENGE

The coastal Town of Woodsboro sought to improve community resiliency by installing three permanent generators at the water and wastewater treatment plants. Providing a back-up power source for these critical facilities would enable the Town to continue to carry out essential functions during and following severe weather events, mitigate potential equipment damage caused by power outages, and prevent system failures that could result in harmful health impacts.

THE SOLUTION

The Town of Woodsboro selected GrantWorks to assist with preparing applications and subsequent implementation of the awarded grant based on its experience with critical facility-related construction projects.

THE RESULTS

Extended turnaround times for agency reviews challenged this project. Recognizing that delays could result in increased costs due to supply chain issues and the uncertain procurement environment during the COVID-19 pandemic, GrantWorks worked diligently with the project engineers to expedite required modifications to the scope of work to deliver the project on time and under budget. The Town also benefitted from a reimbursement structure that enabled the community to reallocate reimbursed funds to other project costs as needed. The successful implementation of this project demonstrates our ability to maintain continuity of service during Hurricane Harvey and Winter Storm Uri.

CLIENT:

Town of Woodsboro, Texas

PRIME:

GrantWorks, Inc.

PROGRAM VALUE:

\$570,023

GRANT PROGRAM:

FEMA HMGP Program

PROJECT DATES:

April 2019 –
May 2022

DISASTERS:

Hurricane Harvey and Winter Storm Uri

RELEVANT SERVICES:

- ☒ Application Preparation
- ☒ Grant Administration
- ☒ Project Management
- ☒ Financial Management
- ☒ 2 CFR 200 Compliance
- ☒ Procurement
- ☒ Recordkeeping
- ☒ Data Management & Reporting
- ☒ Construction Oversight
- ☒ Closeout

REFERENCES:

Kay Roach
Town of Woodsboro
P.O. Box 632
Woodsboro, Texas 78393
Telephone: 361-543-4505
Email: mayor@woodsborotx.net



TEXAS

FEMA HMGP REGIONAL EMERGENCY OPERATIONS CENTER, PHASE 1, VICTORIA COUNTY, TEXAS

THE CHALLENGE

A safe room is a storm shelter that meets FEMA funding criteria and provides near-absolute protection in extreme wind events, including tornadoes and hurricanes. Victoria County had previously secured funding to develop a safe room as a Regional Emergency Operations Center. The County sought technical support and assistance to manage the often complex FEMA funding process.

THE SOLUTION

The County selected GrantWorks to provide FEMA HMA consulting services, including grant administration and project management for designing and delivering the safe room project.

THE RESULTS

GrantWorks is coordinating with the County to revise and update program documentation to meet FEMA funding standards, including:

- ▶ Revise SOW with construction considerations for Phase II
- ▶ Revise cost estimate and BCA for consistency with design and engineering requirements
- ▶ Revised work schedule to update timeline for completing Phase II construction

GrantWorks will also perform Phase 1 responsibilities, including securing signed and sealed Construction Design Plans, completing the Peer Review Report, EHP clearance activities, and delivering a Technical Recommendation Report.

CLIENT:

Victoria County, Texas

PRIME:

GrantWorks, Inc.

PROGRAM VALUE:

\$328,654

GRANT PROGRAM:

FEMA HMGP Program

PROJECT DATES:

April 2019 –
May 2022

RELEVANT SERVICES:

- ☒ Grant Administration
- ☒ Project Management
- ☒ Benefit-Cost Analysis
- ☒ Scope Development
- ☒ Financial Management
- ☒ Environmental & Historic Preservation
- ☒ Recordkeeping
- ☒ Data Management & Reporting

REFERENCES:

Robin Knipling
Grant Manager
Victoria County
115 N. Bridge Street, Suite 127
Telephone: 361-580-6050, Ext. 1172
rknipling@vctx.org



TEXAS

FEMA HMGP & HURRICANE HARVEY CDBG-DR DRAINAGE IMPROVEMENTS, CITY OF BAY CITY, TEXAS

THE CHALLENGE

The City built the Cottonwood Creek Diversion Channel to prevent flooding in downtown Bay City by providing an exit route for flood waters. Design deficiencies plagued the project, and the City had unsuccessfully sought funding for improvements for years. Hurricane Harvey tested the channel's vulnerability. As predicted, debris quickly accumulated on the existing bar screens, inhibiting the water flow into the channel and resulting in extensive flooding.

THE SOLUTION

GrantWorks helped develop the scope and prepared the FEMA HMGP application for this project. Phase I included engineering design of improvements for the diversion channel and outflow facilities, procurement of a hydraulic study, environmental consultation, and updating BCA. Phase II of the project included the construction of an automatic bar screen cleaner and flap gates to prevent future debris accumulation during severe weather events.

THE RESULTS

The project helps mitigate the risk of flooding the area's streets, businesses, residences, and critical facilities. The most significant challenge faced with this project stemmed from funding contingencies related to the completion of an upstream CDBG-DR project. Since GrantWorks also provided administration services for the CDBG-DR project, we overcame this obstacle by communicating the shared goals of the community, state, and federal stakeholders.

REFERENCE

Scotty Jones
Finance Director
City of Bay City
1901 5th Street
Bay City, Texas 77414
Telephone: 979-245-2137 x1634
sjones@cityofbaycity.org

CLIENT:

City of Bay City, Texas

PRIME:

GrantWorks, Inc.

PROGRAM VALUE:

Phase I: \$96,500

Phase II: \$727,545 Pending

GRANT PROGRAM:

FEMA HMGP and HUD CDBG-DR Programs

PROJECT DATES:

February 2020 –

April 2023

RELEVANT SERVICES:

- ☒ Application Development
- ☒ Project Scoping
- ☒ Grant Administration
- ☒ Project Management
- ☒ Financial Management
- ☒ Damage Assessments
- ☒ Stakeholder Coordination
- ☒ 2 CFR 200 Compliance
- ☒ Procurement
- ☒ Recordkeeping
- ☒ Environmental Services
- ☒ Labor Standards Monitoring
- ☒ Data Management & Reporting
- ☒ Project Closeout



SECTION 2

SERVICES

SECTION 2 – SERVICES

2.1 Beyond a Traditional Engineering Approach

Many disaster recovery and hazard mitigation firms are large engineering firms focusing on traditionally engineered solutions and construction project management. GrantWorks is different; we provide intimate experience and tailor solutions to fit the City's needs. We help develop robust, federally compliant projects, and if needed, we can assist in procuring engineering and construction firms to provide design services and construction oversight/management.

GrantWorks is a leading team with decades of experience in federal grants management. Our team members complement this expertise with their knowledge of federal disaster preparedness, response and recovery, Public Assistance Project Worksheet and Hazard Mitigation application development, and policy compliance. Our expert knowledge of FEMA guidance and related federal code and legislation, such as the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.), 2 CFR 200, and 44 CFR, creates the foundation for the City to maximize federal reimbursement. Certain projects may be good candidates for the FEMA PA Alternative Procedures (PAAP) Pilot Program (428), whereby a fixed amount to restore the facility would be negotiated, and the total amount could be used to construct a new facility on an alternate site.

In addition to maximizing FEMA PA assistance, we will create a strategy to leverage other available funding, such as FEMA's Hazard Mitigation Assistance (HMA) programs, including 404 Hazard Mitigation Grant Program (HMGP), Building and Resilient Infrastructure and Communities (BRIC), and Flood Mitigation Assistance (FMA). We also leverage other federal and non-federal funds, including HUD CDBG-DR and philanthropic contributions.

We propose to begin work immediately and will coordinate efforts with City personnel to finalize a strategy that uses all available disaster recovery programs. GrantWorks provides turnkey grant and project management services for federal recovery, mitigation, and community/economic development programs at the state and local government levels. We regularly contribute to programmatic and policy discussions regarding disaster recovery programs. Our abilities include federal and state programmatic expertise, program organization and development, project management, planning, coordination of field and environmental review, monitoring and closeout, and specialized services such as construction phase administration, GIS mapping, and continual coordination with local governments.

As the City's FEMA PA and HMA provider of choice, our first task will be to determine the status of the City's projects and obtain information on the steps the City has taken for any pre-existing disasters or discuss planning and preparedness for future disasters and non-disaster mitigation priorities. We strive to remain a cooperative, informed, and active member of your project implementation team and are always ready to support the City.

2.2 Specialized Expertise that Promotes Knowledgeable and Efficient Program Delivery

Our team members have hands-on experience performing the day-to-day tasks required to successfully implement FEMA PA, HMA, and other disaster programs. We propose to use our local/regional staff as the primary day-to-day points of contact and to provide continuous, reliable logistical and technical support from our Austin office. By allocating local and Austin-based resources to the project, the City will have access to team members familiar with the unique pressures it faces in its recovery efforts and subject matter experts for the various programs available to the City. Our core tasks include:

- ▶ Maintain regular contact with City stakeholders as well as state and federal agencies.
- ▶ Assist in processing all costs, including labor, equipment, materials, and contract documents from the City and any external contractor partners.

- ▶ Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the state and federal agencies.
- ▶ Assist you in working with the state and federal agencies to resolve any issues with your grant application or funded project.

When work ends, GrantWorks will advise the City on when and how to request grant closeout from state and federal agencies. We will assist in reconciling financial data in all applicable systems, prepare the City for state and federal audits, and be available to participate in future audits as necessary.

The GrantWorks Team will work with the City of La Marque through every step of the disaster recovery grant process, ensuring that the City's priorities and goals are considered and successfully achieved. Our cost-effective strategy comprises the pre-award and post-award workflows described below to ensure efficient management and regulatory compliance. We keep updated on all available FEMA and HMA guidance and requirements. Years of disaster recovery and hazard mitigation program experience and an organized project approach allow us to produce cost-efficient results. We tailor the process to your needs while adhering to the program-specific guidelines.

2.3 Assistance Navigating Changes to the Public Assistance Program Delivery Model

FEMA introduced an updated PA Program Delivery Model (PAPDM) starting with the 2017 disasters, including Hurricane Harvey in Texas (DR-4332), which is still being used today with various modifications. The PAPDM requires careful tracking of each step of the project process, including requests for Essential Elements of Information (EEI), site inspections, and process approvals online in the FEMA Grants Portal in the standard application process. During COVID, FEMA also implemented the Streamlined Project Application process and project self-certification options in the FEMA Grants Portal, which are also available for all disasters. Upon the occurrence of a disaster during our tenure, our priority will be to review the identified damages in coordination with property schedules and all cost-tracking mechanisms to ensure that no damaged elements have been overlooked that are required to be input into the FEMA Grants Portal for processing and safekeeping.

2.4 FEMA Public Assistance Work Plan

The GrantWorks Team will ensure that the full depth and breadth of GrantWorks' resources are available to support each disaster and the projects implemented through FEMA Public Assistance for the City of La Marque. GrantWorks' FEMA PA Work Plan details how we will perform project work for the City. Our work plan lists categorical tasks, proposed personnel assignments, a description of major deliverables, and a timeline from pre-disaster through closeout and audit.

The Work Plan presented below is broken into phases of the FEMA Public Assistance process, which address the specifications related to the Scope of Work/Services included with this RFP that the City desires support with presently, as well as additional steps that are integral to the process. These scope elements are woven into time-driven processes that follow typical FEMA grant administration and can change depending on the magnitude of the disaster and the damages incurred.

FEMA PA PRE-DISASTER PHASE

SCHEDULE: CONTRACT AWARD TO DAY 1 POST-DISASTER

OVERVIEW:

During the Pre-Disaster Phase, the GrantWorks Team assists the City in being prepared to respond to a disaster.

TASKS:

- ▶ Develop a photographic/video database of existing conditions (including public outreach).
- ▶ Identify areas of emphasis (e.g., low water crossings, docks, ramps, etc.)
- ▶ Conduct research and brief directors and executive-level personnel on the extent and limitations of state and federal disaster recovery/relief programs.
- ▶ Meet with principal parties to introduce Public Assistance, provide pre-event training, and orient staff to actions required to maximize state and federal program reimbursements.
- ▶ Develop a baseline inventory of assets from historical records and insurance Statement of Values data. In the event of a declaration, having this baseline will facilitate disaster recovery by starting with a full list of assets to be considered and saving time gathering the critical data required for the FEMA Damage Inventory documentation.
- ▶ Ensure the City complies with all federal and state regulations, rules, and policies related to disaster response, recovery, and program administration applicable to the Code of Federal Regulations (i.e., 2 CFR § 200, 44 CFR § 200, and any other relevant regulations).
- ▶ Train on the procurement process and review the City's procurement policies.
- ▶ Develop or review existing Interlocal, Memorandum of Understanding, and Memorandum of Agreements.
- ▶ Review of maintenance programs and historical records.
- ▶ Data management and development of file reporting.

DELIVERABLES:

- ▶ Documentation of existing conditions.
- ▶ Train City staff on what constitutes Category B projects and the proper documentation needed to ensure FEMA reimbursement.

BENEFITS TO THE CITY OF LA MARQUE:

The City is prepared to implement a disaster response and corresponding cost recovery that aligns with FEMA and the State requirements. Training ensures the timely submission of FEMA Essential Elements of Information (EEI) and Disaster Information (DI) formulation.

FEMA PA PHASE 1: MOBILIZATION AND POST-DISASTER DAMAGE ASSESSMENT

SCHEDULE: 1 – 30 DAYS

OVERVIEW:

During this phase, the GrantWorks Team focuses on understanding the needs of the City for the event, the extent of disaster damages, and disaster-wide or “global” issues that affect most or all City project worksheets at that time. We heavily emphasize minimizing the effects on day-to-day staff operations and the economic impacts of disaster recovery efforts while maintaining visibility on the status of FEMA, TDEM, and City recovery efforts.

TASKS:

- ▶ Provide personnel within an agreed-upon timeframe post-event and assist in submitting a Request for Public Assistance through FEMA.
- ▶ Schedule and hold a project assessment kickoff meeting to support **preliminary damage assessments** as required and start to plan the development of the Damage Inventory.
- ▶ **Work with the City, TDEM, and FEMA** to identify disaster impacts and recovery priorities, focusing on on-site inspections and damage by each location.
- ▶ **Attend briefings and meetings with FEMA, TDEM,** and other agencies in conjunction with and on behalf of the City, including the Exploratory Call, Recovery Scoping Meeting, and subsequent status meetings to update progress.
- ▶ Register to access the online grants management systems (new applicant registration or new disaster addition) with **FEMA (Grants Portal) and TDEM (grants.tdem.texas.gov)** to document all necessary information for the development of the grants.
- ▶ Report all disaster-related impacts and complete the development of the Damage Inventory submitted to FEMA within 60 days of the Recovery Scoping Meeting.
- ▶ Collect, evaluate, and archive program policies and procedures as needed or develop program guidelines, policies and procedures, implementation plans, and other pertinent documents.
- ▶ Develop database/electronic system for tracking and managing project worksheets, claims, grant applications and status, and associated information to facilitate effective documentation, management of grant and funding programs, and information sharing.
- ▶ Research, monitor, report, document, manage, analyze, assess, design, and perform other work related to disaster recovery, disaster planning, disaster mitigation, and public assistance.

DELIVERABLES:

- ▶ Project Kickoff Meeting and Agenda
- ▶ Project Management/Implementation Plan, including Communication Plan and Document Management Plan, within 14 days from the initial date of the disaster declaration
- ▶ Project Policies and Procedures
- ▶ Database/Electronic Grant Management System

BENEFITS TO THE CITY OF LA MARQUE:

The GrantWorks Team’s experience in the FEMA Public Assistance grant program enables the City to be well-equipped for recovery. The team’s ingenuity will provide the City with ongoing support, network development, and technological reporting to ensure an equitable and targeted recovery.

FEMA PA PHASE 2: PROJECT FORMULATION

SCHEDULE: 1 – 60 DAYS

OVERVIEW:

Phase 2 emphasizes the actual preparation of damage summary outlines. This process jointly involves the efforts of the City, TDEM, and FEMA. These efforts are the product of the detailed field assessments in Phase 1, layered with the GrantWorks Team's comprehensive programmatic knowledge of associated regulations, policies, and statutes to maximize eligibility and expedite the administration of the City's recovery operation. This phase will necessitate coordination with City staff to identify any duplication of benefits before project formulation.

TASKS:

- ▶ Comprehensive administration of FEMA programs and projects contemplated by project worksheets.
- ▶ Collaborate with the City on **project formulation**, including **damage assessments**, information gathering, the **scope of work development**, and project submittals.
- ▶ Coordinate with City staff to obtain all costs and **necessary backup documentation** to develop, revise, and submit project worksheets.
- ▶ Proactively identify opportunities to **maximize Public Assistance and Post-Disaster Mitigation Section 406 funding** within the current regulatory framework, including **Section 428 Sandy Recovery Improvement Act (SRIA)** alternative arrangement projects.
- ▶ Provide ongoing guidance and support related to **debris removal, emergency protective measures, recovery missions, and infrastructure repairs/replacement** to maximize FEMA Public Assistance funding.
- ▶ Research, develop, and **prepare grant applications** and other applicable public assistance documents.
- ▶ Review data and records for compliance with federal requirements.

DELIVERABLES:

- ▶ **Document collection and organization for costs incurred** to date and ongoing.
- ▶ Participate in the FEMA Recovery Scoping Meeting and complete the Damage Inventory within 60 days if not completed in Phase 1.

BENEFITS TO THE CITY OF LA MARQUE:

GrantWorks staff will use Lessons Learned and Best Management Practices—acquired through decades of experience managing federal and state-funded projects—and information gathered during the kickoff and subsequent meetings to develop tailored processes and templates. The team will lay a foundation for successful, timely projects by working closely with and communicating effectively with the City.

FEMA PA PHASE 3: PROJECT WORKSHEET REIMBURSEMENT AND MONITORING

SCHEDULE: 60 DAYS – CLOSEOUT

OVERVIEW:

During this task, the GrantWorks Team will assist the City by creating project files to support closeout activity by FEMA and TDEM. Many project worksheets should have at least an initial version obligated or have been awarded in the earlier part of this stage. This phase emphasizes the execution of repair and restoration activities while pursuing project obligations and reimbursement through the Public Assistance program. Additionally, we may identify latent damages and change orders to increase or decrease eligible scope and funding.

TASKS:

- ▶ Coordinate and **manage deliverables with TDEM and FEMA.**
- ▶ Assist with TDEM, FEMA, and/or other agency grants detailed **quarterly reporting.**
- ▶ Provide detailed periodic **management reports** on the status of project worksheets, including developments, revisions, submissions/approvals, open issues, financial reviews, etc.
- ▶ Provide **cash management reports** showing the projected **schedule for reimbursement requests** and the actual status of reimbursement received. Also, evaluate funding needs based on small project limits of up to \$1 million to be reimbursed upon obligation.
- ▶ Request a **time extension** for FEMA and/or other federal grants and TDEM when necessary so that eligibility is not forfeited.
- ▶ Request **alternate or improved projects** to support the beneficial use of funds to achieve the goals and objectives of the City instead of repair/replacement in kind.
- ▶ Assist with **insurance claim submission** and tracking of projects submitted to FEMA to avoid duplication of benefits and document the final amount of insurance proceeds applied to each project.
- ▶ Assist in getting the necessary legal documents for proper filing.
- ▶ Advise on document retention strategies.
- ▶ Track the status of FEMA and other agency **reimbursements** and serve as a **co-liaison between FEMA, TDEM, engineering consultants, other agencies,** and the City.
- ▶ Assist in responding to **Requests for Information** from FEMA, TDEM, or other agencies.
- ▶ Assist in **submitting appeals** to FEMA or entertaining arbitration, if required.
- ▶ Prepare **public procurement documentation and additional procurement assistance**, including preparing and **writing requests for qualifications, requests for proposals,** or other applicable procurements for identified projects that align with project worksheets, other public assistance projects, and federal and state requirements.
- ▶ Review data and records for compliance with federal requirements.
- ▶ Submit **amendment requests to change a project's scope of work or costs.**

DELIVERABLES:

- ▶ Quarterly and Periodic Management Reports.
- ▶ Cash Management Reports.

BENEFITS TO THE CITY OF LA MARQUE:

The City will benefit from GrantWorks' expertise in managing, monitoring, and controlling project processes and reports that comply with FEMA Public Assistance requirements. With the development of communications, templates, policies, and procedures, GrantWorks will provide the tools to make the City of La Marque's FEMA Public Assistance program efficient, monitored, and controlled. GrantWorks will track each project from initial development through obligation and full reimbursement. At each step, we will incorporate consideration for FEMA policy, costs, and insurance reimbursement for inclusion into the project file to ensure documentation is readily available.

FEMA PA PHASE 4: FINAL RECONCILIATION AND CLOSEOUT

SCHEDULE: CLOSEOUT – AUDIT

OVERVIEW:

During Phase 4, the GrantWorks Team assists the City in coordinating with TDEM to close projects upon work and reimbursement completion formally. Once all the City's projects are closed, FEMA and TDEM work together to close the Public Assistance award for the disaster.

TASKS:

- ▶ Advise the City on how to manage the **closeout process**.
- ▶ Provide **problem resolution** to address issues as they arise.
- ▶ Address federal and non-federal **audit requests**.
- ▶ Compile final source documentation from the document management database, which has an electronic copy of all relevant source documentation, correspondence, and grant management materials, reducing or eliminating reliance on hardcopy files.
- ▶ Review data and records for compliance with federal requirements.
- ▶ Ensure proof of payment for all transactions is available and reconciled to disaster claims for closeout.
- ▶ Review all change orders, contracts, and/or Force Account records to confirm that we have captured all possible funding to maximize the grant and recognize all costs required to complete the eligible scope of work.
- ▶ Prepare the final project worksheet closeout version with FEMA and TDEM to capture the final cost reconciliation, change orders, subsequent environmental and historic preservation reviews, hazard mitigation, etc., and align the cost and scope of work.

DELIVERABLES:

- ▶ Final "Audit-Ready" Project Files
- ▶ Project Completion Certification

BENEFITS TO THE CITY OF LA MARQUE:

The GrantWorks Team ensures that our FEMA Public Assistance staff has completed all project work and executed all project management processes. The City receives formal recognition from FEMA and TDEM for successfully completing its projects.

2.5 FEMA Hazard Mitigation Assistance Work Plan

GrantWorks' FEMA HMA Detailed Work Plan details how we perform Hazard Mitigation project work. Our plan lists categorical tasks, proposed personnel assignments, a description of major deliverables, and a proposed timeline. The Work Plan presented below is broken into phases of the FEMA Hazard Mitigation Assistance process, which address the specifications related to the Scope of Work/Services included with this RFP that the City desires support with presently and additional steps that are integral to the process. These scope elements are woven into time-driven processes that follow typical FEMA grant administration and can change depending on the amount of post-disaster mitigation or annual funding allocations and designated funding priorities.

FEMA HMA PHASE 1: PRE-AWARD – APPLICATION DEVELOPMENT SCHEDULE: CONTRACT AWARD TO DAY 1 POST-DISASTER	
OVERVIEW:	
GrantWorks will provide guidance and technical support to align projects with FEMA HMA program priorities to tell a meaningful and competitive project story.	
TASKS:	
Application Development Support:	
▶	Coordinate with City staff and local stakeholders to determine overall mitigation objectives for each project element.
▶	Assist in the determination of project feasibility and effectiveness.
▶	Develop a detailed scope of work, budget, and schedule .
▶	Produce maps/tables/graphics to illustrate the project through data and numbers.
▶	Complete preliminary Environmental and Historic Preservation (EHP) reviews to monitor compliance with the National Environmental Policy Act (NEPA) .
▶	Provide guidance linking social and environmental benefits, nature-based solutions, addressing future conditions, enhancing environmental value, etc.
▶	Schedule, coordinate, and facilitate citizen participation workshops/public meetings to solicit input regarding community needs and recovery priorities, including assistance with notices, agendas, presentation materials, and documentation.
▶	Submit applications for consideration by TDEM and FEMA via the FEMAGO portal .
Benefit-Cost Analysis:	
▶	Coordinate with engineers and/or local staff to calculate Benefit-Cost Analysis (BCA) using FEMA's BCA Toolkit.
FEMA/TDEM Requests for Information (RFI):	
▶	Provide timely and thorough responses to FEMA/TDEM and prioritize agency questions and requests to accelerate the programmatic review and sub-application selection processes.
DELIVERABLES:	
▶	Project Scope of Work, Budget, and Schedule.
▶	Benefit-Cost Analysis
▶	Preliminary Environmental and Historic Preservation Reviews
▶	Public Meeting(s), including Notices, Agendas, and Presentation Materials
▶	RFI Responses to FEMA/TDEM
▶	Complete the Application for City Review
▶	Complete the Application for Submittal to FEMA/TDEM
▶	Submittal Confirmation from FEMA/TDEM
BENEFITS TO THE CITY OF LA MARQUE:	
The City has compliant applications for FEMA/TDEM projects that meet all requirements.	

FEMA HMA PHASE 2: POST-AWARD – PROJECT LAUNCH

SCHEDULE: 1 – 30 DAYS

OVERVIEW:

During this phase, we will establish an effective grant management program to enable continuous project oversight and optimize delivery speed, quality, and value. We develop tailored processes, templates, and communication protocols that lay a foundation for successful project implementation.

TASKS:

Kick Off Meeting:

- ▶ Prepare agenda and schedule/facilitate meetings to identify community priorities, anticipated deliverables, schedules, communication protocols, and next steps.

Program Set-Up:

- ▶ Develop tailored processes, templates, and communication protocols to lay a foundation for successful grant administration.
- ▶ Assess internal procedures and processes related to **financial management**, recordkeeping/document management, and procurement for capacity and compliance with **FEMA/TDEM rules** and help establish and maintain financial processes that comply with state and federal regulations.
- ▶ Advise City staff on compliance with federal and state regulations, rules, and policies related to disaster recovery and program administration applicable Code of Federal Regulations (i.e., 2 CFR §200, TDEM and FEMA guidance, and any other relevant regulations or notices).
- ▶ Develop and deliver customized program plans and procedures, including a Communication Plan, an initial reporting matrix with sample templates, and a Grant Management/Implementation Plan to establish a comprehensive, transparent operations roadmap.
- ▶ Develop/modify document management and retention protocols to lay the foundation for creating an audit-ready project file.
- ▶ Provide **policy guidance** and operational templates (as needed) for key compliance considerations such as procurement, financial management, labor standards, environmental clearance, and URA/acquisition procedures.
- ▶ Review existing **procurement policies** and any project-related procurements performed to date (engineering, etc.), and offer advice where findings may indicate a conflict with federal or state standards for eligibility, allowability, allocability, and cost reasonableness.
- ▶ Develop compliance and monitoring policies and procedures to provide audit-ready files using a risk-based, collaborative strategy consistent with state/federal requirements.
- ▶ Establish client and grant administrator access to FEMAGO.

DELIVERABLES:

- ▶ Project Kickoff Meeting and Agenda
- ▶ Administrative Project File Checklist
- ▶ Grant Management/Implementation Plan, including Communication Plan and Document Management Plan
- ▶ Policy and Operational Guidance/Templates
- ▶ Reporting Matrix
- ▶ Database/Electronic Grant Management System
- ▶ Project Startup Documents.

BENEFITS TO THE CITY OF LA MARQUE:

GrantWorks' experience in FEMA HMA and grant space enables the City to be well-equipped to recover. GrantWorks' ingenuity will provide the City with ongoing support, network development, and technological reporting to ensure an equitable and targeted recovery.

FEMA HMA PHASE 3: POST-AWARD – PROJECT IMPLEMENTATION AND MONITORING

SCHEDULE: 1 – 60 DAYS

OVERVIEW:

GrantWorks' FEMA services grant specialists are experts in project implementation, compliance monitoring, engineer/contractor coordination, audit support, and other federal grant management requirements. GrantWorks guides and assists with financial management, recordkeeping, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation. We use detailed document tracking systems to ensure that projects stay on track and comply with state and federal regulations.

TASKS:

Grant Administration Services:

- ▶ **Technical Guidance and Compliance Monitoring:** GrantWorks establishes grant-compliant document management, procurement, reporting, labor standards, auditing, and closeout procedures. Deliver technical assistance to support the compliant implementation of mitigation activities. Provide technical monitoring, including attending site visits and meetings.
- ▶ **Communication:** Maintain regular contact with the project engineer, the local contact person, construction contractors, and other parties. Schedule and **coordinate meetings with all project interests**, as necessary. Provide the City's elected officials, staff, and the public with regular updates.
- ▶ **Recordkeeping and Administration:** Prepare start-up grant documents, forms, notices, and agenda items for review or action. **Review contracts for federal and state grant compliance.** Prepare forms, notices, agendas, etc. Assist in responding to **Requests for Information** and other correspondence issued by FEMA/TDEM. Submit **contract amendments and change orders** when needed. Maintain contracts, files, correspondence, etc., in a digital document management system.
- ▶ **Procurement:** Coordinate with the City Purchasing Department to arrange and document the engineer, architect, and contractor selection process. Assist with **implementing 2 CFR 200 compliant procurement** protocols, **bid package development**, and contracting.
- ▶ **Reporting:** Prepare and upload **quarterly progress reports (QPRs)** and other updates as FEMA and TDEM require.
- ▶ **Schedule and Budget Adherence:** Track all deliverable deadlines and project milestones and oversee contractor progress for alignment with the project schedule. Validate expenditures for consistency with project goals and objectives.
- ▶ **Labor Standards:** Certify payroll, as necessary, and maintain documentation to support compliance.
- ▶ **Environmental and Historic Preservation Review (EHP):** Monitor compliance with the National Environmental Policy Act (NEPA) and provide ongoing support for any EHP requirements not satisfied during the sub-application process. Process review and clearance documentation following NEPA.
- ▶ **Financial Management:** Perform **invoice processing and facilitate milestone payments** for completed work. Review program eligibility and benchmark conformance invoices and confirm that quantities match contracts. Track invoice submittal and payments and maintain audit-ready financial documentation of pay requests submitted to FEMA/TDEM.
- ▶ **Construction Oversight:** Provide project engineers with instructions and forms packet so they know up-front what information the state agency requires. Review plans, bid documents, and change orders for compliance with regulations and conformance with the state contract. Evaluate construction progress activities against the established budget, scope, schedule, **2 CFR 200, and state and federal requirements.**

DELIVERABLES:

- ▶ Start-Up Grant Documents, Forms, Notices, and Agendas
- ▶ Engineer/Contractor Package
- ▶ Monthly Project Status Reports
- ▶ Quarterly Progress Reports (QPRs)
- ▶ Contract Amendment Requests (If Applicable)

FEMA HMA PHASE 3: POST-AWARD – PROJECT IMPLEMENTATION AND MONITORING SCHEDULE: 1 – 60 DAYS	
▶	Bid Packages/Procurement Documents
▶	Request for Reimbursement/Invoice Processing
▶	Request for Information Responses
▶	Payroll Certificates (If Applicable)
BENEFITS TO THE CITY OF LA MARQUE:	
GrantWorks staff will use Lessons Learned and Best Management Practices and information gathered during the kickoff and subsequent meetings to develop tailored processes and templates. The team will lay a foundation for successful, timely projects by working closely with and communicating effectively with the City.	

FEMA HMA PHASE 4: POST-AWARD – PROJECT CLOSEOUT

SCHEDULE: 60 DAYS – CLOSEOUT

OVERVIEW:

GrantWorks staff believe projects should ‘begin with the end in mind.’ This simple statement means we create policies and procedures that support a compliant operation and a continuous closeout process throughout the life cycle, making final closeout steps routine and predictable. We build an audit-ready program from the beginning, structured for closeout, including critical checkpoint checklists and transparent reporting.

TASKS:

Continuous Closeout Practices:

- ▶ **Work with FEMA/TDEM** to resolve potential issues during the grant application process or implementation of the funded project.
- ▶ Perform internal reconciliation of records.
- ▶ **Resolve any FEMA/TDEM issues** and concerns quickly and effectively.
- ▶ Attend any scheduled **state or federal audit** visits.
- ▶ Maintain project records.

Final Closeout Report:

- ▶ The Closeout report demonstrates that we fully implemented the approved scope of work, liquidated the obligated funds consistent with the scope of work, met all Environmental and Historic Preservation Review (EHP) compliance grant conditions, submitted required quarterly financial and performance reports, and closed out the project following federal award and sub-award provisions.

Archive Records:

- ▶ Archive hard copy and electronic files and maintain records.

DELIVERABLES:

- ▶ Final Requests for Reimbursement
- ▶ Final Acceptance of Work
- ▶ Program/Project Closeout Package
- ▶ Any Documentation Needed to Support the Audit Process
- ▶ Audit-Ready Project Files

BENEFITS TO THE CITY OF LA MARQUE:

The City will benefit from GrantWorks’ expertise in managing, monitoring, and controlling project processes and reports that comply with FEMA HMA requirements. With the development of communications, templates, policies, and procedures, GrantWorks will provide the equipment to make the City’s FEMA HMA program efficient, monitored, and controlled. GrantWorks will track each project from initial development through engineering design to include the development of amendments in the event of scope changes, code and standard considerations, and change orders. At each step, we will develop consideration for FEMA policy, costs, and insurance reimbursement for inclusion into the project file to ensure documentation is readily available for amendments as necessary. The scope changes and amendments will be processed using the project files and submitted with tracking documentation included to FEMA and TDEM.



SECTION 3

TECHNICAL APPROACH AND METHODOLOGIES

SECTION 3 – TECHNICAL APPROACH AND METHODOLOGIES

3.1 Project Management

GrantWorks has a strong project management methodology based on industry-standard best practices focused on proven processes, meticulous controls, and frequent and timely communications. Our team helps to create well-run, efficient, and successful grant programs that comply with all state and federal reporting requirements. Our project managers use several powerful strategies to keep projects on track. We show some of the most impactful strategies in **Figure 10**.

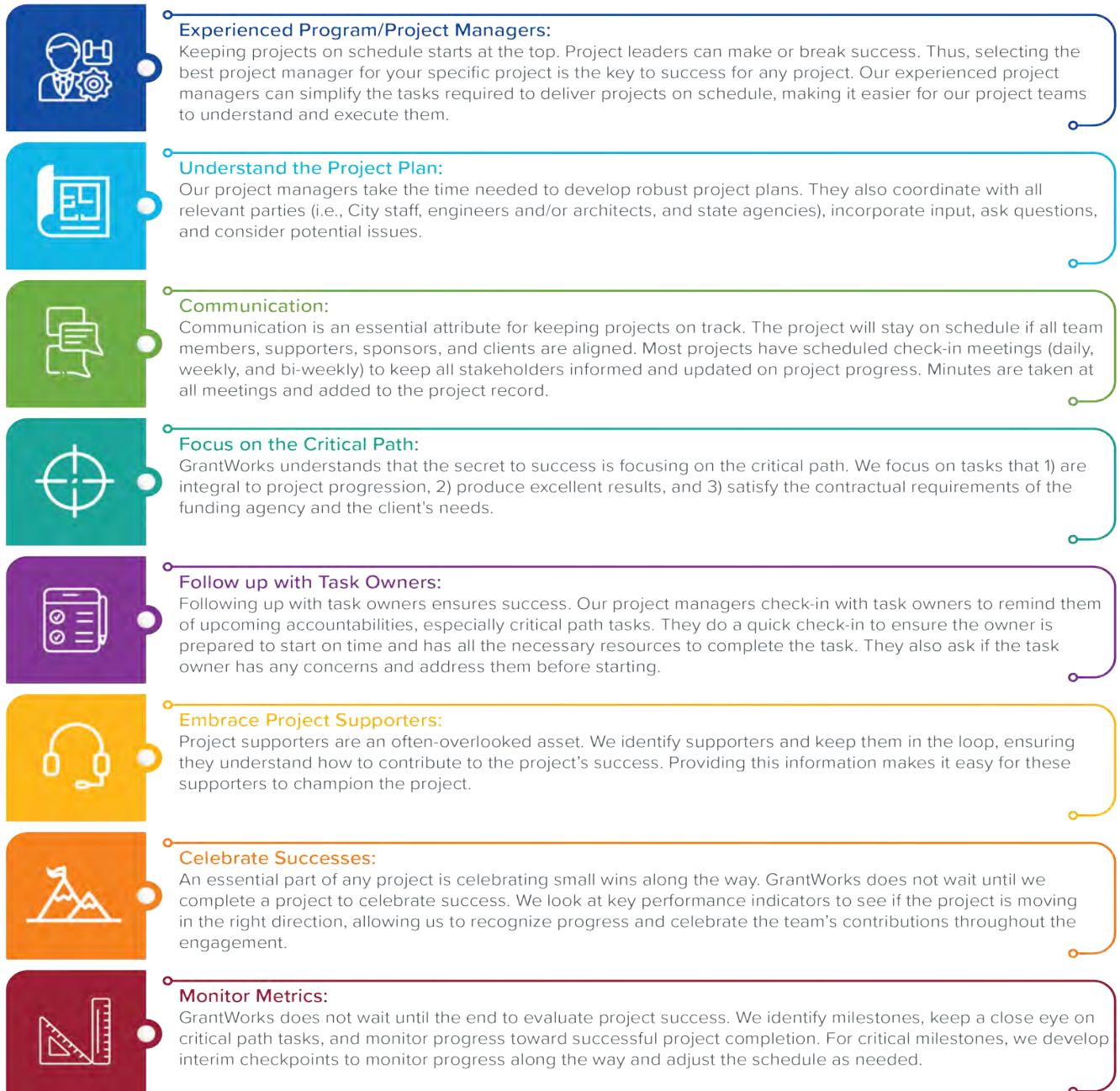


Figure 10: Program Management Strategies

3.2 Task Order Management

As the City's provider of choice, our first task will be to determine the status of the City's projects and obtain information on the steps the City has taken for any pre-existing disasters or discuss planning and preparedness for future disasters and non-disaster mitigation priorities. We strive to remain a cooperative, informed, and active member of your project implementation team and are always ready to support the City.

3.2.1 Meeting Goals and Objectives

GrantWorks has a methodology to provide requested FEMA services that ensure prompt service, customer satisfaction, and effective performance for clients. We base our ability to perform the services defined in the RFP and deliver a high-quality project on four foundational principles:

- ▶ Communicate clearly with the City's staff to understand all task order objectives thoroughly.
- ▶ Identify and assign the right people with the appropriate qualifications to each task.
- ▶ Effective and responsive communication between team members is required.
- ▶ Implement strict project controls that keep projects on schedule and within budget.

3.2.2 Coordinating and Managing Work Activities

With any new task assignment, our team will work with the City to define the scope of work and execute the management plan to meet task requirements quickly and efficiently. As stated above in our first foundation principles, coordination, and communication are critical, and we intend to develop a strong bond with City staff that will allow us to work in an integrated fashion and anticipate your needs. Key project personnel will be committed to being readily accessible and available on short notice to respond to the needs of the City. We successfully coordinate and manage our work activities by implementing several key steps described below (**Figure 11**).

Step 1: Conducting Task Scoping Meetings

Before developing a task order, our Program Manager and appropriate Project Manager will meet with the City and designated staff to review the proposed scope and develop a complete understanding of the project dynamics, including the known and unknown factors that may influence the project's success, and identify the technical specialties required to complete the project. We will also thoroughly discuss and clearly define schedule and budget constraints. Armed with this information, we will quickly develop a comprehensive task order scope and fee schedule to meet the needs and satisfaction of the City so that notices to proceed can be quickly issued.

Step 2: Holding Task Kickoff Meetings

Project task meetings will allow the City and GrantWorks Project Manager and Grant Management Consultant to define the project and set clear expectations for all project team



Figure 11: Task Order Management Process.

members. The project kickoff is an opportunity to share information and initiate the team's integrated approach to the project within parameters defined by the scope, schedule, and budget. We will identify areas of study that need coordination and develop a coordination plan. Appropriate City representatives should be present at this meeting so that we can adequately vet all issues before commencing the project. Meeting minutes documenting decisions and pending action items will be given to attendees and circulated before meetings. At subsequent team meetings, team members with assigned action items will be held accountable for reporting on their progress.

Step 3: Effective Management of the Work Activities

We will work with the City to manage tasks and meet all deadlines. Individual management plans for each task will include scope, budget, schedule, communication protocol, and technical assignments. Ensuring expertise within the team is accurately matched and delivered to the project is paramount. Our Program Manager and Project Managers will perform this critical function to match the right resources for each task. The Program Manager and/or Project Manager assign work and develop performance measures to adhere to scope, budget, and schedule. They are responsible for producing project deliverables following the City's requirements and following quality control procedures.

3.3 Communications

As stated above, in our first foundation principles, communication and service coordination are critical, and we intend to develop a strong bond with City staff that will allow us to work in an integrated fashion and anticipate your needs. As a part of our program communication strategy, we establish how to manage communication throughout the project lifecycle. This process includes verifying City requirements, defining communication channels, establishing the frequency of communication, identifying key stakeholders, developing escalation procedures, and implementing and measuring communications. This communication process will help maintain clear lines of communication with City officials (**Figure 12**).

The GrantWorks Team will identify all stakeholders involved in the project, including any FEMA personnel, government agencies, non-governmental organizations, contractors, and affected residents. GrantWorks will also clearly define roles and responsibilities for each stakeholder to ensure clarity and accountability.

In addition to identifying stakeholders, our team will schedule regular meetings and updates to inform all stakeholders about the project's progress, challenges, and decisions. These meetings can be conducted in-person, via conference call, or through online collaboration platforms such as Zoom, Google, or MS Teams. By maintaining open lines of communication, we will foster an environment where stakeholders feel comfortable expressing concerns, asking questions, and providing feedback. GrantWorks encourages two-way communication to ensure information flows freely between all parties involved.

By coordinating services involved in the project, we will also ensure seamless integration and alignment of the team's efforts. This coordination may include establishing partnerships, sharing resources, and coordinating logistics. Our team will establish emergency communication protocols that can be activated in emergencies or



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Figure 12: The GrantWorks Teams' Program Communication Strategy

unforeseen circumstances. This protocol will outline the procedures for disseminating critical information and coordinating response efforts in real-time.

The GrantWorks Team will document all communication related to the project, including meeting minutes, emails, and decision logs. This documentation serves as a record of project activities and can be referenced for future planning and evaluation.

We will also continuously evaluate and improve communication procedures and coordination efforts based on feedback and lessons learned from projects. We will adapt communication strategies as needed to meet the evolving needs of the project and stakeholders. By implementing these communication procedures and coordination strategies, FEMA projects can enhance transparency, collaboration, and efficiency, ultimately leading to more successful outcomes for City disaster recovery efforts.

3.4 Training

Staying current with federal grant regulations, policies, guidance, and recipient grant administration procedures can be a full-time job. As the City's vendor of choice, our job is to bridge that gap regularly so City staff can stay informed and aware while maintaining their regular responsibilities and duties. Implementing an effective annual training program for City staff involved in disaster recovery, reporting, and adherence to FEMA guidelines and regulations is crucial for ensuring preparedness and compliance. The GrantWorks Team has outlined an Implementation Plan for Training and Instruction in **Figure 13**.

Figure 13: Implementation Plan for Training and Instruction for City Staff - Annual Training for Disaster Recovery, Reporting, and FEMA Guidelines/Regulations

ELEMENTS	IMPLEMENTATION PLAN FOR TRAINING AND INSTRUCTION
Training Objectives:	▶ Understand the role of FEMA, the State, and the City in disaster recovery and the regulatory framework governing disaster assistance programs. ▶ Familiarize City staff with reporting requirements and procedures for documenting disaster-related activities. ▶ Enhance City staff proficiency in using FEMA guidelines and regulations to guide recovery efforts effectively.
Training Content:	▶ Overview of FEMA: Provide an overview of FEMA's mission, organizational structure, and key responsibilities in disaster response and recovery. ▶ Disaster Recovery Process: Explain the phases of disaster recovery, including preparedness, response, recovery, and mitigation. ▶ FEMA Guidelines and Regulations: Review relevant FEMA guidelines, regulations, and policies related to disaster assistance programs, eligibility criteria, funding mechanisms, and reporting requirements. ▶ Reporting Procedures: Guide documenting disaster-related activities, maintaining accurate records, and submitting reports to FEMA in compliance with reporting requirements. ▶ Case Studies and Examples: Present case studies and real-life examples illustrating the application of FEMA guidelines and regulations in disaster recovery scenarios. ▶ Interactive Exercises: Conduct interactive exercises and simulations to reinforce learning objectives and enhance staff proficiency in applying FEMA guidelines and regulations.
Training Delivery:	▶ Schedule: Determine the training schedule and duration, consider staff availability and operational requirements, and determine the target audience.

Figure 13: *Implementation Plan for Training and Instruction for City Staff - Annual Training for Disaster Recovery, Reporting, and FEMA Guidelines/Regulations*

ELEMENTS	IMPLEMENTATION PLAN FOR TRAINING AND INSTRUCTION
	▶ Delivery Methods: Use a combination of in-person training sessions, online modules, webinars, and self-paced learning resources to accommodate different learning preferences and logistical constraints. ▶ Trainers: Identify qualified trainers with expertise in disaster recovery, FEMA guidelines, and regulatory compliance to facilitate training sessions. ▶ Resources: Compile training materials, including presentations, handouts, reference guides, and online resources, to support staff learning and reinforce key concepts.
City Staff Instruction:	▶ Communicate the importance of the training and its relevance to staff roles and responsibilities in disaster recovery efforts. ▶ Provide clear instructions regarding training expectations, including attendance requirements, participation in interactive activities, and completion of assessments or evaluations. ▶ Encourage active engagement and participation in training sessions, encouraging staff to ask questions, share insights, and apply learning to practical scenarios. ▶ Emphasize the role of staff in ensuring compliance with FEMA guidelines and regulations, emphasizing the impact of accurate reporting and adherence to procedures on securing disaster assistance funding and supporting community recovery efforts.
Assessment and Evaluation:	▶ Assess City staff comprehension and proficiency through quizzes, assessments, or practical exercises designed to gauge understanding of training content and application of FEMA guidelines and regulations. ▶ Solicit feedback from City staff regarding the effectiveness of the training program, including content relevance, delivery methods, and areas for improvement. ▶ Use assessment results and feedback to refine future training sessions and continuously improve the effectiveness of the training program.
Documentation and Compliance:	▶ Maintain documentation of staff attendance, participation, and training outcomes to demonstrate compliance with training requirements and regulatory standards. ▶ Ensure that City staff training records are up-to-date and easily accessible for audit purposes or reporting to regulatory authorities, as necessary.

By following this implementation plan and providing thorough instruction for staff annual training on disaster recovery, reporting, and FEMA guidelines/regulations, organizations can enhance staff preparedness, compliance, and effectiveness in supporting disaster response and recovery efforts.

3.5 Reporting

GW 20/20—GrantWorks’ proprietary operating platform—is a customizable, cloud-based grant management software solution. GrantWorks will tailor GW20/20 to the City’s specific award conditions. Grant requirements, project types, and award financials trigger powerful tools such as reporting schedules, compliance guidelines, eligibility criteria, economic impact intelligence, and flag potential risks and hazards. Project data will be accessible to authorized users through a secure, credential-based online dashboard providing comprehensive insight to track project data accurately and efficiently. The platform enables us to track project statuses and milestones, generate customized financial and compliance reports, create disbursement tables, and customize data visualization to highlight Key Performance Indicators (KPIs) and other critical performance metrics.

GW20/20 incorporates all aspects of program management, including:

- ▶ **Compliance:** Various levels of compliance monitoring include a review of SAM.gov registration, debarment checks, and status, a collection of applicable procurement documentation for each obligation, and project tracking to meet funding deadlines.
- ▶ **Financial:** Budgets, obligations, and expenditures are monitored by total dollar amount, by stages of funding allocation, and via supporting documentation collection, review, and storage.
- ▶ **Reporting:** Beyond various reports available to track financial and compliance items, GW 20/20 projects exportable bulk upload documents that make quarterly and annual reports easier to complete.
- ▶ **Application Management:** Online application platform including secure registration, customized application tabs and fields, secure document retention, and a one-stop location to complete application reviews.

Figure 14 shows that GrantWorks uses our GW20/20 information management system to track and manage federally funded projects end-to-end. We built GW20/20 on the QuickBase® platform, a secure, credential-based, online, standalone, dashboard-centric, and customizable database application. The platform allows GrantWorks to track all the information needed to manage the City's and FEMA-funded programs. GW20/20 provides workflows to record required data and ensure that policies and procedures are followed.



Figure 14: GW20/20 Data Integration

Digital Document Management System and Recordkeeping Protocols

GrantWorks consistently receives high marks from state and federal monitors on our recordkeeping methodology. Decades of experience managing federally funded grants have demonstrated that thorough and organized recordkeeping is key to program success. GrantWorks can help the City establish document retention protocols and create a digital library to quickly access contracts, permits, financials, reports, and correspondence. We maintain a version-controlled archive of award documents and project agreements, including all change requests, revisions, and attachments. We also obtain backup copies of key grant documents, allowing the City to keep physical copies locally. Robust record keeping both accelerates project closeout and provides a layer of protection in the event of an audit. An effective and well-designed document management system will:

- ▶ Reduce duplicative efforts associated with recurring document requests from various stakeholders.
- ▶ Expedite document location, even in the face of staff transition and attrition.
- ▶ Empower staff to continue using data management standards and maintain good record-keeping protocols after completing the project.
- ▶ Enable more efficient data collection and obligation and grant closeout practices.
- ▶ Meet federal document retention requirements.

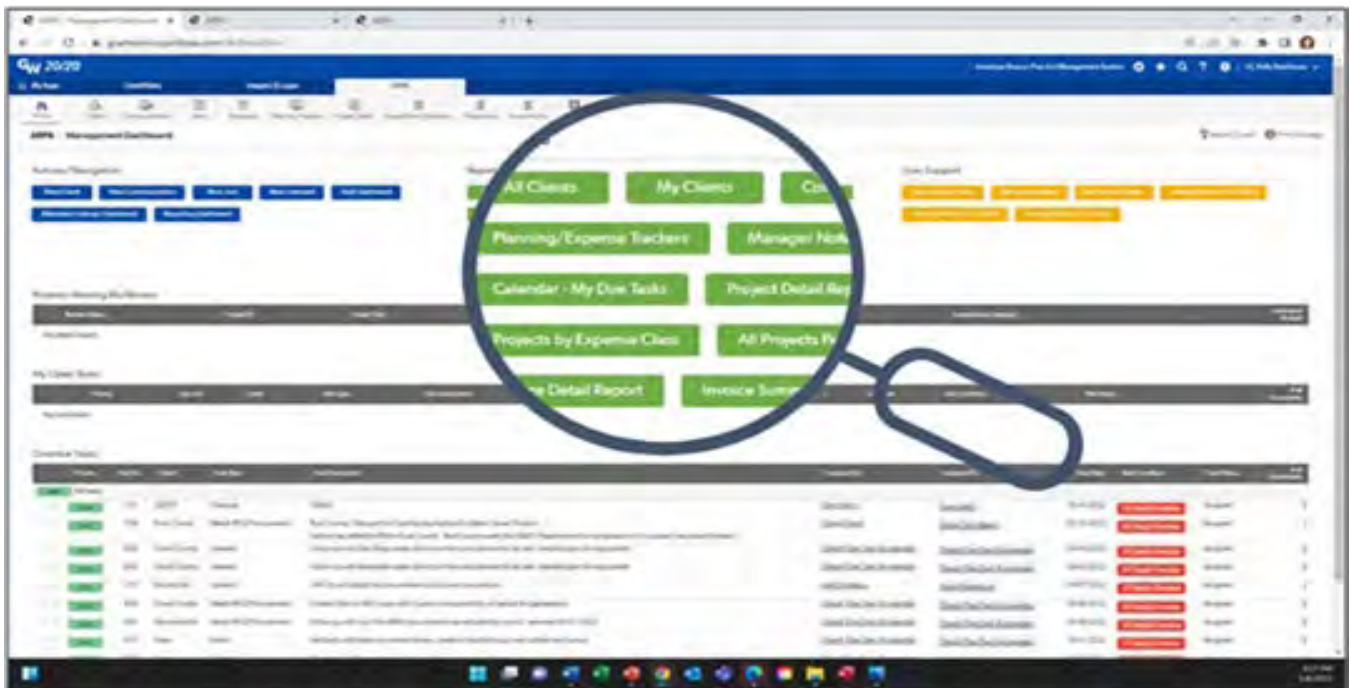


Figure 15: GW20/20 Client Portal. The GW 20/20 platform offers the Village user-friendly access to program information.

Robust Reporting Capabilities

GrantWorks' reporting capabilities include providing data electronically, in hard copy, and self-serve through a secure project portal, all customized to the City's needs and preferences. Specific elements include:

- ▶ Tailored management reports
- ▶ Tailored dashboards
- ▶ Information tracking for programs and projects
- ▶ Secure role-based access for staff, clients, and subcontractors
- ▶ Digital document management and storage
- ▶ Flexible search capabilities
- ▶ Mobile data entry
- ▶ Comprehensive invoicing
- ▶ Compliance and audit readiness support

As illustrated in **Figure 16**, we can quickly mobilize a functioning and customized system for tracking and reporting all aspects of the City's program. Using GW20/20, the GrantWorks Team will prepare and electronically submit regular status reports for all City projects. Examples of customizable reports include:

- ▶ Project assignments with progress statuses.
- ▶ Financial obligation/Expenditure details (with project category expenditures summary data).
- ▶ Selected Project Operations/Status Reports.
- ▶ Request for Information (RFI) Reports.
- ▶ Audit/Compliance and Monitoring Reports.
- ▶ Additional grants' status and awarded grant activity reports as needed.



Figure 16: GW 20/20 Provides Workflows that Record Required Data, Enforce Policies and Procedures, and Support Reporting Capabilities for all Project Activities.

3.6 Technical Competence

The GrantWorks Team has followed thousands of grants from obligation through closeout and has developed a keen understanding of what constitutes entirely supported grant records. Our seasoned veterans will assist the City with fiscal monitoring by following established policies, procedures, and system controls to see that documentation complies with relevant local, state, and federal regulatory terms. More than 625 government entities have trusted GrantWorks, and our performance consistently demonstrates low monitoring findings or concerns.

Our broad knowledge of federal and state program requirements enables us to provide well-researched and accurate technical assistance and an overall approach that identifies and addresses problems long before the state funding agency audits occur.

GrantWorks staff establish, implement, and retain quality control measures to meet client and state deliverables and timelines, reducing the likelihood of findings during the grant monitoring process. When a project is monitored, we provide high-touch support to our clients to resolve issues quickly and efficiently, assisting them with answering questions, drafting monitoring-related correspondence, and implementing best practices.

We have identified some common compliance problems when working with recipients of federal funds. These issues include procurement, contracting, labor standards, citizen participation, environmental compliance, ineligible or unreasonable costs, and recordkeeping. Our team uses this experience to implement and monitor any project developed with the City. We work with the City to develop a risk-based monitoring and compliance strategy that is collaborative and consistent with state and federal frameworks. Our references provide the best evidence of our long-demonstrated history of complex grant management and compliance expertise.

SECTION 4

STAFFING

SECTION 4 – STAFFING

As the largest Texas-based firm principally dedicated to grant management for local governments, GrantWorks has the staff and capacity to mobilize quickly to complete multiple simultaneous large- and small-scale projects and scopes of work.

Figure 17: Why the City of Marque Should Select GrantWorks

KEY FEATURES AND BENEFITS: WHY SHOULD THE CITY OF MARQUE SELECT GRANTWORKS?	
Dedicated FEMA Services team with specialized Public Assistance and Hazard Mitigation staff are skilled in project worksheet development, project formulation, qualification, and submittal of HMGP, BRIC, HMA, FMA, and other mitigation grant programs.	✓
Highly experienced Hazard Mitigation Planners with 40+ years of diverse application, planning, and management experience, allowing them to approach each community's issues and solutions from various perspectives.	✓
In-house project support professionals specializing in GIS/Mapping, Environmental Services, Procurement, Labor Standards, URA/Acquisition, Construction Oversight, and Business Technology.	✓
Knowledge of FEMA Public Assistance and Hazard Mitigation Assistance program and experience working with state agencies, including GLO, TDEM, and TWDB, to facilitate funding, manage necessary changes to scope and schedule, and deliver fully compliant grant administration and documentation support.	✓
Experience with water, wastewater, sewer, street, housing, and planning projects.	✓
A Texas-based team that understands federal and Texas statutes and regulations, including the Stafford Act, 2 CFR 200, and local government codes.	✓

4.1 Qualification and Experience of Staff

GrantWorks has an experienced staff of 300+ full-time employees skilled in administering state and federal grant programs. Over 30% of our team hold advanced degrees in grant-relevant disciplines such as public administration, city planning, engineering, business administration, environmental science, and construction management. Over two dozen team members have joined the company after successful careers with federal agencies, local and state government, and grant-related consultancy (including FEMA and TDEM). As a company, we have a culture of continuous improvement that extends to our team through regular training, sponsored certification, and abundant opportunities for professional development and growth.

Our Texas roots enable us to support local governments and relevant state agencies in implementing programs within federal and State of Texas statutory frameworks. GrantWorks' local presence also means that we can act quickly and complete all activities promptly and efficiently. Our knowledgeable staff works closely with all stakeholders to satisfactorily complete each project as required. Our highly skilled staff can quickly and effectively implement the services described in this RFP. We are confident we can add capacity to execute these services quickly and efficiently.

4.1.1 Dedicated FEMA Services Team

GrantWorks has administered FEMA and other disaster recovery and hazard mitigation programs for over 20 years as an organization. Our dedicated FEMA Services team has secured grants under HMGP, BRIC, FMA grant

programs, and other mitigation funding sources. They have managed broad-scale PA and recovery programs, have extensive experience working for and with both FEMA and TDEM, and possess an advanced understanding of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, the Stafford Act, and Supplemental Appropriations Bills. GrantWorks FEMA Services also includes an accomplished planning team focused on building community resiliency.

4.1.2 Organization Chart

Figure 18 shows the GrantWorks Team's organizational chart for the City of La Marque.



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Figure 18: The GrantWorks Team's Organizational Chart.

4.1.3 Proposed Key Personnel

GrantWorks developed an organizational structure that yields accountability and transparency. Project Manager Tim Munk is the single point of contact for the program. As the Project Manager, Tim will work with the City of La Marque to identify staffing needs and determine the best GrantWorks team members for each task order assignment. Principal Bruce Spitzengel will ensure that Tim has the resources needed to complete all assignments and tasks under this contract to the satisfaction of the City of La Marque. We have provided brief professional summaries of their experience in **Figure 19**.

Figure 19: The GrantWorks Team's Key Personnel Summaries

PROFESSIONAL QUALIFICATIONS	
LEADERSHIP & PROGRAM MANAGEMENT	
	Bruce Spitzengel, Principal <i>MA, Geography, Kansas State University, Manhattan, KS</i> <i>BA, Liberal Arts, Kansas State College, Manhattan, KS</i> As Principal for the City of La Marque, Bruce Spitzengel will ensure our Project Manager has all the resources needed to complete all assignments and tasks under this contract to the satisfaction of the City's leadership. Bruce has managed and administered numerous grants since 1975, first as the planning director for Texas City and then as CDBG Manager for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. Under Bruce's leadership, GrantWorks has become a full-service grant management firm specializing in state and federal grant programs. GrantWorks has secured and managed over \$10 billion in grant funding for 625+ local government clients.
	Timothy Munk, Project Manager <i>BS, Mechanical Engineering, Lamar University, Beaumont, TX</i> Tim Munk is a Senior Project Manager with over 15 years of experience in engineering, construction, and disaster recovery. He has prepared and overseen the preparation of project worksheets in all categories of work. Tim has worked with local, county, and state governments, including road departments, utilities, school boards, emergency responders (local and state police and fire departments and the National Guard), and private nonprofits. He has prepared over 250 project worksheets. Tim has extensive construction and repair, utilities, HVAC systems, water and wastewater treatment, and roadway repair experience. He has written plans, evaluated risks, and conducted exercises for counties and jurisdictions in Texas, Louisiana, Massachusetts, Colorado, Oklahoma, and California. Tim excels in providing comprehensive all-hazard planning services in all FEMA PA disaster recovery phases. He has a vast knowledge of federal regulations, policies, and laws applicable to the PA program, including the new Public Assistance Delivery Model. He has served as a report specialist, deputy PAC, program analyst, and closeout specialist for several disasters nationwide. Tim has also been involved in several hazard mitigation planning projects. He has done extensive work on the Alternate and Improved Projects team for Hurricane Katrina, flooding in Oklahoma, and the devastating floods in Colorado in 2013 to repair roads and utilities. He coordinated facility flooding and wind damage efforts in North Dakota, Massachusetts, and Texas.

Figure 19: The GrantWorks Team's Key Personnel Summaries

PROFESSIONAL QUALIFICATIONS	
LEADERSHIP & PROGRAM MANAGEMENT	
	Valarie Philipp, PE, Subject Matter Expert – Public Assistance and Appeals Specialist <i>ME, Structural Engineering, University of Florida, Gainesville, FL</i> <i>BS, Civil Engineering, University of Florida, Gainesville, FL</i>
	Valarie Philipp, P.E. has over 20 years of experience supporting state, county, and municipal governments; healthcare providers; educational institutions; and non-governmental organizations (NGOs) with disaster preparedness, response, and disaster recovery, managing over \$780 million in FEMA PA projects since 2017 and coordinating FEMA HMA, CRF, ARPA, HHS funding streams. Valarie is a Professional Engineer licensed in Florida and Georgia. She will lend her expertise to the talented team of FEMA Public Assistance and Hazard Mitigation consultants to help shepherd the City of La Marque through all phases of the disaster recovery and emergency management cycle to secure successful outcomes from events and ensure community resilience in the future.
	Carolina Castro, Subject Matter Expert – FEMA Hazard Mitigation <i>BS, Bioenvironmental Science, Texas A&M University, College Station, TX</i>
	With ten years of experience, Carolina Castro joined GrantWorks as a Hazard Mitigation Project Manager, was promoted to Senior Hazard Mitigation Project Manager in May 2022, and Director in 2023. Carly administers Hazard Mitigation Assistance funds awarded to applicants by the Texas Division for Emergency Management (TDEM) or Texas Water Development Board (TWDB). She has experience developing hazard mitigation applications and working with communities to manage their approved mitigation projects. As a Mitigation Program Lead, she coordinates and manages multiple types of mitigation projects at various stages of implementation and provides technical assistance regarding program rules, policies, and procedures, including environmental compliance, cost-effectiveness, and phasing. Other responsibilities include reviewing and interpreting project-related correspondence, documents, reports, and forms; updating and maintaining project performance, budget, and status tracking and document filing systems; and preparing project files for monitoring/audit reviews. Carly facilitates conversations between stakeholders, technical professionals, and state and federal agents. She works with community representatives to identify their needs and suitable paths through available hazard mitigation assistance programs.
PROJECT DELIVERY TEAM	
	Vincent Gradney, Senior Public Assistance Officer <i>BBA, Business Administration, Texas Southern University, Houston, TX</i> <i>Commissioned Officer, Air National Guard Academy of Military Science, McGhee Tyson, TN</i>
	Vincent Gradney has six years of experience as a FEMA contractor for clients regarding FEMA COVID-19 grants and disaster cost recovery programs, disaster site assessments, grant recovery operations, FEMA eligibility and policy reviews, mitigation and resiliency programs application, and recovery program delivery and grant project management. Vincent is a Senior Inspector for site inspections, assessments, technical analysis reports, hazard mitigation, grant writing, and proposal management for critical infrastructure, facilities, municipalities, roads, and utilities. He provides expert reviews, analysis, and SOW validation of eligible damages per FEMA Public Assistance Policy Guidelines. He also provides in-depth research and delivers viable solutions to difficult disaster projects.

Figure 19: The GrantWorks Team's Key Personnel Summaries

PROFESSIONAL QUALIFICATIONS	
	Joseph Berman, Junior Public Assistance Officer <i>BS, Risk Management & Insurance, Florida State University, Tallahassee, FL</i> With 20 years of experience, Joseph Berman is an experienced disaster recovery professional who provides expertise to governmental and nonprofit counterparts through the cycle of recovery and mitigation to secure successful outcomes from events and ensure resilience in the future. Joseph has written FEMA Project Worksheets for over \$100 million in FEMA Public Assistance grant funding from disasters declared since 2005 and assisted in managing over \$20 million in FEMA Disaster Debris Monitoring projects for Hurricanes Irma, Matthew, and Katrina. He has provided FEMA PA technical assistance, strategic guidance, and project management support to more than 25 local government clients nationwide over the past 20 years. Joe has written FEMA Project Worksheets for clients in Florida and Georgia for COVID-19 recovery totaling \$20 million and for clients in Florida for Hurricane Irma recovery totaling \$20 million.
	Lynne Storz, Junior Public Assistance Officer <i>MS, Urban & Regional Planning, Portland State University, Portland, OR</i> <i>BS, Sociology, Portland State University, Portland, OR</i> Lynne Storz has been in the emergency and disaster preparedness, response, and recovery field for over 19 years. During this time, she has provided technical assistance in support of the FEMA Public Assistance Program to numerous state, county, and municipal governments. Lynne is a subject matter expert in grants management, cost recovery, FEMA disaster closeouts, and procurement compliance. Lynne also has experience in project management for debris monitoring operations and disaster debris management planning and training. She has worked on FEMA projects in Florida, California, Georgia, Louisiana, New Jersey, North Carolina, and Pennsylvania.
	Ashley Hebert, EI, CFM, CGM, Mitigation Specialist <i>BS, Mechanical Engineering, University of Louisiana, Lafayette, LA</i> Ashley Hebert has extensive FEMA PA experience and training. Over the last 16 years, he has worked as a FEMA core employee in positions ranging from Project Officer to Lead Hazard Mitigation Grant Program Specialist. During his tenure with FEMA, Ashley served the State of Louisiana as a point of contact for project technical assistance. In 2013, he transferred into a contractor position and served the State of New York as a lead in preparing BCA for projects. Ashley has worked on five disasters, including Hurricanes Katrina, Rita, and Sandy. He is a Certified Floodplain Manager, No. 3872-20N, and a Federal Track Certified Grant Manager.
	Patrick Kelley, CBCP, Mitigation Specialist <i>Coursework, St. Anselm's College, Alaska University, & San Antonio Junior College</i> <i>NCO Leadership School, Elmendorf Air Force Base</i> Patrick Kelley has 40+ years of experience and a demonstrated emergency management and public safety history. He is skilled in grant writing, disaster planning and management, public safety standards development, and budgeting and accounting. Patrick has overseen large projects and managed regional emergency management for a major non-profit. At the state level, he was responsible for hazard mitigation activities for three regions in Texas, including 174 counties, and covered 1,000,000 residents. He established over 5,000 individual safe rooms within the Tornado Belt. Patrick is a

Figure 19: The GrantWorks Team's Key Personnel Summaries

PROFESSIONAL QUALIFICATIONS	
	Certified Business Continuity Professional, a FEMA Level 1 Continuity of Operations Professional, and a FEMA Advance Professional.
	Sandra Simonson, Grant Manager <i>BS, Public Administration, University of North Dakota, Grand Forks, ND</i> Sandra Simonson has 23 years of experience successfully writing, managing, and administering hazard mitigation grants, including FMA, PDM, and HMGP. Besides, she has experience writing and managing Firefighters, USDA, Forestry (wildfire), EPA (Superfund), CDBG (housing rehabilitation), and EDA (revolving loan) grants. She has experience working directly with local and state officials. Sandra conducts public information and comprehensive planning meetings, coordinates intergovernmental/interagency task force meetings, and participates in community-focused project planning meetings. Sandra has spent the last four years managing hazard mitigation programs in Texas, Louisiana, and New Mexico.
	Rachel Andrews, PE, CFM, Grant Specialist <i>BS, Civil Engineering/Water Resource Engineering, University of Texas, Austin, TX</i> <i>BA, Spanish, University of Texas, Austin, TX</i> As a Hazard Mitigation Project Manager with 17 years of experience, Rachel Andrews uses her civil engineering background to manage infrastructure construction projects. She distributes, collects, organizes, and maintains program applicant information and is responsible for communication between applicants, clients, and contractors. Rachel provides project planning and scoping, financial project tracking and management, and project staff coordination. Rachel has a strong record of achieving results through teamwork and a proven ability to work independently. She has effective organizational, planning, and strong communication skills in both oral and written forms. She uses her collaborative skills to work with technical staff, elected officials, and communities.
	Maria Bedia, Grant Writer <i>MBA, Business Administration, University of the Incarnate Word, San Antonio, TX</i> <i>BBA, Business Administration, University of the Incarnate Word, San Antonio, TX</i> Maria Bedia's passion for hazard mitigation stems from her 25 years in local government operations. She witnessed the transformative impact that state and federal assistance can have in furthering disaster recovery efforts and promoting long-term community resilience. Maria spent 15 years in grant administration and planning roles in Nueces County, with broad responsibilities including strategic planning, project coordination, and contract management for a variety of state and federal grants. She is experienced with and knowledgeable of FEMA and TDEM policies and procedures for Hazard Mitigation and Public Assistance programs. She is also skilled in working in FEMA GO and TDEM's Grants Management System portals. Maria has supported projects throughout the grant life cycle, from application and/or project worksheet development to grant administration, project management, reporting, and closeout.
	Natalie Johnson, Senior Planner <i>MS, Geological Resource & Environmental Studies, Texas State University, San Marcos, TX</i> <i>BS, Resource & Environmental Studies, Texas State University, San Marcos, TX</i> <i>AA, Geography, Austin Community College, Austin, TX</i> Natalie Johnson joined GrantWorks in 2022 with five years of Hazard Mitigation Planning experience at the Texas Division of Emergency Management (TDEM), where

Figure 19: The GrantWorks Team's Key Personnel Summaries

PROFESSIONAL QUALIFICATIONS	
	she served as a liaison between local jurisdictions and FEMA and provided expertise in hazard mitigation planning, and facilitated the approval of Local Hazard Mitigation Plans by FEMA. Natalie's primary responsibilities include developing hazard mitigation plan elements, including jurisdictional profiles, hazard risk assessments, and mitigation action strategies. She works with representatives from participating jurisdictions to identify hazards that may affect them and determine each hazard's probability, extent, vulnerability, location, and impact. As part of the planning process, Natalie organizes planning team meetings and facilitates public hearings to allow residents to contribute to the plan.
	Aeli Gladstein-Gonzales, Planner <i>MS, City and Regional Planning, Pratt Institute, Brooklyn, NY</i> <i>MS, Sustainable Environmental Systems, Pratt Institute, Brooklyn, NY</i> <i>BA, School of Arts & Humanities, University of Maryland, College Park, MD</i> Aeli Gonzalez-Gladstein joined GrantWorks' Community Development Team as a Project Manager in April 2021 and transferred to the Hazard Mitigation Team in May 2022. He has managed projects totaling over \$55 million, funded through various agencies. Aeli focuses on building relationships with his clients and works to achieve total satisfaction on every project. Aeli's responsibilities include developing hazard mitigation plan elements, including jurisdictional profiles, hazard risk assessments, and mitigation action strategies. He works with representatives from participating jurisdictions to identify hazards that may affect them and determine each hazard's probability, extent, vulnerability, location, and impact. As part of the planning process, Aeli organizes planning team meetings and facilitates public hearings to allow residents to contribute to the plan.
	Jennifer Lindsey, Senior GIS Analyst <i>BA, International Relations, Texas State University, San Marcos, TX</i> Jennifer Lindsey is a Certified GIS Analyst with over eight years of professional mapping experience. Her key mapping expertise includes cartographic design principles, web mapping, and template design. She is skilled in ArcGIS, ArcGIS Online, and ArcPro. Jennifer first joined GrantWorks as a GIS intern, providing data acquisition, geodatabase management, and mapping design and editing support for comprehensive and hazard mitigation plans. GrantWorks promoted Jennifer to a full-time GIS position in May 2017. Jennifer has a GIS Level I Certification from Austin Community College and a BA in International Relations from Texas State University in San Marcos.
	Grace Cheptoo, GIS Analyst <i>MS, Environmental Observation & Informatics, University of Wisconsin, Madison, WI</i> <i>BS, Geography, Moi University, Kenya, Africa, 2019</i> Grace Cheptoo has three years of GIS/mapping experience. As a GIS Analyst, she analyzes and interprets spatial data from various sources using GIS software, ultimately supporting urban planning and infrastructure. Grace builds file geodatabases and digitizes and edits geospatial data. She also digitizes or converts various geospatial formats into editable GIS elements. Grace creates, modifies, and analyzes geospatial data and uses cartographic design and data visualization techniques to produce professional maps. She also collects field data and produces and maintains project-specific web mapping applications.

4.2 Resumes

GrantWorks has provided resumes for the following key personnel.

- ▶ Bruce Spitzengel, Principal
- ▶ Tim Munk, Project Manager
- ▶ Valarie Philippe, PE, Subject Matter Expert – Public Assistance and Appeals Specialist
- ▶ Carolina Castro, Subject Matter Expert – Hazard Mitigation
- ▶ Vincent Gradney, Senior Public Assistance Officer
- ▶ Joseph Berman, Junior Public Assistance Officer
- ▶ Lynne Storz, Junior Public Assistance Officer
- ▶ Ashley Hebert, EI, CFM, CGM, Mitigation Specialist
- ▶ Patrick Kelley, CBCP, Mitigation Specialist
- ▶ Sandra Simonson, Grant Manager
- ▶ Rachel Andrews, PE, CFM, Grant Specialist
- ▶ Maria Bedia, Grant Writer
- ▶ Natalie Johnson, Senior Planner
- ▶ Aeli Gonzalez-Gladstein, Planner
- ▶ Jennifer Lindsey, Senior GIS Analyst
- ▶ Grace Cheptoo, GIS Analyst

BRUCE SPITZENGE

PRINCIPAL

PROFESSIONAL QUALIFICATIONS

Bruce Spitzengel has worked with grants since 1975, first as the planning director for Texas City, then as assistant planning director for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 350+ employees in 10 primary offices and 60 field locations, with headquarters in Austin, Texas. Due to Bruce's grant administration and application preparation expertise, GrantWorks is Texas's most successful local government grant services provider.

Under Bruce's leadership, GrantWorks has become a full-service project management firm. The firm specializes in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$10 billion in grant funding for 625+ local government clients.

In addition to business development, Bruce plays a direct role in managing and overseeing federally funded projects. Bruce has helped countless communities develop projects. He gained his significant knowledge base from over 45 years of grant management.

Bruce is incredibly proud that in 2014, HUD designated GrantWorks as a HUD-approved Technical Assistance Provider resource for Texas.

EMPLOYMENT HISTORY

- ▶ President and Principal-in-Charge, GrantWorks, Inc., Austin, Texas, September 1979 – Present
- ▶ Assistant Director of Planning, City of Pasadena, Texas, June 1976 – September 1979



45+ YEARS

**GRANT MANAGEMENT
EXPERIENCE**

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Arts, Geography, Kansas State University, Manhattan, Kansas, 1975

Bachelor of Arts, Liberal Arts, Kansas State College, Manhattan, Kansas, 1973

HIGHLIGHTS

Over 45 years of experience with HUD and CDBG grants

Expert in CDBG project development needs identification and infrastructure projects

TIM MUNK

PROJECT MANAGER

PROFESSIONAL QUALIFICATIONS

Tim Munk is a Senior Project Manager with over 15 years of experience in engineering, construction, and disaster recovery. He has prepared and overseen the preparation of project worksheets in all categories of work. Tim has worked with local, county, and state governments, including road departments, utilities, school boards, emergency responders (local and state police and fire departments and the National Guard), and private nonprofits. He has prepared over 250 project worksheets.

Tim has extensive construction and repair, utilities, HVAC systems, water and wastewater treatment, and roadway repair experience. He has written plans, evaluated risks, and conducted exercises for local counties and jurisdictions in Texas, Louisiana, Massachusetts, Colorado, Oklahoma, California, and Puerto Rico. Tim excels in providing comprehensive all-hazard planning services in FEMA Public Assistance (PA) disaster recovery phases. He has a vast knowledge of federal regulations, policies, and laws applicable to the PA program, including the new Public Assistance Delivery Model. He has served as a report specialist, deputy PAC, program analyst, and closeout specialist for several disasters nationwide. Tim has also worked on several hazard mitigation planning projects. He has done extensive work on the Alternate and Improved Projects team for Hurricane Katrina, flooding in Oklahoma, and the devastating floods in Colorado in 2013 to repair roads and utilities. He coordinated facility flooding and wind damage efforts in North Dakota, Massachusetts, and Texas.

RELEVANT EXPERIENCE

DIRECTOR OF PUBLIC ASSISTANCE/PUBLIC ASSISTANCE PROJECT MANAGER, GRANTWORKS, INC., HOUSTON, TEXAS, OCTOBER 2020 – PRESENT

Tim coordinates the FEMA Public Assistance Program, providing technical assistance support for disaster-related operations throughout Texas. He assists local communities in managing their grant applications for federal Public Assistance funding to repair their infrastructure damaged by disasters, including roads, bridges, hospitals, schools, water treatment facilities, etc.

Project Manager, FEMA Public Assistance, City of Patton Village, Patton Village, Texas, January 2021 – January 2022

Tim coordinates road repairs within the City of Patton Village, defining project scope and design within the scope of the FEMA Project Worksheet. This project includes restoring the roadway base and surfaces for the City, including the design, procurement, and construction of four miles of roadway for \$1,400,000 in construction costs.



15 YEARS

FEMA PUBLIC ASSISTANCE EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Mechanical Engineering, Lamar University, Beaumont, Texas, 1980

HIGHLIGHTS

Extensive program knowledge of the Stafford Act, 44 CFR, 2 CFR, SRIA Legislation, PAAP programs, PAPP, and others.

CERTIFICATIONS/REGISTRATIONS

Certified FEMA Project Specialist

TRAINING

FEMA University Courses, including:

Introduction to the Public Assistance Process

Public Assistance Operations

Introduction to Debris Operations

PA OPS I

Cost Estimating Format

Introduction to the Incident

Command System, National Incident Management System

Project Manager, FEMA Public Assistance Texas Severe Winter Storms, Texas Statewide, February 2021 – May 2021

Tim assists GrantWorks clients with the winter storms experienced during the winter of 2021. The coordination includes helping clients identify FEMA categories of work they may be eligible for during the preliminary damage assessment phase of the disaster and how to apply for assistance through the TDEM and FEMA.

PROJECT SPECIALIST/PUBLIC ASSISTANCE COORDINATOR (PAC), INTEGRATED SOLUTIONS CONSULTING (ISC)/AECOM RECOVERY, PUERTO RICO, APRIL 2018 – APRIL 2019

Project Specialist/Public Assistance Coordinator (PAC), FEMA Technical Assistance Contract, 2017 Hurricane Maria Recovery Program, San Juan, Puerto Rico, April 2018 – April 2019

Tim was assigned to the Health and Human Services sector and supported the mental health facilities. He coordinated with local, state, and federal agencies, completed damage assessments, compiled an initial project list, and developed preliminary cost estimates. Tim evaluated situational criteria and provided determinations based on existing policies/regulations. He addressed Special Considerations and temporary facilities, identified hazard mitigation opportunities, and formulated projects aligned with the PA program. Tim served as Interim Lead/PAC in months of absence with no assigned Lead.

CONSULTANT/PROJECT SPECIALIST/CLOSEOUT SPECIALIST, INTEGRATED SOLUTIONS CONSULTING (ISC)/AECOM RECOVERY, CALIFORNIA AND TEXAS, DECEMBER 2015 – DECEMBER 2017

Consultant/Project Specialist/Closeout Specialist, FEMA Technical Assistance Contract, 2017 Floods, Alameda, and Santa Clara Counties, California, February 2017 – December 2017

Tim prepared local emergency response preparedness plans and supported mitigation and recovery efforts in Alameda County and Santa Clara County following the flooding in 2017. He also wrote project worksheets totaling \$100 million.

Consultant/Project Specialist/Closeout Specialist, FEMA Technical Assistance Contract, Closeout Program Delivery Support, Denton, Texas, December 2015 – April 2016

Tim was deployed to FEMA's Region 6 Consolidated Resource Center (CRC), where he provided closeout program delivery support.

FINANCIAL AND DISASTER SPECIALIST, LEIDOS/TETRA TECH, JANUARY 2014 – DECEMBER 2015

Field Liaison, 2015 Flooding Recovery Program, City of Norman, Oklahoma, July 2015 – November 2015

Tim represented the City of Norman for all Category B and C (\$4M) as POC to FEMA. He coordinated and gathered project data and processed initial Version 1 PWs. For Federal Highway Road Project damages (\$2M), Tim provided data and requested reimbursement documentation to the Oklahoma Department of Transportation and the Federal Highway Administration for all actions.

EMPLOYMENT HISTORY

- ▶ Director of Public Assistance, GrantWorks, Inc., Austin, Texas, October 2022 – Present
- ▶ Public Assistance Project Manager, GrantWorks, Inc., Austin, Texas, October 2020 – October 2022
- ▶ Project Specialist/PAC, Integrated Solutions Consulting (ISC)/AECOM Recovery, City, Puerto Rico, April 2018 – April 2019
- ▶ Consultant/Project Specialist/Closeout Specialist, Integrated Solutions Consulting (ISC)/AECOM Recovery, California and Texas, December 2015 – December 2017
- ▶ Financial and Disaster Specialist, Leidos/Tetra Tech, Norman, Oklahoma, and Boulder County, Colorado, January 2014 – December 2015
- ▶ Independent Consultant, TBD Services, Melbourne, Florida, June 2009 – October 2013
- ▶ Project Manager, Global Contingency & Emergency Management Services Division, IAP Worldwide Services, Inc., Melbourne, Florida, September 2005 – September 2008

VALARIE PHILIPP, PE

SUBJECT MATTER EXPERT – PUBLIC ASSISTANCE AND APPEALS SPECIALIST

PROFESSIONAL QUALIFICATIONS

Valarie Philipp is an experienced disaster recovery and management professional who leads, consults, and provides expertise to governmental and private nonprofit counterparts through the cycle of emergency preparedness, response, recovery, and mitigation to secure successful outcomes from events and ensure resilience in the future. Valarie's accomplishments include:

- ▶ Managed FEMA Public Assistance projects overall more than \$780 million since 2017
- ▶ Managed client projects nationwide for COVID-19 recovery totaling \$500 million
- ▶ Managed client projects in Florida/Georgia for Hurricane Irma recovery totaling \$125 million
- ▶ Managed FEMA Disaster Debris Monitoring for Hurricane Irma over \$35 million for Hurricane Irma

RELEVANT EXPERIENCE

VICE PRESIDENT OF DISASTER RECOVERY, GRANTWORKS, INC., PALM CITY, FLORIDA, SEPTEMBER 2023 – PRESENT

Valarie is the Vice President of Disaster Recovery Programs at GrantWorks. In this role, she oversees the daily operations and implementation of FEMA Public Assistance program services nationwide.

ASSOCIATE MANAGING DIRECTOR, INFRASTRUCTURE, WITT O'BRIEN'S LLC, PALM CITY, FLORIDA, FEBRUARY 2018 – JULY 2023

Valarie performed as the management and operations lead for most FEMA Public Assistance grant recovery efforts in the continental US, working in 14 states within FEMA Regions II, III, IV, VI, VII, IX, and X. She managed 55 projects with 14 staff members supporting client efforts to recover disaster funding through the FEMA process due to multiple disaster occurrences dating back to 2016 including Hurricanes Matthew, Irma, Dorian, Isaias, Ian, Nicole, the 2023 South Florida Flood Event and the COVID-19 Pandemic. Her tasks include proposal development, managing accounts receivable, and upkeeping client contract renewals and extensions for the entire practice. She obtained approximately \$3M in client task bookings with associated following revenue in 2022, bookings of \$850k through May 2023.

ACTING PRACTICE LEAD, FEMA PUBLIC ASSISTANCE DIVISION, WITT O'BRIEN'S LLC, PALM CITY, FLORIDA, APRIL 2019 – OCTOBER 2021

During this period, Valarie served as the acting practice lead for the Public Government Recovery space. She was responsible for maintaining and expanding client revenue, staffing projects, managing personnel time and expense, maintaining low accounts receivable balance, supporting client contracting, developing quality proposals to garner more work, participating in client outreach via business development and conference opportunities,



20 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Engineering, Civil Engineering, University of Florida, City, Florida, 2007

HIGHLIGHTS

Five years as Associate Managing Director (2.5 years as Acting Practice Lead for FEMA Recovery)

Nine years as Project Manager of Disaster Recovery

Three years State Public Assistance Coordinator

Two years FEMA TAC Public Assistance Coordinator

Managed an average of 5-25 staff for FEMA Public Assistance, 200+ for FEMA Debris Monitoring

Familiar with state, county, and city government, healthcare, education, and private nonprofits

Skilled in the FEMA Grants Portal and EMGrants State platforms

CERTIFICATIONS/ REGISTRATIONS

Registered Professional Engineer, Civil Engineering, Florida

Registered Professional Engineer, Civil Engineering, Georgia

reporting to executive leadership, and budget planning for future practice endeavors. Valarie obtained client task bookings for future revenue from mid-2019 through the end of 2021, exceeding \$1.2M, \$6M, and \$3M yearly.

PROJECT MANAGER, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC, PALM CITY, FLORIDA, APRIL 2009 – OCTOBER 2018

Valarie managed various South Florida clients who are still recovering from the 2004-2005 Hurricanes Charley, Frances, Jeanne, Katrina, and Wilma, as well as the 2016 Hurricane Matthew and 2017 Hurricane Irma. She was responsible for staff oversight and participated in work product delivery, including new/versions of project worksheets, time extensions, reimbursement requests, appeals, closeouts, and general grant management functions such as quarterly reports and client project and financial status reporting. Additionally, Valarie was responsible for Project Management duties for ten individual Disaster Debris Monitoring projects in Broward and Palm Beach Counties in response to the 2017 Hurricane Irma. Tasks included client management, staffing projects, training monitors in the field, invoicing, daily reporting of operations, and issue resolution.

PUBLIC ASSISTANCE COORDINATOR, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC, PALM CITY, FLORIDA, MAY 2006 – MARCH 2009

Valarie worked as the lead Public Assistance Coordinator for FDEM, responsible for recovery efforts in Miami-Dade County, which included 218 municipal and private nonprofit organizations applying for more than \$560 million in federal funds related to Hurricanes Katrina and Wilma. She oversaw public assistance program activities for six State of Florida-declared disasters that impacted the Miami metro area in 2004 and 2005.

EMPLOYMENT HISTORY

- ▶ Vice President of Disaster Recovery Program, GrantWorks, Inc., Palm City, Florida, September 2023 – Present
- ▶ Associate Managing Director, Infrastructure, Witt O'Brien's LLC, Palm City, Florida, February 2018 – July 2023
- ▶ Acting Practice Lead, FEMA Public Assistance Division, Witt O'Brien's LLC, Palm City, Florida, April 2019 – October 2021
- ▶ Project Manager, FEMA Public Assistance, Witt O'Brien's LLC, Palm City, Florida, April 2009 – October 2018
- ▶ Public Assistance Coordinator, FEMA Public Assistance, Witt O'Brien's LLC, Palm City, Florida, May 2006 – March 2009
- ▶ Technical Assistance Contractor (TAC), ATCS, PLC (FEMA Sub to Flour), Florida, 2004 – 2006
- ▶ Structural Engineer, Wiss, Janney, Elstner Associates, Atlanta, Georgia, 1997 – 2004

CAROLINA CASTRO

SUBJECT MATTER EXPERT – HAZARD MITIGATION

PROFESSIONAL QUALIFICATIONS

Carly Castro joined GrantWorks as a Hazard Mitigation Project Manager in February 2019. She was promoted to Senior Hazard Mitigation Project Manager in May 2022 and Director of Hazard Mitigation in April 2023. Carly has experience developing hazard mitigation applications and working with communities to manage their approved mitigation projects. As a Project Manager, she facilitates conversations between stakeholders, technical professionals, state/federal agents, and private nonprofits. She works with community representatives to identify their needs and suitable paths forward through available hazard mitigation assistance programs.

RELEVANT EXPERIENCE

DIRECTOR/SENIOR HAZARD MITIGATION PROJECT MANAGER/HAZARD MITIGATION PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, AUGUST 2019 – PRESENT

By preparing financial and quarterly status reports, Carly tracks technical and financial project requirements to comply with the Texas Department of Emergency Management (TDEM) and Federal Emergency Management Agency (FEMA) regulations. She develops hazard mitigation assistance grant applications and budgets based on locality objectives and needs. Specifically, Carly works on critical facility generators and hazard mitigation plans and has experience with hurricane-safe rooms and facility hardening/retrofits. She reviews selected bidders' contracts, proposals, procurement documentation, and professional qualifications. Carly also prepares the scope of work modification documentation and associated environmental assessment for agency review.

ASSISTANT PROJECT MANAGER/SENIOR PROJECT MANAGER, TRILEAF CORPORATION, AUSTIN, TEXAS, SEPTEMBER 2016 – JULY 2019 AND FEBRUARY 2019 – JULY 2019

Carly managed projects from project initiation to budget development, milestone tracking, review of purchase orders, and closure documentation. To achieve compliance and project resolution, she communicated client goals, interests, and positions in negotiation with participating agencies, organizations, or interested parties. She developed the scope of work for projects, including agency consultation requirements, timeline forecasting and milestone completion, and contingency planning. Carly collaborated across multiple internal and external stakeholder organizations to maintain timelines or adjust projected completion dates for various ongoing projects. She also supported numerous active projects at different stages of the project life cycle throughout its expanding southwest territory and prepared weekly project summary trackers for distribution to clients. Carly provided quality assurance (QA) reviews of the National Environmental Policy Act (NEPA) deliverables and Phase I Environmental Site Assessments (ESA) following ASTM E1527-13. She prepared standard operating procedures,



6 YEARS

FEMA HAZARD MITIGATION EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science,
Bioenvironmental Sciences, Texas
A&M University, College Station,
Texas, May 2014

HIGHLIGHTS

Expertise in adhering to strict project deadlines, facilitating multijurisdictional planning processes, and conducting stakeholder outreach

Creates hazard risk assessments and mitigation action strategies

TRAINING

40-Hour Hazardous Waste Operations and Emergency Response, July 2014 – Present

38-Hour U.S. Army Corps of Engineers Wetland Delineation Training Program, February 2017

training documents to streamline tasks and deliverables, mentored staff through individual training, and prepared training materials and QA reviews.

PROJECT SCIENTIST, TRILEAF CORPORATION, AUSTIN, TEXAS, SEPTEMBER 2014 – AUGUST 2016

Carly researched, analyzed, and interpreted environmental data for NEPA investigations to complete Environmental Assessments and ESA reports. She prepared Categorical Exclusion documentation for environmental and community impacts of telecommunications projects following the Federal Communications Commission requirements. She also evaluated project sites for potential wetland indicators and habitats associated with state and federally-listed threatened or endangered species protected by the Endangered Species Act. Carly coordinated with landowners, vendors, and laboratories to complete Phase II ESA to assess soil, groundwater, and soil-vapor samples for contaminants. She completed site reconnaissance to develop a profile and assess sites for potential sources of contaminants. Carly performed migratory bird evaluations to ensure project compliance with the Migratory Bird Treaty Act. She consulted with municipal, state, and federal agencies for regulatory and permitting requirements.

EMPLOYMENT HISTORY

- ▶ Director of Hazard Mitigation, GrantWorks, Inc., Austin, Texas, April 2023 - Present
- ▶ Senior Hazard Mitigation Project Manager, GrantWorks, Inc., Austin, Texas, May 2022 – April 2023
- ▶ Hazard Mitigation Project Manager, GrantWorks, Inc. Austin, Texas, August 2019 – May 2022
- ▶ Senior Project Manager, Trileaf Corporation, Austin, Texas, February 2019 – July 2019
- ▶ Assistant Project Manager, Trileaf Corporation, Austin, Texas, September 2016 – July 2019
- ▶ Project Scientist, Trileaf Corporation, Austin, Texas, September 2014 – August 2016

VINCENT GRADNEY

SENIOR PUBLIC ASSISTANCE OFFICER

PROFESSIONAL QUALIFICATIONS

Vincent Gradney has six years of experience as a FEMA contractor for clients regarding FEMA COVID-19 grants and disaster cost recovery programs, disaster site assessments, grant recovery operations, FEMA eligibility and policy reviews, mitigation and resiliency programs application, and recovery program delivery and grant project management. Vincent is a Senior Inspector for site inspections, assessments, technical analysis reports, hazard mitigation, grant writing, and proposal management for critical infrastructure, facilities, municipalities, roads, and utilities. He provides expert reviews, analysis, and SOW validation of eligible damages per FEMA Public Assistance Policy Guidelines. He also provides in-depth research and delivers viable solutions to difficult disaster projects.

RELEVANT EXPERIENCE

SENIOR PUBLIC ASSISTANCE OFFICER, GRANTWORKS, INC., FLORIDA, MARCH 2024 – PRESENT

Vincent is currently a FEMA Senior Public Assistance Officer at GrantWorks.

FEMA PA SITE INSPECTOR, FEMA/SERCO CONTRACTOR, TELESFORO CONSULTING, SEPTEMBER 2023 – PRESENT

Vincent is a seasoned FEMA Site Inspection and Grant Management Programs Technical Analyst. Vincent performs extensive research and analysis for site assessments and develops comprehensive reports to identify eligible damages under FEMA Program Guidelines. He leads validation efforts with applicants and partner agencies. He also conducts engineering, project design, and cost estimate reviews to facilitate the application of the FEMA Public Assistance Policy for grant submission.

- ▶ Lead Inspector for a lagging \$12 million Industrial Roofing Project. Organized and executed multi-agency collaborative effort with clients to facilitate validation and documentation of eligible damages on 50+ structures.
- ▶ Provides in-depth technical review, analysis, and re-work of languishing infrastructure damages impacting multiple government entities and school systems – Reduced outstanding Inspection requirements by 70%
- ▶ Serves as a Subject Matter Expert providing leadership, training, and continuity to assist other Site Inspection Teams in FEMA Public Assistance Policy, Procedures, and Methods to execute the Federal Grant Program

DISASTER RECOVERY SPECIALIST, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC, DECEMBER 2022 – PRESENT

Vincent is a consultant to clients' Disaster Program Management & Cost Recovery Teams and a key advisor to clients on project formulation and recovery processes. He validates eligible costs according to FEMA Public Assistance guidelines. Vincent analyzes disaster operational expenditures, contracts, labor, and supporting documentation. Provides project



6 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Business Administration, Management/Marketing, Texas Southern University, Houston, Texas, 1996

Commissioned Officer, Air National Guard Academy of Military Science, McGhee Tyson, Tennessee, 1997

HIGHLIGHTS

Senior Inspector for site inspections, assessments, technical analysis reports, hazard mitigation, grant writing, and proposal management for critical infrastructure, facilities, municipalities, roads, and utilities.

TRAINING

FEMA Development Services (25+ Courses), Various Locations, Texas, 2015 - 2021

management oversight and executes strategies for Project Worksheet formulation and submissions.

- ▶ Lead Consultant for the City of Venice, Florida's \$14 million Hurricane Ian Disaster Recovery Operations. Advises clients on FEMA Public Assistance eligibility requirements, conducts Grants Portal Management, and performs comprehensive reviews, formulation, and submission of projects to recover disaster-related expenses.
- ▶ Conducted comprehensive review, analysis, and submission of Suffolk County, New York's \$52.6 million COVID-19 Vaccine Project Formulation and Expense Recovery Operations – documented and reported Vaccine Strategy, Community Engagement, and Distribution Objectives in FEMA's Equitable Vaccine Report
- ▶ Provides clients with leadership, project oversight, management, coordination, and execution of deliverables to formulate and submit projects to meet FEMA Cost Recovery requirements and deadlines.

PROJECT RECOVERY MANAGER, CONTRACTOR, HAGERTY CONSULTING, NOVEMBER 2021 – MAY 2022

Vincent is a consultant to Austin Public Health's Financial Management & Cost Recovery Leads. He advised the client on a \$30M COVID-19 project formulation and recovery. Vincent facilitated the validation of eligible costs to FEMA Public Assistance guidelines. He also researched and analyzed costs regarding force account labor, invoicing, contracts, and procurement, provided project management and oversight for priorities and deliverables, and resolved project performance issues.

- ▶ Recommended process improvements to Timesheet & Activity Logs, QA/QC processes, and reporting – Advised client on constraints, limiting factors, and resources needed to meet project timelines
- ▶ Introduced strategies, tools, and reports used to solicit cooperation and increase departmental production – Recommended courses of action used by financial managers to meet City of Austin recovery objectives
- ▶ Tracked and cross-walked interdepartmental action items to resolve requests for information on time – pursued lagging project formulation activities that enabled full cost recovery estimates to be achieved for clients.

GUIDEHOUSE FEMA SENIOR DISASTER PROJECT CONSULTANT CONTRACTOR, GREEN KEY RESOURCES, MARCH 2021 – AUGUST 2021

Vincent served as a Disaster Response and Recovery expert, providing FEMA Program Policy and Guidance consultation to COVID-19 Recovery operations for all facets of Cook County, Illinois, \$99.2 million response efforts. He performed Project Workbook collection, development, analysis, reconciliation, and validation of eligible expenses for submission on behalf of the client. He also validated and determined eligibility for labor and non-labor COVID-19 Operations Expenses.

- ▶ Led and conducted extensive federal policy reviews, research, and analysis, and formulated responses to FEMA-generated Request for Information on six key cases defending eligible vaccination expenses on behalf of the client.
- ▶ Performed collection, review, and reconciliation of labor/non-labor invoices and validation of reimbursable expenses for Project Workbook development on ten projects for submission of Public Assistance funding.
- ▶ FEMA Category B Expert – provided advanced technical assistance and documentation requirements on eligibility determinations and recommendations for 56 cases regarding eligible vaccination operational expenses.

EMPLOYMENT HISTORY

- ▶ Senior Public Assistance Officer, GrantWorks, Inc., Houston, Texas, March 2024 – Present
- ▶ FEMA PA Site Inspector, FEMA/Serco Contractor, Telesforo Consulting, September 2023 – Present
- ▶ Disaster Recovery Specialist, FEMA Public Assistance, Witt O'Brien's LLC, December 2022 – Present
- ▶ Project Recovery Manager, Contractor, Hagerty Consulting, November 2021 – May 2022
- ▶ Guidehouse FEMA Senior Disaster Project Consultant Contractor, Green Key Resources, March 2021 – August 2021

JOSEPH BERMAN

JUNIOR PUBLIC ASSISTANCE OFFICER

PROFESSIONAL QUALIFICATIONS

Joseph Berman is an experienced disaster recovery professional who provides expertise to governmental and nonprofit counterparts through the cycle of recovery and mitigation to secure successful outcomes from events and ensure resilience in the future. Joseph's accomplishments include:

- ▶ FEMA Grant Projects (PW) written for over \$100 million in FEMA Public Assistance grant funding from disasters declared since 2005.
- ▶ Provided FEMA PA technical assistance, strategic guidance, and project management support to more than 25 local government clients nationwide over the past 20 years.
- ▶ FEMA Grant Projects (PW) written for clients in Florida and Georgia for COVID-19 recovery totaling ~\$20 million.
- ▶ FEMA Grant Projects (PW) written for clients in Florida for Hurricane Irma recovery totaling ~\$20 million
- ▶ Assisted in managing over \$20 million in FEMA Disaster Debris Monitoring projects for Hurricanes Irma, Matthew, and Katrina.

RELEVANT EXPERIENCE

JUNIOR PUBLIC ASSISTANCE OFFICER, GRANTWORKS, INC., FLORIDA, MARCH 2024 – PRESENT

Joe is currently a FEMA Junior Public Assistance Officer at GrantWorks.

PUBLIC ASSISTANCE CONSULTANT, WITT O'BRIEN'S, LLC, FLORIDA AND GEORGIA, MARCH 2020 – PRESENT

Joseph worked with Pinellas County's Budget Department, Hernando County's Finance Department in Florida, and Hospital Administrators at Archibold Medical Center and Upson Regional Medical Center in Georgia to identify and develop FEMA Emergency Protective Measures Projects for COVID-19-related expenses. He developed FEMA grant applications for COVID-19 Testing, COVID-19 Vaccination Administration, COVID-19 Non-Congregate Sheltering, COVID-19 Barriers & Signs, COVID-19 Disinfection & Sanitation, COVID-19 Screening, COVID-19 Personal Protection Equipment (PPE), COVID-19 Emergency Management, COVID-19 Emergency Transportation and Sheriff Department COVID-19 Costs. Joseph worked with the FEMA Consolidated Resource Center to clarify and resolve eligibility issues. He identified and categorized COVID-19 costs according to the FEMA COVID-19 Public Assistance Policy. As a result of consulting efforts, Joseph identified, documented, and submitted \$20.5 million COVID-19 project grants to FEMA for review, approval, and obligation.

PUBLIC ASSISTANCE CONSULTANT, WITT O'BRIEN'S LLC, HILLSBOROUGH COUNTY, FLORIDA, NOVEMBER 2017 – SEPTEMBER 2019

Joseph worked with Hillsborough County's Capital Projects Budget Director to identify and develop a FEMA Damage Inventory following Hurricane Irma. He worked with 36 county department representatives to inspect, develop



20 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Risk Management & Insurance, Florida State University, Tallahassee, Florida, 1982

HIGHLIGHTS

Ten years consulting as a Disaster Recovery Specialist.

Two years State of Florida Public Assistance Coordinator, Project Specialist & Closeout Specialist.

Eight years FEMA TAC Public Assistance Specialist.

Over 30 years of work experience as a Licensed Property & Casualty, Life & Health Insurance Broker in Florida, specializing in commercial business insurance.

Familiar with state, county, and city government, healthcare, education, and private nonprofits. Skilled in the FEMA Grants Portal and EMGrants State platforms.

CERTIFICATION/REGISTRATIONS

Florida Property & Casualty Agent's License 2-20

Florida Life & Health Agent's License 2-18

damage descriptions, and collect the supporting documentation required by FEMA Policy. Joseph uploaded damage category narratives and closeout-ready supporting documentation into the FEMA Portal. He also worked with the assigned FEMA PDMG to clarify and resolve questions. As a result of consulting efforts, Joseph identified, documented, and submitted \$19.4 million of Category A through G project grants to FEMA review, approval, and obligation.

ROVING DEBRIS MANAGER, WITT O'BRIEN'S LLC, SIX MUNICIPALITIES IN THE SOUTH FLORIDA AREA, SEPTEMBER 2017 – OCTOBER 2017

Joseph was a Roving Debris Manager for six municipalities in the South Florida area following Hurricane Irma. He was responsible for truck capacity certification, truck placarding, and the recording of debris contractor documentation. As a roving Debris Manager, Joseph assisted in the training and management of debris ROW, Leaner/Hanger, Debris Management Site, and Final Disposal monitoring crews. He made sure the debris monitoring process conformed to FEMA Public Assistance Policy.

STATE OF FLORIDA PROJECT COORDINATOR (PAC) AND STATE OF FLORIDA PROJECT SPECIALIST CONTRACTOR, DISASTER STRATEGIES & IDEAS, DUVAL COUNTY, FLORIDA, DECEMBER 2016 – APRIL 2017

Following Hurricane Matthew, Joseph worked with applicants in Duval County and Jacksonville Electrical Authority (JEA) and assisted the FEMA Project Specialist in writing and reviewing Project Worksheets for Category A through G. Joseph acted as an advocate for the applicants to ensure a favorable outcome with FEMA.

DEBRIS ASSISTANT MANAGER, WITT O'BRIEN'S LLC, CITY OF STUART, CITY OF FERNANDINA BEACH, AND NASSAU COUNTY, FLORIDA, DECEMBER 2016 – NOVEMBER 2016

Following Hurricane Matthew, Joseph was responsible for the end-of-day reconciliation of debris monitor tickets and a summary of debris contractors' activities.

STATE PROJECT CLOSEOUT SPECIALIST, SUPERSTORM SANDY AND EIGHT PRIOR NJ-FEMA DISASTERS, WITT O'BRIEN'S LLC, NEW JERSEY, JULY 2014 – JULY 2016

Joseph was assigned to the NJ State agencies team to contact closeout activities for Categories A through G. Wrote final Closeout Project Worksheets and managed Project Worksheets through the njemgrants.org portal.

FEMA PUBLIC ASSISTANCE CONSULTANT, SUPERSTORM SANDY, TIDAL BASIN, NEW YORK, JULY 2013 – NOVEMBER 2013

Joseph worked with New York University Langone Medical Center and New York University School of Medicine to identify their eligible Category B Emergency Protective Measures Force Account Labor Costs. He also worked with NYU's Finance Department to obtain Applicant's Force Account Overtime Payroll Data, Collective Bargaining Agreements and Benefit Information. Joseph analyzed the applicant's payroll data and prepared a Category B Emergency Protective Measures narrative proposal. The narrative proposal identified the applicant's eligible Force Account Labor Overtime Cost for pre-storm emergency activity, evacuation of 322 critical care patients, and emergency/temporary repairs by the applicant's Facility Department to re-open this critical care facility.

EMPLOYMENT HISTORY

- ▶ Junior Public Assistance Officer, GrantWorks, Inc, March 2024 – Present
- ▶ Disaster Recovery Consultant, Witt O'Brien's LLC, July 2014 – Present
- ▶ Disaster Recovery Consultant, Tidal Basin, July 2013 – November 2013
- ▶ State Project Coordinator, State Project Specialist and Closeout Specialist, Disaster Strategies & Ideas, July 2012 – March 2013
- ▶ Project Specialist, FEMA TAC, NISTAC (URS & Dewberry Engineering), October 2004 – 2011
- ▶ Commercial Insurance Broker, Berman Insurance Services, 2000 – 2004
- ▶ Commercial Insurance Broker, AMC Insurance, 1998 – 1999
- ▶ Commercial Insurance Broker, Villari & Associates, 1992 – 1997
- ▶ Commercial Insurance Broker, Willis Insurance, a Division of Brown & Brown, 1990 – 1991
- ▶ Commercial Insurance Broker, Jack Berman Insurance, 1982 – 1989

LYNNE STORZ

JUNIOR PUBLIC ASSISTANCE OFFICER

PROFESSIONAL QUALIFICATIONS

Lynne Storz has been in emergency and disaster preparedness, response, and recovery for over 19 years. During this time, she has provided technical assistance in support of the FEMA Public Assistance Program to numerous state, county, and municipal governments. Lynne is a subject matter expert in grants management, cost recovery, project closeouts, and procurement compliance. Lynne has experience in project management for debris monitoring operations and disaster debris management planning and training. Before entering the disaster management field, Lynne managed a County Solid Waste and Recycling Program, including an 11-city recycling program in Oregon.

RELEVANT EXPERIENCE

JUNIOR PUBLIC ASSISTANCE OFFICER, GRANTWORKS, INC., MARCH 2024 – PRESENT

Lynne is currently a FEMA Junior Public Assistance Officer at GrantWorks.

PROJECT MANAGER/SUBJECT MATTER EXPERT, FEMA PUBLIC ASSISTANCE, WITT O'BRIEN'S LLC, 2004 – PRESENT

Project Manager, Hurricane Ida FEMA PA Program, Upper Dublin Township, Pennsylvania, 2021 – Present

Lynne was Project Manager for FEMA PA program technical assistance and project formulation for ten projects. The total disaster damages in all categories were \$35 million.

Subject Matter Expert Hurricane Ida FEMA PA Program, Montgomery County, Pennsylvania, 2021 – Present

Lynne was a Subject Matter Expert and provided FEMA technical assistance and project formulation services. She supported 21 projects totaling \$13.1 million.

Subject Matter Expert, Hurricane Ian FEMA PA Program, Edgewater, Florida, 2021 – Present

Lynne was a Subject Matter Expert for the City's FEMA PA program, where she provided technical assistance and project formulation services for 12 projects that were damaged by Hurricane Ian, totaling \$2.9 million.

Project Manager, Hurricane Florence FEMA PA Program, Pine Knoll Shores, North Carolina, 2021 – Present

Lynne was the Project Manager for the City's FEMA PA program, where she provided technical assistance for a \$3.2 million Excess Funds project for damage incurred from Hurricane Florence. Assistance included procurement compliance for approved excess funds projects.

Project Manager, Hurricanes Florence, Dorian, and Isias FEMA PA Program, Morehead City, North Carolina, 2018 – 2022

As Project Manager, Lynne provided FEMA PA technical assistance and project formulation services for 14 projects. These projects included historic



19 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Urban and Regional Planning, Portland State University, Portland, Oregon

Bachelor of Science, Sociology, Portland State University, Portland, Oregon

HIGHLIGHTS

Subject matter expert in grants management, cost recovery, project closeouts, and procurement compliance

CERTIFICATION/REGISTRATIONS

FEMA Classroom Training G-318 (Mitigation Planning)

NIMS ICS 300 (Intermediate ICS For Expanding Incidents)

NIMS ICS 400 (Advanced ICS)

cemeteries repair/restoration and hazardous tree removal in the cemeteries. The total disaster damage in all categories was \$2.7 million.

Project Manager, Hurricane Florence FEMA PA Program, Havelock, North Carolina, 2018 – 2019

As Project Manager, Lynne provided FEMA PA technical assistance and project formulation services. She supported 19 projects with total disaster damages in all categories of \$4.1 million.

Subject Matter Expert, Hurricane Irma FEMA PA Program Associated with COVID-19, Oakland Park, Florida, 2017 – Present

Lynne was a Subject Matter Expert and provided FEMA PA technical assistance and project formulation for 24 projects, resulting in \$2.4 million in cost recovery and the preparation of three COVID-19-related projects.

Disaster Recovery Support, State of New Jersey Hurricane Irene and Superstorm Sandy, State Liaison Public Assistance Program, New Jersey, 2011 – 2014

On the State Liaison Public Assistance Program, Lynne provided FEMA PA technical assistance and project formulation for 25 New Jersey state agencies. Lynne was responsible for the New Jersey Department of Transportation's \$30 million Public Assistance claims. In coordination with the New Jersey State Police, she performed preliminary damage assessments for local government entities following Hurricane Irene.

Public Assistance Coordinator, 2004-2012 Multiple Disasters FEMA PA Program, Florida Department of Transportation, Florida 2007 – 2013

Lynne provided long-term disaster recovery, emergency management, and planning expertise to the FL DOT. She provided technical assistance and planning to local governments in FEMA PA and the FHWA Emergency Relief Programs. As Public Assistance Coordinator (PAC) for FDOT, Lynne provided oversight for project closeouts, appeals, and project worksheet coordination, securing approximately \$100 million in grant reimbursement. Additionally, she assisted more than 80 local governments with preparing documents for Detailed Damage Inspection Reports (DDIR), which were submitted to the FHWA for reimbursement. Lynne assisted in developing FEMA PA and FHWA Emergency Relief training, which was delivered to more than 3,000 local government and FDOT personnel.

Project Manager, Disaster Debris Project Management and Planning, Multiple Clients, Multiple Locations, US, 2004 – Present

Lynne has managed several debris monitoring operations throughout the southeast U.S. Using this experience. She developed disaster debris management plans based on individual client requirements. Each plan was prepared after consultation with the client and the participating departments involved in the debris operations. Planning efforts typically involved discussion with outside agencies (state and federal governments/agencies) and private entities, as required, and discussion and coordination with the internal departments ranging from public works, solid waste, transportation, planning, GIS, finance/accounting (grants management) to environmental resources and historic preservation. Plan development has been performed for the following local, state, and tribal governments: Seminole Tribe of Florida, State of Maine, Florida Department of Transportation (7 Districts and Central Offices), New Hanover County NC, City of Fernandina Beach FL, Broward Health Hospital, Florida; City of Alexandria LA, City of North Miami FL, Cooper City FL, Town of Davie FL, the City of San Jose CA, and the City of Savannah GA.

EMPLOYMENT HISTORY

- ▶ Junior Public Assistance Officer, GrantWorks, Inc., March 2024 – PRESENT
- ▶ Project Manager/Subject Matter Expert, FEMA Public Assistance, Witt O'Brien's LLC, 2004 – Present
- ▶ Solid Waste Management Coordinator, Solid Waste and Recycling Program Management, Washington County, Oregon, 1991 – 2002

ASHLEY HEBERT, EI, CFM, CGM

MITIGATION SPECIALIST

PROFESSIONAL QUALIFICATIONS

Ashley Hebert has extensive FEMA training and experience in Public Assistance and Hazard Mitigation. Over the last 16 years, he has worked as a FEMA Core Employee in positions ranging from Project Officer 2 to Lead Hazard Mitigation Grant Program Specialist. During his tenure with FEMA, Ashley served the State of Louisiana as a point of contact for project technical assistance. In 2013, he transferred into a contractor position and served the State of New York as a Lead preparing Benefit-Cost Analysis (BCA) for projects. Ashley has worked on five major disasters, including Hurricanes Katrina, Rita, and Sandy.

As a Team Lead, Ashley worked with applicants, FEMA, and state officials. He is very familiar with the details and documentation of these operations. One of his responsibilities was to assist the applicant's project formulation and ensure that they stayed within FEMA eligibility guidelines. In addition to his experience with FEMA Public Assistance and Hazard Mitigation operations, Ashley is a Mechanical Engineer, a Certified Flood Plain Manager, and a Federal Track Certified Grant Manager. As a Certified Flood Plain Manager, he can analyze hydrological and hydraulic reports to help potential negative flow impacts on flood basins and flood plains. He has also worked with the NEPA eight-step process on project reviews throughout her time with FEMA.

Over his many years of disaster experience, Ashley has learned SRIA legislation, the PAAP program, and many other guidance documents. He has managed over \$750 million in projects from cost estimates to completion. He has developed project worksheet scopes of work and damage descriptions. Ashley regularly evaluates projects for eligibility within federal guidelines. He also has experience working in the Grants Portal and Tiger data systems during his tenure with FEMA and preparing CEF for large projects.

RELEVANT EXPERIENCE

SENIOR HAZARD MITIGATION PROJECT MANAGER, GRANTWORKS, INC., GEORGETOWN, TEXAS, AUGUST 2021 – PRESENT

Ashley tracks technical and financial project requirements to comply with the Texas Department of Emergency Management (TDEM) and Federal Emergency Management Agency (FEMA) regulations by preparing financial and quarterly status reports. He develops hazard mitigation assistance grant (HMGP) applications and budgets based on locality objectives and needs. He is responsible for developing the BCA for various projects, including drainage improvements. Ashley works on critical facility generators and hazard mitigation plans and has experience with hurricane-safe rooms and facility hardening/retrofits. He reviews contracts, proposals, procurement documentation, and the professional qualifications of selected bidders. He also prepares the scope of work modification documentation and associated environmental assessment for agency review.



16 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Mechanical Engineering, University of Louisiana at Lafayette, Louisiana, 2004

HIGHLIGHTS

Over 15 years of disaster experience, including Individual Assistance, Public Assistance, and 404 Hazard Mitigation Grant Program.

Helped to implement many projects to elevate, reconstruct, or acquire houses

Completed cost estimates, benefit-cost analysis (BCA), and review of project deliverables for many drainage improvement projects

Helped develop \$2.4 billion in HMGP projects in Louisiana

CERTIFICATIONS/ REGISTRATIONS

EIT – Licensed Engineer Intern, LA No. 21597

Contracting Officer Technical Representative – 2007 to 2010

Certified Flood Plain Manager

Certified Grants Manager (Federal Track) Trained in Community Relations for FEMA

HAZARD MITIGATION PROJECT MANAGER, TIDAL BASIN GOVERNMENT CONSULTING, ALASKA, AND PUERTO RICO, NOVEMBER 2019 – AUGUST 2021

Ashley provided technical assistance to applicants for hazard mitigation project applications to develop projects and BCAs for the State of Alaska on an as-needed basis. He also reviewed hazard mitigation project applications for clients in Puerto Rico, developed BCAs, and responded to all received RFIs.

LEAD BENEFIT COST ANALYST, ICF INTERNATIONAL, FAIRFAX, VIRGINIA, JULY 2020 – JUNE 2021

Ashley provided technical assistance to applicants for Hazard Mitigation (404) and Public Assistance Mitigation (406) to develop projects and BCAs for 404 projects and developed and reviewed hazard mitigation proposals for the 406 programs. Ashley performed cost reasonableness and construction cost verification for the CDBG project.

PUBLIC ASSISTANCE COST ANALYST, SERCO, INC., WINCHESTER, VIRGINIA, MAY 2019 – NOVEMBER 2019

Ashley provided cost estimates for PA infrastructure and repair projects.

HAZARD MITIGATION SPECIALIST, WITT O'BRIEN'S, HOUSTON, TEXAS, OCTOBER 2018 – JULY 2020

Ashley worked with the University of Texas Medical Branch at Galveston (UTMB) and Sienna Plantation Levee Improvement District (SPLID) to help develop HMGP projects and BCAs totaling over \$119 million for submittal to the Texas Department of Emergency Management and the Federal Emergency Management Agency (FEMA). He worked on an as-needed basis for project review and support.

EMPLOYMENT HISTORY

- ▶ Senior Hazard Mitigation Project Manager, GrantWorks, Inc., Georgetown, Texas, August 2021 – Present
- ▶ Hazard Mitigation Project Manager, Tidal Basin Government Consulting, Anchorage, Alaska, November 2019 – August 2021
- ▶ Lead Benefit-Cost Analyst, ICF International, Fairfax, Virginia, July 2020 – June 2021
- ▶ Public Assistance Cost Analyst, Serco, Inc., Winchester, Virginia, May 2019 – November 2019
- ▶ Hazard Mitigation Specialist, Witt O'Brien's, Houston, Texas, October 2018 – Present (PRN)
- ▶ Project Manager (Contractor), Wilson & Associates Consulting, LLC, Austin, Texas, September 2018 (PRN)
- ▶ Cost Analysis Specialist, The Sulzer Group, Baton Rouge, Louisiana, September 2016 – August 2018
- ▶ Cost Analysis Specialist, Bryant Hammett & Associates, LLC, Baton Rouge, Louisiana, April 2016 – September 2016
- ▶ Mechanical Engineering Technical Assistance, Turnkey Disaster Management LLC, New York, New York, January 2016 – April 2016
- ▶ Cost Analysis Specialist, GCR, Inc., Baton Rouge, Louisiana, July 2015 – January 2016
- ▶ Benefit-Cost Analysis Project Consultant, Shread-Kuyrkendall & Associates, St. Bernard, and Plaquemines Parishes, Louisiana, January 2015 – July 2015
- ▶ Quality Assurance/Quality Control, New York Rising Project, Nova Catastrophe Services, New York, New York, December 2013 – December 2014
- ▶ Cost-Benefit Team Lead, Innovative Emergency Management (IEM), Albany, New York, October 2013 – December 2013
- ▶ HMGP Cost-Benefit Specialist/Lead Hazard Mitigation Grant Program Specialist/Technical Specialist/Project Officer, U.S. Department of Homeland Security Federal Emergency Management Agency (FEMA), New Orleans, Louisiana, October 2005 – October 2013
- ▶ Engineer, Scientific International, Inc., Broussard, Louisiana, June 2003 – September 2003 and June 2004 – October 2005
- ▶ Design Consultant, Engineering Management Group, Inc., Lafayette, Louisiana, February 2004 – May 2004
- ▶ Mechanical Engineering Co-Op, Monsanto Chemical Company, Luling, Louisiana, January 2001 – September 2001

PATRICK KELLEY

MITIGATION SPECIALIST

PROFESSIONAL QUALIFICATIONS

Patrick Kelley has 45 years of emergency management experience involving the military, nonprofit, and local government organizations. He understands federal requirements, rules, and regulations concerning public assistance and mitigation programs. Patrick is skilled in emergency operations, crisis management and response, disaster planning/management, public safety standards development (emergency preparedness/emergency services), and budgeting/financial accounting. He has provided oversight on large projects of more than \$6 million. He has also managed Regional Emergency Management for a major nonprofit. At the state level, Patrick was responsible for mitigation activities for three Texas regions, including 174 counties. He covered approximately 1,000,000 residents, including establishing over 5,000 individual safe rooms within the Texas Tornado Belt. Patrick has an extensive background in emergency planning, response, and recovery for all types of facilities. He is a proven leader who has directed numerous military and domestic teams. He is certified as a Certified Business Continuity Professional (CBCP), a FEMA Level 1 Continuity of Operations Professional (COOP1), and a FEMA Advance Professional Services.

Patrick has experience in the following:

- ▶ Developing mitigation project applications, business continuity processes, disaster response exercises, and project management
- ▶ State of Texas Grant Management System and the FEMA NEMIS system
- ▶ Logistical support during disaster responses to many different types of disaster events, including hurricanes, tornadoes, floods, terrorist attacks, and earthquakes
- ▶ Management experience that includes supervision of various numbers of personnel over lengthy periods from 30 days to 3 years
- ▶ Constantly evaluating past experiences and new methodologies to obtain the best processes for a client.
- ▶ Experienced in developing Benefit-Cost Analyses (BCAs)

RELEVANT EXPERIENCE

HAZARD MITIGATION PROJECT MANAGER, GRANTWORKS, INC., SAN MARCOS, TEXAS, SEPTEMBER 2022 – PRESENT

- ▶ Administers hazard mitigation funds awarded to applicants by the Texas Division for Emergency Management (TDEM) or Texas Water Development Board (TWDB)
- ▶ Coordinates and manages multiple types of projects at various stages of implementation.
- ▶ Interacts effectively with local, state, and federal agency officials and staff members in meetings and through written memos, e-mails, formal letters, and telephone conversations



25 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Public Administration, University of North Dakota, 1990

HIGHLIGHTS

Customer Satisfaction

Deep understanding of community needs

“Better, Safer, Stronger” mentality when assisting clients

CERTIFICATIONS/REGISTRATIONS

Certified Floodplain Administrator, North Dakota Planning Associations, North Dakota, 2006 – 2022

TRAINING

300+ Mitigation Courses, FEMA Emergency Management Institute, Emmitsburg, Maryland, 2005 - 2022

PROFESSIONAL AFFILIATIONS

Member, North Dakota Emergency Management Association, 1997 – 2006

Member, North Dakota Planning Association, 1997 - 2006

- ▶ Focuses on the financial and technical aspects of project management, including review of contracts, contractor pay estimates, service provider invoices, progress reports, change orders, contract amendments, etc.
- ▶ Develops applications for Hazard Mitigation Assistance programs
- ▶ Provides technical assistance regarding program rules, policies, and procedures, including environmental compliance, cost-effectiveness, and phasing
- ▶ Reviews and interprets project-related correspondence, documents, reports, and forms.
- ▶ Updates and maintains project performance, budget, and status tracking and document filing systems
- ▶ Prepares project files for monitoring/audit reviews and conducts Local Planning Team meetings

ASSISTANT HAZARD MITIGATION OFFICER, TEXAS DIVISION OF EMERGENCY MANAGEMENT, AUSTIN, TEXAS, 2010 – 2022

- ▶ State representative assisting qualified jurisdictions in the development, approval/approval, and monitoring of FEMA Hazard Mitigation Program Grants (HMPG)
- ▶ Used HMGP Project Management of grants
- ▶ Conducted Site Inspections for Large and Small Project Worksheets (PWs)
- ▶ Reviewed and collaborated with applicants to resolve outstanding issues and close their case files
- ▶ Assisted the Public Assistance Department as needed

VOLUNTEER, ARC NATIONAL DISASTER RESOURCE MANAGEMENT CENTER (DRMC), CENTRAL TEXAS CHAPTER, AUSTIN, TEXAS, 2010 – 2012

- ▶ Recertified electronic equipment returned to the RMC after use in national disaster operations and provided recommendations to improve procedures
- ▶ Responded to both local and nationally declared disasters in Logistics (Log) and Life Safety and Asset Protection (LSAP) Manager positions
- ▶ Submitted appropriate changes for Logistical Procedures

DIRECTOR, EMERGENCY SERVICES, AMERICAN RED CROSS, CAPITAL AREA CHAPTER, TALLAHASSEE, FLORIDA, 2008 – 2010

- ▶ Directed 28 county Chapter Disaster Response Services, Service to Armed Forces, International Services, and Community Preparedness Services
- ▶ Responsible for the Chapter Disaster Response, development and execution of the Chapter Disaster Response Plan and Continuity of Operations Plan (COOP)
- ▶ Primary ARC chapter contact for all County and Regional Emergency Management organizations
- ▶ Responsible for all ARC responses within the 28-county region that included Mass Care, Logistics, individual client assistance, and long-term recovery for clients

EMPLOYMENT HISTORY

- ▶ Hazard Mitigation Project Manager, GrantWorks, Inc., San Marcos, Texas, September 2022 – Present
- ▶ Assistant Hazard Mitigation Officer, Texas Division of Emergency Management, Austin, Texas, 2010 – 2022
- ▶ Volunteer, ARC National Disaster Resource Management Center (DRMC), Central Texas Chapter, Austin, Texas, 2010 – 2012
- ▶ Director, Emergency Services, American Red Cross, Tallahassee, Florida, 2008 – 2010
- ▶ Coordinator, Planning & Preparedness, Greater Miami and The Keys, American Red Cross, Florida, 2005 – 2007
- ▶ Manager, Logistics, National American Red Cross Disaster Services, 1985 – 2006
- ▶ Business Continuity Coordinator, Franklin Templeton Investments, San Mateo, California, 1998 – 2002
- ▶ Business Continuity Coordinator, Vision Service Plan, Rancho Cordova, California, 1996 – 1998
- ▶ Disaster Preparedness NCO/Officer, USAF Disaster Preparedness, Various USAF Bases, U.S., 1981 – 1986
- ▶ Flight Chief, USAF Law Enforcement, Various USAF Bases, U.S., 1977 – 1981

SANDRA SIMONSON

GRANT MANAGER

PROFESSIONAL QUALIFICATIONS

Sandra Simonson has 25 years of experience in the FEMA Public Assistance and Hazard Mitigation Grant Program (HMGP). She plans, budgets, monitors, reports, and coordinates daily project activities to achieve disaster recovery goals and objectives. She prepares project reports for clients and management. Sandra plans, reviews, and evaluates the work of subordinate professional and operational staff. She also reviews and evaluates project and service delivery. She develops systems and maintains records that properly evaluate, control, and document all program activities. She determines what deliverables will be generated during each phase. She effectively communicates with clients, sub-recipients, contractors, and other interested parties regarding all aspects of disaster recovery efforts and grant monitoring. During the closeout phase of projects, she maintains all pertinent documents in a secure place. Before joining GrantWorks, Sandra worked for the Red River Regional Council, where she successfully wrote, received, managed, and administered over \$5 million in mitigation grants, including FMA, PDM, and HMGP. Also, she wrote, received, and managed Firefighter, USDA, Forestry (wildfire), EPA (superfund), CDBG (housing rehabilitation), and EDA (revolving loan) grants, totaling more than \$10 million.

Sandra has experience working directly with local and state officials. She conducted public information and comprehensive planning meetings and coordinated intergovernmental/interagency task force meetings. She maintained positive working relationships with the County Commissioner, City Council, Agency Directors, the University of North Dakota, Energy Environmental Research Center, County Water and Economic Boards, and international committees. Sandra was an active member of the North Dakota Planning Association, ND Emergency Manager Association, Red River Basin Commission, and Pembina River Basin Advisory Board.

RELEVANT EXPERIENCE

SENIOR HAZARD MITIGATION PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, NOVEMBER 2019 – PRESENT

Sandra is responsible for various tasks and jobs, including procurement and contract review, application development and submission, project management, application review and monitoring, financial management, compliance officer, auditing reports, and award closeout. Sandra acts as an advisor to assigned engineers, as well as a trainer to her team. Sandra monitors all HMA applications/grants from beginning to end and supports her peers throughout the department.

Project Manager, Calhoun County ISD Safe Room, Calhoun County Independent School District (CCISD), Port Lavaca, Texas, DR-4332-0075, October 2020 – May 2025, Grant Amount: \$3,466,000

The School District applied to the TDEM/FEMA to fund the construction of



25 YEARS

FEMA DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Public Administration, University of North Dakota, 1990

HIGHLIGHTS

Customer Satisfaction

Deep understanding of community needs

“Better, Safer, Stronger” mentality when assisting clients

CERTIFICATIONS/REGISTRATIONS

Certified Floodplain Administrator, North Dakota Planning Associations, North Dakota, 2006 – 2022

TRAINING

300+ Mitigation Courses, FEMA Emergency Management Institute, Emmitsburg, Maryland, 2005 - 2022

PROFESSIONAL AFFILIATIONS

Member, North Dakota Emergency Management Association, 1997 – 2006

Member, North Dakota Planning Association, 1997 – 2006

an approximately 9,656 ft² dual-purpose saferoom. The domed saferoom will be 9,656 ft., providing near-absolute life safety protection for an estimated 386 critical/essential services personnel who must remain in the projected hurricane impact zone. This phased project will be constructed to meet all FEMA, state, and local building codes and standards. In October 2020, CCISD received official notification of the approval for Phase I of the dual-purpose safe room project. Federal funding for developing preliminary engineering and design plans to determine project eligibility, in the amount of \$210,000, is available through the Hazard Mitigation Grant Program. Calhoun County ISD's Community Safe Room project proposes to design and construct a dual-purpose hurricane-safe room. The safe room will be designed in compliance with all applicable guidance, including FEMA P-361, Design and Construction Guidance for Community Safe Rooms, and all applicable codes, standards, and regulations.

Project Manager, Public Works Generators, City of Port Lavaca, Texas, DR-4332-179, January 2020 – January 2025, Grant Amount: \$854,490

The City of Port Lavaca successfully secured funding through the HMGP to install seven permanent generators at six sewage lift stations and the Public Works Building to prevent electrical power loss due to electrical grid power loss. The generators will be equipped with an automatic transfer switch to switch from grid power to generator power in the event of grid power failure. The project will also install 13 quick connection terminals and manual transfer switches for 13 lift stations that will be provided power through two trailer-mounted portable generators, which will also be obtained through this grant. All equipment will be installed above the flood plain as depicted in the site plans and will comply with 44 CFR part 9 and EO 11988, as applicable. All projects funded under HMGP require the cost of the activity to be shared in a 75%/25% split. The contribution required by the City is \$213,622, with the remainder of the \$854,490 being provided by FEMA.

Project Manager, Critical Facilities Generators, City of Wharton, Wharton, Texas, DR-4332-105, July 2020 – May 2025, Grant Amount: \$1,785,122

FEMA approved the application submitted by the City of Wharton for critical facilities generators. The total project cost is \$1,785,122. The Federal share, in the amount of \$1,338,841, was provided through the Hazard Mitigation Grant Program (HMGP) under FEMA-4332-DR-TX. The City of Wharton will provide the non-federal match requirement of \$446,280. The City of Wharton will purchase and install four generators. Three generators will be at the water plants and one at the wastewater treatment plant. This project will always keep positive pressure on the water system to maintain crucial water quality during a natural hazard, transformer blowing, or a power surge. Treating this water to be discharged into the receiving stream as treated wastewater is critical.

EMPLOYMENT HISTORY

- ▶ Senior Hazard Mitigation Project Manager, GrantWorks, Inc., Austin, Texas, November 2022 – Present
- ▶ Hazard Mitigation Project Manager, GrantWorks, Inc., Austin, Texas, November 2019 – November 2022
- ▶ Grants Crew/Task Force Leader/Group Supervisor Support, FEMA, Austin, Texas, August 2018 – November 2019
- ▶ Grants Crew Leader, Texas Hurricane Harvey (DR-4332-TX), FEMA, Austin, Texas, August 2017 – July 2018
- ▶ Grants Specialist/Crew Leader/CORE, Louisiana Hurricane Katrina (DR-1603-LA), Louisiana Office of Community Development-Disaster Recovery Unit, Baton Rouge, Louisiana, June 2016 – June 2017
- ▶ Task Force Leader/Grants Specialist/Crew Leader/Reservist (DR-4099-NM), FEMA, State Emergency Management Offices, Santa Fe, New Mexico, January 2016 – May 2016
- ▶ Grants Crew Lead/Reservist, New Jersey Severe Storm (DR-4048 -NJ), FEMA, SRO Forest Hills, New York, March 2015 – January 2016
- ▶ Hazard Mitigation Grant Team Lead, New Mexico Severe Storms and Flooding (DR-4148-NM) and New Mexico Severe Storms, Flooding, and Mudslides (DR-4152-NM), FEMA, JFO Processing Center, Santa Fe, New Mexico, October 2013 – August 2014
- ▶ Hazard Mitigation Grant Crew Leader, New Jersey Severe Storm (DR-4048-NJ), FEMA, JFO Forest Hills, New York, November 2012 – April 2013

RACHEL ANDREWS, PE, CFM

GRANT SPECIALIST

PROFESSIONAL QUALIFICATIONS

As a Hazard Mitigation Project Manager with 17 years of experience, Rachel Andrews uses her civil engineering background to manage large-scale housing elevation/reconstruction projects. She distributes, collects, organizes, and maintains program applicant information and is responsible for communication between applicants, clients, and contractors. Rachel provides project planning and scoping, financial project tracking and management, and project staff coordination. Rachel has a strong record of achieving results through teamwork and a proven ability to work independently. She has effective organizational, planning, and strong communication skills in both oral and written forms. She uses her collaborative skills to work with technical staff, elected officials, and communities.

RELEVANT EXPERIENCE

HAZARD MITIGATION PROJECT MANAGER, GRANTWORKS, INC., GEORGETOWN, TEXAS, FEBRUARY 2022 – PRESENT

Rachel collaborates with her team daily to manage and coordinate multiple elevation and reconstruction projects. She tracks technical and financial elevation project requirements to comply with the TDEM and FEMA regulations by preparing financial and quarterly status reports. Rachel collects, distributes, organizes, and maintains program applicant information. She interacts with contractors, officials, and homeowners regularly and pays close attention to cost-effectiveness, environmental compliance, and program rules at all levels of implementation. She is also responsible for applicant, client, and contractor communication, project planning and scoping, financial project tracking and management, and project staff coordination.

NATURAL HAZARD MITIGATION SPECIALIST, H2O PARTNERS, INC., AUSTIN, TEXAS, JULY 2013 – FEBRUARY 2022

Rachel assisted local jurisdictions with HMGP compliance. She conducted kickoff, interim, and closeout meetings for construction projects. She also performed field inspections and site visits for engineering projects and wrote grant applications for FEMA hazard mitigation and Hazard Mitigation Action Plans (HMAP). Rachel provided guidance and technical assistance related to flood mitigation and the National Flood Insurance Program (NFIP), developed presentations, and presented them at workshops and public meetings.

NATIONAL FLOOD INSURANCE PROGRAM FIELD REPRESENTATIVE, TEXAS WATER DEVELOPMENT BOARD, AUSTIN, TEXAS, JANUARY 2007 – DECEMBER 2012

In this position, Rachel provided technical assistance for the National Flood Insurance Program. She provided compliance advice to residents and government officials and communicated the insurance and engineering requirements of the National Flood Insurance Program. Rachel conducted



17 YEARS

FEMA HAZARD MITIGATION EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Civil Engineering/Water Resource Engineering, University of Texas, Austin, Texas, 1999

Bachelor of Arts, Spanish, University of Texas, Austin, Texas, 1999

HIGHLIGHTS

Expertise in civil and water resource engineering

Fluent in Spanish

CERTIFICATIONS/REGISTRATIONS

Registered Professional Engineer, Civil Engineering, State of Texas, Texas Board of Professional Engineers, License No. 104537

On-Site Sewage Facilities Designated Representative, Texas Commission on Environmental Quality, Certification No. OS0022960

Certified Floodplain Manager (CFM), Certification No. 1155-07N, Texas Floodplain Management Association

PROFESSIONAL AFFILIATIONS

Member, Texas Floodplain Management

Association

Member, Chi Epsilon Civil Engineering Honor Society

audits of regulatory programs involving floodplain inspections, reviewed technical permitting documentation, and delivered technical training and outreach assistance to local floodplain management, elected officials, and residents. She also performed written and verbal outreach in Spanish-speaking regions regarding flood risks.

NONPOINT-SOURCE POLLUTION COORDINATOR, LOWER COLORADO RIVER AUTHORITY, AUSTIN, TEXAS, JULY 2002 – JANUARY 2007

As a Nonpoint-Source Pollution Coordinator, Rachel led meetings for cities and stakeholders of LCRA Watershed Management Ordinance compliance. She inspected and reviewed plans and permit applications to verify compliance with nonpoint source pollution control requirements. Rachel investigated pollution complaints per the Ordinance, produced technical and non-technical reports, and created educational materials on nonpoint-source pollution permitting and related issues. She also managed lake-wide lowering per the U.S. Army Corps of Engineers Permit.

PROJECT STAFF I, COOK-JOYCE, INC., AUSTIN, TEXAS, AUGUST 1999 – JULY 2002

Rachel performed Phase I Environmental Site Assessments for industrial/commercial clients. She managed environmental regulation reviews on hazardous industrial solid waste management sites. She also provided on-site consulting services for environmental closure, remediation projects involving underground petroleum storage tank removals, well plugging and abandoning activities, contaminated soil management, and the construction of a holding pond. Rachel conducted semi-annual groundwater monitoring evaluations and assessed corrective actions involving two hazardous waste landfills.

ENGINEERING TECHNICIAN, LOOMIS & MOORE, AUSTIN, TEXAS, MAY 1997 – AUGUST 1998

Rachel performed data collection for Austin's urban watershed hydrology projects. She assessed floodplain residences' property value and structural information and evaluated flood control options for the City of Austin Onion Creek Flood Control Project.

EMPLOYMENT HISTORY

- ▶ Hazard Mitigation Project Manager, GrantWorks, Inc., Austin, Texas, February 2022 – Present
- ▶ Natural Hazard Mitigation Specialist, H2O Partners, Inc., Austin, Texas, July 2013 – February 2022
- ▶ National Flood Insurance Program Field Representative, Texas Water Development Board, Austin, Texas, January 2007 – December 2012
- ▶ Nonpoint-Source Pollution Coordinator, Lower Colorado River Authority, Austin, Texas, July 2002 – January 2007
- ▶ Project Staff I, Cook-Joyce, Inc., Austin, Texas, August 1999 – July 2002
- ▶ Engineering Technician, Loomis & Moore, Austin, Texas, May 1997 – August 1998

MARIA BEDIA

GRANT WRITER

PROFESSIONAL QUALIFICATIONS

Maria Bedia's passion for hazard mitigation stems from her 25 years in local government operations. She witnessed the transformative impact that state and federal assistance can have in furthering disaster recovery efforts and promoting long-term community resilience. Maria spent 15 years in grant administration and planning roles in the Nueces County government, with broad responsibilities including strategic planning, project coordination, and contract management for a variety of state and federal grants. She is experienced with and knowledgeable of FEMA and TDEM policies and procedures for Hazard Mitigation and Public Assistance programs. She is skilled in working in the FEMA Grants Portal and TDEM's Grants Management System. Maria has supported projects throughout the entire grant lifecycle, from application and/or project worksheet development through grant administration, project management, reporting, and closeout.

RELEVANT EXPERIENCE

SENIOR HAZARD MITIGATION PROJECT MANAGER, GRANTWORKS, INC., CORPUS CHRISTI, TEXAS, APRIL 2024 – PRESENT

Maria provides application development and grant administration support to help communities secure and implement FEMA Hazard Mitigation Assistance (HMA). In addition to serving as a technical resource on program rules, policies, and procedures, her responsibilities include financial and technical project management, reviewing contracts and contractor pay estimates for accuracy, completeness, and compliance, and drafting project progress reports, change orders, and contract amendments for client review and approval.

STRATEGIC PLANNING MANAGER, PORT OF CORPUS CHRISTI AUTHORITY, CORPUS CHRISTI, TEXAS, FEBRUARY 2022 – MARCH 2024

Maria led the strategic projects functional area within the Planning Department, which included strategic project initiation and coordination. Maria researched and analyzed trends and studies related to Port development and initiated the implementation of Phase 1 of the Port's enterprise asset management system. She managed grant development activities and monitored grant-funded projects and programs for state and federal compliance. Maria supervised two employees.

GRANT ADMINISTRATOR, NUECES COUNTY, CORPUS CHRISTI, TEXAS, OCTOBER 2018 – JANUARY 2022

In 2018, the County Commissioners Court appointed Maria as the Grants Administrator. During this time, she was responsible for all contracts from federal and state granting agencies. Duties included application development, performance and financial reporting, compliance reviews, and project closeout. She supervised one employee.



15 YEARS

GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Business Administration, Business Administration, University of the Incarnate Word, San Antonio, Texas, 2013

Bachelor of Business Administration, Business Administration, University of the Incarnate Word, San Antonio, Texas, 2010

HIGHLIGHTS

Project Planning

Grant Compliance

Public Presentations

FEMA Grants Portal

TDEM Grants Management System (GMS)

TRAINING

Certificate in Asset Management, Institute of Asset Management (IAM), Bristol, England, 2023

Certificate in Local Government Procedures, Texas Department of Transportation, Austin, Texas, 2022

Management Incubator, Rice Business Executive Education, Houston, Texas, 2020

PROFESSIONAL AFFILIATIONS

Member, Project Management Institute, 2024

GRANT WRITER/COORDINATOR, NUECES COUNTY, CORPUS CHRISTI, TEXAS, 2009 – 2018

As the Grants Writer/Coordinator from 2009-2018, Maria wrote grant proposals, assisted in implementing awarded projects, and delivered all projects on time, within scope and budget.

OFFICE MANAGER, NUECES COUNTY, CORPUS CHRISTI, TEXAS, 1998 – 2009

During Maria's tenure as Office Manager from 1998-2009 in the Sheriff's Office, she supervised six employees in accounts payable, personnel, timekeeping, and auditing. She assisted in preparing the annual departmental budget and prepared documents, agenda items, and presentations for the Commissioners Court.

EMPLOYMENT HISTORY

- ▶ Hazard Mitigation Project Manager, GrantWorks, Inc., Corpus Christi, Texas, April 2024 – Present
- ▶ Strategic Planning Manager, Port of Corpus Christi Authority, Corpus Christi, Texas, February 2022 – March 2024
- ▶ Grant Administrator, Nueces County, Corpus Christi, Texas, October 2018 – January 2022
- ▶ Grant Writer/Coordinator, Nueces County, Corpus Christi, Texas, 2009 – 2018
- ▶ Office Manager, Nueces County, Corpus Christi, Texas, 1998 – 2009

NATALIE JOHNSON

SENIOR PLANNER

PROFESSIONAL QUALIFICATIONS

Natalie Johnson joined GrantWorks with five years of planning experience at TDEM, where she served as a liaison between local jurisdictions and FEMA, provided hazard mitigation planning expertise and facilitated the FEMA approval process for Local Hazard Mitigation Plans.

RELEVANT EXPERIENCE

SENIOR HAZARD MITIGATION PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, JANUARY 2022 – PRESENT

Natalie's primary responsibilities include developing hazard mitigation plan elements, including jurisdictional profiles, hazard risk assessments, and mitigation action strategies. She works with representatives from participating jurisdictions to identify hazards that may affect them and determine each hazard's probability, extent, vulnerability, location, and impact. As part of the planning process, Natalie organizes planning team meetings and facilitates public hearings to allow residents to contribute to the plan.

MITIGATION PLANNER II CONTRACTOR, TEXAS DIVISION OF EMERGENCY MANAGEMENT, AUSTIN, TEXAS, OCTOBER 2017 – JUNE 2019

Natalie transitioned from a contracted to a full-time permanent position in October 2017. She served as the Regional Planning Representative for TDEM Regions 2 and 6 on the State Hazard Mitigation Advisory Committee. Natalie was responsible for hazard mitigation planning, including reviewing and meeting FEMA requirements. She also helped revise the State Hazard Mitigation Plan, including formatting, meeting FEMA requirements, and writing the Hurricane Harvey Annex. Natalie coordinated with other agencies and stakeholders for state and local plan updates in this position. She consulted with staff, government agencies, community organizations, and the public to explain and provide technical assistance on mitigation program specifics and requirements. Other responsibilities included:

- ▶ Provided technical writing, editing, and formatting
- ▶ Supported and collaborated in the planning, development, analysis, documentation, and implementation of mitigation planning projects
- ▶ Made recommendations and coordinated activities to produce a more effective program
- ▶ Facilitated the TDEM G-318 Hazard Mitigation Planning Workshop
- ▶ Calculated monthly performance measure statistics
- ▶ Participated in workshops, conventions, training sessions, and public awareness activities and seminars to enhance knowledge of mitigation issues
- ▶ Studied and analyzed operations and problems, prepared reports of findings, and prepared justification for procedural or policy change.
- ▶ Helped to develop policy and procedure manuals, templates, and other guidance documents



7 YEARS

HAZARD MITIGATION PLANNING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Geological Resource and Environmental Studies, Texas State University, San Marcos, Texas, 2019

Bachelor of Science, Resource and Environmental Studies, Texas State University, San Marcos, Texas, 2015

Associate of Science, Geography, Austin Community College, Austin, Texas, 2013

HIGHLIGHTS

Expertise in adhering to strict project deadlines, facilitating multi-jurisdictional planning processes, and conducting stakeholder outreach

- ▶ Identified gaps in resources and recommended improvements

MITIGATION PLANNER II CONTRACTOR, TEXAS DIVISION OF EMERGENCY MANAGEMENT, AUSTIN, TEXAS, OCTOBER 2017 – JUNE 2019

Within three months of beginning her internship with the Mitigation Planning Section, TDEM offered Natalie a Mitigation Planner, which she accepted. Natalie was responsible for hazard mitigation planning, including reviewing and meeting FEMA requirements. She helped revise the State Hazard Mitigation Plan, including formatting, meeting FEMA requirements, and writing the Hurricane Harvey Annex. Natalie coordinated with other agencies and stakeholders for state and local plan updates. She served as a liaison to staff, government agencies, community organizations, and the public to explain and provide technical assistance on preparedness and mitigation program specifics and requirements. Other responsibilities included:

- ▶ Provided technical writing, editing, and formatting
- ▶ Supported and collaborated in the planning, development, analysis, documentation, and implementation of mitigation planning projects
- ▶ Recommended and coordinated activities to produce a more effective program
- ▶ Facilitated the TDEM G-318 Hazard Mitigation Planning Workshop
- ▶ Calculated monthly performance measure statistics.
Participated in workshops, conventions, training sessions, and public awareness activities and seminars to enhance knowledge of mitigation issues
- ▶ Assisted in developing policy and procedure manuals, templates, and other guidance documents.
- ▶ Identified gaps in resources and recommended improvements.

EMPLOYMENT HISTORY

- ▶ Hazard Mitigation Planner, GrantWorks, Inc. Austin, Texas, January 2022 – Present
- ▶ Mitigation Planner II, Texas Division of Emergency Management, Austin, Texas, June 2019 – January 2022
- ▶ Mitigation Planner II Contractor, Texas Division of Emergency Management, Austin, Texas, October 2017 – June 2019
- ▶ Mitigation Intern, Texas Division of Emergency Management, Austin, Texas, August 2017 – October 2017
- ▶ Substitute Teacher, Texas School of the Blind and Visually Impaired, Austin, Texas, March 2016 – March 2017
- ▶ Realtor/Office Assistant, Welcome Home Leasing, Austin, Texas 2008 – 2016

AELI GONZALEZ GLADSTEIN

PLANNER

PROFESSIONAL QUALIFICATIONS

Aeli Gladstein is a Planner with expertise in resiliency planning. He joined the Community Development Team as a Project Manager in April 2021. He has managed projects totaling over \$55 million, funded through various agencies, including the Texas General Land Office (GLO) and the Texas Department of Agriculture (TDA).

Aeli focuses on building relationships with his clients and works to ensure their total satisfaction. He uses his experience coordinating teams and balancing multiple objectives to efficiently and effectively manage technical and financial aspects of projects, including tracking and balancing budgets and invoices, reviewing engineering designs, assisting in developing bid packages, and ensuring overall grant compliance with state and federal regulations.

RELEVANT EXPERIENCE

HAZARD MITIGATION PLANNER, GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2022 – PRESENT

As a Planner, Aeli's responsibilities include developing hazard mitigation plan elements, including jurisdictional profiles, hazard risk assessments, and mitigation action strategies. He works with representatives from participating jurisdictions to identify hazards that may affect them and determine each hazard's probability, extent, vulnerability, location, and impact. As part of the planning process, Aeli organizes planning team meetings and facilitates public hearings to allow residents to contribute to the plan.

PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2021 – MAY 2022

In this position, Aeli coordinated and managed multiple complex infrastructure projects at various stages of implementation, building relationships with local and state government officials and members of the public. He worked closely with multiple stakeholders and partners to achieve outcomes beneficial to Texas communities and residents. Aeli partnered with municipal and county clients, project engineers, construction contractors, and state agencies. He also managed the financial aspects of several projects at once, including reviewing contract pay applications and professional service invoices, maintaining ledgers, and tracking budgets. Aeli communicated effectively with multiple stakeholders through memos, e-mails, formal letters, phone calls, meetings, and public presentations.

PLANNING FELLOW, PRATT CENTER FOR COMMUNITY DEVELOPMENT, BROOKLYN, NEW YORK, SEPTEMBER 2019 – JUNE 2020

Aeli conducted research and supported advocacy around Center priorities, including innovative value capture mechanisms, environmental justice indicators, associated visualization, and racial equity indicators in the context of gentrification and displacement.



7 YEARS

PROJECT MANAGEMENT AND PLANNING EXPERIENCE

COMPANY

Grantworks Inc.

EDUCATION

Master of Science, City and Regional Planning, Pratt Institute, Brooklyn, New York, 2021

Master of Science, Sustainable Environmental Systems, Pratt Institute Brooklyn, New York, 2017

Bachelor of Arts, School of Arts and Humanities, University of Maryland, College Park, Maryland, 2003

HIGHLIGHTS

Data analysis and visualization

General and post-disaster planning

Extreme weather adaptation/mitigation

Grant implementation and management

CERTIFICATIONS/REGISTRATION

Certified Administrator, Texas Community Development Block Grants, Texas Department of Agriculture, 2023-2024

PLANNING PRESERVATION FELLOW, MUNICIPAL ART SOCIETY OF NEW YORK, BROOKLYN, NEW YORK, APRIL 2019 – AUGUST 2019

Aeli researched and contributed to advocacy and testimony around multiple rezoning areas (i.e., Bushwick, Riker's Island, East Side Coastal Resilience). He also contributed to case studies, reporting, mapping, and visualization related to the Fight for Light campaign.

ADJUNCT LECTURER, BROOKLYN COLLEGE – CITY UNIVERSITY OF NEW YORK, BROOKLYN, NEW YORK, JANUARY 2017 – JUNE 2017

Aeli planned, prepared, and conducted the undergraduate course of the Department of Health and Nutrition Sciences. He provided instruction while encouraging the development of professional skills among students through innovative assignments and in-class exercises.

GRADUATE POLICY FELLOW, NYC COUNCILMEMBER BRAD LANDER, BROOKLYN, NEW YORK, APRIL 2016 – AUGUST 2016

Aeli led research, policy development, and outreach efforts for multiple sustainability and social justice issues. He coordinated with City Council Members' offices, the NYC Mayor's office, various NYC government agencies, constituent organizations, and individual community members, resulting in a clearer mutual vision and alignment of policy goals.

ORGANIC RECYCLING OUTREACH SPECIALIST, LOWER EAST SIDE ECOLOGY CENTER, NEW YORK, NEW YORK, FEBRUARY 2015 – JUNE 2015

Aeli served as an on-the-ground educator for expanding the home organics recycling program, coordinated staff from four agencies, and directly supervised five staff members.

PROJECT MANAGER, WISER MANAGEMENT CONSULTING, NEW YORK, NEW YORK, FEBRUARY 2014 – JUNE 2014

Aeli was a liaison, project manager, and on-the-ground educator for the NYC Department of Sanitation home organics recycling program expansion and managed four staff members.

EMPLOYMENT HISTORY

- ▶ Planner, GrantWorks, Inc., Austin, Texas, May 2022 – Present
- ▶ Community Development Project Manager, Grantworks Inc., Austin, Texas, April 2021 – May 2022
- ▶ Planning Fellow, Pratt Center for Community Development, Brooklyn, New York, September 2019 – June 2020
- ▶ Planning and Preservation Fellow, Municipal Art Society of New York, New York, New York, April 2019 – August 2019
- ▶ Adjunct Lecturer, Brooklyn College – City University of New York, Brooklyn, New York, January 2017 – June 2017
- ▶ Graduate Policy Fellow, NYC Councilmember Brad Lander, Brooklyn, New York, April 2016 – August 2016
- ▶ Organic Recycling Outreach Specialist, Lower East Side Ecology Center, New York, New York, February 2015 – June 2015
- ▶ Project Manager, Wiser Management Consulting, New York, New York, February 2014 – June 2014
- ▶ Multiple Leadership Positions, Center for Court Innovation, New York, New York, August 2004 – May 2012

JENNIFER LINDSEY

SENIOR GIS ANALYST

PROFESSIONAL QUALIFICATIONS

Jennifer Lindsey is a Certified GIS Analyst with over eight years of professional mapping experience. Her key mapping expertise includes cartographic design principles, web mapping, and template design. She is skilled in ArcGIS, ArcGIS Online, and ArcPro.

Jennifer first joined GrantWorks as a GIS intern, providing data acquisition, geodatabase management, and mapping design and editing support for comprehensive and hazard mitigation plans. Grant Works promoted Jennifer to a full-time GIS position in May 2017.

RELEVANT EXPERIENCE

GIS CO-MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, MAY 2017 – PRESENT

As a GIS Co-Manager with Planning Services at GrantWorks, Jennifer conducts feasibility and workflow impact analysis for all new platforms, maintains all ESRI product inventory, and manages the central GIS data depository. Jennifer also provides GIS Analyst support for Planning Services and other GrantWorks divisions.

GIS TECHNICIAN, TEXAS GAS SERVICE, AUSTIN, TEXAS, FEBRUARY 2017 – MAY 2017

- ▶ Correlated as-built gas system records to digitized legacy networked features for analysis and risk mitigation.
- ▶ Researched gas line ownership, relocation, shut-off, and payment delinquency to determine the location and operational status of lines.
 - ▶ Used Google Imagery to determine the ground location, parent/child, or primary/secondary relationship of commercial and private gas risers and lines.

GIS INTERN, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, SEPTEMBER 2016 – DECEMBER 2016

- ▶ Updated attribute information for the Coastal Resources Protected Lands Project.
- ▶ Researched historical land grant records to determine accurate ReGen boundaries.
- ▶ Cleaned ReGen data by subdividing tracts proportionally and resolving contiguous and non-contiguous overlapping polygons.
 - ▶ Created maps of updated Coastal Resource Grant recipient locations for the Coastal Impact Association Project.

NEXT GENERATION 911 INTERN, ACC INCUBATOR, AUSTIN, TEXAS, JUNE 2016 – SEPTEMBER 2016

- ▶ Used GeoComm and ACC Incubator to develop topological rules to analyze and validate 911 data.
- ▶ Conducted spatial accuracy analysis of address points and road intersections in adherence to the National Standard for Spatial Data Accuracy (NSSDA).



8 YEARS

GIS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Arts, International Relations, Texas State University, San Marcos, Texas, May 2006

HIGHLIGHTS

Blend function and form into all map design elements

Brings focus to clients' goals, perspectives, and landscapes through cartographic principles

Develops manageable data sets that contribute to the sustainable advancement of client's comprehensive plans

TRAINING

ESRI Connect - Austin: ArcGIS Pro Question and Answer, Live Virtual Event, December 2021

Census Training: How to Navigate data.census.gov, Online, September 2019

ACC GIS Micro Course: Collector, Austin, Texas, June 2019

REGISTRATIONS/ CERTIFICATIONS

GIS Level 1 Certification, Austin Community College, Austin, Texas, August 2016

- ▶ Applied West's software MapSAG to analyze geocoding logic.
- ▶ Generated quality control measures for the spatial accuracy analysis.
- ▶ Provided Geospatial Assessment Reports for all participating counties to the Commission on State Emergency Communications (CSEC).

EMPLOYMENT HISTORY

- ▶ GIS Co-Manager, GrantWorks, Inc., Austin, Texas, May 2022 – Present
- ▶ GIS/Mapping Analyst and Co-Team Lead, GrantWorks, Inc., Austin, Texas, May 2017 – Present
- ▶ GIS Technician, Texas Gas Service, Austin, Texas, February 2017 – May 2017
- ▶ GIS Intern, Texas General Land Office, Austin, Texas, September 2016 – December 2016
- ▶ Next Generation 9-1-1 Intern, ACC Incubator, Austin, Texas, June 2016 – September 2016
- ▶ Manager/Server, Blue Dahlia Bistro, Austin, Texas, June 2012 – January 2017
- ▶ Assistant Manager, Wright's Waterlilies, Pukekohe, New Zealand, December 2010 – May 2011
- ▶ Examination Technician, Internal Revenue Service, Austin, Texas, December 2007 – June 2010

GRACE CHEPTOO

GIS ANALYST

PROFESSIONAL QUALIFICATIONS

Grace Cheptoo has three years of GIS/mapping experience. Her interests lie in geographic information systems (GIS), remote sensing, and conservation. Over the past three years, Grace has honed her mapping, digitizing, spatial analysis, data analytics, and image analysis skills.

RELEVANT EXPERIENCE

GIS/MAPPING ANALYST, GRANTWORKS INC., AUSTIN, TEXAS, APRIL 2024 – PRESENT

- ▶ Analyze and interpret spatial data from various sources using GIS software, ultimately supporting urban planning and infrastructure.
- ▶ Build file geodatabase, digitize and edit geospatial data.
- ▶ Integrate various geospatial formats into editable GIS elements by digitizing or conversion.
- ▶ Create, modify, and analyze geospatial data.
- ▶ Use cartographic design and data visualization techniques to produce professional maps.
- ▶ Collected fieldwork data.
- ▶ Produce and maintain project-specific web mapping applications.

GIS SPECIALIST, JONAH WATER SPECIAL UTILITY DISTRICT, HUTTO, TEXAS, JULY 2023 – NOVEMBER 2023

- ▶ Performed ArcGIS Online administration, which entailed creating users and groups, configuring site settings, and creating web maps and web applications to make data and mapping applications available to stakeholders.
- ▶ Supervised GIS Field Technicians to collect water asset data to build the water utility network.
- ▶ Performed data visualization to display the change in population density from 2000 to 2010 and 2010 to 2020 for the Jonah service area using ArcGIS Pro.
- ▶ Geocode customer service meters to 1-meter accuracy, using ArcGIS Pro geoprocessing tools to support the creation of a new GIS for the Water District.
- ▶ Cleaned and organized spatial data to improve the accuracy of programs and data visualizations

GEOSPATIAL ANALYST, THE NATURE CONSERVATORY, REMOTE, JUNE 2022 – FEBRUARY 2023

- ▶ Strengthened mangrove management on the Northern Coast of Kenya to develop a blue carbon offset and resilient credit project for the Lamu-Tana seascape.
- ▶ Gathered available mangrove map products from the literature, open-source GIS datasets, and government agencies and evaluated their accuracy to select the best product for impact analysis.
- ▶ Evaluated the overlap and disagreement of mangrove map products.



3 YEARS

MAPPING EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Environmental Observation and Informatics, University of Wisconsin, Madison, Wisconsin, 2022

Bachelor of Science, Geography, Moi University, Kenya, Africa, 2019

HIGHLIGHTS

Data Visualization

Data Management

Cartography

Spatial Analysis

REGISTRATIONS/

CERTIFICATIONS

Partnerships for Enhanced Engagement in Research Spatial Analysis Technical Certificate, 2018

- ▶ Created geospatial covariates for raster and point data to support mangrove forest restoration in reducing soil erosion.
- ▶ Mapped mangrove restoration sites, docks, and ports in ArcGIS resulted in a better understanding of the socioeconomic indicators driving mangrove deforestation.
- ▶ Performed mangrove cover change analysis using image classification and redefined conservation boundaries for Kenya's Lamu - Tana project.
- ▶ Provided GIS technical support for a project in Indonesia focused on peatland restoration by producing maps and tables for the project's progress.

GEOSPATIAL INTERN, CENTER FOR HEALTH DISPARITIES RESEARCH, MADISON, WISCONSIN, MARCH 2022 – JUNE 2022

- ▶ Geocoded thousands of addresses using an ArcGIS Pro interface and manually rematched the unmatched addresses.
- ▶ Created 104 maps for state and national ADIs using ArcGIS Pro software, adding new maps to the GIS database.
- ▶ Performed spatial Analysis in ArcGIS Pro.

REMOTE SENSING CONSULTANT, AFRICAN PARKS-AKAGERA NATIONAL PARK, REMOTE, AUGUST 2021 – JUNE 2022

- ▶ Produced the first landcover map of Akagera National Park for management purposes using a Random Forest classification technique with Sentinel 1 and 2 satellite imagery in Google Earth Engine.
- ▶ Performed supervised classification and accuracy assessment of the classification results to determine classification accuracy using the Kappa coefficient and overall accuracy. Results demonstrated that both metrics were above 0.7.
- ▶ Developed an advanced post-classification process for Sentinel imagery using Google Earth Engine and ArcMap.

TRAINING

- ▶ Spatial Data Science: The New Frontier in Analytics, 2022
- ▶ Going Places with Spatial Analysis, 2023
- ▶ Partnerships for Enhanced Engagement in Research Spatial Analysis Technical Workshop, Mpala Research Centre, Nanyuki, Kenya, 2018
- ▶ Advanced GIS Course, Narok, Kenya, 2019
- ▶ Spatial Data Science: The New Frontier in Analytics, Esri, Redlands, California 2022
- ▶ Going Places with Spatial Analysis, Esri, Redlands, California, 2023

EMPLOYMENT HISTORY

- ▶ GIS/Mapping Analyst, GrantWorks, Inc., Austin, Texas, April 2024 – Present
- ▶ GIS Specialist, Jonah Water Special Utility District, Hutto, Texas, July 2023 – November 2023
- ▶ Geospatial Analyst, The Nature Conservancy, Remote, June 2022 – February 2023
- ▶ Geospatial Intern, Center for Health Disparities Research, Madison, State, March 2022 – June 2022
- ▶ Remote Sensing Consultant, African Parks-Akagera National Park, Remote, August 2021 – June 2022



INTEGRATED SOLUTIONS
CONSULTING

City of La Marque, Texas

RFP No. 24-05

Disaster Consultant and Grant Administration

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BUILDING A MORE RESILIENT FUTURE

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Cover Letter

City of La Marque
1111 Bayou Road
La Marque, TX 77568

September 11, 2024

Dear Potential Client,

ISC is pleased to present our proposal response to you, the City of La Marque's (the City)'s, Request for Proposal #24-05: *Disaster Consultant and Grant Administration*.

Team ISC understands that the Client is seeking a qualified firm to assist and support them and their staff with disaster consulting and grant administration, as detailed in the RFP. Specializing in disaster recovery services, ISC has proven expertise in the Federal Emergency Management Agency's (FEMA's) Public Assistance (PA) program and Hazard Mitigation Grant Programs (HMGP), Housing and Urban Development's Community Development Block Grants for disaster and mitigation (CDBG-DR and CDBG-MIT), and Individual Assistance (IA). For the past two decades, ISC has had the distinct privilege of helping diverse communities throughout the US obtain and retain over **\$80 billion in eligible federal recovery grant funding** without negative audit findings.

ISC provides the City of La Marque with not only a team with unparalleled disaster recovery expertise, but also a team with **intimate knowledge of Texas, its communities, and past disasters**. ISC's team is representative of the diversity of the communities we serve, and that can deliver the necessary reach-back of complementary and unique technical skillsets, as needed.

ISC offers...

- ✓ A Team that is 100% Dedicated to the Authority's Recovery and Preparedness needs.
- ✓ A Team that is Concentrated on Maximizing Opportunity.
- ✓ A Team that is Committed to Efficiency, Transparency, & Driven Results.
- ✓ A Team with Local Experience that can Deliver Unparalleled Disaster Recovery Expertise.
- ✓ A Team that is Focused on Building Resiliency for the Future.
- ✓ A Storied Track Record of Trust & Success in Texas.

As the individual authorized to contractually and obligate on behalf of Team ISC, I thank you for the opportunity to support the City of La Marque's disaster consulting and grant administration and look forward to providing the City with dedicated service to rebuild a more resilient future.

Sincerely,



Daniel Martin, Ph.D., CEM, Principal,
Integrated Solutions Consulting, Corp

Corporate Background and Experience

Company Overview

Integrated Solutions Consulting (ISC), incorporated in 2005, is a professional services firm specializing in homeland security, emergency management, public safety, hazard mitigation, and disaster recovery consulting services. ISC has a proven track record of successfully evaluating, developing, and integrating complex disaster/emergency management planning doctrine that follow relevant federal, state, and local programmatic directives and requirements. We are staffed with highly experienced emergency management, law enforcement, public health, disaster recovery, and related public safety professionals.



Throughout *our 18+ years of service*, ISC has had the privilege of supporting diverse communities nationwide as a single-source provider of emergency planning services.

Unlike our competitors, we are exclusively focused on providing emergency management and homeland security consulting services to the private and public sector.

Our focus in these services provide our staff with a wealth of experience and lessons learned, granting ISC the ability to not just meet our clients' needs, but deliver services that go above and beyond.

Our Mission is to provide consulting solutions from a professional emergency management perspective for public and private entities. This mission is carried out by our extensive experience in the operational fields of emergency management, homeland security, law enforcement, healthcare systems, environmental, and critical infrastructure engineering; and is supported by our reputation of providing exceptional professional service. We accomplish our mission from our regional offices, located throughout the nation.

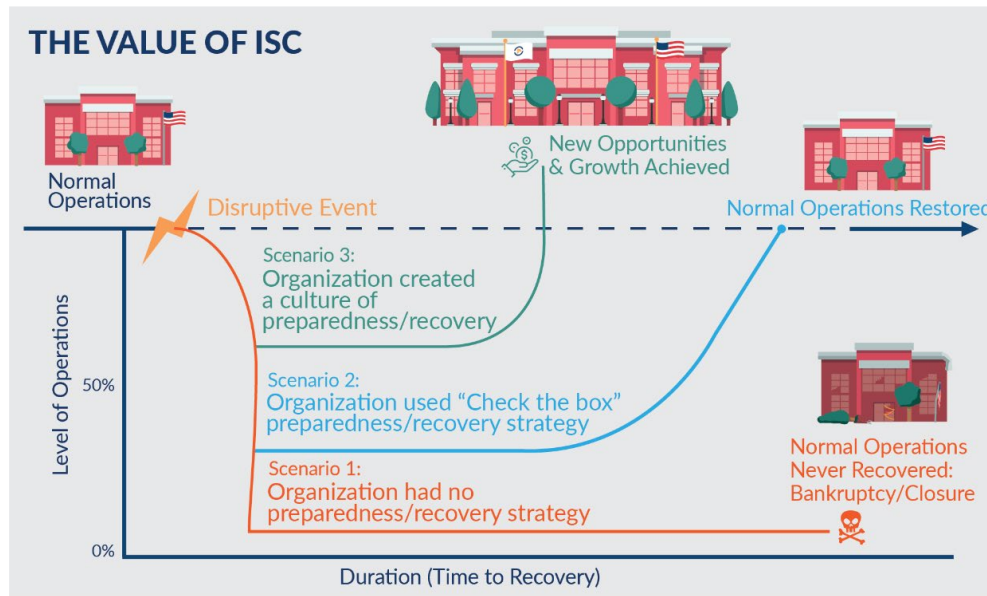
Our Principles drive us to achieve continued project success with value-added products:

1. **Trust:** We treat each relationship as a two-way Partnership with Trust at the core of the relationship.
2. **Integrity:** We deliver client-focused results that meet or exceed all FEMA and State compliance demands.
3. **Innovation:** By leveraging our experience and research with science and technology, we look to be difference makers by establishing new standards and efficiencies in the industry.
4. **Performance:** As evidenced by our D&B Top Supplier Performance Rating, we consistently out-perform our client expectations, setting them up for success in the future.



The ISC Difference

At ISC our business is defined by our dedication to creating strong, long-term partnerships by prioritizing the needs of our clients, and consistently delivering quality services that are just as much innovative as they are dependable. **ISC Has Never Been De-obligated.** We achieve this standard by focusing on **creating cultures of preparedness and recovery** in the organizations that we serve and committing to long-standing partnerships with our clients. As seen below, ISC works with our clients to achieve Scenario 3. After a disruptive event occurs while other consultants do the minimum, ISC works to help our clients create a culture of preparedness and recovery that results in new opportunities and growth.



Our Services. ISC's core preparedness philosophy takes a holistic approach to crisis management, prevention, and recovery. We craft an interconnected strategy of planning, training, and crisis response to ensure a client's needs are met in totality. Their approach addresses all conceivable hazards, incorporates ongoing lessons-learned from industry research and client AARs, and accounts for the latest industry standards and best practices.



ISC has a proven track record of successfully evaluating, developing, and integrating complex emergency management planning doctrine that follows relevant federal, state, and local emergency management programmatic directives and requirements. Our products have been highlighted as industry best-practices and have received significant client recognition.

Our Service Portfolio includes:



Our People are a group of professionals whose expertise and skill sets are based on a mix of academic achievement, direct practice, and proven subject-matter experience. ISC recognizes that the successful management of any project is dependent upon our ability to effectively deliver exceptional professionals with a documented record of success. Our continued success has served to strengthen our belief that our team must be coordinated and versed in a wide array of fields that support emergency management operations, especially in the discipline of mitigation planning, public engagement, and risk assessment.

20+ Years of Experience
120+ Disaster Operations
350+ Employees & Consultants
3000+ Client & Customer Engagements

ISC Company Information	
Company Name	Integrated Solutions Consulting, Corp.
Company Structure	S-Corporation
Company Ownership	Illinois, 2005
Location of Company Offices	See Map Below
Point of Contact	Dane Clausen, Managing Director of Marketing Phone Number: 636-346-3949 Email: Dane.Clausen@i-s-consulting.com
Website	https://www.i-s-consulting.com/
Number of Employees	40+ Full-time employees Nationally
Location (s) where employees will be assigned	Nationwide

The map below is a visual but not complete representation of current and past ISC clients. Our national client base gives our project team the opportunity to develop a best practice perspective of emergency management planning, training, and exercise design and development. This national perspective combined with our in-depth experience and knowledge enables our team to provide best practice solutions based on your operational requirements.

Our FEMA PA Experience

From day one, ISC was different from our competition. Unlike the efforts of internal teams that are limited in experience, scope or data, and unlike the efforts of check-the-box crisis planning that primarily focuses on insurance liability and asset recovery, ISC takes into account the nuances of a catastrophe: not just turning the lights back on, but how does the business shift supply chain, manage reputation, account for market and consumer shifts following the incident, and most importantly, harness the change momentum of the event as an opportunity for growth and success?

In this way, ISC represents a more valuable and innovative form of crisis planning and recovery management, futureproofing the client's operations and increasing their adaptability quotient.

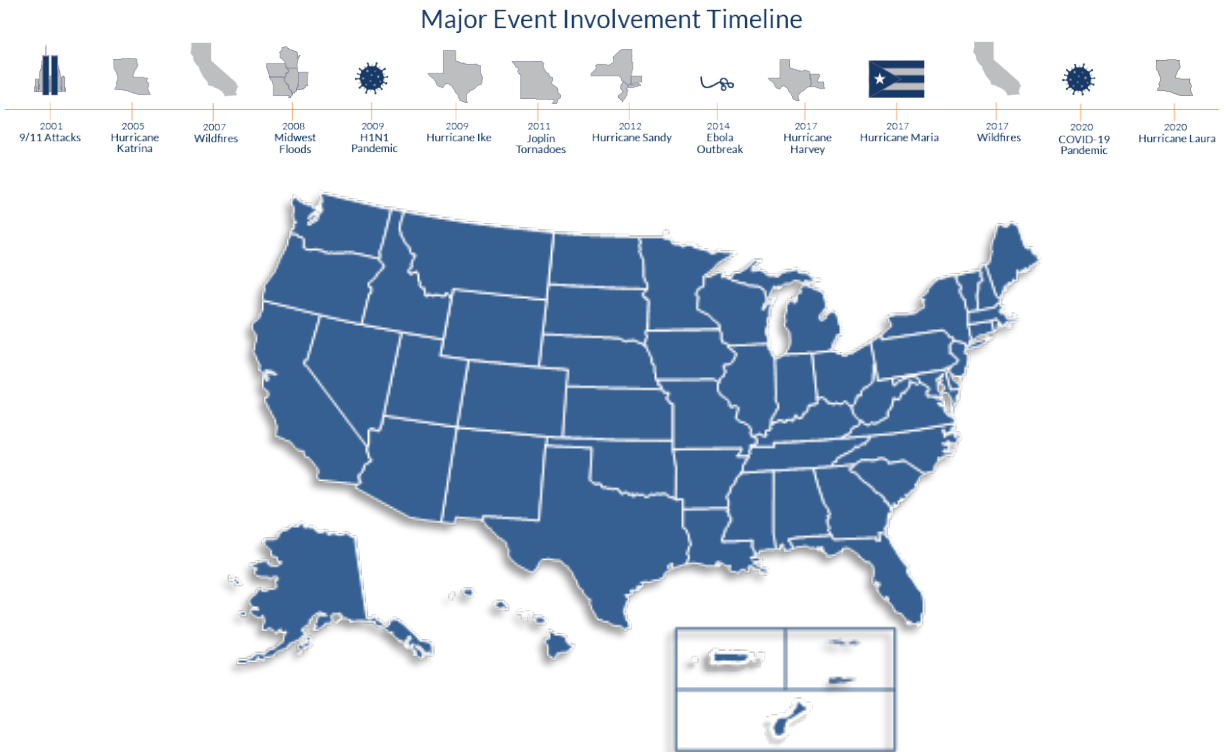
ISC offers the City a unique blend of emergency management professionals with expertise in disaster recovery operations and programs to include FEMA Public Assistance, Hazard Mitigation, and HUD CDBG-DR. For nearly 40 years, our team has supported local governments, states, and FEMA on a litany of disaster recovery operations, disaster recovery planning, and special disaster recovery projects around the nation. Our Team has partnered, collaborated, and successfully delivered on complex disaster and emergency management projects at the local, state, and federal level, including developing several recovery planning projects that have been

considered best practices by several of the elite local and state emergency management agencies, FEMA, the Emergency Management Accreditation Program, and disaster research centers.

For almost three decades, ISC has responded to hundreds of natural hazards, man-made disasters, and incidents of national significance to provide technical support to the disaster's recovery operations. Team ISC's catastrophic response and recovery experience includes the 2004/05 Florida Hurricanes as well as Hurricanes Katrina, Ike, Sandy, Harvey, Irma; pandemic outbreaks such as H1N1 and COVID-19, and countless number of floods, earthquakes, tornadoes, terrorist attacks, oil spills, and other natural and man-made disasters across the country. Our knowledge of the programmatic guidelines of the 93 disaster recovery assistance programs is unmatched. Team ISC has leveraged this expertise to develop innovative tools, technologies, and best practices to assist in the management of the procedures, policies and plans that are required by Federal regulations and disaster assistance programs.



Additionally, our experience is Nationwide, as indicated below:



The ISC Team's National Disaster Recovery Portfolio

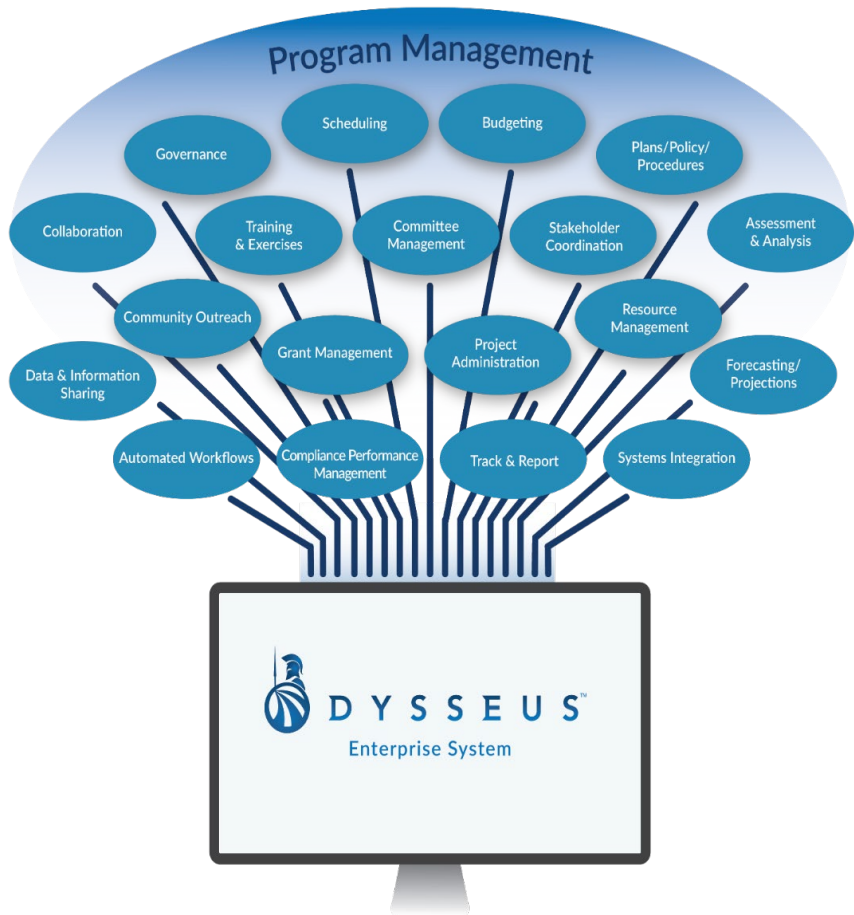
Our Innovations: Odysseus™ EM365

The Odysseus™ Enterprise System (Odysseus™ or OES) is a cloud-based system, developed by our team of disaster recovery and technical experts, that offers a suite of tools and systems designed and dedicated to the efficient management of comprehensive disaster and emergency management programs. Odysseus™ features the unique characteristic of providing standardization and flexibility, and concurrently utilizes a suite of applications to promote increased participation, collaboration, transparency, and compliance. This union of technological and programmatic features offers organizations an efficient and effective method to systematically design, develop, maintain, and continually improve all elements of a comprehensive emergency management program.



Odysseus is a revolutionary software that is transforming preparedness, recovery, and resiliency program management for the modern emergency management professional. Unlike other industry-specific software solutions, Odysseus™ is not solely an ‘incident management’ software. Instead, it is considered a comprehensive, program management software solution that has been designed specifically for the emergency management industry. Hazard mitigation planning and programs are at the cornerstone of Odysseus™’ functionalities; however, this software offers many other functionalities that are needed for managing a statewide comprehensive emergency management program. It is designed to serve as a force-multiplier programmatic solution that offers efficiency and compliance across all aspects of managing a comprehensive emergency management program.

To date, Odysseus™ is being used by over 1,000 clients across the emergency management and public safety industry. With over 15,000 users, Odysseus™ is managing over \$8.5 billion in emergency management, disaster recovery and public health federal grants and over 25,000 programs, plans, and projects. It has been heralded by our customers for its performance and it’s ability to elevate the productivity of their comprehensive emergency management program.



EM365-in-Work: Disaster Recovery

Odysseus™ was created from its start as a comprehensive program management solution for the FEMA Public Assistance Program. The genesis of our system hails from over three decades of experience serving FEMA’s Public Assistance Technical Assistance Contract and developing tools for FEMA HQ such as FEMA Grants Portal, the PA Dashboard, and other technical solutions. Our experience developing these tools and our expertise in FEMA Public Assistance led us to develop a software solution to help guide state recipients and sub-recipients throughout the FEMA PA Process – from cradle to grave. Functionalities of Odysseus™ as they relate to the FEMA PA Process includes:

Our Value-Add to Clients

Our specialists range from insurance adjusters, to engineers, to accountants, to retired firefighters and nurses, which in conjunction with their consultants and trainers, provide an unmatched breadth of scope. Our expertise enables crises analysis across multiple axes – financial, operational, sociological, etc. – which simply isn’t offered by other consultants.

Table 1. Team ISC offers the City:

 100% A Team that is 100% Dedicated to the County’s Recovery and Preparedness needs.	At ISC, we are <i>not conflicted</i> with a corporate culture that puts the company before our customers. Our reputation is everything. ISC <i>is not</i> driven by shareholders to maximize corporate profits but instead focused on serving our client-base with exceptional services. To ensure we are responsive to our clients, <i>we are purposeful to not overextend ourselves so that we can provide our preferred customers with outstanding talent.</i> We feel that these attributes are why we have maintained a 99.9% client retention rate and continuously serve our customers for decades.
 A Team that is Concentrated on Maximizing Opportunity.	For the past two decades, Team ISC has responded to hundreds of disasters and has been instrumental in securing over \$80 billion in FEMA Public Assistance, Hazard Mitigation, HUD CDBG-DR, and other federal disaster assistance funding with neither adverse findings nor funds de-obligated by FEMA’s Office of Inspector General. Team ISC has developed many of the <i>Nation’s largest FEMA Section 428 projects, securing billions in additional eligible federal funds</i> from FEMA. ISC’s FEMA policy experts have also prepared thousands of successful FEMA appeals and FEMA closeout reconciliations. Though other firms may claim large figures and similar success, we are one of few firms that have achieved and can prove this feat.
 A Team that is Committed to Efficiency, Transparency, & Driven Results.	We recognize that client satisfaction and trust have a direct correlation to the efficient and transparent execution of our work and to provide results that are meaningful and valued by our customers. To ensure that we stay committed to this goal and our client’s success, ISC’s disaster recovery experts have spearheaded new technology that provides real-time reporting and performance tracking of your FEMA Program Consulting Services. Most significantly, this technology delivers a 700% increase in productivity. As a testimony of this success, we share our accolades from Hurricanes Laura and Ida. Although ISC only <i>represented less than 1% of all FEMA eligible applicants</i>, in just two years ISC was able to <i>secure over 40% of all obligated FEMA Public Assistance funding</i> for permanent work for both disasters.
 A Team with Local Experience that can Deliver Unparalleled Disaster Recovery Expertise.	Team ISC offers 800+ disaster recovery professionals nationwide. ISC recognizes the flexibility needed to adequately support FEMA Program Consulting Services and deliver a diverse workforce of recovery specialists with skillsets ranging from engineering to accounting and expertise ranging from insurance adjusting to FEMA policy. Accordingly, we maintain a massive roster of diverse, qualified, and trained disaster recovery professionals who can mobilize within 24-hours to deliver focused expertise to meet the needs of the County.
 A Team that is Focused on Building Resiliency for the Future.	Team ISC has developed and implemented hazard mitigation actions for over 7,000 communities across the Nation. ISC has worked closely with local and county officials, state mitigation officers, and FEMA Regions to develop and update local mitigation strategies and implement Sections 404 and 406 Mitigation in some of the most disaster-prone regions of the United States. ISC’s services have resulted in communities securing billions in funding for implementing hazard mitigation projects. To date, ISC has secured 10+ billion in federal resilience grant funding to include <i>Hazard</i>

Table 1. Team ISC offers the City:

	<i>Mitigation Program Grants, FEMA's Building Resilient Infrastructure & Communities (BRIC) Program, FEMA's Flood Mitigation Assistance grants, and other federal programs.</i>
 A Storied Track Record of Trust & Success in California.	ISC has been servicing communities across the States and Territories <i>since 2005</i>, executing over 1,000 consulting engagements for clients of all sizes. After evaluating these consulting engagements, Dun & Bradstreet awarded ISC a Top Supplier Performance Rating. This significant rating is for reliability, cost, order accuracy, timeliness, quality, business relations, personnel, customer support, and responsiveness, with an average 97.1% performance rating amongst all categories to include reliability, cost, trust, timeliness, quality, business relations, personnel, customer support, and responsiveness. In short, the ISC Team is ranked among the top-rated professional services firms of Dun & Bradstreet's 100 million recorded companies. We are proud of our past performance and provide assurance that this success will continue with the County.

References

Hurricane Harvey/Houston Floods – FEMA Public Assistance Services	
Client: Multiple	
LOCATION	Houston, TX
LENGTH OF CONTRACT	August 2017 – Present
REFERENCE	Cameron Horne 252-531-4932 Cameron.Horne@fema.dhs.gov
PROJECT DESCRIPTION	
HIGHLIGHTS & ACCOMPLISHMENTS ✓ 96% of grant funds obligated within 4 years of disaster. ✓ Independent School Districts (\$391 M) ✓ Higher Education (\$82.4 M) ✓ Special Districts (\$563 M) ✓ City/County Government (\$1.3 B) ✓ 32% of all hazard mitigation grant funds.	On August 26, 2017, Hurricane Harvey made landfall just east of Rockport, Texas with 130 mph winds. The storm eventually stalled over southern Texas for four days, dumping over 60 inches of rain throughout the Houston metropolitan area, displacing more than 30,000 residents, and causing over \$125 billion in damage. Under our various FEMA contract vehicles, ISC was requested to mobilize to the Houston-Galveston Region to support FEMA and the State of Texas in carrying out the statutory authorities of the Robert T. Stafford Disaster Relief and Emergency Assistance Act. ISC staff supported schools, institutes of higher education, special districts and city/county government throughout the State providing policy guidance and technical expertise in assessing damages and writing detailed damage descriptions and scopes of work. ISC was integral in writing several 428 projects including the permanent replacement of two schools in Orange County. The \$19 million project included lifting the building 18 inches off the ground to mitigate against future flood damage. Some other featured projects include but are not limited to: • City of Beaumont Riverfront Park (\$47 M) • Kingwood High School (\$91 M) • Houston Housing Authority (\$39.5 M) • Alley Theatre (\$15.7 M) ISC was recognized for its proven record of accomplishment in producing high-quality products and services and having extensive knowledge of floodplain management and Sections 404 and 406 of the Hazard Mitigation programs. As such, ISC leveraged its institutional knowledge of these various programs and our familiarity with the Houston Metropolitan area in order to provide solutions that are compliant with programmatic and regulatory requirements and authority.

Hurricane Laura - Federal Disaster Assistance Management

Client: Port of Lake Charles, LA

LOCATION	Lake Charles, LA
LENGTH OF CONTRACT	August 2020 – October 2022
REFERENCE	Richert Self, Executive Director Lake Charles Harbor and Terminal District 1611 West Sallier Street Lake Charles, LA 70601 337-493-3501 rlself@portlc.com
PROJECT DESCRIPTION	
HIGHLIGHTS & ACCOMPLISHMENTS ✓ Increased initial damage assessments by over 188% ✓ Over \$160 million in permanent work (Categories C-G). ✓ Over \$80 million in Section 428 projects Across all subrecipients and multiple disasters, Port of Lake Charles FEMA PA claims account for: ✓ 25% of all total obligated permanent work (Categories C-G). ✓ 65% of all obligated Section 428 projects. ✓ 39% of all total obligated Category E work. ✓ 38% of all total obligated Category G work. ✓ 35% of all hazard mitigation grant funds identified for FEMA funding. ✓ 31% of all obligated hazard mitigation grant funds.	In August of 2020, Hurricane Laura struck SW Louisiana with sustained 150 mph winds. The Port of Lake Charles received the full brunt of the storm and sustained over \$100 million worth of damage to their facilities and equipment. The Lake Charles Harbor & Terminal District operates a deep-water port on the Calcasieu Ship Channel and encompasses 203 square miles and operates over 5,400 square miles in Southwest Louisiana. The Port owns and manages five public marine terminal facilities commonly designated as the Port of Lake Charles. According to the U.S. Army Corps of Engineers, the Lake Charles Harbor and Terminal District is the 12th-busiest port district in the nation based on tonnage. Hours after the hurricane struck, Team ISC arrived to begin the arduous FEMA recovery process by developing a comprehensive plan to ensure a successful recovery. With all the damage that the Port of Lake Charles received, it was important to ISC to listen to Port management to learn as much as possible about current Port operations as well as their future growth plans. Although Hurricane Laura caused significant damage to nearly all the Port's properties, the disaster also provided them the opportunity to build the Port of tomorrow, today. ISC analyzed the most severely damaged buildings to see if they qualified for FEMA's 50% Rule. This allowed the Port to receive funding for new, better-designed buildings instead of implementing costly repairs to older and outdated facilities. Instead of repairing buildings that no longer fit the Port's needs, ISC submitted Section 428, PAAP projects to FEMA to allow the Port to apply the grant funding to other projects. By utilizing the flexibility of FEMA's Alternative Procedures program, ISC is guiding the Port of Lake Charles to rebuild the Port for their current and future needs, as well as the needs of their tenants. ISC worked diligently with the FEMA insurance group to maximize the grants, meet the insurance deduction threshold, and avoid any duplication of benefits. ISC also worked closely with both the FEMA Mitigation and EHP Groups to ensure the buildings were repaired or rebuilt more resilient while solving any environmental issues that arose. By understanding and employing all of FEMA's available programs, <u>ISC has helped the Port to maximize their grant funding while also providing the Port of Lake Charles the greatest amount of flexibility to re-build the Port per their own vision and future growth plans</u>

Emergency Management & Grant Compliance Advisory Services

Client: Miami-Dade County Office of Emergency Management

LOCATION	Miami-Dade County, FL
LENGTH OF CONTRACT	2010 – Present
REFERENCE	Charles Cyrille, Division Director Miami-Dade Office of Emergency Management (OEM) 9300 NW 41st St Doral, FL 33178 305-468-5400 charles.cyrille@miamidade.gov
PROJECT DESCRIPTION	
HIGHLIGHTS & ACCOMPLISHMENTS ✓ Created grant management SOP for 25 departments and 34 municipalities. ✓ EMAP and Stafford Act compliant ✓ Successfully implemented in numerous declared disasters.	Since 2010, ISC has provided emergency management, program management, and grant compliance advisory service in support of Miami-Dade County through two multi-year contracts. ISC was selected as a pre-qualified vendor because of our knowledge and hands-on experience of comprehensive emergency management, as well as our familiarity with federal, state, and local ordinances, statutes, laws, and regulations. Under this multi-year contract, ISC provides the following services: ✓ Exercises: ISC assists Miami-Dade in maintaining a steady-state of readiness and a high level of preparedness by testing plans, making certain necessary resources are available, and verifying that relevant personnel and agencies/organizations are familiar with those plans. ✓ Planning: ISC supports Miami-Dade in the development, implementation, maintenance, and improvement of planning doctrine that are comprehensive in design. ✓ Training: ISC assists the County in the development, delivery, and/or evaluation of emergency management and/or homeland security related training programs ✓ Program Management: ISC provides management consulting services to include general management, grant management, program planning and evaluation, performance management, business processes, governance development, and lean six sigma support. Over the past decade, ISC has worked closely with Miami-Dade County Office of Emergency Management to ensure all projects executed adhere to federal grant funding requirements and comply with State of Florida statutes. Specifically, ISC developed a FEMA-compliant Disaster Cost Recovery Strategy that clearly defined the roles, responsibilities, and procedures to prepare for, document correctly, apply for, and receive available expense reimbursement following a disaster. These procedures served as a critical enhancement to the Miami-Dade Recovery Plan and served as the governing document for the 25 departments and countless divisions of Miami-Dade County government, 34 incorporated municipalities, unincorporated areas of the County, numerous quasi-governmental bodies, and numerous private non-profit partners such as hospitals and social service providers. The procedures were compliant with the Emergency Management Accreditation Program, Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL 93-288), and the programmatic improvements to disaster assistance programs required under the Sandy Recovery Improvement Act of 2013 (PL 113-2).

FEMA Public Assistance TAC (FEMA PA TAC IV)

Client: Federal Emergency Management Agency (FEMA)

LOCATION	Washington DC																								
LENGTH OF CONTRACT	2019 – 2024																								
REFERENCE	Bernard Riley Emergency Management Specialist, FEMA Region V 225-754-2787 Bernard.Riley@fema.dhs.gov																								
PROJECT DESCRIPTION																									
HIGHLIGHTS & ACCOMPLISHMENTS	ISC provides as-needed technical support services to FEMA’s Recovery Directorate within the Office of Response and Recovery (ORR) in support of its mission to provide survivors and communities to include state, tribal, local government, and private non-profit organizations with grants and technical resources can quickly respond to and recover from major disasters or emergencies declared by the President. ISC was selected to provide professional and non-professional services for the delivery of the FEMA Public Assistance Program. Specifically, ISC’s provides essential professional services to ORR, as needed, to include: 1. Impact Risk and Vulnerability Assessments, 2. Preliminary Damage Assessments, 3. Technical Assistance and Support, 4. Policy Review, Guidance & Programmatic Assistance, 5. Planning Technical Support and Review, 6. Training, and 7. Special Stafford Act Projects and Studies. Since 2019, ISC has supported over 40 task orders within Zone 2 to assist FEMA ORR in the response and recovery of over 79 Presidential Disaster Declarations, 51 Fire Management Administration Declarations, and 67 Emergency Declarations. Disaster events include:																								
✓ Disaster recovery technical support to states and tribes within FEMA Regions V, VI, and VII. ✓ Provided as-needed technical support in implementation of FEMA PA Program and provisions of the Stafford Act to: – 79 Disaster Declarations – 67 Emergency Declarations – 51 Fire Management Assistance Declarations ✓ Technical Policy Support of FEMA’s Consensus-Based Condes and Standards ✓ Technical expertise with Section 428 PA Alternate Procedures ✓ Technical Support of FEMA Consolidated Resource Center (CRC) ✓ Implemented latest FEMA policies to include \$1 Million Small Project Threshold. ✓ Routinely recognized by FEMA HQ and FEMA Regions for experience and expertise of staff. ✓ ISC’s performance under this contract has resulted in multiple term awards since 2004.	<table><tr><th colspan="4">Types of Declared Events</th></tr><tr><td></td><td>34 Floods</td><td></td><td>3 Tropical Storms</td></tr><tr><td></td><td>3 Landslides & Mudslides</td><td></td><td>9 Hurricanes</td></tr><tr><td></td><td>34 Severe Storms</td><td></td><td>1 Earthquake</td></tr><tr><td></td><td>21 Tornadoes</td><td></td><td>51 Wildfires</td></tr><tr><td></td><td>8 Winter Storms</td><td></td><td>COVID-19 Pandemic</td></tr></table>	Types of Declared Events					34 Floods		3 Tropical Storms		3 Landslides & Mudslides		9 Hurricanes		34 Severe Storms		1 Earthquake		21 Tornadoes		51 Wildfires		8 Winter Storms		COVID-19 Pandemic
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Statewide Flooding Disaster Recovery Technical Services

Client: Nebraska Emergency Management Agency (NEMA)

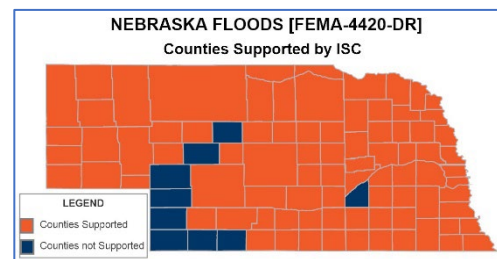
LOCATION	Lincoln, Nebraska
LENGTH OF CONTRACT	2019 – 2023
REFERENCE	Donny Christensen, CLSSYB Recovery Section Administrator Nebraska Emergency Management Agency 2433 N.W. 24th St., Lincoln, NE 68524 402-471-7416 donny.christensen@nebraska.gov

PROJECT DESCRIPTION

HIGHLIGHTS & ACCOMPLISHMENTS

- ✓ FEMA PA technical support services for 2019 Nebraska floods (DR-4420)
- ✓ Provided FEMA PA Technical Support to 84 of 93 counties and 5 Tribal Nations.
- ✓ Over **2,100 Project Worksheets totaling over \$530 M in FEMA Public Assistance** to include:
 - Cat A: \$23M
 - Cat B: \$29.6 M
 - Cat C: \$167.3 M
 - Cat D: \$34.4 M
 - Cat E: \$4.5 M
 - Cat F: \$238.9 M
 - Cat G: \$28.4 M
- ✓ Over \$42.4 M in Section 406 Hazard Mitigation
- ✓ Currently performing programmatic closeout and final reconciliation

ISC was selected by the Nebraska Emergency Management Agency (NEMA) to support/augment existing staff and to provide knowledgeable and experienced personnel familiar with all FEMA programs administered under the Stafford Act or National Flood Insurance Act (NFIA), i.e., Public Assistance (PA), Individual Assistance (IA), Hazard Mitigation Grant Programs (HMGP).



Under this contract, ISC supported NEMA in expediting the federally declared disaster operations of the 2019 statewide flooding that affected eighty-four (84) of the ninety-three (93) counties and five Tribal Nations. ISC assisted 413 applicants in maximizing their grant opportunities and coordinating with eligible sub-recipients in the preparation and review of project worksheets for the Public Assistance Program, to include but not limited to: engineering, environmental, historical preservation, construction cost analysis, insurance, construction contract compliance, clearances and permits, payments on permanent work and on alternate/improved projects. Additionally, ISC provides program guidance to the State and to sub-recipients on all aspects of the FEMA PA Program, to include damage assessments, debris management, HMGP, appeals, RFIs, and closeouts.

ISC is currently providing end to end support in completing the review of projects obligated by FEMA and preparing closeout packages. Closeout specialist responsibilities include processing/reviewing cost documentation submitted by sub-recipients for obligated projects; identifying if the PW contains a cost overrun and if additional expenses will need to be submitted; preparation of Closeout Package; communicating effectively with sub-recipient regarding questions or special considerations involved as directed by NEMA; determining status of closeout readiness; determining non-compliant sub-recipients; assisting sub-recipients in the preparation of closeout; development of complete closeout files; and conduction QA/QC on all work.

Services

Disaster Recovery Experience

Federal Assistance Grant Management Services

With **750+ professionals** ISC offers a unique blend of emergency management professionals with expertise in disaster recovery operations and programs to include but not limited to FEMA Public Assistance, Hazard Mitigation, FHWA, and HUD CDBG-DR. For nearly 20 years, our team has supported local governments, states, and FEMA on a litany of disaster recovery operations, disaster recovery planning and special disaster recovery projects around the nation.

Our Team has partnered, collaborated, and successfully delivered on complex disaster and emergency management projects at the local, state, and federal level, including developing several recovery planning projects that have been considered best practices by several of the elite local and state emergency management agencies, FEMA, the Emergency Management Accreditation Program, and disaster research centers.

ISC Achieves National Success By:	
#1: Investing in State-of-the-Art Tools and Systems to Yield Maximum Project Performance	• Odysseus™ program management and planning systems. • Unmanned Aerial Vehicles (aka Drones) with certified and insured pilots • Client-specific training and simulations, including table-top and virtual exercises
#2: Providing Exceptional Consulting Services that Exceed Client Expectations	• Access to 93 disaster recovery assistance programs and 500 private and non-profit disaster assistance funding sources • Elite industry expert cadre with an average field experience of over 20 years • 84% of ISC has earned a master's degree or higher
#3: Ensuring Compliance with the Office of Inspector General (OIG)	• Proven history of transparency and accountability of eligible FEMA Disaster Administrative Costs (DAC) and non-DAC expenditures • Custom configuration and system integration to address the client's unique needs. • Insider knowledge from ISC staff who were previously employed in financial auditing positions within grant awarding agencies
#4: Maintaining Strong Client and Partnership Relationships	• Weekly project status updates • Local offices coast to coast • Ability to preemptively prepare for future needs through program gap analysis

At ISC, we understand that capacity building and improving practices are critical for communities across the nation to quickly recover, effectively implement resiliency, and efficiently prepare for the next disaster. With the increased frequency of disasters and emergencies, there is a growing demand by regulatory agencies and citizens for communities to invest in new methods and techniques to establish effective emergency management programs that comply with the regulations and standards that govern the industry.

ISC has remained at the forefront of innovation in the emergency management and disaster recovery industry. From legislative compliance advancements such as the development of FEMA's Section

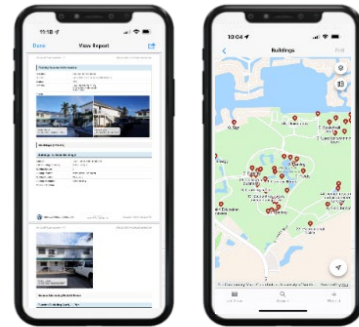
DEVELOPED
 section **428**
STANDARD
 OPERATING PROCEDURES

DEVELOPED
FIRST
 section **428**
PROJECTS

428 SOP following Hurricane Sandy to utilizing innovative FEMA and third-party validated and approved damage assessment methodologies to expedite recovery funding for Joplin City, Joplin Mercy Hospital, and the Joplin School District following the 2011 tornados, ISC is committed to establishing new best practices.

Disaster Damage Assessments

At ISC, we feel that it is crucially important to document your disaster damage accurately and thoroughly. This is especially true with the implementation of FEMA's new initiatives such as the \$1 Million Small Project, FEMA's simplified procedures delivery model, and FEMA Section 428 Public Assistance Alternative Procedures. These new FEMA initiatives put the ownness on local government and private non-profits to document their damages in return for receiving fixed-cost estimates. Furthermore, conducting thorough damage assessments will help communities discover damages that went unnoticed during the Preliminary Damage Assessment (PDA) and have an affect on their Presidential Disaster Declaration status.



Screenshot of the mobile
Damage Assessment
Application in Odyssey™

ISC has established best practices and new technological innovations so that our clients can efficiently and thoroughly conduct damage assessments and maximize their FEMA claim. These practices have resulted in an **average increase of 187%** in estimated damages from what was identified during the initial PDA.

To supplement our best practice approach, ISC developed the **Odyssey™ | Site Inspection Tool (SIT)**. The Odyssey (SIT) offers an easy-to-use application for real-time damage assessments and log site-specific damage inventory. The Odyssey™|SIT offers ready access to site-specific damage inventories, providing users with real-time dashboard reporting of damage assessments and mapping of site-specific inventory of damages.



Click on this image to view a
demo 360 Damage Inventory
Windshield Survey.

Why is this important? For FEMA's Public Assistance Program, it's important for communities to quickly identify all damages and submit the damage inventory to the State and FEMA. Once FEMA holds its exploratory call and the recovery scoping meeting, the community **only has 60 days** to submit its damage inventory (DI). Furthermore, it's critical for communities to thoroughly assess all damages to public buildings, infrastructure, and other community assets to ensure there is not delay in federal funds or potential de-obligations.

Public Assistance (PA) Program Experience

Over the past 20 years, ISC has deployed thousands of technical staff to EOCs and JFOs following large-scale disaster recovery operations under our contract to provide nationwide professional support services in carrying out the statutory authorities of the Robert T. Stafford Disaster Relief and Emergency Assistance Act under the National Response Framework (NRF). Through ISC's

partnership, these services assist the FEMA and the agency's state and local counterparts in response to nationally declared disasters. As part of a nationwide team network, ISC provides a variety of services, such as: damage assessments, technical analysis, program management, operational and strategic planning support, training development and delivery, policy analysis, grant management, organizational assessment, project formulation, Appeals, Arbitration, Closeout and other special studies and assignments. These services are provided under the auspices of the National Incident Management System (NIMS), requiring the coordination and rapid mobilization of technical staff and assists in the integration of these personnel into the event's Incident Command Structure (ICS).

ISC's Public Assistance Activities

- ▶ Has Developed 10,000+ Project Worksheets
- ▶ Conducts and Manages Audits
- ▶ Reconciles Costs
- ▶ Prepares Appeal Responses
- ▶ Manages Closeout Activities
- ▶ Conducts Operational and Strategic Planning
- ▶ Has Developed, Reconciled, and Reviewed 10+ Billion Dollars

Over the years, ISC has worked with FEMA, state, and municipal clients to coordinate the rapid mobilization of thousands of technical staff and integrate these personnel into the event's Incident Command Structure. ISC has responded to hundreds of natural hazards, man-made disasters, and incidents of national significance. ISC's catastrophic response and recovery experience includes Hurricane Andrew, the 9/11 World Trade Center Attacks, the 2004 and 2005 Florida hurricanes, Hurricane Katrina, Hurricane Sandy, the 2017 and 2018 hurricane season and countless number of floods, earthquakes, tornadoes and other natural and man-made disaster across the country. Our knowledge of FEMA's Public Assistance Program has been leveraged by several of our clients to develop procedures, policies and plans that incorporate State and Federal Public Assistance Grant and Program Guidelines. Our cadre of professionals provides essential services, including, but not limited to, the following:

1. Impact Risk and Vulnerability Assessments,
2. Preliminary Damage Assessments,
3. Technical Assistance and Support,

ISC has provided exceptional support and is a valued member of our team. They offer outstanding people, work quality, and management. They are excellent in every way!

-Federal Service Program Manager

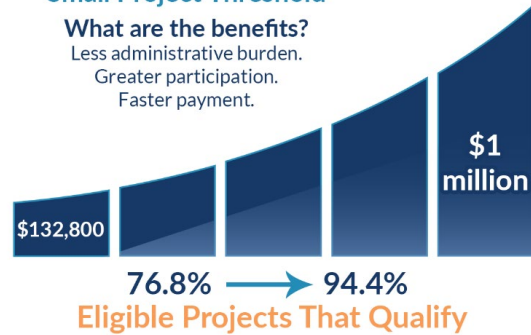
4. Policy Review, Guidance & Programmatic Assistance,
5. Planning Technical Support and Review,
6. Training, and
7. Special Stafford Act Projects and Studies.

ISC's technical experts help with assessing post-disaster damaged facilities, performing cost estimates of the damaged facilities, and identifying those costs that would be eligible for funding through FEMA's public assistance program, as well as Section 404 and 406 hazard mitigation. In addition, ISC has worked with clients to identify and evaluate alternate/improved projects, as well as Section 428. ISC's experience in providing innovative, cost-effective solutions to modern urban infrastructure problems has been an asset to FEMA's Response, Recovery, and Mitigation Programs. ISC will assist you in developing a disaster recovery funding strategy and provide technical support in securing and managing these additional funding opportunities.

Over the past three decades, Team ISC has been involved in all aspects of the FEMA Public Assistance Program and has worked on all Categories of Work for disasters of all types, scale, and magnitude; in all FEMA Regions and states; and in urban and rural environments. Team ISC is proud to have been involved in many of the largest and most complex disasters and FEMA Public Assistance projects. The following is a small sample of some of the variety of FEMA Public Assistance projects by categories of work and disasters that Team ISC has developed, managed, and administered.

Public Assistance Simplified Small Project Threshold

What are the benefits?
 Less administrative burden.
 Greater participation.
 Faster payment.



	Disaster	Project Example	Value	Accolade
Category A 	DR-1980 Hurricane Katrina	Debris Removal	\$2.4 Billion	64.3 Million Cubic Yards
Category B 	DR-1391 9/11 Terrorist Attack	Temporary Relocation & Space	\$285 Million	Temporary space for PANYNJ WTC Offices
Category C 	DR-4085 NY Hurricane Sandy	PANYNJ Holland Tunnel	\$336 Million	Repairs to Holland Tunnel
Category D 	DR-4308 California Severe Storms	Oroville Dam	\$205 Million	Lower Gated Spillway Repair
Category E 	DR-1763 2008 Iowa Floods	University of Iowa Hancher Auditorium	\$138 Million	Facility replacement
Category F 	DR-4339 PR Hurricane Maria	Puerto Rico Electric Power Authority	\$111 Million	Repairs to Electrical Grid
Category G 	DR-4085 NY Hurricane Sandy	Queens Rockaway Boardwalk	\$480 Million	428 Capped Project Repair/Replace Boardwalk

While supporting the FEMA PA Technical Assistance Contract, ISC has responded to first and second appeals as well as arbitration and audits for all categories of works for both small and large projects. In order to minimize the number of appeals, ISC believes that all project worksheets should be supported by policy and substantial documentation, to include disaster specific guidance and white papers that help to support eligibility determinations. Each of these documents are developed in coordination with the client and FEMA. In the event of an unfavorable determination by FEMA, and after all options are exhausted, ISC's appeal specialist will develop an appeal to create a comprehensive argument for the client. **ISC has a 97% success rate in achieving favorable responses on appeals.**

ISC has evaluated over
1000
 APPEALS



ISC has extensive experience performing project and programmatic disaster closeouts. ISC has performed disaster closeouts for some of our Nation's largest disasters to including the 9/11 World Trade Center, the 2004/2005 Florida hurricanes, Hurricane Katrina, 2008 Midwest, and many other disasters.

Furthermore, ISC has also served on FEMA Public Assistance arbitration panels and resolved disputes arising from FEMA Public Assistance projects.

Over the past three decades, ISC has been involved in all aspects of the FEMA Public Assistance Program and has worked on all Categories of Work for disasters of all types, scale, and magnitude; in all FEMA Regions and states; and in urban and rural environments. ISC is proud to have been involved in many of the largest and most complex disasters and FEMA Public Assistance projects. The following is a small sample of some of the variety of

FEMA Public Assistance projects by categories of work and disasters that ISC has developed, managed, and administered.

Debris Monitoring Services

We understand your desires to establish a contract for disaster debris monitoring and management consulting services during emergencies and/or disasters, such as but not limited to hurricanes and red tide events, and that the services to be provided are contract compliance supervision and inspection in accordance with FEMA and FHWA rules and regulations.

Team ISC is trained in the cutting edge of regulatory guidance at the state and federal levels. Since our inception, the ISC team has continuously engaged in major disaster debris removal, emergency response planning, hazard mitigation, and other recovery efforts around the country. We have supported clients in comprehensive disaster recovery efforts that have included debris monitoring, damage assessments, construction management, grant writing, grant application development, benefit cost-analyses, project monitoring, contractor oversight, cross-cutting compliance, external relations, and financial management. We believe in building trust through consistent delivery and will work with the City to ensure that expectations are clear, and he will collaborate with the City to complete activities throughout the project.

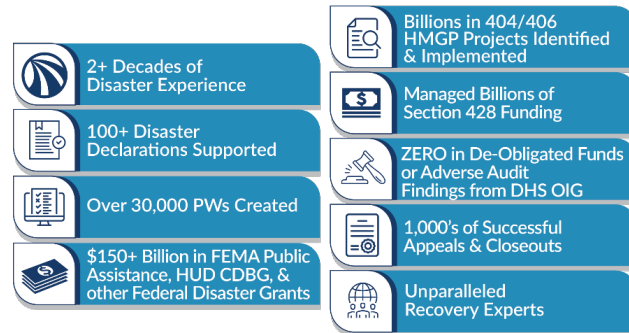
Debris Management Experience

- FEMA Nationwide Debris Management Planning Support
- Jefferson County, ID Debris Management & Emergency Operations Plan Updates
- Tribal Debris and Hazardous Materials Response Plan
- DR-4085 Hurricane Sandy Debris Management Operations
- DR-4117 Oklahoma Tornado SRIA Debris Management Operations
- DR-1980 Joplin Tornado Debris Management Operations
- FEMA Public Assistance Technical Support
- City of Sarasota Debris Monitoring and Recovery Services

Hazard Mitigation Grant Program (HMGP)

ISC provides technical assistance in identifying post-disaster damaged facilities, performing cost estimates of the damaged facilities, and identifying those costs that would be eligible for funding through the Section 404 and 406 Hazard Mitigation Measures. Our Team's experience in providing innovative, cost-effective solutions to modern urban infrastructure problems has been an asset to FEMA's Response, Recovery, and Mitigation Programs.

ISC mobilized disaster recovery and hazard mitigation subject matter experts to support FEMA's Consolidated Resource Center as part of the new FEMA PA delivery model. The new FEMA PA delivery model was implemented in 2014 and was designed to offer efficiency in the disaster assistance process and best meet the needs of applicants. The Team reviewed PA projects within the new PA delivery model for potential Section 406



mitigation opportunities and promote the integration, implementation, and coordination for Section 406 mitigation activities in support of the PA Program for both internal (Consolidated Resource Center (CRC) staff) and external partners (Joint Field Office (JFO) staff), Applicants and Recipients) for multiple disasters. ISC staff coordinated Hazard Mitigation Proposal (HMP) strategies and the development of creative and technically feasible solutions to accomplish mitigation goals with all stakeholders. Additionally, ISC staff completed Benefit-Cost Analysis (BCA) of potential Section 406 mitigation projects using latest FEMA BCA methodology.

ISC has also assisted local and client communities in developing Letters of Intent (LOIs) following a disaster declaration. This is the first step in the selection of mitigation projects under FEMA's HMGP program for post-disaster mitigation projects. We have also assisted in the development of LOIs under Hazard Mitigation Assistance, which is competitively bid each year for pre-disaster mitigation projects. Letters developed have included an in-depth description of the proposed project as well as estimated costs.

Community Development Block Grant (CDBG)

ISC experts have managed traditional CDBG-DR funded projects involving voluntary and non-voluntary acquisition for neighborhood redevelopment projects, buyout programs, and infrastructure improvements. In addition, our team of experts have been directly responsible for the management and disposition of properties acquired with CDBG-DR funding. Each project involved strict adherence to federal requirements related to the Uniform Relocation Act and Section 104 (d). With this experience, we can offer supplemental staff or direct program support.

ISC has extensive experience working with state and local jurisdictions to ensure that all HUD-funded program activities are CDBG-DR eligible and meet a National Objective(s) in accordance with 24 CFR 570. As at least 51% of the CDBG-DR funds must be disbursed for activities that meet the Low to Moderate Income (LMI) National Objective, the Recovery Team can assist with the development of reports and predictive analysis to track this requirement across programs. Based upon past CDBG-DR experience, the team can provide you with innovative policy and procedural solutions to ensure that this requirement is met without making substantial changes or disrupting on-going programs.

As CDBG-DR projects are completed, final project information regarding overall program performance and beneficiaries needs to be collected in conformance with HUD requirements and standardized Close-Out policies and procedures. ISC is experienced in CDBG-DR Close-Out requirements and is available to provide you with support to expedite such activities.

Due to the significant level of federal funding provided to grantees as a result of a disaster, multiple federal and local agencies track and monitor the progress of CDBG-DR programs. In addition to the regularly scheduled monitoring visits by HUD, other agencies such as HUD OIG, Government Accountability Office (GAO), Office of Management and Budget (OMB), and other state auditing agencies frequently request program information and closely monitor or audit program activities. In some cases, multiple agencies can conduct simultaneous reviews, which can become time consuming for an agency with limited staff capacity. ISC has extensive experience with monitoring and audit responses to several agencies, including GAO, OMB, HUD, HUD OIG, DHS, DHS OIG, and state auditing entities.

-  Managed 100s of CDBG Projects
-  Managed Billions in HUD CDBG-DR & CDBG-MIT
-  Implemented CDBG-DR and CDBG-MIT After Hurricanes
-  Created -DR & Implemented CDBG Action Plans for Large Urban Areas
-  Managed Billions in Public & Infrastructure Improvement
-  Managed Duplication of Benefits
-  **HUD CDBG Housing Experience**
 - ✓ Rehab & Repairs
 - ✓ New Construction
 - ✓ Homeowner Assistance
 - ✓ Affordable Rental Housing
 - ✓ Acquisitions & Buyouts
-  Tens of Thousands of Mitigation Actions Identified

Federal Highway Administration (FHWA) Support

Through our national recovery contracts, ISC has worked closely with state Departments of Transportation as well as county and municipal governments to coordinate the emergency repair of roadways. The Federal Highway Administration (FHWA)'s Emergency Relief Program assists State and local governments with the repair of Federal-Aid roads and bridges that have been damaged by disasters. Following Hurricane Sandy, ISC worked with the Port Authority of NY-NJ to conduct thorough damage assessments of the Holland Tunnel, develop cost estimates to repair and restore the Holland Tunnel, and coordinate the administration of disaster relief funding through the FHWA Emergency Relief Program and FEMA's PA Program under the authorities of the Sandy Recovery Improvement Act. Additionally, Hurricane Maria caused severe destruction throughout the Commonwealth and an estimated \$91.6 billion in damages. Compounding the situation caused by the hurricane, Puerto Rico has been facing an economic crisis spanning more than a decade, coupled with structural-demographic, health, social, and infrastructure stresses to include the Commonwealth's power and energy sector. Puerto Rico's transportation sector was severely



Multiple members of ISC have worked in or operating various DOT's across the nation, giving ISC the insights needed to plan & strategize your FHWA claims.

damaged, making areas of the Commonwealth inaccessible, disrupting mass transit services, and crippling sea and airports. ISC staff worked closely with the Puerto Rico Department of Transportation and COR3 to coordinate the disaster assistance funding provided through FHWA's Emergency Relief Program and FEMA's PA Program for over 16,000 miles of roadway to include a countless number of bridges.

FEMA PA Features of the Odyssey™ that Go Beyond FEMA PA Grant Management

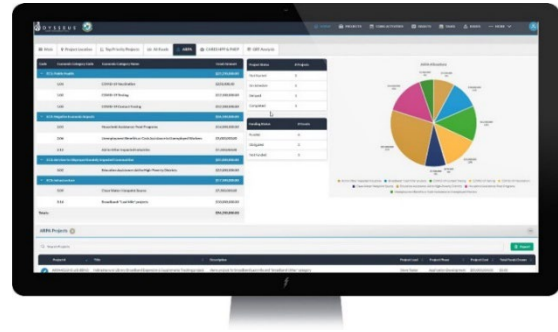
Odyssey™ was created from its start as a comprehensive program management solution for the FEMA Public Assistance Program. The genesis of our system hails from over three decades of experience serving FEMA's Public Assistance Technical Assistance Contract and developing tools for FEMA HQ such as FEMA Grants Portal, the PA Dashboard, and other technical solutions. Our experience developing these tools and our expertise in FEMA Public Assistance led us to develop a software solution to help guide state recipients and sub-recipients throughout the FEMA PA Process – from cradle to grave. Functionalities of Odyssey™ as they relate to the FEMA PA Process includes:



In addition, to being able to track and manage FEMA PA grants, Odyssey™ provides additional applications that are critical to the successful management of the entire FEMA Public Assistance grant management life-cycle. From our experience serving as a disaster recovery technical advisor for FEMA, state EMAs, local governments, and other eligible applicants for over 150 disasters, we learned that successful management of a FEMA Public Assistance grant starts immediately and requires thorough documentation of all disaster-related expenditures, damages, and repair costs, from cradle to grave. For this reason, Odyssey™ offers additional applications that are important for managing the FEMA PA Program.

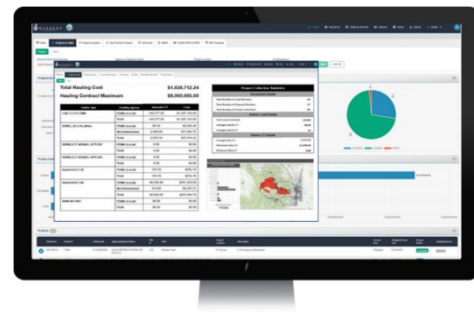
FEMA PA Grant Dashboards

Odysseus™ provides our clients with a ready-to-use or customized FEMA Public Assistance grant management system to allow your organization to track, administer, report, and maximize eligible grant funding. Odysseus™ serves as a centralized location for our clients to monitor the status of their projects, track their recovery progress, collaborate on important recovery decisions, and personalized dashboards to highlight pending disaster recovery tasks and overall progress of every dollar of federal grant funding allocations. Odysseus™ is customizable to meet our clients' needs and can easily integrate with other web-based application to ensure accuracy, transparency, and compliance across your organization. Odysseus™ tracks related projects, tasks, and site inspection data from Preliminary Damage Assessments preparing for federal declaration through project closeout. Data in the Odysseus™ is retained and easily retrieved for audits. Its capabilities stretch far beyond FEMA PA to handle any grant funding source.

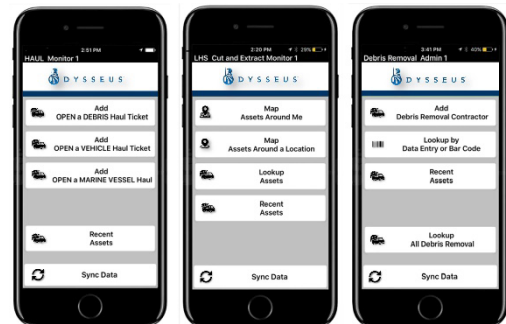


Debris Management & Monitoring

The management and proper disposal of debris are some of the most significant costs following a disaster. Although the costs associated with debris removal operations are eligible under Category A of the FEMA Public Assistance program, FEMA requires constant monitoring of debris removal activities and thorough documentation to ensure that debris removal operations and costs are efficient, effective, and eligible for FEMA PA grant funding. Unfortunately, many sub-recipients jeopardize their Category A FEMA PA funding because the required information is not provided in the FEMA PA grant.

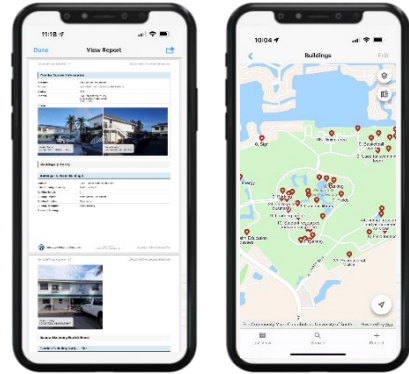


To prevent the possibility of a loss of funding for Category A PWs, Odysseus™ allows for the systematic integration of popular **Automated Debris Management Systems (ADMS)**. Integration ranges from real-time reporting of debris monitoring activities to the synching of important debris monitoring data. Odysseus™ provides dashboard reporting of debris removal costs as well as a centralized audit repository of important Category A PW information such as ticket numbers, truck certification data, load quantity, route distance, latitude/longitude coordinates, force account labor for leaners/hangers, debris management sites, and other pertinent information. Odysseus™ integration with ADMS platforms provides our clients with confidence that the FEMA PA reimbursement process for Category A PWs is efficient, compliant, and accurate.

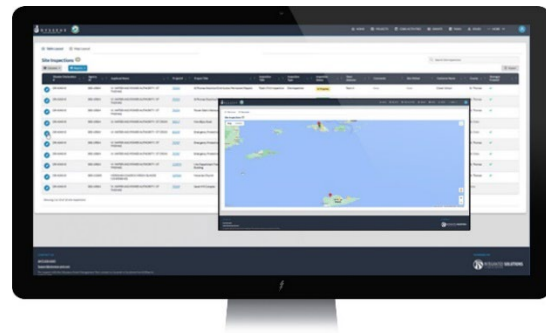


Damage Inventory List

The Recovery Scoping Meeting (RSM) is the first substantive meeting between the Sub-recipient and FEMA and initiates an important timeline that could jeopardize important FEMA PA funding. Within 60 days of the RSM, sub-recipients must identify and report all damages to FEMA. Referred to as “Damage Inventory”, any damage reported after this 60-day deadline will not be eligible for FEMA PA funding. Providing a method to allow sub-recipients to record and report their Damage Inventory will ensure that important recovery projects are not missed due to an administrative deadline of the FEMA PA Program.



Odysseus™ allows sub-recipient to start documenting their Damage Inventory during the immediate aftermath of the disaster. The damage assessment application allows users to conduct windshield damage surveys using their personal mobile device and report this information into the Odysseus™ Enterprise System. Odysseus™ provides a virtual map of all damage data points, providing users with a visual perspective of all their Damage Inventory lists. In addition to the damage information that is recorded, Odysseus™ also tracks the coordinates of all Damage Inventory, allowing users to revisit these facilities later to conduct more detailed damaged assessments that will be required as part of the FEMA PA Program.



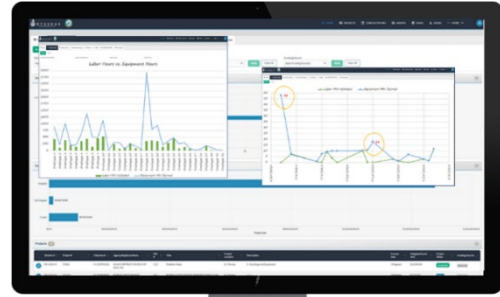
Detailed Damage Assessments:

Once the inventory of damages is identified and submitted to FEMA, it is important to conduct detailed damage assessments so that eligible sub-recipients can have a thorough understanding of the extent of their damages, the costs associated with repairs, develop FEMA-approved cost estimates, discover opportunities for hazard mitigation, and address any potential environmental concerns. This not only will influence the formulation of projects, but also the ability for sub-recipients to identify every eligible FEMA PA dollar as well as maximize their potential eligible funding by taking advantage of programs such as FEMA’s new \$1 Million Small Project Threshold, Section 428 Alternative Procedures, and other opportunities offered by the FEMA PA Program.

Odysseus™ offers an easy-to-use application for real-time damage assessments and log site-specific damage inventory. The Odysseus™ damage assessment application offers ready access to site-specific damage inventories, providing users with real-time dashboard reporting of damage assessments and mapping of site-specific inventory of damages. The Odysseus™ damage assessment application is customizable and can be accessed via mobile phone with or without internet connection. Once connection is established, data from the damage assessment application is transferred to the **Odysseus™ grant management application** with a click of the button, streamlining the reporting of damages and expediting the FEMA reimbursement process.

FEMA PA Closeout Validator

FEMA is constantly making changes to its Public Assistance Program, and many of these changes increase the administrative burden on sub-recipients. Most recently, FEMA began to conduct 100% validation of FEMA Public Assistance project closeouts, causing weeks and even months of work to review, analyze, identify, and address discrepancies in their disaster related costs and expenditures.



To accommodate this new FEMA PA Program expectation, OdysseyTM includes a FEMA Closeout Validation Tool to help eliminate the administrative burden of 100% closeout validations. Now, with this new feature, **what took weeks and months can now be accomplished in a matter of hours**. OdysseyTM guides users through FEMA's arduous Closeout Validation process and provides a systematic solution that reduces weeks of burden to simply hours. The OdysseyTM FEMA Closeout Validation Tool aligns thousands of line items of FEMA reimbursable expenses and systematically identifies minute discrepancies that will hold up FEMA's Public Assistance closeout process.

OdysseyTM is a robust suite of tools that are specifically designed to help communities manage their FEMA Public Assistance claim from cradle to grave and provide a unique perspective so that they can maximize vital disaster recovery funds that are provided through other federal programs.

Streamlining the FEMA Public Assistance Program

Although disasters are devastating and disruptive, it is important to recognize that every disaster brings about opportunity for communities to improve their conditions and to build a more resilient future. That is, IF communities effectively manage important federal disaster assistance programs such as the FEMA Public Assistance Program.

After a disaster, time is of the essence. It is crucial that communities are well prepared to manage their recovery efforts. Disaster recovery programs, like FEMA Public Assistance, allow for a limited amount of time to identify emergency expenditures, conduct damage assessments, complete debris removal operations, and report their FEMA claim. Not properly documenting these costs or following the FEMA eligibility requirements will result in a loss of funding or adverse audit findings. It is a daunting task for even the most prepared and robust of communities. Communities need a suite of tools to manage the FEMA Public Assistance process quickly and accurately.

FEMA PA Program Management

OdysseyTM provides one comprehensive system to manage the full grant management life cycle of the FEMA Public Assistance program.

1. **Manage And Administer FEMA PA Program Requirements:** OdysseyTM offers organizations with real-time tracking and reporting of FEMA PA grant fund allocations. Track the status of vital community recovery projects and measure their progress.

Odysseus™ allows you to track every FEMA dollar and find opportunities to leverage FEAM PA Program opportunities.

2. **Conduct Quick and Thorough Damage Assessments:** Odysseus™ allows users to conduct quick and thorough damage assessments. Odysseus™ allows users to conduct damage assessments from their personal mobile device and report damage as well as repairs.
3. **Integrated Automated Debris Monitoring System:** Odysseus™ allows for the systematic integration of popular Automated Debris Management Systems (ADMS). Integration ranges from real-time reporting of debris monitoring activities to the synching of important debris monitoring data, expediting Category A debris management funds.
4. **Efficiently Validate FEMA PA Grants & Conduct Closeout:** Odysseus™ includes a FEMA Closeout Validation Tool to help eliminate the administrative burden of 100% closeout validations. Odysseus™ guides users through FEMA's arduous Closeout Validation process and provides a systematic solution that reduces weeks of burden to simply hours.

Maximize Vital Community Disaster Recovery Funds

Successful community disaster recovery is directly correlated to the community's ability to leverage all available funds to rebuild a more resilient future. Odysseus offers a unique perspective, providing a platform for communities to manage, track, and monitor disaster recovery funds from multiple federal and state grant assistance programs. The result is an opportunity to leverage every available dollar, identify gaps in disaster funding, and maximize your community's disaster recovery potential.



Odysseus™ Features for FEMA Public Assistance Solutions	
Conduct Field Survey of Damages	Odysseus™ offers an easy-to-use, mobile phone compatible application for real-time damage assessments and log site-specific damage inventory. No connectivity, no problem. Damages can be documented with or without connectivity.
Report FEMA Damage Inventory	Odysseus™ offers ready access to site-specific damage inventory templates, providing users with ready-to-deploy damage assessment templates for residential homes, businesses, power utilities, water systems, bridges and other critical infrastructure and other community assets.
Track Debris Monitoring	Odysseus™ can be integrated with Automated Debris Monitoring Systems (ADMS), providing a central platform to monitor all disaster recovery activities, expenditures, and operations.
Identify Status of FEMA Projects, Payments & Disbursements	Odysseus™ provides a central platform to track FEMA PA projects, funding payments, and grant disbursements. Take on the capability of knowing the status of your projects and FEMA grant payments in real-time.
Assess Hazard Mitigation	Odysseus™ ensures that communities take advantage of every hazard mitigation dollar that is available for your community. Assess hazard mitigation opportunities for every project and capitalize on FEMA hazard mitigation grant opportunities.
Real Time Tracking of FEMA PA Funds	Odysseus™ provides personalized dashboards, highlighting pending tasks, work activities, and monitor the overall progress of funding. Odysseus™ reports are customizable and can easily integrate with other web-based applications to increase accuracy in data reporting.

Odysseus™ Features for FEMA Public Assistance Solutions	
Monitor FEMA Compliance & Program Reporting	Odysseus™ was designed specifically for the FEMA PA Program, providing users with a foundation to monitor compliance and program requirements. Track milestones, quarterly reporting requirements, and other important FEMA PA program dates.
Manage & Track Progress of Community Recovery Projects	Odysseus™ offers easy-to-interpret data reporting and graphic analytics to assist users in gauging the progress of FEMA Public Assistance projects, manage work activities, and identify issues proactively.
Track Eligible DAC and non-DAC Expenditures	Odysseus™ integrates with standard timesheet and expense reporting, providing transparency on eligible DAC and non-DAC expenditures.
Evaluate Contractor Performance	Did you hire a contractor to help manage your recovery efforts? Wondering how they are performing? With Odysseus™ you can track their progress of recovery tasks, proactively address delays in FEMA Public Assistance, and monitor their performance. All in real-time and from the comfort of a desk.
Expedite Programmatic Closeout	Odysseus™ provides walks users through FEMA's arduous Closeout Validation process and provides a systematic solution that reduces weeks of closeout burden to simply hours.
Store Supporting Documentation	Odysseus™ provides a central repository to manage all of the required FEMA documentation. The filing structure used follows standard FEMA PA program protocol and can be seamlessly shared to FEMA Grants Portal and state Public Assistance systems.
Train Staff on FEMA PA Requirements and Drive Accountability	Odysseus™ offers administrators the ability to deliver and track training on important FEMA Public Assistance topics.
Compatibility & Integration with Other Financial Management Systems	Odysseus™ can be integrated with existing tools and software including your organization's financial management system.
Maximize Federal Funding Possibilities	Odysseus™ goes beyond FEMA Public Assistance, allowing communities to manage other disaster assistance relief funds to include CARES Act, FEMA, and HUD CDBG. See how communities are leveraging programs like HUD CDBG-DR and ARPA to maximize their recovery opportunity.
Identify Recovery Funding Gaps	Odysseus™ tracks all disaster assistance funding, providing users with a unique perspective to identify gaps in disaster recovery funds.
Adaptable and Customizable to Meet Your Needs	Odysseus™ is a Software-as-a-Service (SaaS) solution. Odysseus™ delivers a standard yet flexible design, giving organizations the ability to modify workflows, create program assessments, and customize reports. This ensures that Odysseus™ is adaptable to adhere to existing procedures, individual programs, or specific processes.

Elevate Community Resiliency with CDBG Grant Funds

There are numerous Federal disaster assistance programs that are available to aid communities, but the Department of Housing and Urban Development (HUD)'s Community Development Block Grants (CDBG) offers communities a versatile program and gives greater discretionary authority than other programs.

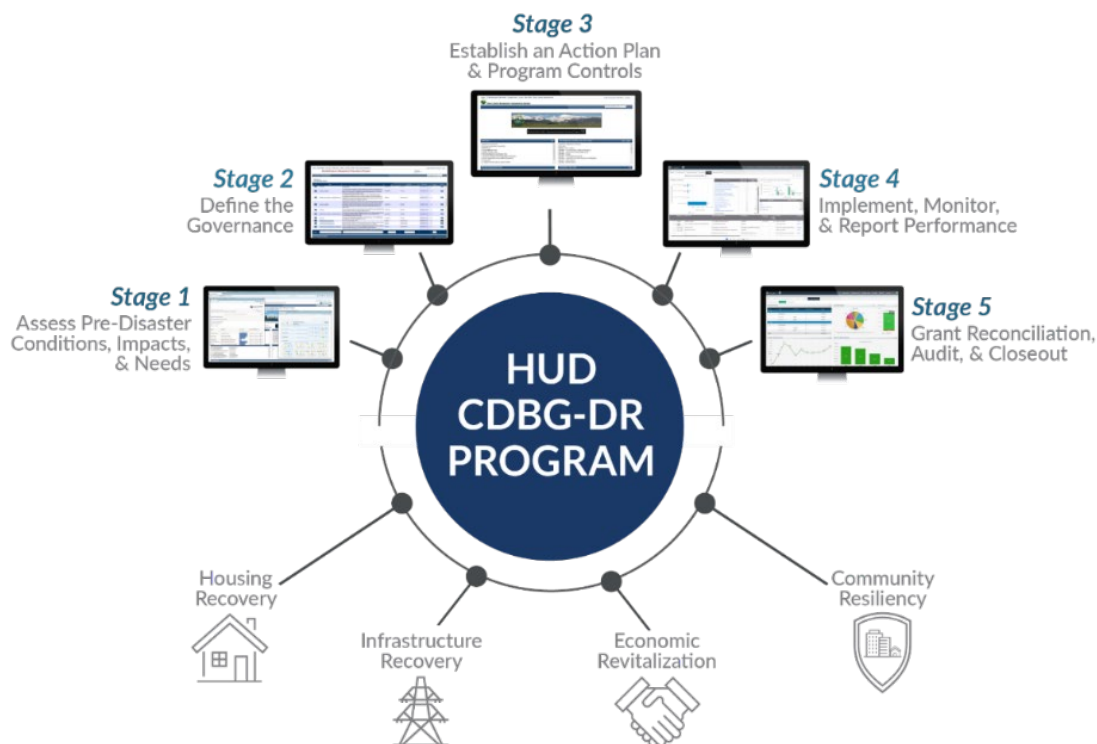
However, navigating the CDBG program, as well as its regulatory and administrative requirements, can be daunting for even the most experienced communities. Odysseus™ provides communities with a robust platform to develop and properly administer a comprehensive CDBG

program strategy. Odyssey™ offers a unique platform assess their community needs, develop and maintain the Action Plan, document the engage of community stakeholders, track CDBG projects, monitor and report on progress, and comply with regulatory requirements

HUD Community Development Block Grants

Odyssey™ provides one comprehensive system to manage the full grant management life cycle of the HUD Community Development Block Grant (CDBG).

1. **Assess Community Impacts and Set HUD CDBG Priorities:** Odyssey™ allows users to conduct assessments of their community's impacts and identify unmet needs. Align these priorities with your community's goals and objectives.
2. **Develop and Maintain HUD CDBG Action Plans:** Odyssey™ provides an integrated platform to develop a CDBG Action Plan, streamline its annual update an maintenance, monitor governance and stakeholder participation, and document process controls. Share content with stakeholders and provide information to the public through a public facing portal.
3. **Track the Progress of HUD CDBG Projects:** Odyssey™ provides real-time tracking of HUD CDBG projects, set which projects are priorities, and monitor their progress. Dashboard reports provide real-time status updates and the ability to drill down to specific project details.
4. **Track and Administer HUD CDBG Grants:** Odyssey™ offers organizations with real-time tracking and reporting of hazard mitigation grant funds. Track the status of a variety of grant funds, measure community investment toward mitigation actions, and adhere to administrative requirements of the programs. Odyssey™ allows programs to track every dollar from beginning to end.



Personnel

ISC has identified several key personnel for this project – all of whom have a consistent record of successful leadership and project management and technical experience. All key personnel assigned to this project have backgrounds in emergency management, disaster recovery and various federal disaster assistance programs, and other skillsets that are related to the project.

We believe the proposed ISC Team will offer you a unique, dedicated, and valuable contractor to assist with emergency project management and disaster recovery services. The ISC Team’s experience is comprised of a broad array of similar and complementary projects that are supported by a record of accomplishment of successful project and program execution. An essential element of this achievement is attributed to our ability to utilize our Team’s cooperative strengths to provide our clients with multi-disciplinary solutions to their disaster recovery and emergency management projects. ISC has obtained the recognition of providing exceptional, client-focused services and has been celebrated for its integrated “best-practices” approach to disaster recovery and comprehensive emergency management. This recognition is attributed to ISC’s strive for excellence for every project initiated, regardless of client or project size. As needed, additional personnel can be added to supplement and support the project.

We have structured our team to provide you with the most experience and qualified staff in the industry. Unlike some firms that rely solely on the qualifications of their executive management team, we realize that successful project execution of a recovery project this large requires not only seasoned project executives, but also a project manager that offers decades of disaster recovery and project management experience that is supported by seasoned and industry recognized subject matter experts.



Key Personnel Qualifications

The table below shows our key personnel for this project, their roles, and a summary of each person's capabilities and qualifications. In the unfortunate event that key personnel assigned to this project become unavailable, ISC has identified support staff and potential candidates that would be available to fill in. These changes would be implemented only with your approval.

ISC has *1,000+ personnel on our cadre*. Each personnel will be hand selected to support task orders awarded. ISC will also make a conscientious attempt to hire local staff to support long-term engagements. Full resumes can be found in **Appendix A**.

Key Personnel Overview	
Name & Role	Personnel Qualifications
Daniel Martin Project Principal <i>Highlights</i> <i>Principal-In-Charge for Multiple TX Disasters</i>	Daniel has responded to over 50 U.S. Nationally declared disasters and has been instrumental in many of FEMA's programmatic initiatives to improve the United States emergency management system since 9/11. Dr. Martin's disaster experience includes all the major United States disasters to include 9/11, Hurricanes Katrina (New Orleans), Sandy (New York City), Harvey (Houston), and Maria (Puerto Rico) where he served in various leadership roles during disaster recovery operations. He has prepared, provided oversight, and/or managed the development, reconciliation, final closeout, and appeals of over \$5 billion in disaster recovery and mitigation grants under the FEMA Public Assistance, FEMA Hazard Mitigation Grant, and HUD CDBG-DR programs.
Glen LaFond Project Manager	Mr. LaFond delivers over 25 years of experience in disaster recovery. Glen is a recognized industry expert and senior FEMA PA policy advisor, currently providing client consultation and oversight of more than \$1 billion in FEMA Public Assistance grants. Glen has extraordinary technical skills in the realm of disaster recovery and technical writing that he uses to write project worksheets as well as appeals to ensure maximum grant awards for his applicants. For the past 15 years, Glen has worked on 16 disasters, including flood, wind, and earthquake hazards. Due to his commitment to the emergency management discipline, Glen achieved FEMA's highly coveted Advanced Professional Series Certificate in Emergency Management and completed the National Fire Academy's Type 3 All Hazard IMT Technical Assistance Program.
Richard Cruse Subject Matter Expert PA <i>Highlights</i> <i>State IBD for Multiple TX Disasters</i>	Richard Cruse has been working with FEMA Public Assistance since 1993. His career within FEMA and as a consultant for PA emergency and recovery has taken him all over the US. to many major declared disasters. Mr. Cruse has a background as a structural design engineer and was also a part of the initial FEMA Accreditation Program in 1999. Along with developing his skills through his roles and various deployments, Richard has maintained new programs issued by FEMA including the Program Delivery Manager training and Grants Manager training under the new Public Assistance Program. Mr. Cruse's roles throughout his FEMA career have included such roles as an Infrastructure Branch Director, Operations Chief, and Deputy Federal Coordinating Officer (DFCO) and was appointed the Federal Coordination Officer (FCO) in 2001 in Louisiana. Richard has developed a keen understanding of the FEMA Public Assistance Program, the intricacies within its policies and how to correctly implement them. This understanding has continuously allowed him to serve as a Senior Policy Advisor, Senior Technical Advisor, Deputy Director of Long-Term Recovery and Mentor.
Daiko Abe Subject Matter Expert Mitigation	Mr. Daiko Abe has over 15+ years of experience in Emergency Management and oversees ISC's western continental U.S.A. engagements. Mr. Abe has served as a leader in emergency management with a successful track record of supporting clients to prevent, protect against, mitigate, respond to, and recover from the multiple threats and hazards facing our nation. Has managed and supported 100+ consulting engagements, and currently oversees operations for

Key Personnel Overview	
Name & Role	Personnel Qualifications
	all preparedness and recovery engagements for ISC. Mr. Abe brings expertise in program management, technological/innovative solutions, organizational leadership, risk and vulnerability analysis, emergency planning, and public health preparedness.
Victoria Phelps Senior Public Assistance Officer <i>*Located 25 miles for City</i>	Ms. Victoria Phelps has over 15 years' experience combined in FEMA and State Disaster Recovery. She has deployed to 22 various disasters and served in various Senior roles, such as Task Force Lead, Team Lead, Work Force Director, FEMA and State Public Assistance Coordinator and Liaison, FEMA PA Grant Writer, Estimator, QA/QC Grant Reviewer, PA Site Inspector, Data Information Collection and Reporting, 406 Mitigation Grant Writer, Initial Reviewer for Floodplain, Historical, Environmental Policy Laws and Regulations. As an active US Navy veteran Victoria was selected from Enlisted Ranks to become Engineering Officer Department Head for Structural, Mechanical, and Electrical Engineering Groups. She has extensive program knowledge, including The Stafford Act, 44 CFR, 2 CFR, SRIA Legislation, PAAP Programs, PAPPG and all other program materials. She is proficient with Microsoft Project, Word, excel, PowerPoint and outlook software together with Windows Operation system. Victoria excels in verbal and written communication. She can manage multiple projects under strict deadlines while identifying and recommending solutions.
Charles McLeod Junior Public Assistance Officer <i>*Located 20 miles for City</i>	Mr. Charles D. McLeod is a disaster recovery professional specializing in finance and construction. He has worked as a core member of the Integrated Solutions Consulting, Inc. (ISC) cadre supporting the team in recovery and relief efforts for Hurricanes Harvey and Maria. As a Program Delivery Manager for these initiatives, Mr. McLeod was involved with approximately 80 different projects with over 30 different applicants developed in the Grants Manager portal. Mr. McLeod is well versed in FEMA's laws, regulations and policies governing PA and hazard mitigation. Also serving in roles responsible for loan processing including delivery, maintenance, cancellation, closure, appeal, transition, and banking institutions, government taxing agencies, auditors, and owners for several entities. He served as a PDMG for over 2 years. He can manage multiple projects, tight deadlines, perform policy analysis and problem resolution. He can effectively communicate orally and in writing. Charles has exceptional computer skills proficient in Microsoft Office, prevailing in Excel, with data gathering and using worksheet data and external resources to build and develop reports
Darryl Marshall Mitigation Specialist <i>*Located 40 miles for City</i>	Mr. Darryl Marshall has been working disaster recovery and response since 2007. He began his disaster recovery career with TX DEM, supporting the Hazard Mitigation Grant Program (HMGP), CDBG and The Road Home Program. Mr. Marshall has deployed to numerous disasters and honed his skills working with Catholic Charities and Long-Term Recovery programs. Most recently, Darryl served as a Program Delivery Manager (PDMG) working in Grant Manager and has performed closeouts on various applicants. Darryl is well versed in FEMA's laws, regulations, and policies in the PAPPG and 44CFR. Mr. Marshall has exceptional computer skills and written and oral communication skills. He is accomplished in organizing financial data from internal and external resources and producing reports, as necessary. Darryl is proficient in Microsoft Office, and is predominate in the use of Excel, developing and building spreadsheet reports, optimizing its' functions and capabilities
Eric Zabukovec Grant Manager	Mr. Eric Zabukovec is highly skilled in supervisory and managerial techniques with an emphasis on Emergency Management and Recovery. He has a vast experience in Public Assistance (PA), PA grants, PA policies and guidelines and interpretation and analyzation of grants and the PA Process. He is experienced in project worksheet development, appeals, time extension and final inspections, having worked in PA and disaster recovery almost 10 years. He excels in the ability to design systems logic and process information logically; to prepare technical program specifications for complex applications; to analyze and interpret data within an application system; to communicate business information effectively and in writing to users to determine work priorities, assign work and ensure accurate complete of work

Key Personnel Overview	
Name & Role	Personnel Qualifications
	assignments; to establish and maintain effective working relationships with others. He has exceptional organizational, communication, analytic, and problems solving skills with the capacity to work effectively with people at all levels of an organization. With proven leadership skills; able to make sound decisions and accept increasing levels of responsibility, a reputation for displaying professionalism and high levels of integrity, high level of experience generating reports from databases; and compiling and analyzing data for making management recommendations. Along with Mr. Zabukovec's 13 years in PA and grant management, he also has over 8 years' experience managing IT for various companies, including the State of Florida's Division of Emergency Management.
Greg Gentles Appeals Specialist	Gregory Gentles is a highly skilled Disaster Specialist with an extensive background in disaster recovery working at ISC. He has deployed to 25 federally declared disasters throughout his 19 years of experience in various roles for disaster types including but not limited to fires/wildfires, floods, straight-line winds, and hurricanes. Throughout his career, Mr. Gentles has worked in positions including Debris Monitor, Debris Specialist, Project Specialist, Public Assistance Coordinator (PAC), Quality Assurance and Quality Control (QA/QC), Program Delivery Manager (PDMG), FEMA CRC Document Validation Specialist (DVS), and Public Assistance Task Force Lead (PATFL). His wealth of knowledge in the PA Program, debris eligibility, monitoring and removal, damage assessments, 404/406 mitigation, writing project worksheets (categories A-G), and his extensive background, make him a superior asset to any deployment, allowing him to see disasters in its numerous phases and variances, in the field and in leadership roles. He has also written and won several appeals for the State New Jersey and has prepared their grants proposal request.
William Miller Grant Writer	Mr. William Miller possesses diverse experience over a span of over thirty years including emergency management, federal grant administration, disaster site inspections, policy analysis, PA project closeout, public service, architecture, engineering, construction administration, management, and business development. He has a creative and analytical mind with the drive to work in an environment focused on the mission and increasing the efficiency of project delivery. He is well versed in FEMA's laws, regulations and policies that govern the Public Assistance, Cost Estimation and Hazard Mitigation Programs which includes schools, hospital, and airports. His most recent role as a PDMG on DR-4332-TX; Mr. Miller served as a Lead on technically complex projects due to his expertise as a Project Manager, Cost Estimator (CEF) and knowledge in Grants Management, Site Inspections, and Closeouts. He can manage multiple projects, tight deadlines and identify and recommend solutions to issues that may arise.
Michelle Gasper-Small Grant Specialist <i>*Located 30 miles for City</i>	Ms. Michelle Gasper-Small has over 16 years of Emergency Management experience consisting of FEMA programs such as Public Assistance, Hazard Mitigation, Individual assistance, Case management and Community Development Block Grant (CDBG). She is experienced in working with OIG, dealing with arbitrations and appeals and doing final review on projects for closeout. Serving as a CDBG Compliance Specialist, Monitor and Appeals Coordinator, Program Manager and Document Management Analyst, she is well versed in IA and PA policies, CDBG, reviewing and researching project worksheets and identifying duplication of benefits and determining insurable and non-insurable items and eligibility.

Technical Approach & Methodology

Methodology

ISC understands that you are looking for a firm with expertise in disaster recovery management and infrastructure development. We have a long-standing history of providing consulting services and technical assistance to a variety of local, state, and federal clients. We believe that we are uniquely positioned to best serve you as we have a complete understanding of your history, your operations, and how they will affect your current needs. Additionally, we have thoroughly read your requirements and understand this current mission is to provide

you with an Emergency Management Professional Services Consultant to manage the cost recovery and reimbursement services that occur after a disaster. As the selected proposer, ISC, will assist the client in facilitating and conducting damage assessments, developing projects, and administering Federal and State disaster recovery grant programs related to a Federally Declared Disaster incident. This includes, but is not limited to:

- ✓ Public Assistance (PA) Grant Program
- ✓ Hazard Mitigation Grant Program (HMGP)
- ✓ Community Development Block Grant (CDBG)-Disaster Recovery & Mitigation
- ✓ Federal Highway Administration (FHWA)
- ✓ American Rescue Plan Act (ARPA)
- ✓ Infrastructure Investment and Jobs Act (IIJA)

Specifically, as outlined in the RFP, ISC, under your direction, will provide recipients and subrecipients with all requested deliverables as described below:

1. Strategic Planning
2. Program Design
3. Pre-Application and Application Process
4. Project Development and Management
5. Bidding and Pre-construction
6. Program Compliance
7. Payment Processing
8. Construction
9. Closeout

Most importantly, ISC provides **over 1,200 staff disaster recovery specialists** that cover a wide array of disciplinary skills that will be crucial after a disaster. The following table details our project management approach for recovery services.

Project Management Strategy

1	Define project scope	6	Monitor progress & quality
2	Understand client expectations	7	Communicate with client
3	Establish a work plan, timeline, and budget	8	Obtain feedback
4	Assign key staff	9	Continuously improve
5	Establish issue resolutions process	10	Deliver results

ISC's Project Management Approach for Recovery Services

Phase 1: Project Startup

 1. Scope Management	Identifies the project description, goals, and objectives; evaluates the project structure, scope management, and controls; supports quality assurance procedures, and manages project risks and mitigation.
 2. Resource Management	To facilitate increased coordination and provide you with a technical contractor that will meet and exceed expectations, ISC has selected the most qualified staff for this project. In the unfortunate event that key personnel assigned to this project become unavailable, ISC has identified support staff and potential candidates that would be available to fill in. <i>These changes would be implemented only with the client approval.</i>
 3. Communications & Information Management	ISC and its team have invested in advanced technologies to facilitate communication and information sharing between our key personnel and staff. The video conferencing and desktop sharing capabilities of our company has proven to be extremely helpful in past projects and have served to increase internal and external communication.
 4. Disaster Decision-Making & Problem Resolution Process	Disaster recovery can be a difficult and confusing process and is generally shaped by the decisions of various stakeholders and organizations before and after an event. Post-disaster decision-making is generally accompanied by a high stress environment and the need to make rapid decisions with incomplete information. The decisions made during this time can critically impact and affect the future of the community. ISC will help identify key stakeholders and organize and facilitate meetings to encourage discussion and foster understanding to render decisions and resolve problems.
 5. Collaborative Recovery Strategy & Client Engagement	Based on our prior experience of executing similar disaster recovery contracts, it is essential that a clear understanding of the goals and objectives are established prior to initiating the project. A collaborative approach will ensure that your recovery objectives are successfully realized, regularly tracked, and routinely reported. Our approach will ensure that a clear understanding is achieved between both parties about the content and context of work initiated by ISC.
 6. Knowledge Transfer Plan	ISC will execute our knowledge transfer plan to ensure that information and processes are transferred to ISC from the previous contractor. This will help fill gaps in knowledge that might exist after their departure. ISC will review and leverage this knowledge to recommend changes, discover new opportunities, or improve processes. After contract award, ISC will retain all information in their Knowledge Management System (KMS) to provide transparency to you, recipients and sub-recipients.

Phase 2: Project Execution & Customer Satisfaction

 7. Comprehensive Disaster Cost Recovery Strategy	In coordination with you, ISC will develop a comprehensive recovery strategy to maximize funding and expedite the rebuilding of your assets while also adhering to appropriate federal and state policies and procedures. This strategy will provide a recommendation and be presented to you for approval. Once approved, ISC Team will work with various departments to implement your Disaster Cost Recovery Strategy and ensure that these processes and procedures are followed.
 8. Thoroughly Document Damages & Eligible Costs	Many communities can expedite their community's recovery process by thoroughly and efficiently identifying disaster-related damages and quickly determine those expenditures that will be eligible for FEMA reimbursement. However, traditional methods and bureaucratic forms have caused unnecessary delays. For this reason, ISC invested in the development of a mobile damage assessment application as part of the Odysseus™ Enterprise System. The damage assessment application is designed to gather FEMA-

ISC's Project Management Approach for Recovery Services	
	required damage assessment information in the field and synch the inventory of damages with FEMA grant requirements, expediting the receipt of eligible disaster assistance funds.
 9. Transparent Performance & Monitoring of Recovery Activities	Past disaster recovery operations have demonstrated the need for clients to manage disaster recovery funds and track the performance of their contractor easily and effectively. At ISC, our reputation of being a trusted, top performer is important to our future success. For this reason, ISC has developed a web-based grant management system to help drive workload, track performance, monitor funding queues, generate reports, monitor compliance, and examine audit requirements. The Odyssey™ Enterprise System (OES) provides a centralized location to collaborate, automates workflow, and increase efficiency by over 700%.
 10. Maximize Recovery Funds & Mitigation Opportunities	ISC has served as a national leader in disaster resiliency, committed to maximizing vital community disaster assistance funds through hazard mitigation and new FEMA Public Assistance initiatives. ISC has supported over 7,000 communities in identifying hazard mitigation opportunities and securing billions in additional disaster assistance funding. ISC has also developed many of the Nation's largest FEMA Section 428 projects and prepared thousands of successful appeals, securing billions in additional eligible FEMA Public Assistance funds.
 11. Audit & Financial Controls and Reporting	The fact that ISC's clients have not been subject to adverse findings from the Office of Inspector General (OIG) and have not had any funds de-obligated is not because of chance. At ISC we place a high degree of importance in establishing financial controls and standard reporting to account for all associated documentation and accounting records, ensuring costs are consistent with policies and procedures, and that all costs are necessary and reasonable. These controls and reporting mechanisms will be established early on and regularly updated throughout our engagement. These processes will also be utilized to track expenditures and process payments.
 12. Internal Controls & Compliance Reporting	ISC will continuously audit and review projects for compliance with regulatory guidelines, including but not limited to NFIP, procurement and contracting, and environmental and historic preservation. ISC will align the various recovery programs around your internal financial management system and processes to assist in establishing streamlined financial accounting. Accountants and closeout specialists will be assigned to review all projects and associated versions to ensure all eligible costs are captured, sufficient documentation is provided, and all federal funding has been obligated.
 13. Cost Reconciliation, Appeals & Closeout	In recent years, FEMA and its state counterparts have placed greater burden on local government to reconcile disaster expenditures, file eligibility appeals, and perform project and programmatic disaster closeouts. In addition to our experience supporting thousands of successful FEMA appeals, ISC has also performed closeouts for some of our Nation's largest disasters. Our experience has even led to the development of innovative technology such as the Odyssey™ Closeout Validator that improves efficiency of the FEMA closeout process from months to days.
 14. Disaster Recovery Training & Capacity Building	At ISC, we recognize that we should always be working ourselves out of a job by ensuring our clients develop the capability to manage their community recovery's success without us. Since our inception, ISC has not only developed curriculum but also delivered FEMA and state approved courses on a wide variety of topics to include disaster recovery. Furthermore, our Odyssey™ technologies provides a mechanism to deliver training with cost efficiency in mind. We are proud to have trained 15,000+ in various disaster recovery topics.

ISC's Project Management Approach for Recovery Services

Phase 3: Project Deliverables, Quality Assurance, & Reporting

 15. Efficient Expenditure of the FEMA DAC	Unlike other companies that are driven to maximize profits for shareholders, ISC prides itself in working efficiently and investing in technologies and methods to reduce our burden on allocated Disaster Administrative Costs (DAC). ISC's costs account for only 3.34% of the allowed 5% allocated by FEMA for DAC, giving the community's extra financial resources to offset their administrative efforts. We feel that our efficient utilization of the FEMA DAC is a testimony of our commitment to the community we serve, a management strategy that is results driven, and technology that promotes accountability and transparency.
 16. Quality Assurance & Control	ISC's Quality Assurance Plan (QAP) defines the organization and the methodology used for all ISC project engagements. The QAP: 1) Identifies processes that will be applied to assure quality; 2) Defines roles and responsibilities to ensure a successful, timely project with deliverables on time; 3) Provides the indicators to allow appropriate decisions and tracks/reports progress; 4) Describes software management practices: procedures, rules, and applicable methods for the project; and 5) Outlines documentation management/delivery.
 17. Potential Risks & Corrective Action Strategy	At the beginning of the project, identified and potential risks will be recognized to anticipate and manage, as far as possible, the potential impacts of the project, including reporting all risks. Each time a new risk is detected, it shall be managed (identified, assessed, etc.) by the Project Manager or designee. Preventive and corrective treatment will be implemented to reduce the severity and probability of the occurrence of these risks.
 18. Document Security	ISC will maintain security of all documentation used to support the reimbursement of federal funds. Additionally, ISC's OES platform is provided as a hosted service to ISC clients that is hosted on dedicated servers with Flexential and Amazon Web Services (AWS). All data and file attachments are encrypted to ensure privacy and confidentiality of the data.
 19. Monthly Project Status Reports	The ISC Project Manager will provide a "Project Status Report" to your designated representative(s) at the agreed-upon interval (typically biweekly or monthly). The Report will include a summary of accomplishments by task, project progress assessment, major deliverables for the reporting period, a summary of the tasks due during the next reporting period, any foreseeable project risks and solutions, and financial status for individual tasks as well as the overall project budget.
 20. Invoices & Quarterly Grant Reporting	The ISC Project Manager will provide invoices to your designated representative(s), which can be sent either by deliverable or monthly. To ensure you meet all compliance and reporting requirements, ISC will maintain detailed records of work and expenditures and submit financial and contract performance reports following the grant reporting schedule.

Reporting

The ISC Project Manager will submit regular reports on their activities to the Client.

- **Bi-Weekly Project Status Reports:** The Project Manager will provide a "Bi-Weekly Status Report" to the designated client representative(s) through the submission of a written report that details the current timeline, deliverables completed, dates of completion, and anticipated dates for completion of unfinished deliverables.
- **Weekly Status Update:** In addition to providing written bi-weekly status reports, the Project Manager or his designee will participate in weekly project status meetings and/or

conference calls. The purpose of these meetings will be to ensure projects tasks are on schedule, within budget, and that any immediate issues or concerns can be mitigated and/or resolved. Additionally, per the RFP, the ISC team will participate in meetings and/or conference calls at the request of the client.

- **Monthly Project Reviews:** The designated Project Manager will provide a "Monthly Status of Accomplishments and Costs" report to the designated client representative. The monthly report will include a summary of accomplishments by task, an overall assessment of project progress, major accomplishments and deliverables for the reporting period, a summary of the tasks due during the next month, any current and foreseeable problems, and proposed corrective actions. Program risks will be identified in the report, along with actions to reduce project risks. Finally, financial status will be provided of individual tasks as well as an overall project budget to date.

Odysseus™ - Disaster Recovery

Utilizing our experience and expertise in the application of the Odysseus™ software for disaster recovery grant management, ISC will establish an Odysseus™ environment to manage disaster recovery and mitigation program grant funds administered by FEMA's various programs and HUD's Community Development Block Grant disaster assistance programs. The ISC team will provide as-needed support to participating jurisdictions in navigating the Odysseus™ environment, to include their respective shared instance.

Phase 1: Establish a Unified Recovery Strategy



Based on our prior experience of executing similar disaster recovery contracts, it is essential that a clear understanding of the goals and objectives are established prior to initiating the project. A collaborative approach will ensure that your recovery objectives and priorities are successfully realized, regularly tracked, and routinely reported. Our approach will ensure that a clear understanding is achieved between both parties about the content and context of work initiated by ISC.

In coordination with the client, ISC will develop a comprehensive recovery strategy to maximize funding and expedite the rebuilding of G assets while also adhering to appropriate federal and state policies and procedures. This strategy will provide recommendations and be presented to you for approval. Once approved, ISC will work with various client departments and agencies to implement the Disaster Cost Recovery Strategy and ensure that these processes and procedures are followed.

Inform Client Administrators and Partners

An important element of any successful program is the ability to efficiently transfer knowledge and understanding. At ISC, we believe **consulting services should be value-added** and not be a burden to the client. When disaster recovery consulting services are implemented correctly, your knowledge and capability to implement the PA Program increases.

ISC will leverage our experience developing curriculum, designing virtual training programs, delivering training, and conducting exercises to offer you superior courses. ISC will collaborate with you to identify which disaster recovery courses will need to be developed and delivered. ISC will meet with you to define instructional goals and objectives of each course. If necessary, ISC will assist in the research and analysis required when no source material is available and provide subject matter specialists. ISC will deliver a needs assessment report which will deliver an overview of the tutorial, its purpose, target audience, training objectives, available resources, training format, tutorial timespan, development timeline, and assessment requirements.

At a minimum, ISC will develop training courses on the relevant federal grant programs and conduct annual training for all departments, municipalities, and partner agencies. Virtual training programs will include a method to document personnel attendance, training certificate, and other course tracking requirements.

Develop Cost Recovery Strategy

ISC will work with various client departments, municipalities, and partner agencies to develop/update the existing Cost Recovery Guide and other relevant plans and procedures. ISC will ensure that these plans and procedures are aligned with the appropriate federal and state policies and procedures.

ISC will review your existing policies and administrative procedures and provide recommendation on changes that will be needed to maximize potential federal reimbursement. ISC will develop tools and action plans for your departments/agencies to use to enhance their compliance and accountability while promoting efficiency in the cost recovery process. ISC will also develop a guide by department on their essential recovery activities and provide recommendations on what modifications should occur.

Obtain Immediate Needs Funding

If necessary, ISC will work with you to request Immediate Needs Funding (INF) for critical needs. INF can be allocated for emergency work costs such as overtime payroll, equipment expenses, temporary employee payroll, materials purchased, equipment rented, and contractor payments.

Define & Implement Decision-Making & Problem Resolution Process

Disaster recovery can be a difficult and confusing process and is generally shaped by the decisions of various stakeholders and organizations before and after an event. Post-disaster decision-making is generally accompanied by a high-stress environment and the need to make rapid decisions with

Disaster Recovery Computer-Based Training

ISC developed the curriculum and web-based training on FEMA Public Assistance Program and other recovery topics for various Clients. These interactive courses actively engage participants using point-and-click media, quizzes, and interactive graphics. Media, such as videos, flash interactions, and audio, were added to display real-life scenarios and engage the audience.

incomplete information. The decisions made during this time can critically impact and affect the future of the community. ISC will help identify key stakeholders and organize and facilitate meetings to encourage discussion and foster understanding to render decisions and resolve problems.

Identify Additional Funding Opportunities

Recovery projects can take extensive amounts of time, energy, and particularly funding. There are a variety of funding sources available to communities, private non-profit organizations, businesses, families, and individuals that have been affected by the disaster; however, it may take considerable effort to identify and obtain proper funding sources, coordinate these funding sources, and implement funded projects. Funding for disaster recovery can be generally secured from a variety of sources; however, the availability and accessibility of these sources of funding will vary based on the type and scale of the event.

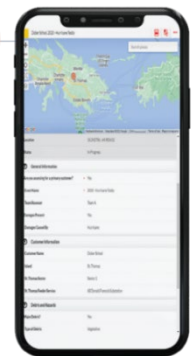
Phase 2: Conduct Detailed Damage Assessments

At ISC, we feel that it is crucially important to document your disaster damage accurately and thoroughly. This is especially true with the implementation of FEMA's new PA delivery model, as well as Section 428, which puts the onus on local government and private non-profits to document their damages in return for receiving fixed-cost estimates. ISC will conduct a thorough Preliminary Damage Assessment (PDA) of infrastructure for both public and individual assistance. Hand-selected ISC support staff will work closely with the assigned Client personnel to make sure an accurate representation of the damages is depicted. A detailed and quantifiable damage description is essential in formulating a project worksheet that is eligible for FEMA funding.

ISC'S SITE INSPECTION TOOL

New Product!

- ✓ Real-Time Reporting
- ✓ Mobile Compatible
- ✓ Integrates with GMT
- ✓ Increased Efficiency



Initiate Damage Assessment and Define Documentation Requirements

ISC will inform you to document all facility and content damages immediately following the event. This damage should be documented via written notes and photographs prior to removing debris or fixing damaged elements. ISC will provide a comprehensive list of documentation required to seek reimbursement from FEMA and other federal agencies, as appropriate.

Establish Damage Assessment Strategy and Schedule of Activities

Various methods can be utilized to assess damage and are often dependent on the type and scale of event and the resources available. Disasters that produce visible damage, such as fires, tornadoes, and hurricanes, can quickly be assessed using windshield assessments, flyovers, or geospatial analysis. Other disasters, such as flooding, may require door-to-door assessments, which can exhaust resources and time. ISC also recognizes the benefits of utilizing Unmanned Aerial Systems (UAVs or: drones) to augment damage assessments and therefore has invested in cutting-edge UAV technology and software to provide our clients with enhanced analysis and mapping.

ISC will work with you to establish an expedient and efficient damage assessment strategy, as well as a schedule of activities. This schedule will help to prioritize PDAs and high priority projects based on the amount of time required to conduct the inspection, the required attendees, and the timeline of deliverables.

Record Evidence of Extent of Damage

While conducting the damage assessment, it is important to document all relevant damage to residences, businesses, and/or damaged infrastructure. The location of all damaged sites should be documented using street addresses or GPS coordinates. For uniformity and to ensure all relevant information is collected, ISC will provide guidance and train staff on how to document damage, including dimensions, materials, and the size or capacity of the facility. In addition, it is important to capture the work necessary to perform temporary repairs or restore the damaged infrastructure, as well as the estimated or actual costs.

Phase 3: Formulate Project Grants



Our team of nationally recognized FEMA Public Assistance professionals will work closely with you to create a comprehensive and effective process that adheres to the requirements of the PA Program, as well as the administrative processes of the client that have been established prior to the disaster. Our intent is to leverage our intimate knowledge of the FEMA PA Program to identify all of your eligible FEMA PA funding, without burdening staff or creating unnecessary risk of de-obligation.

ISC will provide technical assistance as requested by the client and will proactively identify and resolve issues that may arise related to the funding of work to be completed. Activities associated with this effort include:

- ✓ Document Damages
- ✓ Develop Damage Descriptions
- ✓ Prepare Scopes of Work
- ✓ Evaluate Alternative and Improved Projects
- ✓ Identify Opportunities for Hazard Mitigation
- ✓ Implement Section 428
- ✓ Identify and Formulate Projects
- ✓ Develop Accurate Cost Estimates
- ✓ Address Special Consideration Concerns
- ✓ Establish Process for Quality Control
- ✓ Guidance and Training on FEMA PA

ISC will obtain, analyze, and gather all relevant documentation and records to extract pertinent information necessary for submittal, including timekeeping and staff assignment records as applicable. ISC will utilize their best practice quality control methods to review all projects and supporting documentation for clarity and completeness, as well as consistency and accuracy.

Initial Briefing and Complete Request for Public Assistance

To receive funding under FEMA's PA program, sub-recipients must meet all eligibility requirements. FEMA provides assistance to four types of Applicants: state governments, local

governments, Indian Tribal governments, and certain critical and non-critical private non-profit organizations. ***ISC will assist in completing RPAs as needed*** and will help to assess and provide justification for those clients who provide a public service but may not identify as one of the four types of Applicants listed above.

Participate in Exploratory Call & Recovery Scoping Meeting (RSM)

Upon approval of the RPA, ISC will help coordinate, prepare for, and participate in the Exploratory Call with the FEMA Program Delivery Manager and the sub-recipient representative. To prepare for this meeting, ISC will assist in assembling the inventory of impacts from the disaster and any questions that may need further clarification from FEMA. Following the Exploratory Call, ISC will assist as needed in developing a list of disaster-related damages and agenda items to be discussed at the Recovery Scoping Meeting (RSM). Additionally, ISC will work with each sub-recipient to upload initial information, such as contracts, insurance policies, plans and procedures into FEMA's Grants Portal. During the RSM, a meeting schedule will be agreed upon between FEMA and the client to ensure progress in recovery and establish a timeline of deliverables.

RECOVERY SCOPING MEETING BEST PRACTICES

1. Map of jurisdiction & damaged facility information
2. Documentation to support legal responsibility
3. Previous disaster damage
4. Photographs of disaster related damage
5. Completed and to be completed work

Coordinate Site Inspections with the State and FEMA

Following COVID, FEMA has taken a hybrid approach to administering the FEMA PA Program. ISC will help plan, schedule, and coordinate site inspections between the sub-recipient, client and FEMA as required. By developing a strategy and course of action, we can ensure that priority projects are assessed first and **communicate to FEMA the urgency of reviewing and obligating these projects.**

Analyze Project for FEMA PA Eligibility

All identified damages will be analyzed for eligibility under the PA program. Projects funded under the PA program must be the legal responsibility of the eligible Applicant and damaged as a direct result of the disaster event. Substantial documentation is needed to support all eligibility claims, and therefore ISC will use their best practices and acquired knowledge in formulating detailed projects to ensure reimbursement and prevent future eligibility concerns.

Evaluate Relevance of Current FEMA PA Pilot Programs

FEMA is consistently reevaluating the delivery of the PA program and identifying areas of improvement. Before making drastic changes to its program delivery, administrative costs, or just the PA program in general, FEMA will conduct a Pilot Program to test and evaluate these changes. When these programs arise, ISC will educate you on how these changes will affect them and will make sure they don't adversely affect FEMA assistance.

Assist in completing the FEMA Grants Portal Essential Elements of Information

ISC will assist you and the sub-recipients in the completion of the FEMA Grants Portal Essential Elements of Information (EEI), required to support the damage claims and ensuring eligibility of the PA Grant.

Provide Recommendations on Eligibility and Critical Issues

ISC is comprised of recovery specialists who are intimately familiar with Federal regulations, specifically the Robert T. Stafford Act, Post-Katrina Emergency Management Reform Act, and the Disaster Recovery Reform Act. We will work with you to navigate eligibility concerns and address critical issues to maximize funding and mitigate potential reimbursement concerns.

Prepare Detailed Damage Descriptions and Scopes of Work

ISC will assist in developing detailed damage description for each facility that was affected by the disaster event. Once the damage description has been agreed upon by FEMA, the client, and the sub-recipient, ISC's knowledgeable PA Specialists will assist in the development of the proposed scope of work (SOW), including the hazard mitigation proposal (HMP) for each of its projects. If the work is finished, ISC will document the completed SOW.

SOWs for emergency work projects address immediate threats and debris removal. For Permanent Work projects, the SOW includes a description of how the sub-recipient plans to repair, or has repaired, the damage, including repair dimensions and HMP description and dimensions. In instances where the SOW has a potential of impacting environmental or historic resources, ISC will coordinate with you and FEMA to review the SOW to determine if modifications could reduce potential impacts. Assess Special Considerations. Prior to removing debris, demolishing buildings, or beginning repair work, you must address any special considerations that may affect the eligibility of these projects. It is the responsibility of each sub-recipient and the client to ensure compliance with the Natural Historical Preservation Act and the National Environmental Protection Act, and therefore EHP reviews should be completed before beginning construction. ISC will educate all personnel on the risks associated with not adhering to policy and regulations and will make sure EHP reviews are completed prior to project start dates.

ISC'S DOCUMENTATION BEST PRACTICES

- ✓ Drawings, sketches, or plans of pre-disaster design
- ✓ Drawings, sketches, or photos of damage
- ✓ Engineering/technical reports
- ✓ Job orders & permits
- ✓ Disbursements & accounting records
- ✓ Force account labor, equipment & materials
- ✓ Contracts or contractor bids
- ✓ Rental and lease agreements
- ✓ Invoices, warrants, checks
- ✓ Inspection/monitoring logs

Analyze for Potential Insurance Proceeds

Many eligible applicants carry insurance that may or may not cover a portion of their damages. Understanding the available insurance coverage relative to the eligible scope of work to return the facility to its pre-disaster condition without jeopardizing potential funding due to duplication of benefits requires a thorough review and analysis of insurance policies, proof of loss, and other insurance documentation. Once we have reviewed the available supporting documentation, ISC's insurance specialist work to reconcile the amount of insurance proceeds received with the corresponding scope of work in the PWs.

Prepare Cost Estimate

FEMA may approve grant funds based on a forward pricing model to establish cost estimates for those projects that exceed the large project threshold. ISC staff are well versed in standard cost estimating programs to include RS Means and FEMA's Cost Estimating Format. ISC's experienced cost estimators can account for all possible costs based on the detailed scope of work, including codes and standards. Accurate cost estimates are even more important with the implementation of FEMA's new PA Program Delivery model and the increase in the small project threshold.

Comply with Program Timelines

Depending on the extent of damage to a facility, the client and the sub-recipients may be unable to restore the facility within the regulatory time frame and therefore must request a time extension. FEMA may approve a time extension on a project-by-project basis if the client can justify the extension and provide documentation substantiating the delays, status of the work, and a project timeline with a projected date of completion. ISC will help maintain a master schedule to help inform you of upcoming deadlines and the need to request a time extension. Additionally, the GMT allows for notifications of upcoming Period of Performance due dates. These notifications are customizable to include when they are sent and who is notified.

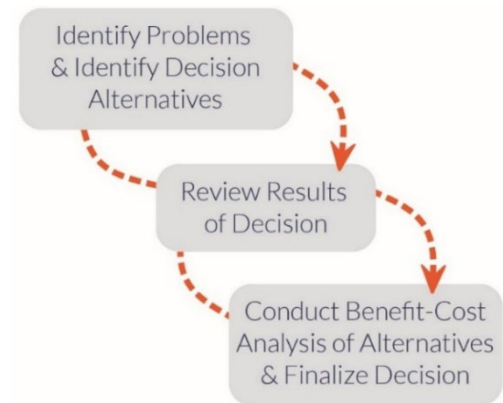
Phase 4: Maximize Recovery Funds



ISC has served as a national leader in disaster resiliency, committed to maximizing vital community disaster assistance funds through hazard mitigation and new FEMA Public Assistance initiatives. ISC has supported over 7,000 communities in identifying hazard mitigation opportunities and securing billions in additional disaster assistance funding. ISC has also developed many of the Nation's largest FEMA Section 428 projects and prepared thousands of successful appeals, securing billions in additional eligible FEMA Public Assistance funds.

Identify Hazard Mitigation Opportunities

After a declared disaster, eligible **FEMA Public Assistance Applicants can receive funding beyond what was damaged to rebuild facilities that incorporate measures that increase resiliency and hazard mitigation through Parts 404 and 406 of the Stafford Act.** These programs are a top priority for FEMA and can offer eligible Applicants up to 100% of the repair cost for some pre-approved hazard mitigation measures. ISC will assist you in identifying, developing, and evaluating opportunities for hazard mitigation programs to reduce or eliminate risk from future events. Our team of hazard mitigation specialists have extensive experience with Section 404 and 406 hazard mitigation programs and leveraging these additional funds to best benefit the client and its facilities.



ISC will work with the designated representatives to review, assess, and archive back-up documentation, contracts, and other related documentation required to support federal, and other audits related to these funds and needed for compliance. Activities include, but are not limited to:

- A bi-annual complete review of HMGP projects to ensure compliance with HMGP programmatic and fiscal requirements.
- A review of project progress, project scopes, and regulatory compliance of each Subgrantee. ISC will work to proactively address any programmatic issues.
- Periodic fiscal reviews of each Subgrantee to ensure fiscal compliance as published by the FEMA HMGP Guidance.

In addition, ISC will work with you to ensure that annual financial and compliance audits are submitted for review. Additionally, ISC will provide technical assistance in preparation and development of hazard mitigation projects related to these funds.

Evaluate Potential Projects for Section 428 Funding Allocation

FEMA's Section 428 Alternative PA program was signed into law on January 29, 2013, as part of the Sandy Recovery Improvement Act of 2013. The purpose of the 428 program is to expedite funding, increase flexibility, and provide incentives for timely and cost-effective PA projects. ISC will leverage their intimate knowledge and experience to help you identify potential projects for section 428 funding and will assist in the development of the scope of work, the validation of costs and the management of the fixed capped grant. In addition, by aligning section 428 with Recovery Support Functions (RSF) objectives, ISC can help you prioritize funding in ways that best meet the recovery needs of impacted communities.

Evaluate Opportunities for Alternative and Improved Project Funding

Large projects are reimbursed based on actual costs needed to complete the eligible scope of work. Sometimes, it is in your best interest to make improvements to the facility while performing the work or to use the funding for an alternative project which will better serve the public. Changes to the scope of work that alters the pre-disaster design, function or capacity will result in a capped grant. ISC will evaluate the desired changes to the scope of work and will utilize their knowledge of policy, engineering and cost estimating to help you in identifying the best course of action to maximize funding.

Prepare PW Versions – Changes in Scope and Cost Overruns or Underruns

Under the PA program, FEMA will only reimburse for eligible scopes of work. If there is a change to the scope of work, ISC will work with you to review the revised scope and notify FEMA immediately. Changes in scope will have to be reviewed for eligibility and EHP compliance requirements prior to the commencement of work. If work associated with the SOW change begins prior to FEMA review and approval, it will jeopardize funding. To minimize this risk, ISC will monitor the recovery progress and identify projects which may require PW versions to address changes in scope of work or costs prior to the start of the construction phase. Any change to scope or costs will require a written request to FEMA. ISC will help to assemble a complete request including a detailed justification and documentation to support the eligibility of the version.

Phase 5: Manage Grants & Performance



In addition to the formulation of projects, ISC will assist in administering the grants and identifying issues or gaps that may cause a problem during audits, jeopardizing federal funding. All PWs will be tracked and monitored from formulation through closeout. ISC will utilize specialized reporting tools to gauge the progress of the disaster and overall compliance with PA program regulations. As work progresses, ISC will help manage documentation requirements and the drawdown of funds, ensuring an efficient payment process.

Establish Audit and Financial Controls and Reporting

The Office of Inspector General (OIG) may perform audits on projects to ensure integrity and efficiency in government when carrying out essential programs and activities. Some frequent audit findings under FEMA's PA program are poor contracting practices, excessive equipment or labor charges, inaccurate accounting, and unrelated project charges. ISC will work with you to establish audit and financial controls that will reduce the burden of potential audits. This will include, but is not limited to, maintaining file records for each project to account for all associated documentation and accounting records, ensuring costs are consistent with policies and procedures, and that all costs are necessary and reasonable.

Provide Guidance and Recommendations on Mutual Aid Agreements/ Requests

Mutual aid agreements provide a means for jurisdictions to augment their resources when needed for high demand incidents. ISC will work with you to identify potential shortfalls and capability gaps through planning and exercises and make recommendations on establishing mutual aid agreements as part of your preparedness actions.

Perform Internal Controls Assessments and Support Compliance Monitoring Activities

ISC will continuously audit and review projects for compliance with regulatory guidelines, including but not limited to NFIP, procurement and contracting, and environmental and historic preservation. ISC will align the FEMA PA Program around the existing internal financial management system and processes to assist in establishing a streamlined financial accounting. Accountants and closeout specialists will be assigned to review all projects and associated versions to ensure all eligible costs are captured, sufficient documentation is provided, and all federal funding has been obligated.

The Odyssey™ GMT
Manages
\$8 BILLION+
In Disaster Recovery Grants

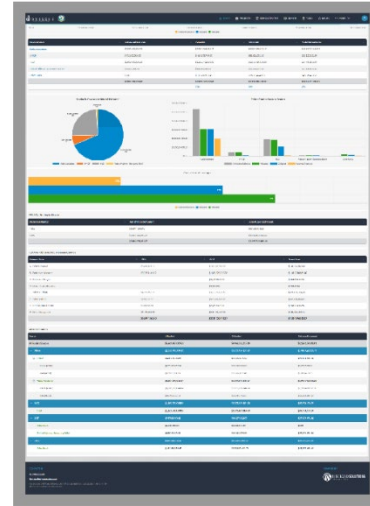
Conduct Site Inspections and Oversee Construction Projects

ISC will utilize experienced construction managers to oversee and ensure timely completion of projects. By utilizing staff that are not only familiar with construction best practices but also programmatic guidelines, ISC can ensure that you recover every dollar spent. We can also mitigate any potential conflicts by accurately documenting necessary changes to the scope of work. Site inspections will be conducted throughout the engagement and tracked in the OES Site Inspection Tool which is integrated into the OES GMT. Real-time reporting will help to gauge timelines and identification of risks/issues that may impact the period of performance or other special considerations.

Project Tracking and Status Reports

Throughout the recovery process, the client will be expected to prepare quarterly reports for the FEMA. Our FEMA PA Program support specialist will assist the client in preparing the required quarterly reports. ISC will monitor and ensure compliance with all programmatic deadlines and assist in the development of time extension requests as necessary.

ISC's web-based recovery tool can be utilized to manage data and track the grant management process. This tool provides a centralized location to collaborate on projects and automates workflow to increase efficiency. A module within this tool allows for the tracking of documentation, correspondence, and requests to ensure a timely response from key stakeholders or Federal partners. Past disaster recovery operations have demonstrated the need for disaster grant management systems to manage and track the disaster recovery funds that a community receives easily and effectively. For this reason, The ISC Team has developed a web-based tool to manage data and track the grant management process. **ISC's Disaster Grant Management Tool** can be integrated into current client processes and systems to help drive workload, track performance, monitor funding queues, create reports, monitor compliance, and audit requirements. This tool provides a centralized location to collaborate on projects and automates workflow to increase efficiency. Personalized dashboards highlight pending tasks and can help gauge the overall progress of the disaster and funding.



Management Costs

ISC uses the same technology for reporting labor hour, invoicing and tracking time-and-materials or task order engagements. ISC's timesheet and expense tracking system is integrated into our project management platform, allowing for ready access of real-time reporting of project budgets and expenditures. This platform also provides pre-built and custom reports and dashboards, empowering all levels of ISC and our clients with a 360-degree real-time information so that they can make immediate, date-driven decisions. ISC's has developed custom timesheet and expense reporting and dashboards that are consistent with FEMA DAC requirements and timely reporting of DAC and non-DAC eligible activities.



Process Appeals and Arbitration

The client has the right to appeal any FEMA determination related to the PA program. Through coordination and open communication with the sub-recipients and FEMA, ISC will mitigate potential project issues or eligibility concerns. In the event of an unfavorable determination, and after all options are exhausted, ISC will develop an appeal utilizing supporting documentation and PA policy to create a comprehensive argument for you within the regulatory timeframes.

To minimize the number of appeals, ISC believes that all PWs should be supported by policy and substantial documentation, including disaster-specific guidance and white papers that help to support eligibility determinations. Each of these documents are developed in coordination with FEMA. In the event of an unfavorable determination by FEMA, and after all



options are exhausted, ISC will develop an appeal to create a comprehensive argument. **To date, ISC has a 97% success rate in achieving favorable responses on appeals.**

Phase 6: Reconcile Funds and Closeout



At the end, ISC will assist with the FEMA PA Program closeout process. Our strategy of aligning the FEMA PA Program around your internal financial management system and processes will assist in establishing streamlined financial accounting. Accountants and closeout specialists will be assigned to review all projects and associated versions to ensure all eligible costs are captured, sufficient documentation is provided, and all federal funding has been obligated. ISC will assist you in preparing Final Inspection Reports as

necessary.

Establish Closeout Procedures

Closeout is a process in which FEMA determines that all applicable administrative actions and required work have been completed by the client. Properly closing out projects completes the recovery process, and it is ISC's belief that closeout begins at the onset of project formulation. Efficient and effective closeout requires training applicants on procedures, timelines and required documentation.

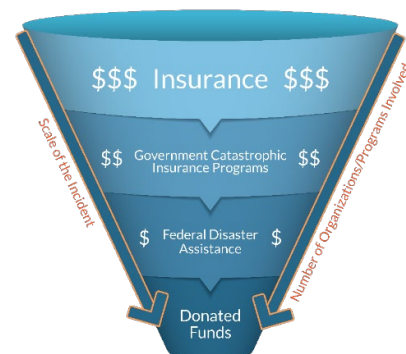
Confirm Completion of Work and Reconcile Costs

To effectively closeout a project, the client must demonstrate that the approved scope of work was completed and that funds were expended in accordance with Federal, State, and local laws, regulations, and policies. ISC's closeout specialists will review all PWs, reconcile actual costs to complete the approved scope of work, and when applicable, identify any outstanding funds that are owed to you from FEMA. In addition, ISC will work to obtain documentation to support all eligible costs and approved scope of work. ISC will review the small projects and evaluate if the actual cost to complete all small projects exceeded the original estimate. If the costs to complete the scope of work exceed the original estimate, ISC, in coordination with the client, will request a Net Small Project Overrun appeal.



Support for Additional Recovery Funding Opportunities

Recovery projects can take extensive amounts of time, energy, and particularly funding. There are a variety of funding sources available to communities, private non-profit organizations, businesses, families, and individuals that have been affected by the disaster; however, it may take considerable effort to identify and obtain proper funding sources, coordinate these funding sources, and implemented funded projects. Funding disaster recovery can be generally secured from a variety of sources; however, the availability and accessibility of these sources of funding will vary based on the type and scale of the event.



One of the greatest challenges for a community during post-disaster redevelopment is to navigate the bureaucratic buffet of federal disaster assistance programs, while identifying and pursuing non-federal funding mechanisms to fund those activities that may not be eligible in accordance to the programmatic guidelines of the ninety-three (93) disaster recovery assistance programs and our proprietary collection of over 500 private and non-profit disaster assistance funding sources. ISC will assist you in developing a disaster recovery funding strategy and provide technical support in securing and managing these additional funding opportunities.

Disaster Funding	
Funding Source	Description
Insurance	Insurance is the equitable transfer of the risk of a loss, from one entity to another in exchange for payment. It is a form of risk management primarily used to hedge against the risk of a contingent, uncertain loss. Property insurance provides protection against risks to property, such as fire, theft, or weather damage.
Government Catastrophic Insurance Programs	State Catastrophic Insurance Programs provide coverage to low-probability; high-cost events for select natural disaster such as hurricanes, earthquakes, and floods that are generally excluded from standard insurance policies. Catastrophe insurance is difficult to estimate the total potential cost of an insured loss and a catastrophic event results in an extremely large number of claims being filed at the same time. As a result, government programs such as the NFIP and state catastrophic programs are established to effectively manage hazard risk exposure.
Federal Funding	Presidential Disaster Declarations initiate specific kinds of grants, loans, and common FEMA funding programs. There are also numerous other agencies that provide various support through existing disaster related programs. It is important to note that these federal Disaster Assistance programs are <u>supplemental programs</u> to other funding sources such as insurance and <u>must not duplicate funding</u> provided by other organizations.

Project Schedule

Project Schedule													
Project Timeline by Phase	Deliverable	Month											
		1	2	3	4	5	6	7	8	9	10	11	12+
Phase 1: Established a Unified Recovery Strategy	✓ Recovery Strategy ✓ Document Maintenance Strategy ✓ Develop Action Plan	✓	✓										
Phase 2: Conduct Detailed Damage Assessments	✓ Conduct Damage Assessments ✓ Damage Inventory ✓ Identify EHP Concerns	✓	✓	✓									
Phase 3: Formulate Project Grants	✓ Develop detail ✓ led scopes of work and cost estimates ✓ Coordinate with State/FEMA on RFIs		✓	✓	✓	✓	✓	✓	✓	✓			
Phase 4: Maximize Recovery Funds	✓ Identify mitigation opportunities ✓ Identify alternate/improved projects ✓ Identify additional funding					✓	✓	✓	✓	✓	✓	✓	✓
Phase 5: Manage Grants and Performance	✓ Time extension requests ✓ Request changes in scope or costs ✓ Ensure adherence to policy and regulations ✓ Maintain documentation							✓	✓	✓	✓	✓	✓
Phase 6: Reconcile Funds and Closeout	✓ Reconcile funds ✓ Close out small and large projects											✓	✓

Implementing Long Term Recovery Operations

Over the past 20 years, our team has supported local governments, states, and FEMA on a litany of disaster recovery operations, disaster recovery planning and special disaster recovery projects around the nation. This expertise is culminated into community recovery plans that are operationally relevant and effective.

Following catastrophic disasters, ISC provides technical programmatic support to the National Disaster Recovery Framework (NDRF). The NDRF, led by the Department of Homeland Security (DHS): Federal Emergency Management Agency (FEMA) augments and provides support to local and state catastrophic disaster recovery efforts. The NDRF fulfills this objective by cultivating the long-term vision of the community, facilitating in the development of key stakeholder long-term support, addressing local recovery needs, and by creating a mechanism that will guide the community's long-term recovery efforts. ISC works in concert with FEMA and a multitude of federal partner agencies to coordinate the federal response by identifying significant long-term impacts, addressing local recovery needs, and fostering resilient and sustainable community disaster recovery.

- **Program Management and Support:** ISC provides program support to long-term recovery operations and to 1) foster partnerships and convene meetings, 2) ensure appropriateness of participation, 3) empower communities and its leadership, 4) coordinate ESF 14 activities with interagency programs and other Federal partners, and 5) promote resilient and sustainable disaster recovery.
- **Disaster Recovery Technical Support:** ISC provides technical support in the development of Long-term Community Recovery Plans, which cross reference community needs with a common long-term recovery community vision. This process incorporates common planning principles into the recovery process, improving a community's ability to ensure sustainable, long-term disaster recovery.
- **Committee and Workgroup Governance Development:** Utilizing our expertise in disaster recovery, emergency planning, and steering committee management, ISC is able to provide critical technical support in the creation of and guidance to community recovery steering committees and workgroups.
- **Community Outreach and Preparedness Development:** Successful community recovery is contingent upon the timely engagement of the target community to foster "communitas" (the collective "we"), educating community leaders and key stakeholders, and engaging the public. ISC is able to incorporate its community outreach expertise to use proven methods that foster group collaboration through consensus building and mitigation of group conflict, ensuring a politically salient process that will promote community accord, minimize cost/delays, improve the decision-making process, maintain community credibility, and improve efficiency of recovery project implementation.
- **Grant Management and Procurement Support:** ISC assesses, evaluates, and identifies funding sources and opportunities for high priority projects identified in the project formulation process. This process engages State and Federal partners and programs including several FEMA, HUD, and SBA disaster recovery programs.

Pricing Proposal

The Fee Schedule, below, is inclusive of all employee salaries, indirect costs, and other direct costs (ODCs), required to perform all tasks requested. Additionally, please note that this price proposal includes all project and program management, as well as other management costs. All non-labor cost such as lodging and per diem are billed at GSA rate, travel expenses (airfare, rental car) at actual cost with no markup.

ISC will take all prudent measures to ensure costs for disaster recovery services do not exceed the 5% FEMA Disaster Administrative Costs allocated to City of La Marque. When applicable, ISC can provide fixed-cost estimates for any assigned work that has a clearly defined scope, budget, and period of performance.

SECTION 4

PRICING PROPOSAL

Proposal of: _____
(Proposer Company Name)

To: City of La Marque

Ref.: Disaster Consulting and Grant Administration Services

RFP No#: 24-05

Ladies and Gentlemen:

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the "Services" required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

4.1 Pricing Proposal for Services Offered

4.1.1 See below CITY OF LA MARQUE Pricing Proposal (Ref. 4.6). It must be filled out completely and returned with this Pricing Proposal.

4.2 Added Value

4.2.1 Describe any proposed benefits to CITY OF LA MARQUE from Proposer, not otherwise set forth herein, which would be an added value to CITY OF LA MARQUE.

4.3 CITY OF LA MARQUE's Payment Terms

CITY OF LA MARQUE's standard payment terms for services are "Net 30 days."

4.4 Price Increases Upon Extension

Any contract resulting from this RFP shall be effective for three (3) years upon execution by the City of La Marque. **Proposed pricing referenced in 4.6 Pricing Proposal shall be firm for three (3) years.**

It is agreed that City will have the option to extend the contract for up to two (2) additional years in one-year intervals. Upon option to extend, if approved by the CITY OF LA MARQUE, the Bidder shall modify the rates charged by the Bidder to reflect any changes shown in the comparative statement delivered to CITY OF LA MARQUE. The maximum increase allowed under this provision shall be four percent (4%) per year. CITY OF LA MARQUE will not accept, or agree, to any escalation clause higher than four percent (4%) per year. If an escalation clause of greater than the maximum allowed by CITY OF LA MARQUE, as stated previously, is inserted in the blanks below, CITY OF LA MARQUE will consider that the amount of escalation is 0%. CITY OF LA MARQUE shall have authority, in its reasonable discretion, to determine the validity of any change in Bidder's rates. CITY OF LA MARQUE cannot exercise the Option to Extend with any price increases unless the Bidder completes the section of the Quote requesting anticipated percentage of annual escalation. The escalation time frame will be determined by CITY OF LA MARQUE's Fiscal Year which begins in October and ends the following September. (example: FY 2022 October 1, 2021 – September 30, 2022).

Escalation may only occur at the time of renewal and only upon securing the approval of the City in writing. Requests for price adjustments must be solely for the purpose of accommodating an increase in the contractor's cost, not profits.

FIRST ADDITIONAL YEAR (FY 2026) ESCALATION.....____%

SECOND ADDITIONAL YEAR (FY 2027) ESCALATION.....____%

4.5 Cooperative Governmental Purchasing Notice

Other governmental entities maintaining inter-local agreements with CITY OF LA MARQUE, may desire, but are not obligated, to purchase goods and services defined in this RFP from the successful Proposer. All purchases by governmental entities, other than CITY OF LA MARQUE, will be billed directly to and paid by that governmental entity. CITY OF LA MARQUE will not be responsible for another governmental entity's debts. Each governmental entity will place their own orders with the successful Proposer and be responsible for ensuring full compliance with the RFP specifications. Prior to other governmental entities placing orders, CITY OF LA MARQUE will notify the successful Proposer of their intent.

Please indicate below if you will permit other governmental entities to purchase from your agreement with CITY OF LA MARQUE.

☐ **Yes, Others can purchase** ☐ **No, Only the CITY OF LA MARQUE can purchase.**

**Section 4.6 Pricing
Rate Schedule**

<u>Labor Category</u>	<u>Hourly Rate- Remote</u>	<u>Hourly Rate-Total including All</u>	<u>%of profit %</u>
Principal			
Project Manager			
Subject Matter Expert (SME) PA			
Subject Matter Expert (SME) Mitigation			
Senior Public Assistance Officer			
Junior Public Assistance Officer			
Mitigation Specialist			
Grant Manager			
Appeals Specialist			
Grant Writer			
Grant Specialist			
Senior Planner			
Planner			
Senior GIS Analyst			
GIS Analyst			

Respectfully submitted,

Proposer: _____

By: _____
(Authorized Signature for Proposer)

Name: _____

Title: _____

Date: _____

PROPOSED PRICING SHALL BE FIRM FOR THREE (3) YEARS

Appendix A. Resumes

Please see the following page for our Key Personnel resumes.

DANIEL MARTIN, PHD, CEM

Principal



PROFILE

Daniel Martin is the world's first to hold a PhD in Emergency Management and recognized internationally for bridging the disciplines of emergency management and environmental sciences (climate change). He is a seasoned emergency manager whose experience covers all fundamental areas of the discipline to include response, recovery, mitigation, and preparedness to include planning, training, and exercises.

Dr. Martin is a seasoned program manager and consultant, managing over 300 consulting engagements and managing several large Federal Emergency Management Agency (FEMA) and other U.S. federal emergency management contracts totaling over \$2.5 billion. His project experience ranges from development of hazard mitigation plans for some of our Nation's largest communities to conducting tabletop and functional exercise on a wide variety of hazard topics and special events such as the Super Bowl. He has developed community disaster recovery plans, community preparedness surveys, hurricane preparedness commercial video to the creation of a community vulnerability and hazard risk analysis tool with over 4,500 scientifically based measurements. His experience in emergency management is extensive and maintains a high standard of performance for every client he serves.

In addition to his planning and preparedness experience, over the course of his career, Dr. Martin has responded to over 50 U.S. Nationally declared disasters and has been instrumental in many of FEMA's programmatic initiatives to improve the United States emergency management system since 9/11. His disaster experience includes all the major United States disasters to include 9/11, Hurricanes Katrina (New Orleans), Sandy (New York City), Harvey (Houston), and Maria (Puerto Rico) where he served in various leadership roles during disaster recovery operations. He has prepared, provided oversight, and/or managed the development, reconciliation, final closeout, and appeals of over \$5 billion in disaster recovery and mitigation grants under the FEMA Public Assistance, FEMA Hazard Mitigation Grant, and HUD CDBG-DR programs. In 2018, Dr. Martin served as the lead Subject Matter Expert to investigate the Puerto Rico Recovery Operation following Hurricane Maria, help resolve operational and programmatic issues. Dr. Martin's efforts resulted in putting Puerto Rico on the correct path for disaster recovery.

Dr. Martin's contributions to the emergency management industry has been recognized by two former Presidents of the United States and has received commendation from FEMA Headquarters, senior client officials, and emergency management scholars for his extensive knowledge of the field of emergency management as well as the federal programs, regulations, policies, and disaster operational practices.

EXPERTISE & CERTIFICATIONS

- Comprehensive Emergency Management Planning
- Disaster Ops & Assistance Programs
- Community Disaster Recovery
- Hazard Vulnerability, Risk & Resiliency
- Critical Infrastructure Engineer
- Emergency Management Research Methods
- Certified Emergency Manager
- Certified Homeland Security Professional
- Certified Emergency Manager
- Institution Review Board Certified
- American Society of Civil Engineers; Rebuilding the New Orleans Region: Infrastructure Systems and Technology Innovation Forum; Guest Lecturer

YEARS OF EXPERIENCE

- 30+ years of experience

EDUCATION

- MA & PhD, Emergency Management
- BS, Environmental Engineering
- Graduate Studies, Public Health & Sociology
- Critical Infrastructure Engineering (Minor)
- Completed and developed course curriculum for EMI as well as graduate and doctorate level courses on various topics

RECOGNITION

- President Barack Obama Letter of Recognition
- President George Bush Letter of Appreciation
- 2003 President's Award

RELEVANT PROJECT EXPERIENCE

- DHS – FEMA; National Response & Recovery Directorate Planning & Coordination Program; Program Director; ISC; 2010 – Present.

DANIEL MARTIN, PHD, CEM

Principal



- DHS – FEMA; National Catastrophic Planning Technical Assistance Program; Managing Principal; ISC; 2015 – Present.
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – Public Assistance TAC Support; Managing Principal; ISC; 1998 – Present.
- Department of Interior: Bureau of Indian Affairs Emergency Management Services; Managing Principal; ISC; 2014 – Present.
- Miami-Dade Emergency Management & Homeland Security Consulting Services; Managing Principal; ISC; 2009 – Present.
- San Diego As-Needed Emergency Planning Services; Managing Principal; ISC; 2015 – Present.
- Houston-Galveston Area Council All Hazards Preparedness, Planning Consulting, and Recovery Services; Managing Principal; ISC; 2012 – Present.

LAUREN MARTIN

Principal-in-Charge



PROFILE

Lauren Martin serves as the Director of Controls for ISC. In her tenure with ISC, Lauren has responded to over 20 U.S. Nationally declared disasters and has helped to manage over \$20 billion in recovery dollars. Her disaster experience includes but is not limited to the 2008 Midwest Floods, Hurricanes Sandy, Harvey, Irma, Maria, and Laura, the 2011, 2013, 2017 Midwest Tornadoes and COVID-19 pandemic. Lauren served in various roles during the response and recovery operations and was integral in the development of key performance metrics as well as project management tools used to help gauge the progress of recovery operations. She possesses intimate programmatic knowledge in the administration of FEMA's Public Assistance and Hazard Mitigation programs, which has enabled her in past disaster operations to successfully represent FEMA leadership and negotiate with key officials on controversial issues. Throughout her educational and professional career, Lauren has developed an exceptional leadership style that promotes and cultivates an environment of teamwork, respect, and continued learning. She provides clear direction and guidance to effectively structure and organize work activities to maximize productivity, fulfill incident objectives and meet the production expectations of the staff.

Ms. Martin is a seasoned professional in investigating and analyzing conditions, identifying areas of issue, and implementing corrective action as necessary. Her desire to streamline processes and improve efficiencies has led to the development of a variety of databases and tools, most notably ISC's Odysseus Grant Management and Site Inspection Tools. She has also spearheaded the development of Computer Based Training to assist clients in reducing time and money affiliated with in-person training while increasing learner retention through engaging and interactive training modules.

EXPERTISE & CERTIFICATIONS

- Disaster Operations
- FEMA Public Assistance, Policy & Guidelines
- Community Disaster Recovery
- Community Vulnerability
- Hazard Mitigation
- Emergency Response Program Management
- QA/QC
- Project Management
- Long-Term Recovery
- Project and Financial Audits
- Project Closeout
- Computer-Based Training
- Comprehensive Training
- Technical Writing
- American Rescue Plan Act
- CARES Act
- FEMA Region VII Token of Appreciation
- FEMA Region II 2017 Contractor Recognition
- FEMA Region II Most Valuable Team Member

YEARS OF EXPERIENCE

- 18+ years professional experience
- 14+ years industry experience

EDUCATION

- M.P.A., Public Administration
- B.S., Biology, Chemistry, Physics
- Public Health, Graduate Studies
- Business Administration, Graduate Studies

SECURITY

- Public Trust 2028

RELEVANT PROJECT EXPERIENCE

- DHS – Federal Emergency Management Agency (FEMA); FEMA PA Technical Assistance Contract (TAC); Project Manager; ISC, 2010 – Present
- DHS – FEMA; National Catastrophic Planning Technical Assistance Program; Project Manager; ISC, 2015 – Present
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; DR-4402-WI; Project Manager; ISC, 2021
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; DR-4424-OH; Project Manager; ISC, 2019 - 2021
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; DR-4459-WI; Project Manager; ISC, 2020 - 2021
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; Various Louisiana Disasters; Project Manager; ISC, 2020 – 2021
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; DR-4447-OH; Project Manager; ISC, 2019
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; DR-4442-MN; Project Manager; ISC, 2019
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; DR-4332-TX; Project Manager; ISC, 2017 - Present
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; Central CRC; Project Manager; ISC, 2019 - Present
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; DR-4559-4570-LA; Project Manager; ISC, 2021 – Present
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; Region II, Hurricane Maria; Project Manager; ISC, 2017 – 2020

LAUREN MARTIN

Principal-in-Charge



- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; Region II, Hurricane Sandy; Senior Program Analyst; ISC, 2015 – 2018
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; Region VII; Program Analyst; ISC, Dec 2013 – Aug 2014
- DHS – FEMA; Nationwide Infrastructure Response & Recovery – PA TAC Support; Oklahoma City Tornadoes; Technical Specialist; ISC, June 2013 – December 2013
- DHS – FEMA; FEMA HQ; Nationwide Infrastructure Response & Recovery – PA TAC Support; FEMA PA Applicant Pocket Guide & Sandy Recovery Improvement Act CBT; Development, Technical Specialist; ISC, November 2012 – June 2013
- DHS – FEMA; FEMA: DR-1763-IA Midwest Floods; Nationwide Infrastructure Response & Recovery – PA TAC Support; Various Positions; ISC, October 2008 – August 2012
- North Providence Rhode Island; ARPA Strategic Plan; Subject Matter Expert; ISC, 2022 – Present
- Town of Westerly / Westerly Public Schools RI; ARPA Management Services; Subject Matter Expert; ISC, 2022 – Present
- Martin County FL; Recovery Services; Project Manager; ISC, 2021 – Present
- USVI Water and Power Authority; Disaster Damage Assessment Services; Project Manager; ISC, 2021 – Present
- USVI Office of Disaster Recovery/V. I. Public Finance Authority; Portfolio Management System; Principal in Charge; ISC, 2020 – Present
- Town of Westerly / Westerly Public Schools RI; Disaster Recovery Services; Project Manager; ISC, 2020 – Present
- Nebraska Emergency Management Agency; FEMA Public Assistance Closeout TO 1 & 2; Project Manager, ISC, May 2021 – Present
- City of Sarasota; Debris Management and Disaster Recovery Services; Project Manager; ISC, 2019 – Present
- Cook County Department of Public Health; COVID19 Support Services; Controller; ISC, 2020 – Present
- Chicago Department of Public Health; COVID 19 Support Services; Controller; ISC, 2020 – Present
- Illinois Butler School District 53; COVID-19 Monitoring & Compliance Services; Principal in Charge; ISC, 2020 – Present
- Lake Charles Harbor; Recovery Support Services; Principal in Charge, ISC, 2020 – Present
- West Calcasieu Airport; Recovery Support Services; Principal in Charge, ISC, 2020 – Present
- West Calcasieu Port; Recovery Support Services; Principal in Charge, ISC, 2020 – Present
- Sowela Technical Community College; Recovery Support Services; Principal in Charge, ISC, 2020 – 2021
- Lake Charles Regional Airport; Recovery Support Services; Principal in Charge, ISC, 2020 – Present
- Calcasieu Parish School Board; Recovery Support Services; Principal in Charge, ISC, 2020 – Present
- City of Lake Charles; Recovery Support Services; Principal in Charge, ISC, 2020 – Present
- Louisiana Community & Technical College Systems; Recovery Support Services; Principal in Charge, ISC, 2020 – Present
- Midland City, MI; Recovery Support Services; Project Manager; ISC, 2020 – 2021
- Midland County, MI; Recovery Support Services; Project Manager; ISC, 2020 – 2021
- Northwood University; Recovery Support Services; Project Manager; ISC, 2020 – 2021
- Midland Center for Arts; Recovery Support Services; Project Manager; ISC, 2020 – 2021
- Bay County School Board; FEMA PA Recovery Services Emergency Contract; Principal in Charge; ISC, September – December 2021
- Fairfield Fire Department, CA; Emergency Operations Plan; Project Manager, ISC, 2021
- Corpus Christi TX; COVID19 Recovery Services; Principal in Charge; ISC, 2020 – 2021
- California State University – Fullerton, COVID-19 Support Services; Project Manager; ISC, 2020 – 2021
- Acelero Learning; Emergency Response Plan; Principal in Charge, ISC, 2020 – 2021
- City of Dublin & City of Pleasanton; Disaster Debris Management Plan; Project Manager; ISC, 2020 – 2021
- Cook County Emergency Management and Regional Security; COVID-19 Support; Recovery Specialist; ISC, May 2020 – December 2020
- Sacramento County, Office of Emergency Services (OES); Recovery Plan; Subject Matter Expert / Facilitator; ISC, 2019 – 2022
- Chicago OEMC; Whole Community Training Summit; Principal Manager; ISC, 2018
- Miami-Dade OEM; Web-EOC Computer-Based Training; Project Manager/Lead Developer; ISC, 2018
- Royal Oak, Michigan; Hazard Mitigation Plan Update; Planner; ISC, 2017 – 2018
- Seminole Tribe of Florida; Hazard Mitigation Plan Update; Planner; ISC, 2015 – 2016
- Waukesha County WI; Hazard Mitigation Plan Update; Planner; ISC, 2015 – 2016
- Mid-America Regional Council; ESF 14 and ESF 8 Computer-Based Training Development; CBT Specialist; ISC, 2014
- Miami-Dade OEM; University Interactive Disaster Simulation Exercise; CBT Specialist; ISC, 2013
- DuPage County Health Department; Hazard Risk Assessment; Planner; ISC, 2012

GLEN LAFOND

Senior Project Manager



PROFILE

Glen LaFond has more than 25 years combined of Emergency, Construction, Project, and Financial Management experience in both the public and private sector. For the past 15 years, Glen has worked on 16 disasters, including flood, wind, and earthquake hazards. Due to his commitment to the emergency management discipline, Glen achieved FEMA's highly coveted Advanced Professional Series Certificate in Emergency Management and completed the National Fire Academy's Type 3 All Hazard IMT Technical Assistance Program. Mr. LaFond has the knowledge, skills, and abilities to manage a disaster at any level, including Federal, State, County, local jurisdiction, and private sectors. His experience in responding to and working multiple disasters, coupled with his background in the construction industry, give him a unique insight into the Emergency Management field that has proven invaluable to his applicants and clients. Glen is a FEMA policy and procedural expert with strong technical writing skills that he uses to write project worksheets as well as appeals to ensure maximum grant awards for his applicants.

Most recently, Glen has been serving as the Program Director for 3 clients in Southwest Louisiana. He is currently overseeing more than \$160 million in FEMA grants to help his applicants recover from the devastating effects of Hurricane Laura and its 150 mph winds. As a Section 428 PAAP Alternative project policy specialist, Glen has directed over \$80 million into this complicated FEMA grants program. This has allowed his clients to maximize their grant funding while also allowing them the greatest flexibility with their funding as they repair and rebuild their facilities. The experience and professional knowledge of Glen and his team has allowed his clients to far outpace the other applicants in this disaster in terms of the amount of obligated and hazard mitigation funds received.

Before his currently deployment, Glen served as a FEMA Emergency Management consultant in New York State on Hurricane Sandy DR-4085 where he wrote more than \$700 million in Public Assistance Project Worksheets across all categories of work for restoration and mitigation efforts, including grants written under the newly created Public Assistance Alternative Procedures Program (PAAP). He has used his construction management and estimating background to assist applicants in developing scopes of work and wrote his own restoration CEF estimates and mitigation Cost Benefit Analyses for critical infrastructure that included wastewater treatment plants, State, and prominent local government entities as well as school districts and housing authorities. Mr. LaFond also has been deployed as an Insurance Specialist where he prevented over \$120 million in duplication of disaster benefits and resolved outstanding insurance issues in appeal or OIG audit during the FEMA grant closeout process.

EXPERTISE & CERTIFICATIONS

- FEMA Public Assistance
- FEMA Individual Assistance
- FEMA PA Policy, Guidelines and Regulations
- Project Management
- Construction Management
- 404 / 406 Hazard Mitigation
- Cost Estimating (CEF) and RS Means
- Section 428 PAAP
- Insurance
- Alternate & Improved Projects
- Program Delivery Manager (PDMG)
- Site Inspection
- Public Assistance Coordinator (PAC)
- Writing Project Worksheets

YEARS OF EXPERIENCE

- 25+ years of experience

EDUCATION

- BA, Business Administration
- Advanced Professional Series in Emergency Management from FEMA
- State of Florida's GOLD State Management Team (SMT)
- National Fire Academy's All Hazards Incident Management Team (AHIMT)
- Grants Manager / Grants Portal

RELEVANT PROJECT EXPERIENCE

Emergency Management Consultant, Integrated Solutions Consulting, April 2013 – Present

- Project Manager for ISC on Hurricane Laura, and damages to the Harbors and Airports.
- Primary PM and POC between clients and project reps.
- Technical Assistance Consultant (TAC) to FEMA for Hurricane Maria DR-4339; served as PDMG and Grants Manager reporting specialist.
- Technical Assistance Consultant to FEMA for Hurricane Sandy DR-4085; served as Project Specialist.
- Wrote over \$500 million in Public Assistance Project Worksheets (PW's) across all categories of work including writing Section 428 PAAP Projects
- Wrote projects for Airports, tunnels, bridges, school districts, housing authorities and wastewater treatment plants.
- Emergency Management Consultant to Florida League of Cities (FLC) / Florida Municipal Insurance Trust (FMIT)
- Worked with League members, FEMA and the State of Florida to reconcile claims and reduce municipal de-obligation exposure by over \$120 Million.
- As a Project Manager for FMIT, worked expeditiously to repair flooded NASA building with over \$5M in damages while staying within budget & timeline.
- Puerto Rico: DR-4339 Hurricane Maria, Public Assistance Emergency Grant Program, Disaster Recovery Specialist – October 2017 – May 2018

ERIC J. ZABUKOVEC

Assistant Project Manager



PROFILE

Mr. Eric Zabukovec is highly skilled in supervisory and managerial techniques with an emphasis on Emergency Management and Recovery. He has a vast experience in Public Assistance (PA), PA grants, PA policies and guidelines and interpretation and analyzation of grants and the PA Process. He is experienced in project worksheet development, appeals, time extension and final inspections, having worked in PA and disaster recovery almost 10 years.

He excels in the ability to design systems logic and process information logically; to prepare technical program specifications for complex applications; to analyze and interpret data within an application system; to communicate business information effectively and in writing to users to determine work priorities, assign work and ensure accurate complete of work assignments; to establish and maintain effective working relationships with others. He has exceptional organizational, communication, analytic, and problems solving skills with the capacity to work effectively with people at all levels of an organization. With proven leadership skills; able to make sound decisions and accept increasing levels of responsibility, a reputation for displaying professionalism and high levels of integrity, high level of experience generating reports from databases; and compiling and analyzing data for making management recommendations.

Along with Mr. Zabukovec's 13 years in PA and grant management, he also has over 8 years' experience managing IT for various companies, including the State of Florida's Division of Emergency Management.

EXPERTISE & CERTIFICATIONS

- FEMA Public Assistance
- FEMA PA Policy, Guidelines and Regulations; PAAPG, PAAP, 44CFR, Stafford Act
- Grants Manager / Grants Portal
- Grant Management
- Policy Interpretation and Issues
- Project Management
- Public Assistance Categories A-G
- Project Worksheet Development
- Closeouts
- Appeals
- Time Extensions
- Final Inspections
- Financial Analysis
- Report Development, Analyzation and Maintenance
- Information Technology (IT) Management
- Technical Program Specs for Complex Applications
- NIMS, ICS Compliance
- JD Edwards Accounting/PeopleSoft, AS400 Platform, Linux
- EMMIE, NEMIS

EDUCATION

- B.S. Finance, University of Central Florida, 2001
- A.S. Business Administration, 1998

RELEVANT PROJECT EXPERIENCE

Hagerty Consulting, June 2021 – June 2022

- DR-4486-FL COVID-19 Pandemic, Project Executive
- EM-3560-FL Surfside Building Collapse, Deputy Project Manager
- DR-4486-FL COVID-19 Pandemic, Recovery Specialist, Miami-Dade County

CDR / Maguire, 2018 – 2021

- DR-4399-FL Hurricane Michael, Project Manager

DSI, Inc. / FDEM State Contractor, 2008 – 2012 and 2016 - 2018

- DR-4280-FL Hurricane Hermine, Senior Project Specialist / State PAC, assist Franklin County with PA project formulation
- DR-4283-FL Hurricane Matthew, Senior Project Specialist
- DR-1539, 1545, 1551, 1561, 1602 1609-FL

Integrated Solutions Consulting / AECOM, 2012 - 2017

- DR-4085-NY Hurricane Sandy, Project Specialist
- DR-4269-TX Texas Tax Day Floods, Project Specialist
- State of Florida Division of Emergency Management, LLC, Office Automation Specialist / Planner IV /Grants

BARRY COURTNEY

Senior Engineer



PROFILE

Barry Courtney has 40+ years of experience as a Project Manager, Construction Manager, Engineering Consultant, and Disaster Recovery Consultant. In the last five years, Mr. Courtney has worked with PA Disaster Recovery Project Teams including 4559DR-LA Hurricane Laura as a Technical Specialist and Remote Costing Specialist; 4547DR-MI Severe Flooding as a Site Inspector and Costing Specialist; and 4339DR-PR Hurricane Maria as a Site Inspector for the Caguas JFO. He has trained as a Costing Specialist at the Denton, TX CRC, and as a PDMG at 4332DR-TX Hurricane Harvey. His competencies include writing projects in Grants Manager and Grants Portal; compiling accurate estimates with RS Means, FEMA CEF, and Excel; and compiling comprehensive FEMA Site Inspector deliverables. Mr. Courtney also has 35+ years of experience in Oil and Gas Development Projects, with strong skills in production facilities engineering, design, contract management, offshore installation, cost estimating, quantities analyses, and construction management. Mr. Courtney is a dedicated professional capable of delivering challenging project goals, contract requirements, cost control, and schedule milestones, while retaining high quality, health, safety, and environmental standards.

EXPERTISE & CERTIFICATIONS

- PA Site Inspector, Puerto Rico, Caguas JFO, Branch III Housing Sector 10.28.19
- PA Costing Specialist, Denton, TX CRC, 60-day Training Program 1st Qtr.19
- PA PDMG, Emergency Management Institute, Emmitsburg, MD (10.6.17)
- Project Management Professional, Project Management Institute, (4.10.09)

YEARS OF EXPERIENCE

- 5+ years of experience in PA Disaster Recovery Projects
- 35+ years of experience in Oil and Gas Development Projects

EDUCATION

- BS, Civil Engineering, Tennessee Technological University, 1981

RELEVANT PROJECT EXPERIENCE

- 4559DR-LA Hurricane Laura PA, Lake Charles Harbor and Terminal District, Technical Specialist & Costing Specialist, ISC; 2021 – 2022
- 4559DR-LA Hurricane Laura PA, West Calcasieu Airport Managing Board, Technical Specialist & Costing Specialist, ISC; 2021 – 2022
- 4559DR-LA Hurricane Laura PA, West Calcasieu Port Commission, Technical Specialist & Costing Specialist, ISC; 2021 – 2022
- 4547DR-MI Severe Flooding PA, Northwood University, Site Inspector & Costing Specialist, ISC; 2020 – 2021
- 4547DR-MI Severe Flooding PA, Midland Center for the Arts, Site Inspector & Costing Specialist, ISC; 2020 – 2021
- 4547DR-MI Severe Flooding PA, City of Midland, Site Inspector & Costing Specialist, ISC; 2020 – 2021
- 4547DR-MI Severe Flooding PA, Midland County, Site Inspector & Costing Specialist, ISC; 2020 – 2021
- 4339DR-PR Hurricane Maria PA, JRO Branch III, Housing Sector, Site Inspector, ISC; 2019 – 2020
- 4332DR-TX Hurricane Harvey PA, Denton CRC, Costing Specialist, ISC; 2019 – 2019
- 4394DR-SC Hurricane Florence PA, Denton CRC, Costing Specialist, ISC; 2019 – 2019
- 4393DR-NC Hurricane Florence PA, Denton CRC, Costing Specialist, ISC; 2019 – 2019
- 4372DR-MA Severe Winter Storm & Flooding PA, Denton CRC, Costing Specialist, ISC; 2019 – 2019
- 4332DR-TX Hurricane Harvey PA, Port of Beaumont Navigation District, PDMG, ISC; 2017 – 2019
- 4332DR-TX Hurricane Harvey PA, Trinity Bay Conservation District, PDMG, ISC; 2017 – 2019
- 4332DR-TX Hurricane Harvey PA, Liberty County Water District, PDMG, ISC; 2017 – 2019
- 4332DR-TX Hurricane Harvey PA, Warren Independent School District, PDMG, ISC; 2017 – 2019
- 4332DR-TX Hurricane Harvey PA, Buna Independent School District, PDMG, ISC; 2017 – 2019
- 4332DR-TX Hurricane Harvey PA, San Augustine County, PDMG, ISC; 2017 – 2019
- 4332DR-TX Hurricane Harvey PA, Newton County, PDMG, ISC; 2017 – 2019
- 4332DR-TX Hurricane Harvey PA, City of Port Arthur, PDMG, ISC; 2017 – 2019
- 4332DR-TX Hurricane Harvey PA, City of Jasper, PDMG, ISC; 2017 – 2019
- 4332DR-TX Hurricane Harvey PA, City of Shepherd, PDMG, ISC; 2017 – 2019

VICTORIA PHELPS

Program Specialist



PROFILE

MS. Victoria Phelps has over 15 years' experience combined in FEMA and State Disaster Recovery. She has deployed to 22 various disasters and served in various Senior roles, such as Task Force Lead, Team Lead, Work Force Director, FEMA and State Public Assistance Coordinator and Liaison, FEMA PA Grant Writer, Estimator, QA/QC Grant Reviewer, PA Site Inspector, Data Information Collection and Reporting, 406 Mitigation Grant Writer, Initial Reviewer for Floodplain, Historical, Environmental Policy Laws and Regulations.

As an active US Navy veteran Victoria was selected from Enlisted Ranks to become Engineering Officer Department Head for Structural, Mechanical, and Electrical Engineering Groups

She has extensive program knowledge, including The Stafford Act, 44 CFR, 2 CFR, SRIA Legislation, PAAP Programs, PAPPG and all other program materials. She is proficient with Microsoft Project, Word, excel, PowerPoint and outlook software together with Windows Operation system. Victoria excels in verbal and writing communication. She can manage multiple projects under strict deadlines while identifying and recommending solutions.

EXPERTISE & CERTIFICATIONS

- FEMA Public Assistance
- Expertise with FEMA Disaster Management Data Systems Manager
- Post Hurricane Sandy Recovery Act Directives
- FEMA Hazard Mitigation BCA Training
- FEMA 406 Mitigation Training
- FEMA Mitigation BCA Training
- FEMA Public Assistance for New PA
- Site Inspector Grants Manager Training
- FEMA PA EMMIE Training Certificate
- FEMA PA Project Officer (PA OPS I & OPS II)
- FEMA PA Debris Management Training
- FEMA PA Large Project Certification
- FEMA PA Hazard Mitigation Certification Training
- FEMA PA Quality Assurance Quality Control Reviewer
- FEMA PA EMI Training 100, 200, 700 & 800

YEARS OF EXPERIENCE

- 15+ years of experience

EDUCATION

- BS, Dual Major US History and Management
- US Navy Senior Project Management College Graduate
- Associate degree University of Washington State General Studies

RELEVANT PROJECT EXPERIENCE

Technical Assistance Contractor for FEMA PA, 09/2005 - 11/2020

- Task Force Lead, Team Lead and Work Force Director
- FEMA and State Public Assistance Coordinator and Liaison.
- FEMA PA Grant Writer and Cost Estimator
- QA/QC Grant Reviewer & PA Policy Reviewer
- PA Site Inspector, Data Information Collection, and Reporting
- PA 406 HM Mitigation Grant Writer
- Initial Reviewer for Floodplain, Historical, Environmental Policy Laws and Regulations
- Disasters Served; DR-4022-VT, DR-4085-NY, DR-4024-VA, DR-4042-VA, DR-4045-VA, DR-1971-AL, DR-1551-FL, DR-4177-FL, DR-4485-TX, DR-4332-TX, DR-4277-LA, DR-4255-TX, DR-4269-TX, DR-4272-TX, DR-1603-LA, DR-1607-LA, DR-1709-TX, DR-1763-IA, DR-1934-MO, DR-4011-UT, DR-1817-WA, DR1825-WA, and DR-4485-COVID 19

US Navy, Civilian Contractor, 11/2003 – 09/2005

- Quality Assurance (QA/QC), Waterfront Production Supervisor Structural, Northrup Grumman Shipyard, Pascagoula, Mississippi for Supervisor of Shipbuilding. Project Manager for Recovery from Hurricane IVAN for the Officer in Charge of Construction and Recovery, Pensacola, Florida.

Department of Defense, US Navy Active-Duty Surface Warfare Officer (01E to 03E), 05/1993 – 11/2003

- Selected from Enlisted Ranks to become Engineering Officer Department Head for Structural, Mechanical, and Electrical Engineering Groups

VICTORIA PHELPS

Program Specialist



- Executive Officer, Division Officer, Senior Engineering Officer, Resources Work Force Director, Logistics Officer, Operations, Officer, Main Propulsion Officer, Dry Docking Officer, Auxiliaries Officer, Electrical Officer, Fueling Officer, Training Officer, Projects Officer, Maintenance Officer, Repair Officer, Welfare, Recreation and Morale Officer, Officer of the Deck Underway, Small Boat Officer, Budget Writing, Cost Development, Review, and Implementation Evaluation Author and Reviewer.

US Navy Active-Duty Enlisted Surface Warfare (E-1 to E-8), 04/98 – 05/93

- Selected as a Chief Petty Officer in 7 years.
- Division Officer, Electrical Senior Supervisor, Electrical Shop Supervisor, Small Boat Officer, Work Force Director, Surface Warfare Swift Boat Captain Panama Canal Panama Jungle Operations and Tactical Training Panama Canal, Recruit Training Command, Drill Instructor Orlando Florida, Master Training Specialist, Welfare, Recreation, and Morale Petty Officer.
- Investigation and resolution of FEMA PA Congressional inquiries.
- Lead of PA Closeout team, including development and implementation of closeout process and oversight of closeout personnel

DR-1539, 1545, 1551, 1609-FL, Insurance Co-Lead, Hurricanes Charles, Frances, Ivan and Wilma

- Oversight of insurance review for all Applicants; over 50K PWs over a 4-year period.
- Manage Insurance Team personnel at the JFO and AFO.
- QA/QC of PWs scopes of damages and work.
- Conduct site inspections to resolve issues with Applicants.
- Resolve issues concerning discrepancies between anticipated and actual insurance proceeds with applicants.

Oklahoma Flooding Event, Public Assistance Coordinator (PAC)

- Serve as a PAC for Tribal Indian Applicants and state critical facilities.
- Conduct site inspections, damage assessments and cost estimates.
- Develop project worksheets.
- Assist AECOM Field Team Lead and Task Manager with resolving personnel issues.
- Perform QA/QC and mentor project specialists on the FEMA PA program.

U.S. Adjusting, Crawford and Company, General Adjustment Bureau, 1985 – 1999

- Catastrophic Insurance Adjuster
- Interpret insurance coverage
- Assess and estimate damages
- Prepare and process insurance claims for residential, commercial, and heavy commercial properties.
- Primarily respond to hurricane, tornado, fire, flood, earthquake, and hail disaster events throughout the U.S.
- Assist with branch management in Texas, Missouri, California, Colorado, and New Mexico.

LARRY SMITH

Technical Specialist



PROFILE

Mr. Smith has over 35 years working the private sector insurance industry responding to and assessing claims for catastrophic disaster events. Additionally, he has years' experience working FEMA Public Assistance disaster response in Puerto Rico as well as training in Grants Manager as a Program Delivery Manager. As an adjuster, Mr. Smith was involved in disasters such as the BP Oil Spill, Super Storm Sandy, war reparations and damage assessments during the Gulf War in Kuwait, and Northridge California Earthquake. Mr. Smith is a strong leader with excellent computer skills and able to verbally and orally communicate with his team as well as officials and all parties involved. Larry is well versed in FEMA's laws, policies, PAPPG and 44 CFR. He is able to manage multiple projects, tight deadlines and identify and recommend solutions to issues that may arise. Larry has excellent verbal, written and computer skills, including proficiency in Microsoft Office.

EXPERTISE & CERTIFICATIONS

- Grants Manager
- Program Delivery Manager (PDMG)
- PA Ops
- Multi-Line Insurance Adjusters Licenses
- TWIA
- FEMA Public Assistance
- FEMA Program Policy
- Project Formulation
- Damage Assessments
- Program Delivery Plans
- Insurance / Catastrophic Insurance Adjuster
- Cost Estimating Format (CEF)
- Insurance Claims (Commercial, Oil Spills, floods, Hurricane, Wind)
- Audits – Project Closeouts
- Microsoft Access for database Insurance Administration
- Xactimate 28
- Simsol

YEARS OF EXPERIENCE

- 35+ years of experience

EDUCATION

- M.B.A, Tulsa University
- B.S. Finance and Accounting

RELEVANT PROJECT EXPERIENCE

AECOM Recovery/ Kinnie & Associates, Insurance Specialist, PDMG, 2018 - 2020

- Provide technical assistance to Education Sector for Puerto Rico. Development of damages to the public schools K-12. Worked with Applicant and team to analyze data and complete all assigned projects in all phases.
- Performed exploratory calls, coordinated, and attended recovery scoping meetings.
- Assist in performing site inspections and validate damages, request documentation to support the damage claims.
- Experienced in formulating projects, ensuring that all damages are identified.
- Maintain files and develop Program Delivery Plans to follow up accordingly.
- Draft Damage Inventory lists, capturing all disaster – related damages.
- Order Site Inspections of damaged sites not yet repaired and review DDDs.
- Process all into Grants Manager

Crawford and Company, Catastrophe General Adjustor, 2010 - 2018

- Various locations – North East Hurricane Mathew, Irene, Floods. Australia – Cyclone Yasi- Commercial losses – Canada- Floods and hailstorms, Supervisor Super Storm Sandy and Winter storms, Chevron, and Exxon Environmental losses.

Worley – Gulf Coast Claims Facility, Large Loss Claims Evaluator-BP Oil Spill, 2010 - 2010

- Evaluate and advance funds on larger commercial losses in Alabama, Louisiana, Mississippi, and Florida due to the BP Oil Spill.
- U.S. Adjusting SE, Managing Director, 2004 – 2010
- Direct catastrophe operations. Catastrophe work through various companies – Citizens Insurance FL (Commercial Claims), Farm Bureau (Florida, Mississippi, Louisiana), Tower Hill & NFIP.

LARRY SMITH

Technical Specialist



C.P. Warren, Supervising General Adjuster, 2003 - 2004

- Hurricane Isabel and Alex; Outer banks of North Carolina. Handle large commercial wind and flood losses. Supervise adjusters and general adjusters.

Supervisor – Litigation Mold Unit –Farmers Insurance, Houston, TX, 2003

- Reviewed litigated and PA represented mold claims.

Commercial Claims Team Leader – Staff Assist. – Safeco Insurance, San Diego, CA, 2002

- Regional assistance with case overload on large commercial claims for California, Nevada, and Arizona

Managing Director – Certified Claims Services, Inc. – International Division, Christiansted, St. Croix, 1999 - 2001

- Managing and directing company operations outside of the United States. Setting up and managing of international and catastrophe offices throughout the Caribbean.

President – U.S. Adjusting Inc., Multi-Line Claims Management, Houston, TX, 1993 – 1999

- Directed both local and catastrophe operations. Catastrophe work through many companies - Various Brokers and Underwriters at Lloyds, Royal Sun Alliance, Cunningham and numerous US Insurance Companies. Supervised and assisted in settlement of hurricane claims (Marilyn, Bertha, Georges, Lenny) for the Government of the Virgin Islands, other governmental claims, large retail centers, hotels, airports, hospitals, universities, and large condo losses. The Government's policy was written through various underwriters at Lloyds with cover of \$1,000,000,000. Total claim of 990 locations with various buildings per location. Handled 360 claims in Hurricane Bertha & Floyd, for Lloyds through broker, Beam, Cooper & Gainey (North Carolina). Handling Commercial claims for The Florida Wind Pool. Specializing in flood, business interruption claims, general liability, and large commercial losses.

Adjuster – United Nations/Adjusters International. – Kuwait and United Arab Emirates 1993

- One of ten persons worldwide chosen by the UN to assist in war reparations and damage assessments done during the Gulf War in Kuwait.

General Adjuster – Crawford & Co., General Adjuster, Atlanta, GA, 1989 - 1993

- Settled commercial claims and large domestics in the Northridge California Earthquake. Setup claims process and supervised all business claims and vessel damage claims on the Alaskan Exxon Valdez Oil Spill. Assisted Exxon's legal counsel with depositions and settlement negotiations. Supervised claims and reconstruction of several chemical companies and oil refineries after explosions and fires. Adjusted claims throughout North America.

Independent Adjuster – Various Companies, Independent Insurance Adjuster, Austin, TX, 1983 - 1989

- Adjusted catastrophe claims throughout the United States; Hurricanes, floods, tornados, hailstorms. Managed large liability claims for major insurance carriers. Handled numerous claims for various Insurance Companies and Adjusting Companies, Including GAB, NFIP, Cat Crew, Wardlaw, Crawford & Company, and Lindsey Morden.

DAVID BARKSDALE

Resident Inspector



PROFILE

Mr. Barksdale is an Insurance Specialist with experience working as a Program Delivery Manager for Public Assistance in Georgia and Texas. In this role, he serves as the primary point of contact for Applicants. He thrives at providing exceptional customer service and programmatic guidance throughout the grant process. As an Insurance Specialist he is exceptional at handling complex claims, and has a rich history of working in various insurance roles.

EXPERTISE & CERTIFICATIONS

- Senior Claim Law Associate (SCLA) 2000
- Worker's Compensation Law Associate (WCLA) 1999
- OSHA 10-Hour Certified
- Member of the Dallas Claims Association

YEARS OF EXPERIENCE

- 28+ years of experience

EDUCATION

- Texas Tech University -BBA in Management
- Dean's List
- Sigma Iota Epsilon -Honorary Professional Management Fraternity

RELEVANT PROJECT EXPERIENCE

Broadspire Services, Senior Claims Examiner, September 2019 – Present

- Investigate and settle advanced, large loss, complex claims promptly and equitably under minimal supervision. Works within established authority on moderate-to-difficult claims. Reviews coverages, determines liability and compensability, secures information, arranges property damage appraisals and settles claims utilizing claims best practices. Evaluates and sets reserves using independent judgment. Assists supervisor and defense attorneys in preparing cases for litigation. Conducts training and mentors new hires.

RealStreet Staffing/EUDS, Inc. (FEMA Contractor), Program Delivery Manager - Public Assistance (Georgia and Texas), November 2017 – September 2019

- Program Delivery Managers (PDMGs) serve as the primary point of contact for Applicants, providing customer service and programmatic guidance throughout the grant process. This role is integral to the program delivery model, strengthening the commitment to enhance customer service and consistent grant development. The PDMG facilitates and coordinates the accurate delivery of grant funding while coordinating the Applicant's recovery priorities, understanding their capabilities and capacity to develop projects and participate in site inspections. The PDMG provides customer service tailored to the Applicant through the entire delivery process, from the Exploratory Call (EC) to the Recovery Transition Meeting. PDMGs are critical to the customer-centric element of the PA delivery model and the early identification of eligibility or special considerations concerns that could delay grant development. As the Applicant's primary point of contact, PDMGs have a role in all phases of the delivery model.

The Republic Group/AmTrust Financial, Sr. Claim Representative, November 2015 - July 2017

- Casualty unit handling Commercial General Liability, Commercial Umbrella, Personal Lines Liability, Construction Liability, Construction Defect and Florida Hired and Non-Owned Auto Liability claims. Handle large claim count of medium to high severity claims. Daily duties include outside investigation, evaluation, and resolution of claims. Licensed in all states in the Country that require adjuster licensing.

Gallagher Bassett, Lead Resolution Manager – Complex Unit, June 2014 – November 2015

- Dedicated on-site claims team for FirstGroup America. In the Complex team, I handled catastrophic school bus or Paratransit bus accidents across the Nation. Investigate, negotiate and dispose of General Liability and Auto Liability claims. Licensed in all states in the Country that require adjuster licensing.
- Claim File Experience: Commercial General Liability – Automobile Liability

Boy Scouts of America, Insurance Management Specialist – Risk Management Team, May 2012 – May 2014

- Responsible for all claims submitted under the National General Liability Insurance Program. Review all incidents reported by local councils. Determine if a claim should be submitted to TPA for investigation. Heavy communication with adjusters and attorneys. Authorizes claims settlements within authority. Prepare reports to management regarding Large Loss Claims. Attend mediations, pre-trial meetings and trials across the Nation. Selection of attorneys to defend BSA, local councils and volunteers. Responsible for establishing yearly budget and forecasting payments made from the General Liability Insurance Program. Audit TPA claim files for service instruction compliance. Development of data used to determine actuarial funding levels as well as other reports and analysis necessary to identify

DAVID BARKSDALE

Resident Inspector



trends and claims management forecasting. Frequent meetings with the Health and Safety team leader to review incidents and analyze accident trends. Write and contribute material for articles to various Scouting publications.

Liberty Mutual Group, Senior Technical Claim Specialist – National Markets Complex Unit, October 2007 – May 2012

- License States: Alabama, Alaska, Arkansas, Arizona, Connecticut, Delaware, Florida, Georgia, Idaho, Kentucky, Louisiana, Maine, Michigan, Minnesota, Mississippi, Montana, New Hampshire, New Mexico, New York, North Carolina, Oklahoma, Oregon, Rhode Island, South Carolina, Texas, Utah, Vermont, Washington, West Virginia and Wyoming.
- Handle large claim count of high severity claims with a majority being suit files. Handle claims under primary, excess and third-party administrator contracts. Daily duties include coverage evaluation, performing in-depth investigation, evaluation, and resolution of claims. Handle General Liability and Auto Liability claims for National Construction Companies. Extensive customer service. Mentoring of other adjusters.
- Claim File Experience: Commercial General Liability – Automobile Liability; Construction General Liability; Construction Defect; Chinese Drywall; Products Liability; Complex Liability adjuster for Brinker International.

Travelers Insurance Company, Technical Specialist, August 2006 – October 2007

- License States: Texas & New Mexico
- Handle large claim count of medium to high severity claims with a majority being suit files. Daily duties include outside investigation, evaluation, and resolution of claims. Handle General Liability and Auto Liability claims for medium to large Construction Companies.
- Claim File Experience: Commercial General Liability – Automobile Liability; Construction General Liability; Municipal Law Claims; Products Liability.

John K. Vaughan -Attorney at Law, Paralegal/Investigator, September 2004 – August 2006

- Conduct additional investigation of case once assignment is received from Insurance Carrier. Locate and interview witnesses and clients. Prepare drafts of original answers, discovery responses and discovery requests. Scheduled mediations and depositions. Supplement discovery responses in accordance with the Texas Rules of Civil Procedure. Prepare and organize file for trial.

The St. Paul Travelers Insurance Company, Senior Claim Representative, May 2003 – September 2004

- Handle large claim count of medium to high severity claims with a majority being suit files. Daily duties include outside investigation, evaluation, and resolution of claims. Coach/mentor for Claim Associate. Designated claim handler for: YMCA – Dallas, YMCA – Ft. Worth, Crescent Real Estate, Consolidated Restaurants, Coors Distributors – Ft. Worth, Ray Cammack Shows, Frost Bank and various others. General Liability claims for Rockfish restaurants, El Fenix, etc.
- Claim File Experience: Commercial General Liability – Automobile Liability; Construction General Liability; Property; Municipal Law Claims; Products Liability, Amusement Rides – Carnival General Liability.

John K. Vaughan -Attorney at Law, Paralegal/Investigator, September 2000 – May 2003

- Conduct additional investigation of case once assignment is received from Insurance Carrier. Locate and interview witnesses and clients. Prepare drafts of original answers, discovery responses and discovery requests. Scheduled mediations and depositions. Supplement discovery responses in accordance with the Texas Rules of Civil Procedure. Prepare and organize file for trial.
- Designations: Notary Public

BRANDON DUKES

Engineer



PROFILE

Texas-based Emergency Management Consultant, providing hazard profiling, community asset determination, and Risk and Vulnerability analysis, Hazard Mitigation Planning (HMP), and historical storm analysis.

EXPERTISE & CERTIFICATIONS

- Risk and Vulnerability analysis
- Hazard Mitigation Planning (HMP)
- Historical Storm Analysis
- Hazard Profiling
- Community Asset Determination
- Passed the NCCES Fundamentals of Engineering (FE) examination and earned EIT

YEARS OF EXPERIENCE

- 3+ years of experience

EDUCATION

- BS in Civil Engineering, Concentration in Structural Engineering, New Mexico State University, 2019

RELEVANT PROJECT EXPERIENCE

Integrated Solutions Consultant, Emergency Management Consultant, Corpus Christi, TX, January 2021 – Present

- Local risk assessment to include hazard profiling, community asset determination, and risk and vulnerability analysis across four counties in the State of Montana.
- Historical storm analysis through SHELDUS and NCDC NOAA databases to evaluate past storms that caused fatalities, property damage, and/or crop damage.
- Hazard Mitigation Planning (HMP) based on assessing the overall vulnerability of the community, establishing mitigation goals, and prioritizing strategies to reduce high priority risks.

Integrated Solutions Consultant, Emergency Management Consultant, Remote (Supporting the State of Montana), October 2020 – March 2021

- Evaluating and providing guidance on The CARES Act for FEMA (DR 4485- TX) in Corpus Christi, TX.
- Providing data analysis for eligibility determination of 12,000+ transactions, and over \$2 million in citywide expenditures incurred during COVID-19, based on the guidelines set by the Coronavirus Relief Fund (CRF).
- Processing and managing large-scale reimbursement submission through the Grants Management System of the Texas Department of Emergency Management (TDEM).
- Managing project progress tracking and team accomplishments with an Excel Gantt Chart and submitting a weekly project status report to the client.

Star City Sealants, Project Manager, El Paso, TX, January 2020 – October 2020

- Managed business development in the El Paso, TX area.
- Conducted site inspections to estimate the requirements and durations of individual project tasks.
- Directly influenced company growth by developing construction schedules and using critical path method analysis in Excel.
- Offered support to project estimation and bidding operations by developing material spreadsheets, in conjunction with construction schedules, to analyze total project costs.

CHARLES MCLEOD

Senior Financial Analyst



PROFILE

Mr. Charles D. McLeod is a disaster recovery professional specializing in finance and construction. He has worked as a core member of the Integrated Solutions Consulting, Inc. (ISC) cadre supporting the team in recovery and relief efforts for Hurricanes Harvey and Maria. As a Program Delivery Manager for these initiatives, Mr. McLeod was involved with approximately 80 different projects with over 30 different applicants developed in the Grants Manager portal. Previously, he served as Finance Director and Chief Financial Officer for construction companies and faith-based organizations.

Mr. McLeod is well versed in FEMA's laws, regulations and policies governing PA and hazard mitigation. Also serving in roles responsible for loan processing including delivery, maintenance, cancellation, closure, appeal, transition, and banking institutions, government taxing agencies, auditors, and owners for several entities. He served as a PDMG for over 2 years. He can manage multiple projects, tight deadlines, perform policy analysis and problem resolution. He can effectively communicate orally and in writing. Charles has exceptional computer skills proficient in Microsoft Office, prevailing in Excel, with data gathering and using worksheet data and external resources to build and develop reports.

EXPERTISE & CERTIFICATIONS

- Grants Manager / Grants Portal
- Program Delivery Manager (PDMG)
- Law and Legal Contracts 1yr
- Community Disaster Loan Program (CDLP)
- FEMA Public Assistance
- FEMA PA Policy and Guidelines
- Financial Management
- Financial Analysis
- Account Reporting and Maintenance
- Hazard Mitigation Grant Program
- Loan Processing - All Phases
- Private-non-Profits
- Construction Management
- Report Development and Maintenance

YEARS OF EXPERIENCE

- 53+ years of experience

EDUCATION

- BBA, Accounting, North Texas University

RELEVANT PROJECT EXPERIENCE

Integrated Solutions Consulting, PDMG, Hurricanes Harvey and Maria, 2017 - 2020

- Conduct contact through e-mail, phone calls, meetings for RSM, weekly progress meetings, appointments with Applicants/ Recipients (State), Site Inspectors for Logical groupings, technical site inspections.
- Develop damage inventory with DDD, Environmental, and Historical, Mitigation, and others required.
- Work with applicants to identify priorities, damage Inventory, create projects, review eligibility, procurement, and other policies in PAPPG.
- Submit completed projects with audited summary costs information with documentation for costs, invoices, or bids and estimates for smaller projects, answer all questions, (EEIs), Scope of work and Cost development.
- Work with the subrecipients to review and approve completed and fully documented projects to the CRC through Grants Manager. Answer CRC questions about the project, have the RTM (Recovery Transition Meeting) after obligation to turn the project over to the State for funding.
- Specialized in Non-Profit entities (PNP).

McLeod Properties, LLC., Controller, Chief Financial Officer, 1970 – 2017

- Manage all accounting functions and personnel through financial reporting, financial statements, and maintenance of financial records.
- Real Estate purchases of homes in foreclosure, budget to remodel, sells, rentals and manage various properties.
- Manage all Finance Functions including audits, budgeting, income tax preparation, 990 filing, payroll, and other tax reporting to state/local entities.

Hammer Construction - Finance Director

- Review and selection of computer software and hardware to accomplish the demands of the entity. Work with all Office programs including Word, Excel, QuickBooks, Pro, Energy and Non-Profit software's.
- Treasurer Functions including management of Cash, loans, insurance, and relationships, and review and coordinate all contracts.

GREGORY GENTLES

Grant Specialist



PROFILE

Gregory Gentles is a highly skilled Disaster Specialist with an extensive background in disaster recovery working at ISC. He has deployed to 25 federally declared disasters throughout his 19 years of experience in various roles for disaster types including but not limited to fires/wildfires, floods, straight-line winds, and hurricanes.

Throughout his career, Mr. Gentles has worked in positions including Debris Monitor, Debris Specialist, Project Specialist, Public Assistance Coordinator (PAC), Quality Assurance and Quality Control (QA/QC), Program Delivery Manager (PDMG), FEMA CRC Document Validation Specialist (DVS), and Public Assistance Task Force Lead (PATFL).

His wealth of knowledge in the PA Program, debris eligibility, monitoring and removal, damage assessments, 404/406 mitigation, writing project worksheets (categories A-G), and his extensive background, make him a superior asset to any deployment, allowing him to see disasters in its numerous phases and variances, in the field and in leadership roles. He has also written and won several appeals for the State of New Jersey and has prepared their grants proposal request.

EXPERTISE & CERTIFICATIONS

- Accredited Insurance Claim Adjuster (ACA),
- OSHA 10 Hour Construction Safety and Health
- Louisiana Department of Environmental Quality Asbestos Contractor Supervisor
- FEMA Public Assistance
- FEMA PA Policy and Guidelines; PAPPG, 44 CFR, SRIA, Stafford Act, 2 CFR
- PA Eligibility
- Grants Manager/Grants Portal
- Project Manager
- 404/406 Hazard Mitigation
- FEMA Cost Estimates (CEF/RS Mean)
- Large Debris Operations
- Writing Project Worksheets
- Catastrophic Claims Adjuster
- Damage Assessments
- Health & Social Services

YEARS OF EXPERIENCE

- 19+ years of experience

EDUCATION

- High school diploma
- Two years Miami Dade County Community college

RELEVANT PROJECT EXPERIENCE

- LA – DR 4559 Hurricane Laura & LA – DR 4570 Hurricane Delta; Senior Grants Manager; ISC; 2019 – 2022
- SERCO's FEMA Program Delivery Task Force Lead for MN – DR 4442 Winter Storm and Flooding; Sedona Technologies; 2019 – 2020
- Consolidated Resource Center Public Assistance Delivery Process Document Validation Specialist for Florida – DR 4337 Hurricane Irma; AECOM Recovery; 2018 – 2019
- Joint Field Office's Program Delivery Managers CA – DR 4301/4305/4308 Winter Storms; AECOM Recovery; 2017
- PA FEMA Technical Assistance Contractor Project Formulation Specialist FEMA TX – DR 4266/4269/4272 floods; AECOM Recovery; 2016 – 2017
- Jonas Severe Winter Storms and Snowstorms (DR-4264-NJ); East Rutherford, NJ; Accurate Amendment Solutions LLC; 2016
- Public Assistance Coordinator, SRO, New York DR 4085; AECOM Recovery; 2013 – 2015
- PA FEMA Technical Assistance Contractor/FEMA Debris Specialist; FEMA – 4085 - DR- NY Hurricane Sandy; AECOM; 2013
- PA Project Specialist FEMA – 4020 and 4031-DR-NY New York Hurricane Irene; AECOM 2012
- PA FEMA Technical Assistance Contractor/FEMA Debris Specialist, FEMA - 1980- DR-MO Joplin Tornado; AECOM; 2011
- PA Project Specialist FEMA – 1934 DR-MO Missouri severe storm and flooding; AECOM; 2010
- PA Project Specialist ERPMC FEMA – 1895 DR-MA Massachusetts severe Flooding; AECOM; 2010
- PA Project Specialist/Debris Specialist, ERPMC FEMA – 1857-DR-NY New York State severe storms and flooding; AECOM; 2009
- PA Project Specialist, ERPMC FEMA – 1825 – DR – WA Washington State Flooding; AECOM; 2009
- PA Debris Specialist, ERPMCFEMA Mississippi Standing Dead Tree Removal Program Disaster MS DR 1604 Hurricane Katrina; AECOM; 2008 – 2009

DARRYL MARSHALL

Grants Specialist



PROFILE

Mr. Darryl Marshall has been working disaster recovery and response since 2007. He began his disaster recovery career with GOHSEP, supporting the Hazard Mitigation Grant Program (HMGP), CDBG and The Road Home Program. Mr. Marshall has deployed to numerous disasters and honed his skills working with Catholic Charities and Long-Term Recovery programs. Most recently, Darryl served as a Program Delivery Manager (PDMG) working in Grant Manager and has performed closeouts on various applicants. Darryl is well versed in FEMA's laws, regulations, and policies in the PAPPG and 44CFR.

Mr. Marshall has exceptional computer skills and written and oral communication skills. He is accomplished in organizing financial data from internal and external resources and producing reports, as necessary. Darryl is proficient in Microsoft Office, and is predominate in the use of Excel, developing and building spreadsheet reports, optimizing its' functions and capabilities.

EXPERTISE & CERTIFICATIONS

- Grants Manager/Grants Portal
- FEMA PA Program Delivery Manager
- FEMA PA Site Inspector
- FEMA PA/IA Policy and Guidelines
- FEMA IA Policy and Guidelines
- Community Disaster Block Program
- Financial Management
- Long-Term Recovery
- Hazard Mitigation
- Project Management
- Worltrac
- Metastorm

YEARS OF EXPERIENCE

- 16+ years of experience

EDUCATION

- B.S. Electronics Engineering Technology

RELEVANT PROJECT EXPERIENCE

AECOM Recovery, Program Delivery Manager, 2018 – 2020

- DR-4332-TX Hurricane Harvey
- Apply PA knowledge and skills in recovery and mitigation issues at the Branch II Texas Recovery Office. Coordinate, guide and assist in activities to ensure continuity of essential functions.
- Manage recovery projects of State and Territorial governments, local, Tribal and Private nonprofit organizations.
- Conduct recovery scoping meetings to document damages and obtain necessary documentation.
- Coordinate with Hazard Mitigation, EHP, site inspectors and State Recovery Officers to ensure PA policy followed.
- Experienced in formulating projects, ensuring that all damages are identified.
- Maintain files and develop Program Delivery Plans to follow up accordingly.
- Draft Damage Inventory lists, capturing all disaster – related damages.
- Order Site Inspections of damaged sites not yet repaired and review DDDs.
- Process all into Grants Manager

Catholic Charities, Disaster Case Manager Supervisor, 2016 – 2018

- Louisiana Flood 2016
- Supervise disaster Case Management operations for assigned area. Supervise team, coordinate with State DCM Program Manager, local Long-Term Recovery groups and local communities, and the development and implementation of standard documentation practices and procedures for the identification of resources for individuals and families.
- Obtain funds for disaster survivors. Ensure accurate documenting.
- Completes all required statistical, fiscal and narrative reporting activities to the State, FEMA, Agency and others as requested.
- Compile and analyze data, report recommendations.
- Prepare weekly reports and financial data.
- Develop and maintain working relationships with other community-based organizations for reasons of advocacy, education, resource development and public relations

Governor's Office of Homeland Security (GOHSEP), State Applicant Liaison, 2015 – 2016

- DR-1603-1607-LA Hurricane Katrina and Rita
- Provide technical assistance to Applicants on the full spectrum of FEMA HMA programs.
- Develop local knowledge of all mitigation programs. Work with local governments, state agencies and private nonprofit organizations to provide visibility and establish confidence in programs.
- Assist potential Applicants with the Hazard Mitigation Grant Program (HMGP) process. Assist HM officials with briefings

DARRYL MARSHALL

Grants Specialist



Providence Engineering Office of Community Development, Disaster Recovery Analyst, 2014 – 2015

- DR-1603-1607-LA Hurricanes Katrina and Rita
- Maintain knowledge with CDBG disaster requirements relative to homeowner participation and construction work.
- Review, evaluate and provide analysis to management on Grantees' applications for recovery funding.
- Research homeowner issues and coordinates with senior staff to resolve barriers to applicant participation in the program.
- Complete reviews for compliance, advise team on homeowner eligibility to participate. Review files, to ensure complete and accurate. QA/QC for payments, duplication, fraud, waste, and abuse of funds. Prepare grant files for closeout

Innovation Emergency Management (IEM), HMGP Field Team Specialist, 2014 – 2015

- DR-4085-NY Hurricane Sandy
- Work with NY State officials and government administrators on hazard mitigation options and grant administration services related to HMGP.
- Demonstrate knowledge and understanding and application of 404 HMGP as outlined in Stafford Act, 44 CFR and FEMA Policy and regulations.

Procter and Gamble, Shipment / Production Planner, 2011 – 2013

- Utilize SAP for supply chain management to help ensure delivery of order to customers, improve responsiveness and control costs.
- Work in the logistics execution functionality of SAP covering the areas of warehouse management, inbound, receiving and shipping processing.
- Maintain all master data, system configuration and transactions to complete the "plan to produce" process which is inclusive of long and short term planning, material requirement planning (MRP) and insuring all data is maintained to execute a produce to demand strategy.
- Coordinator with forwarding companies to schedule outbound / inbound shipments.
- Prioritize and update status of shipment as needed.

Hammerman & Gainer, Disaster Recovery Case Manager, 2009 – 2011

- Process applications through the Hazard Mitigation Grant Program (HMGP) for applicants receiving CDBG, Elevation grant, and IMM.
- Utilize software such as JIRA, eGrants, ePortal, WorlTrac, and Metastorm to process grants and grant writing for HMGP.
- Collect all necessary documentation from homeowners to submit for approval by GOHSEP and FEMA.
- Collect all data needed to determine homeowner interest via Excel spreadsheet.
- Determine status of FEMA clearance, perform continued eligibility determinations, potential payments, internal appeals, homeowner consultations, quality assurance, mass mailings and subsequent data entry, project completion, database management, and closeout.
- Train case managers on new policies and procedures via PowerPoint presentation

Quadel, Disaster Recovery, Hurricanes Katrina and Rita, Advisor, 2007 – 2009

- Assist families in securing housing and financial assistance by serving as liaison between The Road Home program applicants and the Title company representatives.
- Help families understand and complete required documentation.
- Conduct face-to face meetings to describe program options and offer technical assistance to the family in choosing the best program option for them (rebuild, replace, or buy-out).
- Perform preliminary and final calculations of all options and provide the family with a clear and concise presentation of the options

DISASTER/CDBG LIST:

- Disasters since 2007: CDBG, HUD, HMGP, Road Home Program, Long-Term Recovery
- DR-1603-LA, DR-1607-LA 2009-2011, CDBG Specialist. Reference: George Hart 504.679.1888 (Hammerman and Gainer)
- DR-1603-LA, DR-1607-LA 2014-2015, CDBG Specialist. Reference: Kimberly Lundy 225.802.3544 (Office of Community Development)

Appendix B. Forms

Appendix A – Proposal Document

Submittal Checklist: (To determine validity of Proposal)

- ☒ **Appendix A must be included in the submittal.**
- ☒ **Appendix B – G all forms must be complete and included in the submittal.**

By checking the below box(es), you are acknowledging the contents of the document(s) relating to the listed appendices, and agreeing to their terms:

- ☒ Appendix B – Conflict of Interest

☒ Appendix E – Nepotism Statement

☒ Appendix C – House Bill 13, 19, 89 Verification

☒ Appendix F – Non-Collusion Statement

☒ Appendix D – Property Tax Statement

☒ Appendix G – Certification Regarding Debarment

All Proposals delivered to the City of La Marque shall include this page with the submittal.			
RFP Number:	24-05		
Project Title:	Disaster Consulting and Grant Administration Services		
Submittal Deadline:	09/11/2024		
Proposer Information:			
Proposer's Legal Name:	Integrated Solutions Consulting Corp.		
Address:	220 S. Buchanan Street		
City, State & Zip	Edwardsville, IL 62025		
Federal Employers Identification Number #	20-5265704		
Phone Number:	847.757.5395	Fax Number:	
E-Mail Address:	dan.martin@i-s-consulting.com		
Proposer Authorization			
I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into an agreement on behalf of the Proposer. Printed Name and Position of Authorized Representative: <u>Daneil Martin</u> Signature of Authorized Representative: _____ Signed this <u>10</u> (day) of <u>September</u> (month), <u>20</u> (year) 2024			

Appendix B – Form CIQ

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.	OFFICEUSEONLY	
1 Name of vendor who has a business relationship with local governmental entity. Integrated Solutions Consulting Corp.	Date Received	
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. Not Applicable 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. Not Applicable		
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 9/10/24 Signature of vendor doing business with the governmental entity Date		

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

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a).
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

Appendix C - House Bills 13, 19 & 89 Verification

Pursuant to Senate Bill 13 of the 87th regular Texas Legislature session:

Verification Regarding Boycotting Energy Companies – Pursuant to Chapter 2274, Texas Government Code, Contractor verifies (1) it does not boycott energy companies, and (2) it will not boycott energy companies during the term of this Agreement. Contractor acknowledges this Agreement may be terminated and payment withheld if this verification is inaccurate. (Note: This provision only applies in a contract that (1) has a value of \$100,000 or more that is to be paid wholly or partly from public funds and (2) is with a for-profit entity, not including a sole proprietorship, that has ten (10) or more full-time employees.)

Pursuant to Senate Bill 19 of the 87th regular Texas Legislature session:

Discrimination Against Firearm Entities – In accordance with Texas Government Code Chapter 2274, Contractor verifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. This section only applies if: (i) Contractor has ten (10) or more full-time employees and (ii) this Agreement has a value of \$100,000 or more to be paid under the terms of this Agreement; and does not apply: (i) if Contractor is a sole proprietor, a non-profit entity, or a governmental entity; (ii) to a contract with a sole-source provider; or (iii) to a contract for which none of the bids from a company were able to provide the required certification.

Pursuant to Sections 2270.001, 2270.002, 808.001, Texas Government Code:

1. *“Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *“Company” has the meaning assigned by Section 808.001, except that the term does not include a sole proprietorship.*
3. *Section only applies to a contract that is between a governmental entity and a company with 10 or more full-time employees; and has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.*

I, Daniel Martin (Person name), the undersigned representative of
(Company or Business Name) Integrated Solutions Consulting Corp. (hereinafter
referred to as Company)

being an adult over the age of eighteen (18) years of age, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270; depose and verify under oath that the Company, under the provisions of Subtitle A, Title 8, Government Code, is amended by adding Chapter 809; do hereby depose and verify under oath that the Company, under the provisions of Subtitle F, Title 10, Government Code, is amended by adding Chapter 2274 will not discriminate and/or boycott any of these provisions outlined and defined in House Bills 13, 19 and 89.

9/11/2024

DATE



SIGNATURE OF COMPANY REPRESENTATIVE

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.

Appendix D – Property Tax Statement

**FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING
SUPERVISOR DEEMING YOUR BID OR PROPOSAL
“NON-RESPONSIVE.”**

The City of La Marque, Texas has adopted the following policy:

The City of La Marque will not do business with any person or business that owes delinquent property taxes to the City.

Please indicate whether you or your company, owe delinquent property taxes to the City whether an assumed name, partnership, corporation, or any other legal form.

 X I do not owe the City property taxes that are delinquent.

 I owe City property taxes that are delinquent on property located at

Integrated Solutions Consulting Corp.

Proposer's Printed or Typed Name



Proposer's Signature

9/10/2024

Date

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A
PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE
PROPOSAL.**

Appendix E – Nepotism Statement

**FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING
SUPERVISOR DEEMING YOUR BID OR PROPOSAL
“NON-RESPONSIVE.”**

The Bidder or Proposer or any officer, if the Bidder or Proposer is other than an individual, shall state whether Bidder or Proposer has a relationship, either by blood or marriage, with any official or employee of the City of La Marque by completing the following:

If the Proposer or Bidder is an individual:

 X I am not related by blood or marriage to any official or employee of the
City of La Marque

 I am related by blood or marriage to the following official(s) or employee(s)
of the City of La Marque

Name and title of City Official

Or employee: _____

Relationship: _____

If the Bidder or Proposer is **NOT** an individual:

 The officers of the company submitting this bid or proposal are not related by
blood or marriage to any official or employee of the City of La Marque.

 The officers of the company submitting this Proposal are related by blood or marriage to
the following official(s) or employee(s) of the City of La Marque.

Name and title of officer: _____

Employee and title of City Official or Employee: _____

Relationship: _____

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF
THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE
PROPOSAL.**

Appendix F – Non-Collusion Statement

THE UNDERSIGNED AFFIRM THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT, THAT THIS COMPANY, FIRM, PARTNERSHIP, OR INDIVIDUAL HAS NOT PREPARED THIS PROPOSAL IN COLLUSION WITH ANY OTHER PROPOSER, AND THAT THE CONTENTS OF THIS PROPOSAL AS TO PRICES, TERMS OR CONDITIONS OF SAID PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS PROPOSAL.

PROPOSER Integrated Solutions Consulting Corp.

ADDRESS 220 S. Buchanan Street, Edwardsville, IL 6225

PHONE 847.757.5395

FAX _____

PROPOSER (SIGNATURE) _____

PROPOSER (PRINTED NAME) Daiko Abe

POSITION WITH COMPANY Consultant

SIGNATURE OF COMPANY OFFICIAL
AUTHORIZING THIS PROPOSAL



COMPANY OFFICIAL
(PRINTED NAME) Daniel Martin

OFFICIAL POSITION Principal

THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.

Appendix G – Document 00435

The City of La Marque, Texas

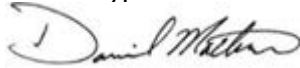
PROPOSER'S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION (49 CFR PART 29)

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Proposer agrees that by submitting this proposal that Proposer will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification-the above information is true and complete to the best of my knowledge and belief.

Daniel Martin

(Printed or typed Name of Signatory)



(Signature)

9/10/2024

(Date)

NOTE: The penalty for making false statements in offers is prescribed in **18 U.S.C. 1001**

END OF DOCUMENT 00435-FAA

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A PART
OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 8 OF THE PROPOSAL.**

Appendix H – ACH Form



City of La Marque Accounts Payable
1111 Bayou Road La Marque, TX 77568
PHONE (409) 938-9214 FAX (409) 877-5020
Email: c.turner@cityoflamarque.org

Vendor Information ACH AUTHORIZATION FORM

Vendor Name		Vendor No.	
Address	City	ST	Zip
Accounting/ACH Contact Name	Phone	Fax	
Email Address for Remittance Advice (**required**)			

Above named Vendor hereby authorizes the City of La Marque to originate Automated Clearing House electronic funds transfer (EFT) credit entries to Vendor's account, as indicated below, for payment/ reimbursement of goods and/or services.

Banking Information

☐ Checking
☐ Savings

☐ New Setup
☐ Change

Name on Bank Account	
Bank Routing Number*	Bank Account #

*Please provide the 9 digit bank routing number from a check. The routing number from a deposit slip is invalid.

If you change banks or accounts please provide at least thirty (30) days written notice.

Vendor Authorization:

Authorized Name/Title		Authorized Signature		Date
COR Accounts Payable Use:	Date Received:	Date Entered:	Entered by:	

Return this only if awarded

APPENDIX I – FEDERAL CLAUSES

The following, federally mandated, clauses require acknowledgement of the offeror and are considered part of the contract between the City of La Marque and the awarded vendor. Any offeror that does not acknowledge the clauses below shall be considered non-responsive and will not be considered for award.

1. **NO GOVERNMENTAL OBLIGATION TO THIRD PARTIES:** The Owner and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the Owner, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.
2. **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTS:** Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq., "Administrative Remedies for False Claims and Statements," apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
3. **ACCESS TO RECORDS AND REPORTS:** The contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of recipient), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract."
4. **EQUAL EMPLOYMENT OPPORTUNITY:** The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause. The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's

commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment. The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor. The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law. The vendor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

5. **GOVERNMENT-WIDE SUSPENSION AND DEBARMENT:** This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935). The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into. This certification is a material representation of fact relied upon by (insert name of subrecipient). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (name of state agency serving as recipient and name of subrecipient), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

6. **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT:**

1. **Overtime requirements** - No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
2. **Violation; liability for unpaid wages; liquidated damages** - In the event of any violation of the clause set forth in paragraph (1) of this section the contractor and any

subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

3. **Withholding for unpaid wages and liquidated damages** – The Owner shall, upon its own action or upon written request of an authorized representative of the Department of Labor, withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.
4. **Subcontracts** - Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

7. **LOBBYING:**

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge, that:

- 1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative

agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

- 3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor certifies or affirms by signing this contract the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq* apply to this certification and disclosure, if any.

8. **CLEAN AIR 42 U.S.C. § 7401 et seq.:** Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. §§ 7401 *et seq*. The Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to the State of Texas, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

9. **CLEAN WATER REQUIREMENTS 33 U.S.C. 1251 et seq.:** Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 *et seq*. Contractor agrees to report each violation to the Owner and understands and agrees that the Owner will, in turn, report each violation as required to assure notification to the State of Texas, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office. Contractor also agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

10. PROCUREMENT OF RECOVERED MATERIALS 42 U.S.C 6962:

(1) In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA- designated items unless the product cannot be acquired—

(i) Competitively within a timeframe providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

11. DEPARTMENT OF HOMELAND SECURITY SEAL, LOGO, AND FLAGS: By signing this contract, the contractor agrees it shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre- approval.

12. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS: This is an acknowledgement that FEMA financial assistance will be used to fund the contract only. The contractor will comply will all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

13. COMPLIANCE WITH DAVIS-BACON ACT AND COPELAND “ANTI-KICKBACK” ACT:

Minimum wages - (i) All laborers and mechanics employed or working upon the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), will be paid unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account (except such payroll deductions as are permitted by regulations issued by the Secretary of Labor under the Copeland Act (29 CFR part 3)), the full amount of wages and bona fide fringe benefits (or cash equivalents thereof) due at time of payment computed at rates not less than those contained in the wage determination of the Secretary of Labor which is attached hereto and made a part hereof, regardless of any contractual relationship which may be alleged to exist between the contractor and such laborers and mechanics.

Contributions made or costs reasonably anticipated for bona fide fringe benefits under section 1(b)(2) of the Davis-Bacon Act on behalf of laborers or mechanics are considered wages paid to such laborers or mechanics, subject to the provisions of paragraph (1)(iv) of this section; also, regular contributions made or costs incurred for more than a weekly period (but not less often than quarterly) under plans, funds, or programs which cover the particular weekly period, are deemed to be constructively made or incurred during such weekly period. Such laborers and mechanics shall be paid the appropriate wage rate and fringe benefits on the wage determination for the classification of work actually performed, without regard to skill, except as provided in 29 CFR Part 5.5(a)(4). Laborers or mechanics performing work in more than one classification may be compensated at the rate specified for each classification for the time actually worked therein: Provided, That the employer's payroll records accurately set forth the time spent in each classification in which work is performed. The wage determination (including any additional classifications and wage rates conformed under paragraph (1)(ii) of this section) and the Davis-Bacon poster (WH-1321) shall be posted at all times by the contractor and its subcontractors at the site of the work in a prominent and accessible place where it can be easily seen by the workers.

(ii)(A) The contracting officer shall require that any class of laborers or mechanics, including helpers, which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefore only when the following criteria have been met:
(1) Except with respect to helpers as defined as 29 CFR 5.2(n)(4), the work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination; and

(4) With respect to helpers as defined in 29 CFR 5.2(n)(4), such a classification prevails in the area in which the work is performed.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(ii) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(iii) Whenever the minimum wage rate prescribed in the contract for a class of laborers or mechanics includes a fringe benefit which is not expressed as an hourly rate, the contractor shall either pay the benefit as stated in the wage determination or shall pay another bona fide fringe benefit or an hourly cash equivalent thereof.

(iv) If the contractor does not make payments to a trustee or other third person, the contractor may consider as part of the wages of any laborer or mechanic the amount of any costs reasonably anticipated in providing bona fide fringe benefits under a plan or program, Provided, That the Secretary of Labor has found, upon the written request of the contractor, that the applicable standards of the Davis-Bacon Act have been met. The Secretary of Labor may require the contractor to set aside in a separate account assets for the meeting of obligations under the plan or program.

(v)(A) The contracting officer shall require that any class of laborers or mechanics which is not listed in the wage determination and which is to be employed under the contract shall be classified in conformance with the wage determination. The contracting officer shall approve an additional classification and wage rate and fringe benefits therefor only when the following criteria have been met:

(1) The work to be performed by the classification requested is not performed by a classification in the wage determination; and

(2) The classification is utilized in the area by the construction industry; and

(3) The proposed wage rate, including any bona fide fringe benefits, bears a reasonable relationship to the wage rates contained in the wage determination.

(B) If the contractor and the laborers and mechanics to be employed in the classification (if known), or their representatives, and the contracting officer agree on the classification and wage rate (including the amount designated for fringe benefits where appropriate), a report of the action taken shall be sent by the contracting officer to the Administrator of the Wage and Hour Division, Employment Standards Administration, Washington, DC 20210. The Administrator, or an authorized representative, will approve, modify, or disapprove every additional classification action within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(C) In the event the contractor, the laborers or mechanics to be employed in the classification or their representatives, and the contracting officer do not agree on the proposed classification and wage rate (including the amount designated for fringe benefits, where appropriate), the contracting officer shall refer the questions, including the views of all interested parties and the recommendation of the contracting officer, to the Administrator for determination. The Administrator, or an authorized representative, will issue a determination within 30 days of receipt and so advise the contracting officer or will notify the contracting officer within the 30-day period that additional time is necessary.

(D) The wage rate (including fringe benefits where appropriate) determined pursuant to paragraphs (a)(1)(v) (B) or (C) of this section, shall be paid to all workers performing work in the classification under this contract from the first day on which work is performed in the classification.

(2) Withholding - The [*City of La Marque*] shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld from the contractor under this contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to Davis-Bacon prevailing wage requirements, which is held by the same prime contractor, so much of the accrued payments or advances as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and helpers, employed by the contractor or any subcontractor the full amount of wages required by the contract. In the event of failure to pay any laborer or mechanic, including any apprentice, trainee, or helper, employed or working on the site of the work (or under the United States Housing Act of 1937 or under the Housing Act of 1949 in the construction or development of the project), all or part of the wages required by the contract, the [*City of La Marque*] may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds until such violations have ceased.

(3) Payrolls and basic records - (i) Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the

United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section 1(b)(2)(B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 CFR 5.5(a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs reasonably anticipated in providing benefits under a plan or program described in section 1(b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

(ii)(A) The contractor shall submit weekly for each week in which any contract work is performed a copy of all payrolls to the [*City of La Marque*] for transmission to the Federal Transit Administration. The payrolls submitted shall set out accurately and completely all of the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5. This information may be submitted in any form desired. Optional Form WH-347 is available for this purpose and may be purchased from the Superintendent of Documents (Federal Stock Number 029-005-00014-1), U.S. Government Printing Office, Washington, DC 20402. The prime contractor is responsible for the submission of copies of payrolls by all subcontractors.

(B) Each payroll submitted shall be accompanied by a "Statement of Compliance," signed by the contractor or subcontractor or his or her agent who pays or supervises the payment of the persons employed under the contract and shall certify the following:

(1) That the payroll for the payroll period contains the information required to be maintained under section 5.5(a)(3)(i) of Regulations, 29 CFR part 5 and that such information is correct and complete;

(2) That each laborer or mechanic (including each helper, apprentice, and trainee) employed on the contract during the payroll period has been paid the full weekly wages earned, without rebate, either directly or indirectly, and that no deductions have been made either directly or indirectly from the full wages earned, other than permissible deductions as set forth in Regulations, 29 CFR part 3;

(3) That each laborer or mechanic has been paid not less than the applicable wage rates and fringe benefits or cash equivalents for the classification of work performed, as specified in the applicable wage determination incorporated into the contract.

(C) The weekly submission of a properly executed certification set forth on the reverse side of Optional Form WH-347 shall satisfy the requirement for submission of the "Statement of Compliance" required by paragraph (a)(3)(ii)(B) of this section.

(D) The falsification of any of the above certifications may subject the contractor or subcontractor to civil or criminal prosecution under section 1001 of title 18 and section 231 of title 31 of the United States Code.

(iii) The contractor or subcontractor shall make the records required under paragraph (a)(3)(i) of this section available for inspection, copying, or transcription by authorized representatives of the Federal Transit Administration or the Department of Labor, and shall permit such representatives to interview employees during working hours on the job. If the contractor or subcontractor fails to submit the required records or to make them available, the Federal agency may, after written notice to the contractor, sponsor, applicant, or owner, take such action as may be necessary to cause the suspension of any further payment, advance, or guarantee of funds. Furthermore, failure to submit the required records upon request or to make such records available may be grounds for debarment action pursuant to 29 CFR 5.12.

(4) Apprentices and trainees – (i) Apprentices – Apprentices will be permitted to work at less than the predetermined rate for the work they performed when they are employed pursuant to and individually registered in a bona fide apprenticeship program registered with the U.S. Department of Labor, Employment and Training Administration, Bureau of Apprenticeship and Training, or with a State Apprenticeship Agency reCity of La Marquenized by the Bureau, or if a person is employed in his or her first 90 days of probationary employment as an apprentice in such an apprenticeship program, who is not individually registered in the program, but who has been certified by the Bureau of Apprenticeship and Training or a State Apprenticeship Agency (where appropriate) to be eligible for probationary employment as an apprentice. The allowable ratio of apprentices to journeymen on the job site in any craft classification shall not be greater than the ratio permitted to the contractor as to the entire work force under the registered program. Any worker listed on a payroll at an apprentice wage rate, who is not registered or otherwise employed as stated above, shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any apprentice performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. Where a contractor is performing construction on a project in a locality other than that in which its program is registered, the ratios and wage rates (expressed in percentages of the journeyman's hourly rate) specified in the contractor's or subcontractor's registered program shall be observed. Every apprentice must be paid at not less than the rate specified in the registered program for the apprentice's level of progress, expressed as a percentage of the journeymen hourly rate specified in the applicable wage determination. Apprentices shall be paid fringe benefits in accordance with the provisions of the apprenticeship program. If the apprenticeship program does not specify fringe benefits, apprentices must be paid the full amount of fringe benefits listed on the wage determination for the applicable classification. If the Administrator of the Wage and Hour Division of the U.S. Department of Labor determines that a different practice prevails for the applicable apprentice classification, fringes shall be paid in accordance with that determination. In the event the Bureau of Apprenticeship and Training, or a State Apprenticeship Agency reCity of La Marquenized by the

Bureau, withdraws approval of an apprenticeship program, the contractor will no longer be permitted to utilize apprentices at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(ii) Trainees – Except as provided in 29 CFR 5.16, trainees will not be permitted to work at less than the predetermined rate for the work performed unless they are employed pursuant to and individually registered in a program which has received prior approval, evidenced by formal certification by the U.S. Department of Labor, Employment and Training Administration. The ratio of trainees to journeymen on the job site shall not be greater than permitted under the plan approved by the Employment and Training Administration. Every trainee must be paid at not less than the rate specified in the approved program for the trainee's level of progress, expressed as a percentage of the journeyman hourly rate specified in the applicable wage determination. Trainees shall be paid fringe benefits in accordance with the provisions of the trainee program. If the trainee program does not mention fringe benefits, trainees shall be paid the full amount of fringe benefits listed on the wage determination unless the Administrator of the Wage and Hour Division determines that there is an apprenticeship program associated with the corresponding journeyman wage rate on the wage determination which provides for less than full fringe benefits for apprentices. Any employee listed on the payroll at a trainee rate who is not registered and participating in a training plan approved by the Employment and Training Administration shall be paid not less than the applicable wage rate on the wage determination for the classification of work actually performed. In addition, any trainee performing work on the job site in excess of the ratio permitted under the registered program shall be paid not less than the applicable wage rate on the wage determination for the work actually performed. In the event the Employment and Training Administration withdraws approval of a training program, the contractor will no longer be permitted to utilize trainees at less than the applicable predetermined rate for the work performed until an acceptable program is approved.

(iii) Equal employment opportunity – The utilization of apprentices, trainees and journeymen under this part shall be in conformity with the equal employment opportunity requirements of Executive Order 11246, as amended, and 29 CFR part 30.

(5) Compliance with Copeland Act requirements – The contractor shall comply with the requirements of 29 CFR part 3, which are incorporated by reference in this contract.

(6) Subcontracts – The contractor or subcontractor shall insert in any subcontracts the clauses contained in 29 CFR 5.5(a)(1) through (10) and such other clauses as the Federal Transit Administration may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all the contract clauses in 29 CFR 5.5.

(7) Contract termination: debarment – A breach of the contract clauses in 29 CFR 5.5 may be grounds for termination of the contract, and for debarment as a contractor and a subcontractor as provided in 29 CFR 5.12.

(8) Compliance with Davis-Bacon and Related Act requirements – All rulings and

interpretations of the Davis-Bacon and Related Acts contained in 29 CFR parts 1, 3, and 5 are herein incorporated by reference in this contract.

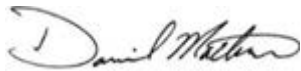
(9) Disputes concerning labor standards – Disputes arising out of the labor standards provisions of this contract shall not be subject to the general disputes clause of this contract. Such disputes shall be resolved in accordance with the procedures of the Department of Labor set forth in 29 CFR parts 5, 6, and 7. Disputes within the meaning of this clause include disputes between the contractor (or any of its subcontractors) and the contracting agency, the U.S. Department of Labor, or the employees or their representatives.

(10) Certification of eligibility – (i) By entering into this contract, the contractor certifies that neither it (nor he or she) nor any person or firm who has an interest in the contractor's firm is a person or firm ineligible to be awarded Government contracts by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(ii) No part of this contract shall be subcontracted to any person or firm ineligible for award of a Government contract by virtue of section 3(a) of the Davis-Bacon Act or 29 CFR 5.12(a)(1).

(iii) The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. 1001.

I, Daniel Martin (printed name), the undersigned, do hereby acknowledge, and agree to comply, with the above statements for the entire length of any agreement with the City of La Marque, Texas.



9/10/2024

Signature of Authorized Company Representative

Date

**THIS DOCUMENT MUST BE SIGNED AND SUBMITTED AS IT IS A PART OF THE
BID PACKAGE AS MENTIONED IN SECTION 6B OF THE ITB.**

SECTION 6

PROPOSER'S QUESTIONNAIRE

Proposals must include responses to the questions contained in this Proposer's General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply, or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

6.1 Proposer Profile

6.1.1 Legal name of Proposer Company: Integrated Solutions Consulting

Centralized Master Bidders List registration number: _____

Prime contractor HUB / MWBE registration number: N/A

An individual Proposer acting as a sole proprietor must also enter the Proposer's Social Security Number: # _____ - _____ - _____.

Universal Entity Identifier (UEI) number 20-5265704.

Number of years in Business: 19

State of incorporation: IL

Number of Employees: 41

Annual Revenues Volume: \$11 million

Name of Parent Corporation, if any _____

NOTE: If Proposer is a subsidiary, CITY OF LA MARQUE prefers to enter into an agreement or agreement with the Parent Corporation or to receive assurances of performance from the Parent Corporation.

6.1.2 Proposer will provide a copy of its financial statements for the past two (2) years.

6.1.3 Proposer will provide a financial rating of the Proposer's entity and any related documentation (such as a Dunn and Bradstreet analysis) that indicates the financial stability of Proposer.

6.1.4 Proposer will state whether or not Proposer is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If yes, Proposer will explain the expected impact, both in organizational and directional terms.

6.1.5 Proposer will provide any details of all past or pending litigation or claims filed against Proposer that would affect its performance under an Agreement with CITY OF LA MARQUE.

6.1.6 Proposer will state whether or not Proposer is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other

entity. If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

- 6.1.7 Proposer will state whether or not any relationship exists (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of CITY OF LA MARQUE. If yes, Proposer will explain.

6.2 Approach to Project Services

- 6.2.1 Proposer will provide a statement of the Proposer's service approach and will describe any unique benefits to CITY OF LA MARQUE from doing business with Proposer. Proposer will briefly describe its approach for the required services identified in **Section 3** Scope of Work of this RFP.
- 6.2.2 Proposer will provide an estimate of the earliest starting date for services following execution of an Agreement.
- 6.2.3 Proposer will describe the types of reports or other written documents Proposer will provide (if any) and the frequency of reporting, if more frequent than required in the RFP. Proposer will include samples of reports and documents, if appropriate.

6.3 General Requirements

- 6.3.1 Proposer will provide summary resumes for its proposed key personnel who will be providing services under the Agreement with CITY OF LA MARQUE, including their specific experiences with similar service projects, and number of years of employment with Proposer.
- 6.3.2 Proposer will describe any difficulties it anticipates in performing its duties under the Agreement with CITY OF LA MARQUE and how Proposer plans to manage these difficulties. Proposer will describe the assistance it will require from CITY OF LA MARQUE.
- 6.3.3 Proposer will describe its approach in providing staffing continuity to customer.
- 6.3.4 Proposer will describe its ability to communicate its vision and capacity for establishing a relationship that addresses current and future needs and trends in the industry.
- 6.4.5 Proposer will describe any additional costs that may be associated with service work and the invoicing of such.

6.4 Quality Assurance

Professional will describe its quality assurance program, its quality requirements, and how they are measured.

6.5 Service Support

Proposer will describe its service support philosophy, how the philosophy is implemented, and how Proposer measures its success in maintaining this philosophy.

6.6 Additional Services

- 6.6.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to CITY OF LA MARQUE. Additional services or benefits must be directly related to the goods and services solicited under this RFP.
- 6.6.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by CITY OF LA MARQUE from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

Appendix C. Odysseus™ EM365

Odysseus™ Comprehensive Program Management Solution

The Odysseus™ Enterprise System goes beyond grant management and provides state emergency management agencies with a comprehensive program management solution that is designed specifically for the emergency management industry and easily customizable to meet their needs. The evolution of Odysseus™ was based on the recognition that emergency management programs rely on disparate software, technologies, and tools instead of one unified suite of tools that are integrated into one network to offer a truly comprehensive program management solution that can serve as a force multiplier and provide a high degree of efficiency for the industry. The Odysseus™ Enterprise System was developed by a team of seasoned and industry recognize emergency managers and technologists.



With Odysseus™, emergency managers have a single, unified platform that provides dashboard analytics of the status of their comprehensive emergency management program. The Odysseus™ Enterprise System serves as a force-multiplier, providing a level of efficiency never seen before in the emergency management industry. Its unique system-of-system architecture provides an integrated network for states, agencies, regions, counties, municipalities, and private/public partners to communicate, share, collaborate, and coordinate on preparedness, response, recovery, and mitigation initiatives.



Preparedness Program Management Functionalities

Program Management Functionalities

Planning
 Training
 Exercises
 Governance
 Scheduling
 Budgeting
 Committee Management
 Stakeholder Coordination
 Community Outreach
 Program Assessments
 Grant Management
 Project Administration
 Performance Monitoring
 Compliance
 Tracking & Reporting

Programs

Emergency Planning
 Continuity of Operations
 Training & Exercise
 Homeland Security Grant Program
 DHS Threat Hazard Identification & Risk Assessments
 Emergency Management Performance Grants
 Public Health Emergency Preparedness
 Healthcare Coalitions
 Radiological Emergency Preparedness
 School Safety Programs
 Dam Safety Programs
 Special Events Planning
 Community Engagement
 Nonprofit Security Grant Program
 Port Security
 Regional Catastrophic Preparedness

Hazard Mitigation Program Management Functionalities

Program Management Functionalities

Planning
 Training
 Exercises
 Governance
 Scheduling
 Budgeting
 Committee Management
 Stakeholder Coordination
 Community Outreach
 Program Assessments
 Grant Management
 Project Administration
 Performance Monitoring
 Compliance
 Tracking & Reporting

Programs

FEMA Hazard Mitigation Grant Program (Section 404 & 406)
 HUD Community Development Block Grant for Mitigation (CDBG-MIT)
 FEMA Flood Mitigation Assistance
 FEMA Building Resilient Infrastructure & Communities
 Hazard Mitigation Planning
 Hazard Risk Assessments
 GIS Hazard / HAZUS Modeling
 Community Outreach
 Stakeholder Coordination
 Mitigation Grant Management
 In-Kind Grant Match Tracking
 Program Reporting
 Mitigation Project Monitoring

Disaster Recovery Program Management Functionalities

Program Management Functionalities

Project Tracking
Grant Management
Damage Assessments
Debris Monitoring
Project Administration & Closeout
Program Reporting
Compliance Monitoring
Tracking and Reporting
Project Budgeting & Scheduling
Grant Audits, Arbitration, and Appeals
Contractor Performance
Recovery Planning
Training & Exercises
Recovery Committee Coordination
Community Outreach
Governance

Programs

FEMA Public Assistance
FEMA Individual Assistance
FEMA Housing Assistance Programs
FEMA Individual Assistance
HUD Community Development Block Grant
Fire Management Assistance Programs
Community Disaster Loan Program
American Rescue Plan Act
FEMA Hazard Mitigation Grant Program
(Section 404 & 406)
CARES Act
Section 428 Recovery Projects

Emergency Response Program Management Functionalities

Program Management Functionalities

Incident Action Planning
Incident Reporting
Resource and Asset Management
Cost and Expenditure Tracking
Coordination
Information Management
Situational Awareness Sharing
Preliminary Damage Assessments
Emergency Debris Removal Operations
Geospatial Analysis
Just-in-Time Training
Grant Management
Compliance Monitoring
Tracking and Reporting
Incident Management System Integration
Emergency Notification System Integration
After-Action Reviews

Programs

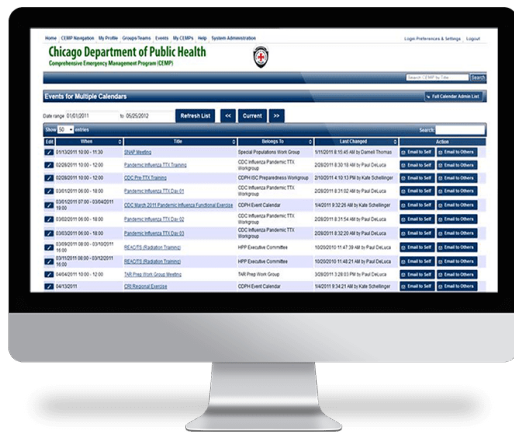
Emergency Management
Public Safety & Security
Fire Fighting
Public Health
Medical Services
Public Works
Information and Planning
Finance & Administration
Logistics
Operations
Command
Mass Care and Shelter
Housing
Infrastructure
Continuity of Operations/Government

Planning & Plan Maintenance



Facilitate and Track the Planning Process

Odysseus™ documents the planning process and tracks planning collaboration among partners and committee members in a secured environment. Odysseus™ can even track the in-kind match of planning participation, offsetting the federal cost share of preparedness activities.



Manage Program Planning Activities

Odysseus™ allows for the monitoring of planning partners, stakeholders, and committees. Assign tasks, schedule planning activities, and monitor the progress of work activities from the convenience of your desktop.



Create Interactive Maps & Models in Plans

Odysseus™ allows for the integration of ESRI maps and interactive models, turning static doctrine into interactive plans and procedures that engage and allow for easy analysis. Public facing portal allows you to share selected content to common public platforms.

Training & Exercise Management



Track Training Activities and Certifications

Odysseus™ provides organizations with an integrated learning management system that allows administrators to track training activities, manage training certifications, and measure understanding of strategies, programs, and procedures.



Cross Reference & Track Understanding of Planning Activities

The Odysseus™ Learning Management System (LMS) is integrated with the planning environment, allowing organizations to cross reference training & exercises with their plans. Lessons learned and improvements can be easily documented and updated in your organization's plans.



Generate Simulated Exercises and Custom Courses

Odysseus™ can deliver simulated scenarios that allow participants to engage in real-world decision making. Create and manage computer-based training, track course assessments, and report learning progress.

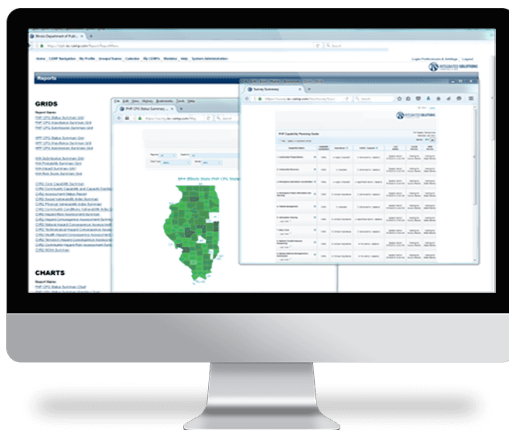
Collaboration & Stakeholder Coordination



Improve Collaboration, Quality and Efficiency

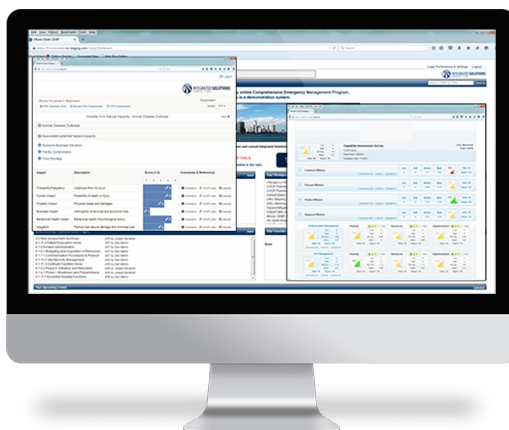
Our unique system-of-systems architecture allows for plans or portions of plans to be shared with other systems in a controlled environment. Odyssey™ features the unique characteristic of providing standardization and flexibility, while reducing redundancy and increasing version control with your organization's plans and doctrine.

Program Compliance & Assessments



Systematically Evaluate Program Compliance

Odyssey™ provides program analysts and directors with the ability to systematically evaluate the compliance of programs to various mandated, grant driven requirements and industry standards. Data analytics reporting provides users with ready access to status of program performance and tracking compliance.



Create Customized Assessments

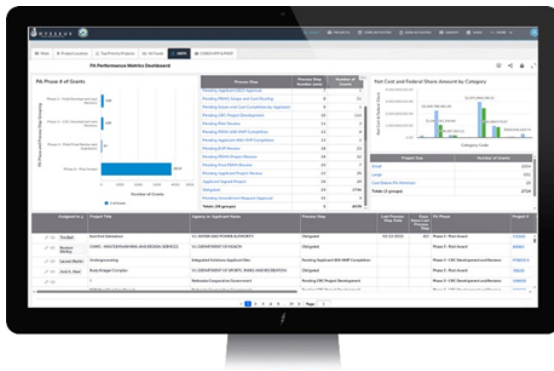
The Odyssey™ allows for the creation of customized assessment tools, enabling organization to set their own standards. Users can verify results by cross referencing documented accomplishments across the Odyssey™ enterprise.

Grant Management



Track and Administer Grants

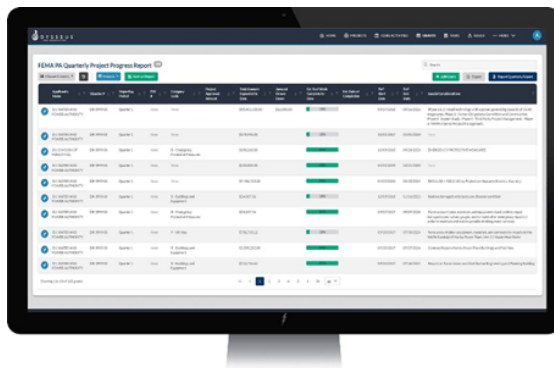
Odysseus™ offers organizations with real-time tracking and reporting of grant funding allocations. Track the status of preparedness grant funding and measure this investment.



Project Tracking, Scheduling, and Management

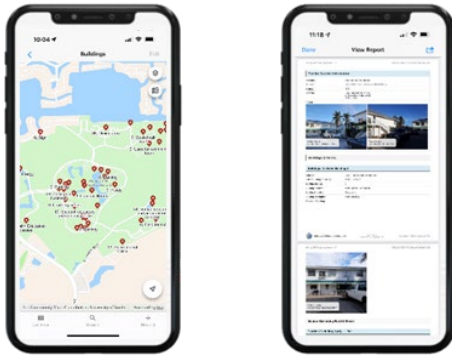
Odysseus™ allows users to track the projects associated with grant funds. Grant recipients and sub-recipients can use dashboard tracking reports to assure that projects stay on schedule and performance.

Disaster Recovery



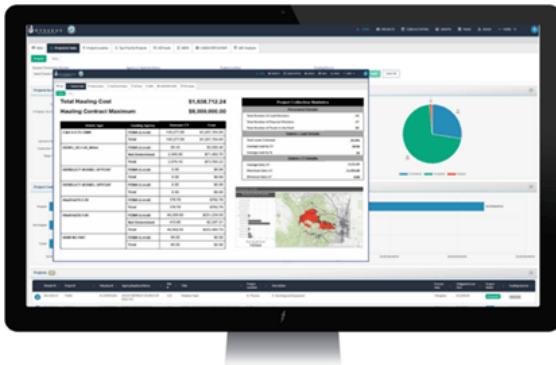
Manage and Administer FEMA PA Requirements

Odysseus™ offers organizations with real time tracking and reporting of FEMA PA grant fund allocations. Track the status of vital community recovery projects and measure their progress. Odysseus™ allows you to track every FEMA dollar and find opportunities to leverage FEMA PA Program opportunities.



Conduct Quick and Thorough Damage Assessments

Odysseus™ allows users to conduct quick and thorough damage assessments. Odysseus™ allows users to conduct damage assessments from their personal mobile device and report damage as well as repairs.



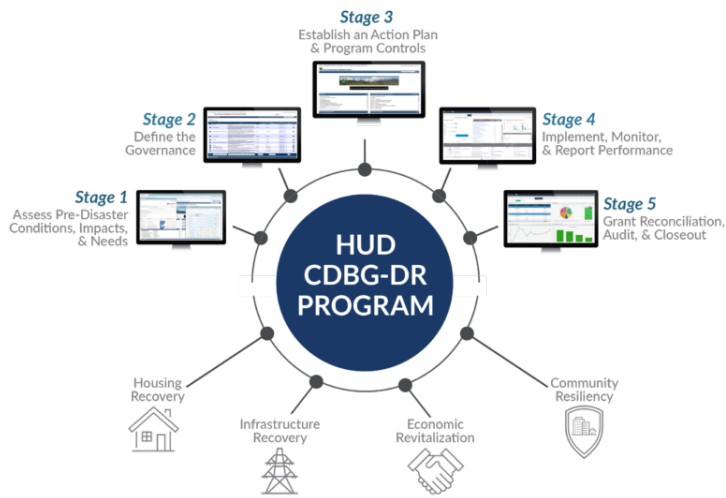
Integrated Automated Debris Monitoring System

Odysseus™ allows for the systematic integration of popular Automated Debris Management Systems (ADMS). Integration ranges from real time reporting of debris monitoring activities to the synching of important debris monitoring data, expediting Category A debris management funds.



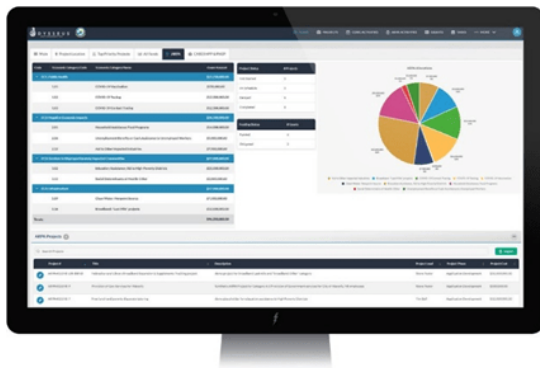
Efficiently Validate FEMA PA Grants & Conduct Closeout

Odysseus™ includes a FEMA Closeout Validation Tool to help eliminate the administrative burden of 100% closeout validations. Odysseus™ guides users through FEMA's arduous Closeout Validation process and provides a systematic solution that reduces weeks of burden to simply hours.



Manage the Full HUD Community Development Block Grant Process

Odysseus™ provides one comprehensive system to manage the full grant management life cycle of the HUD Community Development Block Grant for Disaster Recovery (CDBG-DR). Odysseus™ provides an integrated platform to develop a CDBG-DR Recovery Action Plan, streamline its annual update and maintenance, monitor governance and stakeholder participation, and document process controls.



Manage other Disaster Recovery Programs

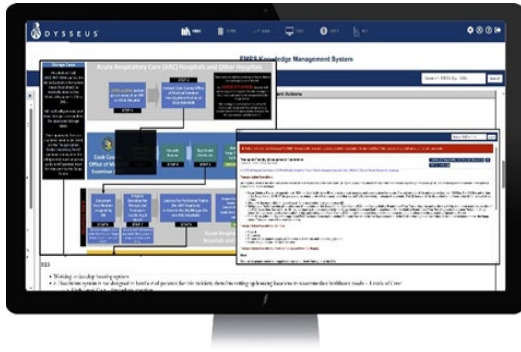
The Odysseus™ Enterprise System provides a flexible environment, giving organizations the ability to manage any number of disaster recovery programs. Odysseus™ has been used to manage FEMA Individual Assistance, Fire Management Assistance Programs, Housing Recovery Programs, Hazard Mitigation Grant Programs, and COVID-19 relief funds to include the American Rescue Plan Act and CARES Act grant funding.

Response and Incident Management



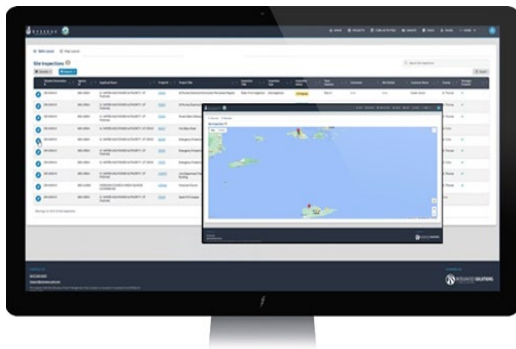
Incident Action Planning

Odysseus™ provides a central platform to provide complete, comprehensive situational awareness. Odysseus™ flexible design allows for customized workflow and mission board reporting. Pre-established Incident Action Plans (IAPs) can be shared across multiple Odysseus™ environments, providing uniformed planning at the regional, state or national level.



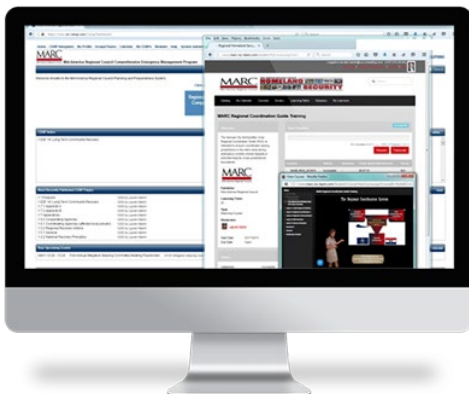
Information Sharing & Coordination

Odysseus™ features the unique characteristic of provides a standardized and flexible environment, allowing incident management teams a controlled but collaborative environment to share vital information.



Situational Awareness Sharing

Odysseus™ offers a dynamic environment and real-time collaboration across a system of-systems environment, promoting collaborative situational awareness and sharing throughout your community, neighbors, and supporting agencies.



Just-in-Time Training

When crisis strikes, communities often need to rely on volunteers, community partners, or existing staff to take on new roles and responsibilities. Odysseus™ provides a virtual learning environment that is integrated into Odysseus'™ comprehensive framework.



Integrate with Other Systems

Today, users want flexibility. Whether its emergency notification systems or other incident management tools or Microsoft 365 or other unique software solutions, Odysseus™ promotes the integration of other software that can elevate the power of Odysseus'™ creative and flexible platform.



INTEGRATED SOLUTIONS
CONSULTING

Integrated Solutions Consulting, Inc. (ISC)

is a professional services firm focused on developing and implementing comprehensive crisis and consequence management solutions. We are recognized as innovative problem solvers, dedicated to the profession of emergency management and proficient in the disciplines that support it. As recipients of the Dun & Bradstreet Top Supplier Performance Rating for reliability, cost, order accuracy, timeliness, quality, business relations, personnel, customer support, and responsiveness, ISC proudly offers your community over 775+ years of experience, technical expertise, and unparalleled performance.



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: Kierra Nance

Department: City Clerk

Agenda Item: 7.VII.

Reviewed by: Kasey Lott, Deputy
City Clerk

AGENDA ITEM DESCRIPTION:

Considering an Area of Impact for the Y25 Texas Water Development Board (TWDB) Clean Water State Revolving Fund (CWSRF) Loan

STAFF BRIEFING:

At the October 14, 2024, City Council Meeting, Councilmember District A requested that an Area of Impact be determined regarding where this particular funding is proposed to be utilized.

TWDB CWSRF Loan Application - \$10M

Project Name: Sanitary Sewer I&I Reduction Phase 2 Total Loan \$9.8M Project Scope – pipeline replacement or Cured-in-Place-Pipe (CIPP) technology; complete manhole rehabilitation

1. Engineering Design, Bidding, Construction Management (Engineering) = \$1.5M
2. Pipeline Rehabilitation – Westside SS System – Garrett, Prairie, Partridge, Fleming, Lawndale, Kirby, Walker, Volney, FM1175 – Approximately 5 miles (26,400 feet @ \$180/Ft = \$4.8M (Large diameter pipes)
3. Pipeline Rehabilitation – Eastside SS System – Cedar, Ross, Wisteria, Honeysuckle, Bluebonnet, Azelea, Grafton, Ave A, Ave B, Ave C, Ave D Approximately 3 miles (15,840ft @ \$150/ft = \$2.4M (rear easement- pipe-bursting technique)
4. Manhole Restoration- MHs within the Project Area will be the primary scope. Some may have been done during Phase 1, but some still need work. Approximately 200 MH @ \$5000 = \$1M
5. Bond Counsel / Financial Advisor = \$100K
6. Contingency = \$200K

HISTORY:

10.14.2024 - Councilmember District A requests item.

10.21.2024 - Councilmember District D supported the agenda request.

FISCAL IMPACT:

~ \$10 Million



Clean Water State Revolving Fund (CWSRF)

The CWSRF assists communities by providing low-cost financing for a wide range of wastewater, stormwater, reuse, and other pollution control projects. Streamlining the program provides year-round funding as projects are included in the CWSRF Intended Use Plan.

Eligible Applicants

- Political subdivisions, including water supply corporations that are Designated Management Agencies (DMAs)
- Authorized Indian tribal organizations
- Private entities (for nonpoint source or estuary projects only)

Eligible Projects

Planning, design, acquisition, and construction of:

- Wastewater treatment facilities
- Wastewater recycling and reuse facilities including “purple pipe” distribution systems
- Nonpotable reuse
- Wastewater collection systems
- Existing wastewater facilities
- Stormwater control
- Nonpoint source pollution control projects, such as correction of failing onsite systems and wetlands restoration
- Estuary management projects identified in either the Galveston Bay or Coastal Bend Estuary Management Plans

Benefits and Terms

- Below-market fixed interest rates (subsidized interest rates based on participant’s existing credit rating)
- Principal forgiveness for qualifying disadvantaged, small/rural disadvantaged, emergency relief, and green projects
- Up to 30-year repayment period
- There is no maximum eligible commitment amount for a project under the Fiscal Year 2023 Intended Use Plan; however, the total funding available by category is limited. Please refer to future Intended Use Plans to determine maximum funding per project.

Program Requirements

- Loan origination fee
- Projects must be listed in the current CWSRF Intended Use Plan
- Entities receiving assistance greater than \$500,000 must adopt a water conservation and drought contingency plan
- Davis-Bacon wage rate requirements
- American Iron and Steel (AIS) requirements
- Build America Buy America (BABA) requirements
- National Environmental Policy Act (NEPA)-type environmental review
- For equivalency projects only:
 - Disadvantaged Business Enterprise program
 - Additional steps when procuring architecture and engineering services

For specific questions on the program, please contact CWSRF@twdb.texas.gov.

Detailed information on the program is also available at www.twdb.texas.gov/financial/programs/CWSRF.



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: Rick Sailer

Department: Public Works

Agenda Item: 7.VIII.

Reviewed by: Kasey Lott, Deputy
City Clerk

AGENDA ITEM DESCRIPTION:

Approving a Design Change for the Wastewater Treatment Plant Expansion Project

STAFF BRIEFING:

- The current Wastewater Treatment Plant (WWTP) design is a 3.0 million-gallons-per-day (MGD) flow-through Conventional Activated Sludge (CAS) process, using biological treatment technology for wastewater conversion to meet Federal & State regulations prior to disinfection and discharge to Highland Bayou.
- Ardurra was selected to design the 2.25 MGD WWTP Expansion as part of the GLO contract # D-223, estimated at a construction cost of \$23.5M. The existing WWTP was originally planned for Flood Protection at an estimated cost of \$10M; however, it was determined during the preliminary design phase that the Flood Protection budget would be needed for the WWTP expansion, thus increasing the WWTP expansion budget to \$33.5M.
- The Lift Station Rehabilitation Project (LSRP) is included within the WWTP Project, with an estimated construction cost of \$6.5M, bringing the total Construction Cost Estimate (CCE) at the time of the Grant submission was \$40M.
- Once the design was completed, after several design alternatives were explored to reduce construction costs, the Engineer's Opinion of Probable Construction Cost Estimate (EOPCE) is \$40M
- The available funding through the GLO Contract is \$36M for the WWTP & LSRP which is included within the same project as the Lift Station Rehabilitation Project (LSRP), currently under a construction contract. Staff purposely withheld many (most) lift stations from the LSRP bidding process due to our concerns about the pending construction cost of the WWTP Expansion Project.
- Ardurra considered a different, but proven treatment process using a biological treatment process using a batch-treatment technology called Sequencing Batch Reactors (SBR).
- Converting to SBR technology in place of the current CAS saves capital construction costs due to the elimination of the clarifiers, which are required in the CAS process; whereas the SBR process includes clarification as part of the SBR process.
- The estimated cost savings of converting to the SBR process is \$4M - \$5M.

- Reducing construction costs of the WWTP project will allow the City to complete additional lift station rehabilitations.
- In the last 25 years, SBRs have been used in more than 1,300 plants in the US, Canada, and Europe.
- SBRs can eliminate the need for separate primary and secondary clarifiers in most municipal systems. This reduces the need for maintenance and operations.

HISTORY:

- August 2020 - Engineering Agreement with Ardurra (formally - LNV, LLC) signed by the City
- October 2020 - Project Budget Justification was submitted to Texas General Land Office (GLO)
- December 2021 - GLO Funding was accepted - Resolution R-2021-0033
- March 2022 - Site Plan developed for WWTP expansion.
- November 2022 - Request for Release of Funds submitted to GLO.
- November 2022 - Environmental Review Record was completed.
- January 2023 - Authority to Use Grant Funds was received.
- August 2023 - WWTP Discharge Permit Application - Public Comments
- November 2023 - Preliminary Design Plans completed - *cost estimates exceeded available funding*
- January 2024 - Redesign alternatives discussion to reduce construction cost.
- June 2024 - Discussions to consider alternative treatment technology - Sequencing Batch Reactor

FISCAL IMPACT:

The WWTP Expansion Project is estimated at \$48M; funded by HUD, managed through the GLO, the City Match is \$480,000

City of La Marque
Westside WWTP
2.25 MGD WWTP Expansion - CAS
Opinion of Probable Construction Cost



Last updated October 2024

Project Total							\$ 40,049,000.00
DESCRIPTION	UNITS	QTY	UNIT COST		UNIT COST	TOTAL COST	CLASS TOTAL
			MATL	INSTL			
A. CIVIL							\$ 2,605,000.00
Site Work	LS	1	\$ 300,000.00	\$ 30,000.00	\$ 330,000.00	\$ 330,000.00	
Yard Piping	LS	1	\$ 1,500,000.00	\$ 150,000.00	\$ 1,650,000.00	\$ 1,650,000.00	
Valves & Fittings	LS	1	\$ 500,000.00	\$ 125,000.00	\$ 625,000.00	\$ 625,000.00	
B. STRUCTURAL							\$ 11,075,500.00
Foundations	CY	2420	\$ 1,700.00		\$ 1,700.00	\$ 4,114,000.00	
Walls	CY	1595	\$ 1,700.00		\$ 1,700.00	\$ 2,711,500.00	
Geopiers	LS	1	\$ 3,000,000.00		\$ 3,000,000.00	\$ 3,000,000.00	
Raised Platform	LS	1	\$ 1,000,000.00	\$ 250,000.00	\$ 1,250,000.00	\$ 1,250,000.00	
C. PROCESS MECHANICAL							\$ 11,000,000.00
Treatment Plant Equipment	LS	1	\$ 10,000,000.00	\$ 1,000,000.00	\$ 11,000,000.00	\$ 11,000,000.00	
D. ELECTRICAL/INSTRUMENTATION & CONTROLS							\$ 2,452,500.00
General Electrical and I&C	LS	1	\$ 1,635,000.00	\$ 817,500.00	\$ 2,452,500.00	\$ 2,452,500.00	
SUBTOTAL =						\$ 27,133,000.00	
Contingency 1					20%	\$ 5,427,000.00	
Subtotal						\$ 32,560,000.00	
Mobilization					5%	\$ 1,628,000.00	
Overhead & Profit					18%	\$ 5,861,000.00	
PROJECT TOTAL =						\$ 40,049,000.00	

THIS DOCUMENT IS FOR INTERIM REVIEW AND IS NOT INTENDED FOR
CONSTRUCTION, BIDDING, OR OTHER UNAUTHORIZED PURPOSES.

BY: ROBERT M. VIERA, P.E. LICENSE NO: 85616 FIRM NO. F-10053

City of La Marque
Westside WWTP
2.25 MGD WWTP Expansion - SBR
Opinion of Probable Construction Cost



Last updated October, 2024

Project Total							\$ 35,433,000.00
DESCRIPTION	UNITS	QTY	UNIT COST		UNIT COST	TOTAL COST	CLASS TOTAL
			MATL	INSTL			
A. CIVIL							\$ 2,605,000.00
Site Work	LS	1	\$ 300,000.00	\$ 30,000.00	\$ 330,000.00	\$ 330,000.00	
Yard Piping	LS	1	\$ 1,500,000.00	\$ 150,000.00	\$ 1,650,000.00	\$ 1,650,000.00	
Valves and Fittings	LS	1	\$ 500,000.00	\$ 125,000.00	\$ 625,000.00	\$ 625,000.00	
B. STRUCTURAL							\$ 9,431,770.00
Foundations	CY	1,695	\$ 1,700.00		\$ 1,700.00	\$ 2,881,670.00	
Walls	CY	1,353	\$ 1,700.00		\$ 1,700.00	\$ 2,300,100.00	
Geopiers	LS	1	\$ 3,000,000.00		\$ 3,000,000.00	\$ 3,000,000.00	
Raised Platform	LS	1	\$ 1,000,000.00	\$ 250,000.00	\$ 1,250,000.00	\$ 1,250,000.00	
C. PROCESS MECHANICAL							\$ 9,515,000.00
Treatment Plant Equipment	LS	1	\$ 8,650,000.00	\$ 865,000.00	\$ 9,515,000.00	\$ 9,515,000.00	
D. ELECTRICAL/INSTRUMENTATION & CONTROLS							\$ 2,452,500.00
General Electrical and I&C	LS	1	\$ 1,635,000.00	\$ 817,500.00	\$ 2,452,500.00	\$ 2,452,500.00	
SUBTOTAL =							\$ 24,004,270.00
Contingency					20%	\$ 4,801,000.00	
Subtotal						\$ 28,806,000.00	
Mobilization					5%	\$ 1,441,000.00	
Overhead & Profit					18%	\$ 5,186,000.00	
PROJECT TOTAL =						\$ 35,433,000.00	

THIS DOCUMENT IS FOR INTERIM REVIEW AND IS NOT INTENDED FOR
CONSTRUCTION, BIDDING, OR OTHER UNAUTHORIZED PURPOSES.

BY: ROBERT M. VIERA, P.E. LICENSE NO: 85616 FIRM NO. F-10053



**CDBG-MIT: Budget Justification of Retail Costs
(Former Table 2)**

Cost Verification Controls must be in place to assure that construction costs are reasonable and consistent with market costs at the time and place of construction.

Applicant/Subrecipient:	City of La Marque					
Site/Activity Title:	WWTP & Lift Stations Improvements Project					
Eligible:	Wastewater (Sewer Facilities)					
Materials/Facilities/Services	\$/Unit	Unit	Quantity	Construction	Acquisition	Total
New 2.25 MGD WWTP	\$ 23,500,000.00	LS	1	\$ 23,500,000.00	\$ -	\$ 23,500,000.00
100 Year flood proofing existing WWTP	\$ 10,000,000.00	LS	1	\$ 10,000,000.00	\$ -	\$ 10,000,000.00
Lift Station #15 (MK45) Improvements w/ Emergency Backup Pumps	\$ 725,000.00	LS	1	\$ 725,000.00	\$ -	\$ 725,000.00
Lift Station #16 Improvements w/ Emergency Backup Pumps	\$ 185,000.00	LS	1	\$ 185,000.00	\$ -	\$ 185,000.00
Lift Station #32 MUD Improvements w/ Emergency Backup Pumps	\$ 370,000.00	LS	1	\$ 370,000.00	\$ -	\$ 370,000.00
Delaney Lift Station Improvements w/ Emergency Backup Pumps	\$ 370,000.00	LS	1	\$ 370,000.00	\$ -	\$ 370,000.00
Lift Station #19 Improvements w/ Emergency Backup Pumps	\$ 150,000.00	LS	1	\$ 150,000.00	\$ -	\$ 150,000.00
Lift Station #18 Bolin Improvements w/ Emergency Backup Pumps	\$ 920,000.00	LS	1	\$ 920,000.00	\$ -	\$ 920,000.00
Lift Station #20 Improvements w/ Emergency Backup Pumps	\$ 90,000.00	LS	1	\$ 90,000.00	\$ -	\$ 90,000.00
Lift Station #13 Improvements w/ Emergency Backup Pumps	\$ 330,000.00	LS	1	\$ 330,000.00	\$ -	\$ 330,000.00
Lift Station #14 Improvements w/ Emergency Backup Pumps	\$ 420,000.00	LS	1	\$ 420,000.00	\$ -	\$ 420,000.00
Lift Station #11 Improvements w/ Emergency Backup Pumps	\$ 340,000.00	LS	1	\$ 340,000.00	\$ -	\$ 340,000.00
Lift Station #12 Improvements w/ Emergency Backup Pumps	\$ 340,000.00	LS	1	\$ 340,000.00	\$ -	\$ 340,000.00
Lift Station #10 Improvements w/ Emergency Backup Pumps	\$ 280,000.00	LS	1	\$ 280,000.00	\$ -	\$ 280,000.00
Lift Station #8 Improvements w/ Emergency Backup Pumps	\$ 340,000.00	LS	1	\$ 340,000.00	\$ -	\$ 340,000.00
Lift Station #7 Improvements w/ Emergency Backup Pumps	\$ 280,000.00	LS	1	\$ 280,000.00	\$ -	\$ 280,000.00
Lift Station #6 Improvements w/ Emergency Backup Pumps	\$ 280,000.00	LS	1	\$ 280,000.00	\$ -	\$ 280,000.00
Main Street Lift Station Improvements w/ Emergency Backup Pumps	\$ 270,000.00	LS	1	\$ 270,000.00	\$ -	\$ 270,000.00
Lift Station #3 Improvements w/ Emergency Backup Pumps	\$ 280,000.00	LS	1	\$ 280,000.00	\$ -	\$ 280,000.00
Lift Station #2 Improvements w/ Emergency Backup Pumps	\$ 280,000.00	LS	1	\$ 280,000.00	\$ -	\$ 280,000.00
Lift Station #1 Improvements w/ Emergency Backup Pumps	\$ 280,000.00	LS	1	\$ 280,000.00	\$ -	\$ 280,000.00
Lift Station #9 Improvements w/ Emergency Backup Pumps	\$ 280,000.00	LS	1	\$ 280,000.00	\$ -	\$ 280,000.00
Lift Station #21 Improvements w/ Emergency Backup Pumps	\$ 90,000.00	LS	1	\$ 90,000.00	\$ -	\$ 90,000.00
TOTAL	\$ 40,400,000.00			\$ 40,400,000.00	\$ -	\$ 40,400,000.00

1. Identify and explain the annual projected operation and maintenance costs associated with the proposed activities.

The projected operation and maintenance costs associated with the WWTP is \$200,000 and Lift Station is \$100,000

2. Identify and explain any special engineering activities.

TCEQ WWTP Discharge Permit would need to be amended and/or new permit submitted for WWTP Expansion.



Date:	10/20/2020
Phone Number:	361-883-1984

Signature of Registered Engineer/Architect Responsible
For Budget Justification:

Rick Sailer

From: Alex Sievers <alex.sievers@grantworks.net>
Sent: Friday, August 23, 2024 4:06 PM
To: Enrique Garcia
Cc: Brent Berthier; Rick Sailer; Cesar Garcia
Subject: {Budget information for WWTP rework} La Marque D223

Follow Up Flag: Follow up
Flag Status: Flagged

[External Email] This message originated from outside your organization.

Hi Rick,

On yesterday's call you mentioned that you needed some additional budget information to prepare your presentation on the waste water treatment plant changes you are planning to make.

I pulled the following for you but if you need anything else please let me know.

Budget information for D223:

- Engineering Budget: \$6,060,000.00 (\$3,755,275.00 billed plus most recent invoice)
- Construction budget: \$39,910,000.00
 - Lift Stations contract amount + Change Order 1: \$3,415,217.40
 - Remaining for WWTP: \$36,494,782.60

Let me know if you have any questions.

Be well,
Alex

Alex Sievers | CD Project Manager | 1 (443) 223-1323 | alex.sievers@grantworks.net
GrantWorks | 2201 Northland Drive, Austin, Texas 78756 | www.grantworks.net

BUILDING OUR NATION'S COMMUNITIES. HELP FOR TODAY, HOPE FOR TOMORROW.



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Texas General Land Office (Agency 305)
Community Development and Revitalization (CDR)
Subrecipient Request for Payment Form
1700 N. Congress Avenue, Austin, TX 78701

Subrecipient:	City of La Marque	Contract #:	22-085-003-D223
Subrecipient TIN:	17460129954	Contract Period:	10/28/2021-1/31/2025
Program(s):	MIT Hurricane Harvey State Mitigation Competition	Purchase Order #:	EP020164
Mail Address:	1111 Bayou Rd, La Marque, TX 77568	Request Number:	16
Email Address:	c.turner@cityoflamarque.org	Service Period From:	10/1/2022
Phone Number:	(409) 938-9200	Service Period To:	3/31/2024

Contract Budget and Invoice Information

CDBG Funding							
Project Type	Budget Category	Contract NTE (Subrecipient Budget)	Previously Requested	Request This Period (Request Amt)	Total Requested To-Date	Remaining Balance	% Requested To-Date
Sewer Facility	CDBG-Construction	\$ 39,910,000.00	\$ -	\$ -	\$ -	\$ 39,910,000.00	0.00%
Sewer Facility	CDBG-Engineering	\$ 6,060,000.00	\$ 3,634,875.00	\$ 117,490.00	\$ 3,752,365.00	\$ 2,307,635.00	61.92%
Sewer Facility	CDBG-Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	-
Sewer Facility	CDBG-Environmental	\$ 7,500.00	\$ 7,500.00	\$ -	\$ 7,500.00	\$ -	100.00%
Sewer Facility	CDBG-Administration	\$ 2,926,504.00	\$ 2,487,528.40	\$ -	\$ 2,487,528.40	\$ 438,975.60	85.00%
TOTAL:		\$ 48,904,004.00	\$ 6,129,903.40	\$ 117,490.00	\$ 6,247,393.40	\$ 42,656,610.60	12.77%

Other Funding							
Project Type	Budget Category	Contract NTE (Subrecipient Budget)	Previously Requested or Paid by Subrecipient	Requested or Paid by Subrecipient To-Date This Period (Request Amt)	Total Previously Requested or Paid by Subrecipient To-Date	Remaining Balance	% Requested or Paid To-Date
Sewer Facility	Other Funds-Construction	\$ 490,000.00	\$ -	\$ -	\$ -	\$ 490,000.00	0.00%
TOTAL:		\$ 490,000.00	\$ -	\$ -	\$ -	\$ 490,000.00	0.00%

OVERALL TOTAL	\$ 49,394,004.00	\$ 6,129,903.40	\$ 117,490.00	\$ 6,247,393.40	\$ 43,146,610.60	12.77%
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Allocation of Invoice

Invoice allocation total must match invoice total and must tie to documentation provided. Please follow GLO-provided instructions, specific to your contract or work order, on how to complete this section.

DRGR Activity #	PCA	Total to Allocate	% Allocated	TIGR Draw #
HHC_HMID_LMI_22-085-003-D223_LaMarque_SF	22587	\$ 117,490.00	100.00%	16
Total Allocated:		\$ 117,490.00	100.00%	

Requests must:

- (a) be submitted to DR.Billing@GLO.Texas.Gov (or directly in TIGR)
Grant Manager should be cc'd (or emailed if submitted in TIGR)
- (b) be supported by documentation that fully substantiates costs
- (c) include accurate service period of invoiced costs
- (d) include subrecipient POC mail address, email address, and number
- (e) be for costs of \$2,500 or more (except final invoice)

Pursuant to 2 CFR § 200.302(a), the Subrecipient's financial management systems, including records documenting compliance with Federal statutes, regulations, and the terms and conditions of the Federal award, must be sufficient to permit the preparation of reports required to demonstrate compliance with general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Subrecipient agreement and CDBG-DR grant.

I certify that information in this request and attachments accurately reflects the work performed in accordance with the associated contract, that payment is due and has not been previously paid, and that costs included are consistent with the contract and all associated Exhibits.

Name/Title of Authorized Certifying Official:	Christine Turner, Finance Director	Phone Number: (409) 938-9200
Authorized Certifying Official Signature:		Date: 5-8-24
Name/Title of Authorized Certifying Official:	Keith Bell, Mayor	Phone Number: (409) 938-9200
Authorized Certifying Official Signature:		Date:

Effective 12/8/2021



November 8, 2022

Project No: 200104.000.2

Invoice No: 44202

Keith Bell
Mayor
City of La Marque
1111 Bayou Rd
La Marque, TX 77568

Project 200104.000.2 City of La Marque - GLO MIT
Project Number 22-085-003-D223 - WWTP & Lift Station Resiliency Plan

Email invoice: Anthony Gonzales <anthony.gonzales@grantworks.net> & cc: financedirector@cityoflamarque.org

For Professional Services from October 1, 2022 thru: October 31, 2022

Fee

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
Preliminary Design	1,818,000.00	100.00	1,818,000.00	1,818,000.00	0.00
Design	1,818,000.00	10.00	181,800.00	90,900.00	90,900.00
BID	606,000.00	0.00	0.00	0.00	0.00
Construction	909,000.00	0.00	0.00	0.00	0.00
As-Builts/CoCC/FWCR	909,000.00	0.00	0.00	0.00	0.00
Total Fee	6,060,000.00		1,999,800.00	1,908,900.00	90,900.00
	Total Fee				90,900.00
			Total this Invoice		<u>90,900.00</u>

REMIT TO: P.O. BOX 23402 • TAMPA, FL 33623 • P813.880.8881 • TERMS: DUE UPON RECEIPT

Why SBR

- ❖ Optimal technology for “selecting” the desired microorganisms to achieve targeted biochemical transformations
- ❖ Lower WWTP capital and operating costs and smaller footprint
 - No secondary clarifier (significant for many reasons)
 - No RAS and MLSS recycle piping
 - No separate tanks for anaerobic, anoxic, oxic
- ❖ Best effluent quality of any activated sludge process
 - No short-circuiting
 - Almost natural selection of PAOs for P removal
 - No recycle requirement and loss of nitrates
 - Control of filamentous growth
- ❖ Significantly more operator friendly
 - Programmed operations for steady-state operation
 - Automatic adjustments to daily changes
 - Operations team can focus on monitoring/adjusting the process weekly, monthly, and seasonally



www.alfalaval.com

Classified by Alfa Laval as: Business

Applications

- ❖ Municipal wastewater treatment
- ❖ Industrial wastewater treatment in refineries, production of chemicals, pharma, paper, textile, starch, food, dairy, soft drink, wine, beer etc.
- ❖ Advanced secondary treatment for: BOD, COD, TSS, N, P
- ❖ Applications where influent flow & organic loads can vary significantly and effluent requirements are stringent
- ❖ Suitable for numerous basin geometries & retrofit of existing basins/lagoons
- ❖ Able to design and operate in warm and cold climate (below 0° C)

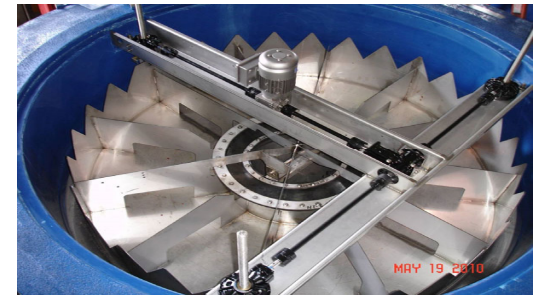


www.alfalaval.com

Classified by Alfa Laval as: Business

Features/Key Topics

- ❖ Patented floating decanter for constant rate decanting
- ❖ Best effluent quality and optimization of downstream processes
- ❖ Depth adjustable V-notch weir to precisely decant at a target rate and prevent disturbance of settled sludge.
- ❖ No motorized effluent decant valve needed. No valve required.
- ❖ Automatically controlled aeration & mixing ensures targeted effluent quality
- ❖ Robust drive mechanism
- ❖ No underwater seals or valves required



Performance: SBR + Iso-Disc

“Typical” Performance Capability

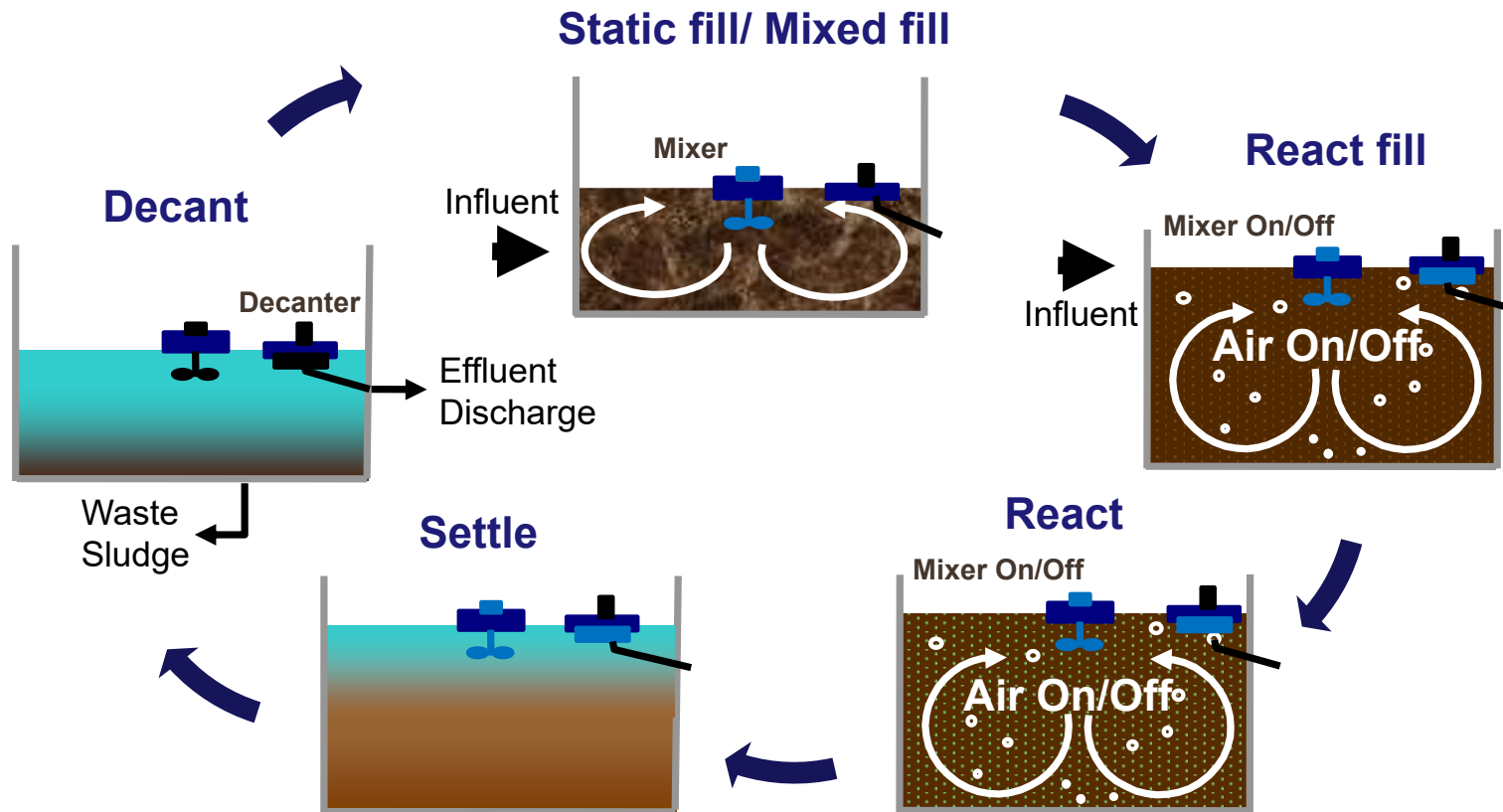
Typical effluent	SBR	SBR + Iso-Disc tertiary filtration
BOD ₅	< 8 ppm	< 4 ppm
Total suspended solids (TSS)	< 10 ppm	< 5 ppm
NH ₃ -N	< 1 ppm	< 1 ppm
Total nitrogen	< 5 ppm	< 4 ppm
Total phosphorous	< 1 ppm	< 0.1*
* With chemical feed		



www.alfalaval.com

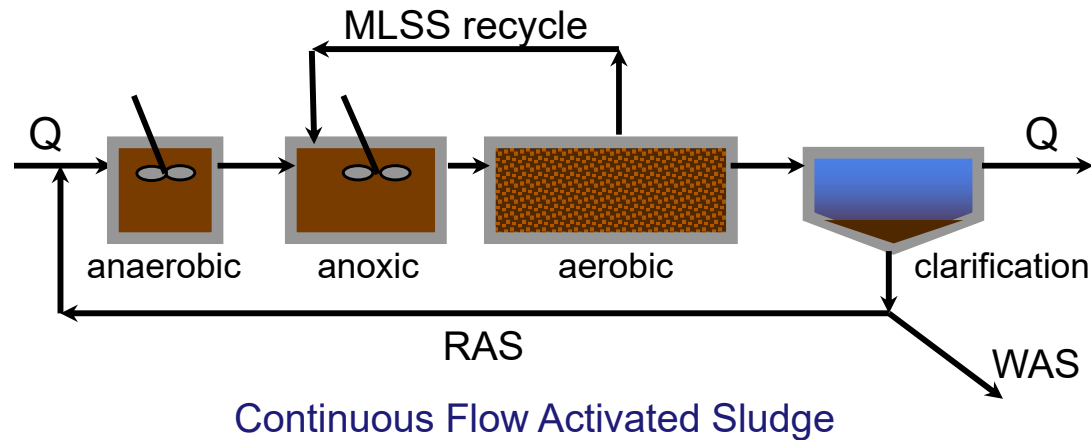
Classified by Alfa Laval as: Business

SBR Operating as a True Batch Process



Biological Nutrient Removal (BNR)

That



or

This



SBR Installation

Aledo, Texas SBR + Iso-Disc



Flow Rate = 1.2 MGD
Effluent P = 1.0 mg/L (little or no alum)

www.alfalaval.com

Classified by Alfa Laval as: Business

Why Alfa Laval SBR

- ❖ Floating decanter with Constant Rate Decant
 - ❖ Excludes solids from the decant
 - ❖ Reduces shock flows to downstream processes
 - ❖ Better effluent quality
- ❖ No underwater seals or plug type valves that could leak
- ❖ Weir is raised above water level during react modes
- ❖ Flow proportional control
- ❖ Can design as “True” batch or ICEAS type process
- ❖ Floating decanter could be purchased directly



www.alfalaval.com

Classified by Alfa Laval as: Business

Proposed SBR Advantages vs. Conventional Activated Sludge Process

Technology	SBR, Aerated Sludge Holding and Post-EQ	Continuous Flow Process and Aerated Sludge Holding
Footprint	Less	More
Capital cost (turnkey)	Lower	Higher
RAS Pumps	None required	Pumps required
Clarifiers	None required	Clarifiers required
BNR Treatment	Simple process control	More complex process control
Level of Construction	Simpler (common wall construction)	Complex (separate aeration basins, clarifiers and below-grade RAS piping)



Wastewater Technology Fact Sheet Sequencing Batch Reactors

DESCRIPTION

The sequencing batch reactor (SBR) is a fill-and-draw activated sludge system for wastewater treatment. In this system, wastewater is added to a single “batch” reactor, treated to remove undesirable components, and then discharged. Equalization, aeration, and clarification can all be achieved using a single batch reactor. To optimize the performance of the system, two or more batch reactors are used in a predetermined sequence of operations. SBR systems have been successfully used to treat both municipal and industrial wastewater. They are uniquely suited for wastewater treatment applications characterized by low or intermittent flow conditions.

Fill-and-draw batch processes similar to the SBR are not a recent development as commonly thought. Between 1914 and 1920, several full-scale fill-and-draw systems were in operation. Interest in SBRs was revived in the late 1950s and early 1960s, with the development of new equipment and technology. Improvements in aeration devices and controls have allowed SBRs to successfully compete with conventional activated sludge systems.

The unit processes of the SBR and conventional activated sludge systems are the same. A 1983 U.S. EPA report, summarized this by stating that “the SBR is no more than an activated sludge system which operates in time rather than in space.” The difference between the two technologies is that the SBR performs equalization, biological treatment, and secondary clarification in a single tank using a timed control sequence. This type of reactor does, in some cases, also perform primary clarification. In a conventional activated sludge system, these unit

processes would be accomplished by using separate tanks.

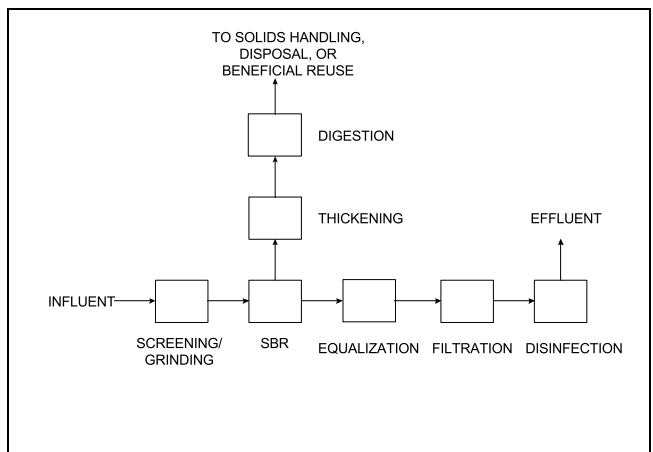
A modified version of the SBR is the Intermittent Cycle Extended Aeration System (ICEAS). In the ICEAS system, influent wastewater flows into the reactor on a continuous basis. As such, this is not a true batch reactor, as is the conventional SBR. A baffle wall may be used in the ICEAS to buffer this continuous inflow. The design configurations of the ICEAS and the SBR are otherwise very similar.

Description of a Wastewater Treatment Plant Using an SBR

A typical process flow schematic for a municipal wastewater treatment plant using an SBR is shown in Figure 1. Influent wastewater generally passes through screens and grit removal prior to the SBR. The wastewater then enters a partially filled reactor, containing biomass, which is acclimated to the wastewater constituents during preceding cycles. Once the reactor is full, it behaves like a conventional activated sludge system, but without a continuous influent or effluent flow. The aeration and mixing is discontinued after the biological reactions are complete, the biomass settles, and the treated supernatant is removed. Excess biomass is wasted at any time during the cycle. Frequent wasting results in holding the mass ratio of influent substrate to biomass nearly constant from cycle to cycle. Continuous flow systems hold the mass ratio of influent substrate to biomass constant by adjusting return activated sludge flowrates continually as influent flowrates, characteristics, and settling tank underflow concentrations vary. After the SBR, the “batch” of wastewater may flow to an equalization basin where the wastewater flowrate to

additional unit processed can be is controlled at a determined rate. In some cases the wastewater is filtered to remove additional solids and then disinfected.

As illustrated in Figure 1, the solids handling system may consist of a thickener and an aerobic digester. With SBRs there is no need for return activated sludge (RAS) pumps and primary sludge (PS) pumps like those associated with conventional activated sludge systems. With the SBR, there is typically only one sludge to handle. The need for gravity thickeners prior to digestion is determined



Source: Parsons Engineering Science, 1999.

FIGURE 1 PROCESS FLOW DIAGRAM FOR A TYPICAL SBR

on a case by case basis depending on the characteristics of the sludge.

An SBR serves as an equalization basin when the vessel is filling with wastewater, enabling the system to tolerate peak flows or peak loads in the influent and to equalize them in the batch reactor. In many conventional activated sludge systems, separate equalization is needed to protect the biological system from peak flows, which may wash out the biomass, or peak loads, which may upset the treatment process.

It should also be noted that primary clarifiers are typically not required for municipal wastewater applications prior to an SBR. In most conventional activated sludge wastewater treatment plants,

primary clarifiers are used prior to the biological system. However, primary clarifiers may be recommended by the SBR manufacturer if the total suspended solids (TSS) or biochemical oxygen demand (BOD) are greater than 400 to 500 mg/L. Historic data should be evaluated and the SBR manufacturer consulted to determine whether primary clarifiers or equalization are recommended prior to an SBR for municipal and industrial applications.

Equalization may be required after the SBR, depending on the downstream process. If equalization is *not* used prior to filtration, the filters need to be sized in order to receive the batch of wastewater from the SBR, resulting in a large surface area required for filtration. Sizing filters to accept these “batch” flows is usually not feasible, which is why equalization is used between an SBR and downstream filtration. Separate equalization following the biological system is generally not required for most conventional activated sludge systems, because the flow is on a continuous and more constant basis.

APPLICABILITY

SBRs are typically used at flowrates of 5 MGD or less. The more sophisticated operation required at larger SBR plants tends to discourage the use of these plants for large flowrates.

As these systems have a relatively small footprint, they are useful for areas where the available land is limited. In addition, cycles within the system can be easily modified for nutrient removal in the future, if it becomes necessary. This makes SBRs extremely flexible to adapt to regulatory changes for effluent parameters such as nutrient removal. SBRs are also very cost effective if treatment beyond biological treatment is required, such as filtration.

ADVANTAGES AND DISADVANTAGES

Some advantages and disadvantages of SBRs are listed below:

Advantages

- Equalization, primary clarification (in most cases), biological treatment, and secondary clarification can be achieved in a single reactor vessel.
- Operating flexibility and control.
- Minimal footprint.
- Potential capital cost savings by eliminating clarifiers and other equipment.

Disadvantages

- A higher level of sophistication is required (compared to conventional systems), especially for larger systems, of timing units and controls.
- Higher level of maintenance (compared to conventional systems) associated with more sophisticated controls, automated switches, and automated valves.
- Potential of discharging floating or settled sludge during the DRAW or decant phase with some SBR configurations.
- Potential plugging of aeration devices during selected operating cycles, depending on the aeration system used by the manufacturer.
- Potential requirement for equalization after the SBR, depending on the downstream processes.

DESIGN CRITERIA

For any wastewater treatment plant design, the first step is to determine the anticipated influent characteristics of the wastewater and the effluent requirements for the proposed system. These influent parameters typically include design flow, maximum daily flow BOD₅, TSS, pH, alkalinity, wastewater temperature, total Kjeldahl nitrogen (TKN), ammonia-nitrogen (NH₃-N), and total phosphorus (TP). For industrial and domestic wastewater, other site specific parameters may also be required.

The state regulatory agency should be contacted to determine the effluent requirements of the proposed plant. These effluent discharge parameters will be dictated by the state in the National Pollutant Discharge Elimination System (NPDES) permit. The parameters typically permitted for municipal systems are flowrate, BOD₅, TSS, and Fecal Coliform. In addition, many states are moving toward requiring nutrient removal. Therefore, total nitrogen (TN), TKN, NH₃-N, or TP may also be required. It is imperative to establish effluent requirements because they will impact the operating sequence of the SBR. For example, if there is a nutrient requirement and NH₃-N or TKN is required, then nitrification will be necessary. If there is a TN limit, then nitrification and denitrification will be necessary.

Once the influent and effluent characteristics of the system are determined, the engineer will typically consult SBR manufacturers for a recommended design. Based on these parameters, and other site specific parameters such as temperature, key design parameters are selected for the system. An example of these parameters for a wastewater system loading is listed in Table 1.

TABLE 1 KEY DESIGN PARAMETERS FOR A CONVENTIONAL LOAD

	Municipal	Industrial
Food to Mass (F:M)	0.15 - 0.4/day	0.15 - 0.6/day
Treatment Cycle Duration	4.0 hours	4.0 - 24 hours
Typically Low Water Level Mixed Liquor Suspended Solids	2,000-2,500 mg/L	2,000 - 4,000 mg/L
Hydraulic Retention Time	6 - 14 hours	varies

Source: AquaSBR Design Manual, 1995.

Once the key design parameters are determined, the number of cycles per day, number of basins, decant volume, reactor size, and detention times can be calculated. Additionally, the aeration equipment, decanter, and associated piping can then be sized.

Other site specific information is needed to size the aeration equipment, such as site elevation above mean sea level, wastewater temperature, and total dissolved solids concentration.

The operation of an SBR is based on the fill-and-draw principle, which consists of the following five basic steps: Idle, Fill, React, Settle, and Draw. More than one operating strategy is possible during most of these steps. For industrial wastewater applications, treatability studies are typically required to determine the optimum operating sequence. For most municipal wastewater treatment plants, treatability studies are not required to determine the operating sequence because municipal wastewater flowrates and characteristic variations are usually predictable and most municipal designers will follow conservative design approaches.

The Idle step occurs between the Draw and the Fill steps, during which treated effluent is removed and influent wastewater is added. The length of the Idle step varies depending on the influent flowrate and the operating strategy. Equalization is achieved during this step if variable idle times are used. Mixing to condition the biomass and sludge wasting can also be performed during the Idle step, depending on the operating strategy.

Influent wastewater is added to the reactor during the Fill step. The following three variations are used for the Fill step and any or all of them may be used depending on the operating strategy: static fill, mixed fill, and aerated fill. During static fill, influent wastewater is added to the biomass already present in the SBR. Static fill is characterized by no mixing or aeration, meaning that there will be a high substrate (food) concentration when mixing begins. A high food to microorganisms (F:M) ratio creates an environment favorable to floc forming organisms versus filamentous organisms, which provides good settling characteristics for the sludge. Additionally, static fill conditions favor organisms that produce internal storage products during high substrate conditions, a requirement for biological phosphorus removal. Static fill may be compared to using “selector” compartments in a conventional activated sludge system to control the F:M ratio.

Mixed fill is classified by mixing influent organics with the biomass, which initiates biological reactions. During mixed fill, bacteria biologically degrade the organics and use residual oxygen or alternative electron acceptors, such as nitrate-nitrogen. In this environment, denitrification may occur under these anoxic conditions. Denitrification is the biological conversion of nitrate-nitrogen to nitrogen gas. An anoxic condition is defined as an environment in which oxygen is not present and nitrate-nitrogen is used by the microorganisms as the electron acceptor. In a conventional biological nutrient removal (BNR) activated sludge system, mixed fill is comparable to the anoxic zone which is used for denitrification. Anaerobic conditions can also be achieved during the mixed fill phase. After the microorganisms use the nitrate-nitrogen, sulfate becomes the electron acceptor. Anaerobic conditions are characterized by the lack of oxygen and sulfate as the electron acceptor.

Aerated Fill is classified by aerating the contents of the reactor to begin the aerobic reactions completed in the React step. Aerated Fill can reduce the aeration time required in the React step.

The biological reactions are completed in the React step, in which mixed react and aerated react modes are available. During aerated react, the aerobic reactions initialized during aerated fill are completed and nitrification can be achieved. Nitrification is the conversion of ammonia-nitrogen to nitrite-nitrogen and ultimately to nitrate-nitrogen. If the mixed react mode is selected, anoxic conditions can be attained to achieve denitrification. Anaerobic conditions can also be achieved in the mixed react mode for phosphorus removal.

Settle is typically provided under quiescent conditions in the SBR. In some cases, gentle mixing during the initial stages of settling may result in a clearer effluent and a more concentrated settled sludge. In an SBR, there are no influent or effluent currents to interfere with the settling process as in a conventional activated sludge system.

The Draw step uses a decanter to remove the treated effluent, which is the primary distinguishing factor between different SBR manufacturers. In general, there are floating decanters and fixed

decanters. Floating decanters offer several advantages over fixed decanters as described in the Tank and Equipment Description Section.

Construction

Construction of SBR systems can typically require a smaller footprint than conventional activated sludge systems because the SBR often eliminates the need for primary clarifiers. The SBR never requires secondary clarifiers. The size of the SBR tanks themselves will be site specific, however the SBR system is advantageous if space is limited at the proposed site. A few case studies are presented in Table 2 to provide general sizing estimates at different flowrates. Sizing of these systems is site specific and these case studies do not reflect every system at that size.

TABLE 2 CASE STUDIES FOR SEVERAL SBR INSTALLATIONS

Flow (MGD)	Reactors			Blowers	
	No.	Size (feet)	Volume (MG)	No.	Size (HP)
0.012	1	18 x 12	0.021	1	15
0.10	2	24 x 24	0.069	3	7.5
1.2	2	80 x 80	0.908	3	125
1.0	2	58 x 58	0.479	3	40
1.4	2	69 x 69	0.678	3	60
1.46	2	78 x 78	0.910	4	40
2.0	2	82 x 82	0.958	3	75
4.25	4	104 x 80	1.556	5	200
5.2	4	87 x 87	1.359	5	125

Note: These case studies and sizing estimates were provided by Aqua-Aerobic Systems, Inc. and are site specific to individual treatment systems.

The actual construction of the SBR tank and equipment may be comparable or simpler than a conventional activated sludge system. For Biological Nutrient Removal (BNR) plants, an SBR eliminates the need for return activated sludge (RAS) pumps and pipes. It may also eliminate the need for internal Mixed Liquor Suspended Solid (MLSS) recirculation, if this is being used in a conventional BNR system to return nitrate-nitrogen.

The control system of an SBR operation is more complex than a conventional activated sludge system and includes automatic switches, automatic valves, and instrumentation. These controls are very sophisticated in larger systems. The SBR manufacturers indicate that most SBR installations in the United States are used for smaller wastewater systems of less than two million gallons per day (MGD) and some references recommend SBRs only for small communities where land is limited. This is not always the case, however, as the largest SBR in the world is currently a 10 MGD system in the United Arab Emirates.

Tank and Equipment Description

The SBR system consists of a tank, aeration and mixing equipment, a decanter, and a control system. The central features of the SBR system include the control unit and the automatic switches and valves that sequence and time the different operations. SBR manufacturers should be consulted for recommendations on tanks and equipment. It is typical to use a complete SBR system recommended and supplied by a single SBR manufacturer. It is possible, however, for an engineer to design an SBR system, as all required tanks, equipment, and controls are available through different manufacturers. This is not typical of SBR installation because of the level of sophistication of the instrumentation and controls associated with these systems.

The SBR tank is typically constructed with steel or concrete. For industrial applications, steel tanks coated for corrosion control are most common while concrete tanks are the most common for municipal treatment of domestic wastewater. For mixing and aeration, jet aeration systems are typical as they allow mixing either with or without aeration, but other aeration and mixing systems are also used. Positive displacement blowers are typically used for SBR design to handle wastewater level variations in the reactor.

As previously mentioned, the decanter is the primary piece of equipment that distinguishes different SBR manufacturers. Types of decanters include floating and fixed. Floating decanters offer the advantage of maintaining the inlet orifice slightly

below the water surface to minimize the removal of solids in the effluent removed during the DRAW step. Floating decanters also offer the operating flexibility to vary fill-and-draw volumes. Fixed decanters are built into the side of the basin and can be used if the Settle step is extended. Extending the Settle step minimizes the chance that solids in the wastewater will float over the fixed decanter. In some cases, fixed decanters are less expensive and can be designed to allow the operator to lower or raise the level of the decanter. Fixed decanters do not offer the operating flexibility of the floating decanters.

Health and Safety

Safety should be the primary concern in every design and system operation. A properly designed and operated system will minimize potential health and safety concerns. Manuals such as the Manual of Practice (MOP) No. 8, Design of Municipal Wastewater Treatment Plants, and MOP No. 11, Operation of Municipal Wastewater Treatment Plants should be consulted to minimize these risks. Other appropriate industrial wastewater treatment manuals, federal regulations, and state regulations should also be consulted for the design and operation of wastewater treatment systems.

PERFORMANCE

The performance of SBRs is typically comparable to conventional activated sludge systems and depends on system design and site specific criteria. Depending on their mode of operation, SBRs can achieve good BOD and nutrient removal. For SBRs, the BOD removal efficiency is generally 85 to 95 percent.

SBR manufacturers will typically provide a process guarantee to produce an effluent of less than:

- 10 mg/L BOD
- 10 mg/L TSS
- 5 - 8 mg/L TN
- 1 - 2 mg/L TP

OPERATION AND MAINTENANCE

The SBR typically eliminates the need for separate primary and secondary clarifiers in most municipal systems, which reduces operations and maintenance requirements. In addition, RAS pumps are not required. In conventional biological nutrient removal systems, anoxic basins, anoxic zone mixers, toxic basins, toxic basin aeration equipment, and internal MLSS nitrate-nitrogen recirculation pumps may be necessary. With the SBR, this can be accomplished in one reactor using aeration/mixing equipment, which will minimize operation and maintenance requirements otherwise needed for clarifiers and pumps.

Since the heart of the SBR system is the controls, automatic valves, and automatic switches, these systems may require more maintenance than a conventional activated sludge system. An increased level of sophistication usually equates to more items that can fail or require maintenance. The level of sophistication may be very advanced in larger SBR wastewater treatment plants requiring a higher level of maintenance on the automatic valves and switches.

Significant operating flexibility is associated with SBR systems. An SBR can be set up to simulate any conventional activated sludge process, including BNR systems. For example, holding times in the Aerated React mode of an SBR can be varied to achieve simulation of a contact stabilization system with a typical hydraulic retention time (HRT) of 3.5 to 7 hours or, on the other end of the spectrum, an extended aeration treatment system with a typical HRT of 18 to 36 hours. For a BNR plant, the aerated react mode (oxic conditions) and the mixed react modes (anoxic conditions) can be alternated to achieve nitrification and denitrification. The mixed fill mode and mixed react mode can be used to achieve denitrification using anoxic conditions. In addition, these modes can ultimately be used to achieve an anaerobic condition where phosphorus removal can occur. Conventional activated sludge systems typically require additional tank volume to achieve such flexibility. SBRs operate in time rather than in space and the number of cycles per day can be varied to control desired effluent limits, offering additional flexibility with an SBR.

COSTS

This section includes some general guidelines as well as some general cost estimates for planning purposes. It should be remembered that capital and construction cost estimates are site-specific.

Budget level cost estimates presented in Table 3 are based on projects that occurred from 1995 to 1998. Budget level costs include such as the blowers, diffusers, electrically operated valves, mixers, sludge pumps, decanters, and the control panel. All costs have been updated to March 1998 costs, using an ENR construction cost index of 5875 from the March 1998 Engineering News Record, rounded off to the nearest thousand dollars.

**TABLE 3 SBR EQUIPMENT COSTS
BASED ON DIFFERENT PROJECTS**

Design Flowrate (MGD)	Budget Level Equipment Costs (\$)
0.012	94,000
0.015	137,000
1.0	339,000
1.4	405,000
1.46	405,000
2.0	564,000
4.25	1,170,000

Source: Aqua Aerobics Manufacturer Information, 1998.

In Table 4, provided a range of equipment costs for different design flowrates is provided.

**TABLE 4 BUDGET LEVEL EQUIPMENT
COSTS BASED ON DIFFERENT FLOW
RATES**

Design Flowrate (MGD)	Budget Level Equipment Costs (\$)
1	150,000 - 350,000
5	459,000 - 730,000
10	1,089,000 - 1,370,000
15	2,200,000
20	2,100,000 - 3,000,000

Note: Budget level cost estimates provided by Babcock King - Wilkinson, L.P., August 1998.

Again the equipment cost items provided do not include the cost for the tanks, sitework, excavation/backfill, installation, contractor's overhead and profit, or legal, administrative, contingency, and engineering services. These items must be included to calculate the overall construction costs of an SBR system. Costs for other treatment processes, such as screening, equalization, filtration, disinfection, or aerobic digestion, may be included if required.

The ranges of construction costs for a complete, installed SBR wastewater treatment system are presented in Table 5. The variances in the estimates are due to the type of sludge handling facilities and the differences in newly constructed plants versus systems that use existing plant facilities. As such, in some cases these estimates include other processes required in an SBR wastewater treatment plant.

**TABLE 5 INSTALLED COST PER
GALLON OF WASTEWATER TREATED**

Design Flowrate (MGD)	Budget Level Equipment Cost (\$/gallon)
0.5 - 1.0	1.96 - 5.00
1.1 - 1.5	1.83 - 2.69
1.5 - 2.0	1.65 - 3.29

Note: Installed cost estimates obtained from Aqua-Aerobics Systems, Inc., August 1998.

There is typically an economy of scale associated with construction costs for wastewater treatment,

meaning that larger treatment plants can usually be constructed at a lower cost per gallon than smaller systems. The use of common wall construction for larger treatment systems, which can be used for square or rectangular SBR reactors, results in this economy of scale.

Operations and Maintenance (O&M) costs associated with an SBR system may be similar to a conventional activated sludge system. Typical cost items associated with wastewater treatment systems include labor, overhead, supplies, maintenance, operating administration, utilities, chemicals, safety and training, laboratory testing, and solids handling. Labor and maintenance requirements may be reduced in SBRs because clarifiers, clarification equipment, and RAS pumps may not be necessary. On the other hand, the maintenance requirements for the automatic valves and switches that control the sequencing may be more intensive than for a conventional activated sludge system. O&M costs are site specific and may range from \$800 to \$2,000 dollars per million gallons treated.

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12. U.S. EPA. EPA Design Manual, Summary Report *Sequencing Batch Reactors*. EPA/625/8-86/011, August 1986.
13. Manual of Practice (MOP) No. 8, Design of Municipal Wastewater Treatment Plants,
14. Manual of Practice (MOP) No. 11, Operation of Municipal Wastewater Treatment Plants.

ADDITIONAL INFORMATION

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City of Stockbridge WWTP
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Stockbridge, GA 30281

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Mitchell Meadows, Lead Operator
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Teresa Schnoor, Administrator
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Blountstown WWTP
125 West Central Avenue
Blountstown, FL 32424

The mention of trade names or commercial products
does not constitute endorsement or recommendation
for use by the U.S. Environmental Protection
Agency.

For more information contact:

Municipal Technology Branch
U.S. EPA
Mail Code 4204
401 M St., S.W.
Washington, D.C., 20460



Wednesday, October 23, 2024

Re: City of La Marque Westside WWTP
2.25 MGD WWTP Expansion

Adico has reviewed the subject documents on behalf of the City of La Marque and offers no objection to the modification of the treatment process. However, we provide the following comments.

The Sequential Batch Reactor (SBR) technology has been in use for several years in numerous municipalities and has been effective in the treatment of wastewater.

The SBR wastewater treatment is an activated sludge wastewater treatment process. Wastewater is treated in batches processed through a series of phases, namely fill, react, settle, and decant. This system of treating wastewater is highly automated, flexible and can be easily adjusted to varying influent conditions.

As a result, the City of La Marque needs to be aware of the following as it relates to this wastewater treatment system/process.

- a. Operational Complexity
The system requires careful management and monitoring of cycles, which can be complex and require experienced operations staff.
- b. Potential For Sludge Bulking
The lack of proper management of the system can result in sludge bulking, and subsequent settling issues and effluent quality issues.
- c. Batch Variation
The variation of influent characteristics can affect treatment performance and result in inconsistencies in treatment performance between cycles.
- d. Maintenance Needs
The system requires regular maintenance to ensure optimal functionality.

Due to the system's highly automated processes required for optimizing performance, enhancing efficiency and ensuring consistent treatment quality, several key automation components are required. Therefore, the City of La Marque needs to ensure that operational staff are trained and possess the necessary experience and familiarity with the following:

- a. Process Control Systems
This includes automated systems for monitoring and controlling the various batch processes and typically requires the use of programmable logic controllers (PLC's)
- b. Flow Measurement and Control
This includes the use of sensors and automated valves to measure and regulate influent and effluent flow required to ensure accurate filling and decanting.
- c. Dissolved Oxygen Control
This includes the use of an automated aeration system required to maintain optimal dissolved oxygen levels and to ensure that air flow to the reactors can be adjusted based on real-time measurements.

d. Sludge Management

This includes the provision of automated systems used to monitor and manage sludge levels including the operation of return activated sludge (RAS) and waste sludge process.

e. Data Recording and Reporting

This includes the provision of software required for collecting and analyzing process data. This data is typically used to track process performance including nutrient levels, flow rates and energy consumption all used to ensure regulatory compliance and aid in operational decision-making.

f. Alarms And Alerts

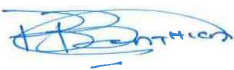
This includes the provision of monitoring systems required to detect anomalies or process failures and provide alerts to operational staff for maintenance or intervention associated with deviations from operational parameters.

g. Remote Monitoring

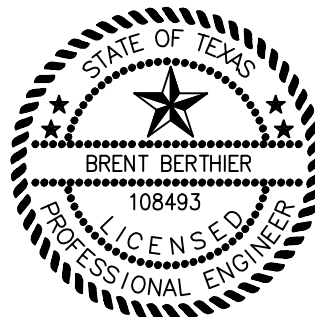
This includes the provision of remote access integration required for the remote monitoring and control of systems and processes from an off-site location or locations, thereby providing flexibility in operations.

Should you have any questions or require any additional information, please contact me.

Sincerely,
Adico, LLC



Brent Berthier, P.E.
TBPE Firm No. 16423





Wastewater Treatment Plant Expansion
Ardurra Group, Inc.



Current Treatment Technology

Conventional Activated Sludge Process

▶ **Aeration**

Wastewater is mixed with aerobic bacteria in an aeration tank. The bacteria feed on the organic compounds in the water, breaking them down.

▶ **Settling**

The solids, or activated sludge, are pumped to a settling tank where they separate from the treated wastewater.

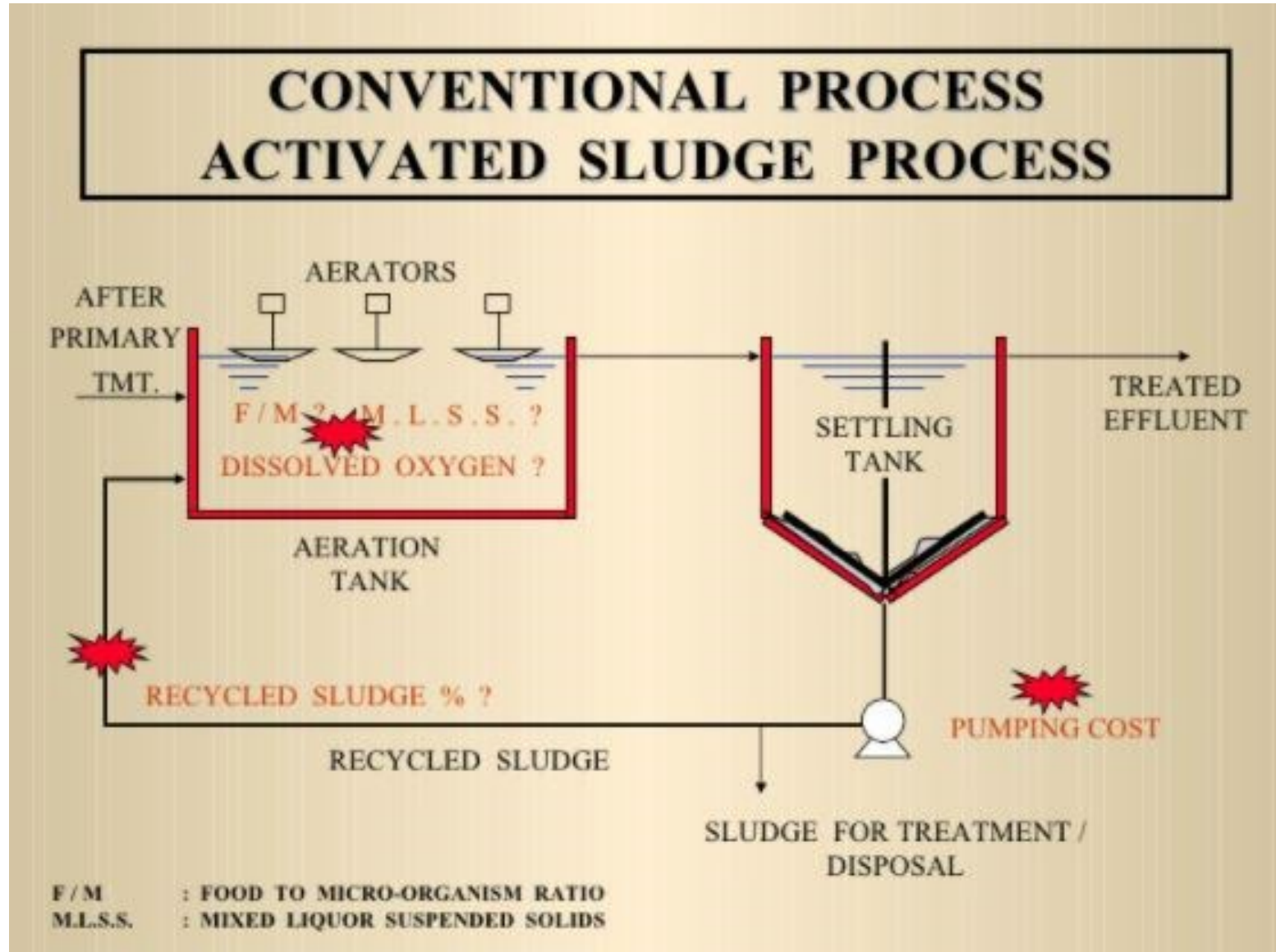
▶ **Return sludge**

Some of the activated sludge is returned to the aeration tank to maintain the microbial population.

▶ *The CAS process is a well-established technology that has been used for decades to treat wastewater from municipalities and industries.*



Conventional Activated Sludge Process



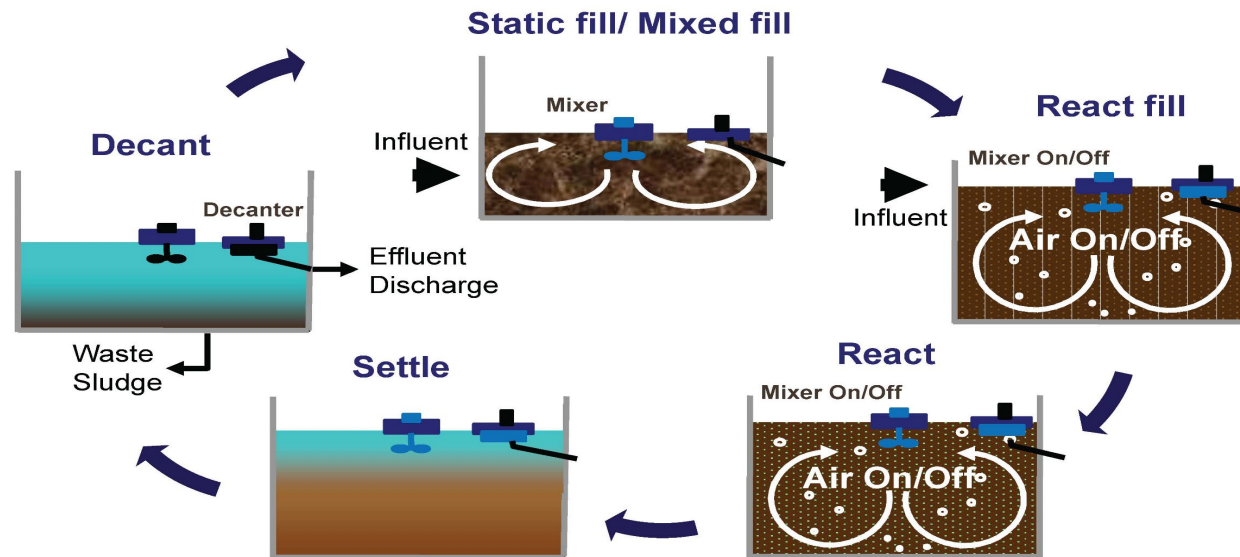
Sequencing Batch Reactor Process

- ▶ **Process:** Wastewater is added to a single reactor, treated, and then discharged. The process is made up of a series of stages that take place in a single reactor:
 - **Fill:** The reactor is filled with wastewater.
 - **React:** The reactor is mixed and aerated to allow microorganisms to break down organic matter.
 - **Settle:** The solids separate from the liquid by gravity.
 - **Decant:** The treated water is removed
- ▶ *The sequencing batch reactor (SBR) is a fill-and- draw activated sludge system for wastewater treatment. In this system, wastewater is added to a single “batch” reactor, treated to remove undesirable components, and then discharged.*



SBR Process Technology

SBR Operating as a True Batch Process



www.alfalaval.com

Classified by Alfa Laval as: Business



SBR vs CAS

► Why SBR

- Optimal technology for “selecting” the desired microorganisms
 - to achieve targeted biochemical transformations
 - Lower WWTP capital and operating costs and smaller footprint
 - No secondary clarifier (significant for many reasons)
 - No RAS and MLSS recycle piping
 - No separate tanks for anaerobic, anoxic, oxic
- Best effluent quality of any activated sludge process
- No short-circuiting
- Almost natural selection of PAOs for P removal
- No recycle requirement and loss of nitrates
- Control of filamentous growth
- Significantly more operator friendly
 - Programmed operations for steady-state operation
 - Automatic adjustments to daily changes
 - Operations team can focus on monitoring/adjusting the process weekly, monthly, and seasonally



SBR vs CAS

Proposed SBR Advantages vs. Conventional Activated Sludge Process

Technology	SBR, Aerated Sludge Holding and Post-EQ	Continuous Flow Process and Aerated Sludge Holding
Footprint	Less	More
Capital cost (turnkey)	Lower	Higher
RAS Pumps	None required	Pumps required
Clarifiers	None required	Clarifiers required
BNR Treatment	Simple process control	More complex process control
Level of Construction	Simpler (common wall construction)	Complex (separate aeration basins, clarifiers and below-grade RAS piping)

www.alfalaval.com

Classified by Alfa Laval as: Business



Aeration Blowers

- Positive displacement blower technology - positive air flow
- Ability for on/off air flow to allow denitrification process
- One blower per tank, with redundancy capacity
- Package plant technology



Single Tank Design

- ▶ The entire process occurs within one concrete structure, eliminating additional concrete structure for clarification process.
- ▶ Aeration process is controlled by dissolved oxygen concentration, reducing operating costs.
- ▶ Settling occurs within the same tank
- ▶ Fully controllable by operator or auto-sequencing using state-of-art technology





Site Inspection

- Department staff and our engineering team visited a nearby WWTP using SBR technology.
- The operators at the WWTP were very positive about the process and support they receive from the manufacturer.
- The SBR process is relatively easy to operate using computer-based controls but also allow full control by the operator.

Patented Decanter

- The particular system we are considering includes a patented decanter process to remove treated water from the reactor.
- The design allows settled, clear water to flow over an underwater weir, eliminating floating sludge particles from entering the effluent flow.



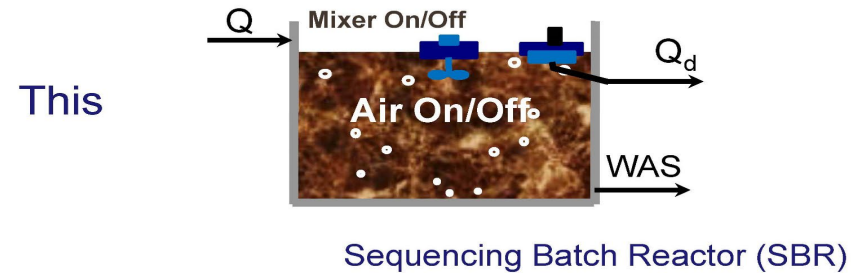
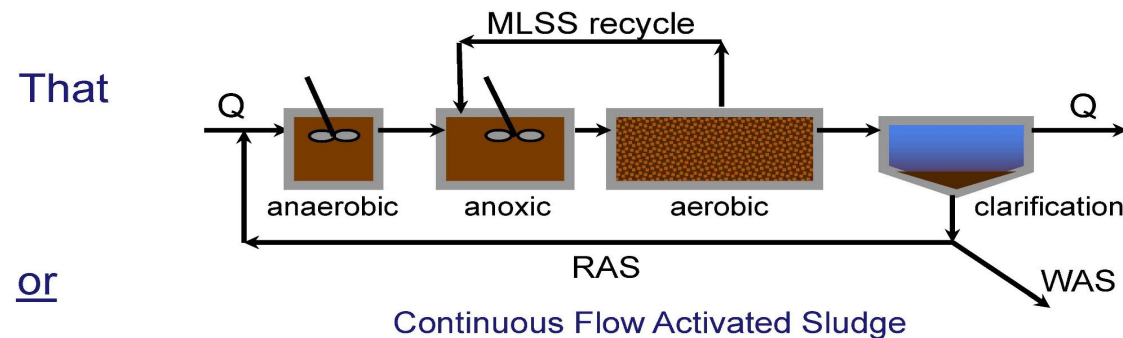
Why Alfa Laval SBR

- ❖ Floating decanter with Constant Rate Decant
- ❖ Excludes solids from the decant
- ❖ Reduces shock flows to downstream processes
- ❖ Better effluent quality
- ❖ No underwater seals or plug type valves that could leak
- ❖ Weir is raised above water level during react modes
- ❖ Flow proportional control
- ❖ Can design as “True” batch or ICEAS type process
- ❖ Floating decanter could be purchased separately



Nutrient Removal - Regulatory Permit

Biological Nutrient Removal (BNR)



City of La Marque
Westside WWTP
 2.25 MGD WWTP Expansion - CAS
 Opinion of Probable Construction Cost



Last updated October 2024

Project Total **\$ 40,049,000.00**

DESCRIPTION	UNITS	QTY	UNIT COST		UNIT COST	TOTAL COST	CLASS TOTAL
			MATL	INSTL			
A. CIVIL							\$ 2,605,000.00
Site Work	LS	1	\$ 300,000.00	\$ 30,000.00	\$ 330,000.00	\$ 330,000.00	
Yard Piping	LS	1	\$ 1,500,000.00	\$ 150,000.00	\$ 1,650,000.00	\$ 1,650,000.00	
Valves & Fittings	LS	1	\$ 500,000.00	\$ 125,000.00	\$ 625,000.00	\$ 625,000.00	
B. STRUCTURAL							\$ 11,075,500.00
Foundations	CY	2420	\$ 1,700.00		\$ 1,700.00	\$ 4,114,000.00	
Walls	CY	1595	\$ 1,700.00		\$ 1,700.00	\$ 2,711,500.00	
Geopiers	LS	1	\$ 3,000,000.00		\$ 3,000,000.00	\$ 3,000,000.00	
Raised Platform	LS	1	\$ 1,000,000.00	\$ 250,000.00	\$ 1,250,000.00	\$ 1,250,000.00	
C. PROCESS MECHANICAL							\$ 11,000,000.00
Treatment Plant Equipment	LS	1	\$ 10,000,000.00	\$ 1,000,000.00	\$ 11,000,000.00	\$ 11,000,000.00	
D. ELECTRICAL/INSTRUMENTATION & CONTROLS							\$ 2,452,500.00
General Electrical and I&C	LS	1	\$ 1,635,000.00	\$ 817,500.00	\$ 2,452,500.00	\$ 2,452,500.00	
SUBTOTAL =						\$ 27,133,000.00	
Contingency 1					20%	\$ 5,427,000.00	
Subtotal						\$ 32,560,000.00	
Mobilization					5%	\$ 1,628,000.00	
Overhead & Profit					18%	\$ 5,861,000.00	
PROJECT TOTAL =						\$ 40,049,000.00	

THIS DOCUMENT IS FOR INTERIM REVIEW AND IS NOT INTENDED FOR
 CONSTRUCTION, BIDDING, OR OTHER UNAUTHORIZED PURPOSES.

BY: ROBERT M. VIERA, P.E. LICENSE NO: 85616 FIRM NO. F-10053



City of La Marque
Westside WWTP
2.25 MGD WWTP Expansion - SBR
Opinion of Probable Construction Cost



Last updated October 2024

Project Total \$ 35,433,000.00

DESCRIPTION	UNITS	QTY	UNIT COST		UNIT COST	TOTAL COST	CLASS TOTAL
			MATL	INSL			
A. CIVIL							\$ 2,605,000.00
Site Work	LS	1	\$ 300,000.00	\$ 30,000.00	\$ 330,000.00	\$ 330,000.00	
Yard Piping	LS	1	\$ 1,500,000.00	\$ 150,000.00	\$ 1,650,000.00	\$ 1,650,000.00	
Valves and Fittings	LS	1	\$ 500,000.00	\$ 125,000.00	\$ 625,000.00	\$ 625,000.00	
B. STRUCTURAL							\$ 9,431,770.00
Foundations	CY	1,695	\$ 1,700.00		\$ 1,700.00	\$ 2,881,670.00	
Walls	CY	1,353	\$ 1,700.00		\$ 1,700.00	\$ 2,300,100.00	
Geopiers	LS	1	\$ 3,000,000.00		\$ 3,000,000.00	\$ 3,000,000.00	
Raised Platform	LS	1	\$ 1,000,000.00	\$ 250,000.00	\$ 1,250,000.00	\$ 1,250,000.00	
C. PROCESS MECHANICAL							\$ 9,515,000.00
Treatment Plant Equipment	LS	1	\$ 8,650,000.00	\$ 865,000.00	\$ 9,515,000.00	\$ 9,515,000.00	
D. ELECTRICAL/INSTRUMENTATION & CONTROLS							\$ 2,452,500.00
General Electrical and I&C	LS	1	\$ 1,635,000.00	\$ 817,500.00	\$ 2,452,500.00	\$ 2,452,500.00	
SUBTOTAL =						\$ 24,004,270.00	
Contingency					20%	\$ 4,801,000.00	
Subtotal						\$ 28,806,000.00	
Mobilization					5%	\$ 1,441,000.00	
Overhead & Profit					18%	\$ 5,186,000.00	
PROJECT TOTAL =						\$ 35,433,000.00	

THIS DOCUMENT IS FOR INTERIM REVIEW AND IS NOT INTENDED FOR
CONSTRUCTION, BIDDING, OR OTHER UNAUTHORIZED PURPOSES.

BY: ROBERT M. VIERA, P.E. LICENSE NO: 85616 FIRM NO. F-10053



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: _____

Department: City Clerk

Agenda Item: 8.I.

Reviewed by: Kasey Lott, Deputy
City Clerk

AGENDA ITEM DESCRIPTION:

STAFF BRIEFING:

Includes Municipal Court, Police (Crime Stats), Public Works, and Sales Tax

HISTORY:

FISCAL IMPACT:



Effective 9/30/2024

LA MARQUE POLICE DEPARTMENT:
Calendar Year Metrics:

Legend: YTD- Year to Date
LYTD = Last Year to Date
STP = Same Time Period as Current Year
YPC = Yearly Percentage Change
CR% = Clearance Rate (Solved Cases)

ARREST DATA:

Type	2021	2022	2023	2024	Total
Adult	1062	1629	2254	1880	6825
Juvenile	5	5	10	17	37
Total	1067	1634	2264	1897	6862

La Marque Pop. 20,254
Officers per 1K Pop: LMPD 2.01 / Texas 2.0 (estimated)

ARREST DATA:

IBR Offense	2021	2022	2023	2024	Total
DRIVING UNDER THE INFLUENCE	31	40	98	122	291
DRUG/NARCOTIC OFFENSES	61	140	177	206	584
Total	92	180	275	328	875

Calls for Service	
Year	Count
2024	14620
2023	14230
2022	13695
2021	13478
Total	56023

City of La Marque Data

Year	2021			2022			2023			2024		
ibrdesc (groups)	Crime Rate	Crime Rate YPC	STP	Crime Rate	Crime Rate YPC	STP	Crime Rate	Crime Rate YPC	STP	Crime Rate	Crime Rate YPC	STP
⊕ VIOLENT CRIME	626.81	-18.63%	88	530.19	-15.41%	86	528.29	-0.36%	79	360.42	-7.59%	73
⊕ PROPERTY CRIME	3,030.47	-20.02%	421	3,048.62	0.60%	482	1,797.18	-41.05%	285	952.90	-32.28%	193
Total	3,657.27	-19.69%	509	3,578.81	-2.15%	568	2,320.53	-35.16%	363	1,313.32	-26.72%	266

Year	2021			2022			2023			2024		
ibrdesc (groups)	Crime Rate	Crime Rate YPC	STP	Crime Rate	Crime Rate YPC	STP	Crime Rate	Crime Rate YPC	STP	Crime Rate	Crime Rate YPC	STP
☐ VIOLENT CRIME	626.81	-18.63%	88	530.19	-15.41%	86	528.29	-0.36%	79	360.42	-7.59%	73
☐ SEX OFFENSES (FORCIBLE)	212.57	56.38%	29	201.47	-5.22%	33	162.93	-19.13%	26	83.93	-34.62%	17
FORCIBLE RAPE	109.01	37.48%	15	132.55	21.59%	20	118.50	-10.60%	18	74.06	-16.67%	15
FORCIBLE SODOMY	10.90	-35.84%	1	5.30	-51.36%	1	4.94	-6.88%	1		-100.00%	
FORICBLE FONDLING	92.66	133.71%	13	63.62	-31.34%	12	39.50	-37.92%	7	9.87	-71.43%	2
☐ ROBBERY	70.86	-51.88%	8	42.42	-40.14%	7	64.18	51.32%	8	64.18	62.50%	13
ROBBERY	70.86	-51.88%	8	42.42	-40.14%	7	64.18	51.32%	8	64.18	62.50%	13
☐ HOMICIDE OFFENSES	27.25	60.39%	3	21.21	-22.18%	4	14.81	-30.16%	2	9.87	0.00%	2
MURDER/NON NEGLIGENT MANSLAUGHTER	21.80	28.31%	3	21.21	-2.73%	4	14.81	-30.16%	2	9.87	0.00%	2
NEGLIGENT MANSLAUGHTER	5.45				-100.00%							
☐ ASSAULT OFFENSES	316.13	-32.75%	48	270.40	-14.47%	43	286.36	5.90%	43	202.43	-4.65%	41
AGGRAVATED ASSAULT	316.13	-32.75%	48	270.40	-14.47%	43	286.36	5.90%	43	202.43	-4.65%	41
☐ PROPERTY CRIME	3,030.47	-20.02%	421	3,048.62	0.60%	482	1,797.18	-41.05%	285	952.90	-32.28%	193
☐ MOTOR VEHICLE THEFT	354.28	-22.78%	52	328.72	-7.21%	45	261.68	-20.40%	45	182.68	-17.78%	37
MOTOR VEHICLE THEFT	354.28	-22.78%	52	328.72	-7.21%	45	261.68	-20.40%	45	182.68	-17.78%	37
☐ LARCENY/THEFT OFFENSES	2,136.59	-22.06%	290	2,131.38	-0.24%	340	1,086.21	-49.04%	164	622.10	-23.17%	126
THEFT FROM BUILDING	92.66	-9.11%	13	84.83	-8.45%	14	49.37	-41.80%	9	29.62	-33.33%	6
THEFT FROM COIN OPERATED MACH/DEV	5.45	-3.77%	1	5.30	-2.73%	1	14.81	179.37%	2	9.87	0.00%	2
THEFT FROM MOTOR VEHICLE	555.95	-25.64%	77	418.85	-24.66%	67	167.87	-59.92%	27	162.93	22.22%	33
THEFT MV PARTS OR ACCESSORIES	158.06	16.28%	19	121.94	-22.85%	20	79.00	-35.22%	16	64.18	-18.75%	13
THEFT-POCKET-PICKING		-100.00%										
THEFT-PURSE SNATCHING				5.30		1		-100.00%				
THEFT-SHOPLIFTING	1,324.47	-24.08%	180	1,495.15	12.89%	237	775.16	-48.16%	110	365.36	-32.73%	74
☐ BURGLARY/B&E	539.60	-10.96%	79	588.52	9.07%	97	449.29	-23.66%	76	157.99	-57.89%	32
BURGLARY/BREAKING & ENTERING	539.60	-9.27%	79	588.52	9.07%	97	449.29	-23.66%	76	157.99	-57.89%	32
BURGLARY/BREAKING AND ENTERING		-100.00%										
Total	3,657.27	-19.69%	509	3,578.81	-2.15%	568	2,320.53	-35.16%	363	1,313.32	-26.72%	266

MUNICIPAL COURT

September 2024



Total Cases Pending

Traffic Misdemeanors

5959

Non-Traffic Misdemeanors

5500

New Cases Filed

Traffic Misdemeanors

404

Non-Traffic Misdemeanors

107

Disposed Cases

Traffic Misdemeanors

346

Non-Traffic Misdemeanors

105

Warrants Issued

Arrest Warrants

174

Capias Pro Fine Warrants

75

Notes :

OFFICE OF COURT ADMINISTRATION
TEXAS JUDICIAL COUNCIL



OFFICIAL MUNICIPAL COURT MONTHLY REPORT

Month September Year 2024

Municipal Court for the City of **La Marque**

Presiding Judge Kerry Pettijohn

If new, date assumed office _____

Court Mailing Address 1111 Bayou Road

City La Marque, Tx Zip 77568

Phone Number (409) 938-9245

Fax Number _____

Court's Public Email court@cityoflamarque.org

Court's Website www.ci.la-marque.tx.us

THE ATTACHED IS A TRUE AND ACCURATE REFLECTION OF THE RECORDS OF THIS COURT.

Prepared by Stacy Froeschner

Date 2024-10-02 Phone Number _____

PLEASE RETURN THIS FORM NO LATER THAN 20 DAYS FOLLOWING THE END OF THE MONTH REPORTED TO:

OFFICE OF COURT ADMINISTRATION
P O BOX 12066
AUSTIN, TX
78711-2066

PHONE: (512) 463-1625
FAX: (512) 936-2423

CRIMINAL SECTION

Court			Traffic Misdemeanors			Non-Traffic Misdemeanors		
Month	September	Year 2024	Non-Parking	Parking	City Ordinance	Penal Code	Other State Law	City Ordinance
1. Total Cases Pending First of Month:			5,898	0	3	3,268	1,846	384
a. Active Cases			1,301	0	2	187	170	70
b. Inactive Cases			4,597	0	1	3,081	1,676	314
2. New Cases Filed			404	0	0	66	38	3
3. Cases Reactivated			94	0	0	64	33	3
4. All Other Cases Added			0	0	0	0	0	0
5. Total Cases on Docket (Sum of Lines 1a,2,3&4)			1,799	0	2	317	241	76
6. Dispositions Prior to Court Appearance of Trial:								
a. Uncontested Dispositions (Disposed without appearance before a judge (CCP Art. 27.14))			203	0	0	45	38	10
b. Dismissed by Prosecution			9	0	0	2	3	0
7. Disposition at Trial:								
a. Convictions								
1) Guilty Plea or Nolo Contendere			1	0	0	1	0	0
2) By the Court			0	0	0	0	0	0
3) By the Jury			0	0	0	0	0	0
b. Acquittals:								
1) By the Court			0	0	0	0	0	0
2) By the Jury			0	0	0	0	0	0
c. Dismissed by Prosecution			0	0	0	0	0	0
8. Compliance Dismissals:								
a. After Driver Safety Course (CCP, Art. 45.0511)			28					
b. After Deferred Disposition (CCP, Art. 45.051)			76	0	0	3	2	0
c. City After Teen Court (CCP, Art. 45.052)			0	0	0	0	0	0
d. Date From After Tobacco Awareness Course (HSC, Sec. 161.253)							0	
e. After Treatment for Chemical Dependency (CCP, Art. 45.053)						0	0	
f. After Proof of Financial Responsibility (TC, Sec. 601.193)			5					
g. All Other Transportation Code Dismissals			23	0	0	0	0	0
9. All Other Dispositions			1	0	0	1	0	0
10. Total cases Disposed (Sum of lines 6,7,8&9)			346	0	0	52	43	10
11. Cases Placed on Inactive Status			84	0	0	59	37	0
12. Total Cases Pending End of Month:			5,956	0	3	3,282	1,841	377
a. Active Cases (Equals Lines 5 minus the sum of Lines 10&11)			1,369	0	2	206	161	66
b. Inactive Cases (Equals Line 1b minus Lines 3 plus Line 11)			4,587	0	1	3,076	1,680	311
13. Show Cause Hearings Held			163	0	0	42	32	6
14. Cases Appealed:								
a. After Trial			0	0	0	0	0	0
b. Without Trial			0	0	0	0	0	0

CIVIL / ADMINISTRATIVE SECTION

Court	
Month September Year 2024	
1. Total Cases pending First of Month:	0
a. Active Cases	0
b. Inactive Cases	0
2. New Cases Filed	0
3. Cases Reactivated	0
4. All Other Cases Added	0
5. Total Cases on Docket (Sum of Lines 1a,2,3,&4)	0
DISPOSITIONS	
6. Uncontested Civil Fines or Penalties	0
7. Default Judgments	0
8. Agreed Judgments	0
9. Trial Hearing by Judge/Hearing Officer	0
10. Trial by Jury	0
11. Dismissed for Want of Prosecution	0
12. All Other Dispositions	0
13. Total Cases Disposed (Sum of Lines 6 thru 12)	0
14. Cases Placed on Inactive Status	0
15. Total Cases Pending End of Month:	0
a. Active Cases (Equals Line 5 minus the sum of Lines 13&14)	0
b. Inactive Cases (Equals Line 1b minus Line 3 plus Line 14)	0
16. Cases Appealed:	
a. After Trial	0
b. Without Trial	0

JUVENILE / MINOR ACTIVITY

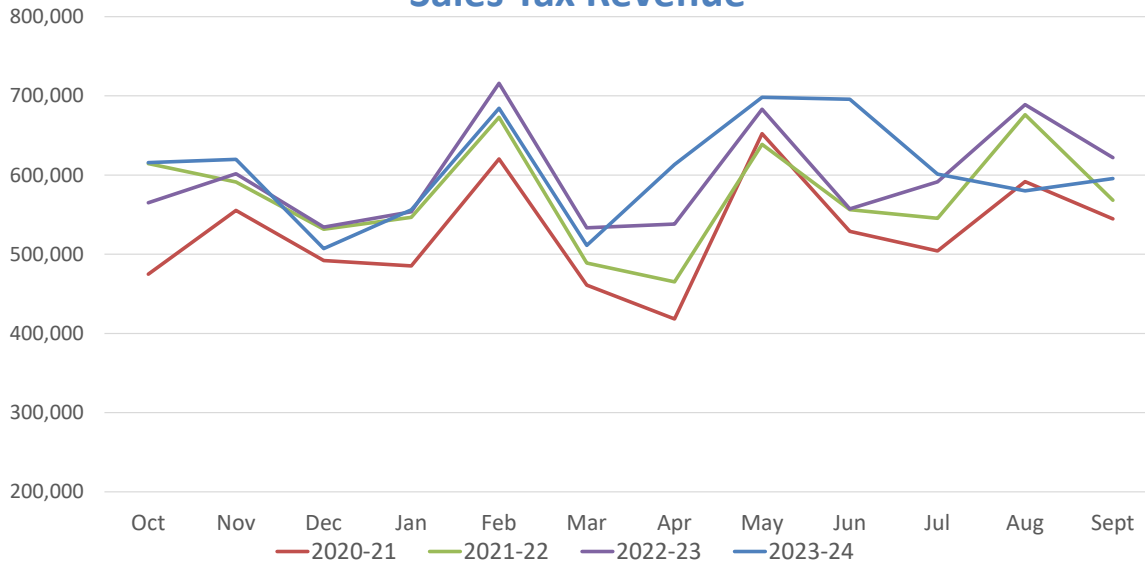
Court	
Month September Year 2024	
1. Transportation Code Cases Filed	3
2. Non-Driving Alcoholic Beverage Code Cases Filed	1
3. Driving Under the Influence of Alcohol Cases Filed	0
4. Drug Paraphernalia Cases Filed (HSC, Ch. 481)	0
5. Tobacco Cases Filed (HSC, Sec. 161.252)	1
6. Failure to Attend School Cases Filed (Ed.Code, Sec. 25.094)	1
7. Education Code (Except Failure to Attend) Cases Filed	0
8. Violation of Local Daytime Curfew Ordinance Cases Filed (Local Govt. Code, Sec. 341.905)	0
9. All Other Non-Traffic Fine-Only Cases Filed	6
10. Transfer to Juvenile Court:	
a. Mandatory Transfer (Fam.Code, Sec. 51.08(b)(1))	0
b. Discretionary Transfer (Fam.Code, Sec. 51.08(b)(1))	0
11. Accused of Contempt and Referred to Juvenile Court (Delinquent Conduct) (CCP, Art. 45.05(c)(l))	0
12. Held in Contempt by Criminal Court(Fined and/or Denied Driving Privileges) (CCP, Art. 45.050(c)(2))	0
13. Juvenile Statement Magistrate Warning:	
a. Warnings Administered	0
b. Statements Certified (Fam.Code, Sec. 51.095)	0
14. Detention Hearings Held (Fam. Code, Sec. 54.01)	0
15. Orders for Non-Secure Custody Issued	0
16. Parent Contributing to Nonattendance Cases Filed (Ed. Code, Sec. 25.093)	0

ADDITIONAL ACTIVITY

Court		NUMBER GIVEN	NUMBER REQUESTS FOR COUNSEL
Month	Year		
September	2024		
1. Magistrate Warnings:			
a. Class C Misdemeanors		68	
b. Class A and B Misdemeanors		0	0
c. Felonies		0	0
			TOTAL
2. Arrest warrants Issued:			
a. Class C Misdemeanors			174
b. Class A and B Misdemeanors			0
c. Felonies			0
3. Capiases Pro Fine Issued			75
4. Search Warrants Issued			0
5. Warrants for Fire, Health and Code Inspections Filed (CCP, Art. 1805)			0
6. Examining Trials Conducted			0
7. Emergency Mental Health Hearings Held			0
8. Magistrate's Orders for Emergency Protection Issued			0
9. Magistrate's Orders for Ignition Interlock Device Issued (CCP.Art. 17.441)			0
10. All Other Magistrate's Orders Issued Requiring Conditions for release on Bond			0
11. Driver's License Denial, Revocation or Suspension Hearings Held (IC, Sec.521.300)			0
12. Disposition of Stolen Property Hearings Held (CCP, Ch. 47)			0
13. Peace Bond Hearings Held			0
14. Cases in which Fine and Court Costs Satisfied by Community Service:			0
a. Partial Satisfaction			0
b. Full Satisfaction			0
15. Cases in Which Fine and Court Costs Satisfied by Jail Credit			0
16. Cases in Which Fine and Court Costs Waived for Indigency			31
17. Amount of Fines and Court Costs Waived for Indigency			\$14,140.10
18. Fines, Court Costs and Other Amounts Collected:			
a. Kept by City			\$55,043.30
b. Remitted to State			\$23,445.33
c. Total			\$78,488.63



Sales Tax Revenue



	2020-21	2021-22	2022-23	2023-24	Variance	% Change
Oct	474,908	614,387	564,989	615,789	50,800	9%
Nov	555,351	591,122	601,617	619,862	18,245	3%
Dec	492,045	531,587	534,367	507,167	-27,200	-5.1%
Jan	485,376	546,590	553,612	556,087	2,475	0.4%
Feb	620,387	672,968	715,843	684,276	-31,567	-4.4%
Mar	461,055	488,951	533,386	511,172	-22,214	-4.2%
Apr	418,314	465,157	538,045	613,321	75,276	14%
May	652,259	638,759	682,998	698,196	15,198	2.2%
Jun	528,884	556,317	557,247	695,669	138,422	24.8%
Jul	504,261	545,362	591,396	601,266	9,870	1.7%
Aug	591,760	676,212	688,897	579,960	-108,937	-15.8%
Sept	544,742	568,161	622,050	595,534	-26,516	-4.3%
Total	6,329,343	6,895,574	7,184,447	7,278,299	93,852	1.3%

September 2024:

Total Sales Tax \$ 595,534
City of La Marque \$ 446,651
LEDC \$ 148,884

FY2024 Total Receipts -COLM

\$ 5,458,724

FY2024 Total Receipts - LEDC

\$ 1,819,575

Republic Services Billing

Limits						400.0	350	100				\$608,935.97	2000.0				
		\$0.05	2024	ug/L		mg/L	mg/L	mg/L	mg/L	\$0.50	\$0.50	\$0.30	Total	ug/L			
Week Ending	Flow	Bill \$\$	Sample Date	Methane	pH	TSS	COD	BOD	NH3	TSS	BOD	NH3	Billing	Cu	Meter ST	Meter End	Total
7/2/2024	98,491	\$4,924.55		6540	7.3	34.8	1210	176	299			\$49.04		30.2	10510421	10608912	98,491
7/11/2024	280,056	\$14,002.80		18000	7.3	48.7	1680	242	355			\$178.68		12.6	10608912	10888968	280,056
7/16/2024	222,525	\$11,126.25		8850	7.6	63.8	750	97	3.5					ND	10888968	11111493	222,525
7/25/2024	707,348	\$35,367.40		7610	7.5	30.5	1070	143	245			\$256.62		11.1	11111493	11818841	707,348
24-Jul	1,308,420	\$65,421.00		10,250	7.425	44.5	1177.5	164.5	225.62	\$0.00	\$0.00	\$484.34	\$65,905.34				1,308,420
Check		\$65,421.00															
8/1/2024	53,828	\$2,691.40		6270	7.1	103.0	504	25.7	127			\$3.64		17.8	11818841	11872669	53,828
8/5/2024	240,624	\$12,031.20		6280	7.4	33.0	1220	137	284			\$110.78		32.8	11872669	12113293	240,624
8/12/2024	349,710	\$17,485.50		7200	7.4	182.0	600	78.5	153			\$46.37		12.4	12113293	12463003	349,710
8/20/2024	393,394	\$19,669.70		3520	7.4	33.0	1600	136	380			\$275.60		161.0	12463003	12856397	393,394
8/28/2024	455,154	\$22,757.70		1750	7.4	73.3	1910	180	474			\$425.91		18.0	12856397	13311551	455,154
24-Aug	1,492,710	\$74,635.50		5,004	7.34	84.9	1166.8	111.44	283.6	\$0.00	\$0.00	\$858.65	\$75,494.15				1,492,710
Check		\$74,635.50															
9/3/2024	108,622	\$5,431.10		851	7.7	43.0	1380	116	355			\$69.30		201.0	13311551	13420173	108,622
9/10/2024	286,940	\$14,347.00		1650	7.6	50.5	1350	198	347			\$177.33		212.0	13420173	13707113	286,940
9/17/2024	255,317	\$12,765.85		812	7.7	52.3	1740	128	397			\$189.72		133.0	13707113	13962430	255,317
9/24/2024	481,853	\$24,092.65		814	8.1	69.6	1860	230	523			\$509.97		ND	13962430	14444283	481,853
24-Sep	1,132,732	\$56,636.60		1031.75	7.775	53.85	1582.5	162	405.5	\$0.00	\$0.00	\$946.32	\$57,582.92				1,132,732
		\$56,636.60															

Definitions
TSS - Total Suspended Solids
COD - Chemical Oxygen Demand
BOD - Biochemical Oxygen Demand
NH3 - Ammonia
Cu - Copper

PUBLIC WORKS PROJECTS

UPDATE: 10/15/2024

Water Infrastructure (\$8.0M)

Main Street Waterline Replacement – Replace existing 14” waterline with new 16” waterline to improve flow and pressure reliability. Project Location – 1-45 – 12th Street.

Estimated Project Cost = \$1,800,000 Estimated Completion Date October 2024

Under Construction – 50% Completed

District C & D

2” Waterline Replacement (Phase 1 of 8) Replace existing 2” waterlines with new 6” and 8” waterlines, including additional fire hydrants, providing better fire protection; *this is phase 1 of a multi-phased improvement project estimated at \$25 million.*

Project Location – east of Highway 3, south of Texas Avenue, north of Shady Lane (Shady Lane is included) Estimated Project Cost = \$4,200,000 Estimated Completion Date – Spring 2025

Design Phase – 90% Completed; Bid Phase to begin January 2025

District D

2” Waterline Replacement (Phase 2 of 8) – The City received a \$2M Congressional Discretionary Community Improvement Grant for FY24. The funding request was submitted to continue the 2” waterline replacement program. The location will be east of Highway 3, which has the majority of the older 2” waterlines in the system. Estimated Project Cost = \$2,000,000

Estimated Completion Date – Fall 2025

District D

Procurement Phase – Beginning (selection of Grant Administrator and Engineering Firm)

Wastewater Infrastructure (\$48.0M) (HUD Grant Funds 99%; City Share = 1%)

Sanitary Sewer Manhole Improvements – The City has over 800 SS manholes (utility access holes); this project will include restoration, rehabilitation or replacement of manholes based on condition assessment; approximately 4000 feet of SS pipelines rehabilitation is also included in this Project. Project Location – Various locations throughout the city

Estimated Project Cost = \$7,500,000 Estimated Completion Date – Spring 2025

Under Construction – 35% Completed

District C & D

Wastewater Treatment Plant Expansion – Construct new 2.25 million-gallons-per-day (MGD) treatment plant addition to complement the existing 3.0MGD treatment plant. New technology will be incorporated, and capacity addition will provide for better treatment and future growth. Project Location – Woodward Avenue – site of the existing treatment plant.

Estimated Project Cost = \$33,500,000 Estimated Completion Date – Summer 2026

Design Phase – 90% Completed

District B

Sanitary Sewer Pump Station Improvements – The City has 21 pump stations (lift stations) throughout the sanitary sewer (SS) system. All facilities will be upgraded and improved, based on needs and state of condition. Project Location: Various Locations.

Estimated Project Cost \$7,000,000 Estimated Completion Date – Summer 2025

Under Construction – 10% Completed

District A & B

Stormwater Infrastructure (\$5.2M)

Westlawn Stormwater Improvements – Construct new pipelines and street inlets for stormwater collection on Melody Drive and Merry Lane, in the area west of Westward Avenue. New street inlets will be constructed on Westward Avenue as well, including larger pipelines to accommodate the flow from this area. Grading improvements are planned for the area east of Westward, including Fannin Street, W. Houston Drive and W. Crockett Street. Project Location – South of Cedar Drive and West and East of Westward Avenue.

Estimated Project Cost \$1,600,000

District C

The Project was awarded by the City Council to AR Turnkey Construction for a total amount of \$1,688,858 on May 8, 2023. **Project has been completed Final Acceptance –September 2024**

Wisteria Stormwater Improvements– Construct new pipelines and street inlets for stormwater collection. Project Location – Northeast section of City, south of Texas Avenue.

Estimated Project Cost = \$500,000

Estimated Completion Date – Spring 2024

Preliminary Engineering has been partially completed. Funding by the Texas Department of Agriculture for a Community Development Block Grant \$500,000

Design Phase – 80% Completed; Bid Phase to begin in February 2025

District D

Westwood Stormwater Improvements Phase II – Construct concrete swale for stormwater flow on the north end of Westwood Circle to improve flow. Repair streets and grading on the south side of Westwood Circle.

Funded with 2016 C.O. Bond Proceeds. Estimated Project Cost = \$300,000

Pre-Construction Meeting completed; construction start date 10/25/24

District B

Stormwater Master Plan – The City submitted and received a \$900K award for the completion of a Stormwater Master Plan to survey and inspect the stormwater system in the city. The Plan will include recommendations for stormwater improvements, including needed infrastructure or possibly retention and detention areas to control stormwater flow. A detailed map of the stormwater infrastructure will be included within the Project scope. **City Wide**

Funding Source – FEMA 90%; City Share 10%

Estimated Completion Date – Summer 2025

Ashley / Westward Stormwater Improvements – Ashley Drive has experienced flooding in the past and this project will improve the existing stormwater system on Westward Avenue to reduce / eliminate the flooding on the west end of Ashley Drive. Preliminary engineering tasks are being considered using recent Hazard Mitigation Grant Program through FEMA / TDEM. Estimated Project Cost = \$100,000 Funding – FEMA HMGP Grant

Preliminary Engineering / Estimated Construction Date – Spring / Summer 2025 **District A**

Camp Circle Stormwater Improvements – Construction improved stormwater collection system in this low-lying area; possible addition of pump station for stormwater control and removal.

Project Location – North of Cedar Drive – including all streets of Camp Circle.

Estimate Project Cost = \$1,000,000 Estimated Completion Date – Summer 2025

Preliminary Engineering planning is underway. Funding – TBD **District A**

Feasibility and funding phase – preliminary design & scope

Lake Road Stormwater Improvements – Construction of underground Stormwater System along Lake Road as part of the Lake Road Improvement Project – Texas Avenue to Main Street.

Estimated Project Cost = \$2,000,000 Estimated Completion Date – 2026-2028

Preliminary design has been discussed but not started. Funding – TBD

Feasibility & funding phase.

District A & C

Street Infrastructure (\$6.7M)

Sidewalk Improvements – Main Street – Construct new sidewalks and driveway approaches along Main Street, between Lake Road and Highway 3. Funding – TxDOT Project

Estimated Project Cost \$1.5M Estimated Completion Date –Spring 2025

Design Completed – scheduled for construction – Winter 2024

District C & D

Sidewalk Improvements – Highway 3 - TxDOT is performing street resurfacing and improvements on Highway 3; part of that Project is new sidewalk construction from Main Street to Texas Avenue, connecting to the Emancipation Trail Project underway along this route.

Preliminary design has not been completed yet; performed by TxDOT.

Estimated Total Project Cost is borne by TxDOT– \$4,400,000 (*no cost to the City*)

Estimated Project Cost – Sidewalks = \$1.7M Estimated Completion Date –Spring 2025

Funding - TxDOT

Design Phase TxDOT Project

District D

Oak Street Bridge Replacement – TxDOT is planning to replace a small bridge extending over a major drainage channel on Oak Street. Project Location – Oak Street between Main Street and Ross Avenue. The City is participating in the Project by completing offset construction for stormwater and street infrastructure – (Wisteria Project)

Estimated Project Cost = \$700,000; City Cost = \$70,000 Estimated Completion Date – 2025

Design Phase – TxDOT project.

District D

Jefferson Drive Rehabilitation - Design work has been started for major restoration of Jefferson Drive between Westward Avenue and Vauthier Street. The plan is to construct concrete pavement roadway to provide the needed strength and stability for commercial truck traffic using this street.

Estimated Project Cost = \$800,000 Estimated Completion Date – Spring 2025

Funding Source – American Rescue Plan Act (ARPA) **Design / Bid Phase** **District A**

Street Lighting Improvements – The City has undertaken a long-term effort to replace existing streetlights with LED fixtures, to provide cleaner, brighter lighting throughout the area. There are 1084 streetlights in the City, serviced by Texas-New Mexico Power (TNMP) or CenterPoint Energy (CPE); most of the streetlights are serviced by TNMP (700+). Phase 1 of the Streetlighting (STL) Improvement Project is the conversion process – upgrading to LED. Phase 2

will add additional STL on main corridors in the city. Phase 3 will add additional STL in residential areas underserved by lighting. The total Project is anticipated to take 3-5 years.

Phase 1 – Estimated Project Cost = \$85,000 Estimated Completion Date – Winter 2024
Phase 2 – Estimated Project Cost = \$1,200,000 Estimated Completion Date - Summer 2025
Phase 3 – Estimated Project Cost= \$2,000,000 Estimated Completion Date – Summer 2027
Funding Source – Phase 1 – City funded; Phase 2 & 3 TBD **60% completed – Phase 1 City Wide**

2025 Street Maintenance Program – Several streets are scheduled for mill & overlay or resurfacing. The streets identified for this project are: McKinney, Virginia, Mar-Ann, Steve Roy, Kenneth Brown, Union and possibly Westward (FM1965 – Cedar). Total = 22,000 square yards (198,00Sf) or approximately 2 miles. Estimated Cost = \$500,000 Funding ARPA Funds
Bid Phase in process. Estimate Start Date – March 2025 **District A**

Park Infrastructure (\$1.8M)

Mahan Park Boat Ramp Improvement - Project includes new configuration and upgrades to the existing boat ramp site, addition picnic areas, including pavilions, and new parking lot.
Estimated Project Cost = \$500,000 Estimated Completion Date -Winter 2024
Project awarded for construction on June 24th to Lucas Construction in the amount of \$482,000
Funding – Texas Parks & Wildlife Department (TPWD) Grant 75% / 25% City (\$125,000) Parks Fee Fund. **Construction Phase 15% completed** **District B**

Mahan Park Baseball Field Improvements - A project is currently under consideration to reconfigure the baseball fields into a circular design providing a central concessions and restroom facility. New bleachers with covering will be considered along with paved walkways.
Feasibility and Funding Process Estimated Project Cost = \$500,000 **District B**

Highland Bayou Park Erosion Control Project -- A proposed project to stop erosion around the lake at Highland Bayou Park (HBP) has been studied by engineering from a preliminary perspective. Several methods or alternatives are being considered and grant funding is being sought to complete the Project. Two (2) projects were submitted for funding, but we failed to qualify for the Grant – adjustments will be made for the application process to obtain funding.
Estimated Project Cost - \$600,000 /Funding - TBD
Estimated Completion Date – 2028 **District C**

Saltgrass Park – New park to be constructed in Saltgrass subdivision, south of FM1765
Design concept phase – completed; Estimated Construction Cost \$250,000
Design Phase scheduled completion Dec 2024 **District B**

Date	Address	Linear FT	Work Order #	District
Draining Channels				
240903	1409 W Houston	57	24-03732	C
240909	1119 Lake	45	24-03807	A
240909	515 Grafton	60	24-03358	D
240909	410 Elaine	30	24-03808	D
240909	2008 12th	85	23-01946	C
240909	1404 Duroux	25	24-03271	C
240909	2105 Jeridona	70	24-03778	C
240912	12th & Orange	300	24-00046	C
240917	Stonewall	800	24-01812	A
240927	102 Longdrige	180	24-00375	C
240927	2901 Cedar	480	23-03701	A
240927	1407 Foreman	80	23-02795	C
2212				

Culverts- Cleaned				
240903	1409 W Houston	27	24-03732	C
240904	Austin	50	24-02509	C
240904	Grafton - South side	70	24-03809	D
240904	2609 Stonewall	50	24-03810	A
240904	MLK	100	24-03811	D
240904	Robbie (north side)	200	24-03812	D
240904	Ave D & 2nd	70	24-03813	D
240904	1304 Rhodora	40	24-03814	C
240903	1106 Cora	23	24-00039	D
240911	5010 Lawndale	45	24-03845	B
240911	4010 Prairie	20	24-03846	B
240911	1716-1726 Hawthor	120	24-00128	D
240911	2207 Howell	85	24-00287	C
240911	611 Oak	400	24-03847	D
240916	2316 5th Ave		24-03868	C
240913	2914 & 2916 Katherine		24-02650	A
240912	2322 Westward	130	24-01957	A
240912	1103 Cora	83	24-01772	A
240912	425 Beech	40	24-01603	C
240912	1014 Maple	33	24-00422	D
240912	931 Laurel	220	24-00425	C
240912	Orange St	600	24-00972	D
240912	Eleanor	1	24-00429	C
240917	1115 Volney	200	24-03226	B
240917	Vauthier	300	24-02993	B
240917	Perthuis & Perthuis f	400	24-03048	B
240918	403 Elmo	47	24-03223	D
240918	8 Broadmoor	120	24-03228	C

Date	Address	Linear FT	Work Order #	District
Culverts- Cleaned				
240917	7 Broadmoor	120	24-03949	C
240919	2 Coronado Circle	800	24-02684	D
240919	Kenneth	800	24-02511	A
240919	1103 Cora	90	24-01772	A
240919	1813 Dalian	60	24-01354	C
240919	2405 Downey	100	24-01331	C
240926	2609 Stonewall	20	24-03810	A
240926	1304 Rhodora	80	24-03814	D
240926	Ave D & 2nd	120	24-03813	D
240926	2705 Katherine	60	24-03291	A
240926	1402 Duroux	35	24-03271	B
240926	1900 Palm St	40	24-03305	C
240927	400 Grafton	100	24-03266	D
240927	3201 Taylor	300	24-03389	A
240927	3131 Taylor	300	24-03389	A
240927	708 Grafton	58	24-03569	D
240927	2219 Scott	42	24-03231	C
		6599		



City of La Marque's
Monthly
07/01/24 to 09/30/24

	Projects Started	Projects Completed	Worker Total	Worker Total - OT	Man Hours Total	Man Hours Total - OT
Parks	14	16	\$ 3,008.30	\$ 124.07	126	4
Cemetery	1	1	\$ 59.51	0	2	0
Highland Bayou Park	7	7	\$ 99.21	0	4	0
Jaycee Park	0	3	\$ 237.36	0	10	0
Mahan Park	6	4	\$ 2,612.22	\$ 124.07	110	4
Westlawn Park	0	1	0	0	0	0

	Projects Started	Projects Completed	Worker Total	Worker Total - OT	Man Hours Total	Man Hours Total - OT
Sewer	207	222	\$ 103,331.23	\$ 5,250.89	1,867	163
Sanitary Sewer Back-Up	182	192	\$ 19,309.50	\$ 4,267.91	417	134
Service Repair	25	30	\$ 84,021.73	\$ 982.98	1,450	29

	Projects Started	Projects Completed	Worker Total	Worker Total - OT	Man Hours Total	Man Hours Total - OT
Stormwater	68	106	\$ 9,929.51	\$ 1,628.64	410	52
Channel cleaning / regrading	16	31	\$ 3,237.90	\$ 1,241.46	123	39
Culvert Cleaning	49	74	\$ 6,657.34	\$ 387.18	285	13
Drain / Grate Repair	3	1	\$ 34.27	0	2	0

	Projects Started	Projects Completed	Worker Total	Worker Total - OT	Man Hours Total	Man Hours Total - OT
Streets	228	238	\$ 17,720.56	\$ 1,992.65	718	62
Brush/Debris Removal	30	27	\$ 5,710.96	\$ 1,948.67	207	60
Pothole	120	129	\$ 8,570.50	\$ 43.98	371	2
Signs - Misc	13	30	\$ 588.78	0	24	0
Stop Sign	42	33	\$ 1,825.48	0	74	0
Street Sign	16	17	\$ 883.72	0	36	0
Street Sweeping	6	2	\$ 141.12	0	6	0
View Obstruction	1	0	0	0	0	0

	Projects Started	Projects Completed	Worker Total	Worker Total - OT	Man Hours Total	Man Hours Total - OT
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Water	185	181	\$ 82,719.03	\$ 12,848.46	3,603	412
Leak - Service or Main	150	145	\$ 80,150.14	\$ 10,928.43	3,515	351
Pressure	34	35	\$ 1,645.52	\$ 996.66	60	33
Valve Maintenance, repair / replace	1	1	\$ 923.37	\$ 923.37	28	28
Totals	702	763	\$ 216,708.63	\$ 21,844.71	6,724	693



City of La Marque's
Monthly
Month of September, 2024

	Projects Started	Projects Completed	Worker Total	Worker Total - OT	Man Hours Total	Man Hours Total - OT
Parks	3	3	\$ 46.29	\$ 0.00	2	0
Highland Bayou Park	2	2	\$ 26.45	0	1	0
Mahan Park	1	1	\$ 19.84	0	1	0
Sewer	34	43	\$ 22,541.46	\$ 442.24	103	14
Sanitary Sewer Back-Up	28	31	\$ 889.16	\$ 442.24	32	14
Service Repair	6	12	\$ 21,652.30	0	71	0
Stormwater	21	52	\$ 3,121.21	\$ 176.38	133	7
Channel cleaning / regrading	6	12	\$ 802.14	\$ 162.01	33	6
Culvert Cleaning	14	40	\$ 2,319.07	\$ 14.37	100	1
Drain / Grate Repair	1	0	0	0	0	0
Streets	87	92	\$ 5,088.12	\$ 43.98	213	2
Brush/Debris Removal	13	10	\$ 684.37	0	25	0
Pothole	44	46	\$ 3,036.23	\$ 43.98	132	2
Signs - Misc	11	27	\$ 439.56	0	18	0
Stop Sign	11	9	\$ 830.28	0	34	0
Street Sign	6	0	\$ 97.68	0	4	0
Street Sweeping	2	0	0	0	0	0
Water	66	71	\$ 16,192.26	\$ 1,600.98	480	54
Leak - Service or Main	55	56	\$ 15,401.07	\$ 1,210.83	448	40
Pressure	11	15	\$ 791.19	\$ 390.15	32	14

Totals

211

261

\$ 46,989.34

\$ 2,263.58

931

77



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: Alice Ashley

Department: Administration

Agenda Item: 8.II.

Reviewed by: Kierra Nance

AGENDA ITEM DESCRIPTION:

STAFF BRIEFING:

The City of La Marque is now a cohort member of the Road to Zero Coalition (RTZ), an initiative of the National Safety Council in collaboration with the U.S. Department of Transportation.

Their goal is safe mobility for all people in the United States of America. To meet our goal of eliminating traffic fatalities and severe injuries within the next 30 years, the Road to Zero Coalition will encourage stepped-up action and collaboration across disciplines, as well as a strong sense of urgency and accountability. We will develop priorities, take action individually and collaboratively, and encourage partners and stakeholders to elevate proven strategies and promising, innovative approaches.

Why: People are dying and being injured on our roadways. We can and must prevent these tragedies, giving all people the opportunity to move about safely.

How: The key to success lies in our ability to move beyond the status quo. We underscore the importance of the following in the Road to Zero effort, all of which require a united front:

Using a data-driven approach and strategies that are most impactful while also exploring and encouraging promising, new strategy;

Employing a Safe Systems approach that recognizes shared responsibility among system designers and the public, accepts that human beings have physical limits and acknowledges that error is inevitable. Our roadway and vehicle systems must make allowance for errors and minimize safety risks;

Engaging a broad community of public and private stakeholders and partners in this work at the national, state, regional, and local levels;

Prioritizing equity in our work, recognizing that traffic safety issues disproportionately impact some populations;

Leveraging opportunities in technological advancements, while not overlooking shorter-term, low-tech safety solutions.

This will also broaden the city's eligibility for various grant funds directed towards the RTZ goals.

HISTORY:

FISCAL IMPACT:

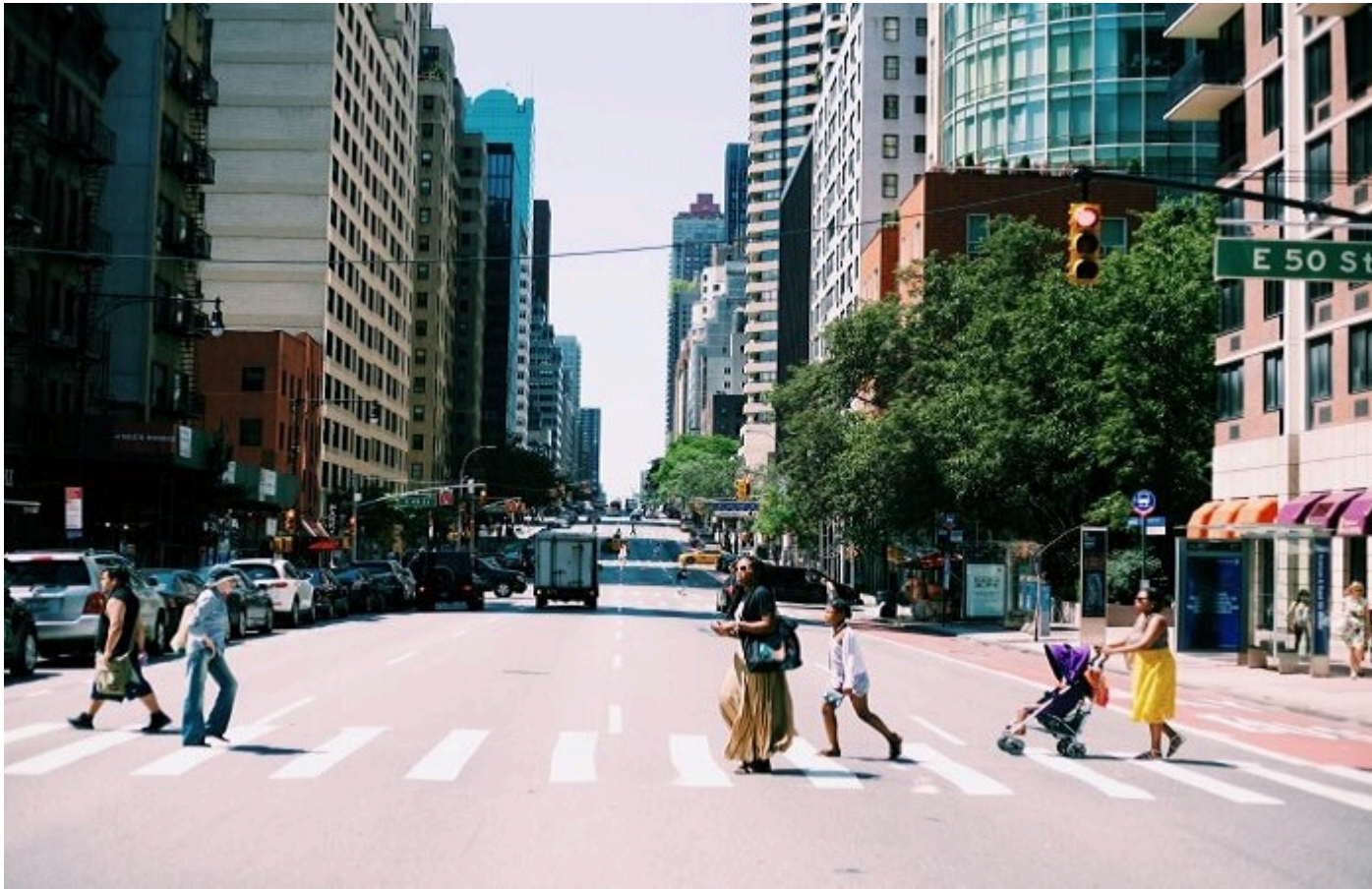
There is no fiscal impact. Additionally, this will enhance the city's eligibility for various grant opportunities to support Road to Zero (RTZ) goals and initiatives, which focus on eliminating traffic fatalities and improving overall transportation safety.



Road to Zero: Taking a Safe System Approach

Creating roadway environments that forgive human mistakes.

July 20, 2020



By Sarah Abel, Jeffrey A. Lindley, P.E., and Jeffrey F. Paniati, P.E. This is an excerpt from the article originally appeared in the May issue of ITE Journal. Institute of Transportation Engineers, All Rights Reserved.

As an active [Road to Zero](#) member, the Institute of Transportation Engineers is currently guiding the national effort to prioritize safety through a creating a safety culture and advancing a Safe System approach, one of the three main recommendations from [The Road to Zero: Achieving Zero Deaths by 2050](#) report. More than two dozen leading national transportation and safety organizations and technical experts, including the Federal Highway Administration and the National Highway Traffic Safety Administration, are participating in this effort.

In moving from vision to implementation, we are working on increasing the understanding and application of [Safe Systems and Safety Culture concepts](#) and practices, identifying key tools and references, creating case studies from leading jurisdictions, and finding ways to integrate knowledge into practice.

Safe System Approach

A Safe System approach can help us get to zero fatalities by creating a "safety net" that uses mutually reinforcing approaches to create safer roads, safer speeds, safer vehicles, safer users and effective post-crash care. Sweden was the first country to enact a Vision Zero policy using a Safe System approach in 1997, marking a fundamental shift to a shared responsibility and system-based approach to improving safety, with increased attention on the design and designers of the roadway to prevent crashes and limit their severity. The Prioritizing Safety Steering Committee explored and applied below concepts that underpin a successful Safe System approach:

- Humans make mistakes that can lead to road crashes
- The likelihood of severe injury increases dramatically with increases in speed
- It is a shared responsibility to ensure road crashes do not lead to serious or fatal injuries

- A proactive approach should be taken rather than waiting for events to occur and reacting
- No death or serious injury should be accepted in return for faster mobility
- It is critical to identify and understand [crash causation](#) and make evidence-based decisions

A [Safe System Explanation](#) and Safe System Framework were created to help support a shift in the way transportation professionals think about road-related crashes, injuries and fatalities. The framework is built around the goals of reducing human error and accommodating human injury tolerance.

Reducing Human Error

- Separating users in space.** Creating separate spaces for different users creates physical separation enhancing safety, such as separated bike lanes, pedestrian refuge islands or clear zones.
- Separating users in time.** Separating users in time allows different users to use the same space at different times, such as a pedestrian scramble phase.
- Increasing Attentiveness and Awareness.** Alert users to potential hazards and/or the presence of other users, including increasing visibility, attentiveness and reducing impairment.

Accommodating Human Injury Tolerance

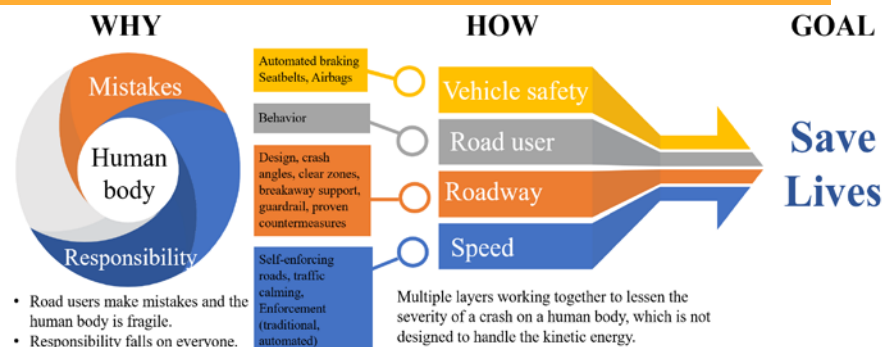
- Reduce Speeds.** The laws of physics dictate that greater harm will occur at high speed, and the greater the mass of a vehicle the more harm it will inflict on others. Reducing speed in the presence of vulnerable road users is a key Safe System strategy. In urban areas, this strategy starts with reassessing speed limits and moving toward the use of context-specific target speeds in lieu of the 85th percentile speed for speed limit setting. The use of traditional or automated enforcement is also a key tool to support lower speeds.
- Reduce Impact Forces.** Traditionally, this is accomplished by protecting the user inside a vehicle by improving the crashworthiness, use of restraint systems and air bags. Similarly, road infrastructure is being designed to reduce impact forces, such as the use of guardrails, crash cushions, roundabouts and turn hardening.

This framework represents a starting point to aid practitioners in the implementation of design and operational treatments that will save lives and reduce serious injuries through a Safe System approach.

Safe Systems Explanation

Image of a Safe Systems approach to a roundabout in the Netherlands that separates users, slows speeds, and reduces points of conflict. Source: Fran van Caspel, YouTube.

The Safe Systems approach to eliminating fatal and serious injury crashes.



The Safe Systems approach differs from conventional safety practice by being human-centered, i.e., seeking safety through a more aggressive use of vehicle or roadway design and operational changes rather than relying primarily on behavioral changes – and by fully integrating the needs of all users (pedestrians, bicyclists, older, younger, disabled, etc.) of the transportation system. Safe Systems provide a **safety net** for the user by adhering to the following:

- 1. Anticipating Human Error** - Safe Systems are designed to anticipate and accommodate errors by drivers and other road users.

Example: Even a momentary distraction can prevent a driver from seeing vulnerable road users or vice-versa. Separating vulnerable road users—such as pedestrians and bicyclists—from traffic wherever possible, reduces the likelihood that such predictable errors will lead to a deadly collision.

Example: On rural highways, the application of rumble strips can recapture the driver's attention when they drift out of the lane due to distraction or fatigue. In newer vehicles, lane-keeping technologies can provide similar benefit.

- 2. Accommodating Human Injury Tolerance** - Safe Systems are designed to reduce or eliminate opportunities for crashes resulting in forces beyond human endurance.

Example: Where pedestrians and vehicles need to occupy the same space—such as urban crosswalks—reducing vehicle speeds through the use of lower speed limits combined with road design changes can reduce the likelihood of fatal collisions with pedestrians or bicyclists.

Example: Breakaway designs on traffic control devices installed in the right-of-way can reduce the force of impact when struck by an errant vehicle.

When we take a Safe Systems approach we may employ some of our current safety practices, but by taking a human-centered approach, we will often make different decisions than we would have otherwise.



Intersection converted to a multimodal roundabout in The Hague, Netherlands in 2012 using Safe Systems using shorter travel distances and separation by mode. Source: Bicycle Dutch, Cycling from Scheveningen to The Hague.





CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: _____

Department: Administration

Agenda Item: 8.III.

Reviewed by: Cesar Garcia, City
Manager

AGENDA ITEM DESCRIPTION:

STAFF BRIEFING:

Received a request from Councilmember Yancy to discuss this item on the agenda. She requested to clarify her attendance and the overall event experience at the Coffee with a Cop Event at Barcenas Restaurant on October 5, 2024.

HISTORY:

October 22, 2024 - Request placed by Councilmember Yancy, District A
October 22, 2024 - Request seconded by Councilmember Ross, District D

FISCAL IMPACT:

N/A

Coffee with a Cop

From Chad Waggoner <c.waggoner@cityoflamarque.org>

Date Wed 10/23/2024 11:23 AM

To Cesar Garcia <c.garcia@cityoflamarque.org>

I spoke with Josie Barcena yesterday evening about the Coffee with a Cop event. She had been asked by me through email if she was aware of any incidents involving someone from the event not paying. She was very quick to say that it was an outstanding event and she had no issues with anyone not paying.

Thanks

Chad Waggoner

Deputy Chief of Police

La Marque Police Department

O:409-938-9229



Class #57

"The only thing necessary for the triumph of evil is for good men to do nothing"

Fw: Coffee with a Cop Event

From Chad Waggoner <c.waggoner@cityoflamarque.org>

Date Tue 10/22/2024 3:24 PM

To Cesar Garcia <c.garcia@cityoflamarque.org>

Chad Waggoner

Deputy Chief of Police

La Marque Police Department

O:409-938-9229



Class #57

"The only thing necessary for the triumph of evil is for good men to do nothing"

From: Troy Anders <t.anders@cityoflamarque.org>

Sent: Tuesday, October 22, 2024 3:19 PM

To: Chad Waggoner <c.waggoner@cityoflamarque.org>

Subject: Coffee with a Cop Event

On Saturday Oct. 5, I attended the event. I attended with the understanding that coffee would be free, but I would have to pay for a meal if I chose to eat. This is how similar events have worked in the past (at IHOP and Kellys in particular). I ordered a meal and intended to pay. When I offered to pay, the waitress said it was taken care of. I still left a tip (a \$5 bill I believe). I learned that Councilman Lowry paid for everyone's meal. I cannot recall who told me at that time.

Respectfully,

Lieutenant T. Anders | Drug Recognition Expert
La Marque Police Department | Patrol Division
431 Bayou, La Marque Texas, 77568
E-Mail: t.anders@cityoflamarque.org



Coffee with a Cop

From Forrest Gandy <f.gandy@cityoflamarque.org>

Date Thu 10/24/2024 10:13 AM

To Cesar Garcia <c.garcia@cityoflamarque.org>

Cc Chad Waggoner <c.waggoner@cityoflamarque.org>

Sir,

DC Waggoner requested that I send an email recounting my experience at the Coffee with a Cop and my interaction with Councilwoman Yancy.

I was asked to sit and speak with Councilwoman Yancy, by the councilwoman. During my interaction, I only observed her eat a free pancake.

Respectfully,

Lt Gandy

DISTRICT PROFILE

The Houston District plans, designs, builds, operates and maintains the state transportation system in the following counties: Brazoria, Fort Bend, Galveston, Harris, Montgomery and Waller.



FAST FACTS (FY 2023):

Population	7.1 million
Area (Sq. Miles)	5,856
Lane Miles	11,777
Daily Vehicle Miles	99,594,247
Registered Vehicles	5,091,153
TxDOT Employees	1,150
Construction/Maintenance Expenditures	\$1.4 billion



District Engineer:
Mo Bur, P.E.

Physical Address:
7600 Washington Avenue
Houston, Texas 77007

PH: (713) 802-5000
Fax: (713) 802-5400

State Senators:
Carol Alvarado, Paul Bettencourt,
Brandon Creighton, Joan Huffman,
Lois Kolkhorst, Mayes Middleton,
Borris Miles, Molly Cook

State Representatives:
Alma A. Allen, Cecil Bell, Jr.,
Greg Bonnen, Briscoe Cain,
Charles Cunningham,
Mano Deayala, Harold V. Dutton Jr.,
Gary Gates, E. Sam Harless,
Ana Hernandez, Lacey Hull,
Jacey Jetton, Ann Johnson,
Jarvis Johnson, Jolanda Jones,
Suleman Lalani, Stan Kitzman,
Will Metcalf, Christina Morales,
Tom Oliverson, Dennis Paul,
Mary Ann Perez, Ron Reynolds,
Jon E. Rosenthal, Mike Schofield,
Penny Morales Shaw,
Valoree Swanson, Shawn Thierry,
Ed Thompson, Senfronia Thompson,
Steve Toth, Cody Vasut, Hubert Vo,
Armando Walle, Terri Leo-Wilson,
Gene Wu

U.S. Senators:
John Cornyn, Ted Cruz

U.S. Representatives:
Brian Babin, Dan Crenshaw,
Lizzie Fletcher, Sylvia Garcia,
Al Green, Wesley Hunt,
Sheila Jackson-Lee*,
Morgan Luttrell, Michael McCaul,
Troy Nehls, Randy Weber

*Special Election for replacement
scheduled for November 5, 2024

KEY PROJECTS UNDERWAY:

- **I-45 South*:** widening from FM 517 to FM 1764 — \$230 million
 - Anticipated completion: Early 2025
- **I-45 South*:** widening from FM 1764 to FM 519 — \$166 million
 - Anticipated completion: Mid 2026
- **I-45 South*:** widening from FM 519 to Texas City Wye — \$226 million
 - Anticipated completion: Summer 2028
- **I-45 South*:** widening from Texas City Wye to N of Galveston Causeway to FM 519 — \$103 million
 - Anticipated completion: Summer 2027
- **I-610 South Loop.:** reconstruct mainlanes and frontage roads; addition of freeway overpass and 8 direct connectors to SH 288 — \$117 million
 - Anticipated completion: Early 2025
- **SH-35*:** widening from Griggs Road to I-45/Spur 5 — \$94 million
 - Anticipated completion: Late 2025
- **SH-146:** reconstruct and widening from FM 518 to Dickinson Bayou — \$198 million
 - Anticipated completion: Mid 2027
- **I-10 West*:** widening from FM 359 to Brazos River project cost \$195 million
 - Anticipated completion: Early 2025
- **US 59/I-69 South:** widening from FM 762 to Spur 10 — \$135 million
 - Anticipated completion: Winter 2023, (includes additional year of frontage road reconstruction)
- **I-45 NHHIP*:** from downtown to Beltway 8 North
 - \$4.12 billion of committed funding
 - Record of Decision issued February 2021
 - Anticipated build will consist of 14 independent projects
 - Memorandum of Understanding reached with Harris County; lawsuit dismissed
 - Memorandum of Understanding reached with the City of Houston resolving city's project concerns
 - Federal pause lifted by Federal Highway Administration (FHWA) with execution of Voluntary Resolution Agreement between TxDOT and FHWA
- **I-10 at White Oak:** elevating the existing I-10 mainlanes above the floodplain of White Oak Bayou from Heights Blvd to I-45; includes construction of a detention pond and shared use path, both on the north side of I-10.
 - Anticipated completion: June 2028

MAINTENANCE: The district spent \$219 million in FY 2023 on preventive and routine maintenance.

CORRIDORS: The district's major thoroughfares include I-610 Loop, I-10, I-45, SH 288, SH 6, SH 225, SH 146, US 59/I-69, US 290, US 90, SH 99 and Beltway 8.

SAFETY: Safety is priority number one! Over the last four years the Houston District has allocated over \$80.8 million for highway safety enhancement (HSE) projects.



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: Kierra Nance

Department: City Clerk

Agenda Item: 9.II.

Reviewed by: _____

AGENDA ITEM DESCRIPTION:

For the purpose of hearing a complaint or charge against an officer or employee: Mayor

STAFF BRIEFING:

HISTORY:

10.15.2024 Requested by Councilmember District C.

10.21.2024 Supported by Councilmember District D.

FISCAL IMPACT:



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Agenda Item: 9.III.

Prepared by: _____

Reviewed by: _____

Department: City Clerk

AGENDA ITEM DESCRIPTION:

For the purpose of hearing a complaint or charge against an officer or employee:
Councilmember District A

STAFF BRIEFING:

HISTORY:

10.15.2024 Requested by Councilmember District C.

10.21.2024 Supported by Councilmember District D.

FISCAL IMPACT:



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Prepared by: Kierra Nance

Department: City Clerk

Agenda Item: 10.II.

Reviewed by: _____

AGENDA ITEM DESCRIPTION:

For the purpose of hearing a complaint or charge against an officer or employee: Mayor

STAFF BRIEFING:

HISTORY:

10.15.2024 Requested by Councilmember District C.

10.21.2024 Supported by Councilmember District D.

FISCAL IMPACT:



CITY COUNCIL AGENDA FORM

Meeting Date: October 28, 2024

Agenda Item: 10.III.

Prepared by: _____

Reviewed by: _____

Department: City Clerk

AGENDA ITEM DESCRIPTION:

For the purpose of hearing a complaint or charge against an officer or employee:
Councilmember District A

STAFF BRIEFING:

HISTORY:

10.15.2024 Requested by Councilmember District C.
10.21.2024 Supported by Councilmember District D.

FISCAL IMPACT: